

**CHEPSTOW TOWN COUNCIL**  
**The Gatehouse, High Street, Chepstow NP16 5LH**  
**Tel. 01291 626370 Email admin@chepstow.co.uk**

22<sup>nd</sup> July 2022

Dear Councillor

You are hereby summoned to attend the **Ordinary Meeting** of Chepstow Town Council to be held in the Council Chamber, The Gatehouse, High Street, Chepstow and remotely via Zoom <https://zoom.us/j/7344109571> on **Wednesday, 27th July 2022 at 7.00pm** for the purpose of transacting the following business:

Yours faithfully,



Lucy Allen  
TOWN CLERK

***Members are reminded that they attend this meeting under the provisions of the Town Council's Code of Conduct.***

**AGENDA**

**63. Apologies**

To receive apologies for absence.

**64. Declarations of Interest in Items on the Agenda**

[Declarations of Interest form](#) attached for completion and return to the office. Interests may also be declared at any point in the meeting if the need arises.

**65. To Suspend Standing Orders**

**a) Public Open Forum (15 minutes at the discretion of the Mayor)**

Members of the public are invited to address the Council in relation to items on the agenda. A member of the public shall not speak for more than 5 minutes unless directed by the Chair. A question shall not require a response at the meeting nor start a debate on the question. The Chair may direct that a written or oral response be given.

**b) Gwent Police**

To receive representation from Gwent Police (*subject to operational pressures*).

**c) Transition Chepstow**

To receive an introduction from Transition Chepstow.

**66. Mayoral Announcements**

**67. Minutes**

a) To approve the [minutes of the ordinary meeting of Full Council held on 22<sup>nd</sup> June 2022](#).

b) To approve the [minutes of the Extraordinary meeting of Full Council held on 29<sup>th</sup> June 2022](#).

**68. Matters Arising**

To receive the [Clerk's Update](#) on progress of resolutions, *for information only*.

**69. Committees**

**a) Planning and Administration Committee**

i. To receive the [minutes of the Planning and Administration Committee held on 22<sup>nd</sup> June 2022](#).

ii. To note that the meeting on the 13<sup>th</sup> July 2022 was inquorate.

- b) Environment and Amenities Committee**  
To receive the [minutes of the Environment and Amenities Committee held on 13<sup>th</sup> July 2022](#).
- c) Finance, Policy and Audit Committee**  
To receive the [draft minutes of the Finance, Policy and Audit Committee held on 15<sup>th</sup> June 2022](#).
- d) Drill Hall Management Committee (DHMC) / Community Asset Transfer Working Group**
  - i) To receive and consider the [minutes of the DHMC meeting held on 27<sup>th</sup> June 2022](#).
  - ii) To consider, and if appropriate agree, the recommendation from the consult that he re-run the Community Asset Transfer Awareness Training session for all Town Councillors and include the community members who are on the working group. Provisional date of Wednesday, 7<sup>th</sup> September 2022.
- e) Working Party Updates**  
To receive updates and consider any recommendations/next steps from:
  - i) Place Plan and Placemaking Plan
  - ii) [Shopmobility/Disability](#)
  - iii) Diversity Working Group – to note that an evening meeting will be arranged following full membership of the working group.
- f) Committee and Working Party Membership**  
To consider the recommendations contained in the [attached report](#) and nominate Councillors to vacancies on committees and working parties.

**70. Welsh Government**

Consultation on [Shaping Wales' Future: Using National Milestones to measure our Nation's progress \(wave two\)](#) - Proposals for setting the second wave of national milestones for Wales – consultation end date 12<sup>th</sup> September 2022.

**71. One Voice Wales - Innovative Practice Conference**

To consider attendance at the [Innovative Practice Conference](#) on Wednesday 14<sup>th</sup> September 2022 being held via Zoom at a cost of £45 per delegate (*LGA 1972, s111*).

**72. Monmouthshire County Council (MCC)**

**a) Business Resilience Forum**

To receive an update from the Business Resilience Forum including the status of the High Street and Bulwark shopping areas (*oral report*).

**b) 20 mph**

To receive a further update in regards the [Welsh Government proposal for 20mph speed limits](#).

**73. Old Library Memorial Building**

To note that the draft marketing material for the lease of [Old Library Memorial building](#) suggests a minimum term of 3 years. Members to consider, and if appropriate, agree to this length of term.

**74. Street Cleansing Partnership Agreement**

To note that upon further investigation the Partnership Agreement due to expire on 31.3.2023, between the Town Council and MCC, makes provision for the Town Council to give written notice to extend the agreement for an additional defined period no less than two years. Member to consider the [attached report](#), and if appropriate, agree to extend the partnership agreement for a further two years.

**75. Chepstow Market**

To consider the [attached report](#) from Cllr Jez Becker regarding Chepstow Town Market.

**76. Riverside – Right of Way Access**

To consider the [attached report](#) from Cllr Jez Becker regarding a blockage to the public right of way at the Riverside.

**77. Transition Chepstow**

To consider the attached [report on Chepstow Orchards](#) and recommendations.

**78. Planning Matters**

**a) Monmouthshire County Council Town and Country Planning (Development Management Procedure) (Wales) Order 2012.**

To consider [correspondence from Monmouthshire County Council](#) regarding a proposed development at Land at Newhouse Farm, Chepstow.

**79. Finance**

**a) Bank Reconciliation**

To confirm the reconciliation of the Council's Bank Accounts at [30th April 2022](#), [31st May 2022](#) and [30th June 2022](#)

**b) Accounts**

To receive and adopt:

- i) the [Receipts](#) and [Payments](#) for the month of April 2022.
- ii) the [Receipts](#) and [Payments](#) for the month of May 2022.
- iii) the [Receipts](#) and [Payments](#) for the month of June 2022.

**c) Income and Expenditure**

To receive the [Income and Expenditure account for the month of June 2022](#).

**d) Insurance**

To consider the [attached report](#) in regards to the increase in insurance for Bulwark Community Centre and the Drill Hall.

**e) Community Grant Application Form**

To consider [community grant report](#) and application from: [Chepstow Events Team](#) - £3,181.00 (LGA 1972, s145).

**f) The Gatehouse – replacement carpets**

To approve the quotation received for replacement carpets to the 1<sup>st</sup> and 2<sup>nd</sup> floor of the Gatehouse of £6,500 including fitting which will commence after the internal works have been completed. *Note: full procurement process in line with Financial Regulations was carried out in May 2021 for the ground floor (min ref 21i).*

**80. Correspondence**

a) To consider the correspondence listed in the [Correspondence Schedule](#).

**81. Reports of Representatives on Outside Bodies**

Oral reports from members who have attended meetings as a nominated representative of the Town Council.

<i>Air Quality Steering Group</i>	<i>Aneurin Bevan CHC</i>	<i>Bulwark Community Centre Mnt Trust</i>
<i>Bulwark Senior Citizens</i>	<i>CCTV User Group</i>	<i>Chamber of Commerce and Tourism</i>
<i>Chepstow/Cormeilles Twin</i>	<i>Chepstow Fairtrade</i>	<i>Chepstow Priory Friends</i>
<i>Keep Chepstow Tidy</i>	<i>Mon CAB</i>	<i>Palmer Centre</i>
<i>Montague Almshouses</i>	<i>One Voice Wales</i>	<i>Oldbury &amp; Berkley Power Liaison</i>
<i>Primary Healthcare Exploratory Group</i>		

**82. Matters Relating to the Public and Urgent Information**

**83. Summer Recess**

To delegate authority to the Clerk, in consultation with the Town Mayor/Deputy Town Mayor and Chair/Vice Chair of Finance, to deal with any urgent business arising over the Summer recess. (Decisions made under delegated powers to be reported to the next meeting of Full Council).

**84. Items for Next Meeting**

Grants process

Final draft Vision Document

Website suggestions

**85. Date of Next Meeting**

To confirm arrangements for the Ordinary Meeting to be held on Wednesday 28<sup>th</sup> September 2022 at 7.00pm.