



## **Chepstow Town Council**

Minutes of the Extraordinary Meeting of Chepstow Town Council held via Zoom remote meetings on Wednesday 3<sup>rd</sup> February 2021 at 7.00pm

**Present:**

**Chairman:** Cllr Tom Kirton (Town Mayor)

**Councillors:** H Beach, J Becker, M Brady, A Braund, J Brews, C Duchet, Y Havard, N Heywood, P Pavia, T Redhead, D Rooke, A Watts

**Apologies:** P Hobson

**In Attendance:** Lucy Allen (Town Clerk)  
Karen Pearce (Administrative Officer)

**Members received representation from Monmouthshire County Citizens Advice Bureau, CEO, Mal Edgson and Chief Operating Officer Yvonne James.**

*Members suspended Standing Order 36(c) to allow discussions.*

The presentation included a brief overview of the support that is currently offered including working arrangements during Covid-19. All advisors are working from home providing online web chat or telephone advice and as soon as restrictions are lifted they will return to the offices at the Gatehouse. Main advice requests during Covid-19 are: Employment rights, Furlough and Universal Credit queries.

The Citizens Advice Bureau's core funding is from Town and Community Councils which enables Citizens Advice to gain access to other funding available from the Welsh Government, the Debt Council and other charitable funding. In order to meet the increase demands the CAB are looking for additional funding to support new and extended services.

*Standing Orders were reinstated*

### **84. Unlocking Chepstow and the Thematic COVID-19 bid**

1. Members received an update on the discussions and work carried out to date for the Town Council's Thematic COVID-19 bid and that further information was still required from the consultants. Members noted that the design includes trees in Beaufort Square and were advised that a request had been made to keep this space free for music and events.

2. Members discussed the impact that the High Street road closure is having and noted the

proposed pedestrian crossing linking St Mary's Street and the High Street to aid the flow of people and support social distancing. Members discussed the need for traffic flow to be considered holistically and that any changes need to involve the community.

**85. Business Resilience Forum**

Members received an oral update from the Business Resilience Forum and information on two business grants available:

**Local Discretionary Grant** – to support businesses who are not registered on the NDR register and with a turnover below £50k - businesses will need to submit an application to the fund via Monmouthshire County Council.

**Restrictions Business Fund** - Extension until the end of March 2021 available via Monmouthshire County Council

Members requested that the Chepstow Chamber of Commerce seek the views from retail traders in the town on the difficulties that they are currently facing.

**86. Local Democracy and Boundary Commission for Wales - Review of County Electoral Arrangements for Monmouthshire - Draft Proposals**

Members considered a response to the draft proposals on the review of County Electoral Arrangements for Monmouthshire.

**Resolved**

To defer consideration of this item until the next meeting when a map detailing the boundary changes and electoral numbers will be provided.

**87. Minor Injuries Unit – Chepstow**

Members received an update on calls to Aneurin Bevan Health Board to reinstate the Minor Injuries Unit at Chepstow Community Hospital and noted that Monmouthshire County Council had also resolved to support this call. Members considered other alternatives to gather support.

**Resolved**

To contact local Town and Community Councils, organisations, and Community groups to come together as a collective and co-sign a letter requesting that this much needed service is reinstated in Chepstow. Furthermore, to talk to local doctors regarding the current provision in the area and request that the Community Health Council agenda this item for discussion at a future meeting.

**88. Welsh Government £13.2m Repair and Reuse Fund**

Members noted that the Town Council's joint bid with Repair Café Wales to the Welsh Government Repair and Reuse Fund had been unsuccessful. However, Monmouthshire County Council's bid had been successful and discussions were being held with Monmouthshire Upcycle to have a Library of Things located at their premises. Members considered whether to continue pursuing for a Repair Café in the Town.

**Resolved**

To continue discussions with Monmouthshire County Council in regards the opening of a Repair

Café in Chepstow and to further consider the costs associated at the next meeting of Full Council in February.

**89. NHS, Social care and frontline worker's day 5<sup>th</sup> July 2021**

Members considered supporting the NHS, social care and frontline worker's day on Monday, 5<sup>th</sup> July 2021.

**Resolved**

To review the Pageant Master's website and defer consideration of this item until the next meeting of Full Council on Wednesday 24<sup>th</sup> February 2021.

**90. One Voice Wales and Save a Life Cymru**

Members considered correspondence received from Save a Life Cymru who are working to encourage communities across Wales to understand the importance of learning CPR (Cardio Pulmonary Resuscitation) and using a defibrillator.

**Resolved**

To support the Save a Life Cymru campaign and integrate promotion of this into community events. Furthermore, to ask that Monmouthshire County Council consider a policy that all school children are trained in CPR and using a defibrillator.

**91. Severn Bridge – Renaming proposals from South Gloucestershire Council**

Members considered correspondence regarding the proposal from South Gloucestershire Council to the Welsh Government to consider renaming the Severn Bridge.

**Resolved**

That should there be any consideration given by the Welsh Government in the renaming of the Severn Bridge the Town Council will ensure that the community are involved in the discussion.

**92. Mind Monmouthshire**

Members received the quarterly update from Mind Monmouthshire Wellbeing Services from July – September 2020.

**Resolved**

To contact Mind Monmouthshire to understand what support is being offered to children during the Covid-19 pandemic.

**93. The National Library of Wales**

Members considered a request from the National Library of Wales to store and provide public access to archived copies of the Town Council Website.

**Resolved**

To agree to the request from National Library of Wales to provide public access to archived copies of Town Council Website.

**94. Delegated Powers**

Members noted the following decisions made under delegated powers during the Christmas

Recess:

1. To add the Drill Hall and Old Library Building onto the current Health and Safety contract with Peninsula at a cost of £88.88 per month where the following support will be available:
  - 8 additional health and safety visits to be used over the remaining duration of your current Peninsula agreement, whereby your designated Consultant will be able to provide support such as:
    - Health and Safety Compliance Audits, complete with a compliance report and Action Plan to guide you towards compliance with H&S legislation and industry best practice.
    - Provide an array of training, including mental health and wellbeing, conflict resolution, fire, or even a bespoke course tailored to your organisation.
    - Undertake risk assessments on your behalf, including general work activities, environment and fire.
2. Emergency roof repairs to the Old Library Building following the storms before and after Christmas – approximate cost £5,000.

## 95. Finance

### (a) Bank Reconciliation

Confirmed the reconciliation of the Council's Bank Accounts at 30<sup>th</sup> November and 31<sup>st</sup> December 2020.

	30 <sup>th</sup> November 2020		31 <sup>st</sup> December 2020
Receipts	£ 8,011.72	Receipts	£ 233,007.09
Payments	£ 61,704.21	Payments	£ 46,655.61

### (b) Accounts

Adopted the schedule of payments and receipts for the month of November and December 2020.

### (c) Income and Expenditure

Received the Income and Expenditure account for the month of December 2020.

### (d) Audit Wales

Members noted the future audit arrangements for Town and Community Council's in Wales.

### (e) Council Tax Base 2021 - 2022

Members noted that the Council Tax base notified for Chepstow will be £5,517.00 and that the effect of the Council tax base on the budget of £657,551 will be a charge £119.18 per band D property.

### (f) Donation from Chepstow Thursday Fellowship

Members noted that the Town Council had received a donation of £125.00 from the Chepstow Thursday Fellowship for use of the meeting room at the Gatehouse and considered how to spend the monies.

**Resolved**

To use the donation towards the costs of the beehives which it is hoped will be placed on the roof of the Gatehouse.

**(i) Dog Bins**

1. Members considered additional areas for the installation of dog bins in the wards of Chepstow which will be purchased and installed under Monmouthshire County Council's "Give Dog Fouling the Red Card" Scheme.

**Resolved**

All Councilors will consider other areas where dog bins could be placed in their wards.

2. Members considered the relocation of a bin on St Kingsmark Avenue (near the play area) currently located at the top of the steps on the road side to the bottom of the steps in the park next to a litter bin.

**Resolved**

Members agreed to the relocation of the bin on St. Kingsmark Ave to the bottom of the steps in the park (*subject to confirmation from the contractor that they will collect from this area*).

3. Members considered the addition of a bin at the beginning of the footpath (leading into the park) from Kingsmark Lane.

**Resolved**

Members agreed the installation of a bin at the beginning of the of the footpath (leading into the park) from Kingsmark Lane at a cost of £189.00, MCC will cover the installation costs (*Litter Act 1983, s5,6*).

4. Members considered the installation of a bin at the top of Mounton Road (past the steps to the hospital) near the junction to St Lawrence Road.

**Resolved**

To agree the installation of a bin at the top of Mounton Road (past the steps to the hospital) near the junction to St Lawrence Road at a cost of £189.00, MCC will cover the installation costs (*Litter Act 1983, s5,6*).

**(j) Litter Bins**

Members considered the locations and costs associated with the installation / replacement of litter bins as part of Phase II of the replacement scheme which commenced in 2019 at a cost of £3,520 (£440 per bin including installation), these bins will be transferred to become assets of the Town Council.

**Resolved**

Members agreed to the installation / replacement of litter bins as part of Phase II of the replacement scheme at a cost of £3520 (*Funding from budget head 1490 MCC Partnership*,

*Litter Act 1983, s5,6).*

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

No reports received.

**97. Matters relating to the public and urgent information exchange**

None.

**98. Correspondence**

Member received and considered the correspondence list.

**99. Items for next meeting**

- Local Democracy and Boundary Commission for Wales - Review of County Electoral Arrangements for Monmouthshire - Draft Proposals
- Welsh Government £13.2m Repair and Reuse Fund
- NHS, Social care and frontline worker's day 5<sup>th</sup> July 2021

**100. Date of next meeting**

To confirm that the next ordinary meeting will be held on **Wednesday 24<sup>th</sup> February 2021** at 7pm via Zoom online meetings.