



## **Chepstow Town Council**

Minutes of the ordinary meeting of Chepstow Town Council held via Zoom remote meetings on Wednesday 24<sup>th</sup> March 2021 at 7.00pm

**Present:**

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

**Councillors:** M Brady, A Braund, H Beach, 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 of Public (2)

**124. Declarations of Interest in items on the agenda.**

**Cllr A Watts** declared an interest under the code of conduct in **item 131. Business Resilience Forum** and remained in the meeting and participated in the discussion.

**125. Suspend Standing Orders**

Members considered suspending Standing Orders to discuss item **126. Monthly Police report including antisocial behaviour concerns.**

**Resolved:**

To suspended Standing Order 36(c) to allow discussions with representatives from Gwent Police for the following item:

**126. Monthly Report from Gwent Police.**

Members welcomed Sgt. Damian Waite to the meeting who provided details on the monthly crime report. Members raised the issue of antisocial behaviour in Chepstow, in particular the Thornwell and Bulwark area, where residents had raised specific concerns. The meeting was advised that response teams had been increased throughout Chepstow with additional Officers from other areas being drafted in to support the local team. Increase in "stop & search" had been completed this month and two warrants issued in relation to drugs.

Members discussed County Lines and noted that it is very much intelligence building and at present there is little organised crime and no major patterns emerging.

The members also received an update on current Covid 19 regulations and noted that the general behaviour within the community has been good with a few very minor exceptions.

## *Standing Orders were reinstated*

### **127. Mayoral Announcements**

11<sup>th</sup> March – Met with representatives from Cymru Hearts to receive the new defibrillators for Chepstow Hospital and Denbigh Drive, Thornwell.

### **128. Minutes**

The minutes of the ordinary meeting of Full Council held on 24<sup>th</sup> February 2021 were confirmed and will be signed as a true record at the next available opportunity due to the coronavirus pandemic.

### **129. Matters Arising**

Members received the Clerk's Update on progress of resolutions and raised the following:

Item 23(e) and 43 – Defibrillators at Denbigh Drive and Community Hospital, noted that these had been installed and requested that a map detailing locations is added to the website.

116 – High Street water drainage – letter to be drafted to Monmouthshire County Council for additional notes to be added by Councillors.

### **130. Committees**

#### **a) Planning and Administration Committee**

1. Received the minutes of the Planning and Administration Committee meeting held on 24<sup>th</sup> February and the draft minutes of 10<sup>th</sup> March 2021.

#### **b) Personnel Committee**

1. Received the draft minutes of the Personnel Committee meeting held on 10<sup>th</sup> March 2021.

#### **c) Drill Hall Management Committee**

i. Considered the minutes of the Drill Hall Management Committee meeting held on 21<sup>st</sup> March 2021.

#### **Resolved:**

To receive the minutes of the Drill Hall Management Committee meeting held on 21<sup>st</sup> March 2021.

ii. Members received the draft financial report for the year to 31<sup>st</sup> March 2021.

iii. Members received the minutes of the first joint working party of Chepstow Town Council and the Drill Hall Charitable Incorporated Organisation (CIO) held on 9<sup>th</sup> March 2021.

### **131. Business Resilience Forum**

Members received the update from the Business Resilience Forum including the status of the High Street and Bulwark shopping areas and noted:

- On 12<sup>th</sup> March 2021 the Welsh Government announced a further extension to 31<sup>st</sup> March 2021 in grant funding for businesses. This extension will apply to businesses that are rated for Business Rates in Monmouthshire and who operate in the hospitality, leisure, tourism and non-essential retail sectors. Applications are now open for any businesses who have not previously applied for the Restrictions Business Fund NDR Grant.
- To date 890 applications totaling £3.8m has been paid out, 30 applications are still outstanding.
- Business rate relief will be extended 21/22 - all businesses with a ratable value of £5K or less will pay nothing, ongoing campaign to have a sliding scale from £5K and higher ratable value still

being considered.

- Easing of Lockdown – Concerns from business regarding the lack of a comprehensive timeline for reopening.
- Tourism update – Shop Local / Stay Local campaign will be regenerated for Spring / Summer to encourage town regeneration.

### **132. Community Fridge**

Members received an update on the Chepstow Community Fridge Project, noted that the committee is looking for new members and that a meeting had been arranged with Monmouthshire County Council to receive some guidance. One of the main issues currently is the need to find a suitable location for the fridge. A member advised that they would be visiting another Community Fridge Project and will report back to the Council in addition, it was noted that funding had been agreed for membership to the FareShare scheme by Unite.

### **133. Connecting with your local community**

Members considered the guide produced by the Welsh Government “Connecting with your local community” and discussed ways in which the Town Council can promote local council elections to all age groups within the community.

#### **Resolved:**

To use the Place Plan consultation to promote engagement with the Town Council particularly amongst the young people.

### **134. Public Transport Working Party**

Members discussed forming a working party to engage with local stakeholders to discuss better bus and rail services in Chepstow.

#### **Resolved:**

To continue with the work as individuals and not to form a working party.

### **135. Monmouthshire County Council – Section 9 Road Traffic Regulation Act 1984, Notice of Making an Experimental Order – High Street & Beaufort Square, Chepstow**

Members noted the experimental Traffic Regulation Order to implement (a) a raised table traffic calming feature at the junction of Beaufort Square with High Street and (b) to introduce a one way only (in a south westerly direction) traffic system on High Street from its junction with Beaufort Square to its junction with Bank Street with access only permitted for blue badge permit holders and for deliveries only. The existing signalised pedestrian crossing facility at Beaufort Square shall be removed.

#### **Resolved:**

To invite representatives from Monmouthshire County Council to the next Full Council meeting in April to discuss the implications of the ongoing High Street closure and traffic order changes.

### **136. Independent Remuneration Panel for Wales – Annual Report 2021/2022**

Members received the finalised Annual Report in respect of 2021/2022 which is effective from 1 April and noted that there are no changes to the remuneration of community and town councils, however, the Panel will be undertaking a review of the current remuneration framework for this sector and any changes will be reflected in the next draft Annual Report.

**137. Local Government and Elections (Wales) Act 2021**

Members received a summary of key provisions of the Local Government and Elections (Wales) Act 2021 for the Community and Town Council Sector.

**138. Finance**

**(a) Bank Reconciliation**

Members confirmed the reconciliation of the Council's Bank Accounts at 28<sup>th</sup> February 2021.

Receipts	£874.86
Payments	£50,986.84

**(b) Accounts**

**Exclusion of Press and Public**

Members requested that the press and public be excluded from this item in order to discuss an entry on confidential pink papers relating to the emergency grant fund to The Dell School PTA on behalf of Chepstow Cluster of Schools.

**Resolved:**

To exclude the press and public due to this item being on confidential pink papers which may contain information which is commercially, legally or personally sensitive and should not be divulged to third parties under Part 1 of Schedule 12(a) of the Local Government Act 1972.

Members considered the schedule of payments and receipts for the month of February 2021.

**Resolved:**

To receive and adopt the schedule of payments and receipts for the month of February 2021. Members noted that the Schools Cluster would be providing a full breakdown of costs and the number of families supported prior to the second tranche of the Covid emergency grant fund.

***Press and public were readmitted to the meeting.***

**(c) Income and Expenditure**

Members received the Income and Expenditure account for the month of February 2021.

**(d) Community and Emergency Grant Applications**

1. Members considered the Community Grant applications received from:

**Chepstow Arts Festival**

**Resolved:**

- i. To donate £3,015 to Chepstow Arts Festival towards the purchase of display boards and promotion of the event in July 2021 (*LGA 1972, s145*).

**Transition Chepstow**

**Resolved:**

- ii. To donate £7459.51 to Transition Chepstow for the purchase of one e-bike and one cargo/family e-bike (*LGA 2000, s2*).

## **Friends of the Dell**

### **Resolved:**

- iii. To donate £4,675.00 to Friends of the Dell towards the costs associated with fulfilling the planning permission requirements allowing the submission for National Lottery funding for improvements to be made to the Dell Park LG (*Misc Prov*) 1976, s19).

### **2.Members considered the Emergency Grant application received from: Basecamp - £1,538 (LGA 1972, s137)**

### **Resolved:**

To defer consideration of the grant request from Basecamp and to invite representatives to the meeting in April to provide additional information on the project.

### **(e) Society of Local Council Clerks**

Members considered staff and Councillor attendance at the joint SLCC and One Voice Wales Conference which will take place on Thursday 13th May.

### **Resolved:**

Approved staff and Councillor attendance at the joint SLCC and One Voice Wales Conference which will take place on Thursday 13th May 2021 and delivered virtually at a cost of £45.00 per delegate (*LGA 1972, s111*).

### **(f) Chepstow Agricultural Society**

Members considered the renewal of the annual membership to Chepstow Agricultural Society at a cost of £40.00.

### **Resolved:**

Members agreed to renew the annual membership to Chepstow Agricultural Society at a cost of £40.00 (*LGA 1972, s111*).

### **(g) Memorial Bench**

Members considered the installation of a memorial bench in a suitable location at the Riverbank.

### **Resolved:**

Members confirmed the installation of a memorial bench at the Riverbank in memory of Cllr David Dovey at a cost of £860 + VAT. A suitable location at the Riverbank facing the bandstand will be agreed (*Parish Council Act 1957, s1*).

### **(h) CCTV Partnership – Memorandum of Understanding**

Members noted the CCTV Partnership Memorandum of Understanding expires on 31st March 2021 and considered entering into the agreement for the period 1st April 2021 to 31st March 2024.

### **Resolved:**

To sign the CCTV Partnership Memorandum of Understanding for the period 1st April 2021 to 31st March 2024. The cost to provide this service is £13,720.00 per annum, an increase of 2.5% (*LG &*

*Rating Act 1997, s31).*

**139. Reports of Representatives of Outside Bodies**

Bulwark Community Centre expressed their thanks to the Town Crew for clearing waste at the centre.

Pembroke Primary School thanked the Town Council for the funding which is supporting children struggling with home schooling due to lack of equipment.

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

None

**141. Correspondence**

Members received the correspondence list.

**142. Items for next meeting**

1. Transition Chepstow be invited to the next meeting to discuss the e-bike project.
2. Cabinet Members and Officers from Monmouthshire County Council be invited to discuss the High Street closure and traffic implications.
3. Regular item for the agendas “High street Regeneration”, to be formalised.

**143. Exclusion of Press and Public**

Members considered excluded the press and public in view of the confidential nature of the following item:

**Item 144. Recruitment of Community Projects Officer and Deputy Town Clerk**

**Resolved:**

To exclude the press and public due to this item being confidential and containing information which is commercially, legally or personally sensitive and should not be divulged to third parties under Part 1 of Schedule 12(a) of the Local Government Act 1972.

**144. Recruitment of Community Projects Officer and Deputy Town Clerk**

In the absence of the Chair of the Personnel Committee, Members received an update from a member of the recruitment panel on the employment of a Community Projects Officer and Deputy Town Clerk.

Members noted that three applications had been received for the role of Community Projects Officer however the person who had been offered the position had declined due to accepting full time employment elsewhere and therefore the vacancy would be re-advertised.

For the position of Deputy Town Clerk seven applications with the required experience had been received of which four had been interviewed. On conclusion of the process the Interview Panel resolved to recommend to Council the appointment of Alison Sandiford.

**Resolved:**

To appoint Alison Sandiford as the new Deputy Town Clerk to the Town Council.

**145. Date of next meeting**

Confirmed that the next ordinary meeting will be held on **Wednesday 28<sup>th</sup> April 2021** at 7pm via Zoom online meetings.

**CLOSE: This completed the business of the meeting at 9.05 p.m.**

**SIGNED CHAIR PERSON:** \_\_\_\_\_ **DATE:** \_\_\_\_\_