



Chepstow Town Council

Minutes of the ordinary meeting of Chepstow Town Council held via Zoom remote meetings on
Wednesday 28th April 2021 at 7.00pm

Present:

Chairman: Tom Kirton (Town Mayor)

Councillors: A Braund, H Beach, J Brews, C Duchet, Y Havard, A Horne,
N Heywood, P Hobson (left 9pm), P Pavia, T Redhead, D Rooke

Apologies: J Becker, M Brady, A Watts

In Attendance: Lucy Allen (Town Clerk)
Alison Sandiford (Deputy Town Clerk)
Tim Melville, Transition Chepstow
Member of Public (1)

146. Declarations of Interest in items on the agenda.

None

147. Suspend Standing Orders

RESOLVED:

To suspend Standing Order 36(c) to allow Members to enter into discussions with a representative from Transition Chepstow in regards to the e-bike project.

The Mayor welcomed Tim Melville, Transition Chepstow to the meeting.

See Appendix A below

Standing Orders were reinstated.

148. Mayoral Announcements

17th April - Cllrs A Braund and J Brews laid a wreath at the War Memorial in memory of HRH Duke of Edinburgh.

25th April – Cllr D Rooke laid a wreath at the War Memorial to commemorate ANZAC Day.

149. Minutes

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

150. Matters Arising

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

Item 87: Minor Injuries Unit - letter requesting support from Town & Community Councils is in hand. The Mayor stated he is liaising with Aneurin Bevan University Health Board (ABUHB) and Diabetic Screening Clinic regarding appointments and will report back to Council at the next meeting

Item 95(j): Litter Bins – bins have now been installed at the bus stop, Bulwark Avenue and in Bowsher Court, Thornwell.

Item 116: High Street Water Drainage: Gullies to be installed in the High Street – works ongoing

151. Committees and Working Parties

a) Planning and Administration Committee

Received the minutes of the Planning and Administration Committee meeting held on 24th March and the draft minutes of 14th April 2021.

b) Environment and Amenities Committee

Received the draft minutes of the Environment and Amenities Committee meeting held on 17th March 2021.

c) Drill Hall Management Committee

i. Received the minutes of the Drill Hall Management Committee meeting held on 12th April 2021.

Clarification was sought regarding the ‘fogging machine’ referred to in Item 3.17 and Members advised that they are portable chemical disinfecting machines.

ii. Received the minutes of the Drill Hall Community Asset Transfer (DHCAT) Working Party held on 13th April 2021.

iii. Members noted that following the initial meetings of the joint DHCAT Working Party the costs associated with engaging a professional consultation to carry out the complex work required in securing the Drill Hall on a Community Asset Transfer were investigated. Indicative costs have been sought to the sum of £37,500 for a 2-day week/12-month contract. Members considered tendering for this work in line with the Council’s Financial Regulations.

RESOLVED:

To go out to tender for professional support to undertake the Community Asset Transfer of the Drill Hall in line with Council’s Financial Regulations. (*LG (Misc Prov) Act 1976 s.19*)

d) Place Plan Working Party Update

Members were updated on the progress being made with the Place Plan and advised that invitations will shortly be sent to stakeholder groups to attend a stakeholder consultation event to take place around the second week of May. Members noted that the Place Plan results would feed into Monmouthshire County Council’s Revised Local Development Plan.

152. High Street closure

The Clerk advised that following a meeting between her and the Monitoring Officer, after publication of the agenda, that she had been informed that it was up to the individual Cabinet Member to decide whether or not they attend meetings during the pre-election period, not the Monitoring Officer. Members considered holding an extraordinary meeting, once the election period is over, to discuss the High Street.

RESOLVED:

To note clarification of advice from the Monitoring Officer and for the Clerk to arrange an extraordinary meeting after 6th May 2021 to consider the High Street closure.

153. Business Resilience Forum

Council received an oral report from the Business Resilience Forum including the status of the High Street and Bulwark shopping areas:

- No new announcements on grants due to the pre-election period.
- Outdoor hospitality re-opened from 26th April.
- Date for re-opening indoor hospitality will be taken following the inception of the new Welsh Government in May.
- Monmouthshire County Council is looking to refresh the Shop Local, Shop Monmouthshire campaign to encourage people to visit Chepstow.
- Concerns raised about A466 roadworks between Chepstow and Tintern apparently due to issues about the recent cold weather preventing the roosting bats coming out of hibernation.

154. High Street Regeneration

Following the request at the last meeting, Members agreed to defer discussion on ways in which to help the High Street recover from the pandemic to the extraordinary meeting being arranged to consider the High Street closure – *see Min 152 above*.

It was requested if Council could consider providing free parking spaces when discussing the High Street regeneration issues.

RESOLVED:

To defer this item to the extraordinary meeting being arranged to consider the High Street closure and to include consideration of free parking spaces.

155. Shopmobility

Members considered the report and recommendations on the availability of disability scooters in Chepstow.

RESOLVED:

- i. Considered and accepted the report on the availability of disability scooters in Chepstow;
- ii. To set up a working party consisting of Cllrs Beach, Havard, Redhead and Rooke to take forward the issue of how to support less able-bodied residents and visitors to Chepstow.

156. Litter and antisocial behaviour

Members noted a meeting held with Cllr Braund and the Head Teacher of Chepstow School regarding litter and antisocial behaviour.

RESOLVED:

That Cllr Braund provide a written report on the meeting held with the Head Teacher of Chepstow School regarding litter and antisocial behaviour for circulation to Members.

157. Market Communications and Public Participation Strategy

Cllr Horne outlined his written report to establish a working party to draft a costed, modern Market Communications and Public Participation Policy for consideration by Town Council.

Members recognised the need to better promote itself and engage with residents and noted that the Council's Communications & IT Policy and its Social Media & Electronic Communication Policy were up for review at the next Finance, Policy & Audit Committee. Members were reminded that the Clerk or Deputy Clerk should be involved in all working parties.

RESOLVED:

To set up a working party to draft a costed, modern Market Communications and Public Participation Policy for consideration at the Finance, Policy & Audit Committee meeting in June and to nominate Cllrs Braund, Brews, Heywood and Horne to the working party.

158. Community Fridge / Library of Things / Repair Café Update

1. Members received an oral update from the Cllr Havard who visited a Community Fridge project in Monmouthshire managed by Transition Monmouth.

Cllr Rooke also provided an update as a member of the Chepstow Community Fridge working party who are looking to recruit new members to the management committee and are taking advice on the constitution and types of policies required to take the project forward.

2. Members noted the update from Monmouthshire County Council's progress with setting up a Library of Things across the County, including Chepstow.
3. Cllr Rooke referred to difficulties in finding suitable premises to accommodate a Community Fridge and Repair Café, in particular and requested Council consider premises on the High Street allowing the Town Council to become public facing. A Member advised that they had been in contact with Churches Together in regard to the Rainbow Café building and was awaiting a response.

RESOLVED:

That the Clerk submit a report for consideration at the Finance, Policy and Audit committee meeting in June.

159. Yarn Bombing

Members considered two separate requests received from residents wishing to attach knitted pieces to trees and other furniture in Chepstow.

RESOLVED:

To permit knitted pieces to trees to be attached to trees and other furniture in Chepstow for a maximum period of three months.

160. Review of the Remuneration Framework for Community & Town Councils

Members noted that the discussion session on the Review of the Remuneration Framework for Community and Town Councils is on Monday 10th May 2021, 10am – 12pm via remote meetings.

RESOLVED:

That the Clerk attend the review of the Remuneration Framework for Community and Town Councils on behalf of Town Council.

161. Consultations

a. Welsh Government consultation on The Local Government and Elections (Wales) Act 2021

Members were encouraged to take part in the Welsh Government consultation on The Local Government and Elections (Wales) Act 2021 seeking Council's views on the draft General Power of Competence (Commercial Purpose) (Conditions) (Wales) Regulations and the proposal that community councils that meet certain criteria be provided a power to trade <https://gov.wales/local-authority-power-trade> (end date 11th June 2021).

RESOLVED:

That members submit any comments to the Clerk.

b. Welsh Government consultation on a Race Equality Action Plan for Wales

Members noted the draft Race Equality Action Plan for Wales which draws on lived experiences of racism and has been co-produced with Black, Asian and Minority Ethnic academics, Welsh Government policy officials and their stakeholders, communities and key race organisations (end date 17th June 2021).

<https://gov.wales/race-equality-action-plan-anti-racist-wales> and <https://llyw.cymru/cynllun-gweithredu-cydraddoldeb-hiliol-cymru-wrth-hiliol>

RESOLVED:

That members submit any comments to the Clerk

162. Planning Aid Wales / One Voice Wales Online Event - Regenerating Welsh Towns and Communities post Covid-19

Members considered attendance at the Planning Aid Wales / One Voice Wales online event discussing the regeneration of Welsh Towns and Community post Covid-19.

RESOLVED:

That Cllrs Rooke, Duchet and Heywood attend the Planning Aid Wales/One Voice Wales Event – Regenerating Welsh Towns and Communities post Covid-19, at a cost of £50 per delegate (*LGA 1972, s111*).

163. Royal British Legion – Legion 100 Funday

Members considered correspondence received from the Royal British Legion in regards to a Funday on Monday, 30th August 2021 to celebrate its Centenary year (*subject to Covid guidelines*).

RESOLVED:

To support the Royal British Legion Funday on Monday 30th August 2021.

164. Finance

(a) Bank Reconciliation

Members confirmed the reconciliation of the Council's Bank Accounts at 31st March 2021.

Receipts	£17,171.83
Payments	£62,385.67

(b) Accounts

Members received and adopted the schedule of payments and receipts for March 2021.

(c) Income and Expenditure

Members received the Income and Expenditure account for March 2021.

(d) Rescission of Resolution - Minute ref 138 (d)(1)(ii) Community Grant Application Transition Chepstow

Members considered the rescission of the following resolution under minute reference 138 (d) Community Grant Application to Transition Chepstow:

To donate £7,459.51 to Transition Chepstow for the purchase of one e-bike and one cargo/family e-bike (LGA 2000, s2).

Members noted that in line with Standing Order 19, written notice had been received from Cllrs Beach, Brady, Braund, Duchet and Havard and that when a special resolution or any other resolution moved under the provisions of paragraphs (a) of this Standing Order 19 has been disposed of, no similar resolution may be moved within a further six months.

RESOLVED:

Not to rescind Minute ref 138(d)(1)(iii) Community Grant Application Transition Chepstow.

(e) Community and Emergency Grant Applications

1 Members considered Community Grant applications received from:

1.1) Chepstow Events Team

RESOLVED:

To grant fund Chepstow Events Team £4,000 to cover the costs of a fireworks display on the Bandstand at the end of a community fun day *(LGA 1972, s145)*

1.2) Garden City Community Group and Friends

RESOLVED:

To grant fund Garden City Community Group and Friends £2,010 towards a series of activities for people of all ages, abilities and interests to celebrate the opening of a sensory garden. *(LGA 1972, s145)*

1.3) Chepstow Bowling Club

RESOLVED:

To grant fund £1,000 to Chepstow Bowling Club to assist with the restoration of the bowling green *(LG (Misc Prov) Act 1976, s19)*

2. To consider the Emergency Grant application received from: Basecamp - £1,538

In the absence of a representative from Basecamp, requested to provide additional information on the grant application, this item was not considered.

(f) One Voice Wales – Annual Membership

Members considered renewal of the annual membership to One Voice Wales at a cost of £1,924.

RESOLVED:

To renew the annual membership to One Voice Wales at a cost of £1,924. *(LGA 1972, s143)*

(g) Emergency Works – The Gatehouse

1. Members considered a confidential quotation received together with the advice from the Internal Auditor *'that as the emergency works are a health and safety issue there is no need to undertake a full tendering process. Agenda the quote for Council to consider which ensures that the Council are covered in terms of transparency and accountability'*.

Reference was made to the specialist shape of the coping stones required for the roof and to previous works carried out by the contractor to the satisfaction of Town Council. It was noted that all works will be carried out in co-operation with the Heritage Officer to satisfy building and material requirements.

RESOLVED:

To accept quotation from Clarke Electrical for emergency works for the replacement of the coping stones on the roof at the Gatehouse at a cost of £36,200 + VAT (LGA 1972, s133)

2. Members noted the advice from the auditor in regards to the 1st year works outlined in the Conditioning Survey: *For the remaining works undertake the tendering process as outlined in the Council's Financial Regulations.*

RESOLVED:

To go out to tender for the 1st year works outlined in the Conditioning Survey.

165. Reports of Representatives on Outside Bodies

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

There were no reports.

166. Matters relating to the public and urgent information exchange

Members were updated on the emergency roadworks taking place on Mounton Road.

167. Correspondence

Members noted the correspondence list.

168. Items for next meeting

None

169. Date of next meeting

Members confirmed that the Annual meeting will be held on **Wednesday 26th May 2021** at 7pm via Zoom online meetings.

CLOSE: This completed the business of the meeting at 9.50 p.m.

SIGNED CHAIR PERSON: _____

DATE: _____

Appendix A

147. Suspend Standing Orders

Members entered into discussions with Tim Melville from Transition Chepstow in regards to the e-bike project.

The following issues were discussed:

- Transition Chepstow's Transportation Plan recently released
- Mon CC has funded 3 x e-bikes (1 cargo, 2 normal)
- E-bikes have a 3-year lifespan
- E-bikes to be stored in shipping container and managed from the Library of Things situated in Monmouthshire Upcycle
- Monmouthshire Upcycle will be legal owner
- Monmouthshire Upcycle looking at e-bike policy
- Following a trial of e-bikes it is expected people will purchase their own and use locally in favour of cars
- In discussions with bus companies to allow e-bikes on busses
- Similar schemes in various parts of the country
- Transition Chepstow to promote scheme at Chepstow market
- £960 fund available for paraphernalia associated with the e-bikes
- Users to be trained on how to operate the e-bikes
- Initial scheme = 6 bikes to let out
- Additional funding to be sought to increase e-bikes to 10 (various sizes)
- E-bikes fully insured
- Initially issued to Chepstow residents, if successful to be extended to locality
- Lot of interest to rent from Facebook / Internet
- Concerns raised re: Chepstow's hilly terrain
- Cargo e-bike would benefit non drivers
- Scope for businesses to use for deliveries