



CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Ordinary Meeting** of Chepstow Town Council held via Zoom on
Wednesday, 23rd June 2021

Present:

Chair: Cllr T Kirton

Councillors: H Beach, A Braund, M Brady (left 8pm), J Brews (7.55pm), C Duchet (left 9.20pm), Y Havard, N Heywood, A Horne, T Kirton, P Pavia (left 8pm), A Redhead, D Rooke

Apologies: None

In Attendance: Mrs L Allen (Town Clerk)
Mrs A Sandiford (Deputy Town Clerk)
Members of Public (2)

27. Public Open Forum (15 minutes at the discretion of the Mayor)

A Member of the public referred Council to a number of issues of concern around Chepstow which was considered by Environment and Amenities Committee meeting on 16th June 2021.

28. Declarations of Interest in items on the agenda

None

29. Mayoral Announcements

None

30. Minutes

The Minutes of the Annual Meeting of Council held on 26th May 2021 were approved and will be signed at the next available opportunity due to the Covid-19 restrictions.

31. Matters Arising

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

Item 18. Minor Injuries Unit – A Member stated a response had been received from Eluned Morgan, MS Minister for Health and Social Services referring the issue to the Health Board. A survey of Chepstow residents has been undertaken and it was hoped that the Primary Care Cluster lead, Dr Anabelle Holtam would be invited to the July meeting.

32. Committees

a) Planning and Administration Committee

- i) Members received the minutes of the Planning and Administration Committee meeting held on 26th May and the draft minutes of the 9th June 2021.
- ii) Members were reminded that all Councillors had been signed up to planning training with Planning Aid Wales, despite only three Members responding to date.

b) Environment and Amenities Committee

Members received the draft minutes of the Environment and Amenities Committee meeting held on 9th June 2021 and noted that Cllr A Redhead had been omitted from the apologies.

c) Drill Hall Management Committee

- i) Members received and considered the draft minutes of the Drill Hall Management Committee meeting held on 10th May 2021 and the Drill Hall CIO Working Party meeting held on 18th May 2021.
- ii) Members were advised that the joint Drill Hall CIO Working Party had not been able to consider the quotations received for the Community Asset Transfer in time for this meeting and therefore this item is deferred until the meeting of Full Council in July. Members noted that the Finance Policy & Audit Committee agreed to the costs associated with the project and that the funding will come from earmarked reserves "Devolved Services".

d) Working Party updates

Members received updates from the following working parties:

i) Place Plan

The first stage of the consultation ends on 30th June 2021, following which the working party will be looking to engage with all local schools

ii) Communications and Public Participation

A draft policy was presented to the Finance, Policy & Audit Committee and is due for re-consideration in November following further development.

iii) Drill Hall Community Asset Transfer

Three tenders have been received following the formal tender process and due to the short time-scale a recommendation will go to Full Council for consideration in July.

33. Exclusion of Press and Public

RESOLVED:

To exclude the press and public for the discussion of **Item 34. Internal Investigation – Scoping Document** owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

The Clerk requested if Members would like her to leave the meeting during discussion of the following item.

34. Internal Investigation – Scoping Document

Members considered the confidential scoping document drawn up by the Working Party for the Internal Investigation and were advised that the Finance Policy & Audit Committee at its meeting on 16th June agreed in principle to the revised increased costs of £3,000 + VAT.

RESOLVED:

To approve the scoping document drawn up by the working party for the Internal Investigation, subject to the inclusion of 'the Mayor in office for 2017', under 'People'.

Cllrs Brady and Pavia left the meeting at this point.

35. Business Resilience Forum

In the absence of Cllr Pavia, Members did not receive an update from the Business Resilience Forum including the status of the High Street and Bulwark shopping areas.

36. Review of County electoral arrangements for the County of Monmouthshire

i. Members received the Commission's Final Recommendations for the electoral arrangements for the County of Monmouthshire which have been submitted to the Welsh Government for consideration.

A lengthy discussion ensued regarding the proposed boundary changes for Chepstow. Members believed the figures used to calculate the boundary changes were inaccurate and the maps used were not up to date.

RESOLVED:

To resubmit Council's previous comments on the proposed boundary changes and write to Rebecca Evans, MS Minister for Finance and Local Government to express Council's concerns.

ii. Members received and noted an update from One Voice Wales in relation to the request to re-run the review.

37. Tri-partite bid with Monmouthshire County Council

Following the resolution from the extraordinary meeting of Full Council on 19th May 2021 (minute ref 172ii) Members to consider an oral report on the proposed withdrawal from the tri-partite bid for the High Street with Monmouthshire County Council.

RESOLVED:

To withdraw this item from the agenda in the absence of Cllr Becker.

38. Welsh Government Transforming Towns/Place making Grant

Members were requested to consider additional projects to put forward to Monmouthshire County Council under the Welsh Government Transforming Towns Grant.

RESOLVED:

That Members forward to the Clerk any suggestions for inclusion under the Welsh Government Transforming Towns Grant.

39. The Queens Platinum Jubilee 2022

Members noted that the first week in June has been chosen for the celebratory week for the Queens Platinum Jubilee and discussed various ideas for an appropriate civic event.

RESOLVED:

To post on Council's website and Facebook page a request for suitable ideas from members of the community, for consideration.

40. Arts Festival 2022

Members considered if it would like to see some form of Arts Festival in Chepstow in 2022 and discussed finance to enable arrangements and bookings to be made in advance.

On consideration Members discussed how it could support the communities of Bulwark and Chepstow in reviving art around the town whilst also ensuring inclusivity to all.

RESOLVED:

To agree in principle to support an Arts Festival in 2022 to be arranged jointly by the Festival of Arts and the Chepstow Events Committee using the previous two years' underspend in the Festival's in Chepstow budget line due to Covid-19.

41. Monmouthshire County Council – Active Travel Consultation

Members considered a response to the final stage of Monmouthshire County Council's Active Travel Consultation.

RESOLVED:

- i) That Members respond individually to the Monmouthshire County Council Active Travel Consultation.

42. Plastic Free Chepstow

Members considered the request from Plastic Free Chepstow for a Town Council representative who could be designated as the Council's contact point and representative on the Plastic Free Chepstow and Keep Chepstow Tidy campaigns.

RESOLVED:

To nominate Cllr T Kirton and Cllr D Rooke to Plastic Free Chepstow and Keep Chepstow Tidy campaigns.

43. Annual Report

Members received the annual report for 2020-2021 and commended the Clerk on an excellent report.

Ref: Citizens Advice Bureau (CAB) – It was requested if the donation of £20,000 to the CAB could be amended to reflect the income received back from the donation for the hire of Town Council building.

RESOLVED:

- i) To adopt the Annual Report, subject to an adjustment to CAB figures.
- ii) To produce a summary of the Annual Report in the form of a newsletter to be posted out to all households in Chepstow at an approximate cost of £500; inviting residents to register their email addresses for future communications (*LGA 1972 s.142*).

Cllr Duchet left the meeting at this point.

44. Policy Review

As recommended by the Finance, Policy and Audit Committee on 16th June 2021 Members agreed adoption of the policies reviewed by the Committee.

RESOLVED:

To retain suspension of the Advertising Policy for the time being and adopt the following policies as reviewed by the Finance, Policy and Audit Committee on 16th June 2021:

- Communications and IT Policy
- Information and Data Protection Policy
- Retention and Disposal Policy
- Electronic Communication Policy
- Social Media Policy
- Reserves Policy, Investment Policy and Annual Investment Strategy

45. FINANCE

(a) Bank Reconciliation

Confirmed the reconciliation of the Council's Bank Accounts at 31st May 2021.

(b) Accounts

Received and adopted the schedule of payments and receipts for the month of May 2021.

(c) Income and Expenditure

Received the Income and Expenditure account for the month of May 2021.

(d) Internal Audit Report 2020 - 2021 Final

i. Members received the Internal Audit Report for the financial year 2020 – 2021 together with the Clerk's comments on the recommendations.

RESOLVED:

To accept the final report and recommendations of the Internal Auditor for the financial year 2020 – 2021.

ii. In reference to Recommendation 6 Members were asked to agree the precept figure for the financial year 2021 – 2022 at £657,551 (six hundred and fifty-seven thousand, five hundred and fifty-one pounds).

RESOLVED:

To confirm the precept figure for the financial year 2021 – 2022 at £657,551 (six hundred and fifty seven thousand, five hundred and fifty one pounds)

(e) Annual Governance Statement, Statement of Accounts, Covid Impact Assessment Report, Earmarked Reserves

Members considered the recommendations of the Finance, Policy and Audit Committee on 16th June 2021.

RESOLVED:

i. To agree the Annual Governance Statement / Checklist for the Financial Year End.

ii. To agree the Statement of Accounts and Covid Financial Impact Assessment Report.

iii. To agree the changes made to Ear Marked Reserves during the year 2020 – 2021.

(f) Year End Accounts and Annual Return

Members received the Year End Accounts and Annual Return for the year ending 31st March 2021.

RESOLVED:

To approve the Year End Accounts and Annual Return for the year ending 31st March 2021 to be signed by the Chair as soon as possible following the meeting.

(g) Free Parking in Welsh Street Car Park

Further to the resolution of Full Council at the Extraordinary Meeting on 19th May 2021 (minute ref 172(a)) Members considered costs from Monmouthshire County Council to provide free parking places in Welsh Street Car Park throughout the summer months:

15 spaces x 6 days' x £4.80 = £432 per week
15 spaces x Sunday rate of £1 = £15 per week
Total = £447 per week
Re-installation of blue bays = £414
Removal of blue bays = £456

A lengthy discussion ensued and Members considered short term car parking in the Town should be free in line with all other towns in Monmouthshire.

RESOLVED:

To write to the Chief Executive Officer of Monmouthshire County Council to request 2 hours free parking in the town at no cost to Town Council to encourage people to shop locally in line with all other towns in Monmouthshire.

(h) Community Grant Application Form

Members considered a community grant application from:
i. 7QGallery - £1,500 (*LGA 1972, s144*)

RESOLVED:

To invite 7QGallery to address Council in relation to the grant application.

Standing Order 8 was suspended to allow the meeting to continue past 9.30pm

46. Reports of representatives on outside bodies

The following reports from representatives on outside bodies were received:

- Pembroke Primary School has appointed a new head teacher to start in September 2021.
- The next meeting of the Community Fridge is scheduled for 24th June 2021.
- Bulwark Community Centre had held its first face to face meeting and that they are moving forward with the refurbishment works.
- Representatives apologised for not attending the CCTV meeting, Members were advised that minutes would be made available.

47. Matters relating to the public and urgent information exchange

- Late night noise at riverbank.
- Graffiti in Welsh Street public toilets.
- Urgent increased charges for collection of dog waste.
- Recent fatality on A466 – write to Mon CC and Welsh Government requesting urgent safety measures are put in place to safeguard the public and to ask what the action plan is on closing laybys and footpaths as originally advised.

48. Correspondence

There were no comments in relation to the correspondence list.

49. Items for next meeting

- i) To approve the amendments to the Terms of Reference and Scheme of Delegation following review at Finance, Policy & Audit Committee on 16th June 2021 and to consider the recommendation.

50. Date of next meeting

Confirmed that the next Ordinary Meeting will be held on Wednesday 28th July 2021 at 7.00pm via Zoom remote meetings.

CLOSE: This completed the business of the meeting at 21:48.

SIGNED CHAIR PERSON: _____ **DATE:** _____