



## CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Ordinary Meeting** of Chepstow Town Council held via Zoom on  
Wednesday, 28<sup>th</sup> July 2021

**Present:**

**Chair:** Cllr T Kirton

**Councillors:** H Beach (left 9.45pm), J Becker, A Braund (left 9.45pm), M Brady, J Brews (left 9.30pm), C Duchet, N Heywood, A Horne, A Redhead, D Rooke, A Watts (7.15pm)

**Apologies:** Y Havard, P Hobson, P Pavia

**In Attendance:** Mrs L Allen (Town Clerk)  
Mrs A Sandiford (Deputy Town Clerk)  
Members of Public (3)

**51 Declarations of Interest in Items on the Agenda**

None

**52. To Suspend Standing Orders**

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

There were no issues raised by members of the public.

**b) Inspector Nikki Hughes**

Apologies were received from Inspector Hughes. Replacement CaDRO Phil Taylor, was suffering technical issues in connecting to the meeting so via the Clerk requested Members email him with any issues.

**c) 7Q Gallery**

Mr Alan Stanley addressed Council, outlined the 7Q grant application and responded to Members' questions— *see Min 67(d)(i)*

**d) Ryan Coleman - Monmouthshire County Council**

Ryan Coleman outlined the request for funding for a local marketing campaign to support residents experiencing financial hardship, directly or indirectly as a result of the Covid pandemic and responded to Members' questions – *see Min 67(e) below*

Mr Coleman also outlined the grant application for the Youth Club – *see Min 67(d)(iv) below.*

**53. Mayoral Announcements**

3<sup>rd</sup> July - The Mayor and Deputy Mayor attended the Severn Area Rescue Association (SARA) duck race

17<sup>th</sup> July - The Mayor and Deputy Mayor attended the Festival of Arts Day.

**54. Minutes**

The Minutes of the Ordinary Meeting of Council held on 23<sup>th</sup> June 2021 were approved and will be signed at the next available opportunity due to the Covid-19 restrictions.

**55. Matters Arising**

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

**Item 23(d)** Cllr M Brady provided an update on the Wales Africa Grant Scheme.

**Item 47 - Re: A466:** Noted no response to date re: A466

**56. Committees**

**a) Planning and Administration Committee**

Members received the minutes of the Planning and Administration Committee meeting held on 23rd June 2021 and the draft minutes of the 14th July 2021.

**b) Personnel Committee**

- i. Members received the minutes of Personnel Committee meeting held on 14<sup>th</sup> July 2021.
- ii. Members ratified the recommendation contained under Minute 5.

**RESOLVED:**

To increase the hours of the Maintenance Operative Role to 20 per week, subject to full consultation with the current employee.

**c) Drill Hall Management Committee**

- i) Members received and considered the draft minutes of the Drill Hall Management Committee meeting held on 21<sup>st</sup> June 2021.
- ii) Members considered the confidential paper and ratified the recommendation from the joint Drill Hall CIO Working Party on their preferred contractor to carry out the Community Asset Transfer.

**RESOLVED:**

To appoint GKA to carry out the Community Asset Transfer of the Drill Hall from Monmouthshire County Council to Chepstow Town Council at a cost of £18,850 plus additional costs of £12,000 - £15,000 if requested to seek grant funding.

**d) Working Party updates**

Members received updates and considered recommendations/next steps from:

**i) Place Plan**

Members received the Summary Report March – May 2021 from Planning Aid Wales which will be scrutinised by the Steering Group to identify any additional needs in order to make its recommendations to Council.

**RESOLVED:**

To list a set of themes during consideration of item 61 below to put forward to the Steering Group for consideration.

**ii) Communications and Public Participation**

Members received a report from the Working Party and considered in depth, various proposals submitted by Cllr Horne. On considering the individual proposals, as circulated with the agenda, Members were mindful of potential costs to implement some of the proposals and that a new Council will be installed in May 2022.

**RESOLVED:**

- a) After each Full Council meeting the Clerk's Office, when it has the resources to do so, will produce a one-page of highlights of what happened at the Council meeting with links to documents and minutes. The monthly bulletin will be posted on the CTC Facebook page and promoted on all social media. It can also be emailed to all residents who have registered to receive regular updates.
- b) For the Clerk to move to only including the website link to documents being distributed to Councillors, where possible.
- c) To provide a virtual 01291 XXXXXX number for Members who do not wish to use personal telephone numbers, on a trial basis subject, to budget restraints.

**iii) Shopmobility/Disability**

Members received notes of meetings held 7/07/21 and 14/07/21 and discussed the provision of mobility scooters for use in the town. Members noted the scheme was in its initial stages and further work was required to get the scheme up and running.

**RESOLVED**

To allocate a budget of £3,000 to pursue the trial hire of a mobility scooter for the benefit of less able-bodied persons to visit and shop in Chepstow

**57. Terms of Reference and Scheme of Delegation**

Members approved the Terms of Reference and Scheme of Delegation for all Committees subject to the following amendment / additions:

- i) That the responsibility for War Memorials be delegated to the Environment and Amenities Committee;
- ii) That an expiry date be included for all working parties at point of delegation from Full Council.

A Member referred to grammatical / numbering errors contained in the document which they were requested to bring to the attention of the Clerk.

**58. 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. The Clerk advised Members that Cllr Pavia was no longer on the Forum and requested how Council wished to proceed with this item.

The Chair of Planning Committee advised Members that Lidl had submitted a planning application in relation to the Old Severn Bridge Club site.

**59. Tri-partite bid with Monmouthshire County Council**

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

A Member suggested Council's appreciation that Monmouthshire County Council had taken on board its concerns over the zebra crossing and is going to reinstate white lines, be recorded.

**RESOLVED:**

To withdraw from the tri-partite bid with Monmouthshire County Council on the basis that the Thematic Covid-19 Funding Stream had not delivered what Council had requested.

A Member clarified that the withdrawal did not extend to the bid for kiosks in Cormeilles Square.

**60. Newsletter**

Members commended the Annual Newsletter to be sent to all households in the NP16 5 area of Chepstow at an approximate cost of £1,000

**RESOLVED:**

To approve the Annual Newsletter, subject to a few grammatical changes and proof reading before being sent to all households in the NP16 5 area of Chepstow at an approximate cost of £1,000 (LGA 1972, s144)

**61. Vision, Values, Mission & Action Plan**

Members did not consider the report and recommendations due to the amount of emails circulating on this matter throughout the day, causing confusion on the actual item to be discussed.

**RESOLVED:**

To convene an extraordinary meeting to discuss Vision, Values, Mission & Action Plan and for Cllr Horne to invite a representative from One Voice Wales to attend to offer advice.

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

**62. Primary Health Care**

Members noted that further to the negative response from the Minister for Health a letter was sent and a response received from Ms Judith Paget, Chief Executive, Aneurin Bevan University Hospital Board (ABUHB). Members also noted the follow up letter to be sent to ABUHB requesting a meeting and a Freedom of Information request as a result of discussions with a number of County Councillors and knowledgeable individuals. A Member requested clarification on the third paragraph and Cllr Horne requested any comments in relation to the letter are forwarded to him.

Members considered the proposal of high level lobbying along with the preparation of a Press Release and a Petition to the Welsh Government.

**RESOLVED:**

- i) To circulate the response from the Minister for Health.
- ii) To approve the proposal of high level lobbying along with the preparation of a Press Release and a Petition to the Welsh Government

*Cllr J Brews left the meeting during discussion of this item.*

**63. Mind Monmouthshire**

Members received the quarterly services report for April – June 2021 for Chepstow.

**64. Monmouthshire County Council - Dog Waste Collections**

Members received the Briefing Note for Town and Community Councils from Mon CC and considered the options for future dog waste collections.

**RESOLVED:**

To continue the same arrangement with Merlin Waste at £6.25 per bin per empty. Members noted that there was no guarantee in the future that service costs will not be increased again.

**65. One Voice Wales**

- i) Noted the Welsh Government's [Programme for Government](#) and the associated [Well-being Statement](#) for this Senedd term has now been published, setting out the ambitious set of commitments which Welsh Ministers intend to deliver this term.

- ii) Noted One Voice Wales is holding its third Innovative Practice Conference on Wednesday 22nd September via Zoom at a cost of £40 per delegate.

*Cllrs H Beach and A Braund left the meeting at this time.*

## 66. Consultations

- i) Noted the Local Government and Elections (Wales) Act 2021 sets out the intention of Welsh Ministers to specify, in regulations, the qualifications or description of qualifications that the clerk to a community council must hold in order for the community council to meet the second of the three eligibility conditions to become an 'eligible community council' <https://gov.wales/community-council-clerk-qualifications-regulations> (By 24/09/21).
- ii) Noted the Preferred Strategy for Replacement Local Development Plan (RLDP) and Second Call for Candidate Sites <https://www.monmouthshire.gov.uk/app/uploads/2021/07/Easy-Read-Preferred-Strategy-2021-final-ENG.pdf> (By 31/08/21). Noted invitation to Microsoft Teams Consultation Event 6-7.30pm on Monday 16<sup>th</sup> August.

## 67. FINANCE

### (a) Bank Reconciliation

Confirmed the reconciliation of the Council's Bank Accounts at 30th June 2021.

Receipts £24,973.91

Payments £138,368.85

### (b) Accounts

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

### (c) Income and Expenditure

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

### (d) Community Grant Application Form

Members considered community grant applications from:

- i) 7QGallery - £1,500

#### **RESOLVED:**

To refer 7QGallery to Gwent Association of Voluntary Organisations (GAVO) for advice on constituting the group and to reconsider the application following receipt of an appropriate constitution.

- ii) Transition Chepstow - £900

#### **RESOLVED:**

To request further detailed information on the project from Transition Chepstow.

- iii) Kre8tive Kids - £1,150

#### **RESOLVED:**

To request confirmation of the group's financial structure and that consideration is given to holding the performance in Chepstow rather than Cwmbran.

- iv) Chepstow Youth Centre

#### **RESOLVED:**

To grant fund Chepstow Youth Centre £7,994 (*Local Government (Mis Prov) Act 1976, s.19*)

**(e) Monmouthshire County Council - Funding for local marketing campaign**

Members considered the request for partnership working under the Town Council's Covid Emergency Fund to establish a local marketing campaign to support residents experiencing financial hardship.

**RESOLVED:**

To work in partnership with Monmouthshire County Council and other partners from the county's Tackling Poverty and Inequality Steering Group in developing a promotional campaign to support people experiencing hardship directly or indirectly as a result of the Covid pandemic and contribute £5,000 to support the implementation of the campaign (*LGA 2000 s.2*).

**(f) Bands on the Bandstand**

i) Noted that arrangements are being made for the Town Council's Bands on the Bandstand event for a six-week period commencing Sunday 1<sup>st</sup> August 2021.

Members were also advised that DJ's in the Bandstand would be taking place on Saturdays between 12pm – 8pm. With residents in mind, Members considered this to be too long and requested the times are reduced.

**RESOLVED:**

a) To stipulate a maximum decibel scale of 80dB at nearest residence for users of the bandstand.  
b) That Cllr Becker liaise with the organiser of DJ's in the bandstand to reduce the hours.

ii) Members considered the maximum expenditure of £500 for the Bands on the Bandstand event on Monday 30<sup>th</sup> August 2021 as part of the Big Community Party.

**RESOLVED:**

To approve a maximum expenditure of £500 for the Bands on the Bandstand event on 30/08/21 (*LGA 1972, s145*).

**(g) Internal Audit 2021 – 2022**

Members noted and approved the increase to the Internal Auditor's daily fees to £460 + VAT for 2021/22.

**(h) Arts Festival 2022**

Following the decision at the last meeting (minute reference 40) Members agreed to transfer £5,000 from General Reserves to the Ear Marked Reserve entitled Tourism Events Post Covid. This amount represents the underspend in the financial year 2019/2020 (20/21 underspend has already been transferred at year end).

Members commended the Festival of Arts Day 2021 and were keen to support an event in 2022.

**RESOLVED:**

a) To approve transfer of £5,000 from General Reserves to the Ear Marked Reserve entitled Tourism Events Post Covid towards an Arts Festival in 2022.  
b) To agenda for Ordinary Meeting in September, the feasibility of resurrecting the Chepstow Festival.

**(i) Bandstand**

Members considered costs of £1,460 associated with fixing a hand rail to enable easier access for performers to the Bandstand.

**RESOLVED:**

To approve costs of £1,460 associated with fixing a hand rail to the Bandstand (*Equalities Act 2010, sch1, part 1*).

**(j) Gloucester Hole**

Members considered approximate costs of £300 to have the Union Flag repainted at the Gloucester Hole.

**RESOLVED:**

To approve approximate costs of £300 to have the Union Flag repainted at the Gloucester Hole. (*LGA 1972, s144*).

**68. Correspondence Schedule**

1. Received the correspondence listed in the schedule, circulated with the agenda.
2. To consider a response to the following items:
  - i) Chepstow Guides – Ideas for Chepstow.

**RESOLVED:**

That The Mayor in conjunction with Cllr Becker respond to Chepstow Guides.

- li) Complaint regarding a number of issues around the Town.

**RESOLVED:**

That The Mayor respond to the resident.

**69. Reports of representatives on outside bodies**

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

Due to the time, to defer reports to the next meeting in September.

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

Due to the time, to defer any matters not urgent to the next meeting in September.

**71. Summer Recess**

Members delegated authority to the Clerk, in consultation with the Town Mayor or Deputy Town Mayor and 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*).

**72. Items for next meeting**

The feasibility of resurrecting the Chepstow Festival.

**73. Date of next meeting**

Confirmed that the next Ordinary Meeting will be held on Wednesday 22<sup>nd</sup> September 2021 at 7.00pm via Zoom remote meetings.

**CLOSE: This completed the business of the meeting at 22:30.**

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

**DATE:** \_\_\_\_\_