



## CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Ordinary Meeting** of Chepstow Town Council held via Zoom on Wednesday, 27<sup>th</sup> October 2021

### Present:

**Chair:** Cllr T Kirton

**Councillors:** H Beach, M Brady, J Becker, A Braund, J Brews (left 9.40pm), C Duchet, Y Havard, N Heywood, A Horne, A Redhead (left 10pm), D Rooke, A Watts (8.55pm)

**Apologies:** P Pavia, P Hobson

**In Attendance:** Mrs L Allen (Town Clerk)  
Mrs A Sandiford (Deputy Town Clerk)  
County Councillor C Edwards  
Members of Public (1)

### 96. Declarations of Interest in Items on the Agenda

Cllr Heywood declared an interest in Min 104 (vi) as a member of Chepstow Festival.

### 97. To Suspend Standing Orders

*Standing Orders were suspended for the following items:*

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

Nicky Lee from the Festival of Arts outlined the success of the event held on 17<sup>th</sup> July 2021 and requested Town Council's support for funding for 2022.

#### b) Primary Health Care

Dr Annabelle Holtam, South Monmouthshire Neighbourhood Care Network (NCN) Cluster Lead outlined the summary of projects and initiatives undertaken by Monmouthshire Locality team during 2021 as per the document circulated to Members prior to the meeting.

Dr Holtam responded to Members' questions and stated she was an advocate for local health care and welcomed working with Town Council in relation to primary health care in Chepstow

#### c) Place Plan Update

Jane Lee, Project Manager Regeneration & Placemaking, Monmouthshire County Council outlined the briefing note for the Chepstow Town Masterplan (*see min 101 (iv) below*) and responded to Members' questions. Members were advised that Welsh Government was encouraging all local authorities to have a Masterplan for their towns making it more likely for it to fund future projects.

*Standing Orders were reinstated.*

## 98. Minutes

- i) The minutes of the Extraordinary Meeting of Full Council held on 15<sup>th</sup> September 2021 were approved as a true record and will be signed at the next available opportunity due to Covid-19 restrictions.
- ii) The minutes of the Ordinary Meeting of Full Council held on 22<sup>nd</sup> September 2021 were approved as a true record and will be signed at the next available opportunity due to Covid-19 restrictions.

## 99. Matters Arising

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

**Min 111. Repair Café** – This item is moving forward and an interested person has potentially been found for the position of organiser.

## 100. Committees

### a) Planning and Administration Committee

- i) Members received the minutes of the Planning and Administration Committee meeting held on 22<sup>nd</sup> September 2021.
- ii) Members received the draft minutes of the Planning and Administration Committee meeting held on 13<sup>th</sup> October 2021 and noted Cllr C Duchet was not present at the meeting.

### b) Personnel Committee

- i) Members received the draft minutes of the Personnel Committee meeting held on 13<sup>th</sup> October 2021.
- ii) Members received an update from the Chair of the Personnel Committee on the recruitment of the Community Projects Officer. Members noted that the successful applicant was a part-time Clerk to a local Community Council and will remain in this role.

#### **RESOLVED:**

To ratify the decision of the interview panel of the Personnel Committee and appoint the successful applicant to the position of Community Projects Officer.

### c) Drill Hall Management Committee (DHMC) / Drill Hall Community Asset Transfer Working Group

- i) Members received and considered the minutes of the Drill Hall Management Committee meeting held on 11<sup>th</sup> October 2021. Clarification was obtained in relation to item 3.27, Hirer's public liability insurance, and Council supported the decision of the DHMC in this regard.

### d) Working Party Updates

Members received updates and considered any recommendations/next steps from:

#### **i) Place Plan**

Cllr Rooke provided an update and advised Members of the consultation event held at Chepstow Market on 24<sup>th</sup> October 2021. Two future events will be held in Bulwark and The Danes.

#### **ii) Communications and Public Participation**

Cllr Horne outlined his written report and Members considered the recommendations contained in the report.

#### **RESOLVED:**

- a) Not to commission a sub-contractor to produce a one-page summary of the meetings but to send a copy of the ordinary meeting minutes to the local press following the meeting.

- b) The Clerk to set up individual ward Facebook pages in May 2022. Financial Policy & Audit Committee to review existing Social Media and Electronic Communications Policy to ensure it is fit for purpose.
- c) Not to establish a survey application on the CTC website for use by the Council in eliciting opinions on various matters.
- d) To periodically have a stand at the Sunday Market explaining the work of the Town council.
- e) Not to set up a Town Council WhatsApp group for informal communications between councillors.

*Cllr Duchet lost internet connection temporarily during discussion of this item.*

**iii) Shopmobility/Disability**

No update.

**iv) Primary Health Care**

Members received draft terms of reference for 'Monmouthshire Health Care Exploratory Group' provided by Cllr Horne.

A lengthy discussion ensued and Members queried the set up and membership of the group.

**RESOLVED:**

To convene an extraordinary meeting of Town Council to consider, and if appropriate approve the structure of the 'Monmouthshire Health Care Exploratory Group'.

**101. Monmouthshire County Council (MCC)**

- i) Business Resilience Forum** – In the absence of a representative on the Business Resilience Forum no update was provided on the status of the High Street and Bulwark shopping areas. The Clerk clarified this item being on the agenda as an outcome from mediation with the Chepstow chamber of Commerce and Tourism.

**RESOLVED:**

To request MCC provide Council with reports from the Business Resilience Forum and for the Clerk to liaise with Cllr Pavia regarding future representation.

- ii) CTC request to MCC for free parking** - Members considered MCC's response to Council's request for 2 hours' free car parking in Chepstow advising this is not something that MCC can offer now but the suggestion can be considered as part of the car parking review next year.

It was proposed that Council funds 15 free spaces for 1 hour as per the arrangement over the Christmas period in 2020 and negotiate with MCC in relation to the painting of the lines and re-use of the signage. It was queried if Council could fund 30 free spaces for 1 hour instead and the Clerk provided potential costs for this.

A discussion ensued and the length of time required for the free parking was agreed.

**RESOLVED:**

To fund 15 free spaces for 1 hour from 1<sup>st</sup> December 2021 to 9<sup>th</sup> January 2022 (inclusive) and for the Clerk to negotiate with MCC in relation to the painting of the lines and re-use of the signage.

*Cllr Watts declared an interest in this item as a County Councillor.*

- iii) MCC Town Centre Update** - Members received Chepstow Town Centre update and considered endorsing the document with TC Logo.

**RESOLVED:**

Not to permit the endorsement of MCC's Chepstow Town Centre update document with TC Logo.

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

**iv) MCC Town Masterplan** - Members considered the Briefing Note on Chepstow Town Masterplan outlining Welsh Government's revenue funding in 2021/22 for masterplanning/feasibility studies or similar. MCC considered the funding would be best spent on the preparation of a Masterplan for Chepstow and applied accordingly. WG approved a grant in October to fund the commissioning of consultants to prepare a Regeneration Masterplan. Currently a brief is being prepared and quotations invited in early November. The grant is to be spent by end of March 2022.

Members considered the following recommendations:

- That permission is given for MCC to use the consultation findings from the Town Council's Place Plan work to inform the Masterplan commission.
- That the proposal from the Place Plan working group that the two plans should co-exist and reference each other is agreed.
- That two Councillors are nominated as the Town Council representatives on the Masterplan Steering Group. The Town Clerk will also be invited.

**RESOLVED:**

- a) To continue conversations with MCC regarding the Masterplan and Town Council's Place Plan.
- b) To nominate Cllrs Duchet and Horne to the Masterplan Steering Group.

*Cllr Brews left the meeting 9.40pm*

**v) Active Travel** - Members received the Active Travel update advising that MCC has been awarded a grant from Welsh Government to help promote Active Travel across the county and would like to predominately aim its cycling safety campaign at adults.

**vi) Market kiosks, Cormeilles Square** - Members noted approval of planning permission for the installation of the Kiosks in Cormeilles Square and questioned the next steps once all the conditions have been met, considering the length of time planning permission had taken to come through.

**RESOLVED:**

To defer this item to Environment & Amenities Committee in November to discuss if this project is still an appropriate use of funds.

**102. Grants Funding**

**i)** Members considered a grant application to Together for Our Planet | The National Lottery Community Fund ([tnlcommunityfund.org.uk](http://tnlcommunityfund.org.uk)).

**RESOLVED:**

- a) To circulate the grant application to community groups.
- b) To determine if any of Council's current projects are eligible for an application to the Together for Our Planet | The National Lottery Community Fund.

**ii)** Members considered a grant application to the UK-France Community Partnership Fund to support visits between French and UK partners, to rekindle and re-energise existing ties or twinning relationships.

**RESOLVED:**

To forward the grant application to Chepstow Cormeilles Twinning Association.

**103. Consultations**

**i) Independent Remuneration Panel for Wales (IRPW)**

Members received covering letter and the IRPW Draft Annual Report 2022/23 noting section 13 relates specifically to Town and Community Councils.

**ii) Review of Polling Districts 2021**

Members noted the guidance and overview for the review of polling districts 2021 requesting feedback on the arrangements under consideration.

**iii) Public Services Ombudsman for Wales (PSOW)**

Members noted proposals to split current guidance entitled Principles of Good Administration and Good Records Management into 2 separate publications; the 'Principles of Good Administration' and 'Good Records Management' to provide public bodies and complainants with both clear general principles of good administrative practice and separate specific advice on good administrative practice in relation to records management.

**RESOLVED:**

That Members respond individually to the Principles of Good Administration and Good Records Management consultation from PSOW.

**104. Finance**

**i) Bank Reconciliation**

Confirmed the reconciliation of the Council's Bank Accounts at 30<sup>th</sup> September 2021.

Receipts	£3,316.50
Payments	£52,806.53

**ii) Accounts**

Received and adopted the schedule of payments and receipts for the month of September 2021 –  
*See Appendix A below*

**iii) Income and Expenditure**

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

**iv) Membership to the Society of Local Council Clerks**

Members considered the annual membership for the Clerk and Deputy Clerk to the Society of Local Council Clerks.

**RESOLVED:**

To approve payment of Society of Local Council Clerks membership for the Clerk at a cost of £346 and the Deputy Clerk at a cost of £249 (*LGA 1972 s.143(i)(b)*).

**iv) Community Grant Application Form (*Confidential Report emailed to Members*)**

Members considered community grant application from:

a) Gwent Federation of Women's Institutes (GFWI)

**RESOLVED:**

To grant fund £100 to GFWI towards the publication of a centenary book to showcase and celebrate the work of all of their Gwent based Institutes. (*LGA 1972 s.137*).

**v) Bulwark Community Centre**

The Clerk clarified the request for release of additional funds in regards to accessibility improvements to Bulwark Community Centre - £39,944 already agreed, £12,500 from 20/21 and £32,416 from 21/22 some money is earmarked to pay for the replacement of capital items, under the lease.

**RESOLVED:**

To defer this item to the next Ordinary Meeting.

**vi) Chepstow Events 2022**

Members considered the Town Clerk's report outlining Community Grant Applications for Events in 2022.

The following grant applications were considered:

**a) Chepstow Festival**

**RESOLVED:**

To grant fund Chepstow Festival £5,000 (LGA 1972 s.145).

*Cllr Heywood declared an interest in this item as a Member of Chepstow Festival and took no part in the discussion or vote.*

**b) Chepstow Arts Festival**

**RESOLVED:**

To grant fund Chepstow Arts Festival £5,000 (LGA 1972 s.145).

*Cllr Becker declared an interest in this item as a Member of Chepstow Festival and took no part in the discussion or vote.*

*Cllr Redhead left the meeting 10.00pm*

**vii) Internal Audit**

Members noted the interim audit of the Town Council's finance and governance will be undertaken remotely week commencing 1<sup>st</sup> November 2021.

**105. St Mary's Priory (b/f FTC 22.09.21)**

- i) Members briefly discussed how Council can assist St Mary's Priory in regards to ongoing grounds maintenance and agree any actions.

The Clerk advised Members of additional correspondence received from Rev Philip Avery, received too late for the agenda.

**RESOLVED:** To defer this item to the next Ordinary Meeting.

**106. One Voice Wales (OVW)**

- i) Members considered correspondence from OVW requesting expressions of interest to take part in a pilot to help test and develop the upcoming self-evaluation toolkit for community and town councils in Wales.

**RESOLVED:**

To send an expression of interest to One Voice Wales to take part in a pilot to help test and develop the upcoming self-evaluation toolkit for Community and Town Councils in Wales.

- ii) Members received and adopted the model Local Resolution Protocol for Community and Town Councils with no amendments.
- iii) Members noted correspondence from OVW advising that it is still awaiting confirmation from Welsh Government that the Monmouthshire County Council Community Boundary Review has been finally signed off and made into an Order. Until the legal orders are finalised, and reorganisation orders are issued, it is not possible for OVW to give advice or guidance.

**107. Correspondence**

- i) Members noted the correspondence listed in the Correspondence Schedule.
- ii) Members considered correspondence from Mathern Community Council regarding the use of Town Council's gazebos.

**RESOLVED:**

That the Clerk respond to Mathern Community Council regarding the use of Town Council's gazebos.

- iii) Members noted the response from Welsh Government (WG) re: A466 Wye Valley Link Road: Route Safety Study advising it was concluded that WG would implement measures on a phased approach, the first phase having been completed and the next phase would be to consider the need to enforce the 50mph speed limit. WG were unable to reach agreement with MCC regarding the public rights of way (PROW) despite the WG highlighting the road safety benefits. This was due to MCC being unable to support WG in using its legal powers to divert the PROW, combined with the Welsh Government having concerns that powers it has to extinguish and divert PROWs were not appropriate in this situation.

**108. Remembrance Services 2021**

**i) Armistice Day: 11th November 2021 at Chepstow Castle**

- a) Members noted Monmouthshire County Council will continue the practice of previous years and fire two ground maroons in the grounds of Chepstow Castle to commence and terminate the two-minute silence at the eleventh hour of the eleventh day of November next.
- b) To nominate representatives to attend the Act of Remembrance, meeting at the Castle at 10.45am.

**RESOLVED:**

To nominate Cllr Heywood to represent Town Council at the Act of Remembrance at Chepstow Castle in the absence of the Mayor due to work commitments.

- c) Members noted Council's Act of Remembrance at 11am on 11<sup>th</sup> November 2021 at the War Memorial.

**ii) Remembrance Day: 14<sup>th</sup> November 2021**

- a) Members noted the arrangements for Remembrance Day service on Sunday 14<sup>th</sup> November 2021.

Members were advised that the Parade Marshall will retire from service following this year's Remembrance service after many years and wished to express their appreciation to them.

**RESOLVED:**

To defer the retirement of the Parade Marshall to Financial, Policy & Audit Committee in November.

**109. War Memorial**

- i) Members noted mixed responses from members of the Royal British Legion (RBL) in regards to the installation of railings around the War Memorial Gun to commemorate the 100<sup>th</sup> Anniversary of the installation of the War Memorial and War Memorial Gun on 8<sup>th</sup> January 2022.
- ii) Members considered how to move forward in this matter following feedback from the RBL and opinions expressed during a discussion in this matter.

**RESOLVED:**

Not to pursue the installation of railings around the War Memorial Gun.

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

- Chepstow Community Fridge was mid renovation and white goods were in the process of being ordered.

**111. Matters Relating to the Public and Urgent Information**

- The Chair stated he had been interviewed and filmed as part of the TV show 'Escape to the Country' where he promoted Chepstow and its Festival of Arts.
- Members were unhappy with the 18-month temporary extension order on the High Street and requested the Clerk relay this to MCC.

**112. Items for Next Meeting**

**113. Date of Next Meeting**

Confirmed that the next Ordinary Meeting will be held on Wednesday 24<sup>th</sup> November 2021 at 7.00pm via Zoom remote meetings.

**CLOSE: This completed the business of the meeting 10.25pm**

**SIGNED CHAIRPERSON** \_\_\_\_\_

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

## Appendix A

### Chepstow Town Council Income and Expenditure for the month of September 2021

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<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
20/08/2021	BACS					<input type="checkbox"/>	SSE - Electric
01/09/2021	Std Ord	54.00		54.00		R <input checked="" type="checkbox"/>	Monmouthshire County Council
02/09/2021	Std Ord	143.52		143.52		R <input checked="" type="checkbox"/>	Peninsula HR
02/09/2021	BACS	22.08		22.08		R <input checked="" type="checkbox"/>	O2
06/09/2021	Std Ord	149.50		149.50		R <input checked="" type="checkbox"/>	Peninsula - HR
07/09/2021	000335		406.25	406.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/09/2021	ddr	395.00		395.00		R <input checked="" type="checkbox"/>	Churn Valley Ltd
09/09/2021	Std Ord	106.66		106.66		R <input checked="" type="checkbox"/>	Peninsula
10/09/2021	DDR	2,193.75		2,193.75		R <input checked="" type="checkbox"/>	HMRC Aug 21
15/09/2021	dd	36.00		36.00		R <input checked="" type="checkbox"/>	Horizon Telecom
15/09/2021	Std Ord	166.00		166.00		R <input checked="" type="checkbox"/>	Monmouthshire County Council
15/09/2021	Std Ord	976.00		976.00		R <input checked="" type="checkbox"/>	Monmouthshire County Council
16/09/2021	DD	46.02		46.02		R <input checked="" type="checkbox"/>	British Gas - Elec
16/09/2021	ddr1	56.64		56.64		R <input checked="" type="checkbox"/>	Barritel
16/09/2021	DDR	450.00		450.00		R <input checked="" type="checkbox"/>	Transition Chepstow
16/09/2021	DD	47.43		47.43		R <input checked="" type="checkbox"/>	Lloyds bank CC
16/09/2021	DDR	453.60		453.60		R <input checked="" type="checkbox"/>	MCC
16/09/2021	DDR	1,215.00		1,215.00		R <input checked="" type="checkbox"/>	Landmark Practice
16/09/2021	dcr		4.00	4.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/09/2021	Std Ord	21.60		21.60		R <input checked="" type="checkbox"/>	Peninsula EAP
20/09/2021	DDR1	5.94		5.94		R <input checked="" type="checkbox"/>	Barritel
20/09/2021	DDR2	270.00		270.00		R <input checked="" type="checkbox"/>	Jack Stanton
20/09/2021	DDR3	150.00		150.00		R <input checked="" type="checkbox"/>	Suzanne Carlino
20/09/2021	DDR4	270.00		270.00		R <input checked="" type="checkbox"/>	Chepstow Musical Show Choir
20/09/2021	DDR5	198.00		198.00		R <input checked="" type="checkbox"/>	RBS Software Solutions
20/09/2021	DDR6	950.00		950.00		R <input checked="" type="checkbox"/>	Merlin Waste Control Specialis
20/09/2021	DDR7	1,006.30		1,006.30		R <input checked="" type="checkbox"/>	Ricoh
20/09/2021	DDR8	180.00		180.00		R <input checked="" type="checkbox"/>	Voice Magazine
20/09/2021	DDR9	1,140.00		1,140.00		R <input checked="" type="checkbox"/>	RICHARD GRIFFITHS LTD
20/09/2021	DDR10	112.68		112.68		R <input checked="" type="checkbox"/>	viking
20/09/2021	DDR11	36.00		36.00		R <input checked="" type="checkbox"/>	Horizon Telecom Ltd
20/09/2021	DDR12	4,200.00		4,200.00		R <input checked="" type="checkbox"/>	Fireworks & FX Advanced Pyrote
20/09/2021	DDR13	369.34		369.34		R <input checked="" type="checkbox"/>	Adcock
20/09/2021	DDR14	48.50		48.50		R <input checked="" type="checkbox"/>	Chepstow Accountancy Services
20/09/2021	DDR15	270.00		270.00		R <input checked="" type="checkbox"/>	THE MODUL8TORS
20/09/2021	DDR16	500.00		500.00		R <input checked="" type="checkbox"/>	Chepstow Events Committee
20/09/2021	DDR17	4,000.00		4,000.00		R <input checked="" type="checkbox"/>	Torfaen County Borough (Financ
20/09/2021	DDR18	3,456.00		3,456.00		R <input checked="" type="checkbox"/>	LITE Ltd
20/09/2021	DDR19	38.50		38.50		R <input checked="" type="checkbox"/>	Chepstow Accountancy Services
20/09/2021	DDR20	332.66		332.66		R <input checked="" type="checkbox"/>	Microshade VSM
20/09/2021	DDR21	449.85		449.85		R <input checked="" type="checkbox"/>	Kudos Printers
20/09/2021	DDR22	197.96		197.96		R <input checked="" type="checkbox"/>	Horizon Telecom Ltd
20/09/2021	DDR23	270.00		270.00		R <input checked="" type="checkbox"/>	The Offshots
20/09/2021	DDR24	5.37		5.37		R <input checked="" type="checkbox"/>	Screw Fix
20/09/2021	DDR25	252.00		252.00		R <input checked="" type="checkbox"/>	Storm Marketing solutions
20/09/2021	DD	41.50		41.50		R <input checked="" type="checkbox"/>	Swalec
21/09/2021	BACS	19.02		19.02		R <input checked="" type="checkbox"/>	British Gas - Elec
21/09/2021	BACS	148.27		148.27		R <input checked="" type="checkbox"/>	British Gas - Elec

**Chepstow Town Council**

**Income and Expenditure for the month of September 2021**

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
21/09/2021	000336		406.25	406.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/09/2021	ddr1	873.72		873.72		R <input checked="" type="checkbox"/>	The Picket Fence Company
23/09/2021	ddr2	134.93		134.93		R <input checked="" type="checkbox"/>	chespack hygiene
27/09/2021	DDR1	38.50		38.50		R <input checked="" type="checkbox"/>	Chepstow Accountancy Services
27/09/2021	DDR2	234.98			234.98	<input type="checkbox"/>	Adcock
27/09/2021	DDR	12,219.16		12,219.16		R <input checked="" type="checkbox"/>	Payroll Sept 21
30/09/2021	DDR1	377.15			377.15	<input type="checkbox"/>	Plastic Sheets.com
30/09/2021	BACS	2.10		2.10		R <input checked="" type="checkbox"/>	Unity Trust Bank
30/09/2021	DDR1	220.00			220.00	<input type="checkbox"/>	Monmouthshire County Council
30/09/2021	DDR2	1,504.56			1,504.56	<input type="checkbox"/>	Southern Electric
30/09/2021	DDR3	10,262.09			10,262.09	<input type="checkbox"/>	Monmouthshire County Council
30/09/2021	DDR4	219.60			219.60	<input type="checkbox"/>	RAL Display Marketing
30/09/2021	DDR5	950.00			950.00	<input type="checkbox"/>	Merlin Waste Control Specialis
30/09/2021	DDR6	106.80			106.80	<input type="checkbox"/>	Adcock
30/09/2021	DD	162.00		162.00		R <input checked="" type="checkbox"/>	Siemens
30/09/2021	BACS	50.25		50.25		R <input checked="" type="checkbox"/>	Unity Trust Bank
30/09/2021	dcr		2,500.00	2,500.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>52,806.53</u>	<u>3,316.50</u>				