



CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Ordinary Meeting** of Chepstow Town Council held via Zoom on Wednesday, 23rd February 2022 at 7pm

Present:

Chair: Cllr T Kirton

Councillors: H Beach, M Brady, J Becker, A Braund (left 9.45pm), J Brews (left 9.30pm), C Duchet, Y Havard, N Heywood, A Horne, D Rooke, A Watts (arrived 20.45pm)

Apologies: A Redhead

In Attendance: Mrs L Allen (Town Clerk)
Mrs A Sandiford (Deputy Town Clerk)
Member of Public (1)

165. Declarations of Interest in Items on the Agenda

None

166. To Suspend Standing Orders

Standing Orders were suspended for the following items:

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

No issues were raised in the public open forum.

b) Gwent Police

Inspector Hannah Lawton and Huw Rowlands from Gwent Police's Safer Neighbourhood department made a presentation to Council on the 'We Don't Buy Crime' project, particularly in relation to Smart Water technology and responded to Members' queries in relation to the project. It was agreed to agenda this item at a future meeting of Town Council for consideration.

Standing Orders were reinstated.

167. Mayoral Announcements

17th February 2022 - Cllr Rooke, Deputy Mayor attended a Tree Planting Ceremony at Chepstow School where 200 trees were planted on the school grounds by Carbon Footprint Ltd in association with Creo Medical.

168. Minutes

The Minutes of the Ordinary Meeting of Full Council held on 26th January 2022 were approved as a true record and will be signed at the next available opportunity due to Covid restrictions.

169. Matters Arising

Members received the Clerk's update on progress of resolutions, for information.

170. Committees

a) Planning and Administration Committee

Members received the draft minutes of the Planning and Administration Committee meeting held on 9th February 2022.

b) Finance, Policy and Audit Committee

Members received the draft minutes of the Finance, Policy and Audit Committee held on 9th February 2022 and considered the recommendations of the Committee.

RESOLVED:

- i) To approve the renewal of the Partnership Agreement with Mind Monmouthshire for a 5-year term at £15,000 per annum.
- ii) To adopt the Social Media and Electronic Communication Policies without amendment.
- iii) To continue to provide Samsung Tablets to all Councillors at an additional cost of £800 for 4 additional tablets to accommodate the increase in Councillors from May 2022.
- iv) To upgrade the current telephone provision in the office with a new Hosted system at a cost of £201 per annum for 3 years plus £90 ongoing monthly cost.
- v) To provide 20 x 01291 telephone numbers (included in iv above).

c) Drill Hall Management Committee

i) Members considered the Minutes of the Drill Hall Management Committee meeting held on 24th January 2022. No issues were raised.

ii) Members considered the role description for Drill Hall Management Committee Secretary.

RESOLVED:

To approve the role description for Drill Hall Management Committee Secretary.

iii) Members considered the request that the secretary role be a member of the Drill Hall Management Committee.

RESOLVED:

To approve the secretary role be a member of the Drill Hall Management Committee.

d) Drill Hall Community Asset Transfer Working Group

Members received the reports entitled 'Results of a Community and Stakeholder Consultation' and 'Appendices' produced on behalf of the Town Council in relation to the Drill Hall Community Asset Transfer. Members commended the consultant on the work to date and the sensitive, careful and conscientious way in which the information had been gathered together. The report is clearly written and contains a lot of information.

e) Working Party Updates

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

i) Placemaking Plan update to include details of an outdoor drop in events on 12th March 2022.

The Placemaking Plan is moving forward. The current consultation on the High Street forms part of the plan and a community drop-in event has been arranged for Saturday 12th March 2022 at Bulwark Shops (10am), Bank Square (12pm) and Chepstow Leisure Centre (3pm).

ii) Communications and Public Participation

In the absence of Cllr Horne there was no update.

RESOLVED:

That the Clerk investigate if there is any further work required from this working party and report back to Council in March.

iii) Shopmobility/Disability

Cllrs Beach and Rooke had met in a positive and informative meeting via Zoom with MCC's officer for Shopmobility in Abergavenny. The working group consisting of 4 Members was clarified and it was noted that the working group was still in the initial stages of looking at suitable ideas for a Chepstow scheme.

iv) Jubilee Events

Members received the report on Jubilee Celebrations 2022 following a working group meeting to discuss ideas for celebrations in the town.

RESOLVED:

- i) To approve a budget of £20,000 from its general reserves for the Queen's Platinum Jubilee Celebrations in the town as follows:
 - To investigate the flying of Union and Queen's Jubilee flags using the holders on buildings that secure the Christmas trees.
 - To encourage and publicise 'community street parties' in all wards and for community grants (£7,000) to be made available for the purchase of non-alcohol related items, up to a maximum of £100 each on production of receipts.
 - To arrange Bands on the Bandstand across the 4-day weekend and for the music to reflect the past 70 years.
 - To accept in principle, the request from Chepstow Events Team to hold an event on the weekend of the Jubilee and to refer them to National Lottery funding as well as Town Council's Community Grant scheme for the event.

171. Monmouthshire County Council (MCC)

a) Business Resilience Forum

There was no update from the Business Resilience Forum including the status of the High Street and Bulwark shopping areas. It was noted that although a request had been made for written reports of the Business Resilience Forum, none had been forthcoming.

b) Castle Dell Play Area

Members received the draft report for MCC Cabinet meeting on 2nd March 2022 regarding the proposals for the Castle Dell play area.

RESOLVED:

To support the MCC Castle Dell Play Area project.

c) Town Centre Digital Place Plan

Following an officers' meeting on the Smart Town's programme in Monmouthshire Members were updated and advised that the technical document on the scheme was available from the Clerk.

d) Replacement Local Development Plan (RLDP) Update and Second Call for Candidate Sites Register

Members received an update on the current position with the preparation of the Monmouthshire RLDP and notification of the publication of the Second Call for Candidate Site Register.

e) Traffic Regulation, Speed Limits and Parking Regulations Consolidation Order 2019 (Amendment Order No 2) 2022 - Statutory Consultation

Members received and welcomed the Notice of Intention to make a permanent Order for a 20mph speed limit throughout Chepstow to reduce travelling speeds through the community, which in turn will encourage the use of alternative travel modes, such as walking, cycling and scooting. It will have a positive impact on the health and wellbeing of the community.

172. One Voice Wales

Section 47 Multi Location Meetings

Members received Section 47 Multi Location Meetings Sector Survey 2021 undertaken as a result of concerns raised by Councils following the introduction of legislation by Welsh Government requiring all Councils holding face to face meetings to have the facility for multi-location meetings with effect from May 2021.

173. Consultations

Welsh Government Consultation on The Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils Local Government and Elections (Wales) Act 2021: Community and Town Councils statutory guidance | GOV.WALES (*item deferred from the Consultative Committee meeting 16.2.22 due to being inquorate*).

RESOLVED:

To refer again this item to the Consultative Committee to respond on behalf of Town Council.

Cllr Watts entered the meeting at this point

174. Cost of Living Crisis

Members discussed the escalation of Chepstow's food and fuel poverty crisis and considered the request submitted by Cllr Watts to invite Foodbank and the Head of Torfaen and Monmouthshire's benefits department to a future meeting.

RESOLVED:

To convene an extraordinary meeting to discuss the escalation of Chepstow's food and fuel poverty crisis and to invite Foodbank, the Head of Torfaen and Monmouthshire's benefits department and other relevant organisations to the meeting.

175. Chepstow Festival of Arts

Members received a verbal report from Cllr Becker on the proposed seal themed sculpture trail as part of the 2022 Arts Festival.

176. Finance

a) Bank Reconciliation

Confirmed the reconciliation of the Council's Bank Accounts at 31st January 2022.

b) Accounts

Received and adopted the Income and Expenditure account for the month of January 2022.

c) Income and Expenditure

Received the Receipts and Payments for the month of January 2022.

See Appendix A below

d) Town Council precept payments 2022/23

Members noted that following a consultation undertaken by Monmouthshire County Council it has determined that the precept for 2022/23 will be paid by three equal instalments on the last working date in April, August and December.

e) Community Grants

Members received the community grant report for 2021/2022 and considered grant applications from:

1. Friends of Chepstow Library - £2,826.00

RESOLVED:

To defer the request for funding of an all-weather digital A Board for Chepstow Library pending further information and consideration by the Friends of Chepstow Library regarding ownership and community use of the proposed digital A Board.

2. Chaos Music and Drama Society - £1,000

RESOLVED:

To grant fund Chaos Music and Drama Society £1,370 to cover performance and rehearsal costs following a number of cancelled performances as a result of the Covid-19 pandemic. (LGA 1972, s145)

Cllr Heywood abstained from voting as the Chair of the Drill Hall Management Committee.

f) The Gatehouse Works

Members were advised that quotations had been received for the 2nd year internal works to the Gatehouse and repairs to the chimney.

RESOLVED:

1. To note the requirement for 2nd year internal works to the Gatehouse to be advertised on Sell2Wales, the national advertising portal for Welsh public sector organisations due to the quotations received.
2. To accept quotation of £1,500 from the existing contractor for works to the chimney at the Gatehouse in order to remove the scaffolding.

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

Cllr Brews left the meeting at this time.

177. Correspondence

- a) Members considered the correspondence listed in the Correspondence Schedule. Clarification was requested on item 33: Residents - Freedom of Information Requests x 2.
- b) Members considered correspondence from The Chepstow Society requesting a letter of support for a National Lottery Heritage Fund application to erect a statue of William Marshal in front of Chepstow castle.

RESOLVED:

To write a letter of support to The Chepstow Society for a National Lottery Heritage Fund application to erect a statue of William Marshal in front of Chepstow castle.

- c) Members considered an invitation from Tidenham Parish Council and Forest Climate Group to a day of presentations at Lydney Town Council showcasing the progress Forest towns and parishes have made in tackling global warming.

RESOLVED:

That Cllrs Kirton, Becker and Duchet attend the presentations showcasing the progress Forest towns and parishes have made in tackling global warming on 5th March 2022 at Lydney Town Council.

178. Reports of Representatives on Outside Bodies

Cllr Brady attended the CCTV User Group meeting on 8th February where he reported vandalism of planters and the dumping of dog waste at the gateway to the Dell car park. CCTV costs for Chepstow will increase by 2.5% to £3,515 per quarter from April 2022.

179. Matters Relating to the Public and Urgent Information

Cllr Watts referred to non-attendance at meetings and lack of communication from Chepstow Police.

180. Items for Next Meeting

Gwent Police - request for funding for 'We Don't Buy Crime' project in Chepstow.

181. Exclusion of Press and Public

RESOLVED:

To exclude the press and public for the discussion of Item 182. 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 left the meeting at this point.

182. To consider confidential items from the Chair

The Chair reported on two confidential items of business.

RESOLVED:

1. That the Chair and Chair of Personnel issue a letter of regret to the Clerk.
2. To report the issue to the Police.

Cllr Watts left the meeting during discussion of this item.

Normal proceedings resumed.

183. Date of Next Meeting

Confirmed that the next Ordinary Meeting will be held on Wednesday 23rd March 2022 at 7.00pm via Zoom remote meetings.

CLOSE: This completed the business of the meeting 10.15pm

SIGNED CHAIRPERSON _____

DATE: _____

Appendix A

Chepstow Town Council

List of Payments made between 01/01/2022 and 31/01/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/01/2022	O2	DD	22.08	pha1936s87	MHO phones
02/01/2022	Peninsula HR	Std Ord	143.52		Peninsula H&S Contract
06/01/2022	Peninsula - HR	Std Ord	149.50		HR contract
08/01/2022	Churn Valley Ltd	ddr	395.00		Lease - Thomas Street
09/01/2022	Peninsula	Std Ord	106.66		Drill Hall/Old Library
11/01/2022	Microshade VSM	ddr1	323.06		Monthly hosting
11/01/2022	Merlin Waste Control	ddr2	1,479.00		January
11/01/2022	RBS Software Solutions	ddr3	70.80		VAT annual support
11/01/2022	County Marquees	ddr4	411.60		Ice rink cover
11/01/2022	Petty Cash	DD	157.09	lga1972s 111	Petty Cash
11/01/2022	RBS Software Solutions	ddr9	198.00		Software support
12/01/2022	PWLB	BACS	7,245.00	lga1972s 111	loan repayment
15/01/2022	Horizon Telecom	dd	36.00		Telephone rental
15/01/2022	Monmouthshire County Council	Std Ord	166.00		Rates Thomas Street
15/01/2022	Monmouthshire County Council	Std Ord	976.00		Rates - Gatehouse
16/01/2022	British Gas - Elec	DD	46.02		Thomas St Ele
17/01/2022	PHS Group	ddr1	36.90		Annual Duty of Care
17/01/2022	One Voice Wales	ddr2	60.00		Cllr Duchet & Brews training
17/01/2022	PHS Group	ddr3	36.90		Annual Duty of Care
17/01/2022	PHS Group	ddr4	36.90		Annual Duty of Care
17/01/2022	PHS Group	ddr5	36.90		Annual Duty of Care
17/01/2022	PHS Group	ddr6	36.90		Annual duty of Care
17/01/2022	PHS Group	ddr7	36.90		Annual Duty of Care
17/01/2022	LIGNEUS	ddr8	442.10		Foot operated sanitizer
17/01/2022	Monmouthshire County Council	ddr9	20,000.00		Playscheme 2021
17/01/2022	Horizon Telecom Ltd	ddr10	493.20		Replacement computer admin
17/01/2022	GO property Consultancy Ltd	ddr11	1,728.18		Prelim DDA scheme
18/01/2022	Lloyds bank CC	DD	26.98	lga1972s 111	Zoom/card charge

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
20/01/2022	Peninsula EAP	Std Ord	21.60		Peninsula EAP
21/01/2022	British Gas - Elec	DD	159.18	lga1972s111	2.12 - 1.1.22
21/01/2022	British Gas - Elec	DD	19.38	1972s111	2.1 - 1.1.22
22/01/2022	SSE - Electric	DD	48.48	pha1936s87	Riverbank elec
26/01/2022	Pat South Wales Ltd	ddr1	174.24		PAT Testing CTC&CAB
26/01/2022	Planning Aid Wales	ddr2	1,359.29		Stakeholder Eng Services
26/01/2022	Horizon Telecom Ltd	ddr3	246.40		Phones December
26/01/2022	Earth Anchors Ltd	ddr5	70.74		Brass Memorial Plaque
26/01/2022	One Voice Wales	ddr6	30.00		Cllr Training CD Mod 8
26/01/2022	Jackson Lift Group	ddr7	211.20		Lift repairs
26/01/2022	Lumen Productions	ddr8	9,000.00		Christmas Inf removal
26/01/2022	Ricoh	ddr9	258.00		Rent Q4/click Q3
26/01/2022	Monmouthshire County Council	ddr10	175.06		RC & Fuse xmas lighting
26/01/2022	Monmouthshire County Council	ddr11	234.00		RCD & fuses for xmas lights
26/01/2022	Monmouthshire County Council	ddr12	10,262.09		Town Crew
26/01/2022	Monmouthshire County Council	ddr13	3,430.00		CCTV 10.1-30.3.22
26/01/2022	Chepstow Accountancy Services	ddr14	48.50		Payroll services Jan22
26/01/2022	Barritel	ddr15	9.48		Covid19 phone lines
27/01/2022	Payroll January 2021	BACS	7,645.62	lga 1972s111	Payroll January 2021
Total Payments:			£73,900.66		