



CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Ordinary Meeting** of Chepstow Town Council held via Zoom on **Wednesday, 23rd March 2022** at 7.05pm

Present:

Chair: Cllr T Kirton

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

Apologies: Y Havard, N Heywood

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

Members observed a minute's silence in memory of Stephanie Dovey, former Councillor and past Mayor of Chepstow.

187. Declarations of Interest in Items on the Agenda None

188. 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) Amazing Grace Spaces

Stuart Johnson, co-founder of Amazing Grace Spaces gave a presentation and responded to Members' questions in relation to the Sleeping Pod Project. The sustainable 8ft by 6ft self-contained sleeping pods with bed, toilet and USB socket, run from solar panels, provide emergency temporary shelter to the homeless. A coded lock protects the person inside. The charity works with volunteers, churches and community organisations to help set up support services and to work with existing support services for the homeless.

189. Mayoral Announcements

5th March 2022 – The Mayor attended Tidenham Parish Council's Local Leaders for Climate Action event at Lydney Town Council.

190. Minutes

a) The Minutes of the Ordinary Meeting of Full Council held on 23rd February 2022 were approved as a true record and will be signed at the next available opportunity due to Covid restrictions.

b) The Minutes of the Extraordinary meeting of Full Council held on 3rd February 2022 were approved as a true record, subject to the following amendment:

Page 1, Min 159..... remove *'relative'* and replace with *'Director'*.

The Minutes will be signed at the next available opportunity due to Covid restrictions.

- c) Members considered the recommendations from the Minutes of Full Council held on 3rd February 2022 and noted points ii, vi, vii, viii & ix had been considered by the Personnel Committee on 9th March 2022.

RESOLVED:

- i. To note the roles of Chairs were statutory requirements and commit to best practice training for those roles beyond statutory requirements.
 - iii. To set up a Standards Committee to meet annually and task a working group to set the roles and responsibilities of the Committee.
 - iv. To be supported by efficient, transparent processes which keep the time between a resolution being voted for and its implementation to a minimum and note the 'Town Clerk's Update' is published online.
 - v. To resurrect the Marketing Committee to focus on the commercial health of the town, including Bulwark.
- d) The Minutes of the Extraordinary meeting of Full Council held on 16th February 2022 were approved as a true record and will be signed at the next available opportunity due to Covid restrictions.
- e) The Minutes of the Extraordinary meeting of Full Council held on 10th March 2022 were approved as a true record and will be signed at the next available opportunity due to Covid restrictions.

191. Matters Arising

Members received the Clerk's Update on progress of resolutions and noted that due to there being little progress to remove **Min Ref 23(d) Wales Africa Small Grants Scheme**.

192. Committees

a) Planning and Administration Committee

- i) Members received the Minutes of the Planning and Administration Committee meeting held on 23rd February 2022.
- ii) Members noted that the meeting on 9th March 2022 was cancelled due to no business to consider.

b) Consultative Committee

The Minutes of the Consultative Committee held on 9th March 2022 were approved as a true record and will be signed at the next available opportunity due to Covid restrictions.

c) Personnel Committee

The Minutes of the Personnel Committee meeting held on 9th March 2022 were approved as a true record and will be signed at the next available opportunity due to Covid restrictions.

d) Environment & Amenities Committee

The Minutes of the Environment & Amenities Committee meeting held on 16th March 2022 were approved as a true record and will be signed at the next available opportunity due to Covid restrictions.

e) **Drill Hall Management Committee**

Members considered the Minutes of the Drill Hall Management Committee meeting held on 14th February 2022. No issues were raised.

f) **Working Party Updates**

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

i) **Placemaking Plan** – an outdoor drop-in event was held on 12th March 2022 at Bulwark shops, Bank Square and Chepstow Leisure Centre. The event was well-attended and included the promotion of the consultation on the future of the High Street.

ii) **Shopmobility/Disability** – No update.

iii) **Jubilee Events** – Members considered delegation of the ward grants due to the forthcoming elections in May 2022 and inception of a new Council prior to the Queen's jubilee in June 2022.

RESOLVED:

To delegate to the Clerk, the administration and payment of jubilee grants of up to a maximum of £100, payable on production of receipts.

193. Vacancy – St Kingsmark Ward

Members noted the resignation of Cllr Paul Pavia from the Town Council on 23rd February 2022 and that the position will not be advertised due to the upcoming elections.

RESOLVED:

That the Mayor write to Cllr Pavia to thank him for his services to Town Council.

194. Outside Bodies - Representation

Following the resignation of Cllr P Pavia from Town Council members considered nomination of representatives to the following outside bodies:

a) One Voice Wales Larger Local Councils Committee and Monmouthshire/Newport Area Committee

RESOLVED:

To nominate Cllr Duchet to One Voice Wales Larger Local Councils Committee and Monmouthshire/Newport Area Committee.

b) Drill Hall Management Committee

RESOLVED:

To defer nomination to the Drill Hall Management Committee to the Annual Meeting in May.

c) Chepstow Chamber of Commerce and Tourism

RESOLVED:

To nominate Cllr Horne to Chepstow Chamber of Commerce and Tourism.

195. Ukraine Crisis

Members considered the request put forward by Cllr Armand Watts to fly the Ukrainian Flag in solidarity with the people of Ukraine and further considered practical ways in which the Town Council could offer its support. It was queried if the Ukraine flag could be flown alongside the Welsh flag and as the Clerk was unsure she would investigate the matter.

RESOLVED:

1. To purchase a Ukraine flag out of the Mayor's allowance to fly at the Gatehouse and revisit the duration that the flag is flown on a monthly basis.
2. To offer out meeting space to allow any refugees housed in Chepstow to meet as a community as and when required.

196. Monmouthshire County Council (MCC)

Business Resilience Forum

There was no update from the Business Resilience Forum on the status of the High Street and Bulwark shopping areas.

197. One Voice Wales

Members received the Explanatory Memorandum to the Local Government and Elections (Wales) Act 2021 prepared by the Department for Local Government on the expected impact of the regulations.

198. Consultations

Members considered the Audit Wales consultation on the Auditor General's Work Programme for 2022-23 and beyond.

RESOLVED:

That Members respond individually to the Audit Wales consultation on the Auditor General's Work Programme for 2022-23 and beyond, or forward their comments to the Clerk to form a Council response.

199. Finance

a) Bank Reconciliation

Confirmed the reconciliation of the Council's Bank Accounts at 28th February 2022.

b) Accounts

Received and adopted the Receipts and Payments for the month of February 2022.

c) Income and Expenditure

Received the Income and Expenditure account for the month of February 2022.

See Appendix A below

d) Annual Return for the year ended 31st March 2021

Members noted that the External Auditors have confirmed that on the basis of their review, in their opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

e) Community Grants

Members received the updated Community Grant Report for 2021/22 and applications from:

i. Chepstow Events Team - £4,770

A lengthy discussion ensued on the location for the proposed Queen's jubilee family picnic and fun day on 5th June 2022. Members were mindful of potential disruption to residents near to the Riverbank over the extended bank holiday weekend as Council's 'Bands on the Bandstand' had been agreed from 2nd – 5th June.

RESOLVED:

To agree in principle to underwrite £4,770 for a Queen's jubilee family picnic and fun day on 5th June 2022 on the proviso that the event is moved from the Riverbank to an alternative location in the town, i.e. The Dell or somewhere in Bulwark. (*LGA 1972, s145*).

ii. Monmouthshire Youth Service - £8,000

RESOLVED:

To grant fund £8,000 to Monmouthshire Youth Service to support young people across Chepstow LG (*Misc Prov*) Act 1976, s.19)

iii. Wye Gymnastics & Galaxy Cheerleading - £4,617.20

RESOLVED:

To invite Wye Gymnastics & Galaxy Cheerleading to the next Ordinary Meeting to discuss their grant application.

iv. St Mary's RC Primary School PTA - £2,000

RESOLVED:

To grant fund £2,000 to St Mary's RC Primary School to purchase a storage unit to free-up the bungalow, currently being used for storage, in order to offer it out for Ukrainian refugees. (*LG (Misc Prov) 1976, s19*)

f) CCTV

Members noted the 2.5% increase in contributions for next year 2022/23 from £13,750 to £14,060.

200. Correspondence

- a) Members considered the correspondence listed in the Correspondence Schedule. Cllrs Kirton and Beech referred to issues opening the link but no other issues were raised.
- b) Members noted the report on the Wye Tackle Climate Change Competition from Transition Chepstow and considered the request to hold over £300 from the grant to the next financial year. This money will be used to commission professional assistance from a design artist to see how best use can be made of the winning posters and other entries to promote local action to respond to the climate emergency.

RESOLVED:

To allow Transition Chepstow to hold over £300 from Town Council's grant to 2022/23.

- c) Members considered correspondence from Richard John, Leader Monmouthshire County Council expressing concerns regarding Welsh Ambulance Service NHS Trust's proposals to remove the Rapid Response Vehicles (RRVs) based at Monmouth and Parkwall as part of its roster review, due to be implemented in September 2022.

A discussion ensued and Members also expressed concerns that the proposed reduction in the number of RRVs would severely impede the ability of paramedics to respond to emergency calls, particularly in view of the proximity of Chepstow to all major hospitals

Members were advised of the on-line petition in this matter which they were urged to sign and share.

RESOLVED:

To write to Welsh Ambulance Service NHS Trust and Welsh Government expressing Council's concerns that the changes opposing the proposals to remove the Rapid Response Vehicles based at Monmouth and Parkwall stations as this will severely impact Chepstow and the surrounding areas.

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

201. Reports of Representatives on Outside Bodies

Monmouthshire Health Care Exploratory Group: Cllr Horne attended a meeting of the South Monmouthshire Cluster Group who are making positive moves to bring services back to the Chepstow Community Hospital (CCH). A further meeting is scheduled for 29th March when the group will be looking at the potential to bring back the treatment of minor burns to CCH. The group is continuing to pursue its request under the Freedom of Information.

Bulwark Community Centre (BCC): Cllr Beech advised the BCC is close to submitting its bid to make the building compliant under the Disability Discrimination Act (DDA).

High Street: Cllrs Kirton, Redhead and Havard had met with ARUP, the consultants undertaking a study of the High Street. Cllr Kirton to email out the all members the plans of the options going forward.

Chepstow Community Fridge: Cllr Rooke advised the Community Fridge had finally opened its doors to the public on 12th March and during less than 6 hours of the facility being opened, over 160kg of food had been saved from landfill. Additional volunteers are being processed in order to expand the opening days and hours on offer. Members commended the Community Fridge group on their efforts

202. Matters Relating to the Public and Urgent Information

- The location of the newly installed green bin shelter near to the Boatman statue had received a number of comments on social media. The Clerk stated she was aware of the comments but no complaints had been received via the office. Members were advised that the structure was in the early stages and planters were yet to be installed.

RESOLVED:

That the Chair and Clerk liaise in this matter.

- Members were advised that many of the roadside gullies along Thornwell Road, Bulwark were blocked and it was requested to obtain assurance from Monmouthshire County Council that these would be attended to.

RESOLVED:

To enquire when the roadside sweeper and gulley clearing is due in Chepstow.

203. Items for Next Meeting

To consider how Town Council can work with Bulwark Community Centre to support its DDA bid and progress for the future.

204. Date of Next Meeting

Confirm that the next Ordinary Meeting will be held on Wednesday 27th April 2022 at 7.00pm via Zoom remote meetings.

205. 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.

206. Old Library Building

Members received and considered confidential correspondence from the tenant at the Old Library Building.

RESOLVED:

That the Clerk liaise with the tenant at the Old Library Building.

CLOSE: This completed the business of the meeting 10pm

SIGNED CHAIRPERSON _____ DATE: _____

Appendix A

Chepstow Town Council List of Payments made between 01/02/2022 and 28/02/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/02/2022	Peninsula HR	Std Ord	143.52		Peninsula H&S Contract
02/02/2022	O2	DD	22.08	pha1936s87	MHOphones
04/02/2022	Gwent Beekeeping	DDR	175.00	lga1972s111	Membership/course
04/02/2022	Adcock	ddr1	91.63		consumables
04/02/2022	The Landmark Practice	ddr2	1,200.00		Professional fees - Dell Park
04/02/2022	Barritel	ddr3	9.48		Covid helping phones
04/02/2022	Amberon Traffic Management	ddr4	480.00		Traffic Mngt xmas lights
04/02/2022	Beulah and Co	ddr5	372.00		Logo shields
04/02/2022	Gwent Beekeepers	DD	175.00	lga1972s111	Training Course
06/02/2022	Peninsula - HR	Std Ord	149.50		HR contract
08/02/2022	Churn Valley Ltd	ddr	395.00		Lease - Thomas Street
09/02/2022	Jackson Lift Group	ddr1	788.40		maint work for ins purpose
09/02/2022	Adcock	ddr2	77.11		consumables
09/02/2022	Microshade VSM	ddr3	323.06		Hosting January
09/02/2022	Viking	ddr4	56.08		office supplies
09/02/2022	Chepstow Ag. Soc	DDR	40.00	1972s144 152(i)	Chep. Agricultural Soc sub
09/02/2022	Mind Monmouthshire	DD	150.00	152(h)	donation
09/02/2022	Peninsula	Std Ord	106.66		Drill Hall/Old Library
15/02/2022	Horizon Telecom	dd	36.00		Telephone rental
16/02/2022	British Gas - Elec	DD	46.02		Thomas St Ele
16/02/2022	Lloyds bank CC	DD	26.98	lga1972s111	Zoom
18/02/2022	SSE - Electric	DD	43.41	pha1936s87	Riverbank
20/02/2022	Peninsula EAP	Std Ord	21.60		Peninsula EAP
21/02/2022	Hedera Screens Ltd	ddr1	2,239.84		Green Screen - area adj NWest
21/02/2022	Speedy Street Sols	ddr2	2,386.80		Wheelie Bin Store
22/02/2022	British Gas - Elec	DD	19.38	Gatehouse	22.1 - 1.2.22
22/02/2022	British Gas - Elec	DD	159.85	Gatehouse	1.1 - 1.2.22
25/02/2022	Payroll February 2022	DDR	10,505.83		Payroll February 2022
25/02/2022	Payroll February 2022	DDR	2,542.74		HMRC February 2022
25/02/2022	Payroll Feb 22	DDR	11.83		Payroll Feb 22
25/02/2022	P Roberts	DD	332.50	lga1976mps19	Ceiling works
Total Payments			22,952.30		