



CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Ordinary Meeting** of Chepstow Town Council held in the Council Chamber, The Gatehouse, High Street, Chepstow and remotely via Zoom on 27th April 2022 at 7.00pm

Present:

Chair: Cllr T Kirton

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

Apologies: Cllr A Watts

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

210. Declarations of Interest in Items on the Agenda

None.

211. To Suspend Standing Orders

Standing Orders were suspended for the following items:

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

Guy Hamilton outlined the correspondence from The Chepstow Society in relation to the Green Bin Store recently installed near to the Boatman – *See Min 217 below*

b) To receive representation from Wye Gymnastics and Galaxy Cheerleading to discuss their community grant applications.

Victoria Jones, Strategic Development and Inclusion Manager and Carly Hawke, Chief Executive Officer of Wye Gymnastics and Galaxy Cheerleading outlined the 'Love to Move' programme, a seated gymnastics programme designed to transform the lives of people living with cognitive decline and dementia.

Standing Orders were reinstated

212. Mayoral Announcements

7th April 2022 – The Mayor attended Chepstow Taekwon-do Club where he met an adult student who had recently returned from a World Championship in Manchester having won multiple medals.

25th April 2022 – The Deputy Mayor attended the service held at the War Memorial for ANZAC Day where he presented William Williams, retired Parade Marshall with a Town Council plaque for his services to Chepstow.

213. Minutes

- a) The Minutes of the Ordinary Meeting of Full Council held on 23rd March 2022 were approved as a true record and will be signed by the Mayor following the meeting.
- b) The Minutes of the Extraordinary meeting of Full Council held on 13th April 2022 were approved as a true record and will be signed by the Mayor following the meeting.

214. Matters Arising

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

Min 182: The Chair and Chair of Personnel have arranged to meet to send the letter of regret to the Clerk.

Min 193: Vacancy – St Kingsmark Ward - Cllr Kirton stated he had not yet written to Cllr Pavia to thank him for his services to Town Council but will do so before the end of the Council term.

Min 201: High Street - Cllr Kirton apologised for not emailing the plans of the options going forward for the High Street but would do so following the meeting.

Min 208: Community Grant Application – The Clerk advised she had negotiated a reduction in the cost of the hire of the Castle for the Jubilee Event to £3,750.

215. Committees

a) Planning and Administration Committee

- i) Members received the Minutes of the Planning and Administration Committee meeting held on 23rd March 2022.
- ii) Members received the Minutes of the Planning and Administration Committee meeting held on 13th April 2022.

b) Drill Hall Management Committee

Members considered the minutes of the Drill Hall Management Committee meeting held on 21st March 2022. No issues were raised.

c) Working Party Updates

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

- i) **Place Plan and Placemaking Plan** – Members noted the written report provided by Cllr Rooke to assist new Members elected to Town Council in May 2022.
- ii) **Primary Health Care** – Members considered and commended the update report provided by Cllr Horne, who responded to Members' queries. Members also commended Dr Annabelle Holtam, South Monmouthshire Cluster Lead on her efforts in relation to the Covid-19 vaccination programme held at Chepstow Hospital.

RESOLVED:

That Cllrs Horne and Kirton send a letter to Aneurin Bevan University Health Board to present the information provided in the update report and request it gives serious consideration to the re-opening of a Minor Injuries Unit at Chepstow Hospital.

iii) **Shopmobility/Disability** – No update

iv) **Jubilee Events:**

- a. Members considered correspondence from the Royal British Legion Industries (RBLI) in regard to the 'Planting a Tree for the Jubilee' project. Members also considered potential areas for planting as suggested by MCC.

RESOLVED:

To investigate the purchase of up to 4 trees to designate the new boundary for Chepstow and to support the RBLI's Queen's Green Canopy initiative by purchasing a plaque for each tree at a cost of approximately £120 per plaque.

- b. Members considered the request from a theatrical bicycle troupe to perform a 30-40-minute musical street theatre show at the Riverbank on Thursday, 2nd June 2022 as part of the Wye Valley River Festival. This will take place prior to the Bands on the Bandstand event which starts at 2pm.

RESOLVED:

To approve the request from a theatrical bicycle troupe to perform at the Riverbank on Thursday, 2nd June 2022 as part of the Wye Valley River Festival

- c. Members considered the installation of Jubilee flags in the existing brackets for Christmas Trees. The Clerk advised she was looking into potential solutions to the flags hanging too low from some of the brackets in order to satisfy the suggestion put forward by the Working Party for the flags to hang vertically.

RESOLVED:

To approve the installation of Jubilee flags in the brackets for Christmas Trees in the town and associated costs of approximately £1,300.

- d. Members consider delegation of the approved Jubilee event budget to the Clerk in conjunction with the Town Mayor due to the inception of a new Council in May 2022 and proximity of the event on 2nd – 5th June 2022.

RESOLVED:

To delegate the Jubilee event budget to the Clerk in conjunction with the incumbent Town Mayor.

216. Monmouthshire County Council (MCC)

a) Business Resilience Forum

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

b) Mounon Road and Vauxhall Road Section 90A Highways Act 1980

Members considered a response to correspondence from MCC regarding the proposal to provide vertical traffic calming features on Mounon Road and Vauxhall Road.

RESOLVED:

To request MCC gives consideration to the height of the proposed cushions and request that tarmac is used rather than the prefabricated plastic. Also to express concern about the number of cushions being installed in a short space of the highway.

c) Notice of making a Permanent Order at various locations in Monmouthshire

Members noted the provision and amendments to traffic orders at various locations within the town.

d) 20mph speed limit

Members noted an update from MCC advising that implementation of the roll out of the 20mph speed limit has been delayed by an issue with the sign manufacturer.

217. Green Bin Store – The Boatman

Members considered the location of the Green Bin Store at the Boatman following correspondence from The Chepstow Society stating that whilst it supports the thinking behind having a secure and attractive bin store for properties in the High Street area the current location detracts from the street scene around the Boatman statue.

A discussion ensued and Members offered alternative suggestions for relocation of the bins store. It was stated that the installation of a bin store had created the opposite reaction of what had been intended.

Standing Order 36(g) was suspended to request if the Secretary of The Chepstow Society was happy with the alternative site suggestions for the bin store, to which he confirmed in the affirmative.

RESOLVED:

- i) To investigate if the bin store could be relocated to the space in front of Lloyds Bank and whether the residents would use it should permission be granted.
- ii) To investigate if the finger post could be relocated to accommodate the bin store at the side of Select.

218. Annual Well-Being Reports 2021/22

a) Members considered the Annual Well Being Report.

RESOLVED:

To approve the Annual Well Being Report for submission to the Public Service Board and upload to Town Council's website.

b) Members considered the draft Annual Report noting that further work was required to improve the visual content prior to publication on the Town Council's website. Minor amendments were made to the document and it was requested if the report, once finalised, would be distributed to all households in Chepstow. It was suggested that printed copies of the Annual Report could be made available from local shops and businesses.

RESOLVED:

- i) To approve the content of the draft Annual Report subject to the amendments.
- ii) To obtain costs for the printing and delivery of the Annual Report to all households in Chepstow for further consideration.

219. Finance

a) Bank Reconciliation

Confirm the reconciliation of the Council's Bank Accounts at 31st March 2022.

b) Accounts

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

See Appendix A below.

c) Income and Expenditure

Members received the Income and Expenditure account for the month of March 2022.

d) Community Grants

- i) Members considered the Community Grant Report and applications from:
 - a. **Wye Gymnastics and Galaxy Cheerleading**

RESOLVED

To grant fund Wye Gymnastics and Galaxy Cheerleading £4,617.20 to provide 'Love to Move' sessions for one year on the proviso that they are held within the Chepstow wards (*LG (Misc Prov) Act 1976, s.19*)

b. Happy Go Lucky Theatre Group

RESOLVED

To grant fund Happy Go Lucky Theatre Group £600 towards the group's first production (*LGA 1972, s145*)

c. Class Act Theatre Company

RESOLVED:

To grant fund Class Act Theatre Company £1,130 towards scholarship places to under 16s on the proviso that the funding is used for Chepstow youths (*LGA 1972, s145*)

- ii) Members considered the response from Friends of Chepstow Library clarifying ownership of the digital information board requested under Town Council's Community Grant Scheme.

RESOLVED:

To refuse grant funding to Friends of Chepstow Library for a digital information board to be placed in the ownership of MCC Community Hub.

- iii) Members considered an update from Garden City Community Group and a request to hold over £597.56 from the grant to the next financial year. This money will be used towards new play equipment in the Garden City Area.

RESOLVED:

To approve the request from Garden City Community Group to hold over £597.56 to the next financial year.

e) Covid Emergency Grant

Members requested further clarification on the grant application for £3,139 from Wye Gymnastics and Galaxy Cheerleading in view of the group's successful grant application under the Community Grant Scheme – *See (d)(i)(a) above.*

RESOLVED:

To request further clarification in relation to the grant application from Wye Gymnastics and Galaxy Cheerleading.

f) Independent Remuneration Panel for Wales

Members received the Annual Report of the Independent Remuneration Panel for Wales, noting section 13 is relevant to Town and Community Councils.

220. Correspondence

- a) Members considered the correspondence listed in the Correspondence Schedule. No issues were raised.
- b) Members considered the half yearly update from Mind Monmouthshire. No issues were raised.
- c) Members considered correspondence from a resident requesting permission to place a memorial plaque on the bench outside the Riverside Wine Bar.

RESOLVED:

To grant permission to the resident place a memorial plaque on the bench outside the Riverside Wine Bar.

- d) Members considered correspondence from a resident regarding the 40th anniversary of the end of the Falklands War.

RESOLVED:

To forward the correspondence to the Royal British Legion.

- e) Members considered correspondence from Haemochromatosis International requesting Town Council's support in raising awareness of the genetic disorder by lighting the Old Wye Bridge and the Severn Bridge in red during World Haemochromatosis Week 1st - 7th June 2022. Members were mindful of the Jubilee Celebrations taking place at the Riverbank during the same week.

RESOLVED:

To request further information on the management of the lighting from Haemochromatosis International.

- f) Members considered correspondence from SARA (Severn Area Rescue Association) requesting support in the form of a nomination for a Queen's Award for Voluntary Service.

RESOLVED:

To nominate SARA for a Queen's Award for Voluntary Service.

- g) Members considered correspondence from St Arvans Community Council in regard to litter picking along A466 following the forthcoming boundary changes. A discussion ensued and Members referred to Chepstow Racecourse's responsibility in this matter and to the local Keep Chepstow Tidy group.

RESOLVED:

To invite St Arvans Community Council to the next Environment & Amenities Committee meeting.

- h) Members considered correspondence from Lawrence Campbell requesting Town Council's support to pitch a regular street food trailer in the High Street. Whilst Members were happy to grant a license to the trader at events they expressed concerns about taking trade away from existing businesses who were struggling, particularly in view of the current low footfall in the town. A vote ensued to grant a trial period to the trader but this was not carried.

RESOLVED:

Not to support the request to pitch a regular street food trailer in the High Street.

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

221. Reports of Representatives on Outside Bodies

Cllr H Beach – Bulwark Community Centre (BCC) is close to submitting its bid to make the building compliant under the Disability Discrimination Act (DDA).

Cllr Horne – Chepstow Chamber of Commerce & Tourism (CCCT) had met with Chris Jones on the Place Plan and are hoping to meet again in June. No CCCT meetings are held. It is more efficient for CCCT to distribute information to its Members and respond to questions via email or telephone. Cllr Horne proposed that the new Council nominates a representative to CCCT at the Annual Meeting to move forward focusing on positive actions for the good of the town and not enter into any discussions on issues of the past which have taken up a significant amount of time and resources. Members supported Cllr Horne's request.

RESOLVED:

To draw a line under issues of the past and move forward with CCCT on positive actions for the good of the town.

Cllr Horne – Primary Health Care Exploratory Group had met and it was hoped that this would continue with the new Council.

222. Bulwark Community Centre (BCC)

Cllr Beach outlined the history of the BCC and urged Town Council to support it going forward, particularly in view of its struggle to recruit Trustees.

223 Matters Relating to the Public and Urgent Information

- Local Police to be encouraged to attend meetings to brief Members on local issues.
- The Clerk is responding to an Information Commissioner’s Office (ICO) request for information. The confidential document continues to be shared by the Stakeholder.
- Cllr Havard outlined her time during 47 years as a Councillor on Chepstow Town Council and referred to the many changes over the years. Cllr Havard thanked Members past and present for their services to Chepstow and wished the new Council luck. Cllr Havard also thanked the Clerk and her team and The Mayor thanked Cllr Havard on behalf of all Members for her services to Chepstow, wishing her a happy retirement.

224. Items for Next Meeting

225. Date of Next Meeting

Confirmed the arrangements for the hybrid Annual Meeting to be held on Wednesday 11th May 2022 at 7.00pm in the Chamber at the Gatehouse, High Street, Chepstow and on Zoom.

CLOSE: This completed the business of the meeting 10pm

SIGNED CHAIRPERSON _____ DATE: _____

Appendix A

List of Payments made between 01/03/2022 and 31/03/2022

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|------------|--------------------------------|-----------|--------------|-------------|-------|------|--------|----------|-----------------------------------|
| 02/03/2022 | Peninsula HR | Std Ord | 143.52 | | 22.80 | 1153 | 101 | 120.72 | Peninsula H&S Contract |
| 03/03/2022 | Transition Chepstow | DDR | 60.00 | | | 1560 | 105 | 60.00 | Woolpitch Wood Min ref FP&A60 |
| 03/03/2022 | Chaos Music & Drama Soc | DDR | 1,370.00 | | | 1560 | 105 | 1,370.00 | Chaos min ref 176e |
| 03/03/2022 | The Fire People | ddr1 | 98.40 | 98.40 | | 501 | | | Annual Service Call |
| 03/03/2022 | Horizon Telecom Ltd | ddr10 | 250.93 | 250.93 | | 501 | | | Monthly costs |
| 03/03/2022 | Merlin Waste Control Specialis | ddr11 | 1,140.00 | 1,140.00 | | 501 | | | Feb dog waste |
| 03/03/2022 | Society of Local Council Clerk | ddr12 | 108.00 | 108.00 | | 501 | | | Climate Change CB |
| 03/03/2022 | Chepstow Accountancy Services | ddr13 | 38.50 | 38.50 | | 501 | | | February Payroll Services |
| 03/03/2022 | Monmouthshire County Council | ddr2 | 10,262.09 | 10,262.09 | | 501 | | | town crew |
| 03/03/2022 | Nisbets | ddr3 | 1,319.97 | 1,319.97 | | 501 | | | Community Grant - Palmer Centr |
| 03/03/2022 | Kudos Printers | ddr4 | 259.44 | 259.44 | | 501 | | | PPE for Maintenance Staff |
| 03/03/2022 | A J Boiler | ddr5 | 90.00 | 90.00 | | 501 | | | Gas Boiler Service |
| 03/03/2022 | Society of Local Council Clerk | ddr6 | 249.00 | 249.00 | | 501 | | | Annual Membership - Deputy |
| 03/03/2022 | Screw Fix | ddr7 | 37.99 | 37.99 | | 501 | | | PPE Boots |
| 03/03/2022 | Ricoh | ddr8 | 193.45 | 193.45 | | 501 | | | click 1.11-31.1 Rent Q4 |
| 03/03/2022 | Kane Mailing Systems Ltd | ddr9 | 124.80 | 124.80 | | 501 | | | Annual Maintenance |
| 05/03/2022 | O2 | DDR | 22.08 | | 3.68 | 1440 | 104 | 18.40 | MHO Phones |
| 06/03/2022 | Peninsula - HR | Std Ord | 149.50 | | 24.50 | 1153 | 101 | 125.00 | HR contract |
| 08/03/2022 | Churn Valley Ltd | ddr | 395.00 | | | 1445 | 104 | 395.00 | Lease - Thomas Street |
| 09/03/2022 | Peninsula | Std Ord | 106.66 | | 17.78 | 1153 | 101 | 88.88 | Drill Hall/Old Library |
| 10/03/2022 | A Ellis-Storey | DDR | 24.30 | | | 1126 | 101 | 24.30 | Expenses AES training |
| 10/03/2022 | 7Q Gallery | DDR | 1,500.00 | | | 1560 | 105 | 1,500.00 | 7Q Gallery grant |
| 10/03/2022 | Adcock | DDR | 38.74 | | 38.74 | 105 | | | VAT for inv 206881 |
| 10/03/2022 | Nisbets | ddr1 | 2,831.97 | 2,831.97 | | 501 | | | Grant Palmer Centre |
| 10/03/2022 | Adcock | ddr1 | 193.69 | 193.69 | | 501 | | | monthly supplies |
| 10/03/2022 | GKA | ddr2 | 4,800.00 | 4,800.00 | | 501 | | | Consultancy - Drill Hall CAT |
| 10/03/2022 | House of Tents by TOOLPORT | ddr2 | 463.86 | 463.86 | | 501 | | | replacement parts |
| 10/03/2022 | Microshade VSM | ddr3 | 323.06 | 323.06 | | 501 | | | Monthly hosting |
| 10/03/2022 | Viking | ddr4 | 43.49 | 43.49 | | 501 | | | copy paper |
| 10/03/2022 | Green roof Shelters | ddr5 | 4,200.00 | 4,200.00 | | 501 | | | Euro bin shelter |
| 10/03/2022 | The Fire People | ddr6 | 362.93 | 362.93 | | 501 | | | replacement work to extinguishers |
| 15/03/2022 | Horizon Telecom | dd | 36.00 | | 6.00 | 1124 | 101 | 30.00 | Telephone rental |

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|------------------------|-------------------------------|-----------|--------------|-------------|--------|------|--------|-----------|--------------------------------|
| 16/03/2022 | Lloyds bank CC | DD | 150.52 | | | 1150 | 101 | 26.98 | zoom/fee |
| | | | | | | 1322 | 103 | 52.80 | radon monitor |
| | | | | | | 1643 | 106 | 70.74 | defib pads |
| 16/03/2022 | British Gas - Elec | DD | 46.02 | | 2.19 | 1445 | 104 | 43.83 | Thomas St Ele |
| 20/03/2022 | Peninsula EAP | Std Ord | 21.60 | | 3.60 | 1153 | 101 | 18.00 | Peninsula EAP |
| 21/03/2022 | SSE - Electric | DD | 48.12 | | 2.29 | 1440 | 104 | 45.83 | Riverbank Feb 22 |
| 21/03/2022 | Amazon | ddr1 | 109.95 | 109.95 | | 501 | | | Multimedia speaker chamber |
| 21/03/2022 | Monmouthshire County Council | ddr2 | 10,262.09 | 10,262.09 | | 501 | | | Town Crew |
| 21/03/2022 | Horizon Telecom Ltd | ddr3 | 246.30 | 246.30 | | 501 | | | Phone lines February |
| 22/03/2022 | British Gas - Elec | DD | 18.62 | | 0.88 | 1320 | 103 | 17.74 | Display Window |
| 22/03/2022 | British Gas - Elec | DD | 146.11 | | 6.95 | 1320 | 103 | 139.16 | Gatehouse |
| 22/03/2022 | British Gas - Elec | DD | 146.11 | | 6.95 | 1320 | 103 | 139.16 | 2.3 - 1.3.22 |
| 22/03/2022 | British Gas - Elec | DD | 18.62 | | 0.88 | 1320 | 103 | 17.74 | 1.2 - 1.3.22 |
| 25/03/2022 | Payroll March 2022 | BACS | 8,479.43 | | | 1101 | 101 | | March 2022 |
| 25/03/2022 | HMRC | BACS | 3,040.64 | | | 1101 | 101 | | March 2022 |
| 25/03/2022 | Torfaen Pension Fund | BACS | 2,778.51 | | | 1101 | 101 | | March 2022 |
| 27/03/2022 | Chepstow Accountancy Services | ddr1 | 38.50 | 38.50 | | 501 | | | Payroll March 2022 |
| 27/03/2022 | Green roof Shelters | ddr2 | 4,200.00 | 4,200.00 | | 501 | | | Green Roof bin store 2nd insta |
| 28/03/2022 | A Ellis-Storey | DD | 48.60 | | | 1115 | 101 | 48.60 | Expenses - AES training |
| 30/03/2022 | Siemens fin serv | DD | 162.00 | | 27.00 | 1122 | 101 | 135.00 | Franking machine lease |
| 31/03/2022 | Unity Trust Bank | DD | 1.50 | | | 1150 | 101 | 1.50 | credit handling fee |
| 31/03/2022 | Unity Trust Bank | DD | 41.40 | | | 1150 | 101 | 41.40 | service charge |
| 31/03/2022 | Petty Cash | DDR | 183.91 | | 27.10 | 1122 | 101 | 21.46 | agenda/civic invite |
| | | | | | | 1126 | 101 | 31.62 | cable ties/key cutting |
| | | | | | | 1439 | 104 | 103.73 | watering can / plants |
| Total Payments: | | | 61,261.19 | 42,248.41 | 183.49 | | | 18,829.29 | |