



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 25th May 2022 at 7.00pm

Present:

Chair: Cllr Margaret Griffiths (Town Mayor)

Councillors: S Ashby, E Becker, J Becker (7.50pm), P Griffiths, T Griffiths, H Livesey-Jones, M Perkins (7.05pm), J MacTaggart, Cllr D Rooke, J Rosser (left 9.10pm), D Power

Apologies: Cllr A Watts

In Attendance: Mrs L Allen (Town Clerk)
Mrs A Sandiford (Deputy Town Clerk)
County Councillors P Pavia and S Riley
Members of Public (4)

17. Declarations of Interest in Items on the Agenda - None.

18. Apologies – See above

19. To Suspend Standing Orders

Standing Orders were suspended for the following item:

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

Mr A Horne, former Town Councillor congratulated new Members on their election and requested Council continues in its efforts to put pressure on Aneurin Bevan University Health Board to reinstate the Minor Injuries Unit at Chepstow Hospital. Mr Horne offered his assistance in providing background information on the Freedom of Information request in this matter and accepted the invitation from Council to attend the next Working Group meeting when arranged.

20. Mayoral Announcements

27th May 2022 – Mayor has been invited to attend Pembroke Primary School's Jubilee party.

12th June 2022 – Mayor and Deputy Mayor are unable to attend the Usk Civic Service due to prior commitments.

21. Minutes

The Minutes of the Annual Meeting of Full Council held on 11th May 2022 were approved as a true record and duly signed by the Mayor.

22. Matters Arising

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

Min 67(j): Gloucester Hole – Cllr Rooke advised arrangements to paint the Union Flag have been further delayed as the person assisting was no longer available – the Clerk to request if Severn Area Rescue Association (SARA) are able to assist in this matter.

Min 85: Youth Council – The Clerk to chase Monmouthshire County Council (MCC) Youth Workers to discuss representation.

Min 202: Old Library Building – The Clerk provided an update on the tenancy in this matter. It was agreed to defer this item to Finance, Policy & Audit Committee on 15th June 2022 for further consideration.

Min 215(a): Planting a Tree for the Jubilee Project – It was agreed to defer this item to Environment & Amenities Committee on 8th June 2022 for further consideration.

Min 9(ii) Committees and Working Party Membership

Following his absence at the Annual Meeting Cllr D Rooke requested he be added to the Personnel Committee and Finance, Policy & Audit Committee.

RESOLVED:

To appoint Cllr D Rooke to Personnel Committee and Finance, Policy & Audit Committee.

23. Committees

a) Planning and Administration Committee

- i) Members received the minutes of the Planning and Administration Committee meeting held on 27th April 2022.

b) Personnel Committee Interview Panel

- ii) Members received an oral report on the recruitment process for the Administration Officer vacancy.

RESOLVED:

To ratify the decision of the Interview Panel and appoint Rachel Dilley to the position of Administration Officer.

c) Working Party Updates

Members received updates and considered recommendations/next steps from:

- i) **Place Plan and Placemaking Plan** –Town Council’s Place Plan, previously circulated to Members and MCC’s Placemaking Plan was outlined and Members noted a meeting of the Placemaking Steering Group is not likely not take place until July 2022.

A discussion ensued on the Place Plan and it was suggested this document is held in abeyance until such time as the new Council has considered its plans for the next five years.

- ii) **Shopmobility/Disability** – It was agreed to hold an early evening meeting of this working group at a date to be arranged and for Cllr Rooke to be added to the working group.
- iii) **Aims and Priorities Working Group** – Members noted the arrangements for a workshop for all available Councillors to be held in the Council Chamber and via Zoom on Wednesday on 1st June 2022 at 7pm to gather ideas in order to set Council’s aims and priorities for the next 5 years.

24. Co-option

Members noted 6 vacancies on the Town Council following the recent elections and subsequent advice from MCC that *‘the process is to be open and transparent and anyone who wishes to apply for a seat is able to do so. It’s also important to have a clear process in place for deciding between candidates if you have more people come forward for seats than there are vacancies’*.

Members considered Council's Co-Option Policy and requested a short statement of inclusivity is included in the intended Notice of Co-option. It was agreed to advertise the vacancies with a closing date of 15th June in order to co-opt at the Ordinary Meeting on 22nd June 2022.

RESOLVED:

That Cllr Ashby provide the Clerk with a sentence of inclusivity to be added to the Notice of Co-option and include the Chepstow Community Facebook Page as an additional method of advertising.

25. One Voice Wales (OVW)

a) Members received the overview of training modules available from One Voice Wales.

RESOLVED:

That Members advise the Clerk with their availability for training modules via OVW.

b) Members considered dates to receive bespoke Code of Conduct training remotely.

RESOLVED:

That the Clerk obtain Members' availability for 6th July and 20th July 2022 in order to book remote training for the Code of Conduct, if available.

c) Members noted two free training places available to each Council on core modules.

26. 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.

RESOLVED:

That Cllr P Griffiths follows up the Business Resilience Forum with MCC in his capacity as County Councillor.

b) 20mph speed limits

Members received an update regarding the implementation of the 20mph speed limits in the County and noted that Chepstow town centre and Welsh Street is being prepared with anticipated completion by the end of June 2022.

RESOLVED:

To agenda consideration of roads in Chepstow which Council considers are not suitable for 20mph speed limits at the Environment & Amenities Committee on 8th June 2022.

27. Ukraine Flag and Community Support

a) Members considered flying of the Ukraine Flag for a further month, apart from the Jubilee weekend when the Platinum Jubilee Flag will be flown.

RESOLVED:

To fly the Ukraine Flag for the next 6 months and review the matter in November 2022.

b) Members considered ways of supporting Ukrainian families living in Chepstow. A discussion ensued and Members were advised of the support groups set up within the town to assist the Ukrainian families, who would be better placed to advise on what support was required. Reference was made to Council's Community Grants Scheme available for consideration on completion of the appropriate application form.

RESOLVED:

That Cllrs E Becker and T Griffiths liaise with local Ukrainian support groups in relation to grant applications.

28. Green Bin Store

Members received an update on progress to date in having the green bin store moved from its current location by the Boatman. It was noted that the area in front of Lloyds Bank was not feasible and a response from Select was awaited. Alternative sites were suggested.

RESOLVED:

To investigate the area near the Barclays Bank building at the edge of the steps and defer this item to Environment & Amenities Committee on 8th June 2022 for further consideration.

29. Finance

a) Monthly Bank Reconciliation, Accounts and Income and Expenditure

Members noted that due to the work currently being undertaken to complete the financial year end 2021/22 no monthly reports were available.

b) Installation of a bench and dog bin – Bulwark Senior Citizens Club

Members considered the report detailing the costs associated with the purchase and installation of a bench and dog bin near to Bulwark Senior Citizens Club, subject to the relevant consents. Members were also advised of the additional costs for dog waste collection.

RESOLVED:

i) To purchase and install a dog waste bin near to the Bulwark Senior Citizens Club at a cost of £209 + VAT (*Litter Act 1983, ss5,6 &*)

ii) To purchase and install a bench with arms near to the Bulwark Senior Citizens Club at a cost of £412 + VAT (*Parish Councils Act 1957, s1*)

c) Annual Report 2021/22

The Clerk was commended on the Annual Report 2021/22 and Members considered distributing a hard copy of the report to all households in Chepstow.

RESOLVED:

To print and deliver a copy of the Annual Report 2021/22 to all households in Chepstow at a cost of £2,660 plus £780 Royal Mail Door to Door delivery (*LGA 1972, s142*).

d) Gum Drop renewal

Members considered membership renewal of the Gum Drop bins. Although the Clerk advised that the bins did not appear to be heavily used, as a new Council it wished to renew membership for an additional year and monitor their use in the meantime.

RESOLVED:

To renew membership of the Gum Drop bins for one year at a cost of £545 (*Litter Act 1983, s5,6*).

30. Correspondence

a) Members considered and raised no issues on the correspondence listed in the Correspondence Schedule.

b) Members considered and welcomed correspondence from a resident regarding LGBTQ+ activities in Chepstow. It was noted that Council was in receipt of a Pride flag and it was requested if this could be flown during Pride week.

RESOLVED:

To nominate Cllrs S Ashby, J Becker and M Griffiths to a Diversity Working Group and invite the resident to participate.

c) Members noted correspondence from David Davies MP supporting Town Council in its call to the Minister for Health to conduct a review into reopening the Minor Injuries Unit at Chepstow Hospital.

d) Members considered correspondence in regards to dog waste and litter at Hollins Close.

RESOLVED:

i) To defer the issue of dog waste to the Environment & Amenities Committee on 8th June 2022 for consideration in conjunction with a review of dog waste bins in the town.

ii) That Cllr Rooke takes up the issue of litter with MCC in his capacity as County Councillor.

e) Members considered correspondence from Town Council's IT provider offering an alternative supplier to Kaspersky due to its links with Russia.

RESOLVED:

To request Council's IT provider seek an alternative supplier to Kaspersky.

31. Reports of Representatives on Outside Bodies

Drill Hall Management Cttee (DHMC) – Cllr MacTaggart had attended the AGM and a community visioning workshop organised by the consultant undertaking the Drill Hall Community Asset Transfer (CAT) where there was much enthusiasm for the former 'What's On' booklet. Cllr Perkins requested a further understanding of the processes involved in the CAT, in particular its Terms of Reference and control of the outcomes of the CAT report.

RESOLVED:

To invite the consultant to DHMC to provide a presentation on the processes of the Community Asset Transfer at the Ordinary Meeting in June or July 2022.

32. Matters Relating to the Public and Urgent Information

- Lack of Police representation at meetings – Police invited to OM June / July 2022.
- Delivery issues to businesses in St Mary's Street – Cllr Rooke to take up the issue with MCC.
- State of property in Lower Church Street following fire.
- MCC Survey re: public land for community growing – Refer to Environment & Amenities Cttee.
- Lidl site currently up for sale.
- Network Rail impact on services from June – September 2022 due to track renewal works at Chepstow Viaduct.

33. Items for Next Meeting

34. Date of Next Meeting

Confirmed arrangements for the Ordinary Meeting to be held on Wednesday 22nd June 2022 at 7.00pm

CLOSE: This completed the business of the meeting 9.15pm

SIGNED CHAIRPERSON _____ **DATE:** _____