



## 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 22<sup>nd</sup> June 2022 at 7.00pm

**Present:**

**Chair:** Cllr Margaret Griffiths (Town Mayor)

**Councillors:** S Ashby, E Becker, J Becker, P Griffiths, H Livesey-Jones (remote), M Perkins, J MacTaggart, Cllr D Rooke, J Rosser (remote), D Power, A Watts (remote - left 8pm)

**Apologies:** Cllr T Griffiths

**In Attendance:** Mrs L Allen (Town Clerk)  
Mrs A Sandiford (Deputy Town Clerk)  
County Councillors C Edwards and S Riley  
Member of Public

**35. Declarations of Interest in Items on the Agenda**

None.

**36. Apologies**

See above.

**37. To Suspend Standing Orders**

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

There were no issues raised in the Public Open Forum.

**b) Gwent Police**

Gwent Police were not in attendance.

**38. Mayoral Announcements**

20<sup>th</sup> June 2022 – Mayor attended Armed Forces Day at Monmouthshire County Council's. The Mayor has been invited to attend the annual concert of Chepstow Male Voice Choir and the awards ceremony for the community music forum.

**39. Minutes**

The Minutes of the Ordinary Meeting of Full Council held on 25<sup>th</sup> May 2022 were approved as a true record and duly signed by the Mayor.

**40. Matters Arising**

Members received the Clerk's Update on progress of resolutions. No issues were raised.

**41. Committees**

**a) Planning and Administration Committee**

Members noted that the meetings on the 25<sup>th</sup> May and 8<sup>th</sup> June were inquorate.

**b) Environment and Amenities Committee**

Members noted that the meeting on 8<sup>th</sup> June 2022 was inquorate.

**c) Personnel Committee**

Members noted that the meeting on the 15<sup>th</sup> June 2022 was inquorate.

**d) Drill Hall Management Committee (DHMC) / Community Asset Transfer Working Group**

- i) Members received and made no comments on the Minutes of the DHMC AGM held on 23<sup>rd</sup> May 2022.
- ii) Members received the Chairman's review, updating on the functions of the Drill Hall since February 2020.
- iii) Members considered and discussed the request from the DHMC to increase the number of community representatives on the committee to 9.

**RESOLVED:**

To defer the request from the DHMC to increase the number of community representatives on the committee to 9 pending the outcome of a meeting being arranged with Gareth Kiddie, Town Council's consultant for the Community Asset Transfer (CAT) and Council Members on DHMC.

- iv) Members received an update regarding the Community Asset Transfer and considered holding an extraordinary meeting to discuss the options with the Town Council's consultant Gareth Kiddie.

**RESOLVED:**

To hold the Community Asset Transfer in abeyance pending the outcome of a meeting being arranged with Gareth Kiddie and Council Members on DHMC.

- v) Members received and made no comments on the financial accounts from the Treasurer.

**e) Working Party Updates**

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

- i) **Place Plan and Placemaking Plan** – Noted that a meeting of the Placemaking Steering Group will be held on 29<sup>th</sup> June 2022 at 2.00pm.
- ii) **Shopmobility/Disability** – Noted a meeting of the Working Group will be held via Zoom on 28<sup>th</sup> June 2022 at 11.30am.
- iii) **Aims and Priorities Working Group** – Noted a workshop for all available Councillors will be held in the Council Chamber and via Zoom on Wednesday, 6<sup>th</sup> July 2022 at 7pm to consider the draft summary leaflet produced and circulated by Cllr Ashby.

Members also noted that the Clerk was attempting to arrange a meeting of the Diversity Working Group.

**f) Future of Committees**

In view of the number of inquorate meetings held since the beginning of the Council term, Members considered whether to continue with individual Committees or set up Working Parties for recommendations to Full Council for decision, as well as opening out committee membership to all Councillors. It was considered that the issue would resolve itself following the forthcoming co-option to fill 6 vacancies bringing the Council up to 19 members.

**RESOLVED:**

To continue with the existing committee structure and review the situation in November 2022.

#### **42. Co-option**

- a) Members noted that 11 applications have been received to fill 6 vacancies and considered the interview criteria for candidates and the co-option process.

##### **RESOLVED:**

- i) To approve the interview criteria subject to the removal of any reference to qualifications.
- ii) To approve the following process for co-option:
- Receive individual representations from candidates (maximum 5 minutes) to include the answering of two specific questions to be formulated by Cllr Ashby.
  - Members to briefly summarise their common understanding of each individual.
  - Members to allocate 6 votes against the 11 candidates.
  - To co-opt the 6 candidates with the highest votes.
- b) Confirmed the date for an extraordinary meeting to hold the interviews and approve co-option will be Wednesday, 29<sup>th</sup> June 2022 at 6pm.

#### **43. Welsh Government**

Members considered the response from the Minister for Health and Social Services regarding Town Council's support for an independent review into the re-introduction of minor injury and outpatient services at Chepstow Community Hospital (CCH). Members were disappointed with the advice that whilst the Minister has a role to set the strategic direction for health services and hold the Welsh NHS to account, it remains the responsibility of health boards to plan how services will be delivered at a local level.

*Standing Order 36(g) was suspended to permit County Councillor Sue Riley to speak in this matter.*

##### **RESOLVED:**

- i. That the Clerk and Cllr P Griffiths liaise in this matter to review the original letter and further write to the Minister for Health and Social Services, the Chair of Aneurin Bevan University Health Board and the Chair of the Peoples Scrutiny Committee, Monmouthshire County Council.
- ii. That Cllr Perkins raises this matter at the next meeting of the Aneurin Bevan Community Health Council.

#### **44. One Voice Wales**

Received the Statutory Guidance relating to the Local Government and Elections (Wales) Act 2021.

#### **45. Monmouthshire County Council (MCC)**

##### **a) Business Resilience Forum**

Cllr P Griffiths provided a brief outline of the Business Resilience Forum, a forum for Monmouthshire's businesses and their representatives and advised that a meeting was being arranged at which the Federation for Small Businesses (FSB) had agreed to present its report on the reinvention of town centres in Wales.

##### **b) Dog Waste**

Members noted the update on dog waste collection and that the contract to empty the bins will shortly be advertised on the Sell to Wales website. Town Council did not nominate a Member to the panel to go through the bidding process or to attend the 'Give Dog Fouling the Red Card' meetings.

#### **46. Gwent Police**

Members considered Gwent Police's initiative "We Don't Buy Crime" and it was noted that the former Council had received a presentation on the initiative.

**RESOLVED:**

To share the information on 'We Don't Buy Crime' initiative on the Council's Facebook page.

**47. Planning Matters**

**a) Planning Applications**

Members considered planning application DM/2022/00616: Extension to existing retail units - Units 4, 5 And 6, Rifleman's Walk, in order to ensure a corporate response to MCC following 2 prior inquorate Planning Committee meetings.

**RESOLVED:**

That Chepstow Town Council recommends refusal on the grounds that the proposed development and size is not in keeping with the area and does not respect the local character and distinctiveness of a historical throughway. This proposal is therefore contrary to Planning Policy DES1.

**48. Town Council Bugle**

Members considered donating one of the bugles, presented to the Town Council as part of 1 Rifles Freedom of the Town, to Chepstow Town Band.

**RESOLVED:**

To donate one of the bugles, presented to the Town Council as part of 1 Rifles Freedom of the Town, to Chepstow Town Band.

**49. Green Bin Store**

Members received an update on progress in moving the green bin store from its current location by the Boatman. It was noted that further planning permission would be required from MCC to move the bin to an alternative area and the Clerk provided clarification on the original planning application. Alternative locations were again suggested, including Welsh Street car park which was not supported.

**RESOLVED:**

To work with the Town Crew to move the green bin store to the side of 'Select'.

**50. Finance**

**a) Bank Reconciliation**

To defer confirming the reconciliation of the Council's Bank Accounts at 30<sup>th</sup> April and 31<sup>st</sup> May 2022 pending clarification by the Clerk to Members of queries raised on balances contained within the accounts

**b) Accounts**

To defer adoption of the Receipts and Payments for the month of April 2022 and May 2022 pending clarification by the Clerk to Members of queries raised on balances contained within the accounts.

**c) Income and Expenditure**

To defer adopting the Income and Expenditure account for the month of May 2022 pending clarification by the Clerk to Members of queries raised on balances contained within the accounts.

**d) Annual Governance Statement and Statement of Accounts for year end 2022**

i) Members considered the Annual Governance Statement / Checklist for the Financial Year End.

**RESOLVED:**

To complete the Annual Governance Statement to include a negative assertion in Box 3 as per the recommendation of Internal Audit.

ii) Members considered the Statement of Accounts for the year ending 31<sup>st</sup> March 2022.

**RESOLVED:**

To approve the Statement of Accounts for the year ending 31<sup>st</sup> March 2022.

**e) Year End Accounts and Annual Return**

Members received the Year End Accounts and Annual Return for the year ending 31st March 2022.

**RESOLVED:**

To approve the Year End Accounts and sign the Annual Return for the year ending 31st March 2022 for submission to External Audit by 30<sup>th</sup> June 2022.

**51. Correspondence**

- a) Members considered the correspondence listed in the Correspondence Schedule. The Clerk was requested to clarify the correspondence from the Information Commissioner’s Office (ICO) relating to a personal data breach report in December 2021 regarding the results of an internal investigation being shared while unredacted.
- b) Members noted the invitation from MENCAP to attend a pop up café and have a tour of the Old Board School.

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

Cllr M Griffiths – attended the CCTV User Group Meeting where she had requested a meeting with MCC and local Police Community Support Officers for a walkabout of the Town and to familiarise Members with the locations of the CCTV cameras.

Cllr D Rooke – Bulwark Community Centre is continuing to work on its bid to make the building compliant under the Disability Discrimination Act (DDA).

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

- M48 bridge closures - it was noted that all households had been informed of the closures due to suspension cable inspection works.

**54. Items for Next Meeting**

- Chepstow’s Sunday market.
- Pathway at 7Quay Development preventing access to The Severn Princess.
- Update on Ukranian Refugees in Chepstow.

**55. Date of Next Meeting**

Confirmed arrangements for the Extraordinary Meeting to be held on Wednesday 29<sup>th</sup> June 2022 at 6pm and the Ordinary Meeting to be held on Wednesday 27<sup>th</sup> July 2022 at 7.00pm.

**CLOSE: This completed the business of the meeting 9.30pm**

**SIGNED CHAIRPERSON \_\_\_\_\_ DATE: \_\_\_\_\_**