Chepstow Town Council

Minutes of the Annual Meeting of Chepstow Town Council held via Zoom remote meetings on Wednesday 26th May 2021 at 7.00pm

Present:

Chairman: Tom Kirton (Town Mayor)

Councillors: H Beach, M Brady, A Braund, J Brews (left 9.05pm), C Duchet, Y Havard, N Heywood, P Hobson (left 9.05pm) A Horne, P Pavia (7.30pm), A Redhead, D Rooke, A Watts

Apologies: None

In Attendance: Lucy Allen (Town Clerk), Alison Sandiford (Deputy Town Clerk)
County Councillor C Edwards
Member of Public (1)

1. **Election of Chairman**

   To elect a Town Mayor for the year 2021/2022.

   The outgoing Mayor, Cllr Tom Kirton, requested nominations for the position of Town Mayor for 2021/2022.

   Cllrs T Kirton and A Redhead were nominated for the position of Town Mayor. A vote ensued.

   RESOLVED:
   To elect Cllr T Kirton to the position of Town Mayor for 2021/2022.

2. **Installation of Town Mayor**

   It was agreed that Cllr Kirton would sign the Declaration of Acceptance of Office as Town Mayor at the next available opportunity due to the current COVID 19 meeting restrictions.

3. **Presentation of Past Mayor's Badge**

   As Cllr T Kirton had been re-elected there would be no presentation of a Past Mayor's Badge.

4. **Election of Deputy Town Mayor**

   The Mayor requested nominations for the position of Deputy Town Mayor for 2021/2022.

   Cllrs D Rooke and C Duchet were nominated to the position of Deputy Town Mayor. A vote ensued and the Mayor exercised his right to a casting vote.

RESOLVED:
To elect Cllr Rooke to the position of Deputy Town Mayor for 2021/2022.

The Deputy Mayor's Declaration of Acceptance of Office will be signed at the next available opportunity.

5. Declarations of Interest in items on the agenda
None

6. Membership of Outside Bodies
Members reviewed representation on external bodies for 2021/2022.

RESOLVED:
To elect the following to external bodies for 2021/2022.

Bulwark Community Centre Management Trust
Cllr H Beach
Cllr J Brews
Cllr C Duchet
Cllr T Kirton
Cllr D Rooke

One Voice Wales
Cllr P Pavia - Larger Councils Cttee
Cllr P Pavia – Area Cttee
Cllr P Pavia - Training Mentor
Deputy - Cllr Y Havard

Chamber of Commerce and Tourism
Cllr P Pavia

Chepstow Poor Charities
Cllr Y Havard
Cllr A Redhead

Chepstow/Cormeilles Twinning Association
Cllr T Kirton

Oldbury and Berkley Power Stations Community Liaison Council
Cllr T Kirton

Senior Citizens Welfare
Cllr C Duchet
Cllr P Pavia

CCTV User Group
Cllr M Brady
Cllr A Redhead

Lower Wye Area Committee
Open forum all Councillors to be involved

Montague Almshouses
Cllr Y Havard

Severn Princess Restoration Trust
Cllr N Heywood MBE

Chepstow Fair Trade Forum
Cllr D Rooke

Gwent Levels Flood Defence Alliance
Cllr P Pavia

Community Safety Action Team
Cllr H Beach

Bulwark Senior Citizens Committee
Cllr D Rooke

Monmouthshire Citizens Advice Bureau – Observer
Cllr Y Havard

Air Quality Steering Group
Open forum all Councillors to be involved

Aneurin Bevan Community Health Council
Cllr Y Havard

Drill Hall Management Committee
Cllr J Becker
Cllr C Duchet
Cllr N Heywood MBE
Cllr T Kirton
Cllr P Pavia
2 x Vacancies

Public Service Board
Cllr D Rooke

Minor Authority School Governors: - Pembroke Primary
Cllr Jenni Brews
St Mary's RC School - Member of Schools Community
The Dell School – Mathern Com. Council
Thornwell School – Vacancy

Gloucestershire Harbour Trustees Consultative Group
Vacancy

7. i) Committee and Working Party Membership

Members reviewed the following Committees/Working Parties:

- Personnel Committee *(for the duration of this Council)* (7 Members)
- Planning and Administration Committee (7 Members)
- Town Environment & Amenities Committee (7 Members)
- Consultative Committee (5 Members)
- Complaints Committee (7 Members)
- Financial Policy and Audit Committee (7 Members)
- Communications & Public Participation Working Group
- Shopmobility Working Group
- Place Plan Working Party
- Joint Town Council / Drill Hall Community Asset Transfer WG
- Personnel Mediation Working Group

RESOLVED:
To elect the following to Committees/Working Parties for 2021/2022.

Personnel Committee (7)
Cllr J Becker
Cllr C Duchet
Cllr Y Havard
Cllr T Kirton - *ex officio*
Cllr P Pavia
Cllr A Redhead
Cllr D Rooke - *ex officio*
2 x vacancies

Planning and Administration (7)
Cllr A Braund - St Kingsmark Ward
Cllr M Brady - St Kingsmark Ward
Cllr N Heywood – St Marys Ward
Cllr T Kirton - Thornwell Ward - *ex officio*
Cllr A Redhead - Larkfield Ward
Cllr D Rooke - Thornwell Ward - *ex officio*
3 x vacancies

Environment and Amenities (7)
Cllr H Beach
Cllr J Becker
Cllr A Braund
Cllr J Brews
Cllr C Duchet
Cllr Y Havard
Cllr T Kirton - *ex officio*
Cllr A Redhead
Cllr D Rooke - *ex officio*

Financial, Policy and Audit (7)
Cllr H Beach
Cllr C Duchet
Cllr Y Havard
Cllr N Heywood
Cllr P Hobson
Cllr A Horne
Cllr T Kirton - *ex officio*
Cllr A Redhead
Cllr D Rooke - *ex officio*

Complaints Committee -
(Chairs of Committees)
Personnel
Financial Policy & Audit
Planning and Administration
Environment & Town Amenities
Town Mayor - Cllr T Kirton
Deputy Mayor - Cllr D Rooke

Consultative Committee
(Chairs of Committees)
Personnel
Financial Policy & Audit
Planning and Administration
Environment & Amenities
Town Mayor - Cllr T Kirton
Deputy Mayor - Cllr D Rooke

Communications & Public Participation Working Party
Cllr J Becker
Cllr A Braund
Cllr J Brews
Cllr A Horne
Cllr N Heywood

Shopmobility Working Party
Cllr H Beach
Cllr Y Havard
Cllr A Redhead
Cllr D Rooke

Place Plan Working Party
Cllr M Brady
Cllr A Braund
Cllr C Duchet
Cllr A Horne
Cllr T Kirton
Cllr D Rooke

Drill Hall CAT WG (joint with DHMC & CIO)
Cllr J Becker
Cllr C Duchet
Cllr N Heywood
Cllr T Kirton
Cllr P Pavia

Personnel (Mediation) Working Party
Cllr M Brady
Cllr C Duchet
Cllr T Kirton
Cllr P Pavia

8. Town Mayors Civic Protocol

Members confirmed the Town Mayor's Handbook / Civic Protocol including the Civic guest list.

9. Minutes

The Minutes of the ordinary meeting of Council held on 28th April 2021 and the extraordinary meeting of Council held on 19th May 2021 were confirmed as a true record and will be signed at the next available opportunity due to the coronavirus pandemic.

10. Matters Arising

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

Item 114: Exploration of installing war memorial fencing around the town gun – A Member requested Council moves progress in this matter.

Item 138(g): Memorial Bench - Awaiting Monmouthshire County Council to arrange installation at a suitable location near to the Bandstand.

11. Committees

a) Planning and Administration Committee

i) Received the minutes of the Planning and Administration Committee meeting held on 28th April 2021 and the draft minutes from the meeting held on 12th May 2021.

ii) Members considered the recommendation of Planning and Administration Committee to adopt the public payphone at St Lawrence Road for the installation of a defibrillator at a cost of £2,000 and noted its budgetary provision of £2,200.

RESOLVED:

To adopt the public payphone at St Lawrence Road for the installation of a defibrillator at a cost of £2,000 which includes the device and electrical work *(LGA 1972, s137)*.

b) Working Party updates

Members received the following updates:

i) Place Plan – Recent stakeholder and on-line community consultations have taken place. 1000+ people have logged on to the web page and 390+ pins have been placed on the map. Planning Aid Wales will shortly be putting together a report for consideration by the working party, which is also looking to start consultations with local schools after the half-term holiday.

ii) Communications and Public Participation – A draft policy has been produced and will be submitted to Finance, Policy & Audit Committee in June. The draft policy has also been shared with Mon CC for comment.

iii) Drill Hall Community Asset Transfer – Currently out to tender for a Consultant to undertake the Community Asset Transfer. To date one response has been received.

12. Annual report to the Public Service Board

Members considered the Annual Wellbeing Report to be submitted to Monmouthshire County Council for inclusion in the Annual Report of the Public Service Board.

RESOLVED:

To approve the Annual Wellbeing Report for submission to Monmouthshire County Council and uploading to Town Council's website.

13. Schedule of Meetings for the Mayoral Year 2021-2022

Members agreed the proposed Schedule of Meetings for the Mayoral Year 2021-2022.

14. Business Resilience Forum

Members received an oral update from the Business Resilience Forum including the status of the High Street and Bulwark shopping areas:

- New grants available for the hospitality sector not covered by Welsh Government's Cultural Recovery Fund. Applications for limited companies and registered charities with a turnover of £85K+ are now open with applications opening week commencing 31st May 2021 for companies with a turnover of -£85K. No automatic payments will be made applicants will need to check eligibility via the Business Wales Eligibility Checker.

- A fresh round of Town Centre meetings is being arranged for June to establish feedback on the Town Centre works and to establish the consultation process for any proposed permanent solutions.
- Shop Local 'Spring into Summer' campaign will start following the Bank Holiday weekend.
- Members raised concerns about the state of the shopping precinct in Bulwark and the boarding recently erected around the Severn Bridge Club resulting in the loss of car parking spaces for Bulwark shops.

15. Town Council Email Addresses

a) Members noted that all future electronic council business will be conducted via town council email addresses only in order to ensure compliance with General Data Protection Regulations (GDPR).

RESOLVED:
To arrange for all passwords to be re-issued to Members not currently using Town Council email addresses to ensure that all future electronic council business is conducted via Town Council email addresses only.

b) Members considered operational matters in relation to emails to Councillors. Reference was made to the proposed draft Communications & Public Participation Policy to be considered at Finance, Policy & Audit Committee in June.

RESOLVED:
To defer this item pending a decision on the proposed draft Communications & Public Participation Policy.

16. Members' Items of Business for agendas

Members approved the use of a 'Members' Items of Business' form to be completed for any items to be added to Council or Committee agendas. It was also agreed that a maximum of 2 separate items per Member be permitted for any agenda.

17. Mind Monmouthshire

Members received the quarterly report, January 2021 – March 2021 from MIND Monmouthshire in line with the partnership agreement.

RESOLVED:
To acknowledge the quarterly report and request clarification on the performance measures statistics and support provided to Chepstow residents during the COVID 19 pandemic.

18. Primary Health Care

Members considered a proposed Primary Healthcare Resolution as drafted by Cllr Horne.

A discussion ensued and reference was made to the Community Health Council and to the Neighbourhood Care Network Integrated Medium Term Plan 2020-2023 for Monmouthshire South, circulated to Members prior to the meeting.

Whilst Members supported in principle the proposal to write to Eluned Morgan, MS Minister for Health and Social Services regarding the need for a Minor Injuries Unit at Chepstow Hospital, it

was also considered beneficial to engage with the Primary Care Cluster lead, Dr Anabelle Holtam, to establish the long term ambitions of the Monmouthshire South Cluster Group to ascertain what services they would be willing to take on.

RESOLVED:
For Cllr Horne, Kirton and Pavia to edit as necessary the proposed Primary Healthcare Resolution as drafted by Cllr Horne "to request the Minister for Health and Social Services to undertake an independent review e.g. by Community Health Council (CHC), of Aneurin Bevan University Health Board on its planned decision, concerning its Clinical Future Plan, for residents in the capture area of Chepstow Community Hospital (CCH), in relation to meeting the NHS Wales Health and Care Standards for primary care up to and beyond 2025. In particular, the review to include the need for a Nurse led Minor Injury Unit (MIU) to be reopened" prior to sending to the Minister.

19. Town Council Vision, Values, Mission, Action Plan, market communications and public participation

Members considered a proposed resolution prepared by Cllr Horne.

RESOLVED:
Within this financial year the Chepstow Town Council (CTC) will draw up a concise Vision, Values, Mission and rolling action plan and will allocate budget to:

- Increase awareness of CTC statutory duties and legal duties and obligations;
- Engage and consult with the community, whilst respecting confidentiality, in arriving at lawful and appropriate decisions and expenditure of public funds;
- Operate in a democratic, transparent, consultative, evidence based manner support social, economic, environmental and cultural well-being of the community;
- Increase visibility and knowledge of the work of the Councillors;
- Increase CTC credibility which in turn should assist attracting new Councillors

20. Transition Chepstow

a) Members noted that following Transition Chepstow's letter to the Managing Director of Cross Country Trains regarding the 75% reduction in trains stopping at Chepstow from pre-Covid levels, assurances had been received that all services will be restored for Chepstow.

b) Members considered the Transport Vision for Chepstow prepared by Transition Chepstow and the request that Town Council considers endorsing the document by allowing its logo to be shown on the document.

RESOLVED:
To commend Transition Chepstow in their efforts and advise them that whilst Town Council supports and encourages the work they have undertaken it cannot endorse the document with its logo.

Cllrs Brews and Hobson left the meeting at this point.

21. FINANCE

(a) Bank Reconciliation

Confirmed the reconciliation of the Council's Bank Accounts at 30th April 2021.

Payments	£35,285.99
Receipts	£220,518.48

(b) Accounts

Received and adopted the schedule of payments and receipts for the month of April 2021.

(c) Income and Expenditure

Received the Income and Expenditure account for the month of April 2021.

Cllr T Kirton declared an interest in the following item and withdrew from discussions.

Cllr Rooke, Deputy Mayor took the chair for item (d) below:

(d) Mayoral Allowance

It was clarified that the Mayoral allowance would be renamed 'Civic allowance' as it was a budget for civic events and not to be confused with the Mayor's allowance.

RESOLVED:

To pay the Civic allowance of £1,200 on production of receipts/proof of expenditure *(LGA 1972 ss34(5))*

Cllr Kirton, Mayor resumed the chair.

(e) Independent Remuneration Panel for Wales (IRPW)

Members considered Determinations 41 to 49 of the IRPW Annual Report in respect of payments to Community and Town Councillors.

RESOLVED:

To note Determinations 41 to 43 are mandatory and approve Determinations 45 to 49 with payment arrangements as previous.

(g) Community Contributions

Members confirmed the following Community Contributions for which a budgetary provision for the amounts detailed were recommended under the budget setting process at the Finance Policy and Audit Committee on 18th November 2020 and adopted by Full Council on 6th January 2021:

RESOLVED:

To release the following Community Contributions:

(i) Bulwark Community Centre - £8,000 under the provisions of s19 Local Government (Miscellaneous Provisions) Act 1976;

(ii) Drill Hall Management Committee - £8,000 under the provisions of s19 Local Government (Miscellaneous Provisions) Act 1976;

(ii) Chepstow Citizens Advice Bureau - £20,950 under the provisions of s142 (2A) Local Government Act 1972;

(iv) Fireworks, Chepstow Round Table - £3,700 towards the annual fireworks display, under the provision of s145 Local Government Act 1972 *(funding to be withheld until restrictions are lifted)*;

(v) Chepstow Town Band - £500 towards the Summer Music School, under the provisions of s145 Local Government Act 1972;

(vi) Music in the Community – up to a maximum of £4,000 towards Music at the Bandstand in respect of the Summer Music event, under the provisions of s145 Local Government Act 1972. (Members are reminded that this is a Town Council event with the performers invoicing the Town Council directly);

(vii) Severn Area Rescue Association (SARA) - £700, under the provisions of s234 Public Health Act 1936.

FURTHER RESOLVED:
To refer the consideration of an additional one-off grant to SARA at Finance, Policy & Audit Committee due to them not being able to fundraise throughout the Covid pandemic.

(h) Community Grant Applications

Members considered the Community Grant application received from Chepstow Town FC for £5,728 towards the upgrade of its spectator stand in order to apply for Football Association of Wales (FAW) Tier 3 status.

RESOLVED:
To grant fund Chepstow Town FC £5,728 *(LGA 1972, s145).*

(i) The Gatehouse

Members considered the report for replacement carpet in the ground floor offices at the Gatehouse.

RESOLVED:
To accept quotation from Furniture and Fabric Store for the supply and installation of heavy contract carpet tiles to the ground floor offices at the Gatehouse at a cost of £1,323.33 + VAT *(LGA 1972 s133)*

It was requested that additional carpet tiles be purchased as spares and that the supplier is requested to remove and dispose of the existing carpet tiles in an environmentally safe way.

RESOLVED:
To Suspend Standing Order 8 to allow the meeting to continue past 9.30pm.

22. Reports of representatives on outside bodies

Community Fridge - Members received an update on the community fridge project and were advised that a temporary 6-months rent-free lease was currently being investigated at the Rainbow Café.

23. Matters relating to the public and urgent information exchange

Issue of speed bumps disintegrating throughout Bulwark still ongoing.

24. Correspondence

Members considered the correspondence list in the attached schedule. There were no comments.

25. Items for next meeting

Consideration of a public toilet in Bulwark

26. Date of next meeting

Confirmed that the next **ORDINARY MEETING** will be held on **Wednesday 23rd June 2021** at 7.00pm via Zoom remote meetings

CLOSE: This completed the business of the meeting at 21:38 p.m.

SIGNED CHAIR PERSON: _____ DATE:_____