

**CHEPSTOW TOWN COUNCIL**  
**The Gatehouse, High Street, Chepstow NP16 5LH**  
**Tel. 01291 626370 Email admin@chepstow.co.uk**

20<sup>th</sup> October 2023

Dear Councillor

You are hereby summoned to attend the **Ordinary Meeting** of Chepstow Town Council to be held in the Council Chamber, The Gatehouse, High Street, Chepstow and remotely via Zoom <https://zoom.us/j/7344109571> on **Wednesday, 25th October 2023 at 7pm** for the purpose of transacting the following business:

Yours faithfully,



Lucy Allen  
TOWN CLERK

***Members are reminded that they attend this meeting under the provisions of the Town Council's Code of Conduct.***

**AGENDA**

**95. Apologies**

To receive apologies for absence.

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

[Declarations of Interest form](#) attached for completion and return to the office. Interests may also be declared at any point in the meeting if the need arises.

**97. To Suspend Standing Orders**

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

Members of the public are invited to address the Council in relation to items on the agenda. A member of the public shall not speak for more than 5 minutes unless directed by the Chair. A question shall not require a response at the meeting nor start a debate on the question. The Chair may direct that a written or oral response be given.

**98. Mayoral Announcements**

**99. Minutes**

To approve the [Minutes of Ordinary Meeting of Full Council held on 27th September 2023](#).

**100. Matters Arising**

To receive the [Clerk's Update](#) on progress of resolutions, *for information only*.

**101. Committees**

**101.1 Planning and Administration Committee**

a) To receive the [Minutes of Planning & Administration Committee meeting held on 27<sup>th</sup> September 2023](#).

b) To receive the draft [Minutes of Planning & Administration Committee meeting held on 11<sup>th</sup> October 2023](#).

**101.2 Personnel Committee**

To receive the draft [minutes of extraordinary meeting of the Personnel Committee held on 26<sup>th</sup> September 2023](#)

**101.3 Drill Hall Management Committee (DHMC) / Transition Board (TB)**

To receive the [Minutes of the TB meeting held on 3<sup>rd</sup> October 2023](#).

#### **101.4 Carbon Reduction Committee**

To approve the [Terms of Reference for the Carbon Reduction Committee](#) following the decision of the Environment and Amenities Committee, at its meeting on 14.6.23, to disband the Energy Working Party and set up a formal committee.

#### **101.5 Working Party and Project Updates**

To receive verbal/written updates from working parties and project groups and, if appropriate, to agree any recommendations/next steps:

**a) Diversity Working Group**

To receive a verbal update from Cllr S Ashby on discussions held to date with local resident.

**b) Supporting Friends of the Dell destination play park**

To receive a verbal update from the Clerk on the status of the planning application.

**c) Future Play provision in Chepstow**

To receive an update on discussions held with Monmouthshire County Council in regard to setting up a Service Level Agreement for play provision in Chepstow and to consider a verbal report from Cllr M Griffiths.

**d) Bulwark and Thornwell Working Group**

To receive a verbal update from Cllr T Griffiths following discussions held with Thornwell School regarding the project to utilise the land as a garden or farm.

**e) Chepstow Spudfest**

To receive a verbal update from Cllr M Griffiths following the event on 21<sup>st</sup> October and consider if a similar event should be planned for 2024.

**f) Primary Healthcare Exploratory Group**

To consider a follow up meeting at Chepstow Community Hospital and any other next steps.

**g) Transforming Chepstow Masterplan Delivery Group**

To receive the [notes of the meeting held on 19<sup>th</sup> September 2023](#).

#### **102. Finance**

##### **102.1 Bank Reconciliation**

To confirm the [reconciliation of the Council's Bank Accounts at 30th September 2023](#).

##### **102.2 Accounts**

To [receive and adopt the Receipts and Payments for the month of September 2023](#).

##### **102.3 Income and Expenditure**

To [receive the Income and Expenditure account for the month of September 2023](#).

##### **102.4 Community Grant applications**

To receive the [Community Grant report](#) and consider the following applications:

- a) [1<sup>st</sup> Shirenewton Scouts](#) - £500 (LGA 1976 (MP), s1)

##### **102.5 Local Government Pension Scheme**

To receive the following documents from Torfaen Pension Fund:

- a) [Pension Fund's Investment Strategy](#)  
b) [Responsible Investment Policy](#)

##### **102.6 Membership renewal - Society of Local Council Clerks**

To consider the [renewal of the Clerks membership to the Society of Local Council Clerks](#) at a cost of £354.00 (LGA 1972, s111).

### **102.7 Budget 2024/25**

To consider [the report, prepared by the Clerk, detailing the timetable for budget setting for 2024/25.](#)

### **103. Vacancy St Kingsmark Ward**

To receive a verbal update on the casual vacancy which has arisen in the St Kingsmark Ward.

### **104. Armistice Day and Remembrance Sunday**

To note the Armistice Day Service at the War Memorial and Remembrance Sunday parade organised by the Town Council, will be held on Saturday, 11<sup>th</sup> November and Sunday, 12<sup>th</sup> November 2023.

### **105. Phone Box Removal**

To consider [correspondence received from British Telecom regarding the removal of the payphone in Thornwell Road.](#)

### **106. The Visitor Guide**

To consider [correspondence received from The Visitor Guide](#) in regard to the offer that the Town Council become involved by writing a paragraph about the town for the guide which will be published.

### **107. Consultations / Engagements / Surveys**

- a) Welsh Government – Consultation: Scrutiny of the Welsh Government Draft Budget 2024-25. The Committees of the Welsh Parliament are seeking information to inform their scrutiny of the [Welsh Government Draft Budget 2024-25](#). Anyone wishing to contribute can do so by submitting a formal response to the [consultation](#) by 30 November 2023.
- b) Monmouthshire County Council – Consultation: Draft public spaces protection order dog controls Link below for the Council’s consultation on the Draft Public Spaces Protection Order: <https://www.monmouthshire.gov.uk/pspo-dog-controls/> closing date 25<sup>th</sup> November 2023.
- c) Transport for Wales - Potential new stations between Cardiff Central and Severn Tunnel Junction with improved cross borders services public consultation from 16 October 2023 to 14 January 2024, details of the proposals, including how to respond via a survey are available on our website: [tfw.wales/sep-new-stations](http://tfw.wales/sep-new-stations)
- d) Welsh Government – [Online survey to Review of democratic health in the community and town council sector](#) – closing date 27<sup>th</sup> November 2023.

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

Monlife Summer 2023 Play report – to receive the [summer play letter](#) including:

- a) [Full report](#)
- b) [Summer review](#)

### **109. Minor Authority Governor**

To consider [correspondence from the Chair of Governors at St Mary's RC Primary School](#), Chepstow regarding a vacancy as a Minor Authority Governor.

### **110. Waste and recycling in Chepstow**

To receive a verbal report from the Clerk following an Expression of Interest by Monmouthshire County Council to the Shared Prosperity Fund for a better provision for waste and recycling in Chepstow.

### **111. Memorial Bench**

To consider the requests for memorial plaques on benches at the Riverbank from:

- a) A resident - costs of the plaque to be covered by the applicant.
- b) The Royal Naval Association – cost of plaque to be covered by the applicant.

**112. Correspondence**

To consider the [correspondence listed in the Correspondence Schedule](#) and note the following:

- a) [Mind Monmouthshire – April – September 2023 report](#)
- b) [Monmouthshire County CAB – Q2 results](#)

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

To receive verbal reports from Members who have attended meetings as a nominated representative of the Town Council.

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

**115. Items for Next Meeting**

**116. Date of Next Meeting**

To confirm arrangements for the Ordinary Meeting to be held on Wednesday 22<sup>nd</sup> November 2023 at 7.00pm.

**117. Exclusion of Press and Public**

To consider excluding the press and public for the discussion of **Item 118. Drill Hall** owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**118. Drill Hall**

To receive and consider the confidential report, written by Cllr M Griffiths, regarding the Drill Hall – *to follow*.