



CHEPSTOW TOWN COUNCIL

Minutes of the **Ordinary Meeting** of Chepstow Town Council held in the Council Chamber, The Gatehouse, High Street, Chepstow and remotely via Zoom on 22nd February 2023 at 7pm

Present:

Chair: Cllr Margaret Griffiths (Town Mayor)

Councillors: E Atkinson (remote), V Badderley-Potter, D Barnes, P Griffiths, T Griffiths, H Livesey-Jones, N Meyrick, D Power, D Rooke, J Rosser (remote), M Le Peltier, S Tulley, A Watts (remote *left 7.30pm*)

Apologies: Cllrs S Ashby, E Becker, J MacTaggart, M Perkins

In Attendance: Mrs L Allen (Town Clerk)
Mrs A Sandiford (Deputy Town Clerk)

180. Apologies
See above.

181. Declarations of Interest in Items on the Agenda
None.

182. To Suspend Standing Orders
There were no members of public in attendance.

183. Mayoral Announcements
The Mayor had attended a Chepstow & District Lions event where they were working with primary schools in South Monmouthshire to come up with inventions. One of the notable projects was the creation of contact lenses for children, who might otherwise be embarrassed to wear glasses.

184. Minutes
The Minutes of the Ordinary Meeting of Full Council held on 25th January 2023 were approved as a true record and signed by the Mayor.

185. Matters Arising
Members received the Clerk's Update on progress of resolutions. The following items were raised:

- **Min 67(j) Gloucester Hole:** It was noted that this item will be reviewed in Spring 2023.
- **Min 144(e) Earmarked Reserves:** It was noted that no meeting had yet been arranged with Town and County Councillors for Bulwark and Thornwell wards to consider specific projects for the 2024/2025 budget.

186. Committees

a) Planning and Administration Committee

- i. Received the Minutes of Planning and Administration Committee held on 25th January 2023.

ii. Received the minutes of Planning and Administration Committee held on 8th February 2023.

b) Finance, Policy and Audit Committee

Members received the draft minutes of the Finance, Policy and Audit Committee meeting held on 8th February 2023 and noted that the Financial Regulations had been adopted with no amendments.

c) Drill Hall Management Committee (DHMC) / Transition Board (TB)

i. Received the minutes of the DHMC meeting held on 30th January 2023.

ii. Members received an update on matters relating to the Drill Hall and noted the position of Manager is currently being advertised with a closing date of 3rd March 2023.

d) Working Party Updates and Projects

i. Members received further updates to those contained in the written report from Councillors with responsibilities for specific projects 2022/2023:

- **Supporting Friends of the Dell destination play park:** Cllr P Griffiths outlined his written report attached to the agenda:
 - Chepstow TC has committed £100,000 to the project
 - Further funding applications will be submitted to National Lottery and Welsh Government Communities Facility Programme.
 - MCC will organise a topographical survey and a tree survey.
 - Architect will aim to provide designs by end of March 2023.
 - Planning consent is anticipated by the end of July 2023.
 - Formal applications for funding are anticipated in September 2023
 - Construction is anticipated during 2024.
- **Marketing of Chepstow as a historic place to visit:** Cllr T Griffiths referred to his written report attached to the agenda and stated the purpose of the meetings was to build relationships to enable Chepstow to flourish. Meetings are anticipated twice per year.
- **The Future of the Old Library Memorial Hall:** The Clerk advised Members of late correspondence received from the agent in relation to the short-term lease.

RESOLVED:

For the Clerk to convene an extraordinary meeting of the Finance, Policy & Audit Committee via Zoom to consider the correspondence.

- **Active travel routes / Management of electric bikes in Chepstow:** Cllr M Griffiths requested to be added to the project to investigate electric bike schemes and signposting around the town.

RESOLVED:

To add Cllr M Griffiths to the Active travel routes / Management of electric bikes in Chepstow project and refer electric bike schemes and signposting to the Environment & Amenities Committee.

ii. **Communications Project**

Members considered the report, prepared by Cllr David Barnes, outlining work undertaken with the University of South Wales (USW) to improve and enhance communications, public relations, social media, marketing and website. Cllr Barnes advised that funding had subsequently been approved by USW to fund one or two students to work with staff over the summer to implement a protocol for the Council to promote itself proactively. Members also noted monies had been set aside for the project at Finance, Policy & Audit Committee 8.2.23.

RESOLVED:

To nominate Cllrs D Barnes, V Badderley-Potter, M Griffiths, M Le-Peltier and S Tulley to a working group to take the communications project forward, including a field trip for USW students to visit Chepstow and invite the course leader from USW to meet with the working group.

Members thanked Cllr Barnes for his excellent report and efforts in this matter.

iii. **Friends of the Dell – Destination Playpark**

See above

187. Finance

a) Bank Reconciliation

Confirmed the reconciliation of the Council's Bank Accounts at 31st January 2023.

b) Accounts

Received and adopted the Receipts and Payments for the month of January 2023.

- *Appendix A below*

Receipts	Payments
£102.50	£42,518.77

c) Income and Expenditure

Received the Income and Expenditure account for the month of January 2023.

d) Boundary change payment

Members noted the one-off payment of £98.50 from St Arvans Community Council being the proportion of its precept representing the number of electors who now come under the boundary of Chepstow.

188. Councillor Vacancy – Chepstow Castle Ward

Members noted the casual vacancy for Chepstow Castle Ward following the resignation of Jez Becker and that if by 23rd February 2023 a request for an election to fill the vacancy is made in writing to the Returning Officer at MCC by ten electors from the Castle ward, an election will be held before 2nd May 2023. If no request for an election is received then the vacancy will be filled by co-option following the Councils adopted policy.

189. Summer Playscheme

Members considered the report, prepared by Cllr M Griffiths on the meeting held with Monlife in regard to play provision in Chepstow. It was suggested that Town Council considers and requests a Service Level Agreement with Monmouthshire County Council (MCC) for 2024/2025 in order to have more control of the service to be provided. A more in-depth breakdown of attendance at playschemes in Chepstow was requested to ascertain where the children came from and which activities were attended, together with the number of free places against paid places taken up and how this was managed.

RESOLVED:

1. To confirm payment of the amount allocated in the 2023/24 budget of £20,000 (*LGA 1976 (Misc Prov) s19*).
2. To refer the issue of a Service Level Agreement with MCC for playschemes in Chepstow for 2024/2025 to Finance, Policy & Audit Committee in June 2023.

190. Chepstow Community Hospital

Members considered the notes of meeting held 14.2.23 with Ann Lloyd, Chair of the Aneurin Bevan Health Board in regard to ongoing provision at Chepstow Community Hospital. It was noted that an extraordinary meeting will be convened in June 2023 for further updates/discussion.

191. Monmouthshire County Council (MCC)

a) Transforming Chepstow

- i. Members received the notes from the Steering Group meeting held on 24th January 2023.
- ii. Cllr M Griffiths referred to Town Councillors on the Steering Group prioritising projects within the Transforming Chepstow Masterplan which will be sent to Chris Jones.

192. Consultations

Members considered the following consultations:

a) Setting priorities for Llais (formally the Community Health Council) in 2023–2024 – closing date 28th February 2023

RESOLVED:

For Members to respond individually to the 'Setting priorities for Llais (formally the Community Health Council) in 2023 – 2024' consultation.

b) Outdoor Education (Wales) Bill – closing date 17th March 2023.

RESOLVED:

To note the 'Outdoor Education (Wales) Bill' consultation.

193. Correspondence

a) Members considered the correspondence listed in the correspondence schedule. No issues were raised.

- b) i. Members noted the letter from HSBC Bank advising of the closure of the Chepstow branch on 6th June 2023
- ii. Members noted the letter from a visitor to Chepstow regarding the demise of the High Street, forwarded to MCC Regeneration Dept.

RESOLVED:

For Cllr P Griffiths to draft a response to the visitor outlining Town Council's position in relation to the High Street, to be signed by the Mayor.

- iii. Members noted the Monmouthshire County Citizens Advice Bureau quarterly impact report (Q3).

194. Reports of Representatives on Outside Bodies

Members received verbal reports from members who have attended meetings as a nominated representative of the Town Council:

Fairtrade: Cllr T Griffiths advised Members that Fairtrade Fortnight was coming up and that the group had organised a Fairtrade trail throughout the town's shops. It was noted that questionnaires for the trail would be available from Coffee 1 and Toytastik.

Thornwell School: Cllr T Griffiths advised that the school had been involved in tree planting in Thornwell, which the children had thoroughly enjoyed.

Community Fridge: Cllr D Rooke advised the twice-weekly service is greatly attended and appreciated. The freezer needs to be replaced and a donation from the Covid 19 Helping Hands has allowed this to happen. The Community Fridge has recently scored a food hygiene rating of 5.

195. Matters Relating to the Public and Urgent Information

Cllr M Griffiths advised Members that the Ukrainian Group will be holding a memorial hub at Beaufort Square on Friday 24th February 2023 to commemorate of the start of the war in Ukraine. A minute’s silence will be held at 11am.

196. Items for Next Meeting

197. Date of Next Meeting

Confirmed the arrangements for the Ordinary Meeting to be held on Wednesday 22nd March 2023 at 7.00pm.

CLOSE: This completed the business of the meeting at 8.32pm

SIGNED CHAIRPERSON: _____ **DATE:** _____

List of Payments made between 01/01/2023 and 31/01/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/01/2023	Peninsula HR	Std Ord	143.52		Peninsula H&S Contract
02/01/2023	O2	DDR	26.81	pha1936s87	MHO mobile
03/01/2023	British Gas - Elec	DDR	24.19	1972s111	Gatehouse - Elec
03/01/2023	British Gas - Elec	DDR	168.74	1972s111	Gatehouse - Elec
04/01/2023	SSE - Electric	DDR	84.49	pha1936s87	Riverbank elec
05/01/2023	British Gas - Elec	DDR	307.90	1972s111	Gatehouse - Elec
06/01/2023	Peninsula - HR	Std Ord	149.50		HR contract
08/01/2023	Churn Valley Ltd	ddr	395.00		Lease - Thomas Street
09/01/2023	Horizon Telecom	DDR	317.38	1972s111	Horizon Telecom
09/01/2023	Peninsula	Std Ord	106.66		H & S Drill Hall/Old Library
12/01/2023	UK Debt Mgt Office	DDR	7,013.67	1972s111	Loan – Gatehouse purchase
16/01/2023	Monmouthshire CC	DD	976.00	1972s111	Gatehouse rates
16/01/2023	Monmouthshire CC	DD	166.00	pha1936s87	Rates
17/01/2023	Opus Energy	DDR	95.90	1972s133	Old Library
17/01/2023	Microshade VSM	DDR1	399.07		Cloud hosting service Jan
17/01/2023	St Johns Ambulance	DDR2	79.20		Medic cover at Xmas switch on
17/01/2023	Ricoh	DDR3	258.00		Rent Q4
17/01/2023	British Gas	DDR4	60.99		Old Lib. 22Nov-28 Dec 22
17/01/2023	Lumen Productions	DDR5	9,000.00		Derig Xmas lights
17/01/2023	Monmouthshire County Council	DDR6	1,586.38		Business Rates Old Library
17/01/2023	Downs Merrifield Architects	DDR7	3,180.00		Design Review,Briefing,Model
17/01/2023	Merlin Waste Control Specialis	DDR8	1,521.00		Dog Waste collection Jan 23
17/01/2023	Monmouthshire County Council	DDR9	220.00		Q4 rent for Drill Hall
20/01/2023	Lloyds bank CC	DDR	26.98	1972s111	Zoom
20/01/2023	Peninsula EAP	Std Ord	21.60		Peninsula EAP
27/01/2023	Payroll January	DDE	15,996.98		Payroll January
27/01/2023	Chepstow Accountancy Services	DDR1	44.00		January 2023 payroll
27/01/2023	Expenses claim	DDR	65.01	1972s111	Expenses claim
27/01/2023	Expenses claim	DDR	74.00	1972s111	Expenses claim
27/01/2023	Jim MacTaggart	DDR	9.80	1972s111	Expenses claim
Total Payments			42,518.77		

Receipts Received between 01/01/2023 and 31/01/2023

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
18/01/2023	Ariel Direct	dcr	O2 Loyalty	4.00
30/01/2023	St Arvans CC	dcr	Boundary change credit	98.50
Total Receipts			102.50	