



CHEPSTOW TOWN COUNCIL

Minutes of **Ordinary Meeting** of Chepstow Town Council held in the Council Chamber, The Gatehouse, High Street, Chepstow and remotely via Zoom on 25th October 2023 at 7pm

Present:

Chair: Cllr M Griffiths (Town Mayor)

Councillors: S Ashby, D Barnes, E Becker, P Griffiths (9pm), T Griffiths, J MacTaggart, N Meyrick, M Perkins, G Rosser (remote – 7.10pm), J Rosser, S Tulley (remote), A Watts

Apologies: V Badderley-Potter, M Le Peltier, D Rooke, D Power

Absent: H Livesey-Jones

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

95. **Apologies**
See above

96. **Declarations of Interest in Items on the Agenda**
None

97. **To Suspend Standing Orders**
a) **Public Open Forum (15 minutes at the discretion of the Mayor)**
There were no members of the public present

98. **Mayoral Announcements**
13.12.23: The Mayor and Deputy are unable to accept an invitation to a carol concert in the Forest of Dean due to Environment & Amenities Committee at the same time.
01.12.23: The Mayor reminded Members of the date for the switch on of the Christmas lights and requested Members make every effort to support the event.

99. **Minutes**
The Minutes of Ordinary Meeting of Full Council held on 27th September 2023 were approved as a true record, subject to the substitution of 'ex veteran' with 'ex service personnel' in Mins 76 and 90. The Minutes will be signed by the Mayor following the meeting.

100. **Matters Arising**
Members received the Clerk's Update on progress of resolutions. The following issues were raised:
Item 229 (f) – Dog Bin Request: It was agreed to remove this item from the Clerk's Update.
Item 46 – Expanding the Annual Events Calendar: This item is held in abeyance pending the employment of the new Communications Officer.

Item 80.7 Welsh Street Toilets: No update

Gwent Police: It was agreed to request a meeting between the Neighbourhood Inspector with Cllrs Barnes, Perkins and Watts to discuss future engagement.

101. Committees

101.1 Planning and Administration Committee

- a) Received the Minutes of Planning & Administration Committee meeting held on 27th September 2023.
- b) Received the draft Minutes of Planning & Administration Committee meeting held on 11th October 2023.

101.2 Personnel Committee

Received the draft minutes of extraordinary meeting of the Personnel Committee held on 26th September 2023

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

Received the Minutes of the TB meeting held on 3rd October 2023.

101.4 Carbon Reduction Committee

Members considered the Terms of Reference for the Carbon Reduction Committee following the decision of the Environment and Amenities Committee to disband the Energy Working Party and set up a formal committee. It was noted that 7 Members were required for the committee and Cllrs T Griffiths, J MacTaggart, M Perkins and S Tulley expressed an interest.

RESOLVED:

To refer this item back to the Environment and Amenities Committee for further consideration.

101.5 Working Party and Project Updates

Members received updates from working parties and project groups and as appropriate, considered any recommendations/next steps:

a) Diversity Working Group

Cllr S Ashby advised she had arranged to meet with the resident shortly to discuss this issue.

b) Supporting Friends of the Dell destination play park

Members received a verbal update from the Clerk on the status of the planning application. It was noted that a tree survey had been undertaken and that plans were being revised to prevent the felling of trees to accommodate the proposed slide.

The following item (c) was discussed after (g) below.

c) Future Play provision in Chepstow

Members received an update from Cllr M Griffiths on discussions held with Monmouthshire County Council (MCC) around setting up a Service Level Agreement (SLA) for play provision in Chepstow and how Council will have more input into the provision of play provided in the town.

Members agreed in principle to an SLA with MCC, subject to it being suitable for Town Council's requirements.

During consideration of this item Members referred to the Monlife Summer 2023 Play Reports (Min 108 below)

RESOLVED:

To agree in principle to an SLA and for the working group to meet via Zoom on Friday 3rd November 2023 to consider play provision for Chepstow to be included in the budget setting process.

d) Bulwark and Thornwell Working Group

Members received a verbal update from Cllr T Griffiths following discussions held with Thornwell School around utilising the land as a garden or farm. It was noted that the school was interested in developing the land and further discussions would be taking place to look at suitable projects.

e) Chepstow Spudfest

Members received a verbal update from members attending the event on 21st October 2023. The day was considered a great success and the staff were commended for their efforts. Cllr Barnes requested a follow-up meeting of the working group and requested he continues with the SpudFest Facebook page. A discussion regarding the potential resurrection of 'Apple Day' ensued, however Members wished to continue the theme of SpudFest for 2024.

RESOLVED:

To hold another SpudFest in the Autumn of 2024 and for the working group to meet in the new year to consider arrangements.

f) Primary Healthcare Exploratory Group

Members considered whether to hold a follow up meeting at Chepstow Community Hospital.

RESOLVED:

To arrange a follow up meeting at Chepstow Community Hospital in the new year.

g) Transforming Chepstow Masterplan Delivery Group

Members received the notes of the meeting held on 19th September 2023.

102. Finance

102.1 Bank Reconciliation

Confirmed the reconciliation of the Council's Bank Accounts at 30th September 2023.

102.2 Accounts

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

See Appendix A below

Receipts	Payments
£121,575.62	£247,094.55

102.3 Income and Expenditure

Received and adopted the Income and Expenditure account for the month of September 2023.

102.4 Community Grant applications

Members received the Community Grant report and considered the following application:

a) 1st Shirenewton Scouts

Members considered a grant application for £500 towards the setting up of a new 'Squirrels' section for 4-6-year olds and noted that 70% of the children were residents of Chepstow.

RESOLVED:

To grant fund 1st Shirenewton Scouts £300 (*LGA 1976 (MP), s1*)

102.5 Local Government Pension Scheme

Members received 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

Members considered the renewal of the Clerk's membership to the Society of Local Council Clerks at a cost of £354.00.

RESOLVED:

To approve renewal of the Clerk's membership to the Society of Local Council Clerks at a cost of £354.00 (*LGA 1972, s111*).

102.7 Budget 2024/25

Members considered the Clerk's report detailing the timetable for budget setting for 2024/25.

RESOLVED:

To approve the timetable for budget setting for 2024/25 and for Members to provide the Clerk with details of any projects to be considered in the process.

103. Vacancy St Kingsmark Ward

Members received a verbal update on the casual vacancy in St Kingsmark Ward and noted the call for election.

104. Armistice Day and Remembrance Sunday

Members noted the arrangements for the Armistice Day Services at Chepstow School on 10th November, the War Memorial and Chepstow Castle on 11th November and the Remembrance Sunday parade and service on Sunday, 12th November.

105. Phone Box Removal

Members considered correspondence from British Telecom advising of the removal of the payphone in Thornwell Road and the potential to adopt the payphone for £1.

RESOLVED:

To adopt the redundant payphone in Thornwell Road for £1 for the installation of a defibrillator; and to refer the costs for the matter to Finance, Policy & Audit Committee for consideration.

106. The Visitor Guide

Members considered correspondence from The Visitor Guide offering Town Council to become involved in the guide by writing a paragraph about the town for the guide.

RESOLVED:

To accept the offer to write a paragraph about the town for The Visitor Guide, at no cost to Town Council.

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.

RESOLVED:

That Members respond individually to the consultation.

- 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 25th November 2023.

RESOLVED:

That Members respond individually to the consultation.

- 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 the website: tfw.wales/sew-new-stations

RESOLVED:

That Members respond individually to the consultation.

- d) Welsh Government – Online survey to Review of democratic health in the community and town council sector – closing date 27th November 2023.

RESOLVED:

That Members respond individually to the consultation.

108. Monmouthshire County Council (MCC)

Members received the summer play letter from MCC requesting release of its 2023/24 contribution together with the following Monlife Summer 2023 Play reports:

- a) Full report
- b) Summer review

See also Min 101.5 (c) above.

109. Minor Authority Governor

Members considered correspondence from the Chair of Governors at St Mary's RC Primary School, Chepstow regarding a Minor Authority Governor vacancy.

RESOLVED:

To nominate Cllr Tudor Griffiths as Minor Authority Governor on St Mary’s RC Primary School.

110. Waste and recycling in Chepstow

Members received a verbal report from the Clerk following an Expression of Interest by MCC to the Shared Prosperity Fund for a better provision for waste and recycling in Chepstow.

RESOLVED:

To support the MCC bid to the Shared Prosperity Fund for a better provision for waste and recycling in Chepstow.

111. Memorial Bench

Members considered the following requests for memorial plaques on benches at the Riverbank:

- a) A resident - costs of the plaque to be covered by the applicant.

RESOLVED:

To approve a resident’s request for a plaque on a bench at the Riverbank at no cost to Town Council.

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

RESOLVED:

To approve The Royal Naval Association's request for a plaque on a bench at the Riverbank at no cost to Town Council.

112. Correspondence

Members considered the correspondence listed in the Correspondence Schedule and noted the following:

- a) Mind Monmouthshire – April – September 2023 report
- b) Monmouthshire County CAB – Q2 results

113. Reports of Representatives on Outside Bodies

Chepstow Chamber of Commerce and Trade (CCCT): CCCT is affiliated to Chambers Wales. It does not collect fees from its members, rather they are signed up to receive regular news updates from the Secretary, who is supported by an informal steering committee consisting of 3 people. The Secretary is looking to step away from CCCT in July 2024 and the other members of the steering committee are not interested in staying on or working with Town Council. The Secretary will be contacting all businesses to encourage new membership with a view to taking over the CCCT and is keen to fix the broken relationship between CCCT and Town Council before stepping away in July 2024.

A discussion ensued and the Mayor referred to a forum being set up to discuss projects arising from the Transition Chepstow Group.

The Palmer Centre: At its recent AGM two new trustees were appointed. A number of festive food events and a craft fayre are planned leading up the Christmas 2023.

Air Quality Steering Group: Cllr J MacTaggart dispelled a common misconception of massive pollution on Hardwick Hill and advised members of the statistics and readings from 2005 to date, which are below World Health Organisation's acceptable levels. There is no intention to remove air quality monitoring from the town.

CCTV User Group: Cllr J MacTaggart updated Members on CCTV in Chepstow.

114. Matters Relating to the Public and Urgent Information

- The Clerk advised Members of a complaint received in regard to fly tipping around the dog waste bin at Slipway 4, Brunel Quarter.
- Cllr A Watts requested Town Council issue a statement on its website relative to the legislation for single use vapes.

RESOLVED:

To refer the issue of single use vapes to the next Environment & Amenities Committee.

115. Items for Next Meeting

116. Date of Next Meeting

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

117. Exclusion of Press and Public

RESOLVED:

To exclude 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

Members considered the confidential report in regard to the Drill Hall (*circulated at the meeting*)

RESOLVED:

To defer this item to the Ordinary Meeting in November.

CLOSE: This completed the business of the meeting at 9.55pm

SIGNED CHAIRPERSON: _____ **DATE:** _____

Appendix A

List of Payments made between 01/09/2023 and 30/09/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2023	Monmouthshire County Council	Std Ord	54.00		Rates – Gatehouse display window
02/09/2023	O2	DDR	46.80	1972s111	remote staff mobiles
02/09/2023	Peninsula HR	Std Ord	143.52		Peninsula H&S Contract
06/09/2023	Peninsula - HR	Std Ord	149.50		HR contract
08/09/2023	Churn Valley Ltd	DDR	395.00		Lease - Thomas Street
09/09/2023	Peninsula	Std Ord	106.66		Drill Hall/Old Library H&S
11/09/2023	Bulwark Community Centre	DDR4	28.00		Room hire for meeting of Thornwell Cllrs
13/09/2023	Paper Forest	DDR1	150.00		SpudFest poster design
13/09/2023	Thomann GmbH	DDR2	538.54		Drill Hall AV cupboard
13/09/2023	Chepstow Town Band	DDR3	250.00		Town Band Bands on Bandstand 25.06
13/09/2023	PHS Group	DDR5	41.40		Public toilets TIC duty of care
13/09/2023	PHS Group	DDR6	134.44		Public toilets Thomas St waste collect
13/09/2023	PHS Group	DDR7	427.42		Public toilets Bank St waste collection
13/09/2023	PHS Group	DDR8	164.44		Toilets Gatehouse waste collection
13/09/2023	PHS Group	DDR9	300.41		Public toilets Riverbank waste collection
13/09/2023	PHS Group	DDR10	311.18		Public toilets TIC waste collection
13/09/2023	Monmouthshire County Council	DDR11	11,570.51		Town Crew August
13/09/2023	GETHIN LIDDINGTON GOODKATZ	DDR12	300.00		Bands on bandstand 20.08.23 Goodkatz
13/09/2023	Adcock	DDR13	186.62		Public toilet Consumables
13/09/2023	PHS Group	DDR14	41.40		Public toilets Riverbank Ann Duty of Care
13/09/2023	PHS Group	DDR15	41.40		Public toilets Bank St Ann Duty of Care
13/09/2023	PHS Group	DDR16	41.40		Public toilets Thomas St Ann Duty of Care
13/09/2023	PHS Group	DDR17	41.40		Gatehouse Annual Duty of Care
13/09/2023	Smartest Energy	DDR18	179.56		Gas 01.08.23-31.08.23
13/09/2023	Cherry Build Ltd	ddr1	1,344.00		Old Library Fascia repairs
13/09/2023	Cherry Build Ltd	ddr2	4,816.00		Drill Hall roof repairs
14/09/2023	Charity A/C	DDR	95,000.00	1972s111	savings bond deposit
14/09/2023	Charity A/C	DDR	50,000.00	1972s111	savings bond deposit
14/09/2023	Lumen Productions	DDR	10,860.00		Xmas lighting
15/09/2023	Monmouthshire County Council	Std Ord	177.00		Rates Thomas Street
15/09/2023	Monmouthshire County Council	Std Ord	976.00		Business rates Gatehouse
18/09/2023	Lloyds bank CC	DDR	113.00	1972s111	Zoom/consumables
18/09/2023	Charity A/C	DDR	45,000.00	lga1972s111	savings Bond deposit
18/09/2023	British Gas - Elec	DDR	226.02	pha1936s5,6	Electric Gatehouse
20/09/2023	Peninsula EAP	Std Ord	21.60		Peninsula Employee Assistance Prog
21/09/2023	Ibanez & Co	DDR21	1,424.40		Promotional items
22/09/2023	British Gas - Elec	DDR	126.63	1972s111	British Gas – Elec Gatehouse
22/09/2023	British Gas - Elec	DDR	21.69	1972s111	British Gas – Elec Gatehouse
25/09/2023	Horizon Telecom Ltd	DDR19	338.40		Phones September
25/09/2023	Pitney Bowes	DDR	300.00		postage to be refunded
27/09/2023	Chepstow Accountancy Services	DDR20	49.50		September payroll
27/09/2023	Payroll September 2023	DDR	19,611.32	1972s111	Payroll September 2023
29/09/2023	Unity Trust Bank	DDR	1.60	1972s111	manual credit handling charge
30/09/2023	Unity Trust Bank	DDR	49.65	1972s111	Service Charge
30/09/2023	Merlin Waste Control Specialist	DDR	1,377.60		Dog waste collection September
30/09/2023	British Gas - Elec	DDR	-383.46		to clear July entry
13/10/2023		Total Payments	247,094.55		

RECEIPTS

25/09/2023		dcr	refund	89.00
08/09/2023	CCLA	dcr	deposit to Charity A/C	100,000.00
25/09/2023	Pitney Bowes	dcr	Franking machine refund	435.67
01/09/2023	Sales Receipts Page 1306		lease Old Library	425.00
01/09/2023	Sales Receipts Page 1307		lease Thomas St	50.00
04/09/2023	VAT	000353	VAT Q1	20,574.70
04/09/2023	WI	000352	Grant repayment WI	1.25
			Total Receipts	121,575.62