



## 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 Wednesday, 28<sup>th</sup> February 2024 at 7pm

**Present:**

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

**Councillors:** S Ashby, V Badderley-Potter, D Barnes, P Griffiths, T Griffiths, H Livesey-Jones, J MacTaggart, D Rooke, M Le Peltier (remote), N Meyrick, M Perkins (7.05pm), G Rosser, J Rosser, A Thompson-Lancaster, S Tulley (remote),

**Apologies:** Cllrs D Power, A Watts

**Absent:** Cllr E Becker

**In Attendance:** Mrs L Allen (Town Clerk)  
Mrs A Sandiford (Deputy Town Clerk)  
Mrs R Prayoga (Communications Officer - remote)  
Members of Public – 2 in person, 1 remote

**173. Apologies**

See above

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

None

*Standing Orders were suspended to allow a Member of the public to address Town Council.*

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

A member of the public referred to the change in the High Street and welcomed new businesses which would hopefully increase tourism to the town. The resident was given a hard copy of the Council's Vision 2022–2027.

*Normal proceedings resumed.*

**176. Mayoral Announcements**

The Mayor had attended the following:

- Chepstow Choral Society's Concert;
- Chepstow School's production of Grease;
- Meeting with the local Parkinson's support group at Chepstow Hospital;

And welcomed the School Council from the Dell Primary School to the Gatehouse.

The Mayor and Deputy Mayor had attended several meetings concerning the forthcoming Chepstow 500 event.

The Deputy Mayor referred Members to the Repair Café running out of Monmouthshire Upcycle, which would be holding its next session on Saturday 2<sup>nd</sup> March 2024.

## **177. Minutes**

The Minutes of Full Council meeting held on the 24<sup>th</sup> January 2024 were approved as a true record and will be signed by the Mayor following the meeting.

## **178. Matters Arising**

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

**162 – Dog Waste Bin, Brunel Quarter:** Members were advised that despite Monmouthshire County Council (MCC) offering a litter bin for installation in the vicinity of the existing dog bin at Brunel Quarter, the developer did not permit this to be installed and would be installing additional signage around the site to encourage residents to take their rubbish home. 'Dog Waste Only' signage is posted on the dog bin.

A discussion ensued about increased unsightly overflowing dog bins around the town. Members were advised that dog waste can also be disposed of in general litter bins. It was clarified that dog waste bins were emptied weekly and that additional collections could be arranged via the contractor at an additional cost.

### **RESOLVED:**

To refer the issue of overflowing dog waste bins to the Environment & Amenities Committee for review and in the meantime for the Communications Officer to promote Council's stance on dog waste disposal.

## **179. Committees**

### **179.1 Planning and Administration Committee**

- a) Received the Minutes of Planning & Administration Committee meeting held on 24<sup>th</sup> January 2024.
- b) Received the draft Minutes of Planning & Administration Committee meeting held on 14<sup>th</sup> February 2024.

### **179.2 Drill Hall Management Committee (DHMC) / Drill Hall Committee**

- a) Members received the Minutes of the DHMC meeting held on 30<sup>th</sup> January 2024 and noted the letter of appreciation for Town Council's funding support for the insurance and the replacement roof.
- b) Members received a verbal update on roof works and noted that six tenders had been sent to the Quantity Surveyor for consideration following the closing date of 12 noon today.

### **RESOLVED:**

To convene an extraordinary meeting of Town Council to be held via Zoom remote meetings at 6.30pm on Wednesday 6<sup>th</sup> March 2024 to consider the Drill Hall roof tenders.

*Cllr N Meyrick gave advance apologies for the meeting.*

- c) Members considered the report regarding the opening of a bank account in the name of Drill Hall Chepstow. Whilst Members expressed their preferences, queries regarding charges were raised on both accounts and the Clerk was requested to obtain further information prior to a decision being made in this matter.

### **RESOLVED:**

To defer this item to the extraordinary meeting on 6<sup>th</sup> March 2024 pending further clarification on the queries regarding charges.

### 179.3 Working Party and Project Updates

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

#### a) Diversity Working Group

Cllr S Ashby advised she was working on a plan of proposals for the coming year with the focus on inclusivity for all. Cllr Amy Thompson-Lancaster and a local resident had also expressed an interest in taking this matter forward. Cllr Ashby referred particularly to International Woman's Day on 8<sup>th</sup> March, which was too late for an event this year.

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

Members noted the AGM for the Friends of the Dell group at 8pm on Monday 4<sup>th</sup> March 2024. A Member referred to negative comments on social media and it was requested if a public presentation of the plans for the play park could be held at the Gatehouse to allay these comments.

#### RESOLVED:

To request if the Friends of the Dell group would like to make a public presentation of the plans for the play park at the Gatehouse.

#### c) Future Play provision in Chepstow

Members considered the Service Level Agreement between Monmouthshire County Council and the Town Council for the provision of play in 2024/25.

#### RESOLVED:

For the Clerk to progress the Service Level Agreement to the next stage and refer the document to Finance, Policy & Audit Committee to recommend to Full Town Council.

#### d) Bulwark and Thornwell Working Group

The group is expecting a response to the feasibility study for a community garden at Thornwell School in time to report back to the next ordinary meeting of Council.

#### e) Transforming Chepstow Masterplan Delivery Group

Members received the notes of the meeting from 12.12.23 and a verbal update from the meeting held earlier today. It was noted that MCC had written back to UK Government with its plans for the £5.9 million Levelling Up Fund (LUF). For Chepstow the plans would potentially include additional lighting at the Hardwick Terrace junction with A48; additional bus stops, including at the train station; investment in active travel routes to the town centre and train station.

Reference was made to Gloucestershire County Council contributing £500,000 towards a transport study for crossing the Gloucestershire/Monmouthshire border to better manage the flow and its request to MCC for a similar amount, which if authorised by UK Government, would be taken from the allocation of the LUF.

It was clarified that Town Council would be consulted on all decisions relative to the active travel routes for Chepstow and the Mayor advised that various walks around Chepstow would be organised in order to gather Members' views.

20 valid expressions of interest had been received for Town Centre Improvement Grants.

Members did not consider setting up a Task & Finish group to take forward the actions from the vacant shops report.

#### f) Warm Hubs

One Voice Wales have been invited to address Town Council in this matter.

## **180. Finance**

### **180.1 Bank Reconciliation**

a) Confirmed the Cash and Investment Reconciliation as at 31 January 2024.

### **180.2 Accounts**

a) Received and adopted the Receipts and Payments for the month of January 2024.

*See Appendix A below*

Receipts	Payments
£ 3,125.00	£ 89,267.71

### **180.3 Income and Expenditure**

Received and adopted the Income and Expenditure account for the month of January 2024.

### **180.4 Society of Local Council Clerks – Membership renewal**

Members considered the renewal of the Deputy Clerk's membership at a cost of £288.00

#### **RESOLVED:**

To renew the Deputy Clerk's membership at a cost of £288.00 (*Local Government Act 1972, s143*).

### **180.5 Community Grant applications**

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

#### **a) Bridge Street and Lower Chepstow residents window art trail**

Members considered a grant application for £150.00 from Bridge Street and Lower Chepstow residents for a window art trail.

#### **RESOLVED:**

To grant fund Bridge Street and Lower Chepstow residents £150 (*LGA 1972, s137*).

#### **b) Chepstow Festival Events Team**

Members considered a grant application for £6,391.40 from Chepstow Festival Events Team to put on an Elvis themed fun day in Chepstow on Sunday 16<sup>th</sup> June 2024.

#### **RESOLVED:**

To donate £6,391.40 to Chepstow Festival Events Team, payable by Town Council on provision of valid receipts (*Local Government Act 1972, s144*).

A discussion ensued about the policies requested on the grant application form which not all groups were in receipt of.

#### **RESOLVED:**

That Cllr S Ashby create generic Safeguarding, Equal Opportunities and Diversity Policies for groups to adopt for inclusion in the grant application process.

### **180.6 CCTV Partnership – Memorandum of Understanding**

Members noted that the CCTV Partnership Memorandum of Understanding expires on 31st March 2024 and considered the CCTV Partnership Memorandum of Understanding for the period 1st April 2024 to 31st March 2027.

#### **RESOLVED:**

To renew and sign the CCTV Partnership Memorandum of Understanding at a cost of £14,772 for the period 1st April 2024 to 31st March 2027 with 2.5% annual increases (*Local Government and Rating Act, 1997, s31*).

### **180.7 Chepstow Agricultural Society**

- a) Members considered the membership renewal to Chepstow Agricultural Society for 2024/25 at a cost of £40.00.

**RESOLVED:**

To renew membership to Chepstow Agricultural Society for 2024/25 at a cost of £40.00 (*Local Government Act 1972, s144*).

- b) Members considered having a stand at the annual Chepstow Show on Saturday, 10<sup>th</sup> August 2024 at a cost of £20.00. Cllrs V Badderley-Potter, M Griffiths, P Griffiths, T Griffiths, M Perkins and A Thompson-Lancaster offered to attend the event and Cllr S Tulley offered to organise some form of children's activity to attract visitors to the stand.

**RESOLVED:**

To hold a stand at the annual Chepstow, Show on Saturday, 10<sup>th</sup> August 2024 at a cost of £20.00 (*Local Government Act 1972, s144*).

### **180.8 Independent Remuneration Panel for Wales (IRPW)**

- a) The IRPW has determined that Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively Councils must enable members to claim full reimbursement for the cost of their office consumables.

**RESOLVED:**

To pay the flat rate of £52 in March 2024.

- b) Members noted that in carrying out duties as a Town councillor, the IRPW recognises that there will be a requirement for Councillors to work from home on a regular basis. In these circumstances, the Town Council will provide a standard contribution to the costs incurred of £156 per annum (or £3 per week). This arrangement falls within the HMRC definition of "homeworking" arrangements and therefore will be exempt from PAYE.

The Clerk advised the above payments are mandatory and Members were reminded to complete the opt-out form if they did not wish to claim the allowance.

### **181. Chepstow Charter Quincentenary 2024**

- a) Members received a verbal update on arrangements to date for the Chepstow 500, Tudor themed fun day, taking place in the High Street on Saturday 18<sup>th</sup> May 2024. Members were requested to support the event and it was noted that a written report will follow at the ordinary meeting in March.

- b) Members received correspondence from Keith Underwood regarding the scroll and were advised that the Chepstow Society had been requested to fund this.

**RESOLVED:**

To defer this item pending a response from Chepstow Society that they will fund the scroll.

- c) Members considered correspondence from a mural painter and artist regarding a commemoration mural in town.

**RESOLVED:**

To refer the correspondence to Environment & Amenities Committee for consideration under the umbrella of 'Art in the Town'.

**182. Charity Flea Market**

Members received a written report prepared by Cllr Perkins, regarding the set-up of a Charity Flea Market in the town. Members supported in principle a Flea Market in the town at the End of June and Early September and agreed to set up a working party to work with the Community Projects Officer to take the project forward.

**RESOLVED:**

To set up a Flea Market working party to work with the Community Projects Officer and to nominate Cllrs V Badderley-Potter, D Barnes, N Meyrick, M Perkins and J Rosser to the working party.

**183. Bands on the Bandstand**

Members considered arrangements for Bands on the Bandstand 2024 and highly commended Brian Ellam for his efforts in arranging this annual event on behalf of Town Council.

**RESOLVED:**

To express Council's appreciation to Brian Ellam for his efforts in arranging Bands on the Bandstand, bringing people in to Chepstow and request the arrangements continue for 2024.

**184. Thomas Street - Community Toilets and Storage Room**

a) Members considered correspondence from Richard Cook, Passenger Transport Planning Team at Monmouthshire County Council requesting use of the community room at Thomas Street for driver rest breaks for Newport Bus drivers. Members referred to the current lease arrangements, i.e. the storage of costumes for Chaos Music and Drama Group and wished to continue to support the group with this current arrangement.

**RESOLVED:**

To decline the request for Newport Bus to use Thomas Street community room for driver rest breaks and to continue with the current arrangement.

b) Members considered better signage advertising the public toilet was required.

**RESOLVED:**

To delegate authority to the Clerk to make arrangements for better signage advertising Thomas Street public toilet.

**185. Communications**

Members considered the use of X (formally known as Twitter) as an additional platform for Town Council's communications. The Communications Officer was requested to outline the X platform to Members who noted that X will be more beneficial to Town Council when used alongside Council's updated website, which is currently under construction.

Members highly commended the Communications Officer on her efforts and requested the Clerk and Communications Officer liaise to review Council's Social Media Policy for presentation to Finance, Policy & Audit Committee.

**RESOLVED:**

To set up an X account as an additional platform for Town Council's communications for use alongside Town Council's new website, and to refer a review of the Social Media Policy to the Finance, Policy & Audit Committee for consideration.

**186. Minor Authority Governor - Ysgol Gymraeg y Ffin, Caldicot**

Members noted a vacancy for Minor Authority Governor on Ysgol Gymraeg y Ffin Governing Body and requested nominations for the role.

**RESOLVED:**

To nominate Cllr Margaret Griffiths to the vacancy for Minor Authority Governor on Ysgol Gymraeg y Ffin Governing Body.

**187. Consultations / Engagements / Surveys**

- a) **Monmouthshire County Council** – Members received the briefing note detailing the County Council’s contracted bus network which will operate from 1 April 2024.
- b) **Monmouthshire County Council** – Members noted correspondence regarding Monmouthshire becoming an Age-Friendly County.
- c) **Welsh Government** - Consultation to seek views on proposals to revise the way concerns and complaints about NHS care are raised, investigated, and responded to – consultation closing date 6.5.24.

**RESOLVED:**

That Members respond individually to the consultation if so required.

**188. Memorial Bench and or Plaque**

Members considered a request from a resident to place a memorial bench at the Riverbank or alternatively a plaque on an existing bench at the Riverbank.

**RESOLVED:**

To accept the request from a resident to place a memorial plaque on an existing bench at the Riverbank.

**189. Correspondence**

Members received the correspondence listed in the Correspondence Schedule. No issues were raised.

- a) Members considered correspondence from a resident requesting Town Council’s support or help towards the cost of repairs to the clock outside the new Pontio Lounge. A discussion ensued and Members considered the clock to be symbol of Chepstow.

**RESOLVED:**

To write to Miles Morgan, property owner in this matter.

- b) Members considered correspondence from Western Swimming Club regarding Monmouthshire County Council’s price increase and reduction in leisure centre hours.

**RESOLVED:**

To support Western Swimming Club’s cause and write to Monmouthshire County Council Leisure Services to express concerns regarding the price increase and proposed reduction in hours of the leisure centre opening times.

- c) Members considered correspondence from a local external building cleaning services company offering to clean the Town Centre area, including the War Memorial at a reduced cost. The Clerk advised Members that the War Memorial was professionally cleaned some years ago and that the Town Crew tend the Memorial area as necessary.

**RESOLVED:**

To thank the company for their interest but decline the offer to clean the War Memorial.

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

**a) Oldbury & Berkeley SSG.**

Members noted the written report from Cllr D Power who had attended the meeting as a nominated representative of the Town Council.

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

None.

**192. Items for Next Meeting**

None.

**193. Date of Next Meeting**

Confirmed the arrangements for the Ordinary Meeting to be held on Wednesday, 27<sup>th</sup> March 2024.

**194. Exclusion of Press and Public**

**RESOLVED:** To exclude the press and public for the discussion of Item 195. Drill Hall lease owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**195. Drill Hall lease**

Members received the draft lease renewal for the Drill Hall and the report from the solicitor.

**RESOLVED:**

To defer this item to the extraordinary meeting being arranged on Wednesday 6<sup>th</sup> March 2024.

**CLOSE:** This completed the business of the meeting at 9.10pm

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



## Appendix A

### List of Payments made between 01/01/2024 and 31/01/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/01/2024	O2	DDR	46.80	1972s111	O2
02/01/2024	Peninsula HR	Std Ord	143.52		H&S Contract
06/01/2024	Peninsula - HR	Std Ord	149.50		HR contract
08/01/2024	Churn Valley Ltd	DDR	395.00		Lease - Thomas Street
09/01/2024	Peninsula	Std Ord	106.66		H&S Drill Hall/Old Library
12/01/2024	UK Debt Mgt Office	DDR	6,782.23	1972S111	Loan repayment
15/01/2024	Monmouthshire County Council	Std Ord	177.00		Rates Thomas Street
15/01/2024	Monmouthshire County Council	Std Ord	976.00		Business rates Gatehouse
16/01/2024	Lloyds bank CC	DDR	28.98	1972s111	Zoom fee
16/01/2024	British Gas - Elec	DDR	226.02	pha1936, s5,6	Thomas St
18/01/2024	Mr I Giles	DDR1	75.00		Window cleaning Jan 2024
18/01/2024	Lumen Productions	DDR2	9,720.00		Removal of Christmas lights
18/01/2024	St Johns Ambulance	DDR3	78.00		1stAid Xmas Lights SwitchOn
18/01/2024	Ricoh	DDR4	258.00		Photocopier charges
18/01/2024	Microshade VSM	DDR5	470.16		IT Hosting service
18/01/2024	Churches Fire Security Ltd	DDR6	1,425.60		Fire Alarm service
18/01/2024	Expenses claim	DDR	31.66	1972s111	Miscellaneous items
18/01/2024	Expenses claim	DDR	483.50	1972s111	Laptop Comms Officer
18/01/2024	Chepstow Community Fridge	DDR	1,000.00	1972s137	Community Grant
18/01/2024	Chepstow Community Fridge	DDR	1,000.00	9172s137	Community Grant
20/01/2024	Peninsula EAP	Std Ord	21.60		Employee Assistance Programme
22/01/2024	British Gas	DDR8	21.72		01.12.23-01.01.24 electricity Gatehouse
22/01/2024	British Gas	DDR9	168.07		02.12.23-01.01.24 electricity Gatehouse
23/01/2024	Horizon Telecom Ltd	DDR1	366.86		Phones Jan 2024
27/01/2024	Chepstow Accountancy Services	DDR7	70.50		January 2024 payroll
27/01/2024	Payroll January 2024	DCR	24,842.97		Payroll January 2024
29/01/2024	Amazon	DDR10	16.99		Laptop bag case
29/01/2024	Amazon	DDR11	20.10		AED Prep Kit & 1st Aid refill
29/01/2024	Amazon	DDR12	5.76		H&S door signs
29/01/2024	Amazon	DDR13	23.27		Black magnetic sheet road sign
29/01/2024	Viking	DDR14	226.86		Stationery
29/01/2024	Monmouthshire County Council	DDR15	11,570.51		Chepstow Town Crew
29/01/2024	Devauden Community Council	DDR16	100.00		1 dog bin
29/01/2024	Monmouthshire County Council	DDR17	3,603.00		CCTV charges
29/01/2024	Cherry Build Ltd	DDR18	22,141.71		Riverbank Public Toilet Refurb
29/01/2024	Cherry Build Ltd	DDR19	46.20		Riverbank Public Toilet Refurb
29/01/2024	Win Services Lt	DDR21	1,776.00		Grant - Roof Repairs to BCC
30/01/2024	Pat South Wales Ltd	DDR20	201.96		Portable Appliance Testing
30/01/2024	Mr Flag	DDR22	150.00		Wales, Ukraine flags
30/01/2024	Palmer Centre	DDR	100.00	1972s145	Kings coronation
31/01/2024	Monmouthshire County Council	DDR	220.00		Quarterly rent
<b>Total Payments</b>			<b>89,267.71</b>		

### Receipts Received between 01/01/2024 and 31/01/2024

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
08/01/2024	Chepstow NA Monday	DCR	Donation for room hire	150.00
02/01/2024	Chepstow Art Space		Lease Old Library	425.00
02/01/2024	CHAOS		Lease Thomas St	50.00
02/01/2024	Mon County Citizens Advice Bureau		Rent for Gatehouse	2,500.00
<b>Total Receipts</b>			<b>3,125.00</b>	