



## 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, 24<sup>th</sup> April 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 Power, D Rooke, M Le Peltier, M Perkins, J Rosser (remote), A Thompson-Lancaster (remote),

**Apologies:** Cllrs Cllr E Becker, G Rosser, A Watts

**Absent:** Cllr N Meyrick,

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

**214. Apologies**

To receive apologies for absence.

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

Cllr J MacTaggart declared a personal interest in item 221.4(c).

**216. To Suspend Standing Orders**

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

There were no members of the public present at the meeting.

*Standing Orders were suspended to allow Gwent Police to address Town Council:*

**b) Gwent Police** – Neighbourhood Sgt Stephen Hayward outlined the Police Report for April 2024 and responded to Members' questions on issues in Chepstow. Sgt Hayward advised Members on how to report crimes via social media and urged Members to report 'Nottingham Knockers' - *aggressive door-to-door sales persons that sell goods at inflated prices to vulnerable people, purporting to be part of rehabilitation schemes*; which had been spotted in Chepstow.

*Normal proceedings resumed.*

**217. Mayoral Announcements**

The Mayor reminded Members of the Anzac memorial service taking place at the war memorial on 25<sup>th</sup> April at 10.45am, and advised she had attended the following:

- **09.04.24:** 75<sup>th</sup> anniversary of Chepstow Museum
- **12.04.24:** 2<sup>nd</sup> anniversary of Chepstow Community Fridge

**218. Minutes**

The Minutes of Full Council meeting held on the 27<sup>th</sup> March 2024 were approved as a true record and will be signed by the Mayor, following the meeting.

## 219. Matters Arising

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

**80.7 – Welsh Street Public Toilets:** It was noted that confirmation was awaited from Monmouthshire County Council (MCC) as to whether the Transforming Towns grant would extend to public Toilets. Members to raise this issue at the next Transforming Towns meeting.

**130 – Mural of Eddie Parris:** The Clerk was requested to write to Cllr A Watts for an update in this matter.

**184 – Thomas Street - Community Toilets and Storage Room:** It was noted that better signage advertising the public toilet at Thomas Street was still outstanding. It was agreed to refer the matter of public toilets to the Environment & Amenities Committee for investigation.

**203.4 –** It was clarified that the Tesco blue token scheme applied for by Chepstow Events Team had been put towards events in 2023. Members therefore noted the full grant amount would be paid to Chepstow Events Team.

**202.5 – Working Party and Project Updates:** Members noted planting and maintenance of the barrels was due to start within the next 2 weeks. Cllr D Rooke offered to assist with the planting.

## 220. Committees

### 220.1 Planning and Administration Committee

- a) Received the Minutes of the Planning & Administration Committee meeting held on 27<sup>th</sup> March 2024.
- b) Received the draft Minutes of the Planning & Administration Committee meeting held on 10<sup>th</sup> April 2024.

### 220.2 Drill Hall Management Committee (DHMC) / Drill Hall Committee

- a) Received the Minutes of the Drill Hall Management Committee meeting held on 18<sup>th</sup> March 2024.
- b) Received the draft Minutes of the Drill Hall Committee meeting held on 17<sup>th</sup> April 2024. The Clerk advised that the existing Drill Hall Charitable Incorporated Organisation (CIO) had now expressed an interest in entering discussions about taking on full responsibility for the management of the Drill Hall.

**RESOLVED:**

For the Clerk to cancel the scheduled meeting of the Drill Hall Committee on 1<sup>st</sup> May 2024 and arrange a meeting with the CIO.

- c) Members considered the amendments to the Terms of Reference for the Drill Hall Committee.

**RESOLVED:**

To approve the amendments to the Terms of Reference for the Drill Hall Committee.

- d) Members considered the Terms of Reference for the Drill Hall Sub-Committee and wished to include '*the Drill Hall Management Committee will put forward nominations for the Drill Hall Committee to appoint*' under 2.2:

**RESOLVED:**

To approve the Terms of Reference for the Drill Hall Sub-Committee, subject to the inclusion of '*The Drill Hall Management Committee will put forward nominations for the Drill Hall Committee to appoint*' under 2.2:

- e) Members received the lease for the Drill Hall, circulated prior to the meeting.

**RESOLVED:**

To approve the lease for the Drill Hall, which was duly signed by the Mayor.

### **220.3 Working Party and Project Updates**

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

**a) Diversity Working Group**

There was no update, however Cllr Ashby was requested to outline the purpose of the working group for the benefit of a Member.

**RESOLVED:**

To refer this working group to Personnel Committee.

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

It was noted that the Friends of the Dell play park group had opted for the medium size grant, up to £100,000 for phases 1 and 2, and will attempt to fundraise for the slide in addition to the lottery grant application.

**c) Future Play provision in Chepstow**

Members considered correspondence and the draft Service Level Agreement (SLA) from MonLife.

**RESOLVED:**

To approve the SLA from MonLife with no amendments.

**d) Bulwark and Thornwell Working Group**

Members received clarification of part land ownership at Bulwark shops and noted that confirmation for land opposite Lidl was still awaited.

**RESOLVED:**

To request Monmouthshire Housing Association (MHA) meets with Bulwark and Thornwell Ward Members and Monmouthshire County Councillors in this matter.

Members also received an update from Cllr T Griffiths regarding the land at Thornwell School and noted the preferred contractor was unable to start before the Summer.

**RESOLVED:**

To request details of an alternative contractor to move forward with the community garden project at Thornwell School.

**e) Transforming Chepstow Masterplan Delivery Group**

There was no update.

**f) Warm Hubs**

There was no update, however the Cllr Badderley-Potter advised she had been invited to St Paul's Cathedral, London by Archbishop Welby, together with other warm spaces volunteers, of which there are around 4000 throughout the country, in appreciation of their efforts.

**RESOLVED:**

For Cllr Badderley-Potter to write up how the St Christopher's Warm Hub project is managed, as a case study to forward to One Voice Wales.

## 221. Finance

### 221.1 Bank Reconciliation

Confirmed the bank reconciliation for the month of March 2024.

### 221.2 Accounts

Received and adopted the Payments and Receipts for the month of March 2024.

*See Appendix A below*

Receipts	Payments
£ 2,504.80	£ 172,548.56

### 221.3 Income and Expenditure

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

Members noted that some of the balances will change following the year-end process of any accruals and transfers to/from earmarked reserves.

### 221.4 Community Grant applications

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

#### a) Monmouthshire Youth Person Scheme

Members considered the response that although Pobl is a profit- making business, the support sector is a separate entity and there are insufficient funds for engagement purposes, hence the setting up of Monmouthshire Youth Person Scheme. A discussion ensued and although Members were against funding for vehicle repairs, they were open to supporting specific engagement activities

#### **RESOLVED:**

To decline funding for vehicle repairs but to request a grant application is submitted for specific engagement activities for consideration.

#### b) Fair Trade Forum

Members considered a grant application from Fair Trade Forum for £100 towards the 30<sup>th</sup> anniversary celebrations of the of the Fairtrade mark.

#### **RESOLVED:**

To grant fund Fair Trade Forum £100 (LGA 1972, s137).

#### c) Electric Picture Hall

Members considered a grant application from Electric Picture Hall for £1,000 to host free of charge cinema social screening nights in the town. A discussion ensued and reference was made to films being shown at the Drill Hall.

#### **RESOLVED:**

Not to grant fund Electric Picture Hall on the grounds that Town Council cannot donate to individuals; and refer the individual to the Drill Hall Manager to discuss the opportunity of showing films at the Drill Hall.

*Cllr J MacTaggart declared a personal interest and left the room during discussion of this item.*

#### d) Bulwark Community Centre (BCC)

Members considered a grant application from BCC for £350 to provide musical entertainment at its 30<sup>th</sup> anniversary celebrations in July 2024.

#### **RESOLVED:**

To grant fund Bulwark Community Centre £350 from the Bands in the Bandstand budget (LGA,1972, s145).

**221.5 Health & Safety, HR and Employee Assistance Programme contract renewal**

Members considered the confidential report, prepared by the Clerk, detailing renewal costs for Health and Safety, HR Services and Employee Assistance Programme.

**RESOLVED:**

To accept Quote 1 from Peninsula to renew the 5-year agreement for Health and Safety, HR Services and Employee Assistance Programme at a cost of £320 per month (*LGA 1972, s111*).

**221.6 Drill Hall insulation**

Members considered the quotation associated with additional insulation over the Boxing Club and provision for new fascia, together with a verbal update from the Clerk on how this could be funded.

**RESOLVED:**

To accept quotation from Cambrian Roofing Ltd for £4,001.57 plus VAT for additional insulation over the Boxing Club and new fascia (*LGA 1976, (MP), s19*).

**221.7 The Dell Fountain Plaque**

Members considered the quotation for engraving costs to the plaque to be fixed to The Dell Fountain (recommended process machine engraving and infill for longevity).

**RESOLVED:**

To accept quotation from Fine Cut Group Ltd for £529.00 plus VAT (*LGA 1972, s145*).

**222. Vacancy – Maple Avenue Ward**

Members noted an election will take place in the Maple Avenue Ward on 20<sup>th</sup> June 2024.

**223. Mind Monmouthshire**

Members received an update from Mind Monmouthshire for Chepstow: April 2023 – March 2024 and confidential report, sent separately.

**RESOLVED:**

To thank Mind Monmouthshire for the informative report and request any future plans it has for extending the services in Chepstow.

**224. 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. A discussion ensued and the recent refusal for a new bench at the Riverbank was referred to.

**RESOLVED:**

To approve the installation of a plaque on an existing bench at the Riverbank and to delegate authority to the Town Clerk for all future requests for plaques on benches.

**225. Shop Local Prize Draw Scheme**

Members considered the report, prepared by Cllr J MacTaggart, for a shop local prize draw scheme for Chepstow and Bulwark to encourage local shopping to help the town and local businesses to thrive.

**RESOLVED:**

For the Community Projects Officer to prepare a draft report on ways to implement a shop local prize draw scheme for Chepstow and Bulwark for consideration by the Environment and Amenities Committee.

## **226. Consultations / Engagements / Surveys**

### **a) Welsh Government:**

Securing a Sustainable Future: Environmental Principles, Governance and Biodiversity Targets for a Greener Wales closing date of 30.4.24.

Members considered that a new body should not have jurisdiction over Town and Community Councils.

#### **RESOLVED:**

For the Community Projects Officer to consider the consultation and prepare a draft response based on Members' concerns that a new body should not have jurisdiction over Town and Community Councils.

### **b) Wye Valley National Landscape Partnership:**

Members noted the draft Position Statements from the Wye Valley National Landscape Partnership and noted the closing date 14.7.24

#### **RESOLVED:**

To refer this item to the Environment and Amenities Committee to respond to Wye Valley National Landscape Partnership.

### **c) One Voice Wales:**

Members noted the date of the Innovative Practice Conference to be held during the day on Wednesday 3 July 2024 at Hafod a Hendre, Royal Welsh Showground, Llanelwedd.

## **227. New Councillor email addresses**

Members noted that Councillors will shortly be emailed with their new email addresses and log in details. Members were asked to acknowledge receipt and confirm when their email accounts have been activated.

## **228. Dog Waste Bin, Brunel Quarter**

Members considered the report, prepared by the Clerk, following further complaints regarding the overflowing dog waste bin at Brunel Quarter.

A discussion ensued and a proposal to remove the existing dog waste bin was not carried.

#### **RESOLVED:**

To install an additional dog waste bin at Brunel Quarter at a cost of £179.99 plus £20 installation and ongoing weekly emptying costs of £7.20 (*Litter Act 1983 s5,6*).

## **229. Financial Regulations**

Members considered the revised Financial Regulations as reviewed by the Finance, Policy and Audit committee on 20<sup>th</sup> March 2024.

#### **RESOLVED:**

To adopt the Financial Regulations.

## **230. Correspondence**

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

a) Members considered an invitation to participate in the Severn Area Rescue Association (SARA) 2024 fundraising abseil on 25.05.24 and noted an invitation for a Member to abseil for free.

#### **RESOLVED:**

To nominate Cllr S Ashby to participate in the SARA 2024 fundraising abseil on behalf of Town Council, and set up a Just Giving page to raise additional funds for SARA.

- b) Members noted an invitation to the unveiling of a blue plaque on Saturday, 4<sup>th</sup> May 2024 at 11am at the White Lion to commemorate the 100th anniversary of the first Royal British Legion meeting held there 21st January 1921.
- c) Members considered a complaint from a resident regarding the issue of rubbish in Bulwark near to the Mencap shop. It was noted that the complaint had been forwarded to MCC as per usual office procedure. A Member also referred to complaints received regarding the state of the road through Bulwark, in particular pot holes which had apparently increased in number since the implementation of the 20mph speed limit.

**RESOLVED:**

To raise the issue of rubbish and pot holes in Bulwark, at the meeting to be arranged with MHA  
- see Min 220.3(d) above

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

**The Dell Primary School Governors:** Cllr S Ashby wished to bring to the attention of Members the impact of budget cuts on the school.

**Chepstow Chamber of Commerce and Tourism:** Cllr Ashby advised that the Secretary has written to its members advising she is looking to step down this year and seeking a replacement. Members were encouraged to support the transition to prevent the group from folding or to encourage a similar body as an opportunity to do more in Chepstow going forward.

**One Voice Wales:** Cllr D Power had attended the recent OVW meeting where areas of good practice were shared. Local issues were reported in Abergavenny, Usk and Monmouth. Training and Conference attendance were being encouraged.

**Chepstow Community Fridge:** had celebrated its 2<sup>nd</sup> anniversary where appreciation for Town Council's support was recognised. The fridge is looking at extending its service to weekends and an evening opening.

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

Cllr P Griffiths, in his capacity as County Councillor updated Members on the issue of the Palmer Centre puddle, advising MCC is responsible for the area in question.

**233. Items for Next Meeting**

**234. Date of Next Meeting**

Confirmed the arrangements for the Annual Meeting to be held on Wednesday, 8<sup>th</sup> May 2024 at 7pm.

**CLOSE:** This completed the business of the meeting at 9.30pm

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

## Appendix A

### List of Payments made between 01/03/2024 and 31/03/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/03/2024	Peninsula HR	Std Ord	143.52		Health & Safety Contract
04/03/2024	O2 Chepstow	DDR25	60.00		Officer Mobile phones
04/03/2024	SSE	DDR	94.54	pha1936s87	Riverbank Elec
05/03/2024	Defib Store Ltd	DDR18	1,116.00		Zoll Defibrillator
05/03/2024	SLCC	DDR1	288.00		Membership renewal
06/03/2024	Peninsula - HR	Std Ord	149.50		HR contract
07/03/2024	Peninsula	DDR	106.66	1976,s19	H&S Drill Hall
08/03/2024	Churn Valley Ltd	DDR	395.00		Lease - Thomas Street
15/03/2024	Unity Trust Bank	DDR	1.20		Charges
18/03/2024	Lloyds bank CC	DDR	28.98	1972s111	Zoom
18/03/2024	British Gas - Elec	DDR	226.02	pha1936, s87	Thomas St
20/03/2024	Expert Insurance Group	DDR21	742.00		Building work Drill Hall
20/03/2024	Expenses claim	DDR	265.11	1972s111	CAB lock/celeb Chepstow event
20/03/2024	Expenses claim	DDR	43.67	1976(MP)s19	Batteries Drill Hall
20/03/2024	Peninsula EAP	Std Ord	21.60		Employee Assistance Program
22/03/2024	British Gas	DDR19	132.40		Gatehouse 2.2.24-1.3.24
22/03/2024	British Gas	DDR20	18.99		Display Window 2.2.24-1.3.24
26/03/2024	PROTECH	DDR1	2,700.00		Chepstow Events Team grant
26/03/2024	Churches Fire Security Ltd	DDR3	318.30		Fire Alarm Service
26/03/2024	Screw Fix	DDR4	35.97		Roller & Brush, Paint
26/03/2024	Amazon	DDR5	18.49		Gloss Burgundy Paint
26/03/2024	Earth Anchors Ltd	DDR6	82.44		Brass Plaque – recharged
26/03/2024	Adcock	DDR7	337.14		Consumables
26/03/2024	Merlin Waste Control	DDR8	1,377.60		Dog Waste Collection March 24
26/03/2024	Mr I Giles	DDR9	75.00		Window cleaning March 24
26/03/2024	One Voice Wales	DDR10	38.00		Module 17 training - Grant App
26/03/2024	Microshade VSM	DDR11	519.00		Cloud Hosting service
26/03/2024	Horizon Telecom Ltd	DDR12	407.64		Telephones March, Calls Feb24
26/03/2024	Eyelid Productions	DDR13	1,050.00		Website Development
26/03/2024	T Baines Electrical Services L	DDR14	480.00		Gatehouse Electrical Works
26/03/2024	Ultrasecure Direct	DDR15	23.90		Power Failure LED Torch
26/03/2024	Kudos Printers	DDR16	136.80		Personal Protective Clothing
26/03/2024	Monmouthshire CC	DDR17	11,570.51		Chepstow Town Crew
26/03/2024	One Voice Wales	DDR30	60.00		OVW Wales Awards Conference
26/03/2024	Gwent Beekeepers CIO	DDR	41.00	2000s2	Gwent Beekeepers CIO
26/03/2024	Chepstow Art Space	DDR	1,116.75	1972s111	Plumbing works
26/03/2024	Horizon Telecom Ltd	DDR1	407.64		Telecoms – advance pymt April
26/03/2024	Liddell and Associates	DDR	8,828.40		Architect works Drill Hall
26/03/2024	Cambrian Roofing Ltd	DDR1	98,686.47		Roof replacement
26/03/2024	Lee Associates	DDR2	5,919.60		QS & CDM services int ac 1
26/03/2024	Cambrian Roofing Ltd	DDR	182.00		Roof replacement
27/03/2024	Payroll March 2024	DDR	28,865.66		Payroll March 2024
27/03/2024	Sustain Wales	DDR2	360.00		Membership 24-25



27/03/2024	Kudos Printers	DDR23	72.00		2 plaques BCC/Boxing Club
27/03/2024	The Palmer Centre	DDR24	80.00		Welsh cakes – Celeb. Chepstow
27/03/2024	Monmouthshire CC	DDR26	648.07		Contract materials Town Crew
27/03/2024	Screw Fix	DDR27	6.17		Drill bits, rubble sacks
27/03/2024	Agricultural Society	DDR	40.00	1972s143	Annual Membership
27/03/2024	Chepstow Events Team	DDR	3,461.00	1972s145	Community Grant
27/03/2024	Member Remuneration	DDR	489.67		Member remuneration
28/03/2024	Southern Electric	DDR28	88.45		Riverbank 01.02.24-29.02.24
28/03/2024	Chepstow A/c Services	DDR29	145.50		March payroll
31/03/2024	Unity Trust Bank	DDR	46.20		Service Charge
	<b>Total Payments</b>		<b>172,548.56</b>		

**Cash Received between 01/03/2024 and 31/03/2024**

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
27/03/2024	Pitney Bowes	DCR	Postage refund a/c closed	300.00
15/03/2024	Drill Hall		Recharge purchases	230.35
01/03/2024	Chepstow Art Space		Rent February	425.00
01/03/2024	Chaos		Rent March	50.00
19/03/2024	Chepstow Art Space		Rent March	425.00
08/03/2024	Smartest Energy	DCR	Overpayments	1,074.45
			<b>Total Receipts</b>	<b>2,504.80</b>