



## 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, 22<sup>nd</sup> May 2024 at 7pm

**Present:**

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

**Councillors:** S Ashby, Cllr E Becker, V Badderley-Potter, D Barnes, P Griffiths, M Griffiths, H Livesey-Jones, J MacTaggart, D Rooke, M Le Peltier, M Perkins, J Rosser (remote), A Thompson-Lancaster (8.50pm)

**Apologies:** Cllrs N Meyrick, D Power

**Absent:** Cllr A Watts

**In Attendance:** Mrs L Allen (Town Clerk)  
Mrs A Sandiford (Deputy Town Clerk)  
Mr M Turner (Drill Hall Manager) (left 8.30pm)  
Member of Public – 2 (1 remote)

**15. Apologies**

See above

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

Cllr S Ashby declared a personal interest in Item 22.4(b) as a parent of a volunteer.

**17. To Suspend Standing Orders**

*Standing Orders were suspended for items (a), (b) and (c) below:*

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

A member of public expressed concerns regarding a planning application for change of use from C2 (residential care home) to Sui Generis for temporary emergency accommodation for the homeless and associated works. The Mayor advised the resident that the planning application had been considered at Planning Committee, just prior to this meeting and Town Council's recommendation was refusal on the basis that there has not been enough public consultation, and echoes the concerns of the objections of local residents on the planning portal.

**b) Gwent Police** – Neighbourhood PC Hywel Evans updated on crime statistics for Chepstow and responded to Members' questions. The Mayor thanked PC Evans for the update and expressed Council's appreciation for police presence at the meeting.

**c) Friends of the Dell Park Chepstow** – VB-Y provided an update on progress for the National Lottery application for the play park. Members noted the current consultation process necessary for the grant application and were advised that crowdfunding would be set up following closure of this consultation period. Members expressed concerns that the amount of funding being applied for would scale down the proposed destination play park, intended to

attract visitors to Chepstow; however, Members were offered assurance that this was not the case and the plans intended for a destination play park would not change. It was noted that Monmouthshire County Council (MCC) is leading on the lottery application and that any relevant reports will be shared with Town Council prior to the next lottery meeting.

It was agreed to agenda this item for the next meeting of Finance, Policy & Audit Committee in June.

*Standing Orders were reinstated*

## **18. Mayoral Announcements**

- **16.5.24:** Cllr Vanessa Badderley-Potter, Deputy Town Mayor had attended the election and installation of the Chair and Vice Chair of MCC for the Civic Year 2024–2025.
- **18.5.24:** Chepstow 500 event was a huge success and whilst it was not intended to raise money the sum of £652.98 had been raised towards the Mayor’s charities.
- The Mayor announced his chosen charities for 2024-2025 are Friends of St Mary’s Priory and Chepstow Taekwon-do Group.

## **19. Minutes**

- a) The Minutes of Full Council meeting held on 24th April 2024 were approved as a true record and will be signed by the Mayor following the meeting.
- b) The Minutes of the Annual meeting held on 8th May 2024 were approved as a true record and will be signed by the Mayor following the meeting.

## **20. Matters Arising**

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

**66 – Safe Spaces Chepstow:** It was agreed to refer this item to Personnel Committee to pursue.

**80.7 – Welsh Street Public Toilets:** It was agreed to refer this item to the Environment and Amenities Committee to pursue.

## **21. Committees**

### **21.1 Planning and Administration Committee**

- a) Received the Minutes of Planning & Administration Committee meeting held on 24th April 2024.
- b) Received the draft Minutes of Planning & Administration Committee meeting held on 8th May 2024.

### **21.2 Consultative Committee**

- a) Approved the Minutes of the Consultative Committee meeting held on 7th September 2022.
- b) Approve the Minutes of the Consultative Committee meeting held on 7th December 2022.

### **21.3 Drill Hall Management Committee (DHMC) / Drill Hall Committee (DHC)**

- a) Received the Minutes of Drill Hall Management Committee meeting held on 29th April 2024.
- b) Received the Minutes of Drill Hall Management Committee meeting held on 16th May 2024.
- c) Members received a verbal update on discussions held with the Drill Hall Charitable Incorporated Organisation (CIO) and noted that whilst the CIO had been offered the lease as underletters to take on full responsibility for the management of the Drill Hall, it had responded that it was not in a financial position to do so.

A lengthy discussion ensued and Members acknowledged a growth in competition for arts space in other venues throughout the town. It was deemed that, due to the amount of public

money recently invested in the Drill Hall, Council was beholden to ensure a return on the investment for the community and to achieve this it was considered that the venue would require a wider programme of activity going forward.

On considering the minimal progress made in regard to the CIO taking over the management of the Drill Hall, since the inception of the current Council; it was agreed not to pursue with underletting the Drill Hall to the CIO. It was proposed instead that Town Council directly manages the Drill Hall as a venue going forward, through the Drill Hall Committee and Drill Hall Volunteer Sub-Committee. An amendment was proposed for a phased approach to the end of the year. Following a vote in this matter, the amendment was carried.

**RESOLVED:**

Not to pursue with underletting the Drill Hall to the CIO but for Town Council to directly manage the facility as a venue going forward, through the Drill Hall Committee and the Drill Hall Volunteer Sub-Committee, on a phased approach to the end of 2024.

- d) Members considered further amendments to the Terms of Reference for the Drill Hall Voluntary Sub-Committee to work with The Drill Hall Manager.

**RESOLVED:**

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

- e) Following approval of 21.3(d) above and during the intervening period, the Drill Hall Volunteer Sub Committee and the Drill Hall Committee will manage a phased transition to 1<sup>st</sup> January 2025 addressing the various processes and procedures required to move to this new position.

**RESOLVED:**

To write to the Drill Hall Management Committee, advising that at its next and final meeting, members will nominate potential volunteers to the Drill Hall Volunteer Sub-Committee, for consideration by the Drill Hall Committee.

- f) Members were advised of the potential for an Arts Council of Wales grant for the Drill Hall which would require 10% match funding of £6,585 from Town Council.

**RESOLVED:**

To agree in principal to the 10% match funding of £6,585 and for the Drill Hall Manager, in conjunction with the Town Clerk, to submit a grant application to the Arts Council of Wales.

#### **21.4 Environment and Amenities Committee**

Members considered the arrangements for the next Environment and Amenities Committee on Wednesday, 5<sup>th</sup> June.

**RESOLVED:**

To hold the Environment and Amenities Committee scheduled for Wednesday, 5<sup>th</sup> June at 7pm on a remote basis only.

#### **21.5 Working Party and Project Updates**

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

- a) **Diversity Working Group - Cllr S Ashby** meeting held 15.5.24

Cllr Ashby outlined the meeting called by Cllr M Griffiths following comments on Facebook about Pride in Chepstow. Members noted a group was being constituted to take forward future Pride events in the town. It had been requested at the meeting if a 'Pride picnic in the park' could be held at the bandstand on Saturday 29<sup>th</sup> June, however it was noted that due to the

short timescale, this would not allow for the necessary Event Safety Action Group (ESAG) permissions from MCC. It was, however noted that the band scheduled for Bands on the Bandstand on Sunday 30<sup>th</sup> June was happy to incorporate a Pride theme and that the Samba Band had also agreed to play during the interval.

Members considered the promotion of Pride in the town in the form of flags and bunting and It was agreed that Cllr Ashby formulates a letter requesting if shop owners would like support the Pride movement in Chepstow by displaying a Pride flag in their window during the month of June. Cllr V Badderley-Potter offered to hand deliver the letter to all businesses in the town centre

**RESOLVED:**

To allocate a budget of £1,000 for the purchase of Pride bunting for the bandstand and Pride flags for shop windows for those businesses wishing to support the Pride movement. (*LGA 1972, s145*).

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

Members noted the update in this matter from Friends of the Dell Park, earlier in the meeting.

**c) The Future of St Mary's Priory**

There was no update in this matter.

**d) Flea Market Working Group**

Cllr M Perkins advised Members that the Drill Hall had been provisionally booked on 7<sup>th</sup> July 2024 for a community flea market.

**RESOLVED:**

To approve a budget of £250 for a community flea market at the Drill Hall (*LGA 1972, s144*).

**e) Active travel routes / Management of electric bikes in Chepstow**

It was noted that an update in this matter will be incorporated in item 29(b) below.

**22. Finance**

**22.1 Bank Reconciliation**

Received and adopted the bank reconciliation for the month of April 2024.

**22.2 Accounts**

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

Receipts	Payments
£ 328,504.53	£ 37,534.23

**22.3 Income and Expenditure**

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

**22.4 Community Grant applications**

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

**a) Kids Cancer Charity**

Members considered an application for £500 towards respite breaks to families who have a child affected by cancer.

**RESOLVED:**

To grant fund Kids Cancer Charity £500 (*LGA 1972, s137*).

**b) MonLife Volunteer Celebration event**

Members considered a grant application from MonLife towards refreshments for its celebration event on 5<sup>th</sup> June 2024.

**RESOLVED:**

Not to grant fund MonLife on the grounds that MCC should contribute to funding the event.  
*Cllr S Ashby declared an interest in this item.*

**c) Monmouthshire Veterans' Support Hub Outreach Events**

Members considered a grant application from Monmouthshire Veterans Support Hub to provide outreach facilities through the provision of a marquee, pop-ups and promotional materials.

**RESOLVED:**

To grant fund Monmouthshire Veterans' Support Hub £500 – *LGA 1972, s137*).

**d) The Brightwell (West of England MS Therapy Centre)**

Members considered a grant application from The Brightwell (West of England MS Therapy Centre) for £300 towards its 'Empowering Independence Project' to support additional neurological conditions at its centre in Bristol. Members recognised this is the nearest facility for affected residents of Chepstow.

**RESOLVED:**

To grant fund The Brightwell (West of England MS Therapy Centre) £300 (*LGA 1972, s137*).

**e) The Palmer Centre**

Members considered a grant application for £3,385 to cover staff costs for 3 proposed additional events in 2024.

**RESOLVED:**

To grant fund the Palmer Centre £2,500 (*LGA 1972, s145*)

*Cllr M Le Peltier declared a prejudicial interest in this item as a Trustee and left the room.*

**22.5 Community Contribution**

Members considered the following Community Contribution for which a budgetary provision for the amount detailed was approved under the budget setting process at the Finance Policy and Audit Committee on 6th December 2023 and adopted by Full Council on 10th January 2024:

- Chepstow Community Fridge £5,000 *LGA 1972, s137*.

**RESOLVED:**

To release the £5,000 Contribution to Chepstow Community Fridge.

**22.6 Independent Remuneration Panel for Wales (IRPW)**

Members considered the written report for payments to Members of Community and Town Councils 2024 – 25 and noted that reimbursement for consumables at £52; payments for extra costs of working from home at £156; care of dependents (43) and the remuneration framework application (52) are mandatory.

***Ref: Compensation for financial loss Determination 7 (2024)***

**RESOLVED:**

To adopt compensation for financial loss

***Ref: Senior Role - Determination 52***

**RESOLVED:**

- i) To approve payments of £500 for members undertaking the following senior roles:
- Chair of Environment & Amenities Committee
  - Chair of Finance, Policy & Audit Committee

- Chair of Personnel Committee
- Chair of Planning & Administration Committee
- Chair of the Drill Hall Committee

**Ref: Determinations 46, 47**

**RESOLVED:**

To adopt travel expenses (46) and reimbursement of subsistence expenses (47)

**Ref: Determination 49**

**RESOLVED:**

Not to introduce an attendance allowance for Members.

*Cllr T Griffiths declared an interest in Determination 50 and left the room.*

*Cllr V Badderley-Potter declared an interest in Determination 51 and left the room.*

*In the absence of the Mayor and Deputy Mayor, Cllr D Rooke took the chair.*

**Ref: Determination 50**

**RESOLVED:**

To provide a payment to the Mayor of £1,500.

**Ref: Determination 51**

**RESOLVED:**

To provide a payment to the Deputy Mayor of £500.

*Cllr T Griffiths reclaimed the chair.*

It was agreed to make immediate payments to the Mayor and Deputy Mayor with all other payments to be made in February 2025, thus negating the need to claim back payments already made to a Member who leaves or changes their role during the financial year.

**23. Website**

Members noted that the new Town Council website will go live on 3<sup>rd</sup> June 2024.

**24. Vacancy – Chepstow Castle Ward**

Members received an update on the vacancy in Chepstow Castle Ward which, if necessary, will coincide with the election called for in the Maple Avenue Ward on 20<sup>th</sup> June 2024.

**25. Chepstow Community Hospital**

- Members agreed to meet with representatives at Chepstow Community Hospital to continue the conversation regarding services on 11th July AM.
- Members noted the invitation to the opening of the new Smart Rooms at St Arvan's Ward on 4th June 2024.

**26. D-Day**

Members noted there will be a memorial service at the War Memorial at 11am on Thursday, 6<sup>th</sup> June 2024 and that those attending are invited to the Council Chamber for refreshments, following the service.

**27. Consultations / Engagements / Surveys**

- Members received the Notice of traffic regulation, speed limits and parking regulations consolidation order 2019 (20 mph provisions revocation order) 2024 and Road traffic regulation

act 1984 and local authorities' traffic orders (procedure) (England & Wales) regulations 1996. No comments were made.

- b) Monmouthshire County Council – Members were disappointed to note that the inbox contact@monmouthshire.gov.uk is no longer monitored and that any enquiries are now to be made via the My Mon app, telephone, social media channels or letter.

**RESOLVED:**

To write to MCC to express Town Council's disappointment at the decision to no longer monitor the contact@monmouthshire.gov.uk email box and request the reason for the decision.

**28. Correspondence**

Members considered the correspondence listed in the Correspondence Schedule. No comments were made.

- a) Mon County CAB - Quarter 4 impact report  
Members noted the Quarter 4 impact report and expressed disappointment that the figures for Chepstow were not separated within the report.
- b) Members noted the correspondence from MCC providing information for residents should they want to contact it regarding the Welsh Government announcement that it will be revising the guidance on which local roads can be made exempt from 20mph.

*Standing Order 3(v) was suspended to allow the meeting to continue past 9.30pm*

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

Members received the following reports from Members who have attended meetings as a nominated representative of the Town Council.

**a) Air Quality Steering Group.**

Members noted the written Update on Local Air Quality in Chepstow report from the Air Quality Steering Group.

**b) Transforming Chepstow Masterplan Delivery Group – meeting held 21.5.24**

Cllr P Griffiths updated Members on discussions at the meeting which included Chepstow Waste Project which requires clarity; the Chepstow Transport Hub; completion of the Drill Hall roof; concerns regarding the proposed scale of the Dell Play Park and input from MCC; town centre property improvement grant, of which 5 properties in Chepstow were successful; lack of marketing and admin facility for the electric bike scheme and Thornwell Community Growing Project.

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

None.

**31. Items for Next Meeting**

None.

**32. Date of Next Meeting**

Confirmed the arrangements for the Ordinary Meeting to be held on Wednesday, 26<sup>th</sup> June 2024.

**CLOSE:** This completed the business of the meeting at 9.35pm

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

## Appendix A

### Current/Deposit Account

#### List of Payments made between 01/04/2024 and 30/04/2024

Date Paid	Payee Name	Reference	Amount Paid	Ref	Transaction Detail
02/04/2024	O2 Chepstow	DDR18	60.00		Mobile telephones
02/04/2024	Peninsula HR	Std Ord	143.52		Peninsula H&S Contract
06/04/2024	Peninsula - HR	Std Ord	149.50		HR contract
08/04/2024	Churn Valley Ltd	DDR	395.00		Lease - Thomas Street
08/04/2024	Peninsula	Std Ord	106.66		H&S Drill Hall/Old Library
11/04/2024	Viking	DDR5	90.47		Stationery
11/04/2024	Viking	DDR6	5.75		Stationery, back order
11/04/2024	Microshade VSM	DDR7	522.60		Hosting service April
11/04/2024	Screw Fix	DDR8	8.29		Bathroom indicator bolt
11/04/2024	PPL PRS Ltd	DDR9	990.72		Music License
11/04/2024	RBS Software Solutions	DDR11	132.00		Making Tax Digital for VAT sub
11/04/2024	RBS Software Solutions	DDR12	1,465.20		Finance Package
11/04/2024	RBS Software Solutions	DDR13	298.80		Asset Inventory Annual
11/04/2024	Chepstow A/C Services	DDR14	315.00		End of Year Processing
11/04/2024	Monmouthshire C Council	DDR20	220.00		Rent Drill Hall Apr-Jun 24
11/04/2024	Drill Hall	DDR22	69.00		Celebrating Chepstow
11/04/2024	Chepstow A/C Services	DDR23	60.50		February 2024 payroll
11/04/2024	Jim Hoy TC Aerials	DDR24	225.00		Satellite repairs
11/04/2024	Expenses claim	DDR	86.44	1972s111	Plants for barrels
11/04/2024	Bridge St. Residents Window	DDR	150.00		Community Grant
16/04/2024	Smartest Energy	DDR1	283.84		Gas 01.03.24-31.03.24
16/04/2024	Lloyds bank CC	DDR	42.98	1972s111	Zoom, consumables
20/04/2024	Peninsula EAP	Std Ord	21.60		Employee Assistance Programme
22/04/2024	Southern Electric	DDR17	94.64		Riverbank Elec 01.03-31.03.24
22/04/2024	PROTECH	DDR19	1,140.00		Community Grant – Events Team
23/04/2024	British Gas	DDR2	137.03		Electricity 02.03.24-01.04.24
23/04/2024	British Gas	DDR3	19.56		Electricity 02.03.24-01.04.24
24/04/2024	EAS Medical Group Ltd	DDR15	118.80		Community Grant - Events Team
24/04/2024	EAS Medical Group Ltd	DDR16	115.20		Community Grant - Events Team
24/04/2024	The Dell PTA	DDR	1,612.00	1972S137	Community Grant
24/04/2024	The Palmer Centre	DDR	743.22	1976MPs19	community Grant
26/04/2024	Chepstow A/A Services	DDR21	71.50	April 2024	Payroll
27/04/2024	Payroll April 2024	DCR	24,545.98	1972s111	Payroll April 2024
27/04/2024	Member Expenses	DCR	52.00		Member Expenses
30/04/2024	Merlin Waste Specialist	DDR10	1,771.20		Dog Waste collection April
30/04/2024	Monmouthshire C Council	Std Ord	1,022.50		Business Rates - Gatehouse
30/04/2024	Monmouthshire C Council	Std Ord	57.00		Gatehouse-display window
30/04/2024	Monmouthshire C Council	Std Ord	189.60		Rates
30/04/2024	Horizon Telecom Ltd	to clr	1.13		To clear payment in advance

Total Payments **37,534.23**



**Current/Deposit Account**

**Cash Received between 01/04/2024 and 30/04/2024**

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
10/04/2024	Donation	DCR	Celebrating Chepstow	116.00
19/04/2024	MCC Grant Drill Hall	DCR	Roof replacement	99,458.13
02/04/2024	Mon County CAB	DCR	lease Apr-Jun	2,500.00
30/04/2024	Monmouthshire County Council	DCR	Precept	219,177.00
02/04/2024	Chepstow Art Space		Lease – Old Library	475.00
09/04/2024	CHAOS		Lease – Thomas St	6,657.80
30/04/2024	Resident		Bench Plaque	120.60
			<b>Total Receipts</b>	<b>328,504.53</b>