

MONMOUTH TOWN COUNCIL

Shire Hall
Agincourt Square
Monmouth
NP25 3DY



Tel: 01600 715662

Email: townclerk@monmouth.gov.uk

www.monmouth.gov.uk

MINUTES OF THE MEETING OF MONMOUTH TOWN COUNCIL

Held on Monday 15 September 2014 at 7.00pm
The Shire Hall, Monmouth

Present: **Chairman:** The Mayor Cllr J Gunter

Cllr R Bradley	(RB)	Cllr R Hayward	(RH)
Cllr G Bright	(GB)	Cllr C Munslow	(CM)
Cllr S Chivers	(SC)	Cllr A Owen	(AO)
Cllr T Christopher	(TJC)	Cllr G Pritchard	(GP)
Cllr A Dewhurst	(AD)	Cllr A Were	(AW)
Cllr J Fletcher	(JF)	Cllr S White	(SW)
Cllr J Hall	(JH)	Cllr S J Wilson	(SJW)

In Attendance: Mrs S James, Town Clerk

1. To receive declarations of interest in items on the agenda.

Cllr Christopher agenda item 11 (Personal Interest)

Cllr Bright agenda item 17 (Personal interest)

2. To receive apologies for absence.

Cllr Davis.

3. To receive questions from members of the public for a maximum of 10 minutes.

None received.

4. To confirm and sign the minutes of meeting held on Monday 4 August 2014.

The minutes were confirmed as a true record and signed.

Proposed: Cllr Hayward Seconded: Cllr Hall

All in favour

5. To receive correspondence that the Mayor wishes to place before the Council.

Letter Number 10 HMS Monmouth was read to the meeting.

6. To receive the Town Clerk's report (for information only).

A reminder that the One Voice Wales training session on Devolution of Services for Monmouth Town Council is being held at Shire Hall at 6.30pm Tuesday 16th Sept.

The places of members who had informed the office they were unable to attend have all been filled by other councils which will reduce the cost of training to the council; however, there are now another 2 extra spare places.

Also please note that the County Council "Monmouthshire Engages" Monmouth public meeting has changed from Monday 29th Sept to Wednesday 1st October (6-8pm at Monmouth Leisure Centre) so MTC councillors can attend.

7. To answer questions from Councillors.

(Standing Orders 9: A member may ask the Mayor, the chairmen of Council Committees or the Clerk any question concerning the business of the Council, provided notice is submitted to The Clerk in writing two working days prior to the meeting, and the response will be printed within the minutes of the meeting. Every question shall be put and answered without discussion. Answers to verbal questions put to the Mayor, Chairmen of committees or the Town Clerk may be deferred until no later than the next meeting. No supplementary questions will be allowed.)

None received.

8. To receive and consider reports and minutes of the council's committees and outside bodies:

a Planning Committee: Cllr Wilson reported the following:

- Outline Planning permission has been approved for land at Wonastow Road, not planning permission as reported in the Beacon.
- Skateboard park has been approved
- Chippenham play area to be refurbished in its present position with 106 monies.
- New School plans are expected shortly. As per minutes.

b Environmental Affairs Committee: Cllr Christopher reported from the meeting held on 8 September:

- The winter planting had been agreed.
- Cllr Owen will write to MCC to chase the cycle racks promised for the Town and report concerns regarding pedestrian and cycle ways.
- Highways to be approached about improvements on the Parade. As per minutes.

c Community Affairs Committee: Cllr Dewhurst reported from the meeting held on 11 August:

- The newsletter follow up surgeries are going well, two of three have now been held.
- The closing date for the small Community Grants is 30 September 2014 with the subcommittee meeting early in October to make the final decisions. As per minutes.

d Finance & Policy Committee: Cllr Hayward reported from the meeting held on 18 August:

- It was decided to ask Ellis Whittam a specialist company dealing with employment law and Health & Safety to make a presentation at the next meeting. As per minutes

- e **CSATS:** Cllr Wilson reported that changes were being made to the way CSAT's works with agendas now being prepared for meetings with raised issues given a task and finish status.
- f **Monmouth Partnership Forum:** No meeting, next meeting to be held on Wednesday 17 September 2014.
- g **Vision Monmouth:** No meeting, next meeting to be held on Friday 26 September 2014.
- h **Central Monmouthshire Area Committee:** No report.
- i **Others:** Cllr Christopher reported there had been a good response to the consultation meetings held at Bridges and the Priory, the last of the three meetings to be held on Saturday at Wyesham Village Hall.

Cllr Christopher reported that he had met with MCC Nigel Leaworthy who has now taken over street cleaning and waste; he explained that youth offenders would be used to help for litter picking and if Councillors knew of any areas that required clearing, to please inform Cllr Christopher or the Town Clerk.

9. To review the Member's attendance summary of committee meetings.

Members	Planning	Full Council	Community	Planning	F&P	Planning	Environment
2014/2015	04.08.14	04.08.14	11.08.14	18.08.14	18.08.14	1.09.14	08.09.14
Cllr R Bradley	1	1	1	1		1	1
Cllr G Bright		1	Apology				1
Cllr S Chivers	1	1	1	1	1	1	Apology
Cllr T Christopher	Apology	1	1	Apology	1	Apology	1
Mr S Davis	Apology	Apology		1		1	
Cllr A Dewhurst	1	1	1	1	1	1	1
Cllr J Fletcher	Apology	Apology	1	1	1	Apology	1
Cllr J Gunter	1	1	1	1	1	1	1
Cllr J Hall	1	1		1	1	1	
Cllr R Hayward	Apology	1		1	1	1	1
Cllr C Munslow	1	1	1	Apology	Apology	Apology	1
Cllr A Owen		Apology					1
Cllr G Pritchard	Apology	1	1	1	1	Apology	
Cllrs A Were		1	Apology		Apology		
Cllr S White		1	1		1		1
Cllr S Wilson	1	1	1	1	1	1	Apology
Total In Attendance	6+1	13	10	10	9+1	8	10
Members on Committee	12	16	12	12	11	12	12

KEY

	Non Committee Member
	Non Committee Member attendance
	Absent

Proposed: Cllr Hayward Seconded: Cllr Fletcher

All in favour.

10. To agree, approve and certify the Annual Return for the Year Ended 31st March 2014.

The Annual Return and External audit report were previously distributed and reported to Council. Council approved the Return and the Chair signed section 3.

It was proposed to approve the Annual Return for year ended 31st March 2014.

Proposed: Cllr Hayward Seconded: Cllr White All in favour

11. To agree use of the Town Field for the Rotary Club annual Town Bonfire/firework event on 5th November.

Cllr Dewhurst proposed the Council agree to the use of the Town Field with the normal provisos.

Proposed: Cllr Dewhurst Seconded: Cllr Bright All in favour.

12. To consider draft, and agree Police leaflet for vehicles (Deferred from Community Affairs committee 11/8/14).

The Town Clerk reported that to date the draft copy had not been received.

Item deferred to next meeting.

Cllr Wilson reported that CSATs may be willing to fund some leaflets.

Proposed: Cllr Hall Seconded: Cllr Hayward All in favour

13. To confirm resignation of Cllr Christopher from the Planning Committee.

Agreed.

Proposed: Cllr Hall Seconded: Cllr Hayward All in favour.

14. To confirm resignation of Cllr Pritchard from the Planning Committee.

Agreed.

Proposed: Cllr White Seconded: Cllr Fletcher All in favour.

Standing orders were suspended to allow Mrs B Wright to speak

Proposed: Cllr Hayward Seconded: Cllr Were All in favour.

Mrs Wright thanked the Planning Committee for inviting members of the public to the meeting on 21 July 2014 and allowing them to speak.

Mrs Wright's concerns were that no answers to traffic management or safe routes to school had been given. At the Central Area Committee meeting held on Wednesday 10 September it was mentioned the plans would be submitted in October hoping to be passed by November 2014. The main worry of this was parents had only 48 hrs notice regarding the initial school meeting and only 40 parents attended with only swimmers being invited to the meeting held on 7 August which had more detailed plans available.

The Group have concerns that the latter meeting might have been taken as the consultation meeting. Mrs Wright asked if the Town Council could hold a consultation meeting regarding the plans.

Cllr Wilson explained that when the Planning application comes in the Town Council does plan to hold a Public Meeting rather than a Consultation meeting without the information being available.

Standing orders were re-instated.

Proposed: Cllr Christopher Seconded: Cllr Fletcher

All in favour.

15. To consider and agree request from Mrs B Wright for MCC consultation meeting regarding new school/swimming pool (email 20/8/14 c/s to all).

Discussion took place regarding the best option to take, consultation or a public meeting, it was also suggested that clarification was required on how many pupils the new school would hold -being 1,600 as the school now holds, or more.

Cllr Wilson proposed waiting for a formal application to arrange a public meeting.
No seconder

Cllr Hayward proposed a consultation meeting be arranged by the Chair of Planning (SJW) and the Town Clerk as they feel appropriate, and give assurance to the public.

Proposed: Cllr Hayward Seconded: Cllr Munslow
For: 13 Against: 0 Abstention: 2

Motion carried

16. To discuss and agree content of second Monmouth Town Council newsletter.

Cllr Pritchard reported that the first newsletter had been well received, and second edition is due out at the end of November.

The key points for the second edition to be:

- Emphasise on achievements and future plans of the Town Council.
- Distribution should be undertaken at a small additional cost by an existing distribution network in the Town, to ensure every household receives a copy, as previously it was distributed unevenly throughout the Town.
- Electronic distribution should continue with copies to Chamber of Commerce, One Stop Shop (+ MCC mailing list), Website and Facebook.
- To include a short questionnaire asking what the key issues for the public are in the next couple of years.
- Content to be confirmed by the Mayor and Deputy Mayor before printing.
-
- Costings for delivery are, Royal Mail £500, to distribute 5,500 copies to all NP25 postcodes and 'The Voice' quotation is £210 for distribution of 6,000 copies with their deadline being 26 November 2014.
- The budget for the two issues agreed by Council in 2014/2015 was £700, printing costs are £640 with distribution costs £210 making a total of £850.
Additional costs of £150 to be approved from Community Affairs budget.

It was proposed to support the content and findings of Working Group giving editorial rights to the Mayor and Deputy Mayor.

Cllr Wilson suggested that MTC support of CCTV in the town be included.

Proposed: Cllr Hayward Seconded: Cllr Bright
For: 13 Against: 2 Abstention: 0

Motion carried

17. To discuss role and selection of trainee Mace Bearers and appoint as appropriate.

It was brought to the attention of members that this item was to discuss the role of trainee Mace Bearer and not appoint one at this time, the item was first raised at the Finance & Policy committee meeting when there was one applicant to date, and there are now three applicants.

It was suggested that the role of trainee should be defined in a policy with a job description, with John Blake, the present senior Mace Bearer, training the successful person in conjunction with the Mace Bearer Line managers.

Discussion took place as to how many trainees there should be -one or two, and discussion on the uniform. The Town Clerk was asked to look into the costs of adapting the spare uniform and the cost of a new one.

It was proposed to delegate responsibility to the Finance and Policy Committee to appoint one trainee Macebearer, with the Chair, Deputy and Town Clerk to decide the format of appointment beforehand.

Proposed: Cllr Hayward Seconded: Cllr Gunter
For: 12 Against: 2 Abstention: 1

18. Items for discussion for future meetings.

None received.

19. To confirm meeting dates.

Next meeting to be held on Monday 27th October 2014 at
7.00pm Shire Hall, Monmouth.

There being no further business the meeting closed at 20.07