

## ABERGAVENNY TOWN COUNCIL

### MINUTES OF THE COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, TOWN HALL, ABERGAVENNY ON WEDNESDAY 12 SEPTEMBER 2018, 7.00PM

**Present:**

Chairman - Cllr T Davies (Mayor)  
Cllr M Hickman  
Cllr G Jones  
Cllr N Tatam  
Cllr D Simcock  
Cllr P Simcock  
Cllr L Van de Vyver  
Cllr M Harris  
Cllr R Harris  
Cllr T Konieczny  
Cllr S Dodd  
Cllr M Groucutt  
Cllr T Thomas

**In attendance:**

J Lee (Town Clerk)

46/18	<b>1. Apologies</b>  Apologies for absence were received from Cllrs F Morgan, M Lewis
47/18	<b>2. Declarations of Interest</b>  To be declared during the meeting.
48/18	<b>3. Minutes of Council held on Wednesday 11<sup>th</sup> July 2018</b>  The Minutes of Council held on 11 <sup>th</sup> July were received and adopted as a correct record. Proposed Cllr N Tatam, seconded T Konieczny.  <b>4. Matters Arising</b> <ul style="list-style-type: none"><li>• MCC to be contacted regarding arranging Code of Conduct training to be actioned</li></ul>
49/18	<b>5. Minutes of Planning Committee held on Wednesday 11<sup>th</sup> July and 30<sup>th</sup> July 2018</b>

	<p>The Minutes of the Planning Committee held on Wednesday 11<sup>th</sup> July were received and adopted as a correct record. Proposed Cllr P Simcock, seconded Cllr Konieczny</p> <p>The Minutes of the Planning Committee held on Monday 30<sup>th</sup> July were received and adopted as a correct record. Proposed Cllr Konieczny, seconded Cllr Jones</p> <p><b>6. Matters Arising</b></p> <ul style="list-style-type: none"> <li>• The Town Clerk reported that a response had been sent to WG consultation on changes to the Use Class Order</li> </ul>
50/18	<p><b>7. Minutes of Projects Committee held on Wednesday 25<sup>th</sup> June 2018</b></p> <p>The minutes of the Events Committee held on Tuesday 19<sup>th</sup> June were received and adopted as a correct record subject to apologies for Cllr R Harris to be recorded. Proposed Cllr Groucutt, seconded Cllr M Harris.</p> <p><b>8. Matters Arising</b></p> <ul style="list-style-type: none"> <li>• The Council agreed the recommendation of Projects Committee to Abergavenny becoming a Refill Scheme Town and to fund any set up costs up to £300.</li> <li>• Councillors P Simcock and T Konieczny volunteered to be part of the Steering Group for the LDP training project</li> <li>• Council agreed the recommendation to purchase 2 additional dog waste bins and to the cost of emptying</li> </ul>
51/18	<p><b>9. Minutes of Events Committee held on Tuesday 4<sup>th</sup> September 2018</b></p> <p>The minutes of the Events Committee held on Tuesday 4<sup>th</sup> September were received and adopted as a correct record with the amendment of a change to the date fifth bullet point agenda item 6. The date should read November not September. Proposed Cllr Dodd, seconded Cllr Konieczny</p> <p><b>10. Matters Arising</b></p> <ul style="list-style-type: none"> <li>• The Town Clerk reported that a Poppy Yarnbombing working group meeting had taken place on Monday 10<sup>th</sup> and good progress is being made.</li> <li>• Cllr Dodd reported that the window display area on Red Square has been booked from 4<sup>th</sup> November to publicise the play The Last Post.</li> </ul>
52/18	<p><b>11. Minutes of Finance Committee held on Wednesday 5<sup>th</sup> September 2018</b></p> <p>The minutes of the Finance Committee held on Wednesday 5<sup>th</sup> September were received and adopted as a correct record. Proposed Cllr P Simcock, seconded Cllr D Simcock.</p> <p><b>12. Matters arising</b></p>

Council agreed the recommendations from Finance Committee regarding the community grants scheme. Cllrs R Harris and Cllr Thomas declared an interest regarding the ACE application as both are on the Management Committee and as a result did not take part in the vote.

The following small grants were approved:

- Beaupreau Twinning Association - £1500 towards youth activities during the Beaupreau visit in April 2019. Proposed Cllr Dodd, seconded Cllr D Simcock, vote carried with one abstention.
- ACE - £2500 towards core funding in 2018/19, Proposed Cllr M Harris, seconded Cllr D Simcock, vote carried.
- Gateway Credit Union - £1500 towards the running costs of the office including covering the expenses of the 2 part-time Development Officers. Proposed Cllr M Harris, seconded Cllr D Simcock, vote carried unanimously

The following small grant was declined: Cllr Hickman declared an interest.

- NH Sound as it was considered that there was not a sufficiently strong case made for the grant

The following large grant was approved:

- Monmouthshire County CAB - £12,000 towards cost of the Abergavenny CAB office. Proposed Cllr Hickman, seconded Cllr Groucutt, vote carried unanimously.

Council agreed to the reappointment of Mr S Bees as the internal auditor for 2018/19 and in doing so agreed a waiver to financial regulations. Proposed Cllr M Harris, seconded Cllr Tatam, vote carried unanimously

Council agreed to inviting Sara Burch from Gateway Credit Union to a future Council meeting to provide more details on the work of the Credit Union and the specific proposal for the Town Council to deposit a capital sum with the Credit Union. Proposed Cllr Konieczny, seconded Cllr M Harris, vote carried unanimously. In addition, Cllr Konieczny proposed that Council prepares an investment policy in advance of attendance of Gateway Credit Union at a Council meeting, seconded by Cllr Hickman, vote carried unanimously.

Council agreed to spend £330 for the delivery of the Annual Report 2017/18 to all households in the five town wards. Proposed Cllr Jones, seconded Cllr Konieczny, vote carried with one abstention.

Council agreed approval of £2350 to cover costs relating to the visit by the Ostringen delegation, this is £1300 is less than stated in the Finance minutes as the bus to the airport is no longer required. Proposed Cllr Dodd, seconded Cllr D Simcock, vote carried unanimously.

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**13. Finance Report**

The following payments were authorised

Royal Welsh Regimental Association (small grant)	£400
FOALS (Summer Reading Challenge)	£125
AAODS (small grant)	£2500
Councillor Travel Expenses	£24.30
Friends of Castle Meadows (Eisteddfod Legacy Stone balance)	£879
Jems Catering (Civic Sunday & Larger Councils Clerks mtg)	£435.50
St Michaels Centre (venue hire Civic Sunday)	£78.00
NR&CA Bailey (Restock Mayor's Parlour)	£84.31
Jane Grayer (Civic Sunday)	£200
Abergavenny Borough Band (Summer Event)	£400
Viking (office stationery & stamps)	£123.08
MCC (CCTV quarterly charge)	£3264.00
J Thomas (twinning gifts)	£900
Cable News (Library papers July)	£47.20
Charles Thomas (Engraving Honours and Past Mayor Board)	£160.50
Merlin Waste (dog bins August)	£465.00
One Voice Wales (training)	£40.00
Office Costs (august)	£3862.98
Members Allowance	£150.00
PHS Group (sanitary bins Brewery Yard until Aug 19)	£814.32
PHS Group (sanitary bins Bus Station until Aug 19)	£739.44
PHS Group (sanitary bins Castle St until Aug 19)	£496.08
PHS Group (sanitary bins WHL until Aug 19)	£823.68
Vision Computer Centre (Office IT)	£1058.00
Abergavenny Chronicle (Aber in Bloom advert)	£120.00
Willows Garden Centre (floral displays)	10989.60
Officer expenses	£82.35
Ricoh (Photocopier quarterly payment)	£82.38
K&J Crafts (felt for poppies)	£108.75
Tenovus Cancer Care (Summer event)	£100
Phoenix Singers (summer event)	£100
AAODS (summer event)	£100
Merlin Waste (dog bins Sept)	£465
Cable News (library papers August)	£47.20
Keltic Design & Print (Annual report design & print)	£560
Vision ICT (website & email hosting until 2020)	£408.00
Office costs (Sept)	£3791.10

b) Month 4&5 reports were accepted. The Town Clerk informed Councillors that the second instalment of the precept had been received.

c) To approve the report from the external auditor on 2017/18 accounts. The Town Clerk informed Councillors that the external auditor BDO has approved the 2017/18 accounts. The issues arising report prepared by BDO was considered by Council and it was agreed that the issues raised did not require the preparation of an action plan. Cllr R Harris sought clarification as to why the incorrect use of the s137 power had not been identified in previous audits. The Town Clerk informed Cllr R Harris

	<p>that each year the auditor identifies areas for thematic reviews and in 2017/18 s137 was one such area.</p> <p>The Town Clerk informed Council that the notice of conclusion will be displayed for 14 days following Council and that the public is entitled to view the annual return and supporting documentation. The annual return will also be uploaded to the Council's website.</p>
54/18	<p><b>14. To agree the 2019/20 budget setting process</b></p> <p>A report setting out the budget setting process for 2019/20 as follows was considered and approved.</p> <ul style="list-style-type: none"> <li>○ Council to receive a report on 12 September setting out the process. This report will invite all Committees (Events, Projects, Planning, Finance) to consider their current and future expenditure at their subsequent meetings. Following discussions, detail on the requested budget including justification is to be prepared by 1<sup>st</sup> November together with any proposals for adopting a partnership approach to future funding of services and projects.</li> <li>○ During these deliberations, consideration should be given to achieving spend in 2018/19 and proposals for spend in 2018/19 to be forwarded to Finance Committee for consideration at the meeting on 7<sup>th</sup> November.</li> <li>○ Finance Committee on 7<sup>th</sup> November 2018 to consider these requests as part of an overall draft budget. If necessary, further discussion to continue at Finance Committee on 2<sup>nd</sup> January 2019</li> <li>○ Finance Committee to consider if the budget headings are appropriate</li> <li>○ Full Council on 9<sup>th</sup> January to agree the budget and precept.</li> </ul>
55/18	<p><b>15. To consider the adoption of the resolution proposed by Plastic Free Abergavenny</b></p> <p>Council agreed to adopt the following resolution, proposed by Cllr Konieczny, seconded Cllr Jones vote unanimously carried.</p> <p>Abergavenny Town Council will:</p> <ul style="list-style-type: none"> <li>● Make a commitment to work towards plastic free status</li> <li>● Review its own use of single-use plastics and take steps to identify unnecessary plastic use and reduce this</li> <li>● Support voluntary and community action to reduce plastic use, undertake litter picks etc</li> <li>● Work with schools, businesses and other partners to reduce plastic use</li> <li>● Participate in meetings to support and co-ordinate plastic free activities in the town</li> </ul>

56/18	<p><b>16. To consider a Town Council response to the WG decision not to detrunk the A40 through Abergavenny</b></p> <p>Cllr Tony Konieczny proposed that the Town Council should head up a campaign for the A40 to be detrunk through Abergavenny on the basis of poor air quality. Poor air quality results from congestion due to the number of sets of traffic lights/pedestrian crossings and poor highway layout. There was discussion on the need to gather evidence and Cllr Thomas suggested that MCC is approached to assist. The proposal by Cllr Konieczny to lead and campaign and request MCC assistance with gathering evidence was seconded by Cllr M Harris, vote unanimously carried.</p>
57/18	<p><b>17. To consider a Town Council response to anti-social behaviour</b></p> <p>Cllr Thomas reported that ongoing anti-social behaviour involving cars doing hand brake turns, playing loud music, revving engines etc on the Fairfield Car Park is having a detrimental effects on residents living nearby. The car park is subject to a Public Space Protection Order but this has limited impact. Cllr Thomas is proposing that the barrier which had previously been installed on the car park is locked in the evening and that the Town Council should consider joint funding with MCC, the estimated cost would be in the region of £1500 each year. MCC officers are currently considering this proposal. Councillors also expressed concern of these car drivers doing laps around the local streets at high speed and Cllr Thomas informed Council that speed monitoring was being undertaken and a public meeting is being arranged.</p> <p>It was proposed by Cllr Tatam that the Town Council does not at this stage rule out contributing to the cost of closing the barrier and that Cllr Thomas continues to explore options, seconded by Cllr Hickman, vote carried unanimously.</p>
58/18	<p><b>18. Questions from Town Councillors to County Councillors on local issues/Information from County Councillors to members</b></p> <p>None</p>
59/18	<p><b>19. Members Reports</b> (relating to representation on external bodies)</p> <p>Cllr Dodd – Y Fenni Business Community &amp; ADTA.  Cllr T Konieczny – Y Fenni Business Community (to discuss Christmas Light Switch-On, Refill Scheme and establishing a Forum between MCC, Town Council and Business Community)  Cllr Groucutt – Team Abergavenny  Cllr Thomas – Team Abergavenny  Cllr Tatam – Celebration of Jenny Barnes. The Town Council wishes to express its appreciation of the significant contribution Jenny made to the town of Abergavenny through her campaigning for people with disabilities  Cllr Davies – a number of Mayoral engagements</p>

60/18	<p><b>20. Any Other Business</b></p> <p>Tourist Information Centre - Cllr Dodd updated members on the challenge facing the TIC in its current location since the Tithe Barn café has closed and different uses have been introduced. The number of visitors has declined as has sales. Discussions are underway between BBNPA, MCC and the Town Council regarding possible relocation of the TIC into the Town Hall. The Town Clerk has been asked to pursue this and report back.</p> <p>CND Peace Train – Cllr Davies informed members that the Peace train is coming to Abergavenny on 24<sup>th</sup> October and in advance on 22<sup>nd</sup> October a petition will be collected in Red Square.</p> <p>Visit by Chief Chinamhora – Cllr Davies informed members that through the links with Love Zimbabwe, Chief Chinamhora will be visiting for three weeks from 13<sup>th</sup> September. He has requested a meeting with the Town Council to discuss how to strengthen links between Abergavenny and the area in Zimbabwe for which he is Chief. A date will be arranged and sent out to all Councillors. The meeting will be an informal meeting in the Mayor’s Parlour.</p> <p>The Town Clerk informed Council that two nominations have been received for inclusion on the Honours Board. In light of this, the Town Clerk requested support from the Council to suspend any further decisions until a robust policy and criteria have been agreed. This approach was supported.</p> <p>Council were informed that as from 22<sup>nd</sup> September there will be changes to the current PCSO ward arrangements. PC Adam Hollings will attend Council on 10<sup>th</sup> October to explain in more detail.</p>
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**There being no other business the meeting ended at 8.50pm**

**ACTION LIST FROM SEPTEMBER COUNCIL MEETING**

Action	Name
1. To contact MCC Monitoring Officer re arranging Code of Conduct training	JL
2. To prepare a draft investment policy	JL
3. To review the use of single use plastics and report back to Council on actions that the Town Council can take	JL
4. To contact MCC Highways & Environmental Health re gathering evidence re air quality along A40 through Abergavenny	JL
5. To continue discussions on Fairfield Car Park issues	Cllr Thomas
6. To explore the feasibility of the relocation of the TIC to the Town Hall	JL

7. To arrange a meeting with Chief Chinamhora	Cllr Davies
8. To prepare an Honours Board policy	JL