

Monmouth Town Council  
Shire Hall  
Agincourt Square  
Monmouth NP25 3DY

Tel: 01600 715662  
Email: [townclerk@monmouth.gov.uk](mailto:townclerk@monmouth.gov.uk)  
[www.monmouth.gov.uk](http://www.monmouth.gov.uk)



**MINUTES OF MEETING OF MONMOUTH TOWN COUNCIL**  
**Held on Monday 20th June 2011 at 7pm**  
**The Shire Hall, Monmouth**

**Present:** Chairman: the Mayor Cllr Bright

Cllr Mrs S Chivers	Cllr N Hacket Pain
Cllr Mrs A Dewhurst	Cllr C Munslow
Cllr J Fletcher	Cllr Mrs B Smith
Cllr Mrs J Gunter	Cllr Mrs A Were
Cllr Mrs Hall	Cllr Mrs S White

**In Attendance:** Mrs S James, Town Clerk and Mrs J Lloyd, Administration Assistant

**A presentation was given by Ceri Poyelle of 'Sur le Pont'**

Ms Poyelle outlined details of the Children's Language Festival to be held on Saturday 16<sup>th</sup> July at the Shire Hall, and of the honour bestowed upon Monmouth to represent the UK and to host the event this year. The support of the Town Council was requested, and Councillors were able to ask questions about the event.

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

None received

**2. To receive Apologies for absence**

Cllr R Bond, Cllr T Christopher, Cllr Hayward, Cllr Jones and Cllr J Singh Saran,

**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 the Annual meeting held on 9<sup>th</sup> May 2011**

The Minutes were approved as a true and accurate record and duly signed

**Proposed: Cllr Mrs J Gunter, Seconded: Cllr C Munslow.**  
**Unanimous**

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

Some of the paintings owned by the Council were photographed by the Public Catalogue Foundation back in March, to appear in a catalogue of paintings owned by public institutions which are not always on display and may appear on the BBC "Your Paintings" website.

The bench in memory of Jamie Gunn is now in situ outside the Punch House. A short dedication service is to be arranged one evening.

The office is now completely up and running within the Shire Hall, although we are still sorting some minor housekeeping issues, and experiencing some intermittent problems with both telephone and internet access.

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

It was requested that letter number 47 be read before the Council regarding promotions for the Queens Diamond Jubilee. All other correspondence has been noted.

**7. To note the reports and minutes of the council's committees and outside bodies:**

- a Planning Committee:** As per minutes, next meeting to be held on Monday 4 July
- b Environmental Affairs Committee:** As per minutes, next meeting to be held on Monday 25 July 2011
- c Community Affairs Committee:** As per minutes, next meeting to be held on Monday 27 June 2011
- d Finance & Policy Committee:** As per minutes, next meeting to be held on Monday 11 July 2011
- e CSATS Committee:** No information
- f Monmouth Partnership Forum:** Cllr Mrs Smith reported that at that the meeting held on 18 May was addressed by Mr P Mathews (Chief Executive MCC) who expressed his three priorities- education, enterprise and vulnerable able people. Mr Mathews also reported on agile working in MCC, the new building at Usk, and the demolishing of the MCC building in Cwmbran due to start in April 2012.  
Next meeting to be held on 29 June 2011
- g Vision Monmouth:** Due to apologies from Cllr Hayward, a report will be given at the next Full Council meeting
- h Others:** Cllr Mrs Dewhurst reported on the Carnival which now has younger people involved with the committee, also thanking all the festival people who have made the event possible this year.

## 8. To receive the Member's attendance summary of committee meetings

Members	Extra Meeting Full Council	Env Meeting	Planning	Annual Meeting	Comm Extra Meeting	Comm Affairs Meeting	Planning Meeting	F&P Meeting	Planning
2011/2012	3.5.11	3.5.11	9.5.11	9.5.11	10.05.11	16.5.11	23.05.11	31.5.11	6.6.11
Cllr R Bond	1	1	Apology	Apology	Apology		1	Apology	1
Cllr G Bright	1	1		1	Apology	Apology		1	1
Cllr Mrs S Chivers	1	1	1	1	Apology	1	1	1	1
Cllr T Christopher	1	1		1	1	1	1	1	Apology
Cllr Mrs A Dewhurst	1	1	1	1	1	1	1	1	1
Cllr J Fletcher	1	1	Apology	Apology	Apology	1	1	1	1
Cllr Mrs J Gunter	1	1	1	1	1	1	1	1	1
Cllr N Hackett Pain	Apology			1				Apology	
Cllr Mrs J Hall	1	1	1	1		1	1	1	1
Cllr R Hayward	1	1	1	1			1	1	1
Cllr M Jones	Apology	Apology	1	1	1	Apology		1	
Cllr C Munslow	1	1	1	1	Apology	Apology	Apology	Apology	1
Cllr J Singh Saran	Apology		1	1			1		1
Cllr Mrs B Smith	1	1	1	1		1	1		1
Cllrs Mrs A Were	1	1		1	1	1	1		1
Cllr Mrs S White	1	1		1		1		1	1
Total In Attendance	13	13	8+1	14	5	9	11	9+1	11+2
Members on Committee	16	16	10	16	12	11	12	11	12
<b>KEY</b>									
	Non Committee Member								
	Non Committee Member attendance								
	Absent								

**9. To appoint a Town Council representative to the Central Monmouthshire Area Committee.**

After discussion Cllr Mrs Hall agreed to be the Town Councils representative

**10. To consider meeting with other Town Councils in Monmouthshire to discuss strategies of dealing with increasing service requests, and to appoint two councillors as representatives.**

After discussion it was decided not to have representation as One Voice Wales already provides this.

**11. To confirm revision of Standing Orders**

It was agreed to accept the proposed reviewed Standing Orders, with the removal of the words "adjustment require" in section 26.3 which did not make sense.

**Proposed:** Cllr Mrs Hall                      **Seconded:** Cllr Mrs White                      Unanimous

**12. To consider request from Monmouth Rotary Club to use the Town Field for the weekend of the Raft Race, which is taking place on Sunday 4<sup>th</sup> September 2011**

Agreed with the same stipulations as previously regarding clearing of the field

**Proposed:** Cllr Mrs Were                      **Seconded:** Cllr Munslow                      Unanimous

**13. To discuss the enforcement of the Regulations regarding the use of Chippenham Mead**

Cllr Mrs Chivers reported that the previous Borough Council and now County Council, who are responsible for the area, have gradually sold off parts of Chippenham Mead and now parts are being used as free car parking areas. The situation has improved, with Mr T Bradfield helping to arrange the sports ground gates being closed during the week, but 40-50 cars are often parked there at weekends. Cllr Mrs Chivers read aloud section 8, paragraph E of the Village Green Regulations, and requested that a letter be written to MCC – thanking Mr Bradfield for his continued help and vigilance, and to make sure that the regulations are abided by 7 days a week.

**Proposed:** Cllr Mrs Chivers                      **Seconded:** Cllr Mrs Were  
**For:** 8                      **Against:** 1                      **Abstention:** 1

**14. To approve the recommendation of the Finance and Policy Committee that the Town Council chairs within the Shire Hall, should be repaired by Downing, based on the quote received, at a maximum cost of £4000, and that this is to be paid from the earmarked reserves for the Shire Hall.**

Approved

**Proposed:** Cllr Mrs Chivers                      **Seconded:** Cllr Munslow                      Unanimous

15. **To approve the recommendation of the Finance and Policy Committee that an outside agency be used to scan archive documents, up to a cost of £2500, and that this is to be paid from the earmarked reserves for the Shire Hall**

Approved

**Proposed:** Cllr Mrs White                      **Seconded:** Cllr Mrs Hall      Unanimous

16. **To agree to support the Children's Language Festival on Saturday 16<sup>th</sup> July, in allowing use of the Monmouth Town Coat of Arms, and to consider funding use of the Shire Hall for the event at a cost of £103**

After discussion it was agreed that The Language Festival could use the Coat of Arms on literature and promotion, along with the wording 'Supported by Monmouth Town Council' It was stipulated that it could only be used for this specific event.

**Proposed:** Cllr Mrs Hall      **Seconded:** Cllr Munslow  
**For:** 7                      **Against:** 3                      **Abstention:** 1

Funding for the use of Shire Hall to be deferred to the Community Affairs meeting to be held on Monday 27 June

**Proposed:** Cllr Mrs Hall      **Seconded:** Cllr Munslow                      Unanimous

17. **To agree for the Deputy Mayor to take regalia to Waldbronn 24<sup>th</sup>-29<sup>th</sup> June 2011**

After much discussion it was agreed that the regalia would travel with Cllr Mrs Gunter by road with the usual securities in place.

**Proposed:** Cllr Mrs Were      **Seconded:** Cllr Mrs Smith  
**For:** 9                      **Against:** 1                      **Abstention:** 1

18. **To consider a request use of the Town Field for the carnival on 31<sup>st</sup> July 2011**

Cllr Mrs Were reported that it was not known how many people would be taking part in the carnival, and if necessary, the field may be used as an overspill area for motorbikes or vintage cars before joining the carnival procession.

**Proposed:** Cllr Mrs White      **Seconded:** Cllr Fletcher                      Unanimous

19. **To discuss the problem of illegal parking on the Monnow Bridge**

Cllr Mrs Were expressed frustration at the Monnow Bridge area being used for car parking – not just loading or unloading. Councillors have reported this to the Police on 101 but no progress seems to have been made. The idea of employing a clamping firm was suggested.

It was proposed that the Town Clerk write to the senior Police Officer pointing out this issue and asking for more monitoring of the problem and the issuing of tickets to offenders.

**Proposed:** Cllr Mrs Were      **Seconded:** Cllr Mrs Chivers                      Unanimous

This item will be referred onto Environment Committee for updates.

**20. Items for discussion for future meetings**

Chippenham Mead

**21. To confirm meeting dates**

Next meeting to be held on Monday 1<sup>st</sup> August 2011, at 7.00pm,  
The Shire Hall, Monmouth