

ST ARVANS COMMUNITY COUNCIL

MINUTES OF THE MEETING

Held at **THE MEETING ROOMS, ST ARVANS on TUESDAY 13th June 2017 at 7 pm**

Present: Councillors: **B. Howell (BH) Chair** S. Banfield (SB) M. Davis (MD) R. Edwards (RE)
B. Howells (BHs) A. Newman (TN)

In Attendance: County Councillor Ann Webb (AW) H. McMahon (HM) Clerk CO70 Andrew Jones

Apologies: Councillor V. Kennedy (VK)

1706.01 APOLOGIES FOR ABSENCE: VK.

1706.02

REPORT FROM COMMUNITY POLICE

Report from the Community Police received by email on St Arvans and Howick incidents for the period 4th May – 12th June 2017.

Residents to remain vigilant and report any suspicious activity/crime **at the time** via either 101 or 999 if you deem it an emergency.

- a) 5/5/17 Report of stable/outbuilding broken into at a property on Church Lane in St Arvans. The door was forced breaking the lock. Items including a STIHL strimmer, leaf blower and a chainsaw were taken.
- b) Between the 4th and 5th of June there were several reports of thefts from tents at the Balter Festival that took place at Piercefield Park at the racecourse. All these thefts were confined to the festival area.
- c) The Your Voice priority for St Arvans village will stay at speeding vehicles for the next few months as this has already been established, which will be mainly covered by Go –safe (motorbike and Van which attends on a regular basis) and the Community speed watch .
Where Your Voice is concerned, an email is sent (via Gwent now and nhw) to ask residents in the area to express their concerns via a questionnaire and also knock doors to do the same. The latest round ended the first week of May. It will be actioned again September time to establish if residents views have changed.
- d) The mast is an environmental issue.
- e) Fly tipping is covered by environmental health and they would take the lead if anyone was caught dumping their unwanted rubbish. As you are aware a lot of the areas where rubbish is dumped are in woodland areas (NRW) and unfortunately it comes down to whoever owns the land to remove it. If any rubbish is found on public land and there is any information pointing to an individual it would again be the environmental health that would deal with the issue. If anyone witnesses rubbish being dumped it is advised to take the number plate of the vehicle along with the time and date and report it to environmental health dept.

The Chair noted that there is not a lot of police presence in the area. The response was there are 3 officers covering Chepstow.

1706.03 DECLARATION OF INTERESTS: None.

1706.04 TO NOTE MINUTES OF AGM MEETING HELD ON 9th May 2017

These were noted, proposed by MD and seconded by BHs, endorsed by all present with the exception of TN who objected to some of the technical wording.

TN requested input into the headings on the agenda.

TN said members of the public were welcome to attend group meetings but not join discussions unless they were co-opted to a group with a specific purpose. This was disputed by the other councillors.

1706.05 MATTERS ARISING FROM THE MINUTES OF 9th May 2017 (for information only):

- a) Ref 1705.05 – Addition to minutes. Record of meeting of 19/4/17 between SACC/Mr Lambert/Dean Close. The meeting took place. It was amicable and all matters were resolved.
- b) Ref 1705.01.c. – Code of Conduct. SB & RE attended the training provided by OVW. It was agreed that all relevant documents be downloaded and copied for all Councillors.
ACTION: RE
- c) It was agreed that all action items should go on the next agenda.

1706.06 Planning Matters:

- a) **Planning Applications considered by Planning Group since the last Council meeting.**
- b) DC/2017/00512 – Braeside. Devauden Road. NP16 6EZ. Demolition of existing detached single storey garage and erection of new detached single storey garage in altered position and erection of new garden room building.
ACTION: Council recommends approval but with a request that there is sufficient space for Pedestrians to walk safely.
- c) **Planning Applications decided by MCC/Planning Dept. since the last Council meeting.**
There were none.
- d) **To note receipt of planning applications/permissions received since the preparation of the agenda.**
There were none.
- e) DC/2017/00395 - Mast. Meeting held by MCC/Planning with CTL. SACC/Residents invited to attend.
The Chairman thanked RE, SB, BHs, Mr Cole and Mr Kellar for attending the meeting at short notice. Mr Cole presented significant information resulting in a firm commitment to have a public meeting between all parties. SACC are currently looking at alternative sites and/or the possibility of 2 smaller masts. **ACTION:** Clerk to add for discussion at next meeting.

Planning Group members attending a MCC training session. They now have 2 copies of the latest Development Plan (Feb 2014 edition).
It was agreed that each planning application report must be read thoroughly.

1706.07 Report from Councillor Ann Webb.

Councillor Webb Reported:

- a) DC/2017/00395 Mast – Agreed and understood SACC and residents' concerns. Apologies for the short notice of the meeting held by MCC with CTL. Happy that members of SACC and 2 residents could attend.
- b) Lower Wye Valley meeting – 14/6/17 at Chepstow Leisure Centre. **ACTION:** TN to attend.
- c) A466 – Geo Technical surveys will be ongoing. The rock will be reused by MCC.
- d) Quarry – no update

The Chairman thanked Councillor Webb for her report.

1706.08 Finance Matters / Monthly Accounts

a) To review the current bank balance and approve schedule of accounts.

HSBC, Current Account	£1,000.00
HSBC, Deposit Account	£9,128.04
Monmouthshire Building Society Account	£4,084.26
Total	£14,212.30

Minus outstanding cheques paid in May.

i) Came Insurance	Yearly Insurance	101125	443.86
ii) One Voice Wales	Yearly subscription/membership	101026	98.00
		Total	£541.86

Total £13,670.44

b) Invoices/Expenses and Salary Costs presented for Authorisation and Signature of cheques.

<i>To Whom</i>	<i>Reference to Work Done/Expenses/salary etc.</i>	<i>Cheque Number</i>	<i>Value £</i>
i) H McMahon	Clerk salary 1/6/17 – 31/6/17	Paid thru MCC	226.67
ii) St Arvans Trust	Fete Donation	101125	50.00
iii) St Arvans Church	Graveyard Donation	101126	100.00
iv) St Arvans Village Trust	Hire of Meeting Rooms (Feb 2017)	101127	41.20
v) Nigel Hoskins	Grounds maintenance	101128	153.00
vi) P&P	Pest control – Moles	101129	144.00
		Total	£714.87

The overall nett balance of accounts at June 2017 was £12,955.57

The accounts were agreed, proposed by RE and seconded by SB and all present agreed.

- c) Web site – **ACTION:** Clerk to investigate website training options. Prepare a handout for the SACC Fete stall to seek interest from residents in running the website.
- d) It was agreed that a gift be given to Mr Mike Taylor for his time in auditing the accounts.

- 1706.09** Adopt Independent Remuneration Allowance Panel. **ACTION:** Finance Advisory Group to review at their next meeting and advise the Full Council.
- 1706.10** Risk Assessment. **ACTION:** Ensure it is displayed on the website.
- 1706.11** Model of local resolution protocol for Community Council. **ACTION:** Add to next agenda.
- 1706.12** Asset List.
The asset list was agreed in line with the annual audit. It was agreed that a new format be adopted to include purchase price, date, replacements cost as there is no defined way to show depreciation. **ACTION:** Clerk to update.
It was queried whether the pound belongs to the village. **ACTION:** BH to investigate.
- 1706.13** Alternative communication methods.
It was agreed that it is important to raise the profile of the Council within the community. Therefore a survey of other local council's communication methods to be investigated. **ACTION:** RE
In the meantime: i. The Council will have representatives at the Village Fete. ii. The Council will forward all relevant emails to the residents.
- 1706.14** Annual governance statement/Audit.
The council reviewed all questions on the audit form.
The Chair thanked Mr Mike Taylor for his time, help and support in actioning the Internal Audit.
The Chair signed the report. It was proposed by SB and seconded by TN. **ACTION:** Clerk to send by registered post.
- 1706.15** **Highways Advisory Group Report:**
 - a) Election of Chair – BHs was elected.
 - b) Racecourse Matters – Traffic during recent Family Day event was discussed. The Chairman tabled photographs of traffic during the event which had been passed to Sgt Matthews who had shown them at a meeting with the Racecourse. Methods of resolving the problem were discussed and it was agreed that a meeting with the Racecourse as well

as the police and MCC should be convened.

TN queried the projected traffic due to the new dog show building. **ACTION:** TN to be provided with copies of historical information on the subject.

It was queried whether more barriers could be utilised. **ACTION:** BHs to investigate.

c) Speeding – No reports from A466.

Speed van was in the Nursery car park last week.

Speed watch have been operating.

Complaints had been received from top of Devauden Road where the speed of traffic made it dangerous to cross or enter the road. Review with regards to Village Gates. Regrettably it is not possible for speed watch to operate in this location because of police safety concerns for the volunteers.

Residents commented that when turning out of Laurel/Grange Park onto Devauden Road when the speed watch team are out, they can obstruct the view of oncoming traffic.

d) Village Gates – MCC/Paul Keeble has responded and agreed to hold a site meeting.

e) Devauden Road closure – No serious problems were reported. The work was completed during the Sunday morning.

f) MCC Monmouthshire road works – Email bulletin received detailing forthcoming road works as well as other events which may have an impact on traffic in Monmouthshire was felt to be useful. It could be circulated on the resident's distribution list and some items such as the racecourse events could be listed on the noticeboards. **ACTION:** Clerk

g) A.O.B. –

TN raised the problem of parking close to the fountain making traffic entering Devauden Road cross into the path of approaching traffic before being able to see them. **ACTION:** BHs to ask MCC if extension of double yellow lines is possible/advisable.

RE requested that the date of the next meeting and subsequent ones be decided.

The date of the next meeting was set as Tuesday 27th June at 4.30 pm at 42 Laurel Park with subsequent meeting on 4th Tuesday of the month.

The Chairman thanked the group for their time.

1706.16 Environment & Recreation Advisory Group Report (ERAG)

1. Election of Chair – MD to chair with RE to take notes.

2. a) **KGV Playing Field**

i) SB reported that the mole problem had been treated.

ii) The Wigloo was in need of some attention. SB & BH volunteered to work on it.

iii) Details have been sent from a company specialising in play equipment for less able children/adults; ideas to be taken to full SACC on 13th June. caloo.co.uk
ACTION: Investigate grant possibilities and contact Wye Valley Area Committee for advice.

iv) Rugby post request to be moved to another location. Possible impact on traffic if a second football pitch is added. **ACTION:** BH to discuss with the football club.

v) Memorial Hall: A query was raised in relation to the parking at busy events and also the In/Out system as it gets very congested. **ACTION:** BH to discuss with Mr. A Bolton.

vi) Weekly checks carried out. There is a crack in the seat on the speed boat which will need replacement. **ACTION:** BH to contact Mr A Bolton.

b) **SA Memorial Hall Playing Field**

(i) News awaited from VK.

3. **Other Business**

a) **Grass Cutting** This has been carried out by Nigel Hoskins & MCC. MCC have mown part of the side verge along Grange Road, but nothing has been mown at Howick. It was agreed by MCC in 2016 that both areas would be cut in tandem- **ACTION:** RE to check with MCC.

b) **The Fountain** It was agreed that enquiries be made to ascertain how it could be brought back into functioning use, rather than just a decorative piece of masonry.

i) Investigate ownership as it is not on the Asset List.

ii) Query water charges.

It was agreed that if it is part of the Asset list, quotes from plumbers should be sourced.

c) **GAVO Best Kept Village Competition** SACC's entry has been submitted to GAVO – judging will take place anytime between 1st – 30th June. BKV Poster has been

circulated on notice boards and in Fiveways.

A check list was made of areas to be scrutinised/tidied:

Planters – SACC have two near the Fountain and two at Jean's Shop

Bus Stop

Signs – St Arvans, 30mph

Pavement & verge weeds need to be sprayed **ACTION:** AW to request MCC to action.

Church yard(s) – screen needed for compost area, pollination area? SB reminded ERAG that CCs had agreed to help with churchyard tidying at a previous meeting.

KGV – cherry trees

SB had visited Robins Nursery; Natalie, the Manager, is keen to support the village with a gardening club. SB arranged to pop in a reminder poster.

d) St Arvans Front Gardens & Best Display of Hanging Basket(s) Competition

(rules appended). The Main Judge for the final part of the competition has been contacted, and has agreed to judge.

Community Councillor Pre-Judges were suggested as follows:

SB: Laurel Park & Grange Park

MD: Church Lane, Sycamore Court, Wyndcliffe Avenue

RE: A466, Manor View, Fordwich Close, Howick & Itton Road

BH: Devauden Road from Luff Family to A466 both sides (incl Forge Gardens, Court Gardens, The Woodlands

VK: Grange Road

Each Pre-Judge to choose best entry for Front Gardens and best entry for Display of Hanging Basket(s); pre-judging to be carried out by 29th/30th June with result forwarded to MD, who will then contact Main Judge. Main judging to be carried out by beginning of July.

e) Burning of rubbish SB reported remains of a small smouldering bonfire at the end of Grange Road, on the edge of Oakgrove Farm, containing what appeared to be plastic/polythene veterinary items and other paraphernalia. **ACTION:** MCC to be contacted for a solution.

f) DONM: Thursday 29th June 2017 at Church House, St Arvans, 9.45am

Attached: Best Front Garden & Best Display of Hanging Basket(s) Competition Rules

**COMPETITION RULES 2017
BEST FRONT GARDEN &
BEST DISPLAY OF HANGING BASKET(S)**

Definition

1. Best Kept Front Garden - garden area fronting the roadway and which is easily visible from the roadway.
2. Best Display of Hanging Basket(s) - single or multiple hanging basket display which is easily visible from the roadway.

Area

The area of judging will cover the ward area of St Arvans Community Council.

Judging

Each Community Councillor will pre-judge an allocated section and draw up a short list.

The Main Judge or Judges will view the short-listed entries and select the winners.

In the event that the Judge or Judges consider other Front Gardens or other Displays of Hanging Basket(s) worthy of inclusion on the short list, they must consult with the relevant Community Councillor before adding these to the shortlist. Only officially shortlisted entries can win.

To encourage fairness and continuity, every Front Garden and Display of Hanging Basket(s) will be eligible for judging each year. However, a Front Garden or Display of Hanging Basket(s) will need to be exceptional to win in consecutive years.

The Chairman thanked the group for their time.

1706.17 CORRESPONDENCE

To note and consider correspondence received since the previous meeting,

Circulated by letter/email and originating from:

- a) OVW email: Model local resolution protocol for Town & Community Councils.
- b) Resident email: Rubbish at Rogerstone Grange – It was collected.
- c) Vison ICT email: Notice of increase in billing charges.
- d) OVW email: A National Tribute to WW11.
- e) Email re resource for families i.e. advertising on the website – it was agreed to refuse the request due to insufficient information on the group.
- f) Email re Devauden Road Closure – covered in Highways report.
- g) Email re Governing Body at the Dell School – Next year SACC have a 4 year responsibility and require council representation on the governing body.
- h) Resident email: Leaflet drop for Village gardens –
- i) MCC Email: Planning guidance.
- j) St Arvans Trust email: Notice of increase in hire rates for the Meeting Rooms.

1706.18 ITEMS FOR PARISH MAGAZINE AND THE WEB SITE:

- a) Code of Conduct – Acknowledgement of the Community Council acceptance of Code of Conduct.
- b) Mast Update
- c) Fly tipping as per the input above from CO A. Jones. Ref 1702.d.

1706.19 Any Other Business for information only

- a) Data Protection – **ACTION:** Clerk to investigate and advice on cost.
- b) July meeting – clerk is away on holiday.

1706.20 DATE OF NEXT MEETING

The next Council meeting will be held on Tuesday 11th July at 7.00 pm in the Meeting Rooms. Citizens Advice Bureau will present from 7 – 7.30pm

The meeting closed at 9.20 pm.

Signed: Clerk

Date:

Signed: Chairman

Date:

OVW – One Voice Wales

MCC – Monmouthshire County Council