



**MINUTES OF THE MEETING HELD AT THE MEETING ROOMS
ON TUESDAY April 10TH 2018 AT 7.00PM**

Present Councillor S. Banfield (Chair) Councillor R. Edwards (Vice Chair), Councillor B. Howells, Councillor T. Newman,

In Attendance H McMahon, Clerk, County Councillor A. Webb,

1804.01 APOLOGIES FOR ABSENCE: Councillor M. Davies, Councillor V. Kennedy

1804.02 REPORT ON POLICE MATTERS: Report received via email

15/3/18 – Report of an Ivor Williams grey metal trailer taken from an open barn at Cophill Farm in Howick .
6/4/18 – Report of a group of youths gathering in the vicinity of Piercefield House near the racecourse where the caller believes they were letting off fireworks.

Residents were reminded to remain vigilant and report any suspicious activity at the time via either 101 or 999 in an emergency.

1804.03 DECLARATIONS OF INTEREST: There were none.

1804.04 PUBLIC SESSION: MCC Highways, Mr Roger Hoggins attended concerning speeding in village and to discuss options to reduce speed overall.
SACC Cllr Howells provided some background: residents' concerns about speeding were evident in the historical document created from responses from a village mail drop. Cllr Howells also produced graphs and data provided by MCC and police and reported that SACC had met with MCC, police and monitoring officer to discuss the results. At the time MCC had judged average speed to be acceptable and pointed out the infrequency of accidents. It had been pointed out that there was a need for whole day monitoring as speed watch had been active only at 8am and 7pm with limited police monitoring in middle of day. Cllr Howells requested latest cable data from MCC to allow analysis.
Cllr Howell reported the continued concern over speeding (reported through Facebook and face-to-face). Cllr Newman informed the group of the previous week's data collected during early afternoon traffic monitoring by himself and three other Speedwatch members. Of 20–25 vehicles, 5 were logged as speeding between 38 and 48 mph. A cyclist was one of the fastest. The problem of speeding cyclists down Devauden Road has been reported to SACC recently.
Mr Roger Hoggins was alerted to SACC interest in options to address speeding on Devauden Road & A466 and was informed that Picket Fencing on the entrance to the village is being planned and the Highways Group has reacted to residents' suggestions of pedestrian crossing/s, mini roundabout, barriers, speed/ average speed cameras. Cllr Banfield requested that Mr Hoggins respond to these suggestions. Mr Roger Hoggins stated that physical features and raising awareness are the two main options with most success resulting from the former although in a residential/rural area, not all options might be acceptable: speed humps make noise and speed signs have flashing lights. It was recommended that an incremental approach be taken beginning with the speed indicator and picket fence to indicate entry to the village. He agreed that upper Devauden Road pavements might be effectively widened/created to create chicanes to narrow the road forcing give and take. He also confirmed that average speed cameras were particularly effective; however there were very few fixed cameras in Monmouthshire and none on A or B roads, so provision was unlikely very soon.
Mr Roger Hoggins assured SACC that speeding is a priority issue to the authority and meetings with Go Safe, Police and village representatives are planned to address management.

Chair suggested Highways Advisory Group look at speed awareness measures on B4293 Howick/Itton Road as accident data is available; currently there are only two faded signs on the road at Howick with nothing to indicate vehicles entering and exiting Cockshoots Lane. It was pointed out that the missing Howick Sign has yet to be replaced.

ACTION: Mr Roger Hoggins to relate concerns to MCC engineers for advice/speed management solutions – he will return with options and SACC can decide how to proceed. He will also request current cable data and report the missing Howick sign.

Recycling: Request for clarity regarding efficient household recycling.

ACTION: Mr Roger Hoggins to provide definitive guidance of what Monmouthshire, as guided by Zuez at Avonmouth, will take.

Chair thanked Mr Roger Hoggins for his time and asked to liaise with Cllr Howells. Advised of open forum on 21/4 10am – 1pm. MCC/recycling were invited to attend.

1804.05 MATTERS ARISING FROM THE PUBLIC SESSION:

Highway Group to continue to liaise with MCC/Highways and ERAG to liaise with recycling.

1804.06 REPORT FROM COUNTY COUNCILLOR A. WEBB

County Cllr A. Webb reported:

A466: Cllr A. Webb continues to lobby Welsh Government for long term proposals, continued support and funding and to consult with affected communities and businesses that are adversely affected by closures. The road is currently open with planned closure in October – it was pointed out that this was a busy month for Wye Valley businesses.

Cllr A. Webb was informed that communication regarding closures and openings could be more clear and timely as there had been an issue with stock levels in the local shop.

Chair reported that she had reminded MCC Highways communication channel to check the subject line of emails when re-using contact groups e.g. not to leave 'Road Closure' as the subject when email was not about closure.

Climbing cliffs verges: Cllr A. Webb was reminded that there were cars parked beneath the cliffs and that Car park signage and verge rocks might deter this practice. **ACTION:** Cllr A. Webb to discuss with Steve Baldwin/MCC

Recycling: Suggestion to visit recycling depot as a group.

Chepstow Hospital: Cllr A. Webb agreed that a 5-year plan would be useful. Despite opposition, she reported the closure of the Dementia Ward in Chepstow Community Hospital. **ACTION:** Cllr A. Webb to clarify future plans for the building. SACC to apply also under freedom of information.

1804.07 ADOPT MINUTES OF THE FULL COUNCIL MEETING HELD ON APRIL 10TH 2017

The minutes were adopted as an accurate record

1804.08 MATTERS ARISING FROM THE MINUTES NOT REPORTED ELSEWHERE

Reference Minute Number: 1803.11

Db. Clerk laptop ongoing

Dc. Council indemnity ongoing

Be. Point of Order: Advice sought from One Voice Wales and the Society of Local Council Clerks endorses the right of the Clerk (who also acts as Responsible Financial Officer) to contribute advice at our meetings. Cllr Newman apologised for any upset unintentionally caused.

Reference minute Number: 1803.13i Correspondence: Friends of Racecourse dinner. It was noted that the invitation to attend would be declarable and that monitoring officer will be notified before the re-scheduled event.

1804.09 SCHEDULE OF PAYMENTS AND RECEIPTS FOR March 2018

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

i) Bank and Building Society Accounts

HSBC, Current Account £9,505.13

Monmouthshire Building Society Account £4,110.12

Total £13,615.25

ii) Minus £ p, comprising outstanding payments and outstanding debt to MCC

To whom	Reference to Work Done/Expenses/salary etc.	Cheque No.	Value £
1)MCC	Owing to MCC ref. Clerk's salary and expenses	Paid by MCC	906.68
		Total (y)	906.68

£12,708.57

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

To Whom	Reference to Work Done/Expenses/salary etc.	Payment Type	Value £
1).HM Clerk	Clerk's salary 1/4/18 – 30/4/18	Paid thru ??	226.67
2) Nigel Hoskins	Grounds maintenance	Internet 11/4	166.50
3) Merlin Waste	Dog Bin emptying (Mar & Apr)	Internet 11/4	28.56
4) St Arvans Trust	Hire of meeting rooms (Feb, Mar & Apr)	Internet 11/4	46.50
5) MCC	Annual Playground Inspection	Deferred	118.20
6) MCC	Refurbish Slide	Deferred	270.00
7) H McMahon	Sep-Mar 24 extra hours	Cheque	220.80
8) One Voice Wales	Training SB & TN/MD	Deferred	80.00
9) MCC	Clerk Salary	Internet 11/4	
		Total	

£11,551.34

- a. HSBC savings account has been closed and funds transferred into the current account.
- b. Ref item 5. Query on KGV MCC Inspection invoice. **ACTION:** Clerk – request copy of the report and ascertain the invoice is dated July 2017. Request that ERAG can accompany MCC officer during Inspection and that criteria should be shared.
- c. Ref item 8. Meeting venue was changed so Cllr Banfield had emailed to say couldn't attend. **ACTION:** Clerk to query charge.
- d. Request Mike Taylor as internal auditor.
- e. End of year accounts to be finalised.
- f. BDO audit upcoming.

The payments were agreed. Proposed by Cllr Banfield and seconded by Cllr Howells and all present agreed.

1804.10

REPORT FROM THE CLERK

- a. **Notice of clerk resignation.**
Councillors present accepted Ms McMahon's resignation with much regret and thanked her for the commitment and enthusiasm she had brought to the role over the last eighteen months, wishing her well for the future. Arrangements will be made to advertise the position. Clerk thanked everyone for their comments.
- b. **Outstanding action list:** Distributed.
- c. **Welsh language scheme** – it was decided not to sign up to the scheme
- d. **Training update:** Latest version distributed.
- e. **Data Protection/GDPR:**

1. Clerk handed out information on data protection provided at training and outlined the main issues. Councillors were advised not to use personal email addresses for council business, to delete historical material and to access further information online.
 2. Chair agreed to summarise the Regulations along with the ICO checklist to present to Councillors.
 3. Data Protection Officer –It has not been agreed that the clerk should act as the Data Protection Officer.
 4. Residents will need to agree that Clerk may hold data - name and email address – in the SACC distribution list. **ACTION:** clerk to email request to distribution list for permissions. GDPR folder to be set up holding all permission notifications.
- f. **Council Dinner: ACTION:** Cllr Banfield to book Piercefield. **ACTION:** Clerk to invite Mike Taylor, Internal Auditor for SACC. Propose date of 17/4/18. 6.30/7 pm

1804.11

A. PLANNING ADVISORY GROUP REPORT: (to be read prior to the meeting)
Cllr Edwards (chair) reported:

1. NEW APPLICATION DM/2018/0028 MCC letter to SACC 22/03/18
 5 Rogerstone Barns, Rogerstone Grange - conversion of roof space to provide additional bedroom & study area, with rear extension to accommodate stair to upper floor. Insertion of roof lights to light bedroom & study area & existing store.
Approval has been granted by MCC.
2. AMENDED APPLICATION DM/2018/00391 dated 02/03.18 (original app DC/2015/01410)
 Land adjoining 1 Fordwich Close, St Arvans - erection of three-bedroom dormer bungalow; application includes provision of 3 parking spaces.
PAG Comment: Plans appear straightforward; the provision of 3 parking spaces is to be commended as road parking is severely limited, particularly at this narrowing bend of the road. Neighbour at 1 Fordwich Close wishes to be advised of intended title/address for the property. Recommend approval.
3. PRE-APPLICATION CONSULTATION LETTER to SACC for and on behalf of CTIL, Vodaphone and Telefonica Ltd. dated 26/03.18
 PROPOSED BASE STATION INSTALLATION AT CTIL 241458 VF 95478 TEF 51032 GAER HILL FARM. ST ARVANS to provide new 4G coverage for Vodaphone and improved 2G/3G services; also enable Telefónica to provide a new 4G service and improved 2G/3G services within the St Arvans Community.
PAG Comment: CTIL/Vodaphone's application in 2017 for use of Sewage Works site was refused by MCC 14/02/18 after considerable campaigning by SACC and members of the community, particularly A Cole and A Kellar, who have consistently encouraged CTIL to explore sharing existing mast infrastructure which this pre-application consultation letter now addresses. Recommend notice to residents in all SACC noticeboards and via e-mail round robin; also display full application details at SACC Open Forum on 21/04/18.
4. Braeside: Letter from MCC incorrectly stated "on behalf" of SACC

Chair thanked the Planning Group for their time.

1803.11

B. HIGHWAYS ADVISORY GROUP REPORT: (to be read prior to the meeting)
Cllr Howells (chair) reported:

1. **Speeding**
 - a. Devauden Road/St Arvans A466 - speed data still awaited from GoSafe via MCC Phaedra Cleary. SACC to continue to pursue average speed camera for Devauden Road.
 - b. B4293 Itton Road/Howick – it was noted that speeding issues might be compared to those at Gwernesey. It was also noted that in 2016 a four-mile section of the B4235 Usk Road (between Budgens and the 'Usk Road' row of houses past The Huntsman) was subject to speed limiting and double white lines. **ACTION:** Highways to secure photographic record of measures - road markings and signs - at Gwernesey and to investigate efficacy of Usk Road measures if possible for next Highways meeting.
2. **Picket Fencing proposal** – awaiting MCC reply to proposal. **ACTION** Cllr Howells to chase
3. **Defibrillators**
 - a. Discussion on type of storage box for Howick/Itton Road – choice of familiar yellow square defib boxes or new green circular design with light. **ACTION** Cllr Howells to order and fit.
 - b. Defib maintenance – BH tabled spreadsheet for maintenance checks on defibs.

- c. Defib training – BH has arranged a session on 24/04/18 7.30pm at SA Meeting Rooms. Cllr Newman to inform several known interested parties. Cllr Edwards to invite Howick residents via Open Forum invitation.

4. Racecourse

- a. Roadside advertising – Cllr Newman to locate MCC advertising regulations on flyposting etc. **ACTION** Cllr Newman.
 - b. Racecourse has notified residents of Temporary Orders - 30mph speed limit on 50mph stretch between SA & Racecourse on race days (14th April, 2nd & 15th June, 13th July, 27th August, 13th & 14th October and 27th December), as well as preventing vehicles turning right into and from Gate 2 onto the A466.
- 5. Degradation of road signs** – referred to Roger Hoggins. Howick blue sign, removed from post in October has still not been replaced **ACTION:** refer to Cllr A. Webb
- 6. Recycling** - BH explained the confusion between MCC and recycling plants about the disposal of plastic and aluminium bottles, cans etc; issue to be raised with R. Hoggins, Viridor and other parties.
- 7. SACC Open Forum 21/04/18** – Cllr Edwards to provide display boards. Intended displays: Info on Speeding Data/ Community Speedwatch; Defibrillators; Picket Fence; Recycling; Best Kept Village to be displayed.
- 8. R. Hoggins meeting.** Items for the meeting were discussed and the list was sent to R. Hoggins before this meeting.

Chair thanked Cllr Howells for his report.

1804.11

C. ENVIRONMENT & RECREATION ADVISORY GROUP: (to be read prior the meeting)
Cllr Davies (chair) reported:

- 1. Dog Fouling** Red card system – it was agreed to investigate the implications of the schemes and advise recommendations.
- 2. KGV**
Moles – **ACTION:** monitor
KGV Equipment check completed. Cllr Newman has greased swings but reported considerable wear to fixings on the two main swings. It was agreed that the swings needed re-painting. The spring animals require cleaning.
It was agreed to replace both cradle seats, one having been reported as broken.
It was reported that the recently painted slide had not been prepared well, so that rust was already showing through. Chair has contacted MCC for reparation. **ACTION:** ERAG to source swing seats and investigate further maintenance needs.
Cherry Tree has been ordered. .
- 3. Playing Field**
Football Club - ongoing.
- 4. Best Kept Village Competition** Gwent Association Voluntary Organisations – Agenda next meeting. Cllr Banfield to complete forms.

Chair thanked ERAG for their time.

D: FINANCE ADVISORY GROUP REPORT: (to be read prior to the meeting)

1804.11

- 1. Payroll Update** -
a. **Action:** source and contact an independent accountant.
- 2. Salary** – Raised by 1 point, back dated to Sept 2017.

The Group was thanked for their time.

COMMUNICATIONS

1804.12

- a. **Website:** time constraints continues with loading of minutes, agendas and accounts. **Ongoing**
- b. **Facebook:** St Arvans Community page is working very well. SACC page is not used at all.
- c. **Notice Board Adverts:** Adverts to be within guidelines of A5. Residents to use key at shop.
- d. **Open morning** – Date 21/4/18. 10am – 1pm drop in session. All welcome.

- 1804.13 CORRESPONDENCE RECEIVED AND NOT REPORTED ELSEWHERE.**
- a. Email re enforcement investigation for Braeside – distributed
 - b. Email re training in Undy - distributed
 - c. Email from resident re broken swing - distributed
 - d. Email re Monmouth Newport Area meeting 19/4/18 at Usk – Cllr Edwards attends
 - e. Email OVW & SLCC joint event 16/5/18 in Wells – distributed
 - f. Email copy of letter sent to Health Board
 - g. Email Welsh Language Scheme
 - h. Email re Wales Audit Office survey finalised
 - i. Email from resident noting subject heading on email misleading – Chair responded
 - j. Agenda Area Committee meeting – Cllr Newman to attend

- 1804.14 PARISH MAGAZINE ITEMS there will not be a magazine next month. It was agreed to add to communications**
- a. Councillor & Clerk vacancies.
 - b. Open morning - drop-in event for residents on 21/4/18.
 - c. Defibrillator training

1802.15 DATE OF ANNUAL MEETING TUESDAY 9th May 2018 (7pm) followed by COUNCIL MEETING: TUESDAY 9^h May 2018 (7.20pm)

The Meeting closed at 9.20pm

Signed.....
Date.....