

ST ARVANS COMMUNITY COUNCIL
MINUTES OF THE MEETING HELD AT THE MEETING ROOMS
ON TUESDAY DECEMBER 12TH 2017 AT 7.00PM

Present Councillor S. Banfield (Chair) Councillor R. Edwards (Vice Chair),
Councillor B. Howells, Councillor V. Kennedy, Councillor M. Davies.

In Attendance H McMahon, Clerk

1712.01 APOLOGIES FOR ABSENCE Councillor T. Newman – apologies were accepted.

1712.02 REPORT ON POLICE MATTERS: The Community Police were unavailable to attend but reported via email

15/12/17 - Report of a break in to the restaurant area at Chepstow racecourse. No damage caused to gain entry but a large amount of spirits and wine were taken.

Please remain vigilant and report any suspicious activity at the time via either 101 or 999 if you deem it an emergency.

1712.03 DECLARATIONS OF INTEREST: There were none.

1712.04 PUBLIC SESSION

1712.05 MATTERS ARISING FROM THE PUBLIC SESSION: There was none.

1712.06 REPORT FROM COUNTY COUNCILLOR A. WEBB:

Cllr Webb was unavailable to attend.

Updates to be requested of Cllr A. Webb:

- a. 1711.06d Update on Adult Mental Health provision at Chepstow Hospital
- b. 1712.08b Request 5 year plan for Chepstow Hospital facility
- c. Report Howick sign has been removed from the post on A4293
- d. 1711.06b Organise a meeting with Mark Watkins re faded signage
- e. 1710.08a/1711.08e Query on leaflets drop for the cars on A466
- f. 1711.09j Update on Town & County Sector meeting
- g. 1711.10A2a Update on sharing of Mast
- h. 1711.10e Update on MCC Data Protection
- i. 1711A2a MCC responses / correspondence

1712.07 ADOPT MINUTES OF THE FULL COUNCIL MEETING HELD ON NOVEMBER 14TH 2017

- a. 1711.08c Refers to A466 at Wyndcliff Road works
- b. 1711.06b Howick does not require new signage, but replacement

These were approved, proposed by Cllr V. Kennedy and seconded by Cllr B. Howells and all present agreed.

1712.08 MATTERS ARISING FROM THE MINUTES NOT REPORTED ELSEWHERE

Reference Minute Number:

- a. 1711.06b Clerk to inform Cllr A. Webb re outstanding action on signage.
- b.1711.06e Cllr Banfield attending a meeting in Abergavenny in regards to Dementia ward and will update the SACC.
- c.1709.09d Cllr Edwards will source a range of headings. Cllr Edwards to email to SACC.
- d.Request to clear gutter/gulleys which have debris blocking. MCC/Keeble to action 'within 6 months'.
- e.It was noted that improving the environment is also one of the original remits of the Community Steering Group and that sharing of priorities and action might be productive.
ACTION: ERAG to make contact.
- f.1710.10c6 – GAVO Best Kept Village results. **ACTION:** Cllr Edwards distributed the report, and will email a copy to the clerk. **ACTION:** Clerk to contact Cyrene Powell and invite to Jan meeting to present further awards to Grange House, Mr & Mrs Davies and Pear Tree Cottage, Mr & Mrs Newman.
- g. 1711.10h SACC meeting 2nd Tuesday of each month with the exception of July. Omit the December meeting from the Standing Orders on the understanding that an extraordinary meeting may be called if required. Proposed by Cllr V. Kennedy and second by Cllr B. Howell. Unanimously agreed.
- h. 1711.10j Update on meeting of Town and County sector **ACTION:** Cllr A. Webb and Cllr T. Newman.
- i. 1711.10A2a Sharing of mast – **ACTION:** Clerk to email Cllr A. Webb for an update. SACC requests a response by Jan 2018 meeting.
- j. It is noted that all MCC emails to be copied to Cllr A. Webb.
- k. 1711.11C2a **ACTION:** Clerk to request a date for completion of painting of KGV slide by MCC.
- l. 1711 **ACTION:** Clerk to email councillors expense form.
- m. 1711.10a **Adoption of Code of Conduct 2017/18 – ACTION:** Cllr R. Edwards to forward to Clerk to upload to website.
- n. 1711.10b **Adoption of Standing Orders 2017/18 – ACTION:** Cllr R. Edwards to forward to Clerk to upload to website.
- o. 1711.10c **Adoption of Risk Assessment 2017/18 – ACTION:** Cllr R. Edwards to forward Clerk to upload to website.

1712.09 SCHEDULE OF PAYMENTS AND RECEIPTS FOR December 2017

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

i) HSBC and Building Society Accounts

HSBC, Current Account	£1,000.00
HSBC, Saving Account	£7,273.30
Monmouthshire Building Society Account	£4,110.12

Total (x) £12,383.42

ii) Minus £ p, comprising outstanding cheques paid during Dec 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	453.34
2)	Donation	101153	25.00
3)Planning Aid Wales	Training	101154	70.00
Total (y)			548.34

Bank Balance i.e. Total(x) – Total (y) = £11,835.08

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 1/12/17 – 31/12/17	Paid thru MCC	226.67
2) Nigel Hoskins	Grounds maintenance	Internet 14/12	171.00
3) Merlin Waste	Dog Bin emptying (Dec)	Internet 14/12	27.12
4) St Arvans Trust	Meeting Rooms Hire (Nov&Dec)	Internet 14/12	30.00
5) One Voice Wales	Seminar – GDPR	Internet 14/12	15.00
6) One Voice Wales	Training – HM Law	Internet 14/12	40.00
5) H McMahon	Web Support & SLCC Conference	101157	158.60
6) ICO	Subscription	101158	35.00
		Total	703.39

£11,131.69

The payments were agreed. Proposed by Cllr S. Banfield and seconded by Cllr R. Edwards and all present agreed.

b. Internet banking has been successful.

1712.10 REPORT FROM THE CLERK.

- a. **Notice Board update:** Adverts to be removed if in breach of the agreed formats.
ACTION: Clerk to create a notice stating A5 adverts accepted for charities and voluntary organisations only.
- b. **Training update:** Clerk attended the SLCC conference.
In discussing ongoing training requirements and reviewing the SACC action list, it was noted that there was an item outstanding since June. **ACTION:** Clerk to contact Alan Bolton reference the entrance/exit and parking spaces at the Memorial Hall.
- c. **Data Protection:** SACC are now registered with Information Commissioners Office ICO - UK's independent authority set up to uphold information rights in the public interest.
 - a. Awaiting update from One Voice Wales MCC on Data Protection.
- d. **Residents email addresses:** If you would like to be included on the village distribution list, please email clerk@starvanscouncil.co.uk with your contact information.

1712.11 A. PLANNING ADVISORY GROUP REPORT: Cllr R. Edwards Chair

Cllr Edwards reported:

Attendance: Sheena Banfield, Rita Edwards, Alex Cole, Barrie Howells

1. Apologies: A. Kellar.
2. Planning Applications\;
 - a. Gaer Hill Extension telephone mast: Group recommended Clerk to be asked to write to MCC officers, including Nia and designated officer (Rachel Keeble) and Cllr A. Webb to request response to previous email to MCC regarding the status of this planning proposal.
 - b. 14 Laurel Park: Cllr S Banfield had tactfully checked with immediate neighbours who had no issues with the application.
 - c. Braeside: Helen Etherington/MCC Enforcement Monitoring Officer has visited the site and has found the garage slightly larger than planned, and a window has been relocated.

- Applicant has been requested by MCC to submit a new application for consideration.
- d. Emergency Notice: 20th Nov 17 Intention to install Electronic Communications Apparatus on land at Porthcasseg Farm, i.e. a 'temporary mast' for O2. When Craig O'Connor/MCC Planning was contacted on 21st to inform him that a mast had been erected, he later confirmed that a temporary mast does not require planning permission. Mr A. Cole raised the issue that yet again there appears to be no communication between agencies wishing to improve telecommunications. Cllr R. Edwards suggested contacting Cllr Sara Jones/MCC who has had experience of these installations in her area of Llanover.
 - e. Mr A. Cole commented that a number of planning applications on the MCCs Planning portal are still shown as 'Current' often several years after the planning application was submitted. Clarification would be sought.
3. Future Group 2018 meeting dates at 6pm: 3/1/18, 31/1/18, 28/2/18 (5.30pm) and 4/4/18.
 4. Query on the Racecourse wall, **ACTION:** Clerk to email for an update.

Chair thanked the Planning Group for their time.

**1712.11 B. HIGHWAYS ADVISORY GROUP REPORT: Cllr B. Howells Chair
a Cllr Howells reported:**

- **Racecourse.** No further update since last meeting. The shrubbery along the A466 outside the Racecourse has been cut by MCC. It was agreed that Councillor Webb should be thanked.
- **Picket Fencing Proposal.** A site meeting on the A466 was convened on 16th November to discuss with MCC the proposal with those present being B. Howells, A. Newman, S.Banfield (SACC), P. Keeble (MCC)
 1. P. Keeble explained that he had no objection to the idea as long as it adhered to legal parameters, e.g. that the fencing needed to be at least 450mm from the carriageway but the present financial situation as far as MCC was concerned was very tight. The possibility of shared cost was suggested by SACC.
 2. He also said that MCC view was that average traffic speed along the A466 has been recorded as within the 30mph limit, but he agreed that much of the information related to non-peak times of day.
 3. B. Howells said that some time ago MCC had provided spreadsheet data which enabled SACC to examine speeds in much more detail, and he asked if they could provide similar data from more recent use of the cable monitors for comparison.
 4. P. Keeble suggested that SACC should provide sketches of their proposal to MCC/B. Kinsella. SACC agreed to do so.
 5. The actual positioning of the fencing on the A466 Northbound was discussed. It was agreed that it was not necessary to place them at the 30mph limit, but they would probably be better closer to the village, and maybe at an angle to the carriageway.
 6. Even though it was not a peak period for traffic through the village, P. Keeble appreciated the problem of the speed of traffic.
 7. SACC thanked P. Keeble for his attendance.

These notes were discussed and it was agreed that sketches be prepared of the proposal to be sent to MCC/ B. Kinsella. **ACTION** Cllr B. Howells.
It was also agreed to request updated recent speed monitoring cables data from MCC. **ACTION:** Cllr B. Howells.
- **Pedestrian Crossing at Piercefield.** MCC/P. Keeble said during the site meeting that he considered the concrete kerbs of the traffic island outside the Piercefield to be dangerously high and would investigate their removal. The possibility of providing a pedestrian crossing at the same point was raised with him, but it was not clear if this would be possible. To be clarified. **ACTION:** Cllr B. Howells.
- **Traffic calming:** Council supports the concerns of residents. **ACTION:** Clerk to request options from MCC/P Keeble. **ACTION:** SACC to seek consultation with the community in leaflet drop, Fiveways advertisement and set up of drop-in sessions. SACC to review historical data and set up a meeting in Feb 2018

- **Speed van camera** has been active on Devauden Road.
- **Complaint** received on speeding, drains etc. on Devauden Road. The content of a reply to be sent to correspondent was agreed.

b Cllr R. Edwards raised the problem of speeding on Itton Road near Cockshoot Lane which is a derestricted route. There had been another serious accident requiring police attendance recently, and they had agreed that it was a dangerous road. The number of vehicles using Cockshoot Lane has increased considerably adding to the problem. **ACTION:** Clerk to contact MCC/P Keeble re traffic awareness of Cockshoot Lane entrance & speed awareness in view of recent police-reported and non-reported accidents.

ACTION: SACC to review MCC website and download organisation list.

c Chair thanked Cllr Howells for clearing pathways from Piercefield down to waterworks after a comment from a resident. Resident emailed to thank Cllr B. Howells.

Sign on Piercefield side to be cleared by MCC/Highways – **ACTION:** Clerk to find out who the hedge belongs to and request MCC to cut it back

Chair thanked the Highways Group for their time.

1712.11 C. ENVIRONMENT & RECREATION ADVISORY GROUP REPORT: Cllr M. Davies Chair:

a KGV Playground

- Play Equipment **ACTION OUTSTANDING:** Cllrs Davies & Banfield to visit Tutshill play equipment for ideas. Ongoing weather permitting.
- Christmas Lights have been activated. **ACTION:** Cllr Howells will make a courtesy check with householder that an RCD is attached.
- Cllr Davies to purchase Christmas presents for J Paterson and N Hoskins.
- Weekly checks have been carried out.

b. SA Memorial Hall Playing Field

- Request from Chepstow Garden City Junior Football Club to improve ground, i.e. aeration etc. **ACTION:** Clerk to give approval to GC.

c. Grass Cutting, verges, maintenance ERAG will prepare a definitive schedule of paid-for work and MCC scheduled work and discuss areas of concern raised (e.g. weeds in gutters, several overgrown hedges and vegetation affecting pedestrian use of pavements during the growing season etc.) **ACTION:** ERAG to discuss appropriate methods ensuring safe pedestrian access to pavements, including sharing contractor information with residents. **Cllrs Davies & Banfield.**

d. The Fountain Although MCC have confirmed they do not own it, it was agreed to check further – either with Land Registry or the County Monuments Register. **ACTION: Cllrs Edwards & Banfield.**

e. The Pound (Devauden Road) a local resident claims that it was never an animal pound, but an enclosed area housing header pipes leading to a water source. It was agreed to investigate further. There has been no response from a former resident. **ACTION: Cllrs Banfield & Edwards.**

f. 2017 GAVO Best Kept Village Competition St Arvans was not successful this year, with a number of areas for improvement noted by the judges. **ACTION:** Cllr Edwards has forwarded the report for future discussion.

g. Defibrillators: Howick/Itton Road location to be investigated.

- Cllr Howells has yet to receive responses from Welsh Heart Charity (spare parts) or Judith Langdon (Defib cluster group). **ACTION:** Cllr Howells to prepare email for Clerk to send to Rachel Keeble and Cllr Webb to follow up. Cllr Howells requested that Finance Group consider supporting the provision of more defibrillators elsewhere in the village. **Action:** Finance Group to discuss.

DONM: 4th January 5pm at Church House. Chair thanked the ERAG Group.

1712.11 D: Finance Advisory Group.

- a. ICO registration completed.
- b. HSBC accounts to be amalgamated.
- c. Adopt Financial Regulations 2017/18 **ACTION:** Cllr Edwards to date and forward final draft to Clerk to upload to website and arrange the printing of 9 hard copies via Honeycomb. Ongoing
- d. Review Remuneration Panel Document.
- e. Precept £11,970 was agreed . It was also agreed to be prudent but the need for reserves was required. Proposed by Cllr S.Banfield and seconded by Cllr R. Edwards and all present agreed

Chair thanked Cllr R. Edward for preparing the finance document.

1712.12 COMMUNICATIONS

- a. **Website:** Some issue with loading of old minutes and agendas. Clerk to monitor with the help of Vision ICT.
- b. **Facebook:** Notice from a resident in relation to The Active Travel (Wales) Act/MCC – aim to promote the use of cycling and pedestrian routes within the county. There is an online survey on the MCC website.
- c. **Notice Board Adverts:** The adverts must be non-commercial and be A5 size. Please be advised the Clerk will monitor and remove any unsuitable adverts. Clerk reported that Laurel Park notice board has been frozen shut.

1712.13 CORRESPONDENCE RECEIVED AND NOT REPORTED ELSEWHERE.

- a. Email – Mikala Nash, International Musical Eisteddfod, Llangollen donation.
- b. Email – Resident, Pavements at village entrance/exit. (Sent to Highways Group)
- c. Email – Resident, thanking SACC for email update on ward closures and requesting SACC “to vigorously convey the worry and apprehension felt by their constituents”. (Sent to SACC)
- d. Email – Latest news and stories from Natural Resources Wales. (Sent to ERAG)
- e. Email – NRW funding and support 2017/18. (Sent to ERAG)
- f. Email – MCC Press release, winning with social media. (Sent to residents)
- g. Email – Welsh Ambulance Service request for donation.
- h. Email – Heating requirements for the Xmas holiday period.
- i. Email – Christmas card from leader of Monmouthshire County Council
- j. 11/11/18 A nations Tribute – end of First World War. Confer with PCC
- k. Remembrance Service – Request that we would like a representative of the Community Council to attend next year. – British Legion is contact. **ACTION:** Clerk to contact Clerk to Chepstow Town Council.

1712.14 PARISH MAGAZINE ITEMS – No edition in Jan 2018

- a. Councillor vacancies.
- b. Consultation event for residents re traffic calming.

1712.15 DATE OF THE NEXT COUNCIL MEETING: TUESDAY 9th JANUARY 2018

The Meeting closed at 9.05pm

Signed.....

Date.....