

ST ARVANS COMMUNITY COUNCIL
MINUTES OF THE MEETING HELD AT THE MEETING ROOMS
ON TUESDAY FEBRUARY 13TH 2018 AT 7.00PM

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

In Attendance H McMahon, Clerk, Ann Webb, County Councillor,

1802.01 APOLOGIES FOR ABSENCE: Councillor V. Kennedy

1802.02 REPORT ON POLICE MATTERS: Report received via email 22/1/18 – Report of 1 male arrested for drunk driving on the A466 between the racecourse and St Arvans.

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

1802.03 DECLARATIONS OF INTEREST: There were none.

1802.04 PUBLIC SESSION:

1802.05 MATTERS ARISING FROM THE PUBLIC SESSION: There were none.

1802.06 REPORT FROM COUNTY COUNCILLOR A. WEBB

Updates requested of Cllr A. Webb:

- a. Fountain – Old press release given to Cllr Banfield stating that County Council own the fountain. Des Pugh was reporter and may have further information.
- b. Mast – Further documentation given to Cllr Banfield.
- c. Magistrate – 28/2/18 deadline for application to become a magistrate.
- d. A466 closure – Closure from next week, with possible opening over Easter dependent on safety.
- e. Council tax increase to £4.75 from £3.95.
- f. 1712.08b Request for 5 year plan for Chepstow Hospital facility, in the knowledge that the land is privately owned. **ACTION** CCllr Webb to request information on future plans. **ACTION** Clerk/Chair to write to Chepstow Hospital Board of Directions under freedom of information act for 5 year plan.
- g. Howick sign (removed from the post on A4293). **ACTION** CCllr Webb to send reminder.
- h. 1711.06b Faded road signs – review is ongoing with possible renewal of lettering. **ACTION** CCllr Webb reported that MCC were pursuing quotations. Details of named officer to be shared.
- i. 1711.10e Update on Data Protection: MCC provide insurance (£35) for County Councillors. **ACTION** Clerk to contact Ovw and MCC Alison Jones/Rachel Keeble to enquire about insurance policies for community councillors/council.

1802.07 ADOPT MINUTES OF THE FULL COUNCIL MEETING HELD ON JANUARY 9TH 2017

Minutes adopted as an accurate record.

1802.08

MATTERS ARISING FROM THE MINUTES NOT REPORTED ELSEWHERE**Reference Minute Number:**

- a. Concern over climbers' cars/vans parking inside the coned area to prevent future parking. **ACTION:** CCllr Webb to discuss with Highways.
- b. Upload minutes & agenda to website – **ACTION:** Clerk ongoing, time limitation.

1802.09

SCHEDULE OF PAYMENTS AND RECEIPTS FOR January 2018**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	£9,727.49
Monmouthshire Building Society Account	£4,110.12

Total (x) £14,837.61

ii) Minus £ p, comprising outstanding cheques 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	226.67
		Total (y)	226.67

Bank Balance i.e. Total(x) – Total (y) = £14,610.94

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 1/2/18 – 28/2/18	Paid thru MCC	226.67
2) Nigel Hoskins	Grounds maintenance	Internet 14/2	144.00
3) Merlin Waste	Dog Bin emptying (Feb)	Internet 14/2	27.12
4) St Arvans Trust	Meeting Rooms Hire (Jan)	Internet 14/2	60.00
5) Vision ICT	Website updates	Internet 14/2	180.00
6) MCC	Clerk Salary	Internet 14/2	702.42
7) MCC	Ground maintenance	Internet 14/2	773.46
8) H McMahon	Pieces Computer Maintenance	Cheque 101160	40.00
		Total	2153.67

£12,457.27

The payments were agreed. Proposed by Cllr Newman and seconded by Cllr Edwards and all present agreed.

1802.10

REPORT FROM THE CLERK.

- a. **Training update:** Clerk to attend Social Media Training in March.
- b. **Data Protection training:** Tuesday 27/2/18 at 6pm in the Council Chamber. County Hall, Usk. Clerk unavailable, so Cllr Newman offered to attend. **ACTION:** Councillors to send relevant questions to Cllr Newman.
- c. **Outstanding ACTION list:** Distributed.
- d. **Council Dinner:** 7/3/18. Piercefield booked. **ACTION:** All to advise meals choices in advance; menu online.
- e. **Hours:** Clerk over by 36.5 since Sept 2017.

1802.11

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

1. **New/Amended Planning applications** –It was noted that a planning application for access/driveway works at Wyndcliffe Court has been posted on the telegraph pole outside the property on Penterry Lane. The application is on the portal under Tintern. **ACTION:** Query to be raised with MCC/planning.
2. **Telemasts**
 - 2.1 Amendments to original notes: Sewage Works Telemast -Vodafone
Gaer Hill Telemast works: EE
Porthcasseg: O2
 - 2.2 Update on Sewage Works (Vodafone) Telemast application DC/2017/00395 AC reported:
 - a. Benjamin Terry (MCC, landscape; requested by Nia Watts) made a site visit to undertake a detailed visual impact assessment of the proposed Sewage Treatment Works site. His report included a good range of photographs utilising a helium-filled balloon at the end of a 24m string. The visual impact was considerable. The present screening of leylandii trees was treated as irrelevant, such potential screening being time-limited due to the age of these trees.
 - b. The “emergency” application for the temporary mast installation at Porthcasseg Farm has been made by CTIL, who are also the initial applicant for the Sewage Works mast application.

Recommendation:

- Group recommends that Lesley Griffiths AM, Nick Ramsey AM/ David Davies PM /Nia Watts /Craig O’Connor/ Mark Hand MCC should be contacted as appropriate to attend a meeting (with Devauden and Tintern CC) to share our concerns regarding the lack of communication between providers. CCllr Webb advised that there may be no need for this meeting and preferred the suggestion that SACC engage with Devauden and Tintern Councils which share the issues and have a common view. **ACTION:** CCllr Webb to look into letters sent which were not received.
 - Knowing that CTIL are not going to provide more information as requested, group requested the date of 28th February for ‘determination’ be brought forward for refusal which Nia Watts/MCC had relayed in telecom with Cllr Edwards. **ACTION:** CCllr Webb to ask and feed this back.
 - To approach CTIL (Dianne Perry) should the planning application be refused to ascertain whether a combination of Frith Wood/Gaer Hill would work and to request what the data from the temporary mast is available; what might be the next step for provision of Vodafone; to invite communication.
3. **Open House for Residents /Mail Out** Mr Cole was thanked for producing colour maps of SACC Ward area, together with pointers showing sites of masts (including Porthcasseg).

This will be useful for clarification to residents in the forthcoming Newsletter & Open Session.

4. Any Other Business

County Cllr Webb engaged with discussion and Highways/ERAG meeting suggestions: a zebra crossing (outside Piercefield); chicanes/traffic 'priority' passing on Devauden Road; removal of 50mph sign so close to the village (S side); speed limit of 20mph limit through village; rumble strips at Howick/Itton Road; picket fencing.

Chair thanked the Planning Group for its time.

1802.11

B. HIGHWAYS ADVISORY GROUP REPORT: (to be read prior to the meeting)

Cllr Howells (chair) reported:

1. SPEEDING

- 1.1. Data from recent speed monitoring cables has been requested from MCC, but not received. Request to be resubmitted.
- 1.2. **Proposed public meeting on speeding.**
Historical data on speeding from a survey and meetings in 2014/2015 was reviewed and the results examined to determine unresolved areas of concern. These included speeding on Devauden Road, lighting on the pedestrian crossing at the Racecourse, provision of a pedestrian crossing on the A466 and other methods of reducing speeding on the A466.
- 1.3. As a number of residents have recently raised concerns on speeding it was suggested that a public meeting on the subject, should be preceded by a meeting with MCC to clarify the situation beforehand. MCC position regarding the lack of accidents and speed data evidence was noted.
- 1.4. It was agreed to investigate numbers of people visiting the shop, Memorial Hall and playing field to provide information on the need for a pedestrian crossing.
- 1.5. Mr. Whitford shared an outline of St. Arvans Speedwatch Group and he stated the need for further volunteers. To this end an item will be included in the Fiveways Parish Magazine including enrolment criteria. He reported that 8 to 10 vehicles were being reported during each monitoring period, and that the issue was further monitored by the police motorcyclist and van cameras. Councillors expressed their appreciation of the work being done by Mr. Whitford and his team.
- 1.6. Chairman tabled sketches showing suggested positions of Picket Fences on the A466. It is proposed to forward amended copies of these to MCC/G. Kinsella for his comments.
- 1.7. Speeding on Howick/Itton Road was discussed. There had been several accidents on this road and traffic entering from Cockshoot Lane has increased. It is proposed that a letter be sent to MCC requesting a site visit to review the possibilities of speed restrictions

2. RACECOURSE

- 2.1. New building. In view of the changes regarding the future new building Racecourse will be approached to enquire about the proposed uses and their effects on traffic.
3. **Memorial Hall playing field** The Racecourse management are looking at proposing a simple contract for its use. Financial Regulations state that we should have a document -
ACTION: Clerk to add to agenda for March
- 3.1. It is understood that an approach by another organisation to use the football field is not likely to be pursued as they were unaware of its present user.

4. STREET SIGNS

- 4.1. Deterioration of street signs is being addressed by MCC. SACC to also carry out a survey.

5. DEFIBRILLATORS

- 5.1. Chepstow & Caldicot cheque for £600 from Lions as payment for a third defibrillator has been forwarded to the British Heart Foundation who have agreed to supply it.
- 5.2. CPR training courses are being arranged. Possible attendees to be pursued to

confirm interest and availability for courses. Publicity in Fiveways, SACC notice boards and leaflets to be arranged.

ACTION: It was agreed that Clerk should investigate whether the cabinet for the Howick/Itton Road Defibrillator kindly supplied by The Lions can be purchased before the new financial year and that Cllr Edwards should continue to seek appropriate electrical source.

6. A466 CLOSURE.

6.1. Changed dates for closure have been publicised by the Clerk.

6.2. The state of the pavement on the A466 North of St. Arvans was discussed, and it was agreed by SACC to send a strong letter to MCC regarding the degradation. In answer to a query about the footpath opposite Mistletoe Cottage the Chairman said he would look out historical information on this subject. It was noted that the hedge had been cut back.

7. GULLIES/DRAINS.

7.1. MCC have reported that these have recently been cleaned but there were a number of cars which prevented some being cleaned. **ACTION:** Clerk to email of thanks to MCC.

8. AOB

8.1. Cllr Newman asked that with the impending removal of the tolls on the Severn Bridge whether SACC could be involved with any MCC discussions on the knock-on effects on traffic. Authorities involved in discussions: Monmouthshire CC, FOD District Council, Gloucester CC, Chepstow Town Council. **ACTION:** Cllr Newman to request adding to Lower Wye Area Committee meeting discussions.

Chair thanked Cllr Howells for his report.

1802.11

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

1. KGV

- a) KGV Equipment check carried out
- b) Further play equipment: a site visit to Tutshill having been carried out. It was agreed to find costings for equipment, investigate criteria for grant(s), discuss options with residents through open morning, Steering group.

2. Playing Field

Discussion of Playing Field use and maintenance was referred to a separate meeting to consider recommendations to council regarding usage, required maintenance, frequency of mowing, contributions towards costs, contract.

3. Best Kept Village Competition Gwent Association Voluntary Organisations

- a) It was agreed that entry is made to the BKV competition in relevant categories and that relevant communication channels be used to engage community.
- b) It was agreed that ERAG identify interest (and locations) in meeting environmental criteria eg polli-friendly area(s), bug hotels, edible/herb gardens.

4. Fountain and Pound

- a) The Pound is a listed Monument; Land Registry does not clarify ownership; former resident admitted the land across the road from his property was not on deeds. It was agreed to continue to make enquiries.
- b) Fountain (MCC owned). It was agreed that quotations for possible re-connection of water supply to Fountain be pursued. It was observed that the fountain requires some maintenance; **ACTION:** it was agreed that clerk enquire of MCC in the first instance.

5. Work schedules It was agreed that a schedule of SACC-funded Work be put out to tender as appropriate.

It was agreed to place the maintenance of St Arvans Hall grounds into the hands of the Hall committee (which can monitor quality). **ACTION:** Clerk to inform Hall Committee.

7. Recycling It was agreed that advice on recycling be prepared and shared with residents through appropriate modes of communication

Chair thanked ERAG for its time.

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

1802.11

1. **Budget:** £11690
ACTION: Cllr Edwards to email spreadsheet to Clerk to attach a copy to January minutes and print copy for Cllrs Davies & Newman.
2. **Increase in MCC cost** for SACC payroll from £75 to £754.
Timing of the notice of this very big increase did not allow inclusion in Precept. MCC advised SACC should engage with HMRC on-line as do all but 13 of the Monmouthshire Community Councils.
ACTION: source an independent, payroll-knowledgeable body. Clerk to contact other local councils for their operating procedures; Cllr Newman to contact a local accountant - Mr Watkins – (estimated at £25 plus VAT). **ACTION:** CCllr Webb to ask Trellech for their procedures.
ACTION: Clerk to prepare timeline of events and complain to MCC regarding lack of notice.
3. **ICO – ACTION:** Clerk to email councillors and print a copy for TN.
4. **Laptop – ACTION:** Cllrs Banfield & Edwards to source appropriate laptop from John Lewis (if competitive). Microsoft office to be included.
5. **Clerk availability. ACTION:** Clerk to request Vision ICT to forward Clerk@ emails to Chair when “out of office.”
6. **Councillor Indemnity Insurance – ACTION:** CCllr Webb request clarification and report back.
7. **Clerk Salary –** It was agreed to move the clerk’s salary by 1 point to L16 (pro-rata) backdated to September. It was agreed that Appraisal and Salary Review must coincide in Sept 2018. **ACTION:** Clerk to contact MCC payroll to **ACTION** payment.
8. **Councillor Allowance –**Independent Remuneration Panel advise £150 per year for each councillor. Recommendation from Finance group that SACC Councillors be paid the allowance. C Cllr Webb stated that it might act as an incentive for potential councillors. Cllr Newman objects to the proposed payment from tax payers money. He states that councillors are volunteers and need not be out of pocket since any expense incurred can be readily recoverable and accountable.
ACTION: Clerk to investigate whether payments are statutory.
9. **Council Dinner –** date agreed 7/3/18 7.30pm at Piercefield. **ACTION:** Menu choices discussed. **ACTION:** Clerk to invite Mike Taylor, Internal auditor.
10. **Adopt Financial Regulations 2017/18 ACTION** Cllr Edwards to date and forward final draft to Clerk to upload to website.

Chair thanked Finance Group for its time.

1802.12

COMMUNICATIONS

- a. **Website:** Issue continues with loading of minutes, agendas and accounts. - **Ongoing**
- b. **Facebook:** No update.
- c. **Notice Board Adverts:** Adverts are all within guidelines.
- d. **Open morning –** proposed date 21/4/18. 10am – 1pm drop in session.
- e. **Fete:** 16/6/18 SACC to have a stall.
- f. **Email addresses for residents. ACTION** Add this item to leaflet drop

1802.13

CORRESPONDENCE RECEIVED AND NOT REPORTED ELSEWHERE.

- a. Email – Resident query re gardening – sent to ERAG
- b. Email – Enforcement list – sent to councillors
- c. Email – A. Bolton: Memorial Hall parking – sent to councillors
- d. Email – Welsh Water – 5 weeks work to commence at Grange Road reservoir 19/2/18
- e. Email – Steering Group Litter Picking report – Clerk to send Thank you

- f. Email –BM James Maintenance requesting opportunity to tender
- g. Email – Michael Carter, Sports and Play consulting
- h. Email – Requesting information on Russian Museum in St Arvans (advised to ask on Facebook page)
- i. Email – Independent Review Panel list of events –. Clerk to resend to Cllrs as attendees are required
- j. Email – MCC Planning Application process changes – forwarded to Cllrs
- k. 11/11/18 A Nation’s Tribute – end of First World War. Confer with PCC
- l. Letter – Register of Electors forwarded to Cllrs
- m. Letter – Wildlife and Countryside Act 1981 – order of 22/1/18. Send to Cllr Howells
- n. Letter – Review of community boundaries and electoral arrangements for information
- o. Letter – Tenovus request to be Council’s nominated charity
- p. Cllr Rita Edwards presented Councillors with a folder containing all relevant SACC documentation and advised that draft copies be discarded. Chair thanks Cllr Edwards for her work in preparing the documents and sourcing the logo and the printed copies.

1802.14 PARISH MAGAZINE ITEMS

- a. Councillor vacancies.
- b. Open morning - notice of drop-in event for residents on 21/4/18.
- c. Mast applications update.
- d. Defibrillator training.

1802.15 DATE OF THE NEXT COUNCIL MEETING: TUESDAY 13th March 2018

The Meeting closed at 9.10pm

Signed.....

Date.....