

**ST ARVANS COMMUNITY COUNCIL**  
**MINUTES OF THE MEETING HELD AT THE MEETING ROOMS**  
**ON TUESDAY JANUARY 9<sup>TH</sup> 2018 AT 7.00PM**

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

In Attendance H McMahon, Clerk, Cyrene Powell (Chair) & Rose Parkhouse, Bee  
Friendly Monmouthshire

**1801.01 APOLOGIES FOR ABSENCE**

**1801.02 REPORT ON POLICE MATTERS:** Report received via email

St Arvans Crime Report for 18/12/17- 8/1/18: Two incidents of forced entry to Racecourse Hospitality building. One on Christmas Day, the second on Boxing Day. Theft of wines and spirits.

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

**Your Voice Priorities for St Arvans Ward:** Questionnaires have been reviewed. The priorities Residents indicated were: (1) reduction of speeding through the village (2) request for regular patrols to deter crime. Speed camera van and mororbike will be in place as available.

**1801.03 DECLARATIONS OF INTEREST:** There were none.

**1801.04 PUBLIC SESSION:** Bee Friendly Monmouthshire representatives attended to present awards to the winners Grange House Mr & Mrs Davies and Pear Tree Cottage Mr & Mrs Newman in the new Best Kept Village category "Most polli-friendly houses." 15 villages were judged. There will be further details in the Parish Magazine.

Bee Friendly Monmouthshire is available and keen to give talks on this important subject. If you are interested, please contact the clerk.

**1801.05 MATTERS ARISING FROM THE PUBLIC SESSION:** There were none.

**1801.06 REPORT FROM COUNTY COUNCILLOR A. WEBB**

Updates requested of Cllr A. Webb:

- a. 1711.06d Update on Adult Mental Health provision at Chepstow Hospital: MCC have sent letter to Health Board in disagreement – **Action** Cllr Webb to forward copy of the letter. Councillors and residents may complete survey individually. **Action** Cllr Banfield to email it to clerk who will forward to councillors and residents.
- b. 1712.08b Request 5 year plan for Chepstow Hospital facility, in the knowledge that the land is privately owned. **Action** Cllr 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.  
Health services consultation meeting being held tomorrow at Hub.
- c. Report Howick sign has been removed from the post on A4293; **Action** Cllr Webb send reminder.
- d. 1711.06b Review of faded road signs is ongoing, possible renewal of lettering. Bilingual

- signage may create lengthy signs. **Action** Cllr Webb to forward contact details of officer.
- e. 1710.08a/1711.08e Query on leaflet drop for climbers' cars parked under the cliffs on A466: Steve Baldwin/MCC does not believe it will have any effect.
  - f. 1711.09j Town & County Community Sector meeting: No update. **Action** Review survey and respond.
  - g. 1711.10A2a Update on sharing of Masts by 4G providers: ongoing.
  - h. 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.
  - i. 1711.10A2a MCC slow responses/correspondence: It was agreed that all correspondence should be time bound.
  - j. Wyndcliffe - Planning update. Alternative tiles for roof have been judged unacceptable.

**1801.07 ADOPT MINUTES OF THE FULL COUNCIL MEETING HELD ON DECEMBER 12TH 2017**

- a. 1712.08g replace 'July' with 'August'.
- b. 1712.08g/1711.10h (re: Meeting schedule) Cllr Newman stated that S.O. cannot be amended within 6 months of adoption. Motion to agenda amendment in April 2018. Minutes Adopted as amended. Proposed by Cllr Davies and seconded by Cllr Kennedy.

**1801.08 MATTERS ARISING FROM THE MINUTES NOT REPORTED ELSEWHERE**

**Reference Minute Number:**

- a. 1709.09d Cllr Edwards presented the logo. – Unanimously agreed to use on all letterheads, policies etc.
- b. 1709.09e It was noted that improving the environment is also one of the original remits of the St Arvans Community Steering Group and that sharing of priorities and action might be productive. **Action** ERAG to make contact – ongoing.
- c. 1711.11C2a **Action** Clerk to request a date for completion of painting of KGV slide by MCC. **Action** Cllr Webb to follow up
- d. 1711.10a **Adoption of Code of Conduct 2017/18** – **Action** Cllr Edwards to forward by Feb 1st to Clerk to upload to website.
- e. 1711.10b **Adoption of Standing Orders 2017/18** – **Action** Cllr Edwards to forward by Feb 1st to Clerk to upload to website.
- f. 1711.10c **Adoption of Risk Assessment 2017/18** – **Action** Cllr Edwards to forward by Feb 1st to Clerk to upload to website.
- g. 1712.11b Speeding through Howick should be included in Highways. **Action** Cllr Howells
- h. 1712.11Ca Review of play equipment at Tutshill before the Feb meeting.
- i. 1712.11e Maintenance contractor's information to be shared including Memorial Hall. **Action** Clerk to add to Feb agenda.
- j. 1712.11e Fountain and Pound: Cllr Banfield has contacted and paid land registry for information. Both are on Monuments Register and are listed. **Action** Contact Amy Longford/MCC. Cllr Newman has contact information which he will forward to Cllr Banfield. The pound is reportedly one of five in Monmouthshire.

**1801.09 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	£3,932.65,
HSBC, Saving Account	£7,273.58
Monmouthshire Building Society Account	£4,110.12
Total (x)	£15,316.35

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	680.01
2)	Donation	101153	25.00
3)Planning Aid Wales	Training	101154	70.00
Total (y)			775.01

**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 1/1/18 – 31/1/18	Paid thru MCC	226.67
2) Nigel Hoskins	Grounds maintenance	Internet 11/1	166.50
3) Merlin Waste	Dog Bin emptying (Jan )	Internet 11/1	27.12
4) St Arvans Trust	Meeting Rooms Hire ( )	Internet 11/1	
5) H McMahon	Social Media Course & Web Support	10115	76.00
6) MCC	Election charges	Internet 11/1	79.59
Total			575.88

£13,965.46

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

- b. Precept payment has been amended to be paid into the current account. **Action** Clerk to close down savings account. (Min ref 1712.11b) at end of the financial year and look at ISA at the next Finance meeting.
- c. Vat return value £874.99.
- d. MCC increase in charges for payroll from £75 to £754. **Action** Cllr Webb to feedback discontent re timings in relation of precept/budget timings. **Action** Clerk to investigate other options.

## 1801.10

### REPORT FROM THE CLERK.

- a. **Training update:** Clerk attended Social Media Training, Unfortunately the trainer cancelled half way through due to illness. Another date to be set in Feb. Updated OVW training schedule available. **Action** Councillors to review.
- b. **Data Protection:** Awaiting update from One Voice Wales & MCC on Data Protection.
- c. **Residents email addresses:** If you would like to be included on the village distribution list, please email [clerk@starvanscouncil.co.uk](mailto:clerk@starvanscouncil.co.uk) with your contact information. **Action** Add this item to leaflet drop
- d. **Football Club:** Annual subscription due. **Action** Review at finance meeting.
- e. **Outstanding action list:** Distributed.
- f. **Council Dinner:** **Action** Cllr to advise 3 dates to clerk to decide on a date

1801.11

**A. PLANNING ADVISORY GROUP REPORT: Cllr R. Edwards Chair**  
**Cllr Edwards reported:**

1. **Porthcasseg Farm, temporary telemast (O2) Emergency notice**
  - a) This temporary mast does not require planning permission under the telecommunications permitted development rights
  - b) It can be erected and remain for 6 months from the date of erection (until 21<sup>st</sup> May 2018)
  - c) MCC will 'keep a close eye' and ensure it is decommissioned within the required time period.  
**Action:** requesting confirmation that decommissioning will not be followed by a further temporary notice and erection; requesting clarity over nursery/AONB proximity, location of reference VF95478 and meaning of 'emergency' and 'unserviceable equipment.'
2. **Sewage works telemast (EE) Planning ref: DC/2017/00395**

Nia Watts MCC informed us of deadline of 28th February 2018 for further information regarding this application. 'The application will be determined by this date.'

**Action:** request definition of 'determined.' Annotated map/diagram and briefing notes for residents to inform of the various Telecom works.
3. Gaer Hill Telemast works (Vodafone) Planning ref: DC/2017/01070  
Drawings having been received, the works have been recommended for approval by MCC.  
**Action:** to request that MCC recommend applicants for Telecom mast erection consider mast-sharing in the first instance.

**Action:** prepare information for residents through Fiveways, drop-in, leaflet drop, social media as appropriate. It was proposed by Cllr Edwards and seconded by Cllr Kennedy that relevant SACC topics (e.g. Telemast locations, Speeding matters etc.) could be presented alongside an issue of Fiveways Parish Magazine delivered to all households. Costs would be shared between PCC and SACC. (4 voted for and 1 against – the proposal was accepted.)

Chair thanked the Planning Group for their time.

1801.11

**B. HIGHWAYS ADVISORY GROUP REPORT: Cllr B. Howells Chair**

There was not a Highways Group meeting in December.

**Cllr Howells reported:**

- a. **Racecourse.** The postponed Welsh Grand National was held on 6<sup>th</sup> Jan with reduced crowd and consequently reduced traffic problems. New system in place for buses was reported to have contributed to improved management.
- b. **Picket Fencing Proposal.** Sketches are being prepared for submission to G. Kinsella/ MCC.
- c. **Data from recent speed monitoring cables** has been requested from MCC.
- d. **Pedestrian Crossing at Piercefield.** P. Keeble/MCC has replied to a request for clarification on the possibility of a crossing as follows:  
"If the local member and the community council support this arrangement then I will ask the traffic team to investigate further. Previously the cc hasn't been able to agree if this facility should be provided. It will improve safety for the village and help to reduce the severance of the A466 but also will be detrimental to the character of the village.  
2 potential locations: near shop or my preferred position would be outside the Piercefield.  
**Action** Clerk to follow up on email sent to Paul Keeble/MCC for recommendations.
- e. **Proposed public meeting on speeding.** Historical speeding information and data has been forwarded to councillors for consideration prior to calling a public meeting. Howick to be included.  
**Action** Highways Advisory Group to review option of 'drop in' (possible date of Fri 23/3/18) to review residents' concerns/opinions. **Action** Leaflet drop to be done with Parish Magazine in March. **Action** Cllr Banfield to investigate school bus stop concerns.

Chair thanked the Highways Group for their time.

1801.11

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

**Cllr Davies reported:**

There was not an ERAG meeting in December.

- a. **Fountain: Action** Cllr Kennedy to contact his recommended plumber; Cllr Davies to contact Mr Vickers to request advice and quotation for repairing pipework/taps. Cllr Newman has the key.
- b. Christmas gifts: Cllr Davies presented small gifts in recognition of the work of Messrs Hoskins and Patterson.
- c. **Weekly KGV** checks have been carried out.
- d. **Defibrillators**  
Chepstow & Caldicot Lions Club have kindly agreed to sponsor the funding of £600 for an additional defibrillator to be installed at Howick/Itton Road.  
**Action** Cllr Howells and Cllr Edwards to complete the application form for acceptance by the British Heart Foundation to obtain the defibrillator.  
**Action** Finance Advisory Group to discuss provision of an unlocked powered cabinet (approx. £400) and facilities for powering and mounting to ensure public access at all times.  
Training in CPR with BHF equipment (already in our possession) will be provided with focus on recruiting more people from Howick, Wyndcliffe Court and Devauden Road, Budgens staff etc. **Action** Add to Leaflet drop.

**Date of next meeting: 1/2/18 5pm**

Chair thanked the ERAG for their time.

1801.11

**D: Finance Advisory Group.**

- a. 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
- b. Review Remuneration Panel Document.
- c. Precept £11,970 confirmed.
- d. MCC payroll price increase.

1801.12

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

**COMMUNICATIONS**

- a. **Website:** Issue continues with loading of minutes, agendas and accounts. **Action** Clerk with the help of Vision ICT to resolve.
- b. **Facebook:**  
Notice from a Catbrook/Tintern resident in relation to the A466 road closure on 12 Feb for 8 weeks. **Action** Cllr Webb to investigate MCC/Highways lack of notice and update clerk.
- c. **Notice Board Adverts:** Wooden Notice board door difficult to open due to the weather. **Action** Cllr Newman to fix.

1801.13

**CORRESPONDENCE RECEIVED AND NOT REPORTED ELSEWHERE.**

- a. Email – Independent Review Panel: Review of Community and Town Council Sector – questions
- b. Email – Independent Review Panel: Community representation, vacant seats.
- c. Email – A. Bolton: Memorial Hall queries – tabled for next meeting of the hall committee.
- d. Email – Lower Wye Area Committee: 17/1/18 **Action** Cllr Newman to attend. **Action** Clerk to get details to TN.
- e. Email – B. Howell: £5000 up for grabs for Community Groups – **Action** ERAG
- f. Email – Agenda for Select Committee: Forward to Cllr Banfield and Cllr Edwards.

- g. Email – SE Wales HAU / Coordination: 1/2/18 Inform re street/road works and events: Forward to Cllr Howells.
- h. Email – Agenda for Cabinet : Forward to Cllr Banfield and Cllr Edwards
- i. Email – Agenda for Democratic Services Committee: Forward to Cllr Ban filed and Cllr Edwards.
- j. Email – Agenda for Audit Committee: Forward to Cllr Banfield and Cllr Edwards.
- k. Email – Agenda for Strong Communities: Forward to Banfield and Cllr Edwards.
- l. Email – Cabinet Members Draft Response to ABUHB Consultation on Older Mental Health
- m. Email – Code of Conduct Training:
- n. Email – Car parking capacity reduced for crucial schemes:
- o. Letter – Papers for Monmouth/Newport Area Committee meeting 18/1/18 – **Action** Remove Cllr Banfield and Clerk from paper copy. **Action** Cllr Edwards to attend.
- p. 11/11/18 A nations Tribute – end of First World War. Confer with PCC

**1712.14 PARISH MAGAZINE ITEMS – No edition in Jan 2018 (120 out of 380 homes)**

- a. Councillor vacancies.
- b. Watch This Space – Drop In event for residents re traffic calming.
- c. Bee friendly presentation photo.
- d. Mast update
- e. Survey for Chepstow Mental Health Ward Closure.

**1712.15 DATE OF THE NEXT COUNCIL MEETING: TUESDAY 13<sup>th</sup> February 2018**

The Meeting closed at 9.15pm

Signed.....

Date.....