



**MINUTES OF THE MEETING HELD AT ST ARVANS MEETING ROOMS
ON TUESDAY MARCH 13TH 2018 AT 7.00PM**

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

In Attendance: H McMahon, Clerk/RFO

1803.01 APOLOGIES FOR ABSENCE: County Cllr A. Webb, Cllr V. Kennedy

1803.02 REPORT ON POLICE MATTERS: received via email
24/2/18 – report of small WW2 mortar bomb found near Piercefield House which was disposed of.
24/2/18 – report of intruders at Chepstow Racecourse bar area. The intruders had left just prior to officers arriving. CCTV being viewed to try to identify the offenders.
It was noted that road traffic accidents/incidents are not included in the police report. **ACTION:** Clerk to request inclusions in ongoing reports.

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

1803.03 DECLARATIONS OF INTEREST: there were none

1803.04 PUBLIC SESSION: no member(s) of the public attended.

1803.05 MATTERS ARISING FROM THE PUBLIC SESSION: there were none.

1803.06 REPORT FROM COUNTY COUNCILLOR A WEBB: report deferred in absence.

1803.07 ADOPT MINUTES OF FULL COUNCIL MEETING 13TH FEBRUARY 2018
The minutes were adopted as an accurate record. (Clerk & Cllr Edwards to review document format re margins and layout)

1803.08 MATTERS ARISING FROM THE MINUTES NOT REPORTED ELSEWHERE
a) 1802.11 Pound: former resident said the land across the road was on the deeds but the Pound was not.
ACTION: Chepstow Society to be contacted to ask for advice on erecting a plaque. **ACTION:** Cllr Banfield to provide land registry information to Cllr Edwards.
b) Concern over cars/vans parking inside the coned area on A466 beneath climbing cliffs. Meeting suggested possibility of MCC leaving some rocks to prevent parking ongoing.
ACTION: Cllr Webb to discuss with Highways and request car park signage.
c) Upload of minutes & agenda to website **ACTION:** Clerk ongoing; time limitation issues.
d) Schedules of maintenance: SA Memorial Hall Committee has agreed to take on their grounds maintenance (as requested by SACC) and did not contribute to the cost of maintenance for 2017-18.

1803.09 SCHEDULE OF PAYMENTS & RECEIPTS FOR February 2018

i) To review bank balances	£
HSBC, Current Account	1573.00
HSBC, Savings Account	7227.96
Monmouthshire Building Society Account	4110.12
Total Income (x)	12,911.08

ii)

Paid by MCC	Owing to MCC ref Clerk's salary & expenses	Paid by MCC	Total (y)	453.34

iii) Expenses presented for authorisation

No	Payee	Services & Goods	Date paid	Method	£
1	Clerk HM	Salary 1/3/18 – 31/3/18		MCC	226.67
2	N Hoskins	Grounds maintenance	14/03/18	BACS	144.00
3	Merlin Waste	Dog bin emptying (Feb & Mar)	14/03/18	BACS	27.12
4	MCC	Playground – annual inspection	deferred	BACS	(118.20)
5	MCC	Playground – slide refurbishment	deferred	BACS	(270.00)
6	Keltic Print	Laminated ward maps	14/03/18	BACS	45.00
				Total Exps(z)	442.79

With the exceptions of items 5 & 6, the payments were agreed, proposed by Cllr Banfield, seconded by Cllr Newman, all present agreed.

Item 4 - not approved for payment until dates are clarified and report received. **ACTION:** Clerk.

Item 5 - not approved as there are some issues to resolve. **ACTION:** Cllr Banfield

Total Funds (x) £12,911.08

Less Expenses (y&z) £896.13

Available funds at 14th March 2018 £12,014.95

1803.10 REPORT FROM THE CLERK

- a. Training update:** Cllrs Banfield, Davies and Newman to attend OVW The Council Meeting course on 27/3. **ACTION:** Clerk to book. Clerk to attend Social Media training course.
- b. Data Protection/GDPR:** Cllr Newman attended presentation at County Hall on 27/03/18 and reported:
 - o the need to appoint a Data Protection Officer
 - o individual (Clerk & Councillors) responsibility to handle personal information appropriately; there should be a retention policy
 - o must record the fact consent was given. Photographs included.
 - o paper records should be kept under lock and key.
 - o personal computers must have full protection. Hard drives should be wiped professionally.
 Chair thanked Cllr Newman for attending.
ACTION: Clerk to copy handout and send onto Councillors.
ACTION: Cllrs to avoid use of Cloud, memory sticks, fax to share personal information and to delete files and emails as guidelines are issued.

ACTION: Clerk to investigate requirements to archive paper and electronic documents.

Note - please review Section 11 & 15 of SACC Standing Orders.

Cllr Edwards proposed Clerk as Data Protection Officer **ACTION:** Clerk to meet with Chair and Vice-Chair to set up procedures and policies; review ICO website for further information.

- c. **Outstanding action list:** Distributed. **ACTION:** Cllrs to advise which items to delete.
- d. **Council Dinner: Action:** Book Piercefield. All to advise meal choices in advance. **ACTION:** Clerk to invite Mike Taylor, Internal Auditor for SACC. Propose date of 17/4/18. **ACTION:** Cllrs to confirm date.

1803.11

A. PLANNING ADVISORY GROUP

- a. **Amended application** (DM/2018/00391) a. (DC/2015/01410) 1 Fordwich Close - amended planning application to erect a three bedroom dormer bungalow. Refer to Planning Group.
- b. **Planning application refusal** received for Telemast at St Arvans Sewage Works by MCC.
- c. **Telemast meeting.** John Rowlands, Devauden CC, would like joint meeting to discuss telemast applications. **ACTION:** Cllr Edwards to follow up and contact Tintern CC also.

B. HIGHWAYS ADVISORY GROUP REPORT:

- a. **Speeding** Data from recent speed monitoring cables has been requested from MCC, but not received. Recommendation to pursue variable speed camera on Devauden Road: agreed.
Howick/Itton Road speeding, accidents and increased traffic entering from Cockshoot Lane: Recommendation that a letter be sent to MCC requesting a site visit to review the possibilities of speed restrictions: agreed
ACTION: Request criteria for variable speed camera for St Arvans & request site visit for Howick/Itton Road.
ACTION: Discuss with residents at Open Forum on 21/4/18.
- b. **Picket Fences** MCC not content with the proposed location. **ACTION:** Cllr Howells to pursue.
- c. **Defibrillators** – 3rd unit to be erected in Howick/Itton Road. Proposed combined training in Itton Village Hall on a Tuesday evening, (dummies are available) and at SA Meeting Rooms.
ACTION: Cllr Howells to email flyer to be forwarded onto resident distribution list for attendees at the upcoming training sessions.
ACTION: Meeting between Paul Keeble/MCC, Cllrs Kennedy, Howells & Edwards to review location and power supply/heater.
ACTION: Cllr Howells to design document for monitoring defibrillator maintenance.
- e. **RACECOURSE**
New Building. Racecourse will be approached to enquire about the proposed uses of new building and their effects on traffic.
Advertisements. Cllr Newman considers some of the advertisements on the Racecourse roundabout and the environment to contravene rules (placement and duration) and to be a road safety issue. Regulations to be checked with MCC
Playing Field & Maintenance Costs: The Racecourse have proposed a simple contract for usage. SACC Financial Regulations state that we should have a document.
ACTION: Meet with Racecourse to discuss. Advice is required.
ACTION: Clerk to check insurance policy.
After some discussion on Playing Field maintenance costs, Clerk suggested that from now on the Football Club could be asked to pay the full ground

maintenance costs directly to the supplier, not to SACC (in the same way that St Arvans Memorial Hall would, from now on, take responsibility for their ground maintenance costs). Cllr Newman interrupted proceedings by informing the Clerk that she had no right to contribute to the debate; after further discussion it was agreed that this comment should be added to a later agenda when the Chair could be more prepared to deal effectively with a point of order, together with further detail on management of the Playing Field if available.

ACTION: Add point of order to agenda.

C. ENVIRONMENT & RECREATION

1. KGV Playground KGV Equipment check carried out – swings need coat of paint. **ACTION:** Cllrs Newman & Howells to grease items. Slide repair and re-paint by MCC is of poor standard. **ACTION:** Chair to contact MCC. Spring animals to be cleaned. Tree to be purchased as one has died. **ACTION:** Cllr Edwards to order.

2. St Arvans Memorial Hall to take over their own maintenance work schedule.

3. Best Kept Village Competition Gwent Association of Voluntary Organisations. Forms have not been received as yet. Cllr Davies suggested purchase of troughs for wall between Meeting Rooms and Church. Cllr Newman pointed out that these would be responsibility of The Meeting Rooms. **ACTION:** Contact Meeting Rooms for input.

D. FINANCE ADVISORY GROUP REPORT:

- a. Payroll Update - increase in MCC cost for SACC payroll from £75 to £754. **ACTION:** source an independent accountant.
- b. Laptop - **ACTION:** Cllrs Banfield & Edwards to source appropriate laptop from John Lewis (if competitive); Microsoft Office software to be included.
- c. Councillor Indemnity Insurance **ACTION:** Request clarification from Cllr A Webb.
- d. Clerk's Salary to be raised by 1 point, back dated to Sept 2017.
- e. Councillor Allowance. Finance group agree SACC Councillors be paid the allowance; Cllrs can opt out if they wish. **ACTION:** Clerk to investigate what Councillors can claim.
- f. VAT refund of £874.99 received and lodged to bank account.
- g. HSBC – amalgamation of two accounts.
- h. Football Club contribution to maintenance costs of Playing Field to be discussed.

1803.12

COMMUNICATIONS

- a. **Website** Issue continues with loading of minutes, agendas and accounts. **Ongoing**
- b. **Facebook** St Arvans Community Facebook page is proving very useful.
- c. **Notice Boards** Adverts to be within guidelines and A5 size. Residents to use key at Shop.
- d. **Open Forum** 21/4/18, 10am – 1pm drop-in session at St Arvans Meeting Rooms. All welcome.

1803.13

CORRESPONDENCE RECEIVED AND NOT REPORTED ELSEWHERE

- a. Flyer Elan City – sent to ERAG
- b. Email – Mathern CC re defibs info. – sent to Cllr B. Howells
- c. Email – Wales Audit Office re survey

- d. Email – Chepstow Area Town and Community Council Cluster workshop dates
- e. Email – Independent Remuneration Panel for Wales
- f. Email – Business Wales – GDPR
- g. Email – A466 walkway
- h. Email – Council finishes budget proposal for 2018/2019
- i. Invitation from Friends of the Racecourse to Dinner on 28/3/18 – Chair & Clerk to attend.

1803.14

ITEMS FOR PARISH MAGAZINE

- a. Councillor vacancies.
- b. Open morning - notice of drop-in Open Forum for residents on 21/4/18.
- c. Defibrillator training date request

1803.12

DATE OF THE NEXT COUNCIL MEETING: TUESDAY 10th April 2018

The Meeting closed at 8.55pm

Signed Date