

ST ARVANS COMMUNITY COUNCIL

MINUTES OF MEETING OF ST ARVANS COMMUNITY COUNCIL held at THE MEETING ROOMS, ST ARVANS on TUESDAY 10th MARCH 2015 at 7.15 pm

Present: **Chairman:** **A. Vickers**
 Councillors: B. Howells
 A. Bolton
 M. Davies
 S. Gilbey
 V. Kennedy
 J. Richards

In Attendance:

Judith Bolton: Clerk
County Councillor Ann Webb
CSO Andy Jones
Mrs. Joan Morgan
Mr. Andrew Ker

2165 APOLOGIES
Councillor Howell

2166 REPORT FROM COMMUNITY POLICE

Police report for the area, sent in advance by email and covering the period: 10/2/15 to 4/3/15

a) CSO Andy Jones presented the report.

- i. 12/2/15 – Report of a 15 year old female being followed by a male in St Arvans village .The young girl was walking her dog near to her home and saw this male twice in different places . He did not approach or talk to the girl. The male was confronted by her father and apologised for frightening her and left. The male was described as white, approx. 6ft tall, late 20s or early 30s, medium build with a pale complexion and slight stubble. An area search was done but the male was not found and has not been reported since.
- ii. 22/2/15 – Report by a passer-by of a blue Audi left in the 50mph clearway between the racecourse and St Arvans village with no hazard lights and causing issues with traffic. Officers arrived and found the vehicle had broken down. The driver had left to arrange recovery of the vehicle. He was suitably advised of his actions.
- iii. 2/3/15 – Report of a two vehicle accident on the A466 near to Livox quarry. One vehicle had ended upside down. The road was blocked and had to be shut at Parkfield Stores for a short while. One person was taken to hospital with cuts.
- iv. 4/3/15 – Report of a white Mercedes sprinter van catching fire at the Memorial Hall car park. The vehicle had allegedly hit a stone near St Arvans Garage as you enter the village from Tintern direction. It pulled into the car park when the tyre caught fire. The vehicle was badly burnt but no one was hurt. The Hall was not damaged but there was some scorching to an area of the tarmac. Enquiries are on-going.

b) CSO Jones described a new system called, 'Your Voice' which will replace PACT. The latter comprised a series of meetings at which each ward could decide it's priorities for

Community Policing.' Your Voice' will use questionnaires via OWL on-line and Community Police Officers, who will be out and about speaking to individuals personally about their concerns. Data will be analysed and priorities can be identified.

c) The chairman asked:

- about the mobile VAS equipment which was being assessed for repair. It appears that it is too expensive to repair.
- that the latest figures for Traffic Speed through the village be sent as soon as possible. CSO Jones said he would organise

2167 DECLARATION OF INTERESTS

There were none.

2168 TO APPROVE MINUTES OF MEETING HELD ON 10th FEBRUARY 2015

These were approved, proposed by Councillor Gilbey and seconded by Councillor Davies
All agreed.

2169 MATTERS ARISING FROM THE MINUTES OF 10th FEBRUARY 2015 (for information only)

Ref. 2156b) The paperwork for the new mandate is with HSBC. Awaiting submission of documents from some councillors.

2170 PLANNING MATTERS

a) Considered by Planning Group since the last meeting:

DC/2015/00154 Demolition of existing outbuilding and erection of a single storey garden and hobby rooms extension at side and rear of 20 Wyndcliffe View NP16 6ET. The Council recommended approval. It is not out of keeping with other similar extensions in the road.

b) Planning Applications Decided by MCC Planning Dept. Since last Council Meeting:

There were none.

c) To note planning applications/decisions received since the preparation of this agenda

Amendment to DC/2015/00118 Conversion of existing loft space to form ancillary living accommodation , including installation of side windows at Llanmouth, Grange Rd. NP16 6EU. The dormer windows have been raised in these amended plans and the front, upper floor window reduced in size. The Council decided to recommend approval of the amended plans. The applicants had addressed some of the neighbours' concerns.

2171 REPORT FROM COUNCILLOR ANN WEBB

i) Ref. Outstanding Planning Applications at New Barn Area; The Storage Area and the Garage. Councillor Webb had attended a site meeting with Phil Thomas of MCC Planning, Rob Tranter of MCC Legal and Mr. Chris Hatcher

ii) Racecourse to make more use of Lion Gate for coaches etc. and are providing better signage from several directions.

2172 ACCOUNTS

a)To review the current bank balance

The overall true balance of accounts at 25th February 2015 is £12,419.95 and is made up of

i) HSBC Balance

| | |
|-----------------------|-----------|
| Money Manager Account | £ 282.10 |
| Community Account | £ 8142.17 |

ii) Monmouthshire Building Society £4035.68

iii) 2 cheques outstanding

| To Whom | Reference to Work Done/Expenses/salary etc. | Cheque Number | Value £ |
|-------------------|---|---------------|---------|
| Mr & Mrs Chisholm | Christmas Lights: Electricity | 100978 | 40.00 |

b) To approve schedule of accounts

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

| To Whom | Reference to Work Done/Expenses/salary etc. | Cheque Number | Value £ |
|-------------------------|--|---------------|---------------|
| Nigel Hoskins | Grounds maintenance | 100979 | 136.00 |
| Judith Bolton | Clerks salary, SCP 18 £239.38 3 hours web site work £27.62 Quarterly contracted office expenses £37.50 | 100980 | 304.50 |
| A. Vickers | Chairman's Allowance | 100981 | 100.00 |
| St Arvans Village Trust | Meeting Room Hire Fee | 100982 | 37.86 |
| | | Total | 578.36 |

Invoice due from Merlin ref. Dog Bin Emptying. Proposed that the chairman, vice-chairman and clerk authorise payment, on receipt of invoice and before year end. All agreed

The accounts were accepted, Proposed by Councillor Howells and seconded by Councillor Gilbey. All in favour.

2173 FINANCE GROUP

a) Forecast Outturn at Year End

The current situation and outstanding expenditures were discussed and confirmed the forecast of a small surplus for the year. This result assumes no additions to the Reserve Fund as agreed at the December meeting.

b) Risk Analysis

The Risk Assessment was presented. Major risks to the financial position of the Council remain the cost of contractor services, the cost of maintaining assets and the loss of key personnel.

c) Contractor Service Hourly Rate for 2015

In line with the assumption in the budget, it is proposed that the hourly rate for the contractor be raised by £0.50p per hour from April 1st 2015. Proposed by Councillor Kennedy and seconded by Councillor Richards. All agreed

d) Capital Spend Items

(i) The provision of a new dog bin has been under discussion. The Finance Group would support this proposal on the basis of purchasing the new bin as a capital item with the costs of emptying being met from the Precept.

(ii) An "Adult Exercise Area" has been suggested for installation in the KGV Playing Field. Caldicot Town Council has just completed such a project and it was agreed to seek their opinions on the success of the venture and to get a clear idea on costs.

Councillor Bolton

The views of Nigel Leaworthy and the CLP Steering Group would also be sought.

The availability of grant funding will be followed up by the clerk.

Clerk

(iii) Spend on further equipment (e.g. roundabout or a see saw) for children in the KGV will be researched with Nigel Leaworthy of MCC together with possible funding bodies.

Clerk

e) Reserve

Whilst provision for the cost of restoration of the fence between the Memorial Hall and the Playing Field has been made in the 2015 Budget, it is noted that additional funding may be required. It is recommended that this should come from existing reserves.

It was agreed to recommend to the Council that £1,000 of current reserves should be set aside to cover the possible cost of a future election and that this level should be maintained at all times.

The issue of what is an appropriate level of Reserve Fund to hold was raised but was not resolved. The matter will be discussed again at the next Finance Group meeting, when members will have had time to assess all implications. Proposed Councillor Gilbey, seconded Councillor Richards and all agreed.

f) Internal Auditor

Howard Nash has agreed to audit the accounts. The Council expressed its thanks and understanding of his advice to find a suitable replacement for next year.

g) Date of Next Meeting

The next meeting will be held on a suitable date in September 2015.

All of the proposals from the Finance Group were accepted, proposed Councillor Kennedy and seconded Councillor Richards

2174 HIGHWAYS GROUP REPORT

Councillor Howells presented the report.

a) Steve Lane of MCC had sent a response to a request for information on prioritisation of highway repairs

The response from Steve was very much appreciated and has helped in the understanding of how MCC prioritise this work. Councillor Bolton has expressed his thanks.

b) Preparation for a meeting with MCC/Police on speeding

It was agreed that two separate meetings should be organised, one with MCC and one with the Safety Camera Unit. The Chairman agreed to contact MCC and the Police Safety Camera team to set up these meetings

c) Racecourse

- i. The problem of litter along the road from the racecourse to St. Arvans was raised by a resident. MCC is responsible for litter picking on the A466. The clerk has spoken with Nigel Leaworthy who is going to schedule the work.
- ii. Control of the pedestrian crossing following minor race meetings was raised at the Residents' Information Evening at the Racecourse. Management hope to 'ration' the number of people leaving through the gates and so prevent surging on to the road/zebra crossing

d) Footpath from Laurel Park to Grange Road near KGV

The surface is broken up. Group will look at this before the next Group Meeting

e) Grange Road

The edge of road has sunk between the bench and the turn off to Water Treatment Plant. Group to pay site visit.

f) AOB

- i. The clerk has written to MCC, requesting dotted white lines at the cross roads of Piccadilly/Penterry Lane for drivers leaving Wyndcliffe Court.
- ii. A resident had asked that the pavement of the A466,north of the Memorial Hall be swept as it covered witdebris. MCC has put it on its schedule.

The report was accepted; Proposed by Councillor Bolton and seconded by Councillor Kennedy .All agreed

The chairman thanked Councillor Howells for the report.

2175 ENVIRONMENT AND RECREATION GROUP (ERAG)

Councillor Davies presented the report:

a) Dog Litter bins

- i. **Dog Bin Labels.** No response from Merlin Waste so Clerk to order suitable labels at a cost of under £30 **Clerk**
- ii. **Positioning of Dog Bins.** Bin usage again reviewed by Councillor Howell who confirmed that all are well used. Recommendation that a further bin to be positioned at Rogerstone Grange. Clerk to order one from Merlin. It was recommended that it be sited at the end of Grange Road, just before the entrance to the Rogerstone Estate and on the left hand side when one is leaving the village. Cost to be approximately £280. Proposed by Councillor Kennedy, seconded by Councillor Richards.

b) Playing Field

- i. A site meeting had taken place to consider the type of fencing to be used along the boundary with the Memorial Hall., it was suggested that post and rail fencing be used to supplement the picket fencing which has been reclaimed from the children's play area. 3 contractors to be contacted to quote for ideas and subsequent work. Clerk to inform the Memorial Hall Committee

Councillors Bolton and Richards

- ii. **Children's Activity Day.** A group of residents is planning a children's event using the playing field in the summer. The age range will be toddlers to teenagers. The Council was very happy that the initiative had been taken and agreed that the field could be used, but it must be made clear that dogs will not be allowed on the field under any circumstances. Clerk to inform the Memorial Hall Committee

Clerk

- iii. The area recently cleared will need at least annual maintenance to keep brambles etc at bay.

c) KGV Issues

- i. Molehills to be flattened and shrubs trimmed at entrance. **Cllrs Bolton & Howell**
- ii. Insurance checks have been done by Councillor Bolton

d) Memorial Hall Meeting 19th March

3 Councillors will attend to discuss options for improving the environs of the Hall for the Best Kept Village competition. Last year's report to be used as template.

Councillors Davies, Howell and Richards

e) Fountain Area

Site meeting assessed need for pressure wash and painting. Councillor Bolton has contacted the plumber who has worked on the fountain in the past. He has said that valves need replacing if the water flow is to be re-instated. He will inspect and report back to Councillor Bolton.

- f) **Garage block** in Wyndcliffe View has been refurbished.

g) DONM

April 9th 9.45am Venue to be arranged

The report was accepted, proposed by Councillor Howells and seconded by Councillor Gilbey. The chairman thanked the group members for their efforts.

2176 CHARITABLE DONATIONS

It was decided that £50 be donated to the Community Led Plan Steering Group towards the funding of allotments or a community garden in the grounds of the Piercefield. Proposed Councillor Richards and Councillor Davies. All agreed

2177 CORRESPONDENCE

To note and consider correspondence received since the previous meeting,

- a) Circulated by e mail and originating from;
 - i. MCC. Ref: Cabinet meeting on 4/3/15
 - ii. MCC. LDP Consultation on Draft Supplementary Planning Guidance Documents
 - iii. Resident ref. Email Distribution List & Co-option process
 - iv. 6 residents ref. email distribution list.
 - v. Racecourse: Posters ref; Jobs Fayre and Residents' Information Evening
 - vi. One Voice Wales: National Resource Management Bulletin
 - vii. One Voice Wales: Local Democracy and Boundaries Commission: Board member opportunity
 - viii. Annual Accounts: St Arvans Village Trust

2178 ITEMS FOR PARISH MAGAZINE

- a) Residents' Information Evening at the Racecourse
- b) New Dog Bin
- c) Fountain Clean-Up

2179 ANY OTHER BUSINESS

The MCC information caravan is touring the area.

2180 DATE OF NEXT MEETING

The next Council meeting will be on Tuesday April 14th at 7.15pm in the Meeting Rooms.

The meeting closed at 9.10 pm

Signed: Clerk

Date

Signed: Chairman

Date