

ST ARVANS COMMUNITY COUNCIL
MINUTES OF THE MEETING HELD AT THE MEETING ROOMS
ON TUESDAY NOVEMBER 14TH 2017 AT 7.00PM

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

In Attendance H McMahon, Clerk

1711.01 APOLOGIES FOR ABSENCE Councillor V. Kennedy & Councillor M. Davies – apologies were accepted.

1711.02 REPORT ON POLICE MATTERS: The Community Police report was received by email.
30/10/17 – Report of a possible small WW2 device found in the undergrowth near Piercefield House, Chepstow Racecourse. The bomb disposal unit did a controlled explosion on it as a precautionary measure.
9/11/17 – Report of a vehicle rolling down the small hill from Forge Gardens onto Devauden Road and colliding with a parked vehicle, almost blocking the Highway. When officers arrived the vehicle had already been removed. No reports of offences were later made.

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

Neil Jones is the new lead for policing in Monmouthshire South effective from 16th Oct 2017.

1711.03 DECLARATIONS OF INTEREST There were none.

1711.04 PUBLIC SESSION Robert Weeks, Garden City Football attended to discuss improvements to the pitch at St Arvans and the councils blessing.
Garden City Football Club is a totally voluntary club with qualified coaches. It has an all inclusive ethos giving access to sport to all children. Therefore access to pitches is vital – currently they have two, Garden City (GC) and St Arvans. (St A) – 80 children including 20 girls currently play at St A.
St A pitch is in a poor condition. Garden City Football Club with a grant available via Sport Wales would like to improve the quality of the pitch, currently games are cancelled which disappoints the children.
St A project will create better drainage, levels, top soil to rejuvenate grass, reseed grass to encourage new growth.
It will not change how the pitch looks. It will cost approx. £5-10k.
Timeframe – Apr/May – the work takes a few days.
It was noted by a councillor that the field needs to be ready for the village Fete in June, therefore April would be suitable.
Robert thanked the council for their support. The Council will discuss at next month's meeting. **Action:** Clerk to add to agenda.

1711.05 MATTERS ARISING FROM THE PUBLIC SESSION There were none.

1711.06 REPORT FROM COUNTY COUNCILLOR A. WEBB
Cllr Webb reported:

- a) Picket Fence – Meeting with Paul Kebble/MCC on Thursday in relation to the gateway feature. Cllr Webb to advise time of 2.30pm and meet at Piercefield car park. Cllrs Newman, Howells & Banfield to attend.

- b) Nameplates on roads – If new nameplates are required, they must be in Welsh, it was noted that it will take up a lot of space. Cllr Webb to organise meeting with Mark Watkins/MCC Highways to review which nameplates require updating. It was agreed to review Howich also.
- c) Semiconductor plant opening in Newport (old LG plant) next year.
- d) Redesign of adult mental health services – Consultation to discuss the future - proposing to close the unit at Chepstow Hospital is ongoing. Cllr Webb meeting this week and will email an update to clerk.

1711.07 ADOPT MINUTES OF THE FULL COUNCIL MEETING HELD ON OCTOBER 10TH 2017

These were approved, proposed by Cllr Newman and seconded by Cllr Edwards and all present agreed.

1711.08 MATTERS ARISING FROM THE MINUTES NOT REPORTED ELSEWHERE

Reference Minute Number:

- a) 1710.02 Police response to SACC enquiries on KGV playground.
- b) 1710.08d Cllr Edwards will offer a range of headings.
- c) 1710.08a Cllr Newman reported climbers – 17 cars parked inside cones and 3 parked on verge. Car park available within 200 yards. **Action** Cllr Webb to create leaflets to be put on the windscreens.
- d) 1710.08f Alex Cole is joining the Planning Advisory Group. SACC would like to encourage residents to participate.
- e) 1710.10C Old maintenance contracts and current maintenance contracts in review by Cllrs Banfield & Newman. Inform NH and MCC/maintenance – Mark Watkins of new requirements.
 KGV weekly or monthly checks? – **Action** Cllr Banfield to check insurance document and advise who will carry out the checks.
 Enquire what are MCC rules for looking after pavements/gutters outside each residence? The final schedule will be available for residents.
 Enquire if GAVO and Steering group could help – to get community involved.
 1710.10C1b – Thank you to Cllr Kennedy for fixing the bin.
 1710.10C6 – GAVO results. **Action** Cllr Edwards to send through the report.

1711.09 SCHEDULE OF PAYMENTS AND RECEIPTS FOR NOVEMBER 2017

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

i) HSBC and Building Society Accounts	
HSBC, Current Account	£417.24
HSBC, Saving Account	£9,690.82
Monmouthshire Building Society Account	£4,110.12

Total (x) £14,218.18

ii) Minus £ p, comprising outstanding cheques paid during Nov 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

2)Audit		101150	217.80
		Total (y)	444.47

Bank Balance as at /17 i.e. Total(x) – Total (y) = £13,773.71

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

<i>To Whom</i>	<i>Reference to Work Done/Expenses/salary etc.</i>	<i>Payment Type</i>	<i>Value £</i>
1).HM Clerk	Clerk's salary 1/11/17 – 31/11/17	Paid thru MCC	226.67
2) Nigel Hoskins	Grounds maintenance	Internet 16/11	193.00
3) Merlin Waste	Dog Bin emptying (Nov)	Internet 16/11	27.12
4) St Arvans Trust	Meeting Rooms Hire (Nov)	Internet 16/11	22.50
5) J Bolton	Web Support & Clerk cover	Internet 16/11	165.60
6) H McMahon	Clerk Expenses – Training	101152	257.28
7) One Voice Wales	Training (HM, RE)	Internet 16/11	70.00 40.00
8) Planning Aid Wales	Training (SB, RE)	101154	70.00
9) Vision ICT	Web Training (SB, RE, HM)	Internet 16/11	90.00
10) V Hopkins	Donation for 80 th Birthday (Minute ref 1710.12f)	101153	25.00
11)S G Luff	Hedge Cutting	101154	120.00
		Total	1307.17

12,466.54

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

- b) Adopt Financial Regulations 2017/18 Proposed by Cllr Banfield and seconded Cllr Newman – Cllr Edwards to update the document with today's date, forward to clerk to upload to website. 9 hard copies will be printed for each member via Honeycomb.
- c) HSBC Internet Banking has been set up. Limit is set to £2000/month.
- d) Budget Update – Finance meeting date to be set in preparation for Precept for Jan 2018.
- e) Bank Mandate – requested HSBC to send copied for files.
- f) Merlin Waste price increase to £3.75 (from £3.39) effective from 1/4/18.
- g) Meeting Room rates have increased this month by 0.50p per hour.

1711.10 REPORT FROM THE CLERK.

- a. **Adoption of Code of Conduct 2017/18 – Action** Clerk to upload to website. All present agreed to adopt.

- b. **Adoption of Standing Orders** 2017/18 – **Action** Clerk to upload to website. All present agreed to adopt.
- c. **Adoption of Risk Assessment** 2017/18 – **Action** Clerk to upload to website. All present agreed to adopt.
Chair thanked Cllr Edwards for her time and effort on the documents.
- d. **Training:** Cyber Training (6/11/17) – overview sent to the Chair & Vice. New law for data protection due 25 May 2018. SACC must be compliant/cover. **Action** Cllr Webb to investigate if MCC will offer support.
Understanding the Law (10/11/17). Supporting people to get online (13/11/17) - Cancelled. Ensure Council is Compliant – SLCC full day conference (22/11).
Councillors to advise Clerk if they would like to attend courses as available
E.g. Code of Conduct.
- e. **Electoral Role:** Only the clerk of the Council is entitled to a copy of the electoral roll for the area they cover and councillors are only entitled to the ward that they represent. Councillors are provided with the electoral roll for the area they represent and to use the register to assist in carrying out their role as a councillor. That register is not to be copied and the information contained within it passed on to third parties.
There are two versions of the register, a full version and an edited one. Electors can choose to opt out of the edited one which anyone can purchase and use for any purpose.
- f. **Data Protection:** Clerk recommended that SACC register with Information Commissions Office (ICO) at a cost of £35.

The Data Protection Act 1998 requires every data controller (e.g. organization, sole trader) who is processing personal information to register with the ICO, unless they are exempt. More than 400,000 organizations are currently registered.

The ICO is the UK's independent body set up to uphold information rights. Their role is to uphold information rights in the public interest.

Back up of SACC information must be done weekly. Add to Risk Assessment. Clerk laptop should be for SACC information/use solely – this will be discussed at the Finance meeting.

Action Clerk to email Cllrs information on ICO, hard copy given to Cllr Newman.

It was agreed to pay the £35 for cover. Proposed by Cllr Edwards and seconded by Cllr Banfield. Set up on line at the Finance meeting.

- g. Minutes – use of initials for Councillors. Initials bar Tony Newman.
- h. December meeting to go ahead. 11 meetings a year to remain. S.O. to show flexibility to amend if necessary. Discuss again in Dec. Cllr Newman noted that he feels strongly that 11 meetings should remain as he will not be available at to comment at Dec meeting.
- i. Update on Notice Board key at Jean's – Hasn't been any activity.
New resolution to supersede all others (as per S.O.) – notices on the boards do not need to go onto website as the website has been amended to remove the notice board section. However they can be emailed to the resident's distribution list.
- j. **Review of Community & Town Council Sector** – Consultation events. Cwmbran Tue 5/12/17 2-4 pm. **Action** Clerk to advise that County Cllr Webb & Cllr Newman to attend.
- k. Advisory Reports to be sent prior to the meeting so that Councillors can pre read.

Cllr Edwards reported:

Notes of Meeting held at the Meeting Rooms, St Arvans on Wed 8th Sept at 5.15pm

Sheena Banfield, Rita Edwards, Alex Cole, Barrie Howells

1. **Apologies** – Adrian Kellar
2. Planning Applications
 - a. Gaer Hill extension telephone mast: Drawings for this extension have now been received and noted. However, the application DC/2017/01070 for the Gaer Hill mobile telephone mast works has since been recommended for approval by MCC (01/11/2017). Given that it has been suggested that Vodafone use this mast and the one at Fryth Wood to improve their provision of 4G services to St Arvans instead of putting up a new mast at the St Arvans sewage treatment works under application DC/2017/00395, would it not be appropriate for MCC to suggest to Vodafone that they speak with EE to see if the works can be carried out at the same time as EE's in respect of application DC/2017/01070. This might alleviate some of Vodafone's additional costs in providing 2 new locations for their St Arvans upgrade in lieu of the 1 at the sewage treatment works.

Action: Group recommend Clerk be asked to write to MCC officers, including Nia and designated officer (Rachel Keeble) and County Cllr Webb.

Action: Cllr Webb to discuss with Planning/MCC lack of response to emails/correspondence.
 - b. Porthcasseg: MCC has approved application.
 - c. Beguildy Barn: MCC has approved application.
 - d. 14 Laurel Park No comments received from SA residents, recommended for approval. (Cllr Howells may have further info)
 - e. Braeside Comment from resident querying whether the footprint on the plans was being adhered to.

Action: Group recommend Clerk be asked to write to MCC officers & County Cllr Webb, as per a. above, for clarification.

Future Group 2018 meeting dates **at 6pm:** 3rd January, 31st January, Monday 28th February (**5.30pm**), 4th April.
 - f. Racecourse Water tower – no breach.
 - g. Monmouthshire Exhibition Centre – no change of use.
 - h. Mistletoe Cottage – enforcement list – MCC to review.

Chair thanked the Planning Group for their time.

1711.11 B. HIGHWAYS ADVISORY GROUP REPORT: Cllr B. Howells Chair

Cllr Howells presented notes

1. **Racecourse.** A meeting of Cllrs Howells, Edwards and Newman was held with Steve White at the Racecourse. He explained that car parking plans for the Welsh Grand National were being discussed. This year the AA would be involved, a 30mph speed limit would be in force from St. Arvans past the Racecourse, and the layby would be controlled by the Racecourse. The Green Car Park (towards St. Arvans) would be better used including changes to the internal layout. Barriers and tape will be used along the A466. Cllr Newman pointed out that last year he had encountered significant delay outside the expected traffic peak periods. Cllr Howells said that they should consider other events as well as the Welsh Grand National as significant traffic problems had occurred several times during 2017 and that Marshalls should be aware of the needs of non-racecourse traffic. It was felt that present wording about giving priority to racegoers should be changed.
2. **Picket Fencing Proposal.** No response received from MCC regarding the picket fencing. A meeting set for Thursday at 2.30pm.
3. **Response received from MCC on Yellow lines near the fountain:** "Whilst I do appreciate the potential difficulties in having vehicles parked on Devauden Road,

St Arvans, I am aware that the vast majority of residents of Fountain Cottages/Piercefield Terrace do not have provision of off street parking, and therefore, do utilise the available on street parking here. I note that there are waiting restrictions in place at the junction of the A466 and Devauden Rd which keeps the junction free of parked vehicles. To further restrict parking at this location would undoubtedly displace the parking further along Devauden Road, thereby potentially compounding the problem. Please note the casualty record for this location shows no recorded incidents in the last 10 year period. Therefore, in light of the foregoing, I am minded not to further restrict parking along Devauden Road, however, we will continue to monitor the situation here.”

4. **Speedwatch**, Motor bike and van camera units have been active during October. The Council recognises that this is an important issue which will be investigated by the Highways Advisory Group and invite the residents to contribute. **Action** Cllr Webb to ask MCC road safety to attend the next Highways meeting.
5. **Complaint** received on speeding, drains etc. on Devauden Road. Complaint on speeding to be passed on to MCC and MCC to be asked to clear drains. Reply to be sent to correspondent. **Action:** Clerk to request gullies cleared to Gill Hazzard/MCC. **Action:** Cllr Howells to send clerk an email with response to resident.

Chair thanked the Highways Group for their time.

1711.11 **C. ENVIRONMENT & RECREATION ADVISORY GROUP REPORT: Cllr M. Davies**
Chair:

Notes of Meeting held at Church House, St Arvans on Thur 26th October at 5pm

Attendance: Cllr Davies (C), Banfield, Edwards.

1. **Apologies** Cllr Kennedy.
2. a. **KGV Playground**
 - (i) Play Equipment **ACTION OUTSTANDING:** Cllrs Davies & Banfield to visit Tutshill play equipment for ideas.
 - (ii) VK has kindly screwed down loose plank on zip wire, as well as replacing the base of the metal liner of the wooden rubbish bin. MCC will remove rust and sharp edges from slide, before repainting. Nigel Hoskins will replace broken stake in wire fence in corner of the ??????????
 - (iii) Weekly checks have been carried out.
- b. **SA Memorial Hall Playing Field**
 - (i) Request from Chepstow Garden City Junior Football Club to improve ground, i.e. aeration etc. **ACTION: to be discussed at next full Council**
- 3 **Other Business**
 - a. **Grass Cutting** Cllr Banfield is preparing a list of works using the 2017 invoices from Nigel Hoskins, as well as ascertaining what MCC actually do. The result will be a schedule of works which Cllr Davies can discuss and agree with Nigel Hoskins. **ACTION: Cllrs Davies & Banfield.**
 - b. **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.**
 - c. **The Pound** A local resident claims that it was not an animal pound, but an enclosed area to house a hand-operated water pump for use by the villagers. It was agreed to try to trace the origins **ACTION: Cllrs Banfield & Edwards.**
 - d. **2017 GAVO Best Kept Village Competition** St Arvans was not successful this year, with a number of areas for improvement noted by the judges.
- 4 **DONM: To be confirmed.**

Chair thanked the ERAG Group for their time.

Queries from meeting ??????

- 1. TN overgrown hedges and pavements on Devauden Rd. – vegetation growing – Church Lane growing Approach residents or inform MCC.
Clerk to email residents to request hedges are maintained and we can offer recommendations to help as we have a contractor who could help – ERAG to relook.**
- 2. a. Defibrillators spare parts – Welsh Heart charity contacted– awaiting a response.
b. Defib cluster group – contacted Judith Langdon but no response - AW to follow up. = send to Rachel Kebble BH to send clerk an email.
c. More defibs next year and locations to be looked at.**

1711.12 COMMUNICATIONS

- a) 1. Web Update - Website requires updating – Vision ICT can overhaul at a cost of £150 plus VAT. A councillor recommended discussion at Finance meeting, however as it is a legal requirement to have a website, it was agreed that if use it then you can see the quality needs to be modified plus the cost would increase if the clerk made the changes. Proposed by Cllr Banfield and seconded by Cllr Edwards. Cllr Howells agreed.
2. Website documents can be viewed by appointment with the clerk if residents do not have computer access.
- b) Facebook Update - The Clerk to the Council Facebook page has been set up as per residents request. Ref Minute 1709.09b. It was agreed that Facebook posts would reflect information on the Notice boards/Website/Resident distribution email list. Review on a quarterly basis. Please like, share and invite contacts within the village.

1711.13 CORRESPONDENCE RECEIVED AND NOT REPORTED ELSEWHERE.

- a) Email OVW – Burial charges for children survey – actioned, forwarded to Cllrs Banfield & Edwards.
- b) Email IIMC – Social media survey – actioned
- c) Email Boundary Commission for Wales – forwarded to Cllrs Banfield & Edwards Ward areas not Community council areas.
- d) Email MCC – My Monmouthshire App first birthday – emailed to Councillors
- e) 11/11/18 A nations Tribute – end of First World War.
- f) Email OVW – Monmouth/Newport Area Committee – Representative Cllr Edwards.
Cllr Newman representative for Lower Wye Valley Area. Both to attend meetings and provide feedback.
- g) Remembrance Service – Request that we would like a representative of the Community Council to attend next year. – British Legion is contact.

1711.14 PARISH MAGAZINE ITEMS

- a. Councillor vacancies.

1711.15 DATE OF THE NEXT COUNCIL MEETING: TUESDAY 12th DECEMBER 2017

The Meeting closed at 9.20pm

Signed.....

Date.....