

ST ARVANS COMMUNITY COUNCIL
MINUTES OF THE MEETING HELD AT THE MEETING ROOMS
ON TUESDAY OCTOBER 10TH 2017 AT 7.00PM

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

In Attendance H McMahan, Clerk

1710.01 APOLOGIES FOR ABSENCE Cllrs VK, MD, AW. Apologies were accepted.

1710.02 REPORT ON POLICE MATTERS: The Community Police report was received by email.

28/9/17 – Report by Laurel Park resident of suspicious night-time activity. Dogs may have disturbed two males seen driving away in a white van; the property door was found ajar. Nothing had been taken.

29/9/17 – Report by Open Reach engineer of the theft of aluminium ladders from telegraph pole site on Penterry Lane near Fair oak Farm.

The Council reported Nitrous Oxide capsules had been found at the playground. Response: The capsules may be legally purchased by over-eighteens for use in the catering industry so control of access is difficult. As they can be used to acquire a legal high, police plan to increase monitoring of the area in which they were found.

1710.03 DECLARATIONS OF INTEREST There were none.

1710.04 PUBLIC SESSION No members of the public were present.

1710.05 MATTERS ARISING FROM THE PUBLIC SESSION There were none.

1710.06 REPORT FROM COUNTY COUNCILLOR ANN WEBB

Cllr Webb was unavailable. Items to be queried and discussed:

- a) Semiconductor plant opening in Newport. Further information has been requested.
- b) Racecourse Water tower planning update.
- c) Devauden Road yellow line extension update.
- d) Grass cutting at Grange Farm.

1710.07 ADOPT MINUTES OF THE FULL COUNCIL MEETING HELD ON SEPTEMBER 12TH 2017

These were approved, proposed by Cllr RE and seconded by Cllr BH and all present agreed.

1710.08 MATTERS ARISING FROM THE MINUTES NOT REPORTED ELSEWHERE**Reference Minute Number:**

- a) 1709.05 Cllr VK was thanked for a review of A466 issues – A notice has been sent to residents regarding temporary traffic lights. CCllr AW to update on climbers parking cars inside the coned area.
- b) 1709.08c Audit: Councillor query on the wording “the issuing of a separate additional issues arising report.” Clerk advised that there had been no issues that required the further attention of the Auditors.
- c) 1709.09b Alternative Communication Methods: Clerk to set up a St Arvans Community Council (SACC) Facebook page using the name “Clerk to St Arvans Community Council”. It was agreed that Facebook posts would reflect information on the Notice boards/Website/Resident distribution email list. Use to be reviewed on a quarterly basis.
- d) 1709.09d Letter headings and design: RE to pursue.
- e) 1709.09g Standing Orders: Amendments to be actioned and distributed to Councillors. To Resolve and Adopt at November meeting and upload to the website. Clerk to give hard copy to Cllr Newman. Cllr RE was thanked for her work on amending the Standing Orders in line with SACC requirements.
- f) 1709.10b Invitation to residents to contribute to Planning Group: Councillors agreed this was in the interest of the village.

1710.09 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	£476.20
HSBC, Saving Account	£11,199.73
Monmouthshire Building Society Account	£4,110.12

Total (x) £15,786.05

ii) Minus £ p, comprising outstanding cheques paid during Sep/Oct 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)St Arvans Trust	Hire of Meeting Rooms (July)	101137	18.60
3) SLCC	Annual Membership	101139	38.00
4) St Arvans Trust	Meeting Rooms Hire (Sept)	101142	12.40
5)SBanfield	Expenses	101144	60.94
Total (y)			356.61

Bank Balance as at 25/9/17 i.e. Total(x) – Total (y) = £15,429.44

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

To Whom	Reference to Work Done/Expenses/salary etc.	Cheque No.	Value
1).HM Clerk	Clerk's salary 1/10/17 – 31/10/17	Paid thru MCC	226.60
2) Nigel Hoskins	Grounds maintenance	101145	175.50
3) Merlin Waste	Dog Bin emptying (October)	101146	27.12
4) St Arvans Trust	Meeting Rooms Hire (Sept)	101147	12.40
5) MCC	Clerk salary (Apr – Jun 2017)	101148	702.40
6) MCC	Clerk salary (Jul – Sep 2017)	101149	702.40
7) Wales Audit Office	Audit of annual accounts 2016/17	101150	217.80
8) Vision ICT	Subscription (7321)	101151	435.00
		Total	2499.50

12,930.11

The payments were agreed. Proposed by Cllr SB and seconded by Cllr RE and all present agreed.

- b) Bank Mandate – HSBC confirmed updates are active – Signatories are: Chair, Clerk Cllr MD (Chair of Finance Advisory Group), Cllr BH.
- c) Finance meeting held on 9/10/17 to review and amend Financial Regulations in line with SACC requirements. A draft form will be distributed to all Councillors and will be available to view on the website after adoption at the November meeting.
- d) HSBC Internet Banking issues to be resolved.

1709.09 REPORT FROM THE CLERK.

- a) **Training:** Booked: "The Council Meeting" (19/10) Clerk and RE. "Ensure Council is Compliant" full day conference (22/11) Clerk. Councillors to advise Clerk they would like to attend courses as available e.g. Planning training 8/11 and 21/11.
- b) **Communication Methods:** The Council's review of alternative communication methods proposed Communications as a standard agenda item and a Communications sub-group to meet as needed.
- c) **Electoral Role:** It is to be noted by all Councillors that this is a private and confidential document. Clerk to contact MCC for protocol in copying and distributing and advise councillors at the November meeting.
- d) **Clerk appraisal:** Appraisal was held on 2/10 and was carried out by Cllrs SB & RE and Clerk.
- e) **Data Protection:** Clerk recommended that SACC register with Information Commissions Office (ICO) at a cost of £35. Clerk to issue further information for the Council to discuss at the November meeting.

1709.10 A. PLANNING ADVISORY GROUP REPORT: Cllr RE Chair Cllr Edwards reported:

- 1. Planning Application considered by MCC/ Planning Dept. since the last meeting.
 - i. DC/2016/00914 – Wyndcliffe Court, Penterry Lane, NP16 6EY. Planning appeal replacement roof covering.

- ii. DC/2017/01054 – Beguildy Barn, Devauden Rd, NP16 6EZ. Proposed internal amendments and extension to converted barn. The Council does not see any problems with the internal amendments but would like to see further information on the external amendments.
- 2. Planning Applications decided by MCC/Planning Dept. since the last Council meeting – none.
- 3. To note receipt of planning applications/permissions received since the preparation of this agenda - none
- 4. Attendance at Planning 4 Communities Conference 8/11. Cost of £40 (RE)
- 5. Braeside. DC/2017/00512 Clerk to inform MCC/Planning of hedge, boundary and footpath issue raised by a resident.
- 6. EE Mast. DC/2017/00395 Clerk to contact MCC/Planning and note application states that drawings are attached and would like sight of same.
- 7. Racecourse building proposals and water tower demolition. Clerk to contact MCC/Planning to request updates regarding whether development will be continued as the Kennel Club has withdrawn its interest in the site and whether the demolition of the water tower had been in the original plans.

Chair thanked the Planning Group for their time.

1709.10 B. HIGHWAYS ADVISORY GROUP REPORT: Cllr BHs Chair

Cllr Howells presented notes as there was not a September Highways meeting.

- 1. Racecourse management have agreed to hold a meeting in November when personnel are available to address several concerns regarding traffic management and noise associated with recent events. Cllr BHs to press for a date.
- 2. Still awaiting a response from MCC in relation to picket fence.
- 3. Further complaints have been made about the position of yellow lines and parking along Devauden Road close to the fountain. Cllr AW to pursue the matter with MCC.
- 4. Village 'Maintenance Schedule' for the last year to be reviewed and evaluated. Cllr SB & Cllr Newman to prepare schedule.
- 5. GO-SAFE results for the last 6 months of speed monitoring for the St Arvans ward area follow. Residents will be canvassed again in the very near future regarding areas for concern. This, along with the much-appreciated input from the St Arvans Community Speed Watch group, is helping to reduce the speed of inconsiderate drivers.

A466 St Arvans (bike and van)

Apr no enforcement (signage issue)

May - 3 visits, 5 hrs of enforcement, 26 offences

June - no enforcement (M/C operator on annual leave)

Jul - 2 visits = 3 offences

Aug - 4 visits = 20 offences

Sep - 3 visits = 34 offences

Devauden Rd, St Arvans (van)

Apr no enforcement (signage issue)

May -1 visit, 1.5hrs of enforcement, 0 offences

June -1 visit, 1.5hrs of enforcement, 0 offences

July - 5 visits = 16 offences

Aug - 3 visits = 0 offences

Sep - 3 visits = 1 offence

Chair thanked the Highways Group for their time.

1709.10 C. ENVIRONMENT & RECREATION

1. ADVISORY GROUP REPORT: Cllr MD Chair:

The meeting was held on site at King George V Playing Fields (KGV) to review a work list with NH/maintenance:

- a) Repair of fence in corner of field requested.
- b) Repair of bin (Cllr VK offered to arrange).
- c) Quotation for treatment of rust/painting slide requested.
- 2. Annual Return KGV – Clerk to draft a nil return.
- 3. Weekly playground checks of equipment have been carried out. Quotations requested from MCC and NH to sand down and repaint the slide. As this is an urgent item, it was agreed the work should be carried out immediately.
- 4. Clerk confirmed supplies of bags to NH for disposal of litter.
- 5. Fountain - Cllr AW to investigate ownership. ERAG to consult land registry.
- 6. Gwent Association of Voluntary Organisations Presentation of Best Kept Village Awards was attended by Chair and Vice Chair. Information available in Fiveways Magazine.
- 7. The Council would like to thank the residents who have been litter picking around the village.

Chair thanked the ERAG group for their time.

1709.11 CORRESPONDENCE RECEIVED AND NOT REPORTED ELSEWHERE.

- a) Letter from a non-resident about speeding and narrow pathway on Devauden Road (North edge of St Arvans.) Referred to Highways Advisory Group.
- b) Email - Code of Conduct training - Cllr Newman and BH to consider dates.
- c) Email – ‘Safety Issues lead Council to install Traffic Lights on A466’ – sent to Councillors and Residents distribution list.
- d) Email - Data protection – sent to Councillors.
- e) Email - Communications with MCC - sent to Councillors. As a response to concerns raised in County about communication with MCC, our named contacts are: Alison Jones (alisonjones@monmouthshire.gov.uk) Ph.: 01633 644219 and Rachel Keeble (rachelkeeble@monmouthshire.gov.uk).
- f) Flyer advertising a surprise 80th birthday gathering for Jean of Parkfield Stores. The Council wishes to thank Victoria and Terri for their work in planning this event. The Council passed a motion (two votes for, one against and one abstention) to contribute a sum to the fund in recognition of their appreciation of Jean’s work.

1709.12 PARISH MAGAZINE ITEMS

- a) Best Front Garden/ Hanging Basket results
- b) Poster re Village Ceilidh

1709.13 DATE OF THE NEXT COUNCIL MEETING: TUESDAY 14th NOVEMBER 2017

The Meeting closed at 9.00pm

Signed.....

Date.....