

ST ARVANS COMMUNITY COUNCIL
MINUTES OF THE MEETING HELD AT THE MEETING ROOMS
ON TUESDAY SEPTEMBER 12TH 2017 AT 7.00PM

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

In Attendance H McMahon, Clerk
County Councillor Ann Webb

Apologies Councillor T. Newman

1709.01 ELECTION OF CHAIR

Cllr S Banfield was proposed by Cllr RE, seconded by Cllr VK.
A vote was taken and all present voted in favour.

ELECTION OF VICE CHAIR

Cllr R Edwards was proposed by Cllr VK, seconded by Cllr BH.
Cllr RE stated she would be delighted to support Cllr SB.
Both Cllr SB and Cllr RE signed declaration of office.

MEMBERSHIP OF ADVISORY GROUPS Cllrs agreed that the existing memberships remain.

Highways: Cllrs BHs (Chair), RE, AN, SB
ERAG: Cllrs MD (Chair), VK, RE, SB
Planning: Cllrs RE (Chair), VK, BHs, SB
Finance: Cllrs SB, MD, AN

DECLARATIONS OF INTEREST There were none.

1709.02 REPORT ON POLICE MATTERS

The Community Police report was received by email.

- a) There was one crime to report since the last meeting:
27/7/17 – Report of a blue and silver Bowsher power washer stolen from a property on Devauden Road in St Arvans village. The washer had been left overnight on the driveway.
- b) Unfortunately Mathern village had three shed breaks overnight on Saturday 2nd September. High value bikes and tools were stolen. Items left visible in two vehicles were also taken with access gained through breaking the car windows.
- c) In an emergency you are reminded to be vigilant and report any suspicious activity at the time via either 101 or 999.
- d) The new Chepstow neighbourhood officer, PC Carly Powell
(carly.powell@gwent.pnn.police.uk) will be attending meetings when available.

1709.03 PUBLIC SESSION

No members of the public were present.

1709.04 MATTERS ARISING FROM THE PUBLIC SESSION

There were none.

1709.05 REPORT FROM COUNTY COUNCILLOR ANN WEBB

Cllr Webb reported:

- a) Semiconductor plant opening in Newport. Further information will be provided from MCC via Cllr AW.
- b) Motorcycle circuit in Ebbw Vale has received private financing so the project is secure.
- c) A466 temporary traffic lights will be in place for some time. Investigations are ongoing. Cllr VK has emailed MCC for update of the work schedule.
- d) A466 verge: Cllr AW to request the cutting of the verge.
- e) A466 ref 1707.04 b. There have been no other complaints in relation to parking on the verge on the A466 below the climbing cliff. However Cllr VK stated that cars have been seen parking inside the cones where work is ongoing. This is blocking a safe route for cyclists. Cllr AW responded that she will pursue the matter with MCC Highways.
- f) Fly Tipping ref 1707.04e. Cllr RE thanked Cllr AW for her help on the fly tipping at Cop Hill Farm. The rubbish has been removed and a barrier has been erected to deter the practice. Cllr RE informed the council that National Resources Wales half-fund a policeman attached to Usk. She will distribute to the council his contact details for future reference.

Chair thanked Cllr AW for her report.

1709.06 ADOPT MINUTES OF THE FULL COUNCIL MEETING HELD ON JULY 11TH 2017

These were approved, proposed by Cllr SB and seconded by Cllr BHs and all present agreed.

1709.07 MATTERS ARISING FROM THE MINUTES NOT REPORTED ELSEWHERE

Reference Minute Number:

- a) 1707.02 All present agreed that it would be beneficial to the community to support the work of the Citizens' Advice Bureau. A donation of £100 was proposed by Cllr BHs and seconded by Cllr MD and it was decided that the Finance Group investigate the possibility of including a donation when deciding next year's precept.
- b) 1707.06 Cllr B Howells commented that it was Cllr Howell who had resigned (BH, not BHs).
- c) 1707.09 d & e. Cllr SB, Cllr RE, Cllr TN & clerk to meet to update/amend Model Local Resolution Protocol documents, distribute to council members, and upload to the website after October meeting.
- d) 1707.15 Cllr RE commented that as item (a) was not in the original minute none of the material was entered into the parish magazine.

1709.08 SCHEDULE OF PAYMENTS AND RECEIPTS FOR AUGUST AND SEPTEMBER 2017

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

i) HSBC and Building Society Accounts	
HSBC, Current Account	£1,000.00
HSBC, Saving Account	£8,351.20
Monmouthshire Building Society Account	£4,110.12

Total (x) £13,461.32

ii) Minus £ p, comprising outstanding cheques paid during August 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 (including July and August)	Paid by MCC	1152.01
2)Nigel Hoskins	Grounds Maintenance	101136	153.00
3)St Arvans Trust	Hire of Meeting Rooms (July)	101137	18.60
4) Merlin Waste	Dog Bin emptying (July & August)	101138	40.68
5) SLCC	Annual Membership	101139	38.00
Total (y)			1402.28

Bank Balance as at 6th September 2017 i.e. Total(x) – Total (y) = £12,059.04

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 1/9/17 – 30/9/17	Paid thru MCC	226.67
2) Nigel Hoskins	Grounds maintenance	101140	153.00
3) Merlin Waste	Dog Bin emptying (September)	101141	27.12
4) St Arvans Trust	Meeting Rooms Hire (Sept)	101142	12.40
5) H McMahon	Clerk Expenses 1/9/16 – 31/8/17 includes phone calls, use of home ie electricity etc	101143	150.00
6) S Banfield	Councillor Expenses	101144	20.25
7) S Banfield	SACC banner, trophy engraving	101144	40.69
Total			620.13

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

- b) Councillors were reminded to claim travel expenses: Clerk to resend the form.
- c) Audit Update: The audit was presented to the council. There were no matters which required the issuing of a separate additional issues arising report. The annual return notice has been displayed on the notice board and in the parish magazine. The accounts are available to view and will be uploaded to the website. Clerk to forward info to Cllr RE for the parish magazine.
- d) Internet Banking. The council agreed to pay regular invoices from Mr N Hoskins, Merlin Waste, St Arvans Village Trust via internet banking.

1709.09 REPORT FROM THE CLERK.

- a) **Training:** The Clerk has booked onto a One Voice Wales Data Protection course and will attend other relevant courses. Councillors to advise Clerk if

- there are any courses on the list which they would like to attend.
- b) **Communication Methods:** The Council's review of alternative communication methods: Cllr RE to invite a Clerk from another council to update and advise on use of Facebook, Twitter etc. to the next meeting at 7pm.
 - c) **Notice board:** Contents and key holders: After a discussion, the Council agreed that the Clerk would keep a key and the spare key would be kept in Jean's shop for residents to use for strictly non-commercial material. Clerk to effect and email residents with this information.
 - d) **Letter headings and design:** Cllr RE to look at samples from Honeywell and report at next meeting.
 - e) **Clerk appraisal:** Cllrs SB & RE to advise date.
 - f) **Code of Conduct :**
 - i. Cllr RE to circulate the MCC 'Code of Conduct for Members and Co-opted Members': Cllrs SB, RE and Clerk to meet to review and amend as relevant to SACC.
 - ii. New Councillor Training : Clerk to email R Tranter/MCC that we hope to have 2 co-opted new councillors for future training.
 - g) **Standing Orders :** Cllrs SB, RE & Clerk to meet to review and amend in line with SACC requirements and upload to the website after October meeting.
 - h) **Risk Assessment:** To be reviewed and amended in line with SACC requirements.
 - i) **St Arvans Community Council Website:**
 - i. Web handover, training and ongoing support from Vision ICT. Clerk to organise training with Vision ICT for interested councillors. Proposed by Cllr RE and seconded by Cllr BHs.
 - ii. The Council agreed to Judith Bolton's advice to remove community news and keep it updated with Minutes, Agendas, Finance information, Policies and Notice board leaflets.

1709.10 A. PLANNING ADVISORY GROUP REPORT: Cllr RE

- a) Planning matters:
 - i. Planning Application considered by MCC/ Planning Dept. since the last meeting.
 - 1. DC/2017/00783 – Porthcasseg Farmhouse, Porthcasseg Farm, NP16 6HG: Alterations & extension to existing detached dwelling house, comprising: Erection of single storey extension, erection of a detached double garage, erection of an open covered canopy with bin storage, installation of a photovoltaic array 3.6kw and insertion of roof windows to rear roof plane.
 - ii. Planning Applications decided by MCC/Planning Dept. since the last council meeting
There were none.
 - iii. To note receipt of planning applications/permissions received since the preparation of this agenda.
 - 1. Gaer Hill Farm, St Arvans, NP16 6EZ.. Proposed telecommunications installation upgrade and associated works, adjacent to Police Mast: refer to Planning Advisory Group.
- b) Cllr RE proposed a formal invitation to Mr Alex Cole and Mr Adrian Kellar to join the Planning Advisory Group, to advise of these meetings in advance and to hold such meetings in The Meeting Rooms to facilitate participation.

Chair thanked the Planning Group for their time.

1709.10 B. HIGHWAYS ADVISORY GROUP REPORT: Cllr BHs

Cllr Howells presented the report.

- a) There have been no Highways meeting during August as there has not been a meeting with the Racecourse and no response received from MCC regarding the picket fencing.
- b) Racecourse management have agreed to hold a meeting in the near future when personnel are available to address several concerns regarding traffic management and

- noise associated with recent racecourse events. Cllr BHs to press for a date.
- c) Further complaints have been made about the yellow lines and parking on Devauden Road close to the fountain. Cllr AW will pursue the matter with MCC.
 - d) Speedwatch, motor bike and van camera units have been active during the summer, and cable speed monitoring has been installed on Devauden Road.
 - e) The Kennel Club have cancelled plans for a centre in the Racecourse.
 - f) An outline maintenance schedule has been received by email from MCC; together with the work schedules of Mr N Hoskins and Mr Will Luff, we will be able to address shortfalls and advise residents.

Chair thanked the Highways Group for their report and time.

1709.10 C. ENVIRONMENT & RECREATION ADVISORY GROUP REPORT: Cllr MD

Cllr Davies presented the report:

- a) Cllr AW to investigate ownership of the fountain. ERAG to contact land registry.
- b) Malcolm Powell, Devauden appointed OVW representative on AONB. AONB tour on September 22nd – Cllr SB unable to attend.
- c) Cllr MD completed the weekly inspection.
- d) Matters arising from the Annual Inspection of KGV playing field and from a resident's email have been addressed with thanks to Cllrs VK, BHs and TN except for the paint on the slide and the hole in the corner of the field. A site visit was held. Both issues will be addressed.
- e) A site visit was held to the 'village pound' which we had envisaged marking with a plaque. However the pound appears to be a water pound rather than an animal pound, and privately owned. Further investigation will be made.
- f) GAVO presentation meeting: Clerk to email and request information.
- g) Best Kept Front Garden and Best Hanging Basket(s) trophies have been retrieved and engraved; Cllr MD will arrange presentation (neither winner being available to attend this meeting).
- h) The council would like to thank Mr A Bolton and Mrs J Bolton on their work on the Wigloo.

Chair thanked the ERAG group for their report and time.

1709.11 CORRESPONDENCE RECEIVED AND NOT REPORTED ELSEWHERE.

- a) MCC email A466 Emergency Scaling Works update – distributed to the residents
- b) MCC email New Development Management Services – distributed to the councillors
- c) Email LED street lighting – distributed to Highways
- d) Resident email overhanging brambles – hedges have now been cut.
- e) Email Scarecrow Trail – The Council is delighted with the proposed link between Devauden and St Arvans. The Council gives permission to use the field for parking.
- f) Resident email KGV equipment – see above.
- g) Emails from the winners of Best Front Garden (Mr and Mrs Baron) and Best Hanging Basket (Mr & Mrs Thompson)

1709.12 PARISH MAGAZINE ITEMS

- a) Chair and Vice Chair
- b) Garden and Hanging Basket Competition Results
- c) Audit update

1709.13 DATE OF THE NEXT COUNCIL MEETING: TUESDAY 9th OCTOBER 2017

The Meeting closed at 8.55pm

Signed.....

Date.....