

8th June 2023

I hereby give notice that the next Ordinary Meeting of St Arvans Community Council will be held on Tuesday 13th June 2023 at The Meeting Rooms at 7:00PM and via Webex (see end of agenda). All Members of the Council are summoned to attend and to consider and resolve upon the business to be transacted at the meeting as set out hereunder.

Catherine Baker, Clerk to St Arvans Community Council

AGENDA

- 2306.01 TO RECORD ATTENDANCE & ACCEPT APOLOGIES FOR ABSENCE
- 2306.02 PUBLIC SESSION (15 minutes)
To receive and consider any comments or questions from the public which may be answered but not debated
- 2306.03 DECLARATION OF INTEREST IN ITEM(S) ON THE AGENDA
- 2306.04 TO APPROVE MINUTES OF MEETINGS
To approve the minutes of the following meetings:
a. [Annual Meeting of 9th May 2023](#)
b. [Ordinary Meeting of 9th May 2023](#)
c. [Finance Committee Meeting of 19th May 2023](#)
- 2306.05 TO RECEIVE REPORTS:
a. Neighbourhood Police Crime & Traffic: written report from PCSO Andrew Jones (not yet received)
b. Monmouthshire County Council: verbal report from County Cllr A Webb, if present
c. [Citizens Advice Monmouthshire 2022-2023 St Arvans Report](#)
d. To receive report of the Balter Festival at Chepstow Racecourse 25th - 28th May 2023
e. To receive report of 9th June meeting of Give Dog Fouling the Red Card meeting, including:
a. MCC Scrutiny Committee Open Spaces Public Protection Order discussion of 25th May 2023.
b. Dog Fouling Awareness Day of 25th May 2023
- 2306.06 PERSONNEL COMMITTEE
a. To appoint current RFO to a permanent contract.

2306.07 FINANCE (compiled by RFO)

- a. Reconciled balances at bank & building society at 31.5.23:

HSBC	£13,200.66
MBS	£10,063.96
Balance to Bank Reconciliation 31.5.23	£23,264.62

- b. To note payments made since 1.5.23

Date	Payee	Description	Amount
22/05/2023	JAMF SOFTWARE	software	12.86
22/05/2023	JAMF SOFTWARE	conversion fee	0.35
14/05/2023	H3G (Three Mobile)	Clerks mobile April	14.00
13/05/2023	St Arvans Village Trust	room hire April	27.00
15/05/2023	Cisco Webex	hybrid meeting fee	14.86
22/05/2023	HSBC	bank Charges - April	5.00
25/05/2023	Vision ICT	website & email hosting	581.70
30/05/2023	Merlin Environmental Services Ltd	dog waste – May	127.40
31/05/2023	Payroll April – Salaries, HMRC	payroll May	569.28

- c. **Additional payments for approval**

To approve the following payments (not detailed in the regular payments list):

One Voice Wales (training) £38.00 (*LGA 1972, s111*)

- d. **Receipts**

To note the following receipts:

HMRC VAT refund 2021/22 £1,018.63

- e. **Internal Auditor**

To confirm the appointment of Mr M Taylor as the Community Council's internal auditor for the financial year 2022/23 (*Accounts & Audit (Wales) Regulations 2014*).

- f. **Internal Audit 2022/2023**

To consider the report from the Internal Auditor in respect of the Council's accounts for the year ending 31st March 2023.

- g. **Annual Governance Statement**

To complete the Annual Governance Statement / Checklist for the Financial Year End (page 2 of the [Annual Return](#)).

- h. **Year End Accounts and Annual Return**

i) To consider the Year End accounts and Annual Return for the year ending 31st March 2023.

ii) To sign the Year End Accounts and Annual Return for the year ending 31st March 2023.

- i. **Independent Remuneration Panel for Wales**

To consider the report on the [Independent Remuneration Panel for Wales \(IRPW\) Determinations](#) in respect of Remuneration of Community and Town Councillors.

- j. **Corporate Governance - Review of Effectiveness of Internal Audit 2022/2023**

In compliance with the Accounts and Audit (Wales) Regulations 2014 to undertake a review of the effectiveness of the Council's internal audit arrangements. The recommended approach to the review is set out in the [RFO's report](#).

- k. **Asset Register**

To undertake a review of the asset register and make any adjustments.

- l. **To receive the completed External Audit for year ended:**

a. [31st March 2019](#)

b. [31st March 2020](#)

- c. [31st March 2021](#)
- d. [31st March 2022](#)

m. To note the [notice of conclusion of audit](#) for years ending 31st March 2019, 2020, 2021, and 2022, and the right to inspect the annual return, to be displayed on the Council website and noticeboard.

2306.08 PROPERTIES

- I. King George's Field Playground:
 - a. To note complaint of children standing on roof of play train, and agree signage as appropriate.
 - b. To note complaint of inappropriate use of zip wire by multi-users & adults, and agree signage as appropriate.
- II. The Park Sports Field:
 - a. To report progress on Chepstow GCJFC remainder of inspection report requirements for Clubhouse.
 - b. To discuss parking for teams and visitors attending matches.
 - c. To discuss request for permission to hold a barbecue, including parking.

2306.09 PLANNING

- A. New planning applications received by publication of agenda on 20th April 2023.
 - a. DM/2023/00614 The Tout, Tout Road, Penterry, St Arvans, NP16 6HQ: Retention of Shepherd Hut and bio-disc (holiday let).
 - b. DM/2023/00602 Gaer Hill Farm Devauden Road St Arvans, NP16 6EZ Tree felling (Group TPO W1) – For information only (there are no consultees on this application)
- B. Existing planning application awaiting response from MCC
 - A. DM/2023/00433 Parkfield Stores, Tintern Road, St Arvans, NP16 6EJ: Change of use from shop to dwelling house and external alterations.
 - B. To note Public Footpath 32 Public Path Diversion Order 2023 - New Barns, Tintern Road
 - a. [Cover letter](#)
 - b. [Diversion order and map](#)
 - c. [Notice of Making of an Order](#)

2306.10 COMMUNICATIONS

- a. To receive report of Advisory Group meeting of 16th May 2023.
- b. To receive update from Clerk.

2306.11 HIGHWAYS & MAINTENANCE

- a. To receive report of Advisory Group meeting of 25th May 2023.
 - i. To agree recommendation for purchase of 6 off yellow medium-size no-waiting bollards
 - ii. To agree SACC's priorities for delivery from the Wye Valley AONB Villages Plan
- b. To agree design and purchase of 'no littering/no toileting' signage on Tintern Road, opposite Livox Cottages.

2306.12 ENVIRONMENT & RECREATION

- a. Defibrillators:
 - i. To receive monthly defibrillator inspection report.
 - ii. To receive feedback on CPR & Defibrillator training session 13th May 2023 at The Piercefield.
 - iii. To consider and agree purchase of defibrillator cabinet for Fair oak area.

- c. To agree purchase of sockets for tree lights for WI maple tree.
- d. Litter Pick:
 - i. To note progress with Keep Wales Tidy insurance certificate 2023/24.
 - ii. To note query regarding insurance cover for litter pickers over the age of 80.

2306.13 CORRESPONDENCE

- a. To note miscellaneous emails listed in the correspondence schedule (see below).

2306.14 DATES OF FORTHCOMING MEETINGS requiring SACC representation

- a. OVW Mon/Newport Area Committee, Thursday 6th July 2023, Sessions House, Usk, 7pm
- b. Wye Valley Villages Group, Wednesday 12th July 2023, Pelham Hall, Penallt, 3pm
- c. St Arvans Memorial Hall Management Committee, Thursday 19th July 2023, 7.30pm

2306.15 DATE OF NEXT MEETING(S): 11th July 2023, recess August, 12th September, 10th October, 14th November, 12th December, 9th January, 13th February, 12th March, 9th April, 14th May (Annual Meeting and Ordinary Meeting).

CORRESPONDENCE SCHEDULE

RECEIVED	SENDER	TOPIC
23/05/23	ABUHB	Mental Health 111 Telephone Services
Various	MCC	Press Releases
25/05/23	OVW	Smart Devices leaflet
06/06/23	Welsh Govt (via OVW)	ITEC and Chwarae Teg Training Courses
06/06/23	OVW	Applying for the Community Ownership Fund

Webex link:

<https://starvanscommunitycouncil.my.webex.com/starvanscommunitycouncil.my/j.php?MTID=m42ebb0f187bcf5af633f2ab01ea6c72>

Meeting number: 2364 497 6341

Password: NvpHi559aif (68744559 from phones and video systems)