

6th July 2023

I hereby give notice that the next Ordinary Meeting of St Arvans Community Council will be held on Tuesday 11th July 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

- 2307.01 TO RECORD ATTENDANCE & ACCEPT APOLOGIES FOR ABSENCE
- 2307.02 PUBLIC SESSION (15 minutes)
To receive and consider any comments or questions from the public which may be answered but not debated
- 2307.03 DECLARATION OF INTEREST IN ITEM(S) ON THE AGENDA
- 2307.04 TO APPROVE MINUTES OF MEETINGS
To approve the minutes of the [Ordinary Meeting of 9th June 2023](#)
- 2307.05 TO RECEIVE REPORTS:
- a. Neighbourhood Police Crime & Traffic: written report from PCSO A Jones
 - b. MCC: verbal report from County Cllr A Webb, if present.
 - c. Live Nations concerts at Chepstow Racecourse 30th June and 2nd July 2023 (see Highways for traffic details)
 - d. Give Dog Fouling the Red Card:
 - i) To note the [minutes of the meeting of 8th June](#) (circulated via email)
 - ii) To note that the MCC Open Spaces Public Protection Order consultation is due to be opened soon, but as yet no date has been given – [see press release here](#)
 - e. One Voice Wales meetings:
 - i) OVW Innovation Conference 5th July 2023
 - ii) OVW Monmouthshire & Newport Area Committee 6th July 2023
- 2307.06 PERSONNEL COMMITTEE
- a. To note contract for RFO is ready for signature.
 - b. To appoint current Clerk to a permanent contract.
 - c. To note and agree insurance cover (including risk assessment) for litter pick volunteers.
- 2307.07 FINANCE (compiled by RFO)
Responsible Finance Officer Monthly finance report to SACC - July meeting

- a. Reconciled balances at bank & building society at 30.6.23:

HSBC	£12,343.97
MBS	£10,063.96
Balance to Bank Reconciliation 30.6.23	£22,407.93

- b. To note payments made between 1.6.23 – 30.6.23

Date	Payee	Description & min ref	Amount
9/6/23	MCC	Supply 2 x litter pick hoops	19.20
9/6/23	St Arvans Village Trust	May meeting room hire	55.50
12/6/23	H3G (Three Mobile)	Clerk's mobile May	14.00
22/6/23	JAMF SOFTWARE	software	12.82
22/6/23	JAMF SOFTWARE	conversion fee	0.35
15/6/23	Cisco Webex	hybrid meeting fee	15.14
22/6/23	HSBC	Bank Charges - May	5.00
27/6/23	One Voice Wales	Councillor training – min ref 2306.07	38.00
30/6/23	Merlin Environmental Services Ltd	Dog Waste – June	127.40
30/6/23	Payroll June – Salaries/HMRC	Payroll June	569.28

- c. **Additional payments for approval and payment in July**

To approve the following payments:

- i) Blachere Illuminations – purchase of modular kit (4-way multi socket) - £68.00 + VAT
LGA 1972, s145
- ii) Mr M Taylor – Internal audit services for 2022/23 - £100.00
(Accounts & Audit (Wales) Regulations 2014)
- iii) Pestek – vermin control at St Johns Park - £400.00
(LG 1976 (Misc Prov) s19)
- iv) Audit Wales – Audit fee for 2018/19 (reduced from £1,410.00) - £200.00
(Accounts & Audit (Wales) Regulations 2014)
- v) L Allen – postage for Annual Return (signed for next day) - £7.65
(LGA 1972, s111)
- vi) St Arvans Village Trust – meeting room hire June - £36.00
(LGA 1972, s111)

- d. **1st Quarter budget report**

To receive the [1st quarter budget report April – June 2023](#).

- e. To discuss and agree recommendation from RFO for Unity bank account with multi-authorisation.
- f. To note that the Quarterly accounts to 30th June have been reconciled and signed as per financial regulations.
- g. To make decisions on determinations of IRPW

2307.08 PROPERTIES

- a. King George's Field Playground:
 - i) To receive and agree safety signage as appropriate for play equipment and costings for producing signs.
- b. The Park Sports Field:

- i) To agree a date for a meeting with Chepstow Garden City Junior Football Club to discuss various items, including use of barbecue, progress on remainder of inspection report requirements for Clubhouse; parking for teams and visitors attending matches.

2307.09 PLANNING

- a. No new planning applications received by publication of agenda on 6th July 2023.
- b. To discuss planning application deferred from June Ordinary Meeting whilst further information was sought:

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) – see [email from clerk to councillors 29/06/23](#)

2307.10 COMMUNICATIONS

To receive update on iPads from clerk

2307.11 HIGHWAYS & MAINTENANCE

- a. To report on meeting with PEP on 21st June 2023
- b. To report on traffic management plans and communications for the Live Nation Concerts 30th June – 1st July
- c. To discuss and agree recommendations for grass cutting along Grange Road to Rogerstone Grange.

2307.12 ENVIRONMENT & RECREATION

- a. Defibrillators:
To receive monthly defibrillator inspection report.
- b. Litter Pick:
To note progress with Keep Wales Tidy insurance certificate 2023/24 (see item 2307.06)

2307.13 CORRESPONDENCE

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

2307.14 DATES OF FORTHCOMING MEETINGS requiring SACC representation

- a. Wye Valley Villages Group, Wednesday 12th July 2023, Pelham Hall, Penallt, 3pm
- b. St Arvans Memorial Hall Management Committee, Thursday 19th July 2023, 7.30pm
- c. Give Dog Fouling the Red Card, Thursday 14th September 2023, 11am – 1pm (likely via Teams, but potentially in person)

2307.15 DATE OF NEXT MEETING(S): 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).

To join the meeting remotely use the Webex link below:

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

Meeting number: 2364 497 6341

Password: NvpHi559aif (68744559 from phones and video systems)

CORRESPONDENCE SCHEDULE

RECEIVED	SENDER	TOPIC
Various	MCC	Press Releases
Various	ABUHB	Press Releases
15/06/23	Welsh Govt (via OVW)	Infrastructure (Wales) Bill 2023
Various	Care Inspectorate Wales (via OVW)	Employment Vacancies
20/06/23	Welsh Govt (via OVW)	Older People's Commissioner Consultation
29/06/23	Joe Skidmore, MCC	RBL Councillor Network
30/06/23	OVW	Training dates
05/07/23	MCC	Consultation on Exceptions to 20 mph speed limits and the addition of 20 mph speed limits Attachments: Amendment Order Notice of Intention Contact Clerk for individual maps if required.
05/07/23	Keep Wales Tidy (via OVW)	Keep Wales Tidy training and contract services survey for Town and Community Councils
05/07/23	ABUHB	Proposed Reconfiguration of Midwifery-led Services within Aneurin Bevan University Health Board Contact Clerk if you wish to receive attachments to the email.