



5<sup>th</sup> October 2023

I hereby give notice that the next Ordinary Meeting of St Arvans Community Council will be held on Tuesday 10<sup>th</sup> October 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

- 2310.01 TO RECORD ATTENDANCE & ACCEPT APOLOGIES FOR ABSENCE
- 2310.02 PUBLIC SESSION (15 minutes)  
To receive and consider any comments or questions from the public which may be answered but not debated
- 2310.03 DECLARATION OF INTEREST IN ITEM(S) ON THE AGENDA
- 2310.04 TO APPROVE MINUTES OF MEETINGS  
To approve the minutes of the [Ordinary Meeting of 12<sup>th</sup> September 2023](#)
- 2310.05 TO RECEIVE REPORTS:
- Neighbourhood Police Crime & Traffic: [written report from PCSO A Jones](#)
  - MCC: verbal report from County Cllr A Webb, if present.
  - [Give Dog Fouling the Red Card meeting of 14<sup>th</sup> September 2023](#)
  - OVW Green Hub: meeting notes and presentations of 27<sup>th</sup> September 2023 (link to download presentation sent to Councillors)
  - SA Memorial Hall Committee: Meeting notes of September 2023
- 2310.06 PERSONNEL COMMITTEE  
To receive update on Litter Picking:
- Risk assessment
  - Signage
- 2310.07 FINANCE  
Responsible Finance Officer Monthly finance report to SACC - October meeting
- Reconciled balances at bank & building society at 31.9.23:

HSBC	£18,588.62
MBS	£10,063.96
Balance to Bank Reconciliation 30.9.23	£28,652.58

b. To note payments made between 1.9.23 – 31.9.23

Date	Payee	Description & min ref	Amount	Ref
11/9/23	H3G (Three Mobile)	Clerks mobile September	14.00	P51
13/9/23	JAMF SOFTWARE	software	12.84	P52
13/9/23	JAMF SOFTWARE	conversion fee	0.35	P53
14/9/23	J & P Gardening	KGPF hedge works	150.00	P54
14/9/23	Broxap	KGPF bench supply	816.00	P55
14/9/23	PEP	Devauden Road Project	9.00	P41
15/9/23	WM Garden Services	KGPF play equipment repairs	2700.00	P56
15/9/23	Cisco Webex	hybrid meeting fee	15.14	P57
22/9/23	HSBC	Bank Charges - September	5.00	P58
29/9/23	Payroll September	HMRC/Salaries	569.28	P59

c. **Additional payments for approval and payment in October**

- i. Merlin Environmental Services Ltd – dog waste collection October - £127.40  
(*Litter Act 1983, s5,6*)
- ii. Fiveways Magazine 2023 – subscription fee January – December 2023 - £10.00  
(*LGA 1972, s111*)
- iii. Honeycombe Signs - £134.40 (*LGA 1972, s144*)

d. **Q2 Budget report**

To receive [the half yearly budget report \(April – September\) for the financial year 2023/24.](#)

e. **Finance Committee**

To agree the dates for the Finance committee to meet in October and November as per the schedule of meetings.

f. **Unity Trust**

To note that the balance transfer from HSBC to Unity Trust will be made on 1<sup>st</sup> November 2023 which follows confirmation that all Councillors have enabled their access. A balance of £1,000 will be held in HSBC until further notice.

## 2310.08 PROPERTIES

A. King George's Field Playground:

- i) To receive update on progress of maintenance/repairs:
  - To agree quotation for fence painting
  - To receive playground sign

B. The Park Sports Field:

- i) To receive update on progress of maintenance/repairs.
  - To discuss and agree quotation for single junior rugby post
- ii) To update on Tree Inspection by MCC on 4<sup>th</sup> October 2023
- iii) To note consultation on Public Spaces Protection Order (see Environment and Recreation 2310.12)

## 2310.09 PLANNING

A. New planning applications: received by publication of agenda on 5<sup>th</sup> October 2023.

- i) DM/2023/01290 – 2 Sycamore Court - single storey rear extension. MCC permitted development.

ii)DM/2023/01292 – Firbank House, Devauden Road, St Arvans - dismantle and remove to ground level large dead chestnut tree. MCC deemed risk to safety.

#### **2310.10 COMMUNICATIONS**

- i) To receive update on CAG meeting of 19<sup>th</sup> September 2023
- a. To receive update on Clerk's video consultation with IT consultant and agree further action.

#### **2310.11 HIGHWAYS & MAINTENANCE**

- a. To note Community Presentation re: PEP Devauden Road Project Report on Saturday 28<sup>th</sup> October 2023, 2:00-3:00pm at The Meeting Rooms, St Arvans
- b. To receive update on 20MPH rollout road signage

#### **2310.12 ENVIRONMENT & RECREATION**

- a. Defibrillators:
  - i) To receive monthly defibrillator inspection report.
  - ii) To note CPR and defibrillator training course on 24<sup>th</sup> October at Piercefield Pub at 7:00pm
- b. Dog Fouling/waste bins:
  - a. To note bulk dog waste (carrier bags) being placed in dog bins and litter bins
  - b. To note Monmouthshire County Council's Public Spaces Protection Order (PSPO) Consultation is now live at <https://www.monmouthshire.gov.uk/pspo-dog-controls/> - query re: omission of The Park Sports Field
- c. Sign at Livox Farm: To note signs received for installation at Livox Farm

#### **2310.13 CORRESPONDENCE**

To note miscellaneous emails listed in the correspondence schedule.

#### **2310.14 DATES OF FORTHCOMING MEETINGS requiring SACC representation**

- a. Wye Valley Villages Delivery Group, Tintern Village Hall, 19<sup>th</sup> October 2023, 3:00pm
- b. SA Memorial Hall Committee, TBC

**2310.15 DATE OF NEXT MEETING(S):** 14<sup>th</sup> November, 12<sup>th</sup> December, 9<sup>th</sup> January, 13<sup>th</sup> February, 12<sup>th</sup> March, 9<sup>th</sup> April, 14<sup>th</sup> 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)