



9<sup>th</sup> November 2023

I hereby give notice that the next Ordinary Meeting of St Arvans Community Council will be held on Tuesday 14<sup>th</sup> November 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

- 2311.01 TO RECORD ATTENDANCE & ACCEPT APOLOGIES FOR ABSENCE
- 2311.02 PUBLIC SESSION (15 minutes)  
To receive and consider any comments or questions from the public which may be answered but not debated
- 2311.03 DECLARATION OF INTEREST IN ITEM(S) ON THE AGENDA
- 2311.04 TO APPROVE MINUTES OF:  
ORDINARY MEETING held on 10<sup>th</sup> October 2023  
FINANCE MEETING held on 17<sup>th</sup> October 2023
- 2311.05 TO RECEIVE REPORTS:
- Neighbourhood Police Crime & Traffic: report from PCSO A Jones
  - Monmouthshire County Council: monthly report from County Cllr A Webb
  - WVW Delivery Group meeting held 19/10/2023 – [click here for meeting notes](#)
  - OVW Area Committee meeting held 26/10/2023 – [click here for minutes](#)
  - St Arvans Road Safety Project Community Presentation held 28/10/2023 (see 2311.11)
- 2311.06 PERSONNEL COMMITTEE  
To note receipt of [NALC 2023/24 Clerks' Pay Agreement](#) received 07/11/2023
- 2311.07 FINANCE  
To receive monthly report from Responsible Finance Officer
- Reconciled balances at bank & building society at 31.10.23:

HSBC	£16,874.07
MBS	£10,063.96
Unity Trust	£ 496.67
Balance to Bank Reconciliation 31.10.23	£27,434.70

b. To note payments made between 1.10.23 – 31.10.23

Date	Payment Ref	Payee	Description	Amount
01/10/2023		Unity Trust	Monthly fee pro rata	3.33
02/10/2023	P60	Merlin Environmental Services	Dog waste - September	127.40
02/10/2023	P61	Monmouthshire County Council	Dog Waste Bags	53.70
12/10/2023	P62	One Voice Wales	Annual Membership	126.00
12/10/2012	P63	H3G	Clerks' mobile	14.00
13/10/2023	P64	Jamf	ipad security	13.15
13/10/2023	P65	Jamf	ipad security	0.36
16/10/2023	P66	Cisco webex	Hybrid meeting platform	14.86
22/10/2023	P67	HSBC	Bank Charge	5.00
23/10/2023	P68	St Arvans Village Trust	Meeting room hire September	19.00
23/10/2023	P69	Honeycombe Print Services	KGFP Playground sign	50.40
23/10/2023	P69	Honeycombe Print Services	KGFP Maintenance	84.00
23/10/2023	P70	St Arvans PCC	Fiveways subscription	10.00
25/10/2023		£500 transfer to Unity Trust		
30/10/2023	P71	Merlin Environmental Services Ltd	Dog Waste collection October	127.40
30/10/2023	P59	Payroll	HMRC/Salaries/Allowance	569.28

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

- i. Merlin Environmental Services Ltd – dog waste collection November - £127.40  
(*Litter Act 1983, s5,6*)
- ii. First Aid kits for Litter Pickers - approx. £85.00 (8 x £8.40 + £5.94 postage)  
(*Litter Act 1983, s5,6*)
- iii. Hand sanitisers x 8 to be purchased from Boots – approximately £25.00  
(*Litter Act 1983, s5,6*)
- iv. To approve purchase of replacement defibrillator pads £48.00 + VAT  
(*Public Health Act 1936, s234*)

d. **Internal Audit Services**

To consider and authorise the signing of the [Letter of Engagement from Microshade VSM](#) to undertake internal Audit Services for the financial year ending 31.3.24. This follows the decision made under minute reference F2310.08.

e. **Audit Wales – Annual Return year ending 31.3.23.**

To note the [conclusion of the Annual Return for the financial year ending 31st March 2023](#) from the Auditor General for Wales that:

“On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices.
- that relevant legislation and regulatory requirements have not been met.
- is not consistent with the Council’s governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use and that there are no further matters that I wish to draw to the Council’s attention”.

**2311.08 PROPERTIES**

**A. King George’s Field Playground:**

- i) To receive update on maintenance/repairs: (information sign is up at entrance, Coronation Bench installed, Biodiversity in car park area)
- ii) To receive Tree Inspection report from MCC

**B. The Park Sports Field:**

- i) To receive update on progress of maintenance/repairs. (sign is up on gate),
  - To receive quotations for single junior rugby post
- ii) To receive Tree Inspection report from MCC
- iii) To note that the Clerk has submitted a request to include in PSPO as exclusion zone to the consultation on Public Spaces Protection Order (see Environment and Recreation 2311.12)

**2311.09 PLANNING**

**A. New planning applications:**

DM/2023/01530 Longstone Barn, Rogerstone Grange The introduction of two traditional catslide roof dormers to the fire-damaged first floor of Longstone Barn.

DM/2023/01573\* 22 Laurel Park, St Arvans Single-storey side extension to existing bungalow to provide an open-plan kitchen-living space and study.

DM/2023/01449\* Firbank House, Devauden Road, St Arvans Removal of large Horse Chestnut tree

*(\*As at publication of the agenda a consultation request had not been received by SACC, but this item appears on the MCC Planning Portal.)*

**B. To note MCC referral re proposed tree felling in garden of Piercefield Pub.**

**2311.10 COMMUNICATIONS**

- a. To discuss and agree monthly surgery for residents and businesses.
- b. To receive any other communications updates

**2311.11 HIGHWAYS & MAINTENANCE**

- a. To discuss St Arvans Road Safety Community Presentation
- b. To confirm date for St Arvans street clean and gully washing.
- c. To receive update on 20MPH rollout road signage - see WVV Delivery Group report
- d. To note signs at Livox Cottages (no littering/toileting) have been installed.
- e. To note that the Clerk and RFO have both completed the Traffic Management for Community Events course delivered by Lantra, which gives five years certification for organisation of temporary road closure for community events such as street parties, litter picks etc.
- f. To note Welsh Government consultation on Road Safety Strategy is now open (end date 31<sup>st</sup> January 2024) – [click here for consultation website](#)

**2310.12 ENVIRONMENT & RECREATION**

- a. Litter picking: To receive monthly report.
- b. Defibrillators:
  - i) To receive monthly defibrillator inspection report.
  - ii) To receive update on CPR and defibrillator training course of 24<sup>th</sup> October
- c. Dog Fouling
  - To note that the Clerk has submitted a response to Monmouthshire County Council's Public Spaces Protection Order (PSPO) Consultation to request inclusion of The Park Sports Field.
- d. To discuss and agree to provide protection for grass verge in Wyndcliffe View
- e. To receive request from St Arvans Local Church Council for extra funding toward grass-and-hedge cutting of both churchyards.

**2311.13 CORRESPONDENCE**

To note miscellaneous emails listed in the correspondence schedule.

**2311.14 DATES OF FORTHCOMING MEETINGS requiring SACC representation**

To note any forthcoming meeting dates.

**2311.15 DATE OF NEXT MEETING(S):** 12th December 2023, 7pm at The Meeting Rooms, St Arvans  
2024: 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)

**Correspondence Schedule for the Ordinary Meeting of 14<sup>th</sup> November 2023**

Monmouthshire County Council    [Press releases \(incl Gypsy & Traveller sites in Monmouthshire\)](#)

Aneurin Bevan UHB    [Press releases](#)

IRPW    [Letter regarding Councillor Allowances](#)

AONB    [Lower Wye Tracks and Trails Consultation](#)    (Consultation open until 12<sup>th</sup> January 2024)