



The Meeting Rooms, Church Lane
St Arvans, Chepstow, NP16 6EU

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3rd May 2023

I hereby give notice that the next Ordinary Meeting of St Arvans Community Council will be held on Tuesday 9th May 2023 at The Meeting Rooms, St Arvans following the Annual Meeting, which commences at 7.00pm. 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. Please contact the Clerk for link for remote access – clerk@starvanscouncil.co.uk

Catherine Baker, Clerk to St Arvans Community Council

AGENDA

- 2305.11 TO RECORD ATTENDANCE & ACCEPT APOLOGIES FOR ABSENCE
- 2305.12 PUBLIC SESSION (15 minutes)
To receive and consider any comments or questions from the public which may be answered but not debated
- 2305.13 DECLARATION OF INTEREST IN ITEM(S) ON THE AGENDA
- 2305.14 TO RECEIVE AND APPROVE THE [MINUTES OF THE ORDINARY MEETING OF 25TH APRIL 2023](#)
- 2305.15 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
- 2305.16 PERSONNEL COMMITTEE
a. To appoint Chair
b. To receive updates
- 2305.17 FINANCE COMMITTEE
a. To appoint Chair
b. To receive [reconciled balances at bank & building society at 30.4.23](#)
HSBC £13,534.48
MBS £ 9,972.00
Balance to Bank Reconciliation 30.4.23 £23,506.48
c. To note payments made since 1.4.23

| Date | Payee | Description | Amount |
|------------|---------------|-------------|--------|
| 13/04/2023 | JAMF SOFTWARE | software | 12.91 |

| | | | |
|------------|-----------------------------------|----------------------|--------|
| 13/04/2023 | JAMF SOFTWARE | conversion fee | 0.35 |
| 14/04/2023 | H3G (Three Mobile) | Clerks mobile March | 14.00 |
| 15/04/2023 | Cisco Webex | hybrid meeting fee | 15.14 |
| 20/04/2023 | Gallagher Insurance | Annual Insurance | 583.48 |
| 20/04/2023 | One Voice Wales | Member training | 175.00 |
| 22/04/2023 | HSBC | Bank Charges - April | 5.00 |
| 30/4/2023 | Merlin Environmental Services Ltd | Dog Waste – April | 127.40 |
| 30/04/2023 | Payroll April – Salaries, HMRC | Payroll April | 569.28 |

- d. To review and approve [list of direct debits / regular payments](#) that may be made by the Responsible Finance Officer prior to any meetings but reported in the format at (a) above.
- e. To approve the following payments (not detailed in the regular payments list):
- Vision ICT - £581.70 (website and email hosting 1.4.23 – 31.3.23)
(LGA 1972, s111)
 - One Voice Wales - £175.00 (training for 7 Councillors)
(LGA 1972, s111)
- f. To note the following receipts:
- Precept installment 1 - £9,744.00
- g. To consider the following year end transfers to Earmarked Reserves from underspent budget heads:
- | | |
|-------------------|-----------|
| Audit of Accounts | £ 450.00 |
| Election Costs | £1,200.00 |
- h. To consider and, if appropriate make any changes, to the [Earmarked reserve project heads and balances](#).
- i. To note that the grounds maintenance for 2023-2024 will continue to be undertaken by Monmouthshire County Council (which under Financial Regulation 11.1 iv would constitute an extension to our existing service), at a cost of £1,145.97 (excl VAT).
- j. To note that the precept payment for 2023 -2024 will be paid in three instalments as follows:
- Instalment 1 – 28th April 2023
Instalment 2 – 31st August 2023
Instalment 3 – 29th December 2023

2305.18**PROPERTIES****I. King George's Field Playground:**

- a. To consider and agree to appoint Full Council as Trustee registered with Charity Commission

II. The Park Sports Field:

- a. To received update from Chepstow GCJFC re Cambridge roller
- b. To receive report of progress by Chepstow GCJFC on remainder of inspection report requirements for Clubhouse.
- c. To discuss parking for teams and visitors attending matches.

2305.19 PLANNING

A. New planning application(s) received by publication of agenda on 3rd May 2023.

- a. DM/2023/00614 The Tout, Tout Road, Penterry, St Arvans, NP16 6HQ: Retention of Shepherd Hut and bio-disc (holiday let).

2305.20 COMMUNICATIONS & COMMUNITY ENGAGEMENT ADVISORY GROUP

- a. To appoint Convenor
- b. To receive updates

2305.21 HIGHWAYS & MAINTENANCE ADVISORY GROUP

- a. To appoint Convenor
- a. To consider and agree purchase of medium-size no waiting bollards for SACC use.
- b. To receive updates

2305.22 ENVIRONMENT & RECREATION ADVISORY GROUP

- a. To appoint Convenor
- b. Dog Fouling
 - i. To note there will be an Awareness Day in Chepstow 25th May 2023.
- c. Defibrillators:
 - i. To receive monthly inspection report.
 - ii. To consider and agree purchase of defibrillator cabinet for Fair oak area.
- d. Litter Pick:
 - i. To note progress with Keep Wales Tidy insurance certificate and issue regarding apparent discrimination re age and value attributed to litter pickers.

2305.23 CORRESPONDENCE

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

2305.24 DATES OF FORTHCOMING MEETINGS requiring SACC representation

- a. Give Dog Fouling the Red Card, 8th June 2023 (via Teams)
- b. St Arvans Memorial Hall Management Committee Thursdays 17th May 2023 and 19th July 2023.

2303.25 DATE OF NEXT MEETING(S): 13th June 2023, 11th July, recess August, 12th September, 10th October, 14th November, 12th December, 2024 9th January, 13th February, 12th March, 9th April, 14th May (Annual Meeting and Ordinary Meeting).

CORRESPONDENCE SCHEDULE

| RECEIVED | SENDER | TOPIC |
|------------|-------------|---|
| 27/04/2023 | OVW | Motions for 2023 Annual General Meeting |
| 28/04/2023 | Wales Audit | Information required for audit 2022-2023 |
| 28/04/2023 | OVW | WG Written Statement: Democratic Health of Community Councils |