



4th April 2024

I hereby give notice that the next Ordinary Meeting of St Arvans Community Council will be held at The Meeting Rooms on Tuesday 9th April 2024 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

2404.01 TO RECORD ATTENDANCE & ACCEPT APOLOGIES FOR ABSENCE

2404.02 PUBLIC SESSION (15 minutes)

To receive and consider any comments or questions from the public which may be answered but not debated.

2404.03 DECLARATION OF INTEREST IN ITEM(S) ON THE AGENDA

2404.04 TO APPROVE MINUTES OF:

Ordinary Meeting of 12th March 2024

2404.05 TO RECEIVE REPORTS:

- a. Neighbourhood Police Crime & Traffic: report from PCSO A Jones
- b. Monmouthshire County Council: monthly report from County Cllr Webb
- c. St Arvans Memorial Hall Management Committee 21/03/24: Cllr Clay
- d. Chepstow Racecourse Public Meeting 04/04/2024: Cllr Farley

2404.06 PERSONNEL COMMITTEE

- a. To receive draft of SACC (revised OVW May 2023) Standing Orders
- b. To receive updates

2404.07 FINANCE

- a. To receive monthly report from Responsible Finance Officer:

Reconciled balances at bank & building society at 31/03/2024*(Pending MBS interest):

Final figures are not yet available

HSBC	£	817.58
MBS	£	10,063.96
Unity Trust	£	12,247.52
TOTAL*	£	23,129.06

*MBS figure prior to 31/03/2024 is £10,063.96. Passbook needs to be presented to an MBS branch for interest to be applied as at 31/03/2024 in order to obtain the final closing balance for the year ending 31/03/2024.

Payments made **01/03/2024-31/03/2024** from Unity account:

Date	Payee/Description	Amount
31-Mar-24	Unity Trust Bank Service Charge Jan-Mar	£ 18.00
28-Mar-24	B/P to: Rita Edwards 2023-2024 IRPW	£ 406.00
28-Mar-24	B/P to: WWH Morgan Fencing MAINT&REP FIELDS	£ 210.00
28-Mar-24	B/P to: Westway IT INV-4306	£ 102.00
28-Mar-24	B/P to: Currys Group Ltd – Laptop, microphone and speaker	£ 538.98
28-Mar-24	B/P to: Rita Edwards REIMBURSEMENTS	£ 280.87
28-Mar-24	B/P to: Barrie Howells 2023-2024 IRPW	£ 156.00
28-Mar-24	B/P to: Tim Houghton 2023-2024 IRPW	£ 156.00
28-Mar-24	B/P to: Peter Farley 2023-2024 IRPW	£ 156.00
28-Mar-24	B/P to: Ian Costello 2023-2024 IRPW	£ 156.00
28-Mar-24	B/P to: Anthony Clay 2023-2024 IRPW	£ 156.00
28-Mar-24	Staff & HMRC MARCH SALARY (+WFH allowance)	£ 892.43
28-Mar-24	B/P to: Merlin Environment Dog waste collection INV 1683	£ 127.40
28-Mar-24	B/P to: Mon Citizen Advice Donation MIN.2403.07H	£ 100.00
28-Mar-24	B/P to: Vision ICT 17918 MIN2403.07	£ 21.60
26-Mar-24	B/P to: Hiscox Insurance (2024-2025)	£ 626.23
26-Mar-24	B/P to: St Arvans VT 2024/12 FEB Room hire	£ 66.50
26-Mar-24	B/P to: Chepstow Foodbank Donation MIN2403.07H	£ 100.00
08-Mar-24	B/P to: SLCC RFO training	£ 144.00

Payments made **01/03/2024-31/03/2024** from HSBC account:

Date	Payee/Description	Amount
06-Mar-24	ST ARVANS COMMUNIT SACC	£ 11,500.00
06-Mar-24	CHARGE EFT PAYMENT	£ 30.00
13-Mar-24	H3G	£ 14.00
13-Mar-24	JAMF IPAD SOFTWARE	£ 12.56
13-Mar-24	Non-Sterling Transaction Fee (for Jamf)	£ 0.34
15-Mar-24	CISCO Webex video conferencing	£ 14.70
22-Mar-24	HSBC SERVICE CHARGES FOR FEB 2024	£ 5.00

b. To approve the following payments:

Payee	Description	Amount
Merlin Env. Services	Dog waste emptying April Inv 1709	£131.04
Payroll	Salaries (incl HMRC & WFH allowance)	£625.10
St Arvans Village Hall Trust	March Meeting Room Hire Inv 2024/23	£27.00
VisionICT	Email/website hosting annual	£586.50

c. To agree quote for stickers for dog bins

2404.08 PROPERTIES

A. King George's Field Playground:

i) To receive update on maintenance/repairs:

B. The Park Sports Field:

- i) To receive update on maintenance/repairs
- ii) To receive draft User Agreement for TPSF
- iii) To receive report from informal meeting 03/04/2024 with Vice Chair Chepstow GCJFC re Clubhouse and use of Sports Field.

2404.09 PLANNING

- A. New planning applications:
 - i. Parkfield Stores – change of use
 - ii. The Paddocks - tree
- B. Existing Planning Applications:
 - i. [DM/2023/01760 Land to the south and adjacent to Fairbourne, Devauden Rd: Erection of proposed new bungalow](#)
- C. To note that the MCC-produced (2016) St Arvans Conservation Area document is now displayed for reference on the SACC website, alongside advice on tree works in conservation areas.

2404.10 COMMUNICATIONS

- a. To receive update from Westway IT Services re iPad and agree applications for use, including Microsoft Office.
- b. To receive update on equipment order

2404.11 HIGHWAYS & MAINTENANCE

- a. To receive response from site visit by MCC Gareth Freeman 21/02/2024
- b. To note meeting with County Cllr Catrin Maby 14/04/2024

2404.12 ENVIRONMENT & RECREATION

- a. Litter picking: To receive monthly report.
- b. Defibrillators: To receive monthly defibrillator inspection report.

2404.13 CORRESPONDENCE

- a. To note miscellaneous emails listed in the correspondence schedule.

2404.14 DATES OF FORTHCOMING MEETINGS requiring SACC representation

To note any forthcoming meeting dates:

- i. [Wye Valley Villages Delivery Group](#), SA Meeting Rooms, 17/04/2024, 2:00pm: Cllrs Edwards & Howells
- ii. One Voice Wales Monmouthshire&Newport Area Committee, Sessions House, Usk 8/04/2024:
- iii. [Give Dog Fouling the Red Card](#), MicrosoftTeams, 13/06/2024, 11:00am-1:00pm: Cllr Edwards
- iv. St Arvans Memorial Hall Management Committee 16/05/24: Cllr Clay

2404.15 DATE OF NEXT MEETINGS: 14/05/2024, Annual Meeting at 6.30pm, followed by Ordinary Meeting at The Meeting Rooms, St Arvans;

2024-2025 MEETINGS: 11/06/2024; 09/07/2024; August recess; 10/09/2024; 08/10/2024; 12/11/2024; 10/12/2024; 14/01/2025; 11/02/2025; 11/03/2025; 08/04/2025

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 9th April 2024

Monmouthshire County Council	Various	Press releases
Aneurin Bevan UHB	Various	Press releases
Aneurin Bevan UHB	Consultation into the proposed revision of process for dealing with NHS concerns and complaints (closes 06/05/2024)	https://www.gov.wales/proposed-changes-putting-things-right-process .
One Voice Wales	Training Schedule for Councillors	Emailed to Councillors