

Minutes of the Ordinary Meeting of St Arvans Community Council held in the
Meeting Rooms, St Arvans on Tuesday 10th January 2023 at 7.00 pm

2301.01 ATTENDANCE: Cllrs R Edwards (Chair), P Farley (Vice Chair), A Clay, M Davies, B Howells (left 7.15pm).

ALSO PRESENT: Mrs L Allen, Locum Clerk.

MEMBERS OF PUBLIC: 2

APOLOGIES: PCSO Andrew Jones

2301.02 APPOINTMENT OF INTERIM PROPER OFFICER

It was **resolved** to appoint Mrs L Allen as the interim Proper Officer for the duration of the meeting.

With the consent of the meeting it was resolved to vary the order of business and discuss items 2301.12 Highway & Maintenance and 2301.13 Environment & Recreation at this point.

2301.12 HIGHWAYS & MAINTENANCE

a. Members noted that a meeting is to be arranged with James Chequer (PEP Ltd) in regard to the Devauden Road project report, available dates to be forwarded.

b. Members noted the temporary label correcting the spelling of Llanarfan (Llanarvan) on the Wye Valley Villages Projects signs at village entrances, signs will be permanently replaced in the future. It was requested that, if possible and when replaced, the current sign structures be used for Itton.

c. Members were advised that there has been some fly tipping in the village but, once reported to relevant bodies, was cleared promptly.

d. Request for a meeting with Devauden CC in regard to diversion signage at the junction outside the memorial hall in Devauden, also suggestion to remove sign pointing towards St Arvans. It was also suggested that a meeting be held in the future with MCC Highways to discuss signage around the village.

e. The meeting was advised that the gullies had been cleared in the village on 10.1.23.

2301.13 ENVIRONMENT & RECREATION

a. Defibrillators

i. All units are up and running, replacement pads will be required in 2023/24.

ii. Still chasing the registration on The Circuit website.

iii. The defibrillator in Howick belongs to SACC however following the boundary change it now sits within the Devauden ward. This defibrillator was donated by Chepstow & Caldicot Lions and SACC purchased the cabinet, therefore it would be appropriate for it to be relocated back in the ward to Fair Oak.

It was **resolved** to write to Devauden CC advising of its removal and that, as they are currently budget setting, they may consider budgeting for a replacement.

b. Members noted the ongoing litter picking being carried out in the village and that volunteers are keen and willing with 15 bags having already been collected. There are issues at the Racecourse - after events only the car park is cleared and not the verges.

c. Round Robin to be sent out in regard to environment projects i.e bulb planting and to meet with interested residents.

The meeting reverted to the published order of business.

- 2301.03 PUBLIC SESSION (15 minutes)**
No comments from those present.
- 2301.04 DECLARATION OF INTEREST IN ITEM(S) ON THE AGENDA**
None, however interests may be declared at any point during the meeting if the need arises.
- 2301.05 TO RECEIVE AND APPROVE MINUTES OF ORDINARY MEETING held on 13th December 2022**
It was **resolved** to approve the minutes of Ordinary Meeting held on 13th December 2022.
The minutes were signed as a true record of the meeting.
- 2301.06 REPORTS RECEIVED:**
- a. Neighbourhood Police Crime & Traffic**
Members noted apologies received from PCSO Andrew Jones. He reported that there had been no relevant crime to report in the village, apart from possible drug use to the rear of the Memorial Hall.
- b. Monmouthshire County Council: County Cllr A Webb**
No report as not present.
- c. SACC Annual Report to 31.03.2022 (new arrangement)**
Work in progress.
- 2301.07 PERSONNEL COMMITTEE**
- a. The advertisement for a temporary Clerk had been detailed on the recent Round Robin with a deadline for applications of 1.2.23, it will also be advertised by One Voice Wales.
- b. Noted that there was an existing vacancy to be filled by Co-option as well as a casual vacancy which has arisen following the resignation of a Councillor. The existing vacancy can be filled and, if more than one application is received, then the Council are able to request that interested parties attend an interview for the position.
- c. Received the One Voice Wales training sessions schedule – all Councillors requested to choose a course to attend.
- d. Noted the updated employment policies: Health and Safety Statement & Policy, Equality & Diversity Policy, Sickness & Absence Policy and Disciplinary Policy. An agreement in principal was given by Councillors to all revised policies which will be circulated.
- 2301.08 FINANCE COMMITTEE**
- a. Members noted balances at the bank and building society at 31.12.22
- | | |
|-------------|-------------------|
| HSBC | £22,732.80 |
| MBS | £ 9,972.00 |

- b. Noted payments made since last meeting 14.12.22

Date	Payee	Description	Amount
12.12.22	H3G (Three Mobile)	Clerk mobile (December)	14.00
12.12.22	JAMF Software	Software	9.83
13.12.22	NS Transaction fee JAMF	Software	0.27
15.12.22	Cisco Webex	Software	14.88
21.12.22	Monmouthshire CC	Contribution to supply & install of Speed Indicator Device at Upper Devauden Road, min ref 2212.08e	3,000.00
21.12.22	WM Garden Services Ltd	Supply & install Play Train, min ref 2212.08d	12,480.00
22.12.22	HSBC	Bank charges November	5.00
28.12.22	St Arvans Village Trust (Meeting Rooms)	Hall hire December	28.00
28.12.22	Merlin Environmental Services	Dog bin emptying December	118.30
28.12.22	Chepstow Accountancy Services Ltd	Accounts & payroll services December	60.00
09.01.23	Keep Wales Tidy	Insurance for Litter Pick Group (to 23.2.23)	14.55

- c. Noted receipt of income since the last meeting 14.12.22:
£9,101.80 – precept tranche 3 of 3 received 20.12.22
- d. It was **resolved** that the Cllr R Edwards (Chair), Cllr P Farley (Vice-Chair), Cllr B Howells (Councillor) and Mrs L Allen (Responsible Finance Officer) be signatories for the following:

HSBC – cheques, internet banking, Visa card
MBS – passbook

It was further **resolved** that Mrs Lucy Allen as RFO make all payments on behalf of the Council and that any cheques are signed by the RFO and one other signatory as above.
- e. Members **resolved** to approve the following allocation of reserves in regard to the boundary changes:

Devauden Community Council £98.50 (14 households from Howick)
Chepstow Town Council £137.90 (10 households from Itton Road & Usk Road)
- f. It was **resolved** to approve the following invoices from Creu (formally Pomegranate), min ref 2205.11v:

£302.50 + VAT - litter signs
£89.00 + VAT – parking *signs (ref KGFP)*
- g. Noted the cost of insurance (provided by Keep Wales Tidy) for Litter Pick Group of £14.55.
- h. Noted that tax base for St Arvans ward of £443.99 for the 2023/2024 precept calculation.
- i. It was **resolved** that the finance group meet to discuss the budget requirements on Tuesday, 17th January 2023 at 5pm and then an extraordinary meeting of Council be called for Tuesday, 24th January 2023 at 6pm to approve the budget and precept request.

2301.09

PROPERTIES

- a. **King George’s Field Playground.**
 - i. Noted that the inspection had been carried out on 30.12.22 and emailed to all members. The report was encouraging and recognised the significant improvements made throughout the year. Some items do need attention and quotations for the work will be sought.
It was **resolved** that quotations for the work be obtained from suppliers in line with Financial Regulations.
- b. **Park Sports Field**
 - i. Noted that the safety inspection, including the Chepstow Garden City JFC Clubhouse, had been carried out on 30.12.22 with a number of findings in the report relevant to the Clubhouse - a meeting to be arranged with the CGCJFC to discuss.
 - ii. Members were advised that the trees on the boundary with the Memorial Hall are probably part of the old hedge with no knowledge of who is responsible.
It was **resolved** to obtain quotes for tree inspection costs and discuss the issue with the Memorial Hall Trustees and Management Committee.
- c. **The Fountain**
 - i. Members noted that the Fountain belongs to the local authority but that it is still unclear who owns the land. Further discussions to be held with MCC.
- d. **WI Maple Tree**
 - i. It was **resolved** to approve the quotation received from Blachere Illuminations for the costs associated with the purchase of 16 strings of tree lights – Total amount of £320.00 + VAT (*LGA 1972, s145*).

2301.10

PLANNING

- a. DM/2023/00013 - Penterry House Greenwood Road Penterry St Arvans: Fitting of solar panels on the roof of a barn (retrospective).
It was **resolved** to recommend approval.
- b. Noted progress of the following planning notices:
 - i. DM/2021/01859: St Arvans Lodge, A466 Chepstow to St Arvans, Piercefield NP16 6DN.
Conversion of existing large house (currently used as two dwellings) into four two-bed flats, one three-bed flat and one four-bed (three storey) house.
Amended design received by MCC 29/07/2022.
No further update.
 - ii. DM/2021/01764: Livox Quarry, Tintern Road, St Arvans, NP16 6HD.
A change of use of land for siting 40 timber-clad caravans, a reception building and associated works for tourism purposes only.
This has now been transferred to the List of Candidate Sites (*item d below*).
- c. Noted that MCC Replacement Local Development Plan had been distributed to all Councillors.
- d. Noted that the current candidate planning sites had been published:
CS0003 – Livox Quarry – proposed tourism / leisure
CS0077 – Land adjacent to Piercefield Public House – proposed residential use
CS0223 – Land at New Barn Workshop, Tintern Road – proposed tourism (hotel)

2301.11

COMMUNICATIONS

- a. Noted Round Robin communications are still being regularly issued.
- b. No further update in regard the website, still awaiting files to be received to be forwarded to Vision ICT for uploading.

2301.12

HIGHWAYS & MAINTENANCE

See above.

2301.13

ENVIRONMENT & RECREATION

See above.

2301.14

CORRESPONDENCE

- a. Noted miscellaneous email (unless otherwise indicated) correspondence.

2301.15

DATES OF FORTHCOMING MEETINGS requiring SACC representation

- a. St Arvans Memorial Hall Committee: tba
- b. Wye Valley Villages Steering Group: 25th January 2023
- c. Village Trust 18th January at 3pm – noted that SACC has 2 positions with Cllr Farley occupying one – request that an additional Councillor become a member. Members suggested writing to the trust to confirm that Councillors as individuals can be Trustees.

2301.16

DATE OF NEXT MEETINGS

14th February 2023, 14th March, 11th April, 9th May (incl Annual Meeting).

The meeting closed at 8.40pm.