

Minutes of the Ordinary Meeting of St Arvans Community Council held on Tuesday 13th June
2023 in the Meeting Rooms, St Arvans and online via Webex at 7.30pm

2306.01 **ATTENDANCE:** Cllrs R Edwards (Chair), P Farley (Vice Chair), A Clay, M Davies, T Houghton, B Howells, I Costello

Also in attendance: Ms C Baker (Clerk), Mrs L Allen (RFO), County Councillor A Webb, CSO Andrew Jones, 1x resident

2306.02 **PUBLIC FORUM**

A resident attended to alert Council to frequency of overnight parking in the KGF Playground car park, which is for Playground users only. Sometimes a vehicle will park for two or three days, limiting the space available for other families.

2306.03 **DECLARATIONS OF INTEREST** None

2306.04 **APPROVAL OF MINUTES**

Resolved: To approve the following minutes as a true record of the meetings:

- a. Annual Meeting of 9th May 2023
- b. Ordinary Meeting of 9th May 2023
- c. Finance Committee Meeting of 19th May 2023

2306.05 **REPORTS RECEIVED:**

a Neighbourhood Police Crime and Traffic: CSO Andrew Jones provided a verbal report on the recent work, in particular addressing concerns surrounding the Balter Festival. There were approximately 7,500 attendees plus 2,500 staff and the local policing team responded to approximately 10 incidents. A large bag of drugs was found in woodland ahead of the festival and removed. Locally there were very few complaints of noise, believed to have been aided by wind direction and some good sound barrier measures inside the Racecourse.

b Monmouthshire County Councillor Ann Webb

Cllr Webb highlighted today's press release from MCC regarding tackling the congestion at the Highbeech roundabout in Chepstow as part of an active travel solution. Cllr Webb has discussed with colleagues the idea of resurrecting Area Committees but at present there is not a great enthusiasm unless there are particular issues. It was suggested that the Wye Valley Villages Group, established 2022, could take on this role as MCC Councillors also attend.

c Monmouthshire Citizens Advice 2022-2023 St Arvans Report

Council noted the report but questioned how helpful it was in aiding decision-making in giving grants to the organisation.

Resolved: Clerk to write to Monmouthshire CAB with thanks for the report but to reply that the old style of report was much more specific. Simply providing £ value to residents is less helpful than the £ contribution per person helped for Council's purposes. MCAB to be asked again for this information for 2022-23.

d Balter Festival at Chepstow Racecourse 25th – 28th May 2023

The Festival was considered by the residents to have passed with very little disturbance. Chair expressed thanks that the Festival Organiser had shown four Councillors from St Arvans and neighbouring communities around the site during the Festival, as well as attending a pre-Festival meeting along with the Racecourse Events Manager. The site is impressively well designed, and managed by helpful staff and volunteers.

e Dog Fouling

i. Give Dog Fouling the Red Card

No update yet available from the MCC Scrutiny Committee and the GDFTRC meeting of 8th June. Clerk to email as soon as received from MCC.

ii. Dog Fouling Awareness Day 25th May 2023

A successful Awareness Day took place in Bulwark, Chepstow led by MCC Waste and Recycling Officer Sue Parkinson (GDFTRC lead) and Environmental Health Enforcement Officers, and was supported in attendance by both Clerk and Cllr Edwards.

f Village Hall AGM

Cllr Edwards attended and noted that bookings during the year were excellent, leading to a very healthy bank balance.

- a. Council's offer to provide a framed tribute of the Memorial Hall's Centenary was well received and ideas will be forthcoming.
- b. Council will be discussing parking and other arrangements with Chepstow Garden City JFC Management Committee.

Several more events are planned for the Centenary Year, including film of Otter Hole Caves on Friday 16th June and a Quiz on 10th November.

2306.06 PERSONNEL COMMITTEE

- a Resolved:** To appoint the current temporary RFO to the permanent position.

2306.07 FINANCE COMMITTEE

- a** Reconciled balances at bank and building society at 31.5.23 noted:.

HSBC **£13,200.66**; MBS **£ 10,063.96**; Balance to Bank Reconciliation 31.5.23 **£23,264.62**

- b** Payment of the following invoices since 1st May 2023 noted:

Date	Payee	Description	Amount
22/05/2023	JAMF SOFTWARE	software	12.86
22/05/2023	JAMF SOFTWARE	conversion fee	0.35
14/05/2023	H3G (Three Mobile)	Clerks mobile April	14.00
13/05/2023	St Arvans Village Trust	room hire April	27.00
15/05/2023	Cisco Webex	hybrid meeting fee	14.86
22/05/2023	HSBC	bank Charges- April	5.00
25/05/2023	Vision ICT	website & email hosting	581.70
30/05/2023	Merlin Environmental Services Ltd	dog waste – May	127.40
31/05/2023	Payroll April – Salaries, HMRC	payroll May	569.28

- c Resolved:** To approve the following payment (not detailed in the regular payments list:

Payee	Description	Amount	Spending Power
One Voice Wales	Training	£38.00	LGA 1972, s111

- d The following receipts were noted:

HMRC VAT refund 2021/22 - £1,018.63

e **Internal Auditor**

Resolved: To confirm the appointment of Mr M Taylor as the Community Council's internal auditor for the financial year 2022/23 (Accounts & Audit (Wales) Regulations 2014)

f **Internal Audit 2022/23**

Resolved: To accept the Internal Audit Report for the financial year 2022/23. Cllr Farley suggested Council consider using a bank which provides security for two signatories to approve payments.

g **Annual Governance Statement**

Resolved: To approve the signing of the Annual Governance statement

h **Year End Accounts and Annual Return**

Resolved: To approve the Year End Accounts and Annual Return for 2022-2023 as presented

i **Independent Remuneration Panel for Wales**

Resolved: To circulate report to Full Council for scrutiny, and recommendations from Finance Committee.

J **Corporate Governance – Review of Effectiveness of Internal Audit 2022-2023**

In compliance with the Accounts and Audit (Wales) Regulations 2014 to underdate a review of the effectiveness of the Council's internal audit arrangements.

Resolved: To accept the report of the RFO which shows that the required review has been undertaken.

K **Asset Register**

Resolved: To approve the 2022/23 asset register including amendment of £100 from 2021/22 accounts

l **To receive the completed External Audit for Year ended:**

- a. 31st March 2019
- b. 31st March 2020
- c. 31st March 2021
- d. 31st March 2022

Resolved: External Audit reports received.

Cllr Edwards informed Council that the Internal Auditor noted that the reconciliations for 2019 and 2020 had in fact been completed and submitted. The error of £100 re the Asset Register for 2022 was clerical.

- m Notice of conclusion of audit for years ending 31st March 2019, 2020, 2021, and 2022, and the right to inspect the annual return, to be displayed on the Council website and noticeboard noted.

2306.08 PROPERTIES

l **King George's Field Playground:**

- a. To note complaint of children standing on roof of play train, and agree signage as appropriate. **Resolved:** For Chair and Cllr Clay to compose appropriate signage for approval by Council.
- b. To note complaint of inappropriate use of zip wire by multi-users & adults, and agree signage as appropriate. **Resolved:** For Chair and Cllr Clay to compose appropriate signage, to include limit of one user at a time on the item, for approval by Council.

II The Park Sports Field:

- a. Progress update on Chepstow GCJFC inspection report requirements for Clubhouse: **Food hygiene inspection and rating has now been done and the report is to be sent over to SACC.**
- b. To discuss parking for teams and visitors attending matches. **Resolved:** To refer this to ERAG for further discussion and recommendations to come back to Council.
- c. To discuss request from CGCJFC for permission to hold a barbecue, including parking. **Resolved:** To allow parking on the field in this instance, as long as a suitable risk assessment is provided ahead of the event. Gordon Inspections have advised that disposable or portable barbecues should not be permitted. Council needs to provide signage in the Sports Field that is clear for all users to understand.

2306.09 PLANNING

A a New planning application considered:

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

The hut is set in a secluded area and meets the conditions for AONB and PROW. **Resolved:** No objection.

- b DM/2023/00602 Gaer Hill Farm Devauden Road St Arvans, NP16 6EZ Tree felling (Group TPO W1) – For information only (there are no consultees on this application)
Council was surprised to find this application on the portal requiring no consultation as it is an application for the felling of approximately 1,500 trees. It was unclear whether this related to diseased trees. Council would like to discuss in greater detail next month. The Clerk will try to get clarification from MCC.

B Existing planning application awaiting response from MCC

DM/2023/00433 Parkfield Stores, Tintern Road, St Arvans, NP16 6EJ: Change of use from shop to dwelling house and external alterations.

Application has been withdrawn pending results of further commercial advertising of the shop premises.

C To note Public Footpath 32 Public Path Diversion Order 2023- New Barns, Tintern Road

- a. [Cover letter](#)
- b. [Diversion order and map](#)
- c. [Notice of Making of an Order](#)

Resolved: No objection

2306.10 COMMUNICATIONS

- a. To receive report of Advisory Group meeting of 16th May 2023. **Resolved:** That use of Microsoft Office 365 is the best way forward for the council, with Teams as the platform for virtual meetings. Webex to be cancelled.
- b. Clerk's update: Following an hour on webchat and telephone with Apple it has been decided that the best course of action regarding the issues with the iPads is to contact the store from which they were purchased, and request support in person. This will be done as soon as reasonably possible, with the assistance of Cllrs Edwards and Houghton.

2306.11 HIGHWAYS & MAINTENANCE

a Report of Advisory Group meeting of 25th May 2023 received.

- i. **Resolved:** To purchase 6 yellow medium size 'no waiting' bollards at a cost of between 15-17 each.
- ii. **Resolved:** That the SACC priorities to feed back to the Wye Valley AONB Villages Plan are: road safety; Devauden Road Project; broadband; river quality

9:05pm Cllr Clay left the meeting

2306.12 ENVIRONMENT & RECREATION

a Defibrillators:

- i. Monthly inspection report received.
- ii. Cllr Howells feedback to Council that the training session on CPR and defibrillator on 13th May at the Piercefield was excellent and again well-attended and well-received, and this time included two children.
- iii. **Resolved:** To defer decision on purchase of defibrillator cabinet for Fair Oak area as Council is still awaiting further information on the Howick area cabinet.
- iv. **Further resolved:** For Councillors to attend the next Devauden Community Council meeting to discuss the transfer and purchase of the Howick cabinet by DCC at a depreciated price.

b WI maple tree lights- **Resolved:** To defer decision on purchase of sockets for tree lights for the WI maple tree as the quotes have not yet arrived.

c Litter Pick

- i. Noted that there has been no progress in obtaining a Keep Wales Tidy insurance certificate 2023/24.
- ii. To note query regarding insurance cover for litter pickers over the age of 80. Cllr Edwards has had no further response to this query. Cllr Farley has raised the point that there is also a lower compensation payout for over 60s, and requested that Cllr Edwards also look into this.

2306.13 CORRESPONDENCE

Correspondence Schedule noted:

RECEIVED	SENDER	TOPIC
23/05/23	ABUHB	Mental Health 111 Telephone Services
Various	MCC	Press Releases
25/05/23	OVW	Smart Devices leaflet
06/06/23	Welsh Govt (via OVW)	ITEC and Chwarae Teg Training Courses
06/06/23	OVW	Applying for the Community Ownership Fund

2306.14 Forthcoming meetings requiring SACC representation noted:

- a. OVW Mon/Newport Area Committee, Thursday 6th July 2023, Sessions House, Usk, 7pm
- b. Wye Valley Villages Group, Wednesday 12th July 2023, Pelham Hall, Penallt, 3pm
- c. St Arvans Memorial Hall Management Committee, Thursday 19th July 2023, 7.30pm

2306.15 NEXT MEETING : Tuesday 11th July 2023

DATE OF NEXT MEETING(S):

2023: Recess August, 12th September, 10th October, 14th November, 12th December

2024: 9th January, 13th February, 12th March, 9th April, 14th May (Annual Meeting & Ordinary Meeting).

The meeting closed at 9:15pm.

Chair's signature:

Date: