

Minutes of the Ordinary Meeting of St Arvans Community Council held on Tuesday 12th September 2023 in the Meeting Rooms, St Arvans and online via Webex at 7.00pm

- 2309.01 **ATTENDANCE:** Cllrs R Edwards (Chair), P Farley (Vice Chair), A Clay, T Houghton, B Howells, I Costello
Apologies: Cllr M Davies
Also in attendance: Ms C Baker (Clerk)
- 2309.02 **PUBLIC FORUM** No members of public present
- 2309.03 **DECLARATIONS OF INTEREST** None
- 2309.04 **APPROVAL OF MINUTES**
Resolved: To approve the minutes of the Extraordinary Meeting of 26th July 2023 as a true record of the meeting.
- 2309.05 **REPORTS RECEIVED:**
- a **Neighbourhood Police Crime and Traffic:** Report detail relayed by Chair.
 - b **Monmouthshire County Cllr A Webb**
Cllr Webb was concerned that road traffic accidents that she was aware of on the A466 did not appear on the police monthly report. These were serious accidents where vehicles went into/through the roadside barriers.
 - c **St Arvans Memorial Hall Management Committee Meeting of Thursday 20th July 2023**
Cllr Edwards was unable to attend the meeting, however she updated Council that the Memorial Hall Management Committee is working on centenary celebration display boards at present.
 - d **Wye Valley Villages Delivery Group Meeting of Wednesday 12th July 2023**
Cllr Edwards informed Council that MCC have indicated that the budget for the remaining villages projects is running out. As such Cllr Edwards requested Council consider that if it became necessary it would discuss and consider the option of obtaining professionally made stickers that could be placed over the incorrect logo on the St Arvans village signs, rather than having entirely new signs made. Council agreed that they would consider this at a later date if asked to do so. The Wye Valley Villages group has formed a working group of councillors to look into broadband provision across the Wye Valley area in order to gain a clearer understanding and to work on information gathering to provide a basis for discussions with broadband providers.
- 2309.06 **PERSONNEL**
- a Litter picker risk assessment will be sent out to all registered volunteers shortly along with village maps. The Chair raised concerns that verges were not be cut wide enough and this was supported by the meeting. Cllr Webb agreed to liaise with the relevant officers at MCC regarding this.
- 2309.07 **FINANCE (compiled by RFO)**
- a Reconciled balances at bank and building society at 30.7.23 noted:.
- | | |
|----------------------------------------|------------|
| HSBC | £10,857.04 |
| MBS | £10,063.96 |
| Balance to Bank Reconciliation 30.7.23 | £20,921.96 |
- b Payment of the following invoices between 01.07.23 – 30.07.23 noted:

| Date | Payee | Description & min ref | Amount |
|---------|--------------------|-----------------------------|--------|
| 12/7/23 | H3G (Three Mobile) | Clerk mobile- June | 14.00 |
| 12/7/23 | Pestek | Pest Control contractor | 400.00 |
| 13/7/23 | JAMF SOFTWARE | software | 12.40 |
| 13/7/23 | JAMF SOFTWARE | conversion fee | 0.34 |
| 17/7/23 | Cisco Webex | hybrid meeting fee | 14.86 |
| 22/7/23 | HSBC | Bank charges- June | 5.00 |
| 27/7/23 | Payroll July | HMRC/salaries | 569.28 |
| 27/7/23 | MES Ltd | Dog waste collection – July | 127.40 |
| 27/7/23 | M Taylor | Internal Audit Services | 100.00 |
| 27/7/23 | L Allen | Postage AR signed for | 7.65 |
| 27/7/23 | SA Meeting Rooms | Room hire June | 36.00 |
| 27/7/23 | Wales Audit Office | External Audit – 2018/19 | 200.00 |

c Reconciled balances at bank and building society at 31.08.23 noted:.

| | |
|------------------------------------------------|-------------------|
| HSBC | £22,880.23 |
| MBS | £10,063.96 |
| Balance to Bank Reconciliation 30.08.23 | £32,944.19 |

d Payment of the following invoices between 01.08.23 – 31.08.23 noted:

| Date | Payee | Description & min ref | Amount |
|---------|-----------------------------------|---------------------------------|----------|
| 10/8/23 | PEP Ltd | Devauden Road project | 2,110.01 |
| 10/8/23 | SA Meeting Rooms | Room hire – July | 85.50 |
| 12/8/23 | H3G (Three Mobile) | Clerk mobile- July | 14.00 |
| 13/8/23 | JAMF SOFTWARE | software | 12.64 |
| 13/8/23 | JAMF SOFTWARE | conversion fee | 0.34 |
| 15/8/23 | Cisco Webex | hybrid meeting fee | 15.00 |
| 18/8/23 | Blachere | Christmas lights connectors kit | 81.60 |
| 25/8/23 | HSBC | Bank charges- July | 5.00 |
| 30/8/23 | Payroll August | HMRC/Salaries | 569.28 |
| 30/8/23 | Merlin Environmental Services Ltd | Dog waste collection – August | 127.40 |

e **Resolved:** To approve the following payments (not detailed in the ‘regular payments’ list):

- i. One Voice Wales annual membership subscription- £126.00 (*LGA 1972, s143*)
- ii. Merlin Environmental Services Ltd – dog waste collection September- £127.40 (*Litter Act 1983, s5,6*)
- iii. P Hole – KGF Playground car park – cutting out brambles, saplings & scrub and disposal- £150.00
- iv. MCC – 1 x box dog waste bags- £53.70

f Payments received noted:

| Date | Payee | Description & min ref | Amount |
|----------|------------------------------|--------------------------------------|---------|
| 17/08/23 | HMRC | VAT reclaim 2022/23 | 5299.96 |
| 25/08/23 | Monmouthshire County Council | Precept – 2 nd instalment | 9744.00 |

g Finance Committee

Resolved: To agree the draft schedule of work as presented, that the committee will undertake as per the Terms of Reference and to agree dates via email.

h Bank Account

The clerk and RFO have both been unable to log into the account with the details provided by Unity Trust and the RFO will follow this up with the bank as a matter of urgency. Cllr Farley confirmed that he had been successful in accessing the account. Cllrs Edwards and Howells have not yet attempted to login but will report any issues back to the RFO.

The clerk reminded Council of its previous resolution to make Unity Trust its main bank account and that as such the recommendation of the RFO was that once all ... are able to access the account online the funds from the HSBC account should be transferred to the Unity account, with a suggestion of leaving £1000 in the HSBC account for the time being.

Resolved: For the RFO to transfer funds from the HSBC account to the Unity account, leaving £1000 in the HSBC account until any further decision is made on future use of the account.

2309.08 PROPERTIES

a King George's Field Playground:

- i. Considerable progress has been made on the recommended repairs. WM Contractors invoice will be sent shortly. Urgent clearance work was needed over the summer on the patch of ground outside the playground gate due to vegetation overgrowth, particularly brambles. **Resolved:** That the preferred use of this patch of land is as a pollinator area, subject to a site visit by councillors.
- ii. Playground name sign is now on the main gate. A sign has been designed for the play area which lists restrictions for the park. Further signs/plaques are required for the Jubilee bench and the Coronation bench. **Resolved:** To instruct manufacture of playground restriction/contact details sign up to a cost of £150, with positioning of the sign to be agreed by councillors at a site meeting.

b The Park Sports Field:

- i. Maintenance/repairs update: Willow has been removed. A sign will be erected shortly explaining who is able to use the site and for what purposes. The perimeter hedge is several feet higher than head height and as such poses a safeguarding risk: this should be cut down to a lower level to provide greater visibility. **Resolved:** To budget £200 for signage, and £500 towards cutting back of hedges.

2309.09 PLANNING

- a No new planning applications received by publication of agenda on 12th September 2023.

2309.10 COMMUNICATIONS

- ii. Apple Business advised the best course of action is to reset the Council tablets. Cllr Houghton and the Clerk will organise and carry this out.
- iii. Communications meeting needed to discuss future needs of the Council, such as Microsoft Office, IT support, etc. Cllr Houghton to arrange.

2309.11 HIGHWAYS & MAINTENANCE

- a **Resolved:** To rebrand the scheduled Devauden Road Project 'community consultation' as a 'presentation and community conversation', on Saturday 23rd September 2023, 10:30-11:30am at The Meeting Rooms (a change of venue from the originally planned Piercefield).

2309.12 ENVIRONMENT & RECREATION

a Defibrillators:

Cllr Howells reported that the defibrillator at the Piercefield has been used this month, but the pads have now been replaced and all defibrillators are in working order. Application form to be sent to Denise for a new defibrillator for Fair Oak. **Resolved:** To order replacement pads one month

ahead of the expiry date to ensure maximum length of shelf life. **Further resolved:** To organise a further CPR/defibrillator awareness session.

b Dog Waste Bins:

Some of the dog waste bins were missed off the collection round last week. The Chair chased this up with Merlin Environmental and a 'catch-up' collection is to be organised.

C Waste signs – Livox Quarry layby:

Resolved: To approve the sign design presented by Cllr Edwards, to be produced in A3 size for sighting at the roadside to deter littering and toileting.

2309.13 CORRESPONDENCE

Correspondence Schedule noted:

- 1. Monmouthshire Citizens Advice, 4th September 2023** [Quarter 1 Impact Report](#)
- 2. OVW, 4th September 2023** [Joint event](#)
- 3. OVW, 5th September 2023**
Audit Wales 2024-2025 Fee Scale Consultation [Email](#)
- 4. MCC Local Nature Partnership, 6th September 2023** [Email](#) [Terms of Reference](#)
- 5. Merlin Environmental, 9th September 2023**
2024-2025 price notification [Letter](#)
- 6. Boundaries Commission, 11th September 2023**
Boundaries review feedback [Email Form](#)

2309.14 Forthcoming meetings requiring SACC representation noted:

- a. [Give Dog Fouling the Red Card](#), Thursday 14th September 2023, 11am – 1pm (likely via Teams, but potentially in person)

2309.15 NEXT MEETING : 10th October 2023

DATE OF NEXT MEETING(S):

2023: 10th October, 14th November, 12th December

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

The meeting closed at 8:40pm.

Chair's signature:

Date: