

Minutes of the Ordinary Meeting of St Arvans Community Council held in the Meeting Rooms,  
St Arvans and online via Webex on Tuesday 25<sup>th</sup> April 2023 at 7.00pm

- 2304.01 **Attendance:** Cllrs R Edwards (Chair), P Farley (Vice Chair), A Clay, M Davies, T Houghton, B Howells.  
**Also In attendance:** Ms C Baker (Clerk), County Councillor A Webb  
**Apologies:** Cllr I Costello
- 2304.02 **PUBLIC SESSION**  
No members of public present.
- 2304.03 **DECLARATION OF INTEREST IN ITEM(S) ON THE AGENDA**  
None.
- 2304.04 **MINUTES OF ORDINARY MEETING held on Tuesday 14<sup>th</sup> March 2023** were approved as a true record and signed by the Chair.
- 2304.05 **REPORTS RECEIVED:**
- a. **Neighbourhood Police Crime & Traffic:** Noted.
  - b. **Monmouthshire County Council: County Cllr Webb**
    - i. Busy period at County Council with the new 2023/24 budget
    - ii. Full implementation of the 20MPH speed limits across the Wye Valley is yet to be finalised, but work is expected to be completed in coming weeks.
    - iii. Lots of activities which MCC have promoted via social media channels.
    - iv. Cllr Webb confirmed she had met with MCC Nathan Freeman about tarmacking, and has requested a schedule of work be provided for her and community councillors.
    - v. Issue of resurrecting Area Committees in order to discuss and resolve issues that affect similar communities across the Wye Valley area is currently being discussed with MCC Head of Legal and Monitoring Officer Matt Phillips.
  - c. **Chepstow Racecourse meeting Monday 3<sup>rd</sup> April 2023:** Cllr Clay
- Out of 20 people present, 4 St Arvans Community Councillors and 3 St Arvans residents attended.  
Events that will likely greatly impact St Arvans residents this year:
- A) Balter Festival (Thu May 25<sup>th</sup>- Sun 28<sup>th</sup>) mainly residential event, music to end at 2am on nights of 26<sup>th</sup> and 27<sup>th</sup>. Glyn Morgan (CR) and Mike Richardson (MCC) will be in attendance to check that sound levels are being managed appropriately and will travel around the local area to check;
  - B) Live Nations (Fri 30<sup>th</sup> June- Sun 2<sup>nd</sup> July), non-residential, music to end 10:30pm. Capacity 30,000 per night but ticket sales are anticipated at around 10,000 for Friday, and 26,000 Saturday and Sunday. Parking for this event is being charged at £25 per day, which may prompt some visitors to park on local roads/streets instead; effective people and traffic management is critical.
  - C) Green Gathering (Thu 3<sup>rd</sup> – Sun 6<sup>th</sup> Aug) mainly residential, the festival does not usually create considerable noise disturbance but camper vans are expected along with other festival traffic. CR will be placing signage in the nearby streets stating 'no festival traffic/parking here'.

The meeting was very informative with another being planned to provide updates. Chair has also kept Tidenham Parish Council and Chepstow Town Council informed as they were not aware of the meeting.

d. **OVW Monmouthshire/Newport Area Committee meeting 20<sup>th</sup> April 2023:** Cllr Edwards : Speaker was Lyn Cadwallader, Chief Executive of OVW who gave a ‘potted history’ of the formation of OVW.

In response to questions, LC made the point that many CCs and TCs are now taking on responsibility for services that should be carried out by County Councils, and for which the County Councils are funded by government. He also informed the meeting that OVW has been successful in finding grant funding for three new staff- Local Places for Nature Officer, Defibrillator Officer, Communications Officer.

A much-raised query about completion of Register of Interest forms has been investigated by our OVW Development Officer, Maria Mulcahy. There is no requirement for Town or Community Councillors to complete this document; it is for County Councillors only. However, a record of a Councillor’s Declaration of Interest made at CC & TC meetings must be kept by the Clerk.

Cllr Farley questioned whether OVW have any intention of extending their services to give support to Council members. Cllr Edwards suggested we discuss this in a Working Party.

e. **Halls Together meeting 21<sup>st</sup> April 2023, Llanarth Village Hall:** Cllr Edwards attended as a representative of a local Village Hall and noted that there was no attendance from either of the St Arvans halls; hall secretaries to be contacted to ensure they are aware of the provision of the Halls Together group.

HT was set to help rural communities as funding for Rural Development by MCC has diminished. HC has submitted a bid to the Lottery Fund to help with problems such as creating suitable websites, the idea being to provide a basic website template for halls to populate with their own details. HT is also able to assist village halls with producing policies, constitutions etc. Cllr Edwards felt that these meetings are a very valuable tool for sharing ideas and experiences with other village halls and Community Councillors are also invited to attend.

## 2304.06 PERSONNEL COMMITTEE

- a. Councillor Training by OVW was noted with all Councillors undertaking a training module recently. Cllr Farley highly recommended the Legal module he took, which was very informative. Cllrs Davies and Edwards felt the Community Plan module was more tailored to larger community councils and town councils. Cllr Howells attended the IT module which he found it very informative, but sadly has not yet received the notes to go along with the course.
- b. Cllr Farley’s resignation as SACC representative on St Arvans Village Trust (The Meeting Rooms) was noted as, until the issue of the requirement for a representative of the Community Council to become a Charity Trustee of the Trust has been resolved, regretfully SACC is not in a position to appoint a representative.

## 2304.07 FINANCE COMMITTEE

- a. Reconciled balances at bank and building society at 31.03.23 noted:

HSBC £7,275.40

MBS £ 9,972.00

- b. Payments made since 28.02.23 noted:

Date	Payee	Description	Amount
13/03/2023	JAMF SOFTWARE	software	10.08
13/03/2023	JAMF SOFTWARE	conversion fee	0.27
14/03/2023	H3G (Three Mobile)	Clerks mobile March	14.00
15/03/2023	Cisco Webex	hybrid meeting fee	14.54
17/03/2023	Wynnstay (Agri Supplies)	Gate and post (Park Sports Field)	273.00
17/03/2023	SG Luff	Hedge cutting	36.00

17/03/2023	Chepstow A/C Services (CAS) Ltd	Payroll services March (staff & Councillors remuneration)	60.00
20/03/2023	St Arvans Village Trust	March meeting room hire	37.50
22/03/2023	HSBC	Bank Charges- March	5.00
29/03/2023	Penterry Church	Churchyard Grant	150.00
29/03/2023	Mon County CAB	S137 grant donation	100.00
29/03/2023	SARA	S137 grant donation	100.00
29/03/2023	Wales Air Ambulance	S137 grant donation	100.00
29/03/2023	GRW Services Ltd	Noticeboard installations	226.80
29/03/2023	Honeycomb Print Supplies	Sports Field & Playground Signs	142.80
29/03/2023	WM Garden Services Ltd	Pull up rope supply & fit	288.00
29/03/2023	Vision ICT	Website final payment- upgrade	386.40
29/03/2023	Gwent Young Farmers	S137 grant donation	100.00
30/03/2023	Community Broadband Project	Website work	437.50
30/03/2023	St Arvans Church	S137 grant donation	150.00
30/03/2023	St Arvans Village Trust	Room Hire March	35.50
31/03/2023	Merlin Environmental Services Ltd	Dog Waste- March	118.30
31/03/2023	Payroll March	Payroll March (staff & councillor remuneration)	1,393.23
31/03/2023	PEP Ltd	Devauden Road project	1,257.36
31/03/2023	WWH Morgan	Gen Maint / Fence works	725.00
31/03/2023	Chepstow A/C Services (CAS) Ltd	Pension services	75.00

- c. **Resolved:** To approve the following payments:

**£583.48 Gallagher Insurance** – annual community council insurance (*LGA 1972, s111*)

**£19.20 MCC** – 2 x bag holder hoops (*Litter Act 1983, s5,6*)

- d. Receipt noted: **£1,250.15 MCC** in regard duplicate payment.
- e. Section 137 grant of £100 to Gwent Young Farmers Clubs (March 2023). In gratitude for this funding, the County Organiser has offered to provide a presentation on their valuable services for rural youth. Cllr Farley recommended that Council take up this offer. It was further recommended that it would be more useful for the presentation to be available to the residents at a future (as yet unplanned) community meeting/ meet-the-Councillors event.
- f. Financial Regulations:  
**Resolved:** To defer adoption of the Financial Regulations to the May meeting in order to clarify final document. Cllr Farley gave thanks to the Chair and RFO for their work on this.

## 2304.08 PROPERTIES

- A. King George's Field Playground:
- a) Repair plan and costs were considered following H&S Inspection report December 2022 at a cost of £2,290 which was factored in our 2023/24 budget. The weather is now suitable to carry out this work. **Resolved:** To approve work as detailed in the 2022 inspection report, and as budgeted.
- b) Chair briefed Council on quote for repairing benches, and the option of instead purchasing a new bench as the Coronation Bench for the Playground.  
**Resolved:** To purchase a new Eastgate seat bench at a cost of £497 to replace one of the concrete benches, and to purchase a plaque for the new bench.

- c) Purchase of signage to include H&S requirements (no smoking, no litter etc) was considered. **Resolved:** To purchase signage to detail the H&S requirements, at an estimated cost of £80-100.
- d) Cllr Farley raised concerns from residents about parking issues which will be discussed at the next ERAG meeting.

B) The Park Sports Field:

- a. No update had been received from Chepstow GCJFC on disappearance of Cambridge roller; further information has been promised by Vice Chair Paul Roblings.
- b. No report of progress by Chepstow GCJFC on remainder of inspection report requirements for Clubhouse which is required before Clubhouse can be reopened for use. MCC has carried out the Environmental Health and Food Hygiene inspection, and the outdated rating has been removed from the window.
- c. Parking for teams and visitors attending matches was raised, as the extra need for parking impacts hall users.
- d. A question was raised over Council's financial input into the Sports Field. **Resolved:** To arrange a meeting with GCJFC to discuss items a – d.

## 2304.09 PLANNING

- A. New planning applications received by publication of agenda on 20<sup>th</sup> April 2023.
  - a. DM/2023/00433 Parkfield Stores, Tintern Road, St Arvans, NP16 6EJ: Change of use from shop to dwelling house and external alterations. **No reason to object.**
  - b. DM/2023/00342 Wyndcliffe House, Devauden Road, St Arvans: Crown Reduction to multiple trees – for information only. **No response required.**
  - c. DM/2023/00417: The Piercefield A466 Chepstow To St Arvans Piercefield Chepstow, NP16 6EJ 2 x conifer felled due to damage to surrounding stonework. It was noted by Cllr Clay and confirmed by Cllr Webb that there are no protection laws on conifers. **NB SACC was consulted on 27/03/23 but MCC approved on 05/04/2023 ahead of the 21 days response period.**
- B. The following progress of planning applications was noted:
  - a. 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. Amended plans submitted Nov & Dec 2023. NRW have concerns but have offered mitigation. MCC Biodiversity have no concerns. **MCC APPROVED 16/03/2023**
  - b. DM/2022/01774: The Studio, 4 Grange Road, Rogerstone Grange, Extension and Alterations (work also to replace fire damage) and New Garage. SACC comment- – no reason to object. **MCC APPROVED 12/04/2023**
  - c. Discharge of condition 3 to DC/2018/00109 Wyndcliffe Court, Penterry Lane: (Construction Method Statement) to create a new agricultural access on the northern boundary, onto the council lane, enabling the field to be independently accessed, via a 12ft (3.6m) field gate, set back from the public highway. **MCC 10/03/2023 For information only.**

## 2304.10 COMMUNICATIONS

- a. Noted that the new website is now live. Cllr Farley thanked the Clerk for taking on the new website and already starting to provide new information for the community via the site.
- b. To receive and adopt SACC IT Devices and Usage Policy. **Resolved:** To defer to the May meeting.
- c. To receive and adopt SACC Local Resolution Protocol. **Resolved:** To defer to the May meeting.

- d. To receive and adopt SACC Vexatious Complaints Policy. **Resolved:** To defer to the May meeting in order to make some changes.

#### 2304.11 HIGHWAYS & MAINTENANCE

- a. Noted update on Livox Residents' request for 'concealed entrance' road signage at Livox Cottages, Tintern Road. Signage and funding has been approved by MCC and will be installed shortly. Council and Cllr Webb are very pleased with this progress.  
**Resolved:** For Council to compose suitable wording for a sign for the layby opposite Livox Cottages to discourage use of the layby as a toilet.
- b. Noted that meeting on 20/03/2023 agreed to arrange meeting with James Chequer and Hilary Vaughan of PEP.
- c. To consider and agree purchase of medium-size no waiting bollards for SACC use.  
**Resolved:** To defer to the May meeting.

#### 2304.12 ENVIRONMENT & RECREATION

- a. **Dog Fouling**
  - i. Noted [email from Sue Parkinson \(MCC\)](#), including action day on 25<sup>th</sup> May 2023 in the Chepstow and Usk areas.
  - ii. Noted receipt of [notes of the March 2023 MCC Give Dog Fouling the Red Card initiative](#); next meeting date 08/06/2023 via Teams.
  - iii. Noted use of the Pooper Snooper app by MCC; Councillors and community to be encouraged to use this app to highlight any fouling incidents.
- b. **Defibrillators:**
  - i. Monthly inspection report was received from Cllr Howells: one defibrillator yet to be checked this month.
  - ii. RFO to inform the Clerk of Devauden Community Council about arrangements, including costs, of asset transfer of Howick defibrillator.
  - iii. Penterry Farm defibrillator was provided by Save a Life Cymru, and cabinet purchased by resident. The defibrillator is registered on The Circuit for public access, and consequently public would be directed to the location by the 999 service. **Resolved:** That SACC will provide pads and batteries as and when required.
  - iv. Noted progress with logging SACC defibrillators on The Circuit website. Clerk has received reassurance that all SACC defibrillators are registered on the Circuit database, but a computer glitch means they are not on the online public-access website. This will be investigated further.
  - v. To consider and agree purchase of defibrillator cabinet for Fairoak area. **Resolved:** To defer this item to the May meeting in order to obtain an update on the transfer of Howick defibrillator.  
Cllr Howells informed Council that there will be a further CPR/defibrillator training session Saturday 13<sup>th</sup> May at the Piercefield Pub.
- c. **Litter Pick:**
  - i. Report from Litter Pick Co-ordinator, Diane Parnell: Coffee Morning at Wyndcliffe Court for Litter Pickers was much appreciated, including the walk around the gardens.
  - ii. The purchase of roll-up warning signs for use on verges during litter picking was discussed. **Resolved:** To purchase three signs with the writing 'volunteer litter pickers' at a cost of £62. Council to ensure that their name/logo label is also included for identification purposes.
  - iii. No progress has been forthcoming with Keep Wales Tidy insurance certificate and invoice which was due on 01/03/2023. The issue of the apparent discrimination re age and compensation value attributed to the litter picking volunteers remains unresolved.
- d. Response to application for diversion of Footpath 32 under the provisions of Section 19 of the Highways Act 1980 was deferred from last meeting. Cllrs Edwards and Costello visited the site as MCC asked for more immediate Council input, and reported to Council that the application was straightforward before informing MCC.

## 2304.13 CORRESPONDENCE

- a. Noted that Monmouthshire County Council (as per press release) will now carry out waste collections as usual on all bank holiday, with the exception of Christmas Day, Boxing Day and New Year's Day.
- b. The following miscellaneous emails were noted:

RECEIVED	SENDER	TOPIC
21/03/2023	Monmouthshire CAB	<a href="#">Cost of Living Crisis event invitation on 21/04/2023</a> <a href="#">Follow-up email – this event is postponed, new date in May TBC</a>
29/03/2023	Cllr Ann Webb	Email regarding Bus Emergency Support Scheme
30/03/2023	Planning Aid Wales	<a href="#">March Newsletter</a>
30/03/2023	Welsh Government	<a href="#">Glad Newsletter</a>
31/03/2023	OVW	<a href="#">Open Spaces Society Newsletter</a>
31/03/2023	Welsh Government	<a href="#">Climate Change Bulletin</a>
31/03/2023	Welsh Government	<a href="#">Ethical Standards Framework Independent Review</a>
31/03/2023	Welsh Government	<a href="#">Written Statement on Electoral Reform</a>
04/04/2023	MCC	<a href="#">Enquiry regarding Coronation event being held in St Arvans.</a>
05/04/2023	OVW	<a href="#">Virtual Allotment Forum</a>
Ongoing	MCC	Weekly roadworks reports <a href="https://www.monmouthshire.gov.uk/roadworks/">https://www.monmouthshire.gov.uk/roadworks/</a>
Ongoing	MCC	Live traffic updates <a href="https://one.network/">https://one.network/</a>
Ongoing	South Wales Fire Service	<a href="#">Strategic Plan 2020-2030 Update</a>
Ongoing	MCC	<a href="#">Upcoming Meetings</a>
Ongoing	MCC	<a href="#">Press Releases</a>
Ongoing	ABUHB	<a href="#">Community Engagement Updates</a>
Ongoing	Welsh Government	<a href="#">Employment Opportunities</a>
Ongoing	Welsh Government	<a href="#">Public Appointments</a>
Ongoing	Care Inspectorate Wales	<a href="#">Employment Opportunities</a>
12/04/2023	One Voice Wales	<a href="#">Model Standing Orders email</a>
14/04/2023	MCC Highways	<a href="#">Monmouthshire's Roadworks W/E 21/04/2023</a> (with future planned events)

## 2304.14 DATES OF FORTHCOMING MEETINGS requiring SACC representation

- a. Wye Valley Villages Delivery Group: 26<sup>th</sup> April 2023 at 2:30pm.
- b. St Arvans Memorial Hall Management Committee Thursdays 17<sup>th</sup> May 2023 and 19<sup>th</sup> July 2023.

**2304.15 DATE OF NEXT MEETING(S): 7pm, 9<sup>th</sup> May 2023 7pm (Annual Meeting followed by Ordinary Meeting) 13<sup>th</sup> June, 11<sup>th</sup> July, August recess, 12<sup>th</sup> September, 10<sup>th</sup> October, 14<sup>th</sup> November, 12<sup>th</sup> December 2023.**

Chair thanked the Clerk for her services, and all Councillors for their contributions.  
The meeting closed at 9.15pm.

Chair's signature: ..... Date: .....