

**Minutes of the Ordinary Meeting of St Arvans Community Council held on Tuesday 9<sup>th</sup> May 2023  
in the Meeting Rooms, St Arvans and online via Webex at 7.30pm**

**2305.12 ATTENDANCE:** Cllrs R Edwards (Chair), P Farley (Vice Chair), A Clay, M Davies, T Houghton (8pm), B Howells

**Also in attendance:** Ms C Baker (Clerk), County Councillor A Webb

Cllr Houghton had notified the meeting that he was unavoidably delayed.

**Cllr Apologies:** None. **Other Apologies:** PCSO A Jones, Neighbourhood Policing Team

**2305.13 PUBLIC FORUM**

**2305.14 DECLARATIONS OF INTEREST** None

**APPROVAL OF MINUTES**

**Resolved:** To approve the minutes of the Ordinary Meeting of 25<sup>th</sup> April 2023 as a true record of the meeting.

**2305.15 REPORTS RECEIVED:**

**a Neighbourhood Police Crime and Traffic:** written report from PCSO Andrew Jones noted.

**b Monmouthshire County Councillor Ann Webb**

Cllr Webb had nothing of note to report back from MCC. Cllr Webb asked for information on location of defibrillators which she could to pass on to MCC Emergency Planning.

**2305.16 PERSONNEL COMMITTEE**

**a Resolved:** To appoint Cllr Farley as Chair of Personnel Committee for 2023/24.

**b** Cllr Farley notified Council that Clerk appraisal is due shortly.

**2305.17 FINANCE COMMITTEE**

**a Resolved:** To appoint Cllr Farley as Chair of Finance Committee for 2023/24.

**b** Balance to Bank Reconciliation 30.4.23 £23,506.48 noted.

HSBC £13,534.48; MBS £ 9,972.00.

**c** Payment of the following invoices since 1<sup>st</sup> April 2023 noted:

Date	Payee	Description	Amount
13/04/2023	JAMF SOFTWARE	software	12.91
13/04/2023	JAMF SOFTWARE	conversion fee	0.35
14/04/2023	H3G (Three Mobile)	Clerk's mobile March	14.00
15/04/2023	Cisco Webex	hybrid meeting fee	15.14
20/04/2023	Gallagher Insurance	Annual Insurance	583.48
20/04/2023	One Voice Wales	Member training	175.00
22/04/2023	HSBC	Bank Charges - April	5.00
30/4/2023	Merlin Environmental Services Ltd	Dog Waste – April	127.40

30/04/2023	Payroll April – Salaries, HMRC	Payroll April	569.28
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- d **Resolved:** To defer approval of the list of direct debits/regular payments to the June Ordinary Meeting due to Councillors being unable to open link.

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

Payee	Description	Amount	Spending Power
Vision ICT	Website and email hosting 01/04/23-31/03/24	£581.70	LGA 1972, s111
One Voice Wales	Councillor training (x7)	£175.00	LGA 1972, s111

- f The following receipts were noted:

Precept instalment 1 - £9,744.00

- g To consider earmarked reserves from underspent budget.

**Resolved:** For the Finance Committee to discuss before June meeting.

- h To consider earmarked reserves project heads.

**Resolved:** For the Finance Committee to discuss before June meeting.

- I Ground maintenance costs for 2023-2024 with Monmouthshire County Council noted as £1,145.97 (an extension to existing service under Financial Regulation 11.1 iv)

- J Precept for 2023-2024 to be paid in three instalments on 28<sup>th</sup> April 2023, 31<sup>st</sup> August 2023, 29<sup>th</sup> December 2023. Noted

## 2305.18 PROPERTIES

- I King George's Field Playground:

- Resolved:** To register St Arvans Community Council as Trustee with the Charities Commission in place of individual Councillors.
- No further updates at present.

- II The Park Sports Field:

- Update received from Chepstow GCJFC re Cambridge roller – the roller has now been returned to the Sports Field.  
(Cllr Houghton joined the meeting – 8:00pm)
- Progress update on remainder of inspection requirements for Clubhouse – P Robling has confirmed that MCC Environmental Health has carried out a Food Hygiene inspection.
- Noted that there is an increase in matches played on this site because it is deemed to be a better quality pitch, which has resulted in some congestion in the Memorial Hall car park at times.

- Council to review charging for pitch use to offset increased costs of maintenance.

## 2305.19 PLANNING

- a New planning application considered:

I DM/2023/00614 The Tout, Tout Road, Penterry, St Arvans, NP16 6HQ

**Resolved:** To request MCC allow an extension in order to consider fully and respond.

- b No new applications were received after preparation of the agenda.

## 2023.20 COMMUNICATIONS

- a **Resolved:** To appoint Cllr Houghton as Convenor of the Communications Advisory Group for 2023/24.

- b No updates at present

## 2305.21 HIGHWAYS & MAINTENANCE

- a **Resolved:** To appoint Cllr Howells as Convenor of the Highways & Maintenance Advisory Group for 2023/24.

- b Resolved:** To defer consideration of purchasing ‘no waiting’ bollards for SACC use to June meeting.
- c Resolved:** For Clerk to email Graham Kinsella to enquire whether the Speed Indicator Device (SID) on Upper Devauden Road stores any speed data.

## 2305.22 ENVIRONMENT & RECREATION

- a Resolved:** To appoint Cllr Edwards as Convenor of the Environment & Recreation Advisory Group for 2023/24
- b Dog Fouling** Action day in Chepstow on 25<sup>th</sup> May 2023 noted.
- c Defibrillators:**
  - i No monthly inspection report at present; the next will be reported at the June meeting.
  - ii. **Resolved:** to obtain quotes for defibrillator cabinet for Fair Oak area
  - iii. **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.
- d Litter Pick**

It was noted that there has been no progress with obtaining insurance certificate from Keep Wales Tidy, and no response on apparent discrimination regarding age.

## 2305.23 CORRESPONDENCE

Correspondence Schedule noted:

RECEIVED	SENDER	TOPIC
27/04/2023	OVW	Invitation for Councils to present up to two motions (by Friday 23 <sup>rd</sup> June 2023) for the Annual General Meeting on Saturday 30 <sup>th</sup> September 2023.
28/04/2023	Wales Audit	Information required for audit 2022-2023
28/04/2023	OVW	WG Written Statement: Democratic Health of Community Councils

Cllr Farley requested the WG Written Statement of Democratic Health of Community Councils be forwarded to him.

## 2305.24 FORTHCOMING MEETINGS REQUIRING SACC REPRESENTATION

- a** Give Dog Fouling the Red Card, 8<sup>th</sup> June 2023 (via Teams): Cllr Edwards
- b** St Arvans Memorial Hall Management Committee, 18<sup>th</sup> May 2023: Cllr Edwards. **Resolved:** To discuss possible rota for SACC representation at subsequent meetings.

## 2305.25 NEXT MEETING :Tuesday 13<sup>th</sup> June 2023.

2023: 11th July, recess August, 12th September, 10th October, 14th November, 12th December.

2024: 9<sup>th</sup> January, 13<sup>th</sup> February, 12<sup>th</sup> March, 9<sup>th</sup> April, 14<sup>th</sup> May (Annual Meeting and Ordinary Meeting).

The meeting closed at 8:30pm.

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