

Minutes of the Ordinary Meeting of St Arvans Community Council held at St Arvans Meeting Rooms and online via Webex on Tuesday 13<sup>th</sup> February 2024 at 7.00pm

2402.01 ATTENDANCE: Cllrs R Edwards (Chair), A Clay, I Costello, Cllr T Houghton

Apologies: Cllrs P Farley, B Howells

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

2402.02 PUBLIC FORUM

Two residents (one household) spoke to planning application 2402.09 and explained they had not realised a formal planning application was required to build a stable for their daughter's pony. Having met with the Planning Officer, they were working to complete the build in accord with necessary regulations.

2402.03 DECLARATIONS OF INTEREST None

2402.04 APPROVAL OF MINUTES

Resolved: To approve the minutes of:

ORDINARY MEETING held on 9<sup>th</sup> January 2024

2402.05 REPORTS RECEIVED:

a **Neighbourhood Police Crime and Traffic:** The police report was read:

- Theft along Usk Road of plant machinery batteries from a Works site just after the entrance to Barnetts wood ( B4235 ) ; and a theft of red diesel from a tank at a works compound near Briars along Itton Road (B4293), the padlock had been broken off the tank . So please spread the word to our rural communities and farmers to make them aware .
- 11/1/2024 – Single vehicle non-injury RTC ( road traffic collision ) on the bad bends on the A466 just as you leave the village , Officers attended and the vehicle had to be recovered .
- 24/1/2024 – Flock of sheep ( approx. 40 ) on the A466 just entering the village around midnight. Officers attended and they were returned to a nearby field .

b **Monmouthshire County Cllr A Webb:**

Updates included series of consultation meetings following draft budget chaired by Ben Callard; suggestions that leisure centres to be closed one day per week; Tintern Station to close 2 days a week; provision of food waste bags to be removed.

c Wye Valley Villages Delivery Group, 10/01/2024: Final tranche of village gateway signage for Itton is underway; offer from TUCC to assist in co-ordinating meeting with Save a Life Cymru advisors who have offered to assist setting up database for all defibrillators in WVV area.

d OVW Area Committee, 11/01/2024: Cllrs Edwards and Farley were not able to attend. It was reported that the meeting was not quorate so no resolutions could be made, but the meeting continued for information only. The next meeting will be face-to-face. **Draft minutes circulated.**

- e St Arvans Memorial Hall Committee, 18/01/2024: Cllr Edwards and Clay were unable to attend the last meeting. Secretary has confirmed that a picture of the Memorial Hall by a local artist has been completed as commissioned for the hall's centenary celebrations. SAMH Committee would like to use the £250 grant offered by SACC to purchase a frame; the meeting agreed to this with a suggestion that a small plaque and presentation ceremony be included to acknowledge SACC's contribution.
- f MCC Draft Budget Town and Community Councils Consultation, 05/02/2024 attended by AW, RE and Clerk AB. RE thanked Cllrs Ben Callard and Mary-Anne Brocklesby for apologising to Town & Community Councillors and Clerks who received only 4 days notice of this meeting with the result that just 14 people were in attendance. In addition to proposals noted in 2402.05b, the provision of free food waste bags was recommended for removal as the bags are being used for a wide variety of other uses. RE also expressed concern for the welfare of MCC staff who, since the jobs embargo, have had to absorb the extra work. Cllr Brocklesby assured the meeting that systems are in place to support staff.
- g Open Day, Tintern Village Hall 18/01/2024 was held to inform Wye Valley residents of plans to renovate The Wild Hare (Royal George) and Beaufort Arms Hotels in Tintern as part of the DEEP Campus (underwater technology project) at Tidenham. (see [www.deep.com](http://www.deep.com))

2402.06 **PERSONNEL**

- a **Councillor Co-option** Committee Chair, Cllr Farley, informed the meeting that two applications had been received, both of a high calibre. Interviews had been held and the Committee recommended a candidate to the meeting.

**Resolved:** Mrs Helen Hathaway be elected as Community Councillor.

- b **Appointment of Responsible Finance Officer** Committee Chair, Cllr Farley, informed the meeting that, following a successful interview, the Committee had reached a recommendation.

**Resolved:** Ms Emma Connolly be appointed as RFO Temporary (1<sup>st</sup> March to 31st August 2024). SLCC FILCA Training Course to be made available to commence in March £120.

2402.07 **FINANCE (compiled by RFO)**

- a Reconciled balances at bank & building society at **31/01/2024:**

|                            |                    |
|----------------------------|--------------------|
| <b>HSBC</b>                | <b>£ 12,441.52</b> |
| <b>MBS</b>                 | <b>£ 10,063.96</b> |
| <b>Unity Trust</b>         | <b>£ 6,529.62</b>  |
| <b>Total at 31/01/2024</b> | <b>£ 29,035.10</b> |

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Payments made **04/01/2024-31/01/2024** from Unity Trust account:

| <b>Date</b> | <b>Payee/Description</b>        | <b>Amount</b> |
|-------------|---------------------------------|---------------|
| 31-Jan-24   | B/P to: Merlin Environment      | £ 127.40      |
| 31-Jan-24   | January Payroll                 | £ 603.89      |
| 30-Jan-24   | B/P to: Peter Evans Partnership | £ 120.00      |
| 30-Jan-24   | B/P to: Greenlief Landscape     | £ 538.00      |
| 30-Jan-24   | B/P to: GRW Services            | £ 66.00       |
| 08-Jan-24   | B/P to: Itsa Goal Posts Ltd     | £ 848.58      |
| 03-Jan-24   | December Payroll                | £ 448.01      |

Payments made **04/01/2024-31/01/2024** from HSBC account:

| <b>Date</b> | <b>Payee/Description</b>     | <b>Amount</b> |
|-------------|------------------------------|---------------|
| 22-Jan-24   | Bank Charges to 31DEC2023    | £ 5.00        |
| 15-Jan-24   | Non-Sterling Transaction Fee | £ 0.34        |
| 15-Jan-24   | Jamf Software                | £ 12.58       |
| 15-Jan-24   | CISCO Webex                  | £ 15.00       |
| 15-Jan-24   | ICO                          | £ 35.00       |
| 11-Jan-24   | H3G                          | £ 14.00       |

b To approve the following payments:

| <b>Payee</b>                  | <b>Description</b>                     | <b>Amount</b> |
|-------------------------------|--|---------------|
| Honeycomb                     | PEP Document print & bind              | £22.80        |
| Merlin Environmental Services | Dog waste emptying Feb                 | £127.20       |
| MCC                           | Tree risk assessments KGPF/PSF         | £96.00        |
| Payroll                       | Gross salary Feb + Dec additional pay* | £753.51       |

\*adjustment for temporary RFO role

c Westway IT Trial quote £408 This is the main body of the work that is needed across all iPads.

**Resolved:** to accept the quotation and deliver test iPad asap.

## 2402.08 PROPERTIES

A King George's Field Playground:

- i Update on maintenance/repairs received.  
Weekly inspection carried out by RE – all in order.

- ii Noted: Gordon Annual Inspection Report following 09/12/2023 visit has been circulated.

**B The Park Sports Field:**

- i Update on progress of maintenance/repairs received.  
Weekly inspection carried out by RE.
- ii Gordon Annual Inspection Report following 09/12/2023 visit could not be downloaded – Clerk to request a copy.  
Noted: Risk assessment has been circulated.

**2402.09 PLANNING**

**A New planning applications:**

None received since last meeting.

[DM/2024/00050 Monk's Barn, Rogerstone Grange, NP16 6EU: New stable block building](#) (retrospective).

PROW (Public Rights of Way) has requested that right of way across the land should be included in the application.

**Resolved:** To respond to MCC that SACC has no objection subject to PROW requirements being fulfilled.

[DM/2023/01760 Lawd to the south and adjacent to Fairbourne, Devauden Rd: Erection of proposed new bungalow](#)

Clerk to request an extension to allow for more time for public feedback. Full information only available on 8<sup>th</sup> February.

**B Existing planning applications:**

DM/2023/01530 Longstone, Rogerstone Grange. Introduction of two traditional catslide dormers to fire-damaged first floor. **MCC: approved 10/01/2024**

[DM/2023/01292](#) Firbank House, Devauden Road: Dismantle and remove to ground level large dead chestnut tree

Although showing 'pending' on the MCC Planning portal, DM/2023/01449 references that this dead chestnut has already been felled.

**2402.10 COMMUNICATIONS**

- a **iPads** A remote meeting was held on 24/01/2024 with John Fisher of Westway IT present to discuss solutions for resetting iPads for more efficient use, and advise on a number of issues (including Microsoft 365, security, use of JAMF and factory setting iPads). The Committee requested Westway IT provide a quote for initially trialling resetting one iPad and installing all necessary programmes ready for councillor use (see Min 2402.7c)
- b **Projector** Cllr Houghton was thanked for acquiring quotes. A Councillor has offered use of a projector they recently acquired which has been tested by TH & IC and found to be suitable. Microphone/speakers would be useful to increase volume. This would also help with members, staff or residents requiring remote access to meetings. Cllr Houghton offered to seek quotations.  
**Resolved:** to authorise purchase of microphone/speakers up to £150

**2402.11 HIGHWAYS & MAINTENANCE**

- a Devauden Road subsidence caused by broken sewage pipe with rain water running through it.  
Work to be completed this week.

- b 20 mph signage Traffic is still exceeding the new speed limit, particularly down Devauden Road. Meeting considered that the Golden Rivers speed check would provide useful evidence which could be part-funded by SACC, along with 20mph roundels installed as intervals along Devauden Road. Signage with yellow backing boards in Devauden is very clear. Apparently a camera is in situ which triggers letter to offenders (not fines). Cllr Webb agreed to arrange a visit from Highways Officer to discuss this.
- c SpeedWatch was raised with some Councillors keen to volunteer.
- d 05/02/2024 Clerk received [complaint via email](#) from resident in Penterry area relating to a decision they believed SACC had made to provide 'No HGV' signage at junction Tintern /Wyndcliffe Roads. Cllr Webb also received similar emails from some residents to this effect which were referred to MCC Mark Hand & Graham Kinsella. MH responded to complainants that a 'check sat nav' sign would be installed. It was noted that SACC had not made a decision, as evidenced in the December and January minutes, and endorsed by Cllr Webb. Chair had also written to aggrieved residents.

**2402.12 ENVIRONMENT & RECREATION**

- A **Litter picking:** Report received from Diane Parnell. Next Litter Pick 23/02/2024, 10am. LPs to confirm availability to DP. New litter picking equipment has recently been delivered should anyone require replacement; Risk Assessment circulated.
- b **Defibrillators:**  
Monthly inspection report received.
- c To receive the [Winter Wye Valley National Landscape newsletter 'Picturesque'](#)  
Noted: **Lower Wye Valley Tracks and Trails Project public drop-in session at St Arvans Memorial Hall on 27/02/2024, 3-7pm**

**2402.13 CORRESPONDENCE**

Correspondence noted: MCC press releases, OVW circulars

**2402.14 Forthcoming meetings requiring SACC representation noted:**

- i. MCC Give Dog Fouling the Red Card, County Hall, 22/02/2024, 10.30am: Cllr Edwards

**2402.15 DATE OF NEXT MEETING(S): 12/03/2024 7pm at The Meeting Rooms, St Arvans**

**Subsequent meetings:** 09/04/2024; 14/05/2024 (Annual Meeting and Ordinary Meeting).

The meeting closed at 8:35pm.

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