



Minutes of the Ordinary Meeting of St Arvans Community Council held at St Arvans Meeting Rooms and online via Webex on Tuesday 12th March 2024 at 7.00pm.

2403.01 ATTENDANCE: Cllrs R Edwards (Chair), Cllr P Farley, A Clay, I Costello, Cllr T Houghton, Cllr B Howells, Cllr H Hathaway

Apologies: None

Also in attendance: Ms C Baker (Clerk),

2403.02 PUBLIC FORUM

None

2403.03 DECLARATIONS OF INTEREST None

2403.04 APPROVAL OF MINUTES

Resolved: To approve the minutes of:

ORDINARY MEETING held on 13th February 2024

2403.05 REPORTS RECEIVED:

a Neighbourhood Police Crime and Traffic: No report received.

b Monmouthshire County Cllr A Webb: No report received.

c MCC Give Dog Fouling the Red Card 22/02/2024. Monmouthshire-wide PSPO 2nd draft has been presented.

2403.06 PERSONNEL

Declaration of Acceptance of Office undertaken by Helen Hathaway.

a

b The new RFO has begun training on the SLCC Finance Introduction for Local Councils course as at 01/03/2024 and will begin the RFO role on 01/04/2024 at the start of the new financial year (and a second computer purchased for second member of staff).

2403.07 FINANCE (compiled by RFO)

a Reconciled balances at bank & building society at 29/02/2024

HSBC	£12,394.18
MBS	£10,063.96
Unity Trust	£ 6,529.62
TOTAL	£28,987.76

Payments made **01/02/2024-29/02/2024** from Unity account:

Date	Payee/Description	Amount
28-Feb-24	B/P to: St Arvans VT	£ 19.00
28-Feb-24	B/P to: Gordon Playground	£ 480.00
28-Feb-24	B/P to: Honeycomb Print	£ 22.80
28-Feb-24	Salary (incl. HMRC)	£ 603.89
28-Feb-24	B/P to: Monmouthshire CC	£ 96.00
28-Feb-24	B/P to: St Arvans VT	£ 19.00
28-Feb-24	B/P to: Merlin Environment	£ 127.40

Payments made **01/02/2024-29/02/2024** from HSBC account:

Date	Payee/Description	Amount
12-Feb-24	H3G – Council mobile phone	£ 14.00
13-Feb-24	JAMF Software	£ 12.70
13-Feb-24	Non-Sterling Transaction Fee	£ 0.34
15-Feb-24	CISCO Webex	£ 15.30
22-Feb-24	Bank Charges to 31JAN2024	£ 5.00

b To approve the following payments:

Payee	Description	Amount
Merlin Env. Services	Dog waste emptying March	£127.40
Payroll	Salaries (incl HMRC)	£892.43
St Arvans Village Hall Trust	February Meeting Room Hire	£19.00
VisionICT	Email account (1) hosting Inv 17918	£21.60
Hiscox	Insurance (annual)	£626.33
Cllr R Edwards	2023-2024 Chair remuneration as per IRPW	£250.00
Cllr R Edwards	2023-2024 remuneration as per IRPW	£150.00
Cllr P Farley	2023-2024 remuneration as per IRPW	£150.00
Cllr JB Howells	2023-2024 remuneration as per IRPW	£150.00
Cllr A Clay	2023-2024 remuneration as per IRPW	£150.00
M Davies (Cllr up to 11/2023)	2023-2024 remuneration as per IRPW	TBC – 7.5 months
Cllr T Houghton	2023-2024 remuneration as per IRPW	£150.00
Cllr I Costello	2023-2024 remuneration as per IRPW	£150.00

*adjustment for temporary RFO role

- c To note that Councillor remuneration will be paid this month, as listed in the payment schedule above. (Councillors wishing to opt of receiving remuneration must do so in writing to the clerk ahead of the meeting.) Noted.

Councillors were asked to provide their banking details to the Clerk in order for remuneration to be paid.

- d Resolved: To approve payment of 3 hours overtime to the Clerk for additional RFO work.

- e To agree purchase of microphone and speakers for use during hybrid meetings.

Options were discussed, including preference for equipment that could also be connected by lead.

Resolved: To purchase Maono microphone with tripod at a cost of £79.99 from Currys and Logitech Bluetooth speakers at a cost of £59.99 from Currys.

- f Quote received from W Morgan for digging out car park shrubbery for future planting.

Resolved: To approve quote

- g To note price increase for email hosting from £18 +VAT to £20 +VAT as of 01/04/2024. Noted.

- h To consider request from National Eisteddfod for a donation towards the costs of the 2024 Rhondda Cynon Taf Eisteddfod.

Resolved: To not provide a donation to 2024 Cynon Taf Eisteddfod.

Remaining S137 budget was discussed and local charities were nominated for receipt of donations.

Further resolved: To provide a £100 donation to Monmouthshire CAB;

Further resolved: To provide a £100 donation to Chepstow Foodbank.

2403.08 PROPERTIES

A King George's Field Playground:

- i Update on maintenance/repairs received: Benches in need of re-oiling, and plaques needed (as previously agreed) for benches. Digging out of car park shrubbery for future planting needed (see Min 2403.07 f)

B The Park Sports Field:

- i To receive [inspection report](#) and discuss further actions following site meeting.

H&S [inspection report](#) for the Sports Field & Chepstow GCJFC's Clubhouse received.

The Park Sports Field Work has already been completed in compliance with ground and fencing issues highlighted in the report.

The Clubhouse is owned by Chepstow Garden City Junior Football Club. A number of significant safety concerns were reported by the GORDON H&S Officer including fire safety risk assessment, age and deteriorating condition of the building & lack of potable water provision amongst others. *Immediate closure of the clubhouse building was recommended and acted upon at the time of inspection in February 2022 to ensure the safety of users; the building should continue to remain closed until all works are carried out. The report concludes by highlighting the legal responsibilities of the CGCJFC Committee who own the Clubhouse, including the validity of their insurances.*

Resolved: For a meeting to be arranged to inform Chepstow GCJFC that the Clubhouse must remain closed and off limits until the matters within the report are addressed.

Further resolved: The Park Sports Field is for the use of all residents of St Arvans. Any group, club or association should enter into a User Agreement with SACC who manage the Field. Cllr Houghton offered to find an appropriate model document to be implemented as soon as possible.

The siting of the rugby post was discussed, with the need to accommodate the use of the post alongside other uses of the field such as the football pitch, and other play, plus dog walking.

2403.09 PLANNING

A New planning applications:

- i) [DM/2023/01760 Land to the south and adjacent to Fairbourne, Devauden Rd: Erection of proposed new bungalow](#) – deferred from last meeting as document were not available on MCC Planning Portal (email sent to MCC requesting extension to time limit for reply)

Resolved: That SACC note concerns expressed by local residents and expect them to be taken seriously, in particular the boundary issue.

B Existing planning applications:

- i) [DM/2024/00050 Monk's Barn, Rogerstone Grange, NP16 6EU: New stable block building](#) (work already begun) – **approved by MCC on 19th February 2024**

2403.10 COMMUNICATIONS

- a Resolved: To deliver one of the Council IPads to Westway IT to test reset and setup. It was noted that a plug and lead is missing from one of the IPads used by a former Councillor. Councillors offered to look for a suitable replacement in their own homes before resorting to purchasing a replacement.
- b Resolved: That a WhatsApp Policy is needed for use of WhatsApp for messaging between Councillors and employees.
- c Clerk to book Cllr Costello onto the OVW IT course for Thursday

2403.11 HIGHWAYS & MAINTENANCE

- a To receive report from Highways and Maintenance Advisory Group and agree any action. It was noted that advice from Gareth Freeman, MCC that graffiti on speed limit signs could be removed using soap and water did not prove successful. Clerk to forward PEP report to Craig O'Connor and Carl Touhig
- b To receive [report of area visit by Gareth Freeman](#) on 15/02/2024. Received. To be forwarded to County Cllr Webb.

2403.12 ENVIRONMENT & RECREATION

- a **Litter picking:** No update received this month.
- b **Defibrillators:** Three sets of defib pads needed. Cllr Howells has looked at the Pool Cottage defibrillator and this is now displaying a green tick. All defibs in working order.
- c Cllr Howells reported that during recycling collection he had seen all of the recycling (red and purple) being put into the same compartment on the MCC vehicle and queried if this means this isn't being recycled. Clerk to make enquiries.

2403.13 CORRESPONDENCE

Correspondence noted: MCC press releases, OVW circulars

2403.14 Forthcoming meetings requiring SACC representation noted:

- i. Wye Valley Villages Delivery Group, Itton Village Hall, 17/04/2024, 2pm: Cllrs Edwards & Howells
- ii. SA Memorial Hall Committee, 21/03/2024
- iii. MCC Give Dog Fouling the Red Card, Microsoft Teams, 13/06/2024, 11am-1pm: Cllr Edwards

2403.15 DATE OF NEXT MEETING(S): 09/04/2024 7pm at The Meeting Rooms, St Arvans

2024-2025 MEETINGS: 14/05/2024 (Annual Meeting and Ordinary Meeting), 11/06/2024; 09/07/2024; August recess; 10/09/2024; 08/10/2024; 12/11/2024; 10/12/2024; 14/01/2025; 11/02/2025; 11/03/2025; 08/04/2025

The meeting closed at 8:55pm.

Chair's signature:

Date: