

Minutes of the Annual Meeting of St Arvans Community Council held at St Arvans Meeting Rooms on Thursday 15 May 2025 at 7.00pm.		Action
2505.01	ATTENDANCE Cllrs P Farley, A Clay, T Houghton, B Howells, I Costello, H Hathaway and P Taylor Apologies: County Cllr Webb Also in attendance: C Arvanitis (Clerk)	
2505.02	ELECTION OF CHAIR Resolved that Cllr Farley be elected as Chair for 2025-26. Cllr Farley thanked fellow Councillors for their work over the last year. Cllr Farley signed the Acceptance of Office Declaration.	
2505.03	ELECTION OF VICE CHAIR Resolved that Cllr Houghton be elected as Vice Chair for 2025-26. Cllr Houghton signed the Acceptance of Office Declaration.	
2505.04	STATUTORY DOCUMENTS The following documents were reviewed and adopted subject to minor changes: -Standing orders -Financial regulations -Complaints -Councillor code of conduct -Data communication and IT -Equal opportunities -Risk assessment -Terms of reference (advisory groups and committees) Clerk to circulate updated policies.	CA
2505.05	MEMBERSHIP OF COMMITTEES AND ADVISORY BODIES It was resolved to change the Personnel and Financial committees into advisory groups. The following groups were agreed: -Personnel – Cllrs Houghton, Farley and Hathaway -Finance – Cllrs Clay, Farley, Howells and Houghton -Highways – Cllrs Howells, Costello, Farley and Houghton -Environment – Cllrs Hathaway and Clay -Communications – Cllrs Costello, Taylor, Hathaway, Houghton and Farley -Biodiversity – Cllrs Hathaway, Costello, Farley, Houghton and Clay	
2505.06	REPRESENTATION ON OTHER BODIES The following were reviewed and agreed: -Memorial Hall – Cllr Clay -St Arvans Village Trust – Cllr Farley -One Voice Wales Monmouthshire and Newport Area – Cllr Houghton -Wye Valley Villages Group – Cllrs Howells and Costello	

2505.07	Dates and meeting places for Council meetings in 2025-26 were confirmed.																													
Minutes of the Ordinary Meeting which followed on from the Annual Meeting		Action																												
2505.08	PUBLIC SESSION No members of the public present.																													
2505.09	DECLARATION OF INTEREST IN ITEM(S) ON THE AGENDA -None																													
2505.10	APPROVAL OF MINUTES The minutes of the ordinary meetings held on 20 March and 24 April 2025 were approved and duly signed.																													
2505.11	MATTERS ARISING -None.																													
2505.12	REPORTS RECEIVED																													
a	Neighbourhood Police Crime & Traffic: report from PCSO E Park: -Nine incidents in April, six cannot be publicised. -Deer poachers dealt with by police and specialist team in Gwent police. -Report of male on the A466, officers attended but no sightings. -Report of sheep on the A466, officers attended but no sightings. -Clerk to inform PCSO Park of 25-26 meeting dates. -Clerk to investigate options for inviting police to meetings.	CA																												
b	County Council report: -None received.																													
2505.13	PERSONNEL COMMITTEE																													
	-Nothing to report.																													
2505.14	FINANCE																													
a	Reconciled balances at bank & building society: <div><div>30.4.25</div><div>HSBC cheque to be banked£308.05</div><div>MBS£10,201.01</div><div>Unity Trust£34,483.80</div></div>																													
b	The April bank reconciliation was approved <table><tr><td>HSBC cheque</td><td>£308.05</td></tr><tr><td>Mon BS</td><td>£10,201.01</td></tr><tr><td>Unity Trust</td><td>£34,483.80</td></tr><tr><td>Net balance as at 30 April 2025</td><td>£44,992.86</td></tr><tr><td> </td><td> </td></tr><tr><td>Net opening balance on 1 April 2025</td><td>£29,538.27</td></tr><tr><td>Add – HSBC cheque</td><td>£308.05</td></tr><tr><td>Mon BS</td><td>£10,201.01</td></tr><tr><td>Total</td><td>£40,047.33</td></tr><tr><td> </td><td> </td></tr><tr><td>Add receipts to 30 April 2025</td><td>£7,966.00</td></tr><tr><td>Less payments to 30 April 2025</td><td>£3,020.47</td></tr><tr><td> </td><td> </td></tr><tr><td>Closing balance as at 30 April 2025</td><td>£44,992.86</td></tr></table>	HSBC cheque	£308.05	Mon BS	£10,201.01	Unity Trust	£34,483.80	Net balance as at 30 April 2025	£44,992.86			Net opening balance on 1 April 2025	£29,538.27	Add – HSBC cheque	£308.05	Mon BS	£10,201.01	Total	£40,047.33			Add receipts to 30 April 2025	£7,966.00	Less payments to 30 April 2025	£3,020.47			Closing balance as at 30 April 2025	£44,992.86	
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c	The April cash book was approved:																																																													
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2505.15	PLANNING	
a	New applications: -DM/2025/00585, 4 Laurel Park, St Arvans, proposed rear extension with maximum depth of 3.00m.	
b	Planning decisions: None	
2505.16	COMMUNICATIONS	
	-The Communications group met this month. -All iPads are now active. -Software updates to be implemented. -Investigation into JAMF ongoing. -Cllr Costello to look into alternatives to Round Robin.	IC
2505.17	HIGHWAYS & MAINTENANCE	
	-Cllrs Houghton and Howells met with local MP to discuss road safety. -Highways have confirmed that road markings on Grange Road will be updated. -Highways have provided costs for various road safety measures in the village.	
2505.18	ENVIRONMENT & RECREATION	
	-New handyperson successfully onboarded, Devauden bench completed and Council agreed Jubilee bench will be repaired next. -Council agreed to purchase of two hi vis jackets for handyperson. -King George's Field and Sports Field health and safety audits arranged.	
2505.19	MCC GROUNDS MAINTENANCE CONTRACT	
	-Council approved go-ahead for the new contract. Clerk to confirm with MCC.	CA
2505.20	CORRESPONDENCE	
	-Amy Thompson-Lancaster, Re: Monmouthshire County Council- A new Road Markings report has been submitted – 22975804. -MCC, Re: Media release: Monmouthshire residents invited to join new Let's Talk forum. -MCC, Planning application and enforcement training for Community and Town Councils – slides. -OVW, training dates- April- June 2025. -Agenda for consortium of Wye Valley Councils meeting 15 May 25. -Fundraising Opportunities for Ty Hafan Children's Hospice.	
2505.21	CLERK'S REPORT	
	-Audit ongoing – files have been sent to internal auditor -Annual report to be considered in June meeting.	CA
2505.22	FORTHCOMING MEETINGS	
	-Wye Valley Villages Group – Cllr Howells to attend on 21.5.25 to be Council representative (clerk to let One Voice Wales know).	
2505.23	DATE OF NEXT MEETING	
	19.6.25, 7pm, The Meeting Rooms, St Arvans	

The meeting closed at 9.00.

Chair's signature:

Date: