

Minutes of the Ordinary Meeting of St Arvans Community Council held at St Arvans Meeting Rooms on Wednesday 17 September 2025 at 7.00pm.		Action
2509.01	ATTENDANCE Cllrs P Farley, T Houghton, B Howells, I Costello, H Hathaway, P Taylor and County Cllr A Webb Apologies: Cllr A Clay Also in attendance: C Arvanitis (Clerk), Police representative	
2509.02	PUBLIC SESSION No members of the public in attendance.	
2509.03	DECLARATION OF INTEREST IN ITEM(S) ON THE AGENDA -None	
2509.04	APPROVAL OF MINUTES The minutes of the ordinary meeting held on 16 July 2025 were approved and duly signed.	
2509.05	MATTERS ARISING -None.	
2509.06	REPORTS RECEIVED	
a	Neighbourhood Police Crime & Traffic -The Council discussed policing matters with Neighbourhood Policing Sergeant Stephen Hayward. -Nine crimes were reported in the village during July, four linked to domestic violence and three to public order offences. Arrests were made. -Fourteen crimes were reported during August including malicious communications, inconsiderate behaviour and public indecency. -Speeding checks were carried out in July and August with three drivers given advisories. -In conjunction with the police, the Council will be considering Community Speedwatch measures and a community meeting. -The Council wishes to thank Policing Sergeant Stephen Hayward for his time and advice.	CA
b	County Council report: -The findings of the consultation on the Deposit Replacement Local Development Plan will be presented to the MCC's Place Scrutiny Committee on 25 September. -Car charging points across pavements will be piloted in Monmouthshire.	
2509.07	PERSONNEL COMMITTEE	
	-Clerk's contract to be amended slightly to allow for correct number of hours and working from home allowance.	TH
2509.08	FINANCE	

a	Balances at bank & building society:			
		31.7.25	31.8.25	
	MBS	£10,339.79	£10,339.79	
	Unity Trust	£29,177.09	£37,898.54	
c	The July cash book was approved:			
	Supplier	Description	Debits	Credits
	St Arvans Village Trust	Meeting June	£19.00	
	Merlin Waste	July dog waste collection	£157.78	
	M Jones handyperson	Labour / materials	£173.69	
	HMRC	Tax July	£120.20	
	Clerk	Clerk salary July	£480.84	
	St Arvans Church	Grant 25-26	£1,000.00	
	Barclaycard	JAMF, Microsoft	£24.55	
	Penterry Church	Grant 25-26	£500.00	
	M Jones handyperson	Labour / materials	£267.42	
	Three	Clerk's mobile	£14.00	
	Unity Trust	Bank charge July	£6.00	
	Total	July	£2,763.48	

d	<p>The following new payments for August and September were approved:</p> <table> <tr> <th>Supplier</th><th>Details</th><th>Amount</th></tr> <tr> <td>Tesco via Cllr Hathaway</td><td>Gift for resident</td><td>£39.80</td></tr> <tr> <td>Almondsbury via Cllr Hathaway</td><td>Planter</td><td>£179.97</td></tr> <tr> <td>St Arvans Village Trust</td><td>Room Hire July</td><td>£19.00</td></tr> <tr> <td>Merlin Waste</td><td>Dog waste August</td><td>£157.78</td></tr> <tr> <td>Merlin Waste</td><td>Dog waste September</td><td>£157.78</td></tr> <tr> <td>M Jones Handyperson</td><td>Labour / materials</td><td>£436.66</td></tr> <tr> <td>Clerk</td><td>Clerk salary August</td><td>£480.84</td></tr> <tr> <td>HMRC</td><td>Tax August</td><td>£120.20</td></tr> <tr> <td>Clerk</td><td>Clerk salary September</td><td>£480.84</td></tr> <tr> <td>HMRC</td><td>Tax September</td><td>£120.20</td></tr> <tr> <td>Three</td><td>Mobile phone August</td><td>£4.60</td></tr> <tr> <td>Three</td><td>Mobile phone September</td><td>£4.60</td></tr> <tr> <td>Barclaycard August</td><td>JAMF (£12.22), Microsoft (£12.36), Norton (£89.99)</td><td>£114.57</td></tr> <tr> <td>Barclaycard September</td><td>JAMF (£12.29), Microsoft (£12.36)</td><td>£24.65</td></tr> <tr> <td>Total to date</td><td>August / September</td><td>£2,341.49</td></tr> </table>	Supplier	Details	Amount	Tesco via Cllr Hathaway	Gift for resident	£39.80	Almondsbury via Cllr Hathaway	Planter	£179.97	St Arvans Village Trust	Room Hire July	£19.00	Merlin Waste	Dog waste August	£157.78	Merlin Waste	Dog waste September	£157.78	M Jones Handyperson	Labour / materials	£436.66	Clerk	Clerk salary August	£480.84	HMRC	Tax August	£120.20	Clerk	Clerk salary September	£480.84	HMRC	Tax September	£120.20	Three	Mobile phone August	£4.60	Three	Mobile phone September	£4.60	Barclaycard August	JAMF (£12.22), Microsoft (£12.36), Norton (£89.99)	£114.57	Barclaycard September	JAMF (£12.29), Microsoft (£12.36)	£24.65	Total to date	August / September	£2,341.49	CA
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e	<p>Other financial matters:</p> <ul style="list-style-type: none"> -Mobile phone payments reduced from £14.00 to £4.60 per month at end of contract. -Clerk to re-align handyperson payments to synch with current budget categories. -Council agreed to keep the Barclaycard as this is the only form of payment accepted by some providers. -Clerk to arrange meeting between St Arvans Village Trust and the Comms group prior to considering grant application (£400). -Grant approved for Memorial Hall grant application for tree felling (£348). Clerk to check when work will be done. -Council approved clerk's 'working from home' allowance of £6 per week. -Council approved Local Government pay agreement increase for clerk from October and backdated to April 2025. Clerk to send details to Cllr Houghton. 	CA																																																
2509.09	PLANNING																																																	
	<p>New applications:</p> <ul style="list-style-type: none"> -DM/2025/00762, Fair Oak Farm, Penterry Lane, retrospective application for the conversion of 3 curtilage listed farm outbuildings approved under planning application DC/2017/01152 – no comments. 																																																	

	Planning decisions: -None.	
2509.10	COMMUNICATIONS	
	-Meeting held to discuss and review housekeeping issues. -Online subscriptions and accounts to be reviewed. -Digital asset register to be set up. -Online Teams meetings to be tested. -Digital security to be reviewed.	IC
2509.11	HIGHWAYS & MAINTENANCE	
	-Constructive meeting held with MCC on road safety. -Clerk to research responsibilities regarding pavements.	CA
2509.12	ENVIRONMENT & RECREATION	
	-As trustees of King George Field, Council to set up separate meetings to discuss maintenance and expenditure. -Clerk to propose separate bank account for charity. -Clerk to investigate what has already been spent on the field. -Clerk to send results of charity research to Cllr Hathaway. -Cllr Clay to investigate the football pitch extension. -Request to use Sports Field for wedding (27.6.26) approved in principle. Cllr Clay to inform the Football Club. Any licencing requirements to be resolved by wedding organisers. Clerk to research any other provisos.	AC / CA
2509.13	BIODIVERSITY	
	-Report to be completed in December and sent to Welsh Government.	HH / CA
2509.14	CORRESPONDENCE	
	-MCC, Media release – Monmouthshire County Council scores top for waste reduction -MCC, Tour of Britain -MCC, Media Release: Monmouthshire County Council approves Chepstow Integrated Transport LUF Project funding -MCC, Lloyds Tour of Britain Men- Stage 5 – Update -MCC, Monmouthshire's Road Works Report- week ending 8th August -Monmouthshire's Road Works Report- week ending 1st August -MCC, Monmouthshire's Road Works Report- week ending 15th August -MCC, Monmouthshire's Road Works Report- week ending 29th August (ext) -MVCC, TTRO Consultation- Tour of Britian Men’s Cycle Race- Stage 5 -Cllr Webb, Summer Activities -OVW, Members’ Allowances: Annual Timetable of Actions -OVW, FW: Draft minutes- One Voice Wales Monmouthshire & Newport Area meeting- 3 July 2025 -OVW, Fw: Welsh Government Consultation on Revisions to the Separate Collection of Waste Materials for Recycling: A Code of Practice for Wales -Charity Commission, News July 2025 -St Arvans Church, thank you note. -Chepstow Town Council, Motion- One Voice Wales re school meals	
2509.15	CLERK’S REPORT	
	-2024-25 VAT claim sent to HMRC.	

2509.16	FORTHCOMING MEETINGS -One Voice Wales, Monmouthshire & Newport Area Committee – 9.10.25	
2509.17	DATE OF NEXT MEETING 15.10.25, 7pm, The Meeting Rooms, St Arvans	

The meeting closed at 9.15.

Chair's signature:

Date:

Draft