

Minutes of the Ordinary Meeting of St Arvans Community Council held at St Arvans Meeting Rooms on Wednesday 19 November 2025 at 7.00pm.		Action
2511.01	<b>ATTENDANCE</b> Cllrs P Farley, A Clay, T Houghton, H Hathaway, B Howells, I Costello and County Cllr A Webb <b>Apologies:</b> Cllr P Taylor <b>Also in attendance:</b> C Arvanitis (Clerk), PCSO K Jackson	
2511.02	<b>PUBLIC SESSION</b> No members of the public attended.	
2511.03	<b>DECLARATION OF INTEREST IN ITEM(S) ON THE AGENDA</b> -None	
2511.04	<b>APPROVAL OF MINUTES</b> The minutes of the ordinary meeting held on 15 October 2025 were approved and duly signed.	
2511.05	<b>MATTERS ARISING</b> -Penterry noticeboard no longer needed, to be donated to Penterry Church. -Cllr Farley to provide wording for Grange Road bench.	AC / PF
2511.06	<b>REPORTS RECEIVED</b>	
a	Neighbourhood Police Crime & Traffic report from PCSO K Jackson -Four recorded crimes in St Arvans: -Theft -Crime against society (false documents pertaining to fraud and forgery) -Possession of weapon (threats with a pointed article in a public place) -Violence with injury (dangerously out of control dog in a public place) -Investigations are currently underway, and safeguarding measures have been implemented where necessary. There were no repeat offenders and every incident was isolated. -In November, 3 new PCSOs will join the team in Caldicot, and a new PCSO will be taking over St Arvans. -Clerk to include police contact points on SACC website. -Council to consider organising police surgery.	CA / All
b	County Council report: -County Cllr Webb met with Police and Crime Commissioner. -Bus timetables now available (will be put on Facebook). -County Council currently focusing on Monmouth flooding crisis.	HH
2511.07	<b>PERSONNEL COMMITTEE</b>	
	-Clerk's contract has been signed.	
2511.08	<b>FINANCE</b>	

a	Balances at bank & building society:		
		31.10.25	
	MBS	£10,339.79	
	Unity Trust	£34,320.96	
b	The October bank reconciliation was approved:		
	Mon BS	£10,339.79	
	Unity Trust	£34,320.96	
	<b>Net balance at end of month</b>	<b>£44,660.75</b>	
	Net Opening Balance on 1st April 2025 Unity	£29,538.27	
	Mon BS	£10,339.79	
	Add: Receipts for the year to date	£17,131.45	
	Total	£57,009.51	
	Less: Payments for the year to date	£12,348.76	
	<b>Closing Balance at end of month</b>	<b>£44,660.75</b>	
c	The Oct cash book was approved:		
	<i>Supplier</i>	<i>Details</i>	<i>Debit</i>
			<i>Credit</i>
	Helen Hathaway via Tesco	Bulbs	£20.00
	St Arvans Village Trust	Meetings 10.9, 17.9 and 30.9	£47.50
	Merlin Waste	Dog waste October	£157.78
	Barclaycard	JAMF (£12.18), Microsoft (£12.10)	£24.28
	St Arvans Memorial Hall	Grant for tree felling	£348.00
	HMRC	Tax Oct	£147.40
	Clerk	Clerk salary October	£589.90
	Three	Clerk's mobile	£8.40
	Unity Trust	Bank charge	£6.00
	<b>Total</b>	<b>Oct</b>	<b>£1,349.26</b>
			<b>£-</b>

d	The following new payments for November were approved:	CA																																				
	<table> <tr> <th>Supplier</th><th>Details</th><th>Amount</th></tr> <tr> <td>Cllr Hathaway via B&amp;M</td><td>Bulbs, soil and peat</td><td>£132.42</td></tr> <tr> <td>MCC</td><td>Cut and collect Fountain area, November street clean, grass cut playing fields</td><td>£2,869.09</td></tr> <tr> <td>Merlin Waste</td><td>Dog waste November</td><td>£157.78</td></tr> <tr> <td>St Arvans Village Trust</td><td>Room booking 15.10</td><td>£19.00</td></tr> <tr> <td>Clerk</td><td>Clerk salary November</td><td>£496.50</td></tr> <tr> <td>HMRC</td><td>Tax November</td><td>£124.00</td></tr> <tr> <td>Barclaycard</td><td>JAMF (£12.43) and Microsoft (£12.10)</td><td>£24.53</td></tr> <tr> <td>Clerk</td><td>WFH allowance April 1-October 31</td><td>£180.00</td></tr> <tr> <td>Three</td><td>Mobile phone Nov</td><td>£8.40</td></tr> <tr> <td>Unity Trust</td><td>Bank charge</td><td>£6.00</td></tr> <tr> <td colspan="2"><b>Total to date</b></td><td><b>£4,017.72</b></td></tr> </table>	Supplier	Details	Amount	Cllr Hathaway via B&M	Bulbs, soil and peat	£132.42	MCC	Cut and collect Fountain area, November street clean, grass cut playing fields	£2,869.09	Merlin Waste	Dog waste November	£157.78	St Arvans Village Trust	Room booking 15.10	£19.00	Clerk	Clerk salary November	£496.50	HMRC	Tax November	£124.00	Barclaycard	JAMF (£12.43) and Microsoft (£12.10)	£24.53	Clerk	WFH allowance April 1-October 31	£180.00	Three	Mobile phone Nov	£8.40	Unity Trust	Bank charge	£6.00	<b>Total to date</b>		<b>£4,017.72</b>	
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e	<p>Other financial matters:</p> <ul style="list-style-type: none"> <li>-Council approved purchase of body cam for CSW group (no more than £70).</li> <li>-Clerk to check if Monmouthshire Building Society offers any better rates than current holding.</li> <li>-Quote of £520 for Christmas lights on tree by Fountain and accompanying tree pruning approved.</li> <li>-Bank checks to be carried out this month.</li> </ul>	CA / AC																																				
<b>2511.09</b>	<b>2026-27 BUDGET</b>																																					
	-The 2026-27 budget and precept of £25,000 (as attached) was approved by Council.	CA																																				
<b>2511.10</b>	<b>PLANNING</b>																																					
	<p>New applications:</p> <ul style="list-style-type: none"> <li>-None</li> </ul>																																					
	<p>Planning decisions:</p> <ul style="list-style-type: none"> <li>-DM/2025/01374, Church House, Church Lane, pollarding of lime tree in garden – approved.</li> <li>-DM/2025/01434, Gorse Farm, Devauden Road, non-material amendment (reduce the plan size to less than 100m2 to avoid requirement for SAB report) in relation to planning consent DM/2025/01225 (residential annex) – approved.</li> </ul>																																					
<b>2511.11</b>	<b>COMMUNICATIONS</b>																																					
	<ul style="list-style-type: none"> <li>-All iPads are now running efficiently.</li> <li>-Communications Group to meet up in January.</li> </ul>	IC																																				
<b>2511.12</b>	<b>HIGHWAYS &amp; MAINTENANCE</b>																																					

	-Despite further emails, The Council are still awaiting further information from MCC regarding road safety measure options so budget can be set. -Police to be informed and CCTV investigated if there are further incidences of speed signs being removed and / or vandalised.	
<b>2511.13</b>	<b>ENVIRONMENT &amp; RECREATION</b>	
	-Handyperson to make Devauden Road noticeboard easier to use (via magnets rather than pins).	PF and TH
<b>2511.14</b>	<b>BIODIVERSITY</b>	
	-Action report approved. Clerk to send to Welsh Government in December.	CA
<b>2511.15</b>	<b>DOG ATTACKS</b>	
	Notices to be placed on Facebook and website requesting dogs to be kept on leads if there is danger of aggression and providing information on how to inform police if attacks occur.	CA and HH
<b>2511.16</b>	<b>CORRESPONDENCE</b>	
	-MCC, Monmouthshire's Road Works Report- week ending 17th October -MCC, FW: St David's Day 2026 to be "most memorable yet" says FM -MCC, Monmouthshire's Road Works Report- week ending 24th October -MCC, Monmouthshire's Road Works Report- week ending 31st October -MCC, Media Release: Monmouthshire County Council full council approves RLDP to be submitted for independent examination -MCC, Media Release: Monmouthshire County Council secures prosecution in serious animal welfare case -MCC, Minutes for County Council, Thursday, 23rd October, 2025, 2.00 pm -MCC, Invitation to Participate: Consultation on Draft Monmouthshire Cultural Strategy -MCC, Monmouthshire's Road Works Report- week ending 7th November -Fw: Consortium of Wye Valley Councils: Notes of the Meeting of 4th September -Catherine Fookes, MP Mobile Phone Signal Survey -National Highways, M48 Severn Bridge- November Update	
<b>2511.17</b>	<b>CLERK'S REPORT</b>	
	-Councillors to let clerk know if Meeting rooms booked. -Clerk to check adherence to and circulate guidance from Practitioners Guide– managing digital, data and information governance.	CA
<b>2511.18</b>	<b>FORTHCOMING MEETINGS</b>	
	-One Voice Wales AGM 21.1.26 online 6-8pm	
<b>2511.19</b>	<b>OTHER REPORTS</b>	
	-None	
<b>2511.20</b>	<b>DATE OF NEXT MEETING</b>	
	21/1/2026, 7pm at The Meeting Rooms, St Arvans	

The meeting closed at 21:00.

Chair's signature: .....

Date: .....

<b>Approved Budget 26-27</b>				
<b>Description</b>	<b>Budget 25-26</b>	<b>Spend to date 25-26</b>	<b>Proposed budget 26-27</b>	<b>Notes</b>
<b>STAFF</b>				
Clerk annual salary	£7,183.00	£1,923.36	£6,090.00	
HMRC	£1,442.40	£480.80	£1,300.00	
Clerk working from home allowance	£312.00	£0.00	£320.00	
Clerk/RFO - training and mileage	£60.00	£0.00	£60.00	
Subscriptions (OVW/ICO	£367.00	£0.00	£275.00	
Audit of Accounts (internal)	£173.00	£165.00	£170.00	
Audit of Accounts (external)	£231.00	£600.00	£300.00	
Insurance	£682.00	£634.92	£700.00	
Bank charges (UT)	£72.00	£24.00	£75.00	
Mobile phone	£170.00	£56.00	£100.00	
	<b>£10,692.40</b>	<b>£3,884.08</b>	<b>£9,390.00</b>	
<b>COUNCILLORS</b>				
Councillors allowances	£1,120.00	£156.00	£1,840.00	
Councillor training OVW/other	£280.00	£84.00	£160.00	
	<b>£1,400.00</b>	<b>£240.00</b>	<b>£2,000.00</b>	
<b>PARK SPORTS FIELD</b>				
Annual H&S inspection	£270.00	£0.00	£175.00	
Grass cutting	£611.00	£0.00	£610.00	
Tree surgery inc. hedges	£500.00	£0.00	£400.00	
Fence repairs	£75.00	£0.00	£100.00	
Hedge maintenance & cuts x 2	£307.00	£0.00	£200.00	
	<b>£1,763.00</b>	<b>£0.00</b>	<b>£1,485.00</b>	
<b>THE FOUNTAIN AREA</b>				
Maintenance	£275.00	£171.72	£170.00	
Christmas tree lights	£150.00	£0.00	£280.00	
Electricity costs	£100.00	£0.00	£240.00	
	<b>£525.00</b>	<b>£171.72</b>	<b>£690.00</b>	
<b>COMMUNICATIONS &amp; MEETINGS</b>				
Website & Emails	£500.00	£562.50	£575.00	
Hall hire - meeting rooms	£500.00	£95.00	£300.00	
Microsoft	£0.00	£49.44	£145.00	
IT	£0.00	£0.00	£250.00	
Norton	£0.00	£80.00	£80.00	
	<b>£1,000.00</b>	<b>£786.94</b>	<b>£1,350.00</b>	
<b>HIGHWAYS &amp; MAINTENANCE</b>				
Hardware	£0.00	£51.99	£50.00	

Street/pavement clean - MCC 1 day	£816.00	£0.00	£820.00	
Verges, grass, hedges	£2,088.00	£0.00	£1,000.00	
	<b>£2,904.00</b>	<b>£51.99</b>	<b>£1,870.00</b>	
<b>ENVIRONMENT</b>				
Defibrillators - batteries, pads, labels	£200.00	£54.21	£200.00	
Dog bins - emptying	£1,572.00	£631.12	£1,950.00	
Env and biodiversity	£200.00	£0.00	£200.00	
Bus Shelters	£100.00	£242.41	£230.00	
	<b>£2,072.00</b>	<b>£927.74</b>	<b>£2,580.00</b>	
<b>GRANTS</b>				
Churchyard grants	£750.00	£1,750.00	£2,000.00	
King George's Field	£1,850.00	£1,263.75	£5,000.00	
Other charitable grants	£400.00	£348.00	£500.00	
	<b>£3,000.00</b>	<b>£3,361.75</b>	<b>£7,500.00</b>	
<b>Total expenditure</b>	<b>£23,356.40</b>	<b>£9,424.22</b>	<b>£26,865.00</b>	
<b>INCOME</b>	<b>Budget</b>			
Brought forward Unity	£23,000.00		£19,000.00	
Precept	£28,896.00	£15,931.00	£25,000.00	
HMRC VAT refunds	£712.00	£891.00	£890.00	
Garden City football club	£0.00		£610.00	
Cheque from HSBC	£0.00	£308.05	£0.00	
<b>Total income</b>	<b>£52,608.00</b>	<b>£17,130.05</b>	<b>£45,500.00</b>	
<b>Reserves</b>	<b>£29,251.60</b>	<b>£7,705.83</b>	<b>£18,635.00</b>	
<b>Monmouthshire BS</b>	<b>£10,339.79</b>	<b>£0.00</b>	<b>£10,339.79</b>	<b>Earmarked for road safety measures</b>

Note: £4,311 taken out of 25-26 budget and moved to separate King George Field account.