



Minutes of the Annual Meeting of St Arvans Community Council held at St Arvans Meeting Rooms on Wednesday 27 May 2025 at 7.00pm.		Action
<b>ANNUAL MEETING</b>		
2605.01	<b>ATTENDANCE</b> Cllrs P Farley, B Howells, P Taylor, I Costello, H Hathaway, T Houghton and County Cllr A Webb <b>Apologies:</b> Cllr A Clay <b>Also in attendance:</b> C Arvanitis (clerk)	
2605.02	<b>ELECTION OF CHAIR</b> It was resolved that Cllr Farley be elected Chair for the 2026–27 year. Cllr Farley thanked Councillors for their work over the past year and duly signed the Declaration of Acceptance of Office.	
2605.03	<b>ELECTION OF VICE CHAIR</b> It was resolved that Cllr Hathaway be elected Vice Chair for the 2026–27 year. Cllr Hathaway duly signed the Declaration of Acceptance of Office. The Council thanked Cllr Houghton for his work as Vice Chair during 2025-26.	
2605.04	<b>STATUTORY DOCUMENTS</b> The following documents were reviewed and adopted: -Asset register -Complaints policy and procedure -Councillor code of conduct -Digital policy -Equal opportunities -Financial regulations -Publication scheme -Risk assessment -Standing orders -Terms of reference (advisory groups) The training plan will be completed for next month's meeting.	CA
2605.05	<b>COMMITTEES AND ADVISORY GROUPS</b> The following advisory groups were agreed on: -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 -Statutory documents review group-members agreed as required	CA

2605.06	<b>REPRESENTATION ON OTHER BODIES</b> 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	
2605.07	<b>2026-27 MEETINGS</b> 2026-27 meeting dates were agreed and will be circulated.	CA
<b>ORDINARY MEETING</b>		
2605.08	<b>PUBLIC SESSION</b> -No members of the public attended.	
2605.09	<b>DECLARATION OF INTEREST IN ITEM(S) ON THE AGENDA</b> -None	
2605.10	<b>APPROVAL OF MINUTES</b> The minutes of the ordinary meeting held on 15 April 2026 were approved and duly signed.	
2605.11	<b>MATTERS ARISING</b> - Grange Road bench plaque completed.	
2605.12	<b>REPORTS RECEIVED</b>	
a	Neighbourhood Police Crime & Traffic April report from PCSO D Cordingley: -Damage to car park height restriction barrier on St Arvans Road. Matter referred to Monmouthshire County Council for further assessment and any necessary remedial action. -Single-vehicle collision on Devauden Road in which a vehicle overturned when trying to avoid hitting a deer. No life-threatening injuries.	
b	County Council report: -Signage at the Racecourse roundabout has now been amended to indicate that businesses up to Tintern remain accessible during the period of road closure.	
c	Other reports: -Memorial Hall monthly meeting attended by Cllr Clay.	
2605.13	<b>HIGHWAYS</b>	
	-Measures to improve road safety have commenced on Devauden Road including a new road layout at the top of the hill and the introduction of a speed monitor. -Active Speedwatch have been taking readings. -A police Speedwatch is also in place outside the Piercefield.	
2605.14	<b>ENVIRONMENT</b>	

	<p>-The Council approved the handyperson's quote for repair and maintenance of village street signage (approximately £750).</p> <p>-The Council resolved to commission an inspection of the sports field, to be arranged by the Clerk.</p> <p>-The Council expressed thanks to resident S Potts for strimming the Fountain area and Sports field.</p> <p>-Cllrs Clay and Hathaway to raise the issue of rubbish accumulating on Sports field with Garden City Football.</p> <p>-Cllrs Taylor and Howells to follow up issue of debris on Devauden Road impacting on road safety.</p>	CA / HH / AC / PT / BH																								
<b>2605.15</b>	<b>BIODIVERSITY</b>																									
	Cllr Hathaway and clerk to prepare 26-27 budget split across KGF and Council.	HH / CA																								
<b>2605.16</b>	<b>FINANCE</b>																									
a	Reconciled balances at bank and building society were approved 30.4.26																									
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b	The April cashbook was approved:			
	<i>Supplier</i>	<i>Details</i>	<i>Debit</i>	<i>Credit</i>
	St Arvans Village Trust	Meetings 14.3 and 18.3	£28.50	
	Gallaher	26-27 insurance	£643.75	
	Barclaycard	JAMF £12.36, Microsoft £12.10, Norton £64.99	£89.45	
	Clerk	Clerk salary Apr	£496.50	
	HMRC	Tax Apr	£124.00	
	St Arvans Church	Grant 26-27	£1,500.00	
	Merlin	Dog waste Apr	£163.24	
	One Voice Wales	Training	£42.00	
	Three	Mobile phone	£8.40	
	MCC	Precept		£8,334.00
	Unity Trust	Bank charge	£7.00	
		Total	£3,102.84	£8,334.00
c	The following new payments for May were approved:			CA
	Clr Farley via Achilles Heel Bar	Bench plaque	£40.00	
	St Arvans Village Trust	Meetings 15.4 and 16.4	£28.50	
	Merlin	Dog waste May	£163.24	
	Barclaycard	JAMF £12.29, Microsoft £12.10	£24.39	
	Handyperson	Labour for bench maintenance	£33.75	
	HMRC	Tax May	£124.00	
	Clerk	Salary May	£496.50	
	Handyperson	Park fence repair green matting repair (KGF)	£20.25	
		Total	£930.63	
d	The Council approved the use of P Russell for the 25-26 internal audit (fee £175).			
2605.17	PLANNING			

	New applications: -DM/2026/00427, Pear Tree Cottage, Devauden Road, rear single storey to kitchen – <b>no objections</b> . -DM/2026/00611, 6 Piercefield Terrace, Devauden Road, rear single storey extension – <b>no objections</b> .	CA
	Planning decisions: -DM/2026/00453, The Vicarage, Wyndcliffe View, Cypress- section fell, Pseudo Acacia-section fell, Ash- section fell, Chilean Myrtle- section fell, Holly- reduce height – approved.	
<b>2605.18</b>	<b>COMMUNICATIONS</b>	
	-It was resolved that the Council will directly purchase broadband for the Meeting Rooms, at an estimated annual cost of £400, rather than awarding a grant for this purpose. -Clerk to contact Vision ICT regarding the Round Robin email set up, which has not been working as effectively since the email migration -Clerk to contact Vision ICT regarding amount of spam received since migration.	CA / IC
<b>2605.19</b>	<b>PERSONNEL</b>	
	-Clerk appraisal to be booked.	CA / TH
<b>2605.20</b>	<b>CORRESPONDENCE</b>	
	-MCC, FW: Air Quality Focus Group Recruitment -MCC, Media release: Monmouthshire named one of the UK's safest places for outdoor play -MCC, Fw: Dog bag carrier -MCC, Monmouthshire's Road Works Report - week ending 17.04 -MCC, Fwd: Monmouthshire's Road Works Report - week ending 08.05 -MCC, Monmouthshire's Road Works Report - week ending 15.05 -MCC, Monmouthshire's Road Works Report - week ending 22.05 -MCC, Media Release: Monmouthshire residents thanked as recycling rates rank among best in Wales -OVW, The Voice e-magazine	
<b>2605.21</b>	<b>SCHOOL GOVERNOR</b>	
	-Cllr Houghton confirmed his willingness to be nominated as a Governor at The Dell Primary School. The Clerk will notify the Chepstow Town Clerk and request confirmation of next steps.	CA/TH
<b>2605.22</b>	<b>CLERK'S REPORT</b>	
	-Information on resilience received from MCC has been circulated and will be discussed next month.	CA
<b>2605.23</b>	<b>FORTHCOMING MEETINGS</b>	
	-None	
<b>2605.24</b>	<b>DATE OF NEXT MEETING (Annual and Ordinary)</b>	
	17/6/26, 7.00pm at The Meeting Rooms, St Arvans.	

The meeting closed at 20:50

Chair's signature: .....

Date: .....