

**MINUTES OF ANNUAL GENERAL MEETING OF CAERWENT COMMUNITY COUNCIL**  
**HELD 9<sup>th</sup> MAY 2013**

Present:	D Hedley (Chairman)	P Lewis
	B Counsell	P Murphy
	G Cousins	K Swift
	K Evans	R Trayler-Smith
	K Haddow	

In attendance: L McKeon, Clerk to the Council  
4 Members of the Public

**M3846 APOLOGIES**

Received from Councillor Vosloo.

**M3847 APPOINTMENT OF CHAIRMAN**

As per Standing Orders Councillor Hedley was appointed Chairman.  
Councillor Hedley signed the Declaration of Acceptance of Office.

Councillor Murphy was thanked for his hard work over many years service as Chairman.  
The Community Council expressed appreciation for his efforts and dedication.

**M3848 ELECTION OF VICE CHAIRMAN**

Councillor Counsell was nominated by Councillor Hedley, seconded by Councillor Evans.  
There being no other nominations Councillor Counsell was duly elected as Vice Chairman.

**M3849 APPOINTMENT OF REPRESENTATIVES**

One Voice Wales	These meetings are held on the same day as our Community Council meetings. To inform OVW.
Caerwent Community Centre	Councillors Murphy/Counsell
Caerwent Playing Fields	Councillor Cousins
Neighbourhood Watch	Councillors Evans/Vosloo
Footpaths Sub-Committee	Councillors Evans/Lewis/Cousins/Counsell
Caldicot CAB	Councillors Counsell/Hedley
Rogiet School	Councillor Evans
Caerwent Historic Trust	Councillor Evans
Poor Wood Management Cttee	Councillor Evans/Lewis
Section 106 Cttee	All Councillors
Toilets Sub-Cttee	Councillors Murphy/Counsell/Evans/Vosloo, Swift/Haddow
Emergency Contacts	Councillors Evans/Cousins/Lewis
Finance Sub-Cttee	All Councillors

**M3850 ANNUAL REVIEW OF STANDING ORDERS**

These were reviewed and confirmed.

**M3851 PUBLIC PARTICIPATION**

There was no public participation.

## **M3852 CONFIRMATION OF MINUTES OF ORDINARY MEETING HELD 11<sup>TH</sup> APRIL AND MEETING WITH PLAYING FIELDS COMMITTEE HELD 22<sup>ND</sup> APRIL 2013**

The minutes of 11<sup>th</sup> April were agreed as a true record with the following amendments:

11<sup>th</sup> April      Page 4      **Bradbury Farm Proposed Play Area** should read:  
“Councillor Swift had canvassed some villagers and .....”

Page 7      **Highways/Rights of Way** should read:  
“Tigh Na Darag”

The minutes of 22<sup>nd</sup> April were agreed as a true record with the following amendment:

22<sup>nd</sup> April      Page 1      **Present**  
Councillor Cousins to be added  
Councillor Swift to be deleted

## **M3853 DECLARATIONS OF INTEREST**

Planning Application 2013/00293	Councillor Evans	Social Association
Planning Application 2013/00186	Councillor Haddow	Owner of Property
Caerwent Community Centre	Councillor Murphy	Committee Member
Caerwent Community Centre	Councillor Counsell	Committee Member
Planning Application 2013/00285	Councillor Counsell	Adjacent Property

## **M3854 CHAIRMAN’S ANNOUNCEMENTS**

There were no announcements.

## **M3855 MONTHLY POLICE REPORT**

The Clerk read out the police report. She advised that a bike stamping event will be held on 1<sup>st</sup> June at the Coach & Horses 1200 to 1430 hours.

Councillor Haddow reported excessive speeding on the Old Roman Road east on weekdays at approx. 7.15 a.m. Clerk to report to PcsO Norville

## **M3856 MATTERS ARISING**

### **Caerwent Village Enhancement Scheme**

Highways Manager had met with the owner of Caerwent House and established that the gully outside his drive does not drain into the pond within Caerwent House. The highway previously drained through weep holes into the Roman Temple – the engineer has been asked to consider introducing ducts within the footway. The need to finish off the works at the entrance – this work is in hand if not completed. It had been agreed that the topographical survey would be made available to the owner of Caerwent House to study and that we are likely to only know if the resurfacing works and new pavement has made the flooding in this area worse following a period of heavy rain. The Highways Manager is keen that he and the engineer for the works try to overcome any potential problems before the contractor moves off site.

Councillor Murphy reported that a site meeting with MCC Officers had taken place

at the cenotaph following a challenge by three neighbours regarding the design of the paving in that area. The neighbours had requested re-design of the height of the roadway to make it less of a hump in order to deter possible water entering their properties. The Engineer had advised that it would be detrimental to lower the highway. The Cabinet Member had stated that no further funds would be made available for this scheme. A review of the situation will take place in six months time.

Resurfacing of the Old Roman Road east would take place at a later date. It was confirmed that Caldicot Road would not be resurfaced at this time.

Councillor Cousins was disappointed that the humps at the entrances were not raised. It was noted that electronic 20mph signage would be placed here and if raised there would be a problem with noise nuisance for the neighbours.

Councillor Hedley queried the reason for the wide dropped kerb from the Post Office to the temple. It was agreed to contact Highways.

Councillor Haddow was disappointed that the new paving around the cenotaph had tyre marks and queried parking in this area. It was noted that Pcs0 Norville will be monitoring the area.

It was noted that a part of the triangle at the end of School Lane A48 end will be removed in order to accommodate all vehicles.

### **Circular Walk**

Mike Moran, Leisure Manager of MCC had arranged a meeting with the MoD, Richard Brookes (who has helped develop a circular walk at the Sennybridge site), Footpaths and Highways Officers on 23<sup>rd</sup> May. Also present will be Glyn Smith who will be commissioned to carry out the rail line feasibility study. Councillor Murphy will hopefully also attend on our behalf.

### **Time Team Field**

In view of no contact from Cadw it was agreed that we would take on the lease of this field for recreational use provided that there are no conditions which will prevent archaeology in the future. Councillor Murphy agreed to check.

Councillor Swift advised that she had recently attended a Big Dig Conference where she had learnt about the Todenham Community Scheme where the villagers plant and grow vegetables for the community. She felt that we should consider something like this for our area. It was agreed that there could be practical problems but that we will consider it with further information.

### **Cwrt Morgan Adoption**

Councillor Evans reported that due to the fact that some neighbours had paid a bond to the developer they felt that it was not their responsibility to finance any adoption. Councillor Murphy agreed to seek any finance from MCC.

### **Provision of Allotments**

MoD not able to progress this currently due to heavy work commitments. It was agreed to contact the new owners of the Welfare Centre to check if there would be

any land available.

### **Provision of Dog Friendly Stiles**

Councillors Counsell/Lewis had met to discuss. Councillor Lewis will establish some grid references and then contact the Footpaths Officer.

### **Proposed re-instatement of Village Pumps**

Communication received from MCC that we were unfortunately unsuccessful in our bid. It was agreed that we consider just providing one pump. Councillor Counsell to cost this up but also to include a bench. Councillor Swift felt that we should also look at projects in other villages – this was agreed.

### **Caerwent Village Hall/Playing Fields Rent Increase**

Meeting held with CPFA on 22<sup>nd</sup> April where it was agreed that we suggest to MCC that the lease be surrendered to the CPFA at a rent of £250 pa on a 99 year lease, with no market rent review and no grant applicable. It was agreed that we obtain a rental valuation for recreation purposes for this building and also for the Old Gym building and report back to the next meeting – Councillor Counsell to arrange.

### **Caerwent Toilets**

Still awaiting condition report – Councillor Murphy has again reminded MCC. Council noted that we had received 3 quotes for sensor lighting and a meeting will be arranged as soon as we receive the condition report. Electric smart meter installed on 2<sup>nd</sup> May.

### **Website Funding from Welsh Government**

Councillor Swift had attended a meeting at MCC. She explained that if many Community Councils requested the funding for their own websites then a central website would probably not be feasible. Accessibility issues, ie visual impairments was also discussed. Councillor Evans was unsure if this is to be a portal or individual websites – Councillor Murphy advised that the MCC website will be relaunched on 1<sup>st</sup> June and Councillor Evans agreed to contact Mr MacDermott of MCC regarding this.

### **Bradbury Farm Proposed Play Area**

Councillor Murphy reported that Asset Management of MCC had been advised by an independent valuer to not split the site up in order to provide a play area. The Chairman stated that the Community Council have been pressing for a piece of land on this site for many years.

### **St Brides Road Site Visit**

Councillors Murphy and Trayler-Smith had attended a site visit with Highways and it had been agreed that the road will receive extensive repairs over the summer.

### **Visit to Caerwent Community Centre (Old Gym)**

It was agreed that Councillors visit the building – to be arranged by the Clerk.

### **Meeting with MoD**

This took place on 23<sup>rd</sup> April. Visit to Base arranged for 28<sup>th</sup> July at 11.00 a.m. Following Mr Thomas' comments at the meeting Councillor Murphy had investigated the alleged lack of communication from MCC which was unfounded. It was agreed that at our next meeting with the MoD we seek a retraction and an apology from Mr Thomas.

### **Flooding, Crick**

Councillors Murphy and Swift will make a site visit and report back.

### **Asbestos, Caerwent Community Centre**

The annual report had been received. Re the disused Boiler House, the area is adequately sealed and locked and nobody is able to access this room. The risk associated with this room is low and the likelihood of disturbance limited, as such the boiler room can remain sealed and isolated until such time that any major re-development or remediation works are planned. The dividing wall between the community room and the fitness room – this has been satisfactorily boarded over with 6mm MDF Panels to a height of 1200 mm. The panels have been glued to the existing wall and silicone sealed at their edges.

The Caerwent Community Centre has a "Management of Asbestos" file which contains an Asbestos Register. This identifies the locations of asbestos in the building and specifies the frequency of inspections required.

### **M3857 PLANNING**

#### **2013/00293 11 Vernon Grove, Caerwent**

Conversion of One Integral Garage into Reception Rooms. Replace Existing Garage Door with Double Glazed Bay Window to Match Existing. All New Brick Work to Match Existing.

***This Council recommend Approval***

#### **2013/00259 Wentwood Inn, A48**

Conversion of Redundant Former Restaurant with Staff Living Accommodation Into Five Houses with Detached Car Ports

***This Council recommends Refusal***

Building materials not in keeping with surrounding area.

Query if the Environment Agency need to access the sewerage system. At present water is apparently pumped from the septic tank up into Lower Rodge Wood. Query if it will cope with five dwellings or have any effect on the underground water table. Query the presence of the petrol tanks.

#### **2013/00285 1 Woodland Valley, Caerwent**

Demolition of Existing Single Storey Rear Extension. Erect New Two Storey Side Extension, Single Storey Rear Extension, Front Porch, Realignment of Boundary Fences, Enlargement of Existing Rear Window.

***This Council recommends Approval***

Materials used should match existing cottage.

#### **2013/00228 3 Trewen, Caerwent**

One & Two Storey Front, Side & Rear Extension for Garage, Hallway, Cloakroom,

Utility Room and Kitchen on Ground Floor with Two En-Suite Bedrooms & Dressing Room on First Floor

***This Council recommends Approval***

**2013/00305 Brookside, Well Lane, Llanfair Discoed**

Second Storey Extension

***This Council recommends Approval***

**2013/00185 Rose Cottage, Installation of 3 Sealed Cesspits (amendment)**

To Amend the Locations of the Sealed Cesspits

***This Council recommends Approval***

(Councillor Haddow left the meeting)

**2013/00186 Westgate Barn, Caerwent**

Modification or Removal of Condition

***This Council recommends Approval***

(Councillor Haddow rejoined the meeting)

**M3858 IT WAS AGREED TO EXTEND STANDING ORDERS BY 30 MINUTES**

**M3859 FINANCE**

It was agreed to pay accounts as per finance schedule dated May 2013.

It was agreed to grant £100 towards Llanfair village for the purchase of plants re the Best Kept Village Competition.

An annual review of the effectiveness of the system of internal control had been carried out and it was agreed that this was satisfactory.

Council approved and Chairman/Clerk signed the Annual Return 2012/13.

The Chairman advised that the Clerk's salary had not been reviewed since 2009. It was agreed to increase this w.e.f. June 2013 by one incremental point to SCP 27 National Association of Local Councils scales. Other allowances to be discussed at a later meeting.

**M3860 CORRESPONDENCE**

1. ONE VOICE WALES  
Allotments/Community Growing Course – 9<sup>th</sup> May  
Various Training Courses  
The Voice newsletter
2. THE OMBUDSMAN  
Casebook Issue 12
3. GWENT ASSOCIATION OF VOLUNTARY ORGANISATIONS  
Funding Opportunities. This information had been passed to the CPFA and the Caerwent Community Centre Committee.
4. S4C – “Living History” programme. Looking for participants.

5. MCC  
Proposed Outline Improvement Objectives 2013/14
6. MR J HARRIS, MYRTLE COTTAGE, CAERWENT  
8 Freedom of Information Requests
7. MR J HARRIS, MYRTLE COTTAGE  
Concern about condition of old Welfare Centre on A48 and querying any action by the Community Council when other buildings in the area had been reported as unsightly. It was noted that this building was previously owned by the MoD – we had raised concerns with them previously and the police had been contacted. It was agreed that there was no comparison to the buildings cited by Mr Harris in Caerwent village where no attempt had been made to maintain/repair. The Welfare Centre had recently been purchased by Bailey Homes – the probability is that the building will be demolished and the site much improved.
8. MoD DISPOSALS  
They have been contacted with queries regarding the Old Gym building. They have replied but there are also questions about parking which they can not answer. It was noted that Councillors will be making a visit to the building shortly and will report back.

#### **M3861 HIGHWAYS/RIGHTS OF WAY**

It was agreed to request a sign for the new public right of way at Great House Farm.

Council noted footpath Diversion at Cherry Orchard Farm.

Dinham Road flooded again – Council noted that improvements here have been moved up the repairs ladder

#### **M3862 REPRESENTATIVES REPORTS**

There were no representative reports.

Chairman ..... Date .....