

**MINUTES OF ANNUAL GENERAL MEETING OF  
CAERWENT COMMUNITY COUNCIL HELD 12<sup>TH</sup> MAY 2016**

Present: K Haddow (Chair)  
B Counsell  
G Cousins  
K Evans  
P Lewis  
P Murphy  
E Saville  
K Stock

In attendance: L McKeon, Clerk to the Council  
1 Member of the Public

**M4394 APOLOGIES**

Received from Councillors Swift and Trayler-Smith.

**M4395 APPOINTMENT OF CHAIR**

As per Standing Orders Councillor Haddow was appointed to the office of Chair. She signed the Declaration of Acceptance of Office.

**M4396 ELECTION OF VICE CHAIR**

Councillor Murphy was nominated by Councillor Counsell, seconded by Councillor Cousins. There being no other nominations Councillor Murphy was elected Vice Chair.

**M4397 APPOINTMENT OF REPRESENTATIVES**

Council appointed to the following bodies:

Finance Committee	Councillors Evans/Murphy/ Cousins/Lewis/Stock/Swift/ R Trayler-Smith/Counsell/Haddow
Caerwent Community Centre	Councillor Murphy
Caerwent Playing Fields Association	Councillor Stock
Gwent Now	Councillors Evans/Stock
Footpaths Sub-Committee	Councillors Lewis/ Evans/ Cousins/ Counsell
Mons County Citizens Advice Bureaux	Councillor Counsell
Rogiet School	Resident rep – (J Burdon)
Caerwent Historic Trust	Councillors Evans/Lewis/Saville
Cadw/Shirenewton Joint Cttee	Councillors Counsell/Stock

Emergency Contacts	Councillors Evans/Cousins/ Murphy
Toilets Working Group	Councillors Murphy/ Counsell/ Evans/ Swift/Haddow
FOI Requests Working Group	Councillors Evans/Haddow/ Trayler-Smith
Social Media Working Group	Councillors Haddow/ Saville
Asset Transfer Working Group	Councillors Evans/ Haddow/ Murphy/ Cousins/Stock/Counsell
MCC Dog Fouling Working Group	Councillors Cousins
Cluster Working Group	Councillors Murphy/Counsell
One Voice Wales	No rep (meetings currently held on same day as CCC meetings)

The Chair agreed to follow up on any feedback from our resident representative of Rogiet School.

#### **M4398 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Councillor K Evans	Caerwent Historic Trust	Trustee
Councillor K Stock	Caerwent Playing Fields Assoc	Committee Member
Councillor P Murphy	Caerwent Community Centre	Trustee
Councillor P Murphy	All decisions regarding planning applications	Cabinet Member MCC

#### **M4399 CHAIR'S ANNOUNCEMENTS**

There were no announcements.

#### **M4400 PUBLIC PARTICIPATION**

A member of the public queried the situation regarding the strip of land to the rear of 40 Merton Green where two residents have access and two do not. He considered this to be discrimination. Councillor Murphy advised that he had arranged for a meeting to take place between MCC, Monmouthshire Housing and Barratts. A report is currently being drawn up and Councillor Murphy had requested that MCC prepare a presentation with a view to calling a public meeting for all those affected. This should take place hopefully within the next couple of weeks and he will contact all those concerned.

#### **M4401 CONFIRMATION OF MINUTES OF MEETING HELD 14<sup>TH</sup> APRIL 2016**

These were agreed as a true record.

#### **M4402 ANNUAL REVIEW OF STANDING ORDERS**

The Standing Orders (as amended February 2015) were agreed.

#### **M4403 ANNUAL REVIEW OF RISK MANAGEMENT & PROCEDURES**

Council reviewed this and agreed that the management and procedures are satisfactory.

#### **M4404 ANNUAL REVIEW OF INSURANCE POLICY COVERAGE**

Council reviewed and agreed that the coverage was adequate. Pleased to note that the insurance cost is less than last year.

#### **M4405 MONTHLY POLICE REPORT**

There was no police report.

#### **M4406 PLANNING**

##### **2015/01534 The Glen, St Brides Netherwent**

Discharge of condition 3 (cladding sample and colour sample)

*Council noted*

##### **2016/00365 Bylanes, Llanfair Discoed**

Rear side single storey extension. Increase size of dormer and alter external materials and windows

*This Council recommends **Approval***

##### **2016/00301 Five Lanes Farm, Caerwent**

Proposed conversion of redundant agricultural building (Barn 4) into residential use

*This Council recommends **Approval***

Some local concerns regarding access safety and further increase in traffic. Some concerns over the use of the “digester system” for waste as this planned system will eventually service three properties. Are there any problems that will affect the local aquifers and as the water table is already high in this valley is this of any consequence.

#### **M4407 PROVISION OF DEFIBRILLATOR**

**To consider any further information received and whether to provide a defibrillator within the community**

The Chair advised that she had spoken to the Landlords of the Coach & Horses Public House regarding the siting of a defibrillator on their premises. They would be very happy to have one either inside or out but warned that mobile phone signal outside is very poor. They are open 7.00 a.m. – 11.00 p.m. but someone is always on the premises. The Chair had arranged for letters of support to be provided and had been informed by the Chairman of The Lions that our application for funding is being considered today. Councillor Evans advised that he had received no response to his request for volunteer responders.

Council agreed to provide a defibrillator within our area providing that funding is available through The Lions.

#### **M4408 DOG FOULING, ROMAN WALLS, CAERWENT**

**To consider complaint from Cadw re difficulty mowing the area due to dog fouling**

Council noted that we provide and pay for the emptying of nine bins in our area with two at each end of the wall. Agreed to write to Cadw to enquire if we can site signs on their fences. Agreed to mention this complaint in the newsletter pointing out that this facility is likely to be lost if the situation does not improve.

#### **M4409 OUTGOING CHAIR'S REPORT**

##### **To consider providing an Annual Report**

Agreed to provide this each year. To be placed on the website and on Facebook.

#### **M4410 VERGE CUTTING – LLANFAIR DISCOED/A48 JUNCTION**

##### **To consider quote of £180 for cutting x 3 per year**

Agreed to accept this quote scheduled according to the growing rate. Agreed to request that MCC continue with their cut, therefore making this 4 times per year.

#### **M4411 TO RECEIVE REPORTS**

##### **Clerk's Report**

###### Dates for Diaries

Written to MoD requesting some alternative dates for meeting – no reply as yet.

###### Community Asset Transfer

No further progress – Consultant away til mid May.

###### Speedwatch

No further progress – awaiting Sgt replacement.

###### St Brides Flooding

Welsh Water will be visiting again on 20<sup>th</sup> May and will report back by 1<sup>st</sup> June. Councillor Counsell had written to them pointing out the issues.

###### Ruts in road, Carrow Hill

Reply from MCC that is not a high priority, however, they do hope to infill with soil in the next few weeks. Councillor Counsell had spoken to Roger Hoggins of MCC about this who had stated that the works would be completed soon.

###### Village Hall Project

MCC had transferred £147,394 into our bank account on 3.5.16. from the Section 106 funds towards payment of this project.

A complaint had been received regarding ruts on track. Written to MCC who had stated that their grasscutting team were not responsible. The Chair will contact Neil Williams of the CPFA to suggest that the builders on site make these repairs.

###### Five Lanes Recycling Centre

Written to MCC to request that they put up signage re covers on vehicles.

## Noticeboards

Clerk continuing to post on just three boards (Caerwent church, Llanfair Discoed and Crick). Comments from villagers so far are that they prefer the information online, that the number be reduced but some kept for those who do not have internet access.

## TV Production Company

No expressions of interest so far.

## **Social Media Report**

167 members

Increasingly being used for community exchange of information.

## **M4412 CORRESPONDENCE**

One Voice Wales – Motions for 2016 AGM

Waste & Recycling Dept, MCC – Give the Red Card Dog Fouling Scheme update

MCC Planning – Community Infrastructure Levy presentation notes

MCC Area Cttee – Area Capital Grants

## **M4413 FINANCE**

**To consider balances/payment and approval as per finance schedule**

Agreed payment as per finance schedule dated May 2016.

**To consider Terms of Reference/letter of appointment for Internal Auditor**

Agreed on letter to be sent to our internal auditor.

## **M4414 HIGHWAYS/RIGHTS OF WAY**

To report any highways/rights of way issues:

Activity top of Brockwells causing mess on road.

Crick – building spoil going on.

Llanfair Discoed towards reservoir on bend before Windmill Lane – large pothole.

Dinham Road/junction of A48 – water collects.

Burger van in lay-by nr tip and at Penhow (check permission – Newport's area).

Replies from Highways:

Kerb damaged at bus stop Five Lanes east – added to works list but not priority.

Dewstow Road (part of road sinking) – temporary repair carried out, will monitor.

Pavements (lifted and moss) in Llanfair – have been assessed and do not score as a high priority, will continue to monitor. Moss added to works list.

## **M4415 REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES**

Councillor Stock reported that the CPFA had created a Grants Working Group but he believed that no meeting had been arranged yet. Chair agreed to check progress with their Secretary.

## **M4416 ITEMS FOR NEXT MEETING**

CPFA Village Hall Improvements Update to be given at each Council meeting.

Chair ..... Date .....

