

**MINUTES OF CAERWENT COMMUNITY COUNCIL HELD 8<sup>TH</sup> DECEMBER 2016**  
**CAERWENT COMMUNITY COUNCIL**

Present: Councillors:  
K Haddow (Chair)  
B Counsell  
G Cousins  
K Evans  
P Lewis  
P Murphy  
K Swift

In attendance: L McKeon, Clerk to the Council  
1 member of the public

**M4486 APOLOGIES**

Received from Councillor Trayler Smith.

**M4487 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Councillor K Evans	Caerwent Historic Trust	Trustee
Councillor P Lewis	Planning Application 2016/01291	Applicant close personal association
Councillor B Counsell	Mons CAB	Trustee
Councillor P Murphy	All planning applications	Member of MCC Planning Committee
Councillor P Murphy	Caerwent Community Centre	Trustee

**M4489 CHAIR'S ANNOUNCEMENTS**

There were no announcements.

**M4490 PUBLIC PARTICIPATION**

There was no public participation.

**M4491 CONFIRMATION OF MINUTES OF ORDINARY MEETING HELD  
10<sup>th</sup> NOVEMBER 2016**

These were agreed as a true record with the following amendment:

p.1 M4491 Monthly Police Report should read:  
"..... 100 residents had participated so far"

**M4492 MONTHLY POLICE REPORT**

Pcso Norville had sent his apologies. His monthly report had been circulated. He confirmed that he had spoken to some Councillors and will now be concentrating on rural crime, ie thefts from sheds/outbuildings.

Councillor Swift reported that another road traffic accident had taken place outside the Nursing Home on the A48.

#### **M4493 BT PAYPHONE REMOVAL**

**To consider consultation from MCC regarding proposed removal of BT phone boxes in Carrow Hill, Trewen, Five Lanes and Caerwent Brook**

Council agreed to recommend that the phone boxes within our area be retained until mobile coverage and internet services are improved. Request that the phone box at Five Lanes, which was damaged some time ago, be repaired.

#### **M4494 MCC RIGHTS OF WAY IMPROVEMENT PLAN**

**To consider consultation**

Councillor Lewis, who had spent several years carrying out footpath surveys on behalf of MCC, advised that a considerable number of footpaths do not meet the required needs, ie access for disabled, stiles quite dangerous, finger posts missing. They are generally deteriorating and there are safety concerns. Typically it takes three years to get a stile repaired.

Landowners are responsible for the maintenance of stiles – agreed that Councillor Murphy query the enforcement procedures of MCC and what the roles of the 1500 volunteers are. The Clerk advised that this consultation ends on 29<sup>th</sup> January. Agreed to bring back to next meeting.

#### **M4495 PLANNING**

##### **2016/01301 5 Courthouse Road, Llanfair Discoed**

Proposed first floor dormer extension and changes to front facade

**This Council recommends Approval**

##### **2016/01291 Brookside, Highfield, Caerwent**

Single Storey Extension

**This Council recommends Approval**

**To consider any planning applications received after despatch of agenda.**

There were no further applications.

#### **M4496 TRANSFER OF VILLAGE HALL**

**To consider instructing legal services**

Agreed to instruct a solicitor – Clerk to obtain quotes.

#### **M4497 MoD MEETING HELD 21<sup>ST</sup> NOVEMBER 2016**

To note minutes from meeting

Councillor Counsell was concerned that the MoD had still not provided us with information regarding the transfer of the Poor Wood from them to Cadw and the commoners rights to collect firewood. Agreed that we put in an FOI to the MoD and to Cadw.

#### **M4498 TO RECEIVE REPORTS**

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

##### **Dates for Diaries**

CPR Training – Thursday 8<sup>th</sup> December, Village Hall, 6.30 p.m.

Living Levels Partnership Thursday 8<sup>th</sup> December 2.00 p.m. – 6.00 p.m.  
MoD Meeting – Tuesday 11<sup>th</sup> April, Shirenewton, 2.00 p.m.

### St Brides Flooding

Welsh Water will update further by 15 December.

### Strip of Land to Rear of 40 Merton Green

All organisations still in discussion.

### Merton Green

Re-planting of hedge along A48 is on schedule.

### Remembrance Day – 13<sup>th</sup> November

Approximately 220 people in attendance. Bugler commended.

### Defibrillator Provision

Two training sessions have now been held and a further one is proposed for the new year.

The Chair will be talking to the owner of the Woodlands Tavern in Llanfair Discoed regarding placing a defibrillator there. The window for grants this year has closed. Councillor Swift is seeking information on previous incidents in Crick.

### Noticeboards

Most boards now removed – headers have been kept. A resident from Carrow Hill had requested that their board remain with her paying the maintenance upkeep and posting of notices. Council had previously agreed in September 2016 to remove six boards including this one. No notices have been posted on the Carrow Hill board since September 2015 apart from the one in August 2016 giving notice of proposed removal and seeking villager views. Council confirmed their previous decision.

Back of Caerwent church requires some repair.

### Ruts, Carrow Hill

Site inspected by MCC - no danger so no works planned at present. Verge markers will be replaced soon.

### Councillor Vacancies

Caerwent ward vacancy – Councillor appointed and will be joining in January 2016. Llanfair Discoed ward vacancy - no applications as yet – advertised on Facebook and on boards.

### Tree Cutting, Llanfair Road

The MoD have visited the site and will be reporting back.

## **Social Media Report**

214 members

Poor driving issue of heavy goods vehicle in centre of Caerwent. Passed to Highways and the local police. Councillor Cousins will speak with the owner of the business.

## **M4499 CORRESPONDENCE**

One Voice Wales – training courses available

One Voice Wales – Landfill Disposals Tax

Gwent Association of Voluntary Organisations – Ray Bedford, Secretary of the Community Centre Committee, presented with an award at their annual Award Ceremony. Agreed to congratulate Ray and mention in newsletter.

MCC – Electoral Register 2016/request for copy of Electoral Roll

## **M4500 FINANCE**

**To consider balances/payment and approval as per finance schedule dated November 2016**

Balances as at 30<sup>th</sup> November:

Moneymaster Account	£20,787.32
Community Account	£ 559.12
Petty Cash	£ 37.43

1. Clerk's Salary, Allowances & Overtime	as per NALC scales
2. Inland Revenue	£65.24
3. Torfaen Pension Fund	£202.35
4. Best Kept Village competition – flowers	£100.00
5. Go Daddy (email storage upgrade)	£16.46
6. Aardvarc Cleaning (toilets)	£195.00
7. Merlin Waste (dog bins emptying)	£135.60

These were approved.

**To note quarterly budget information July – September 2016**

Council noted quarterly figures.

**To note minutes from Finance Committee dated 15<sup>th</sup> November 2016.**

Council noted and approved as a true record.

**To consider recommendations from Finance Committee:**

### **Precept 2017/18**

To recommend to full Council that, in view of the fact that we have used £7,000 from reserves towards a safety issue re the Village Hall works, agreed to recommend that we precept for £48,000 in order to maintain our reserves. A vote was taken with the result being 6 for/1 against. The motion was therefore carried.

### **Three Year Forecast**

**To consider a three year forecast of revenue and capital receipts and payments. To consider annual budget proposals in relation to the three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding.**

Agreed that there should be a general uplift of 2.5% to cover inflation, that this is a work in progress and can be discussed at the next Finance Committee.

### **Model Financial Regulations**

To note current progress made and recommend the following to full Council:

The Clerk proposed that new procedures be gradually introduced before adopting the new Financial Regulations. Council agreed.

### **Debit Card**

**To recommend to full Council that we obtain an HSBC debit card.**

Clerk advised that this is not possible under our Financial Regulations but that the proposed increase in the petty cash should alleviate the difficulties in not now being allowed to use personal debit cards and then claim back.

### **Electricity Account – Toilets**

**To note that our three year contract is due for renewal and to recommend a further contract.**

Agreed

### **Bacs/Chaps Payments**

**To recommend to full Council the continuation of these payments.**

Agreed

### **Council Computer**

**To recommend to full Council that a note be made of the password of the Council laptop and handed to and be retained by the Chair in a sealed dated envelope. (This envelope may not be opened other than in the presence of two other Councillors).**

Agreed and envelope passed to Chair.

### **Monthly Finance Schedule**

**To recommend that two Councillors sign the monthly authorised finance schedule.**

Agreed

### **Variable Direct Debits**

**To recommend that the payment of utility supplies (energy and water) and any non-domestic rates continue to be paid by variable direct debit.**

Agreed

### **Petty Cash**

**To recommend that the Responsible Financial Officer maintain a petty cash float of £250 for the purpose of defraying operational and other expenses.**

Agreed.

### **M4501 HIGHWAYS/RIGHTS OF WAY**

**To report any highways/rights of way issues**

Continuing problem with the postcode at Bradbury Farm in Crick. Councillor Swift will report.

New tourist signage is actively directing horse boxes down Crick Road from the A48 where there is no pavement. A safer preferred route would be to enter from the B425 end. Councillor Murphy will enquire of Highways.

New speed limits of 30 mph on the Crick Road and Old Shirenewton Road in Crick. Councillor Murphy will query if “Crick” signage will be installed at the two entrances.

“Slow” and “Narrow Road” signs will be installed in Llanfair Discoed on the road near the church.

A query had been received from Rogiet re rights of way into Minnetts Lane from Five Lanes. Agreed to respond that it was thought that this was a byway open to all traffic but this can be established from the definitive map. This Council had tried in the past to seek to turn this into a bridleway to deter motorbikes but offroad bikers had objected at the time so our proposal failed.

Flood signs still in situ between Homestead and The Glen at St Brides and two/three behind salt bin at Five Lanes nr A48.

Verge collapsing into brook at Salisbury Cottages in St Brides.

30 mph sign on Old Roman Road west hidden – vegetation needs cutting back.

Pedestrian traffic lights on A48 – the green ones are particularly bright and are distracting to drivers. Councillor Murphy will contact the Street Lighting Manager.

#### **M4502 REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES**

Councillor Counsell reported that he had attended the AGM of the Monmouthshire County CAB and all was going well.

Councillor Murphy reported that the Community Centre Committee are trying to address the acoustic problems and are seeking quotes. MCC had provided them with two lorry loads of scalplings for their car park.

Councillor Swift reported that the Crick Wildlife and Environment Project had purchased their ride on mower from the Section 106 monies. They are hoping to have their community wildlife pond dug out soon. They are also doing work with the MoD re SSSIs.

#### **M4503 ITEMS FOR NEXT MEETING**

Councillors to inform Clerk.

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