

MINUTES OF CAERWENT COMMUNITY COUNCIL
ANNUAL GENERAL MEETING - THURSDAY 14TH MAY 2020

Present: Via Remote Attendance:
Councillors
K Evans (Chairman)
M Beattie
K Haddow
B Harris
A Gittings
P Murphy
A Phelps
K Swift

In attendance: L McKeon, Clerk to the Council

M4860 APOLOGIES

Received from Councillor Counsell. Council approved his apologies during this Covid19 period.

M4861 APPOINTMENT OF CHAIR

Councillor Evans was appointed to the position of Chair as per our Standing Orders where the Vice Chair takes the position.

M4862 ELECTION OF VICE CHAIR

Councillor Murphy was proposed by Councillor Beattie, seconded by Councillor Haddow. There being no other nominations Councillor Murphy was elected as Vice Chair.

M4863 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor K Evans	Caerwent Historic Trust	Trustee
Councillor P Murphy	All planning applications	Member of MCC Planning Committee
Councillor P Murphy	Caerwent Community Centre	Trustee

M4864 CHAIR'S ANNOUNCEMENTS

Councillor Lewis had tendered his resignation from his post of Councillor for St Brides Netherwent. Agreed that the Clerk thank him for his service over the past 16 years. Due to the Covid 19 situation and the fact that this ward will reduce to one Councillor at the Boundary Review, agreed to seek advice from Democratic Services on filling this vacancy.

M4865 CONFIRMATION OF MINUTES OF MEETING HELD 12th MARCH 2020

Council agreed that they were a true record.

M4866 APPOINTMENT OF REPRESENTATIVES M4866

Council to appoint to representative bodies

The following appointments were made:

Finance Committee	Councillors Evans/Murphy/ Harris/Swift/Haddow/ Beattie/Gittings
Caerwent Community Centre	Councillor Murphy

Caerwent Playing Fields Association	Councillor Haddow
Footpaths Sub-Committee	Councillors Phelps/ Swift/Counsell
Mons County Citizens Advice Bureaux	Councillor Counsell
Rogiet School	Councillor Harris
Caerwent Historic Trust	Councillors Evans/Phelps
Emergency Contacts	Councillors Evans/Murphy
Toilets Working Group	Councillors Murphy/Counsell/ Evans/ Swift/Haddow
FOI Requests Working Group	Councillors Evans/Haddow
Social Media Working Group	Councillors Haddow/Evans
Environment Working Group (Dog Fouling Working Group Caerwent Litter Champions)	Councillor B Harris
Dog Fouling Initiative (Abergavenny Grp)	Councillor Beattie
Cluster Working Group	Councillors Murphy/Swift/Beattie
One Voice Wales	Councillor Beattie
Education Award Working Group	Councillor Beattie/Murphy/Haddow
Crick Wildlife & Environment Project	Councillor Gittings
Caerwent Playing Fields Working Group	Councillors Evans/Murphy/Haddow

M4867 ANNUAL REVIEW OF COUNCIL POLICIES:

Standing Orders
Financial Regulations
Risk Management & Procedures Policy
Complaints Policy
Unacceptable Actions of Individuals Policy
Retention of Documents Policy
FOI Publication Scheme
Local Resolution Protocol Policy
Local Government Pension Scheme Employer Policy
Health & Safety Policy
Privacy Notice
Information & Data Protection Policy
Social Media & Electronic Communication Policy

Council reviewed and agreed the above policies.

M4868 ANNUAL REVIEW OF INSURANCE COVER

Council reviewed and agreed the current insurance cover. The Clerk confirmed that the Village Hall had been added to the policy.

M4869 PLANNING

To consider any planning applications received

There were no planning applications to consider

M4870 CAERWENT PLAYING FIELDS FOOTPATHS/TRACK

To consider obtaining quotes re clearance

Agreed to seek a quote from our contractor to maintain and manage the pathways and external borders and perimeter, to maintain a weed free area and regain the full width of the path back to the wood boundary (twice yearly) and to re-fill with chippings as required.

M4871 CAERWENT PLAYING FIELDS TREES

To consider requesting a tree survey as per MCC guidelines of 18 month intervals.

Council agreed to request tree surveys at 18 month intervals. To also include on this one occasion the willow tree outside the Caerwent Community Centre.

M4872 TO RECEIVE REPORTS

CLERK'S REPORT

Defibrillator Checks

All defibrillators are now registered with The Circuit. Clerk sending reminders to custodians who then have to report that their defibrillator is emergency ready.

Lease – Caerwent Community Centre

Asked Solicitor to chase this registration with the Land Registry. He reported that the application to register is still outstanding. The average completion time for new leases is 144 days – however our lease is now well beyond the average due to Covid-19.

Village Hall/Playing Fields Lease

Received notification of registration at Land Registry.

Highmoor Hill Phone Box Shelving

Refurbishment halted for now. Agreed to agenda this for next month due to ground work safety.

Embrace Nature Caerwent

Asked Cadw to extend their licence to resident, Steve Smith, until we can agree on our licence with them - they agreed. Councillor Phelps reported that work had started and hopefully the whole field will be cut soon. A hole has been discovered and this has been marked out by Steve Smith. The Chairman believed that this was a well. Grant money promised by Cadw has not materialised – agreed to remind Cadw. Councillor Phelps advised that the group had purchased a strimmer. Councillor Swift will contact Steve regarding yellow rattle.

Complaint Received Regarding Hedgerow Removal/installation of gates in field on Shirefield Lane

Awaiting planning application.

Councillor Phelps reported that the land had been tidied up and building work had halted.

Spring Litter Pick – 26th April

Cancelled due to Covid 19 regulations.

Play Area Inspections

On hold for now due to MCC staff being transferred to other duties during Covid 19.

Caerwent Covid 19 Support Group

Group set up on 19th March. Resident, Bernie Dawson, basically running it with five Co-ordinators for each area and numerous volunteers. Currently running smoothly and everyone is a little more confident knowing that there are people available to carry out errands for them. If the lockdown is relaxed and people start going back to work the Group may have to restructure their support structure, particularly the chemist co-ordinator roles. The Health Board were supposed to be developing a system but this has yet to materialise. The Clerk was asked to write to Bernie Dawson to thank him for all of his efforts in setting up this support group.

Audit 2019/20

All documentation and records dropped at internal auditor.

Councillor Payments 2019/20

Required form sent to Welsh Government and placed on our website. (nil payments).

MoD

They are currently on standby. Peter Davies (after 15 years here) was offered a post much nearer to home in Brecon. His replacement is William Pike (Billy). Clerk had sent a letter of appreciation to Peter Davies.

Crick Flooding

Information passed to the flooding lead Officer at MCC. Investigation currently on hold but will be picked up again when the coronavirus crisis is over. Councillor Swift had informed the neighbour concerned.

VE Day Tribute 8th May 2020

Local resident, Steve Smith (ex serviceman), laid a wreath on behalf of the Royal British Legion, Phillipe Schartz (Principal Trumpet with the National Orchestra of Wales) played the bugle. Live streamed by Councillor Phelps, photographs taken by Councillor Beattie – well received by residents. Yellow graffiti which had appeared on the paving slabs behind the War Memorial after the celebrations had been cleaned – there is still a slight stain but hopefully this will wash off with the rain.

New Website Accessibility Regulations

Effective from 22nd September. The Chairman is working on a couple of minor amendments to bring it into compliance.

Highways Issues

Reported overfull litter bin at toilets

Reported 20 mph sign nr toilets not working

Reported model of “workman” propped up on the A48

SOCIAL MEDIA REPORT

834 members. Issues raised:

Setting up of Coronavirus Local Support Group – volunteers requested.
Local resident volunteered to make PPE facemasks on his 3D printer for frontline health workers. Justgiving page set up by him.

Discussion around walking the walls during the coronavirus pandemic. Cadw eventually replied to a resident that it was allowed. We sought clarification from Cadw but have not received a reply as yet.

Concern over Stagecoach announcement that from 14th June the Severn Express and X14 will no longer run due to a loss of £5,000 per week. MCC had subsequently agreed to fund and re-instate this route.

M4873 FINANCE

To consider balances/payment and approval as per finance schedule dated May 2019

Balances as at 30th April:

Community Account	£23,524.76
Moneymaster Account	£12,115.89
Petty Cash	£46.74

Clerk's Salary, Allowances, Mileage (12)	as per NALC scales
Inland Revenue	£188.94
Torfaen Pension Fund	(employee) £57.05
	(employer) £191.91
Merlin Waste	£171.60
British Gas	£24.09
Llanvair Landscapes	
(Xmas tree 2019, hedge cutting at Llanfair/Trewen	
play areas, hedge cutting at Five Lanes, cut and	
remove trees from Playing Fields x 2, grass cutting x 2)	£1450.00
Aardvarc Cleaning	£306.00

Thank you letter received from Wales Air Ambulance Charity for our donation.

To note quarterly budget figures 2019/20

Council noted and approved.

M4874 HIGHWAYS/RIGHTS OF WAY

To report any issues

Lamp posts leaning in Llanfair (MB to inform of numbers) – possibly hit by mowers.

Dualcarriageway recently mowed.

A48/Cas Troggy recently cut following request.

'Crick Road' name plate missing.

'Roman Road' name plate damaged.

M4875 ITEMS FOR NEXT MEETING

Provision of Allotments – Councillor Murphy will make some preliminary enquiries at MCC.

Caerwent Village Hall Repairs

Phone Box, Highmoor Hill

