

## **MINUTES OF CAERWENT COMMUNITY COUNCIL HELD 13<sup>TH</sup> OCTOBER 2016**

Present: K Haddow (Chair)  
B Counsell  
G Cousins  
K Evans  
P Lewis  
K Swift  
R Trayler Smith

In attendance: G Jones, Living Levels Partnership  
L McKeon, Clerk to the Council

### **M4467 APOLOGIES**

Councillors Murphy and Saville.

### **M4468 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Councillor K Evans	Caerwent Historic Trust	Trustee
Councillor B Counsell	Mons County CAB	Trustee

### **M4469 CHAIR'S ANNOUNCEMENTS**

The Chair was pleased to announce that the village of Llanfair Discoed had won the Best Kept Village competition. It was agreed that appropriate signage be discussed under Finance.

A letter had been received from Clarke Telecom requesting any comments on the proposed siting of a radio mast on MoD land near Llanvair Road. As there was a deadline of 14 days for any comments she requested that this be added to the agenda.

### **M4470 15 MINUTES PUBLIC PARTICIPATION**

There was no public participation.

### **M4471 CONFIRMATION OF MINUTES OF ORDINARY MEETING HELD 8<sup>TH</sup> SEPTEMBER 2016**

These were agreed as a true record.

### **M4472 MONTHLY POLICY REPORT**

Pcso Norville had sent his apologies. His report had been circulated.

#### **To consider Cold Calling Control Zones**

A request from Lawrence Crescent had been received. Agreed to pass this over to Pcso Norville.

### **M4473 VISITING SPEAKER - Gavin Jones, RSPB's Community Engagement Officer for the Living Levels Partnership Programme**

The Chair welcomed Mr Jones to meeting. Mr Jones explained that recently a partnership of 12 organisations and local authorities in Wales was awarded £321,100,

with a further £2.5m ringfenced, from the Heritage Lottery Fund to help recapture, enhance and tell the story of the unique Gwent Levels landscape – a patchwork of fields and historic watercourses sweeping the Severn Estuary coastline between Cardiff and Chepstow.

The landscape is the largest area of coastal and floodplain grazing marsh in Wales. Reclaimed from the sea in Roman times, the maintenance of this ancient drainage system of field ditches is vital to protect communities from flooding - a threat which is becoming ever more pertinent with climate change and rising tides.

The project aims to reconnect the communities and visitors to the landscape by working with volunteers, farmers, local groups, businesses and communities to collectively showcase the historical heritage.

Over the next twelve months, the Partnership will be developing a programme of activities to help shape the project. This will involve a series of community engagement events to ensure the views and wishes of local people are included into the project. Mr Jones proposed that a pop up event be held in Caerwent – Council agreed to advertise this in the newsletter, on social media and on our noticeboards.

#### **M4474 PLANNING**

##### **2016/01114 Coach & Horses Public House, Caerwent**

Minor Amendment to approved single storey extension to retain existing cellar wall and a small increase in the size of the cellar and kitchen

***This Council recommends Approval***

##### **To consider any planning applications received after despatch of agenda:**

##### **DC/2015/01594 Fascia Signs, Multiple Sites**

***This Council recommends Refusal***

We see this as a conflict of interest – if the Planning Committee sees fit to approve this there could be a case of maladministration.

Potentially hazardous/distracting for drivers.

Urban litter in a countryside setting.

MCC have previously discouraged signage on verges and we are disappointed in this complete u-turn due to the authority now trying to raise funds.

Caerwent is an historic ancient town and modern advertising signs are contradictory to this. We are disappointed to note that Caerwent is now described by MCC as an urban area.

##### **To consider proposal regarding installation of radio mast in the Llanvair Road area**

A letter had been received from Clarke Telecom on behalf of Vodaphone and Telephonica Ltd requesting comments on the proposed installation of a radio mast on MoD land in the Llanvair Road area. Agreed that it is a necessity that coverage is improved but this is the wrong location. Much more discrete appropriate sites are available further back on MoD land which are not near houses or along a major trunk road.

A query had been received regarding the current situation re The Old School in Caerwent. The Clerk advised that an amended application had been received by MCC.

#### **M4475 PROVISION OF DEFIBRILLATOR**

**To approve expenditure of either a bracket £136 or an alarmed cabinet £271 to house the defibrillator inside or £500 (plus electrical supply) to locate outside.**

The Chair confirmed that the unit has to be located inside as per the application. Agreed that the Chair seek the views of the Coach & Horses where this is to be located and whichever is the most appropriate we approve.

**To note progress on grant applications for further defibrillators**

The Chair informed the meeting that this has not been done as you have to stipulate exactly where the unit is to be located. Agreed to ask Councillor Murphy re a unit at the Woodlands Tavern and Councillor Swift will enquire within Crick.

Council noted that training has been arranged for 17<sup>th</sup> November from 6.30 p.m. – 8.30 p.m. in the Village Hall. A further date will be arranged in December.

**M4476 PLAY AREA INSPECTIONS**

**To consider Inspector's comments**

Agreed to query what the actual process is in cleaning the surface and why his comment re the goal posts has been made now when they have been in situ for many years. Agreed to have 3 flat swing units replaced. 1 cradle swing unit had already been ordered.

**M4477 REMEMBRANCE SERVICE – SUNDAY 13<sup>TH</sup> NOVEMBER**

**To note arrangements made**

The Clerk had spoken with the Vicar, ordered the wreaths and arranged for the road closure. Our normal bugler has now retired so she had spoken to the MoD and they will ask The Rifles if they can help us out. Failing that agreed to ask the Severn Tunnel Band.

Councillor Counsell agreed to read the names. Clerk to ask Councillor Murphy if he will read a part of the service.

**M4478 MoD MEETING WITH LOCAL GROUPS – MONDAY 21<sup>st</sup> NOVEMBER**

**To consider invitations**

Council agreed on organisations to be invited.

**M4479 OMBUDSMAN WALES**

**To review guidance for The Code of Conduct**

All Councillors had received a copy of this. The Clerk confirmed that they had all previously signed their Declaration of Acceptance of Office upon appointment and agreed to be bound by this Code.

**M4480 TO RECEIVE REPORTS**

**CLERK'S REPORT**

**Dates for Diaries**

MoD Meeting/Supper – Monday 21<sup>st</sup> November 6.00 p.m.

**Community Asset Transfer**

This had gone to MCC Committee and had been approved. The Chair is in discussions with Councillor Murphy re whether the fields are included as well.

### **Speedwatch**

The Clerk had raised this many times with the PcsO. It appeared that some speed monitoring had recently been carried out with an average of 30 mph being recorded for the A48, thus the Speedwatch scheme seemed to be put back.

### **St Brides Flooding**

They will update further by 15 December. Councillor Counsell is also in talks with the NRW.

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

Meeting held recently but further discussion required so another meeting will be arranged. Snagging issues still outstanding.

### **Notice of Vacancy – Caerwent ward**

Request for election was made. One applicant had applied but his application form was invalid. We are now able to co-opt. The Clerk will advertise this on our boards and the Chair will mention in the newsletter.

### **St Bridget's Church, St Brides (signage)**

Planning Enforcement visited. This signage was deemed consent.

### **Community Council meeting – November**

Invited Tracey Thomas, Enterprise Directorate, MCC, to attend November meeting.

### **Noticeboards**

CWEP have now painted all boards, just have to put the gold coloured paint on.

CWEP still to decide on which boards they wish to take ownership of. They will however in the meantime prepare a quote for the removal of all of the boards.

### **Assets Inspections**

Still awaiting some reports.

Councillor Counsell reported that the gate at Trewen is locked with a chain on it. Agreed to check with County Farms/Highways.

### **Social Media Report**

196 members

Food waste bins and faulty pedestrian crossing on A48 issues – both reported.

### **CPFA Project Report**

CPFA and Architect currently writing snagging list. We will have to pay 97.5% as per contract and 2.5% is held back for three months pending completion of all snagging.

Agreed to arrange a meeting with the Architect and Builder to discuss outstanding matters. The Clerk was asked to provide a breakdown of all costs and a copy of the contract and specification to all Councillors.

### **Community Centre Project Report**

The Committee were pleased to report that the improvements have now been completed. A consultant acting for Mon CC Property Services had reported to the Committee the financial position of the project and there is a saving of £5,876.

Their forward plan now is a replacement floor for the Sports Hall but as the cost is likely to be in the region of £17,000 this cannot be progressed yet. They are also looking into a replacement ceiling/lighting for the Fitness Room.

Their priority currently is to find a solution for the echo in the Sports Hall, something which was unexpected. They have called in an acoustics specialist to seek advice. The contractor had offered to supply some insulating boards 8' x 4' (about 12 or 16) free of charge, fitting to be charged for.

They have asked for a 'documentation dossier' for the project which could usefully include a copy of the Building Regulations approval, copy orders, certification/standards for the new emergency lighting, data sheets for the light fittings.

With new guttering along the roof of the Sports Hall, the poor condition of the painting on the barge boards had become evident. Repainting was not part of the original contract but they will request costs for this.

The Chair advised that she will visit the Community Centre in the near future.

### **M4481 CORRESPONDENCE**

Rogiet Primary School newsletter

Boundary Commission for Wales – Review of Parliamentary Constituencies

Welsh Government – Update on Local Government Reform

Monmouthshire Countryside Newsletter

Welsh Government – Independent Remuneration Panel for Wales Draft Consultation

Monmouthshire Meadows Newsletter

Planning Aid Wales – training courses available

### **M4482 FINANCE**

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

These were approved.

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

Moneymaster Account	£39,387.32
Community Account	£ 2,816.40
Petty Cash	£ 46.48

1. Clerk's Salary	as per NALC scales
2. Inland Revenue	£48.60
3. Torfaen Pension Fund	£172.85
4. Laptop	£299.99
5. Software	£23.00

6. Merlin Waste	£169.50
7. P Ross (painting/graffiti removal phone box)	£30.00
8. Llanvair Landscapes (grass cutting)	£400.00
9. Petty Cash	£50.00
10. Torfaen Pension Fund (outstanding 2015/16)	£57.22
11. Royal British Legion (poppy wreath)	£20.00
12. MCC (lease Crick field)	£15.00
13. Aardvarc Cleaning	£241.00

**To note that external auditors have approved Annual Return for 2015/16 and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. To note any issues arising from report.**

Council noted issue from report re budgeting. The Clerk reported that in order to comply quarterly Finance Committees are now being arranged.

Agreed that signage be purchased re the Best Kept Village competition for Llanvair Discoed at a cost of £120.

The Clerk confirmed that the Council is registered as an employer with HMRC and operates PAYE on the income the Clerk earns.

#### **M4483 HIGHWAYS/RIGHTS OF WAY**

**To note Traffic Regulation Order of 30 mph speed limit on Shirenewton and part of Crick Road**

Council noted. Councillor Swift was concerned that signage had not been installed. She will check.

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

Vegetation from Caerwent House taking over the footpath making it very slippery in wet weather.

Soak away ditch opposite Eastgate Crescent down to Highfield – needs digging out before the winter wet weather.

Road signs at Ash Tree Road (Dinham Road end) and two signs for Lawrence Crescent are in very poor condition.

20 mph signs still not replaced in Caerwent – Clerk reported that a new unit had been ordered.

Barrier Services vehicles travelling along Sandy Lane very fast – report to police.

Phone boxes in our area – removal notices inside – no consultation – Clerk to check.

#### **M4484 REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES**

There were no representative reports.

#### **M4485 ITEMS FOR NEXT MEETING**

Councillors to inform Clerk.

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