

MINUTES OF ANNUAL GENERAL MEETING OF
CAERWENT COMMUNITY COUNCIL
HELD 10th MAY 2018

Present: Councillors:
K Evans (Chairman)
M Beattie
B Counsell
S George
K Haddow
P Lewis

In attendance: Mr M Powell, Rural Programmes Manager, MCC
L McKeon, Clerk to the Council

M4655 APOLOGIES

Received from Councillors Cousins, Dawson, Murphy and Swift.

M4656 APPOINTMENT OF CHAIR

As per Council standing orders in that the Vice Chair takes over the Chair position at the Annual General Meeting, Councillor Evans was appointed Chair. He signed the Declaration of Acceptance of Office.

M4657 ELECTION OF VICE CHAIR

Councillor Counsell was nominated by Councillor Haddow, seconded by Councillor George. There being no further nominations Councillor Counsell was elected as Vice Chair.

M4658 WELCOME NEW COUNCILLOR

The Chairman welcomed our new Councillor for Llanfair Discoed, Martin Beattie, and looked forward to working with him. Councillor Beattie signed the Declaration of Acceptance of Office and had been provided with the New Councillor Privacy Notice.

M4659 15 MINUTES PUBLIC PARTICIPATION

There was no public participation.

M4660 PRESENTATION FROM MICHAEL POWELL, RURAL PROGRAMMES MANAGER, MCC, re Grant funding available for Monmouthshire's broadband and renewable energy projects

Mr Powell explained that community groups in Monmouthshire can bid for grants to improve local broadband infrastructure due to funding available from a Welsh Government initiative. The Rural Communities Development Fund has allocated up to £128,000 to finance each scheme. Funding is granted on the understanding that community groups must provide 20% of the cost but the contractor has been known to supply the match funding. MCC Rural Programmes Team is able to make applications on behalf of community groups or guide them through the

process. There is a very tight deadline for this year's grant and Mr Powell suggested that he send through a chart tomorrow for us to identify properties. The Chair agreed to complete this and send back straight away.

Mr Powell also advised of another grant towards ensuring that all facilities that are used by Town/Community Councils have good broadband connectivity. At this stage he just needed the names of the premises. He was advised of the Village Hall, the Community Centre and the Burton Homes Committee Room.

M4661 MONTHLY POLICE REPORT

Council noted.

M4662 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor Evans	Caerwent Historic Trust	Trustee
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M4663 CHAIR'S ANNOUNCEMENTS

There were no announcements.

M4664 CONFIRMATION OF MINUTES OF MEETING HELD 12th APRIL 2017

These were approved as a true record.

M4665 APPOINTMENT OF REPRESENTATIVES

Council appointed to the following bodies:

Finance Committee	Councillors Evans/Murphy/ Cousins/Lewis/Swift/ Counsell/Haddow/Beattie
Caerwent Community Centre	Councillor Murphy
Caerwent Playing Fields Association	Councillor Haddow
Neighbourhood Watch	Councillors Evans/Dawson
Footpaths Sub-Committee	Councillors Lewis/Dawson/ Cousins/Counsell/George
Mons County Citizens Advice Bureaux	Councillor Counsell
Rogiet School	Resident rep – (J Burdon)
Caerwent Historic Trust	Councillors Evans/Lewis
Cadw/Shirenewton Joint Cttee	Councillors Counsell
Emergency Contacts	Councillors Evans/Cousins/ Murphy
Toilets Working Group	Councillors Murphy/ Counsell/ Evans/ Swift Haddow

FOI Requests Working Group	Councillors Evans/Haddow
Social Media Working Group	Councillors Haddow/Evans
Asset Transfer Working Group	Councillors Evans/ Haddow/ Murphy/ Cousins/Counsell
Dog Fouling Working Group	Councillor Cousins
Cluster Working Group	Councillors Murphy/Counsell
One Voice Wales	To be confirmed
Crick Wildlife & Environment Project	Councillor George

M4666 ANNUAL REVIEW OF COUNCIL POLICIES

Standing Orders

Risk Management & Procedures Policy

Complaints Policy

Unacceptable Actions of Individuals Policy

FOI Publication Scheme

Local Resolution Protocol Policy

Local Government Pension Scheme Employer Policy

Health & Safety Policy

These were approved.

M4667 GENERAL DATA PROTECTION REGULATIONS

To consider adoption of new policies/documents in relation to GDPR:

Data Audit Schedule

Retention of Documents Policy (revised)

Privacy Notice

Information & Data Protection Policy

Social Media & Electronic Communication Policy

These were approved.

To note Welsh Government advice re Data Controller position

Council noted that The Government has tabled an amendment to its own Data Protection Bill to exempt all community and town councils in Wales from the requirement to appoint a Data Protection Officer.

M4668 ANNUAL REVIEW OF INSURANCE COVER

Council noted that the policy quote of £1097.88 is cheaper than last year. Clerk to check if defibrillators and our red phone box are covered. Agreed to look at adding on the Village Hall when the transfer takes place.

The Clerk had written to MCC to seek their advice on the current situation re insurance for the Village Hall. They had confirmed that they have one overarching policy serving all of their properties, including the Village Hall. They are happy to obtain a quote for us for when the building transfers – agreed to request this.

M4669 PLANNING

To consider planning applications received after despatch of agenda

There were no planning applications to consider.

Council noted that the DPS Pyrolysis Permit application had been refused by MCC.

M4670 ADDITIONAL DOG WASTE BIN FOR THE VILLAGE OF LLANVAIR DISCOED

To consider at a cost of approximately £100 for bin plus £3.75 per week re emptying

This was agreed. Councillor Beattie to check local opinion on actual siting of bin and also to check if the existing bin is being emptied weekly.

M4671 RED TELEPHONE BOX, HIGHMOOR HILL

To consider if any spare parts are required

Councillor Lewis reported that two large and two small panes are missing and four small panes are cracked. He agreed to price these up and bring the costs back to the next meeting.

M4672 MCC CONSULTATION - REVIEW OF ADDITIONAL LEARNING NEEDS AND INCLUSION SERVICES IN MONMOUTHSHIRE

Councillor George agreed to consult with the Head of Rogiet School in particular to reference Option 4 and report back to the Clerk.

M4673 TO RECEIVE REPORTS

CLERK'S REPORT

Dates for Diaries

Mod meeting will be re-arranged. Clerk will check.

Transfer of Village Hall

Our comments re the lease sent into solicitor. Clerk had contacted the Legal Assistant who had informed her that the whole file is now with the solicitor and they will be in contact with us shortly. They would be happy for us to talk to the CPFA re the details of the lease.

Collapsed Drain, Ballan Cottage, Crick

Following various recent correspondence with Auger, MCC and CWEP It was agreed that we feel that the previous decision we made should stand as it is in the best environmental interests of CWEP, but that we would contact them to seek their current views.

Definitive Map Modification Order to record routes A and B as public byways open to all traffic, Minnets Lane

This did not go to Committee on 24th April. MCC will keep us informed on when it will be presented.

Burton Homes Hall

Fire drill carried out on Wednesday 25th April.

Playing Fields – Dog Fouling/Signage

More dog bags ordered.

Email received from Waste and Recycling Education and Awareness Officer re an anti-dog fouling initiative Doodoowatch which could be linked to the My Monmouthshire App. Their next dog fouling awareness day is Thursday 17th May. Councillor George agreed to attend if possible. They had requested information on hot spots, in particular sports and recreation areas. Agreed to inform them of the Playing Fields in Caerwent.

Caerwent Toilets

Roofing work to commence approximately 15th May.

War Memorial

MCC Conservation Officer had confirmed that no scheduled ancient monument consent or planning permission is required for our proposed slab works. She advised that we use local stone in terms of longevity.

Council agreed to reply that local stone is three times the cost of our preferred choice of Indian sandstone and in the interest of good governance this is the decision we have taken. Refer to the slabs surrounding the monument which were recently replaced by Highways and query what type of stone they actually are.

Crick speed Limit

Requested from Highways a copy of their report re the A48.

WWI Commemorations

Shirenewton School have confirmed that they will send their pupil drawing to us this week – Councillor Haddow will chase. Councillor George brought pupil drawings from Rogiet School. Agreed to set up a separate meeting to decide on the final logo.

The Clerk had only found one time capsule for sale on the internet, she will search again and send over details to Councillors. The Chair proposed that these time capsules be buried on Remembrance Day – agreed.

M4674 IT WAS AGREED TO EXTEND STANDING ORDERS FOR 30 MINUTES

SOCIAL MEDIA REPORT

388 members

Issues including broadband coverage and speed of traffic. Council agreed on replies

PLAY AREA INSPECTION REPORT

Council noted. Clerk informed Council that we are awaiting repairs work to be completed.

M4675 CORRESPONDENCE

Gwent Beekeepers Association Rehoming Service

One Voice Wales – A Guide to their services

M4676 FINANCE

To consider balances/payment and approval as per finance schedule

dated May 2018Balances as at 30th April:

Moneymaster Account	£13,072.22
Community Account	£27,508.78
Petty Cash	£89.10

1. Clerk's Salary, Overtime, allowances and mileage	as per NALC scales
2. Inland Revenue	£84.59
3. Torfaen Pension Fund	(employee) £48.88
	(employer) £177.77
4. Aardvarc Cleaning (toilets)	£356.00
5. Henry Burton Almshouse Charity (room hire)	£21.00
6. Merlin Waste (dog bins)	£150.00
7. Llanfair Landscapes (grass cutting)	£440.00
8. Insurance	£1097.88

To note new salary award as per NALC briefing w.e.f. 1 April 2018

Council noted.

The Clerk reported that she had received the annual external audit requests information for 2017/18. She had also recently met with the Internal Auditor.

M4677 HIGHWAYS/RIGHTS OF WAY**To report any highways/rights of way issues**

Following recent rainfall, sewage was emerging from the drains surrounding a property in Highfield and their garden was flooded. Welsh Water attended and have given householders advice on what should/should not be put into the drains/sewage system. Agreed to remind residents in the newsletter that fat and wet wipes/sanitary products should not be put into the system.

Roads in Llanfair Discoed in poor state of repair.

Roman walls grass not cut.

Dewstow Road – verges need cutting

M4678 REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

The Chair reported that the AGM of the Playing Fields Association will be held on 11th May.

M4679 ITEMS FOR NEXT MEETING

Condition of The Steps cottage in Caerwent village.

General cleanliness and tidiness of Caerwent village.

Councillors to inform the Clerk of any other matters.

Chair Date

