

DRAFT MINUTES FOR OCTOBER 2022

Minutes of the Council meeting held at Village Hall on Monday 10th October from 19:00 hrs

31/22

1. Councillors Present -:

- a. Mathern: - Cllrs David Harris (Chairman), Matt Sidwell, Jayne Harris
- b. Moun-ton: - Cllr Carolyn Ovenden – Chairperson
- c. Pwllmeyric: - Cllrs Sylvia Stephens, Gareth Page
- d. County Councillor: - Louise Brown
- e. Clerk: - Mrs. Jane Kelly

2. Councillors Apologies-:

- a. Mathern: - None
- b. Moun-ton: - None
- c. Pwllmeyric: - Cllr Gareth Page

3. Members of the Public: -

- a. None

4. Public Representative: -

- a. None

PROCEDURAL ITEMS

1. Public Comment: -

- a. None

2. Received Monthly Police Report: -

- a. Not received Clerk to chase

3. Apologies: -

- a. Cllr Garth Page

4. Declarations of Personal or Pecuniary Interest: -

- a. Cllr Matt Sidwell - Planning application DM/2022/012801 14 Birdwood Gardens, Mathern

5. Minutes of the previous meeting: -

- a. **RESOLVED** to approve the minutes of the meeting 12th July 2022 as true and accurate records

32/22 Finance June / July

- a. To consider approval of payments as per below; **all approved**
- b. Monthly Bank Reconciliation authorisation (June/July/August) **by Cllr M Sidwell.**
- c. **External Audit with the Wales Audit Office delivered by Clerk for full Audit. Replacement - Internal Auditor:**

Clerk has contacted A Lovell - Caldicot, Audit Solutions - Chippenham, Haines Watts and Azets. Unfortunately, none of these firms carry out Council internal audits at present or are prepared to take on any new clients. One response has been received from a gentleman who is currently Internal Auditor for Shirenewton and Devauden C Cs. He has an ACIB qualification.

Councillors resolved to send a letter of engagement to this person offering a 12month contract with the Community Council for which his fee would be £100.00

- d. **Update Clerks Contract - Pension Regulator**

The Clerk left the room whilst an HR matter in respect of the Clerk was discussed. As a result of the discussion the Chair agreed to contact OVW to gain advice and guidance.

Chairman has spoken to Albert Goodman, our Pension administrator, to obtain clarity regarding the legal obligations the Council has in respect of statutory obligations.

The Council is not required to undergo their annual management review (cost £120) which covers any help and advice on the scheme needed throughout the year. However, it is best practice to have the Governance Report every 3 years as this ensures that the pension provided is adequate, and fit for purpose.

If we cancel the annual management fee, the Clerk would be required to upload her pension monthly to Smart Pensions (the provider) and Albert Goodman would ensure that their assistance in doing this was given. Therefore, assuming the Clerk is able to upload these monthly statements, the Council resolved to cancel the annual management review but continue with the three yearly Governance Report at a current cost of £290 plus VAT

- e. **Budget to spending – analysis attached.**

This was discussed and the following observations were made.

- If the Village Hall's defibrillator application is successful, a cabinet for it will be purchased by the Community Council at a cost of £500.00 (cabinet purchased in 2019 cost £419.00)
- Audit fees were higher than expected due to the increase in fees made by Welsh Audit Office to BDO in the previous year.
- Dog waste collection tenders are out. The County Council is unsure of impact on fees which may be charged.
- Village Upkeep underspend. Cllrs agreed that this budget would be required for future road sweeps as MCC have reduced the frequency of these.

- Training Budget underspend. Cllrs will continue to check training lists for any courses they may wish to take.
- New charge from Banks for holding an account. £5.00 per month fee charged.
- Budget to spending to be reviewed again in three months' time i.e. January 2023.

f. Financial Regulations update as required

Last fully reviewed and amended July 2019.

Cllrs agreed to await External Audit report and then make any amendments subject to this report.

HR matters to be updated regarding dual checking of Clerk's hourly rate of pay updates.

Receipts: May/June

Date	Description	Payment

Payments: May/June

Date	Description	Payment
13 08 2022	J Harris (Engraving of winners' cup Best Kept Garden)	36.50
15 08 2022	J Kelly (Postage)	7.65
15 08 2022	Stock It Ltd (Security on PC and Laptop)	40.00
15 08 2022	J Kelly (Milage to deliver audit papers)	28.80
22 08 2022	J Kelly (Storage boxes)	10.00
01 09 2022	Merlin Waste (Dog Waste collection)	84.50
01 09 2022	Stock It Ltd (Monthly license)	56.40
05 09 2022	Mathern Village Hall (Rent July)	15.00
09 09 2022	J Kelly (Internet Telephone)	61.65
13 09 2022	Mathern Village Hall (Rent June – July)	30.00
13 09 2022	J Kelly (Postage)	11.40
13 09 2022	Wales Audit Office (Audit 2021/22)	369.00
29 09 2022	J Kelly (Salary)	499.83
29 09 2022	Inland Revenue (PAYE-NI)	124.80
03 10 2022	Viking (Stationery)	63.28
06 10 2022	Stock It Ltd (Monthly license fee)	56.40
10 10 2022	J Kelly (Working from home)	200.00
10 10 2022	J Kelly (Telephone- Internet)	61.65

33/22 PROGRESS REPORT ON ACTIONS FROM LAST MEETING

Responses to queries raised at previous meetings

a) Update: -Speed Watch. Mathern Village.

County Councillor Brown and Cllr D Harris did a walk around Mathern with MCC representatives to ensure signage was erected in the most appropriate sites. Contractor has now been sorted and it is hoped that the task will be completed before the year end.

b) Update - Walks leaflets

Work near completion. Hoped to be completed by next meeting.

c) Response from MCC re-sign clearance in the Community

MCC advised this will be rotated into next sign clearance working group

d) Any Update Re-Place Farm Activities

Awaiting an update from MCC and NRW. No Response as yet.

e) Any response the Dell re Governors Post re advertising in village.

Dell School advised that Mathern CC should pass vacant governor's position to Chepstow Town Council. No reply received.

34/22 HIGHWAYS/FOOTPATHS

a. Footpath Issues: - None

b. Drain work Mathern Lane (Barn Lane)

now completed. Road was closed and drains were cleared in August.

c. Clerk to advise MCC Highways

drains under motorway bridge need cleaning.

d. Culvert - Birdwood Gardens - houses to rear Mathern Athletic Club.

MCC reported that the inlet was cleared and the system was jetted; a few minor blockages were identified and cleared. The system should now be operating at full capacity.

"A dislocated joint was found at the rear of Cherry Trees, Mathern; our Ops team will deal with this at their earliest opportunity."

There are currently no plans to undertake remedial works for surface water flow. If any works are identified in the future they will be added to the scheme.

35/22 COUNCILLOR'S REPORTS/CLERKS REPORT

A. One Voice Wales (OVW).

Next Meeting –20th October at 19:00. On Line

B. Defibrillators- monthly checking

Clerk checked Mounton Brook Lodge - all working.

The landlord at the Millers Arms is now checking the machine there - all working.

C. Best Kept Garden competition as seen from the road – Cllr S Stephens and Cllr J Harris

Winning garden was Silverstone, Mathern and runner up Robina Lodge, Pwllmeyric.

D. COUNTY COUNCILLOR REPORT JUNE 2022

County Councillor Brown advised:

People Scrutiny Committee on the 27th of September 2022

Two main topics were discussed at the above committee. Firstly, the change in policy for Home to School Transport which will mean that a MCC road safety officer will determine if a road is hazardous.

Secondly, the CEO of Welsh Ambulance Trust attended the meeting to give a presentation and to answer questions. Unfortunately, there was a limited time to ask questions and there was a lack of detail in relation to Monmouthshire itself. However, at the end of the meeting, I asked if the CEO would come again to the Committee in 3 to 6 months, which he agreed to do so.

The link to the People committee reports and to watch the meeting itself, can be found here:

<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CId=304&MIId=5314>

Place Committee on the 26th of September 2022

Forest of Dean RLDP

The Place Committee considered a report on the Forest of Dean RLDP which is recommending 7440 houses with 600 at the Barracks in Sedbury Chepstow with Lydney being the centre for development with its population increasing from about 11K to 15-16K. The response from MCC indicated that they would not be able to support the plan without the infrastructure and active Travel measures.

Monmouthshire RLDP

The Place Committee also discussed the RLDP preferred strategy which changes the previous one as described below at point 3.18 of the report:

“The proposed revised preferred strategy would reduce the level of growth proposed and would amend the spatial distribution of new growth to avoid the upper Wye catchment. The revised Preferred Strategy would:

- Provide for approximately 5,400 - 5,940 homes over the Plan period 2018- 2033. This includes the provision of approximately 1,500 - 1,770 affordable homes. As there are currently approximately 3,940 homes in the housing landbank, the RLDP would need to allocate land for approximately 1,460 - 2,000 new homes, including 730 - 1,000 new affordable homes. The Council's current data on affordable housing contained in the 2020 Local Housing Market Assessment indicates that 68% of the affordable housing provided needs to be social housing for rent, 7% intermediate rent and 25% low-cost home ownership. This assessment is being updated based on a new WG template but given increased property prices and the cost-of-living crisis, social rented affordable housing is expected to remain the greatest proportion of need.*

- Set out the planning policy framework to support/enable the provision of approx. 6,240 additional jobs by allocating sufficient employment land in the right places in the County to meet the needs of new and existing businesses. The Plan will also include policies to facilitate growth in retail, leisure and tourism sectors. The RLDP will be supported by an economic development strategy.*

- Locate growth proportionately across the County's most sustainable settlements, including Abergavenny, Chepstow and Severnside, as well as some growth in our rural settlements to deliver much needed affordable homes and to address rural inequality and rural isolation in these areas. Due to the lack of an identified strategic solution to the treatment of phosphates at the Monmouth WWTW within the Plan period, no new site allocations can be considered in settlements within the upper River Wye catchment area north of Bigsweir Bridge, including the primary settlement of Monmouth.*

- Identify preferred strategic sites in our primary settlements of Abergavenny and Chepstow and in Severnside.*

- Set out strategic policies on a range of topic areas, reflecting the four placemaking themes in Planning Policy Wales (PPW). “*

The link to the Place committee reports and to watch the meeting itself, can be found here:

<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CId=303&MIId=5373>

County Council on the 27th of September 2022

The County Council considered various reports including the approval of the above RLDP, a motion on rivers and oceans, Mon Life tackling poverty and inequality summer programs 2022 and MCC Self - assessment report 2021/22.

RLDP

The RLDP preferred strategy consultation next steps (as the County Council did endorse the proposal):

“Next Steps 3.22 If Council endorses this proposal for progressing the RLDP, a revised Preferred Strategy based on this strategy option will be reported to Council in December 2022 for endorsement to be issued for statutory consultation/engagement in December 2022 to January 2023. The responses received will inform the next key stage of the RLDP process, the Deposit Plan. The Report will also seek Council’s agreement of the RLDP Revised Delivery Agreement, which will amend the project timetable for Plan preparation, for submission to the Welsh Government for Ministerial approval.”

The link to the County Council reports and to watch itself, can be found here:

<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CId=143&MIId=5010>

E. Risk Assessment

**Pwllmeyric and Mounton forms completed.
Mathern were near completion.**

36/22 PLANNING MATTERS

To include any received after Agenda is circulated

a. New Application

- i. **DM/2022/01327** - The Glyn - Relocation of previously approved standalone Bat House to the east of the dwelling. No changes to previously approved extensions to the dwelling house via DM/2021/01877 and DM/2022/00986 –

No Comments

- ii. **DM/2022/01280** – 14 Birdwood Gardens – Second Storey extension over garage

No Comments

- iii. **DM/2022/01319** Barnetts Cottage – Garage/farm office (including area for worker to sleep).

No application form on file and lack of information on portal. Unable to make comments due to lack of information available.

- iv. **DM/2022/01155**- Land at Newhouse Farm Industrial Estate - Erection of a roadside facility comprising PRS 2no drive thru’ unit and associated – Outline application for storage and distribution/logistics or industrial/manufacturing floor space and associated development B2/B8 use class

Comments Overall this Council would not object to the proposal subject to a condition being included that there are no negative impacts of light, environmental or noise pollution on the adjacent residential areas.

- v. **DM/2022/00495** – Mathern Palace – Conversion of an existing three bed unit into two dwellings for use as holiday lets. Demolish existing single storey extension and replace with new. Enlarge opening to one side elevation.

vi. **NO Comments**

- vii. **DM/2022/01399** 5 Hayesgate Lane – non material amendment to planning decision DC/2017/01073

No Comment

- b. Decisions and Appeals
None

- c. Enforcement
None

37/22 CORRESPONDENCE AND FORTHCOMING MEETINGS – INFORMATION ONLY

12 07 2022	Reply P Bradon – possible internal auditor.
13 07 2022	Welsh Government consultation- A Fairer Council.
13 07 2022	OVW – CADW Grants
15 07 2022	Welsh Government Survey forwarded by Louise
18 07 2022	OVW vacancy Clerk - Pontypridd
18 07 2022	OVW Vacancy Clerk - Ponthir CC
18 07 2022	OVW Vacancy Clerk - Rogiet and Magor
19 07 2022	Planning delegated Panel – Pwllmeryic Petrol Station
19 07 2022	MCC Holding letter Re Palace Farm
20 07 2022	Innovative Practice conference notification 14 09 2022 Booking forms
22 07 2022	L Brown request for meeting date for Welsh water re Pwllmeryic
22 07 2022	Cllrs Harris/Stevens advise on winners of best garden completion
25 07 2022	Invoice Stock It Ltd £56.40 August
01 08 2022	Invoice Merlin Waste invoice August £84.50
03 08 2022	MCC Consultation traffic regulation 2019 order 5
03 08 2022	OVW Training August
03 08 2022	MCC Missing defibrillator when Mounton house school closed
05 08 2022	MCC enforcement lists open/closed
08 08 2022	Stock It advice to clerk re printer error
09 08 2022	Wales Audit Office advice on where papers to be posted – Cardiff
10 08 2022	OVW Training update
12 08 2022	OVW the section of biodiversity and eco system resilience duty
12 08 2022	Wales Audit Office advice on where full audit to be sent (Clerk delivered to Cardiff)
16 08 2022	Stock It invoices update Norton security on desktop and laptop £40.00
18 08 2022	Consultation on Welsh Audit fees
18 08 2022	MCC service requests updated 14866750 14866745
20 08 2022	Pension advice re. payment needed early due to holidays – submitted Monday 22. 08 2022
20 08 2022	Wales Audit Office Invoice 2021/22 £369.00. A high increase from last year. I am investigating with OVW why so high.
23 08 2022	Completed Risk Assessments Mathern
24 08 2022	OVW Clerk's salary Spinal Point information
25 08 2022	MCC Advise notification of planning applications MCC Planning
26 08 2022	MCC Update rear of 9, Birdwood Gardens - highways/drainage
26 08 2022	MCC Highways completed proforma July
01 09 2022	Stock It Ltd Invoice £56.40
01 09 2022	Merlin Waste Invoice £84.50
01 09 2022	MCC Enforcement list open /closed
02 09 2022	OVW Training list September
05 09 2022	National Highways update
06 09 2022	Wales Audit request or Electoral numbers

06 09 2022	Aneurin Bevan Health Board – enquiry/request for details of where donated Mounton House defibrillator has gone
07 09 2022	Albert Goodman (Financial Advisers) details re pending governance report and annual charges re clerks' pension
07 09 2022	MCC confirmation dog waste bin emptying tender. Deadline 13 09 2022
07 09 2022	MCC temporary road closure of track alongside St Tewdrics Church
07 09 2022	OVW update operation London Bridge
09 09 2022	OVW Advert vacancy Abergavenny Clerk
09 09 2022	MCC delegated panel – Dean Animal Sanctuary 14 09 2022
09 09 2022	Wales in Bloom Update – won gold in our class
12 09 2022	OVW Government guidelines re. Royal mourning
12 09 2022	C Wheeler request to purchase 6 shrubs for War Memorial – Cllrs Emailed Clerk and agreed to a maximum of £180.00
12 09 2022	C Wheeler - Request for an update re footpaths – none received from MCC
14 09 2022	Planning Applications DM/2022/01391 DM/2022/1280 DM/2022/01155 DM/2022/01327
15 09 2022	MCC re arranged CCTV camera check drains re Birdwood Gardens
15 09 2022	Welsh Water confirmation meeting Monday 24 th October 11 am
21 09 2022	Receipt Annual return of Councillors expenses – proforma NIL
21 09 2022	Update Training OVW
26 09 2022	Receipt Pension for September A Baker
27 09 2022	Invoice Viking stationery £63.28
27 09 2022	Welsh Government funding for defibrillators – application submitted for one more unit by Village Hall – cabinet to be funded by Mathern C C
27 09 2022	PVW – Meeting clarified 20 10 2022 7pm zoom
30 09 2022	Clarity of time of Service, Remembrance Day 13.11.22 – J White
30 09 2022	Clarity - Guides will be attending the Service.
30 09 2022	Villages in Bloom – notice of planting day 09 10 2022
01 10 2022	Stock It Invoice - £56.40
02 10 2022	Merlin Waste Invoice £84.50
03 10 2022	Give Dog Fouling the Red Card – tender for dog waste – advised back to companies for clarity

38/22 OTHER MATTERS FOR DISCUSSION

a) Community Resilience – Climate Change

Concern was expressed by Councillors at how dry Mounton Brook is.

b) Items for Website – Cllr J Anderson

c) Service of Remembrance. War Memorial. Sunday 13th November 10.15

39/22 PROJECTS AWAITING COMPLETION

- 1. Response to Village Hall's application for a third defibrillator for Mathern, to be sited at the Village Hall – CC to purchase cabinet if the application is successful**

40/22 DATE OF NEXT MEETING

Next meeting: Monday 14th November 2022 at 7 pm.

MATHERN COMMUNITY COUNCIL

Signed

Dated

01291 621031

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