

## **DRAFT MINUTES FOR November 2022**

Minutes of the Council meeting held at Village Hall on Monday 14<sup>th</sup> November 2022 from 19:00 hrs

### **1. Councillors Present -:**

- a. Mathern: -Cllrs David Harris (Chairman), Matt Sidwell, Jayne Harris
- b. County Councillor: -Louise Brown,
- c. Mounton: - Cllr Carolyn Ovenden.
- d. Pwllmeyric: -Cllrs Sylvia Stephens, Gareth Page, James Anderson
- e. Clerk: - Mrs. Jane Kelley

### **2. Councillors Apologies:-**

- a. Mathern: -None
- b. Mounton: - None
- c. Pwllmeyric: -None

### **3. Members of the Public: -**

- a. None

### **4. Public Representative: -**

- a. None

### **5. Police Representative**

One

## **41/22 PROCEDURAL ITEMS**

### **2. Received Monthly Police Report: -**

Here is the current police report for the area:

15/10/2022 – Vehicle stopped on Pwllmeyric Hill by officers and recovered. Driver reported for driving offences including no insurance.

28/10/2022 – Report of a yacht stuck in mud at the entrance to Mathern Pyll in high winds . SARA launched and attended to help.

30/10/2022 – We have had several dispersal orders put on at Newhouse Industrial Estate recently due to anti-social driving by a small minority of car enthusiasts/cruisers that have been using the location to meet up on mass to show off their vehicles to likeminded people. This was also conducted on other roads in our area jointly. As in life there is a minority that flaunt the rules and these are the ones that our traffic department have been focusing on along with other road users that were not complying with the traffic laws.

On the week starting of 17/10/2022 the following results were collated

17 x Traffic Offence Reports were issued for excess speed.

10 x drivers were warned for excess speed.

4 x Traffic Offence Reports issued for insecure load, vehicle condition likely to cause injury, defective tyres & illegal number plates.

3 x vehicle prohibitions due to insecure load, ply cord exposed & vehicle in dangerous condition (modified spoiler).

2 x Drivers summons to court for driving without due care (performing handbrake turns)

2 x Persons arrested for drug drive offences.

1 x vehicle seized for no insurance.

4 x Vehicles seized for anti-social driving under section 59 Road Traffic Act.

4/11/2022 – Report of a 2 vehicle non injury RTC near the entrance to Chepstow Garden centre involving a car and a lorry.

9/11/2022 – Report of a vehicle having to be recovered by us as it had run out of fuel on a blind bend on the Mounton Brook to Chepstow Lane.

**Please remain vigilant and report any suspicious activity/crime at the time via either 101 or 999 if you deem it an emergency. If it is low level, you can also report via email on [contact@gwent.police.uk](mailto:contact@gwent.police.uk)**

Council was advised that a new Inspector, Iona Williams and a new Sergeant, Steven Haywood, were now in position.

**3. Apologies: - None**

**4. Declarations of Personal or Pecuniary Interest: -**

Councillor David Harris – item 42/22 item e

Both the Clerk and Councillor Harris to leave the room whilst this matter is discussed.

**5. Minutes of the previous meeting: -**

- a. RESOLVED to approve the minutes of the meeting 10th October 2022 as true and accurate records

**42/22 Finance June / July**

- a. To consider approval of payments as per below. **All approved.**
- b. **Monthly Bank Reconciliation authorisation** (September). Bank Statement not received. Clerk to pass this on to Cllr M Sidwell for authorisation when received.
- c. **External Audit by the Wales Audit Office delivered by Clerk for full audit.** External audit report still not received Internal Auditor has returned the signed letter of engagement.
- d. Set three-year forecast. This was updated – Councillors to finalise at the Finance meeting in December.

**In accordance with the Public Bodies (Admission to Meetings) Act 1960 it is proposed that in relation to the next item of business, the press and the public be excluded from the meeting by reason of the confidential nature of the business to be transacted**

Cllr. Harris and the Clerk left the meeting.

**e. Update Clerks Contract –HR issues re discussion with OVW**

The report received by the Council and its recommendation were unanimously approved Therefore a resolution to agree the recommendation contained in the written report was also approved.

Resolved that payment should be paid in two instalments due to banking restrictions on the 30th<sup>1</sup> November and 1<sup>st</sup> December 2022

**Action: The Clerk's existing Contract of Employment to be amended and countersigned. Clerk to send time sheets to Cllr C Ovenden for authorisation before BACS and HMRC real time is submitted each month.**

Cllr. Harris and the Clerk re-joined the meeting

- f. 2022/23 NALC (National Association of Local Clerks) National Salary Award (backdated to 1<sup>st</sup> April 2022) Clerk's salary is in line with NALC Spinal Column 23. This is now raised to £15.67 per hour from April 1<sup>st</sup> 2022.

**Action: rate to be back-paid to Clerk from 01 04 2022 and processed with her November salary**

**Action: Councillor D Harris to update her time sheet on Excel.**

As payment is above £1000.00 Clerk to be paid in 2 instalments.

Clerk successfully submitted October pension contributions on-line using Smart Pension's proforma.

## Receipts/Payments October/November 2022

### No receipts

### Payments:

14.10.2022	Mr. T Bryant, Mouton village mowing .....	£112.50 (BACS)
24.10.2022	Royal British Legion (poppy wreath) .....	£35.00
30.10.2022	Clerk. Inland Revenue only .....	£144.40
30.10.2022	Clerk. Salary .....	£577.83
30.10.2022	Smart Pensions .....	£111.11
05/11.2022	Mathern Village Hall. Rent .....	£34.00
07/11/2022	Stock It. Annual computer hosting and registration fees .....	£90.00
22/11/2022	First Rescue Training (Defib Cabinet) .....	£450.00

## 43/22 PROGRESS REPORT ON ACTIONS FROM LAST MEETING

### Responses to queries raised at previous meetings

a. **Response - MCC re dog waste collection meeting.**

No decision yet made. Contract to be re-tendered

b. **Any Update re. Palace Farm activities**

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

Councillors very concerned at the lack of updates regarding this matter.

c. **Update Welsh Water meeting re Mouton Meadows**

1. As a result of further investigation work, a 40m section of 375mm diameter drainage pipe has been found running parallel with the main drainage line. This dual section of pipework runs between the A48 and the Pwllmeyric Pumping Station. The pipe was 60% full of silt when found but this has now been cleaned out.

2. The above section of pipework is allowing water infiltration at a rate of 14Litres/second and will be lined. It is planned to complete the lining works by the spring of 2023.
3. Cross connections of foul and surface drains in the Shirenewton area are still being investigated to identify the scale of the problem. Also, to identify historic and new connections.
4. Welsh Water reported no significant issues on the run of pipework from Shirenewton to Mounton.
5. More wet weather flow surveys will be carried out over the winter by Welsh Water.
6. Phosphate stripping plants are being installed at Monmouth and Abergavenny to try to ease the phosphate issue in the river Wye.

## **44/22 HIGHWAYS/FOOTPATHS**

- a. Footpath Issues: - None
- b. Repair work - War Memorial: Stonework beneath fencing is breaking up. Clerk to obtain 3 quotes for necessary repair work.

## **45/22 COUNCILLOR'S REPORTS/CLERKS REPORT**

### **1. One Voice Wales (OVW).**

Clerk to ask for more details on the training courses being run in order to enable a training plan for all councillors to be produced.

### **2. Defibrillators- monthly checking**

Clerk checked Mounton Brook Lodge - all working.

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

The application for a third defibrillator has been successful. Clerk to obtain 3 quotes for a suitable cabinet as set out by donor. It must be of polycarbonate, double-skinned and heated, with good airflow. Also have a hook for the defibrillator to hang on and a bleeder valve to allow any condensation to drain away.

**Action: Clerk to obtain 3 quotes and then share these with Councillor D Harris and M Sidwell so that the cabinet can be ordered as a matter of urgency. Councillor M Sidwell to arrange for the Village Hall to supply electricity to the cabinet and install the necessary hook.**

### **3. COUNTY COUNCILLOR REPORT NOVEMBER 2022**

County Councillor Brown advised:

#### **Joint Scrutiny Meeting-11<sup>th</sup> of October 2022**

The above meeting considered various reports including the current LDP annual monitoring report and the month 4 revenue and capital report. *It is of major concern that at month 4 there is a £8.8m revenue budget shortfall for Monmouthshire County Council.*

The revenue and capital budget report states in paragraph 2.1. of the report:

“2.1 That Cabinet recognises the significant over-spend forecast at Month 4 against the Authority’s revenue budget of £8.8m, which is primarily as a result of:

- £3.5m forecast over-spend in Children’s services due to the increasing numbers of high cost placements and continued use of agency staff;
- £1.6m forecast over-spend in adults care services following a dramatic influx of clients requiring services post-pandemic, with some clients requiring more intense services due to delayed health care during the pandemic;

- £0.5m forecast over-spend in Additional learning needs budgets due to the increasing cost and number of out of County placements;
- £1.3m forecast over-spend in meeting the needs of the Homeless following national policy change initiatives and where inadequate funding has been provided;
- £0.5m forecast over -spend in MonLife services as income levels are failing to meet targets in the areas of Leisure and Outdoor education;
- £2m forecast over-spend in relation to the expected outcome of workforce pay negotiations which is expected to be significantly above the 3.5% budgeted.

Together with a number of other over and under spends summarised in paragraph 3.7 detailed in appendix 1 to this report.”

Paragraph 4.2. of the report goes on to explain that:

“4.2 The Cost-of-living crisis is having a significant impact on our communities, with a growing need for additional Council services, the impact upon demand for the Council’s income generating services and risks around future debt recovery. Alongside this, the wider economic and inflationary environment continues to impact service delivery, both in respect of cost and supply chain disruption, and in presenting continued recruitment challenges.”

Several Local Authorities in England and Wales are reporting budget shortfalls.

The link for the further report to Cabinet on this shortfall on the 9<sup>th</sup> of November is reported under that heading.

The links to the reports for the above committee can be found here, including the revenue and capital month 4 report:

<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CIId=246&MIId=5371>

#### **County Council on the 27<sup>th</sup> of October 2022**

There were various reports to County Council including the Social Care, Health and Safeguarding Annual report, Safeguarding Evaluation Report and the Community and Corporate Plan. It was agreed that more detail on the Community and Corporate Plan would be provided in January 2023. The link to the County Council reports can be found here:

<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CIId=143&MIId=5011>

#### **Cabinet Committee on the 9<sup>th</sup> of October 2022**

The Cabinet Committee reports including the Budget report and timetable for consultation and setting council tax can be found on the following link;

<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CIId=144&MIId=4982>

#### **Monmouthshire RLDP- New Preferred Strategy**

The new strategy aims to make provision for up to 2,200 new homes by 2033 in addition to the 3,700 homes already in the pipeline or completed since 2018. On new site allocations, approximately a third of the new homes will be social housing for rent and another 17% will be affordable housing available at less than market price. The Plan will also make provision for 6,240 jobs and will be accompanied by an Infrastructure Plan, updated Local Transport Plan and an Economic Development Strategy.

The Council has appraised all the sites which have been offered for development and the new strategy proposes three strategic sites for future housing. These sites will be:

- Abergavenny East – 500 homes together with employment, retail, leisure, education and community uses
- Caldicot East – 925 homes together with employment, retail and leisure uses
- Bayfield Chepstow – 145 homes

The new Preferred Strategy will be reported to Council on 1<sup>st</sup> December 2022 to seek agreement to commence public consultation. If agreed, this will run from 5<sup>th</sup> December 2022 to 30<sup>th</sup> January 2023.

There will also be a non-statutory consultation on the Candidate Sites Register at the same time

Councillors advised of their concern re the overspend and questioned if the closure of Mounton House School was adding to the over spend in Children’s Services because of the increase in placements needed and continued use of agency staff.

## **46/22 PLANNING MATTERS**

To include any received after Agenda is circulated.

**a. New Application**

**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: Having received this month's police report of incidents recently taking place on the industrial estate (41/22), Councillors were concerned that this development could encourage more anti-social behaviours.**

**b. Decisions and Appeals**  
None

**c. Enforcement**  
None

**47/22 CORRESPONDENCE AND FORTHCOMING MEETINGS – INFORMATION ONLY**

04 10 2022	OVW Joint Conference bookings 9 10 22 – Clerk unable to attend
05 10 2022	Transforming Chepstow plan - consultation 12 10 2022
05 10 2022	M Hand, MCC- update 20 mph speed limit, Mathern. Tenders out
06 10 2022	MCC Dog Fouling stickers – Bags £47.20 per box 1000
06 10 2022	Independent Remuneration Panel for Wales - draft report
07 10 2022	MCC Enforcement list
07 10 2022	Planning Aid Wales – Training dates
07 10 2022	MCC Public space protection
11 10 2022	Rialtas Sale
11 10 2022	MCC Drainage - CCTV survey results
11 10 2022	MCC Ref 14191781 Re dropped kerb, Step-a-Side – Clerk chasing officer to investigate and confirm outcome.
12 10 2022	MCC T Arnold re accessible footpaths
12 10 2022	Police report
12 10 2022	MCC advise 2 bids in re emptying dog bins. Still no decision as not enough details.
14 10 2022	OVW Independent Remuneration Panel - draft Report
14 10 2022	British Red Cross grant scheme for veterans and families
17 10 2022	Invoice - Mounon mowing £115.50 Paid BACS
17 10 2022	MCC Copy of dog waste tender
18 10 2022	OVW Training list
18 10 2022	Service of Remembrance - acknowledgement from Guides
18 10 2022	MCC notes re Give Dog Fouling the Red Card campaign
19 10 2022	Reminder OVW/SLCC joint conference
19 10 2022	C Wheeler - works required at War Memorial
19 10 2022	D Davies MP re petition - Council tax re-banding.
19 10 2022	Albert Goodman. Note annual service charges cancelled now annual governance report every 3 years
19 10 2022	Smart Pensions login confirmation - clerk
20 10 2022	OVW Biodiversity conference 27 10 2022 10 till 4pm
21 10 2022	Smart Pensions - reset password.
21 10 2022	MCC notification - service request 15470792
24 10 2022	Welsh Water Update Meeting
24 10 2022	Pension upload confirmation
24 10 2022	War Memorial issues - groundwork
26 10 2022	Missing defibrillator, Mounon House School
28 10 2022	MCC Notification - service request 15532787

31 10 2022 O V W Welsh Government fuel support  
31 10 2022 O V W War Memorial workshop  
31 10 2022 Invoice - Merlin Waste Aug/Sep/Oct.  
31 10 2022 MCC EIA Consultation - DM/2022/01155 Newhouse Farm  
01 11 2022 Stock It invoice £90.00 annual hosting fee – paid 07 11 2022  
01 11 2022 Stock It invoice monthly £56.40 licenses fees  
01 11 2022 Impact - Citizens Advice statement  
02 11 2022 invoice - village hall rent paid 05 11 2022  
02 11 2022 OVW new salary scale NALC – backdated to 01 04 2022  
03 11 2022 MCC Enforcement list  
Clerk highlighted the Independent Remuneration Panel draft report which makes the annual £150.00 councillor's fee mandatory and to date is still taxable.

Meeting Via Zoom - Welsh Water 16<sup>th</sup> January 2023 at 11pm

## **48/22 OTHER MATTERS FOR DISCUSSION**

**a) Community Resilience – Climate Change**

Clerk to work on the Biodiversity Statement for the Council and forward the draft to Cllr S Stevens for assistance.

Clerk to price litter picking equipment and seek authority from Village Hall to site a small stand with bags and equipment to encourage villagers to carry out litter picks.

**b) Items for Website – Cllr J Anderson**

Notice received via MCC re energy grants available to be uploaded on to notices.

**c) Service of Remembrance. War Memorial. Sunday 13<sup>th</sup> November 10.15**

Service was a great success – timing was still an issue and it was hoped that next year we will liaise with Ros from St Tewdrics to have the service at 10.30 am instead of 10 am.

**Action: Clerk to contact Chris Wheeler re. arranging for the Service sheets to be updated with regard to our new King.**

**Next year to ask the Brownies if they have a P A System.**

## **49/22 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 now application has been successful  
**Action: Clerk to get quotes for the cabinet as per 45/22 b.**
2. MCC install and implement 20 MPH through villages:  
**Still awaiting confirmation from MCC**
3. Update walks leaflets:  
**Still outstanding**

## **50/22 DATE OF NEXT MEETING**

Next meeting: Finance meeting 12<sup>th</sup> December 2022 Village Hall at 7 pm

# MATHERN COMMUNITY COUNCIL

Signed

Dated

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