

## **MINUTES FOR 12<sup>th</sup> June 2023**

Minutes of the Council meeting held via Teams on Monday 12<sup>th</sup> June 2023 from 19:00 hrs

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

- a. Mathern: Cllr David Harris, Cllr J Harris, Cllr M Sidwell
- b. County Councillor: - Louise Brown
- c. Mounton: - None
- d. Pwllmeyric: - Mrs Sylvia Stevens, Cllr J Anderson, Cllr G Page
- e. Clerk: - Mrs. Jane Kelley

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

- a. Mathern: - None
- b. Mounton: - Cllr C Ovenden
- c. Pwllmeyric: - None

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

- a) None

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

- a) None

### **5. Police Representative: -**

- a) None

## **11/23 PROCEDURAL ITEMS**

### **1. Public Comment: -**

- a) None

### **2. To receive police report: -**

Here is the report for the Mathern area for between the above dates:

9/5/2023 – Report of Mounton House School broken into overnight. The property is unoccupied and boarded up. Access was gained via making a hole in the fence and taking a board off a window. Nothing was taken from inside, but a small amount of graffiti was found. The council have been informed and have already secured it again.

15/5/2023 – Report of a pedestrian struck by a vehicle whilst walking on the pavement near Chepstow Garden centre. The vehicle had mounted the pavement and struck the male on the leg. The caller thought it may have been a black VW golf or similar. No other vehicle details known. Only very minor injuries thankfully.

16/5/2023 – Report of a young male youth struck by an ambulance wingmirror whilst walking in the Mathern area. The driver stopped and asked if he was ok and he replied yes. The driver contacted us to make us aware.

31/5/2023 – Report of an abandoned vehicle in Mathern village. The vehicle had broken down and had oil was leaking from it. The council attended and sorted the spilt oil. The vehicle was all in order tax, insurance and MOT wise. The vehicle was removed after enquiries the following week.

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) or have a look on the Gwent police website for other ways to report

### **3. Apologies: -**

- a) Cllr C Ovenden Mounton Ward

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

- a) None

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

- a) **RESOLVED** to approve the minutes of the meeting 15<sup>th</sup> May 2023 as true and accurate records. These were to be signed by Cllr D Harris. To be placed on the Website.

## **12/23 Finance**

- a) **To consider approval of payments as per below.**
  - a. All approved.
- b) **Monthly Bank Reconciliation authorisation**
  - a. Cllr M Sidwell
- c) **Adopt Annual Governance statement Part and Part 2**
  - a. RFO and Chairman signed the annual governance statement. This now to be submitted to the Welsh Audit Office.
- d) **HSBC Update of Mandate for bank signatures**
  - a. Clerk advised that the CC currently only has two signatures on its HSBC bank account - Cllr C Ovenden (Vice Chairman) and Clerk (and RFO), Mrs Jane Kelley. It was resolved to add Cllr Jayne Harris to the account as signatory. Clerk to arrange for the Mandate to be completed and sent to the Bank with a copy of the minutes to update the account. It was resolved that 2 of the 3 signatures should be used when signing cheques.
  - b. Clerk to obtain Cllr C Ovenden signed on the form
- e) **Review Spending to Budget**
  - a. Spending to budget on track – possible over spend on IT as the computer needed to be replaced due to full breakdown. Cllrs happy to take any excess from Reserves.

Date	Payee	Amount
30 05 2023	Home Working Fee	26.00
31 05 2023	J Kelley Salary	831.11
31 05 2023	HMRC	222.06
01 06 2023	Zurich Insurance	615.57
01 06 2023	Stock It Ltd	55.20
07 06 2023	Viking (stationery)	76.74
	OVW (membership)	164.00
08 06 2023	P Brabon (internal Audit)	100.00
08 06 2023	Telephone/internet	64.05
12 06 2023	Stock It Ltd (new computer)	481.20
12 06 2023	Smart Pensions	154.67
12 06 2023	One Voice Wales (training M Sidwell)	38.00
13 06 2023	Travel to deliver and collect computer 3 trips	36.00

Vat Refund

Rhewl Farm Community

Refund

Benefit

£599.00

£1292.28

## **13/23 PROGRESS REPORT ON ACTIONS FROM LAST MEETING**

### **Responses to queries raised at previous meetings:**

- a) Any update MCC re Palace Farm activities
  - a. Matter still ongoing with MCC and NRW.
- b) Update - Welsh Water Meeting re Mounton Meadows
  - a. Further pipe lining work needs to be carried out.
  - b. Further Teams meeting agreed for 05 06 2023 rearranged to 15<sup>th</sup> June 2023 by Welsh Water.
- c) Actions re introduction of a Community Plan
  - a. Cllr M Sidwell has now completed the training a working group to be determined and a meeting arranged to get the plan up and running.
- d) Review following, we don't buy crime presentation.
  - a. The cost per house hold will be £9.95 excluding VAT the numbers are as below
 

Mathern has 225 properties

Pwllmeyric has 181 properties

Mounton has 19 properties

    - a. This would mean a total spend of £4228.00. Clerk to contact Council who have already committed to this scheme to seek guidance on how they processed this.
    - b. Cllrs to consider increasing the precept next year to contribute to this.

## **14/23 HIGHWAYS/FOOTPATHS**

- a. Footpath Issues: - update received from MCC
- b. Any other issues to be report to highways
  - Road signage Hayesgate needs replacing
  - Pavement needs sweeping Pwllmeyric.
  - Hedge encroaching on pavement Box Tree Cottage
  - Hedges Chapel Lane need cutting back and height needs to be reduced.
  - Hedges Mathern Lane need cutting back encroaching into road
  - Rubbish in Bus shelter – opposite Mouton Brook Lodge
  - Drain under motorway bridge Mathern – previously confirmed by MCC that the run is blocked or collapsed – when will work be completed.
- c. Regarding the pavements and Hedges encroaching onto highway – Clerk to advise MCC that 2 incidents of members of the public being struck by vehicles wingmirrors whilst walking in Mathern Area.
- d. Mathern Brook blocked on Entrance to Mathern from A48 – Clerk to advise MCC.
- e. Sluice Gates still broken into Severn – Chairman to chase

## **15/ 23 COUNCILLORS REPORTS/CLERK REPORTS**

- a. OVW – No updates
- b. Defibrillator - Monthly checks all completed.
- c. Clerk to write to the Rev. Julian White re. potential application to install a defibrillator in Mouton Village. The letter to ask that, if one can be obtained, could it be placed on an outside Church wall and use the Church's electricity supply.
- d. Following the risk assessment, it was noted that the paving slab below the defibrillator is uneven. Cllr M Sidwell to advise the owners of Mouton Brook Lodge
- e. County Councillors Report

### COUNTY COUNCILLOR REPORT June 2023

County Councillor Brown advised:

### **Cabinet on the 17<sup>th</sup> of May 2023**

The Cabinet report on the 17<sup>th</sup> of May considered a report on the Home to school transport review.

### **Home to School Transport Review Consultation.**

See full report 4 in the following link:

<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CIId=144&MIId=4988>

Following on from this Cabinet meeting there is a public consultation which **closes at 5pm on Monday the 26<sup>th</sup> of June 2023 on** home to school transport 2024/25 for school transport starting in September 2024, which can be found on the Monmouthshire County Council website at the following link:

<https://www.monmouthshire.gov.uk/2023/05/have-your-say-on-proposed-future-changes-to-home-to-school-transport/>

It should be noted that these proposals impact faith schools as well as learners with dual residences, learners with additional needs and will disregard a school being in special measures. The main change from the Cabinet report appears to be that faith transport was based on being of the same faith denomination but is now based on faith grounds albeit that the draft policy 2024/25 has not yet been amended to take account of that published change.

### **County Council on the 18<sup>th</sup> of May 2023**

County Council on the 18<sup>th</sup> of May 2023 covered various reports including the corporate parenting plan, the constitution amendments and political balance. There are 46 County Councillors with a Labour minority administration of 22.

The political balance has changed as the Green Councillor has become part of the Executive as Cabinet Member for Social Care, Safeguarding and Accessible Health Services and one of the independent members is now Chair of the Council. Hence, the Labour administration has formed a coalition with the Green Party with that member previously in the independent group and an agreement as opposed to a coalition with an independent now also in the green independents. The link to the County Council reports can be found here:

<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CId=143&MIId=5161>

## **Place Committee on the 25<sup>th</sup> of May 2023**

The Place committee considered various reports including the Chepstow Masterplan for improvements to Chepstow and the Public Spaces draft protection order for dog controls (item 6 with appendices). The order covers the offences of not having a dog on a lead and dog owners/walkers ensuring that any dog faeces are not dropped in a public space. In Shirenewton ward, this draft order is proposed to apply to the Shirenewton, Playgroup Nature Garden and Play Area and the Shirenewton primary school. The Committee was asked to scrutinise the latest report before going out to public consultation. The link to the Place Committee report can be found here:

<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CId=303&MIId=5551>

Clerk to place details regarding the Home to School transport consultation onto the village Facebook site, and website.

### **f. Update policies - Draft Biodiversity Statement –**

- g. Draft Policy was circulated – Cllrs to email the Clerk with any items they feel need amending or adding so that this can be in place for approval at the next meeting.

### **h. Best Kept Garden as seen from the Roadside competition – Cllrs S Stevens and J Harris.**

- i. Meeting to be agreed between Cllr J Harris and Cllr S Stevens to arrange the changes to be implemented and dates for the competition. Chepstow Garden Centre happy to sponsor this event. Advert for event to be placed on Website, Poster and Village Facebook page

### **j. Annual Risk Assessments – Mathern, Mounton and Pwllmeryic**

- k. Mounton and Pwllmeryic has now been completed awaiting Mathern completed forms.

### **l. Annual Review of current Policies**

- m. All current policies approved.
- n. It was resolved to adopt the new Bio Diversity policy.

## **16/23 PLANNING APPLICATIONS – Plus any applications received after Agenda is issued.**

### **a. New applications –**

1. 02 06 2023 **MCC Planning DM/2023/00731** – Little Innage Barns – Demolish existing lean too garage and construct new detached garage with Gym **MCC to be mindful of the impact of the proposal on any trees currently on the site.**
2. 02 06 2023 **MCC Planning DM/2023/00768** – Llety Carid – The replacement if an existing double garage with single storey ancillary annexe accommodation.

### **Comments**

**Over development of the site Noted that local neighbours have not been contacted regarding this application**

3. 02 06 2023 **MCC Planning DM/2023/00624** – DM/2023/00768 As above previously withdrawn
4. 30 05 2023 **MCC Planning DM/2022/01155** Land at Newhouse Farm Industrial Estate – Hybrid application – Full planning for the erection of a roadside facility comprising PRS 2no drive thru units and associated development and Outline application for storage and distribution /logistics or industrial manufacturing floor space and associated development (BS /B8 Use class)

### Comments

**This application will place further vehicles on the roundabout and create further impact on the movement of the traffic at this busy roundabout.**

**This could encourage further anti-social behaviours. Mathern C C are very concerned about the negative impact to the village of light pollution, environmental and noise pollution on the surrounding villages and Bulwark. If application was successful a condition on litter management needs to be in place and enforceable as already – take away items are found in our area and the nearest outlet is currently 15 miles away.**

**A safe crossing needs to be in place for local residential area in Chepstow Ward.**

**Mathern CC note that the application is for land which will be above the bund specifically built to stop noise and light issues effecting Mathern Village.**

**b. Decisions and Appeals – None**

**c. Enforcement - None**

## **17/23 CORRESPONDENCE AND FORTHCOMING**

15 05 2023	Renewal Zurich  Insurance £615.587 due 1 06 2023
15 05 2023	Update Revised standing orders OVW
16 05 2023	Survey Twinning OVW
16 05 2023	MCC Response re Hill House Farm Cottage
16 05 2023	Invoice O V W Training
18 05 2023	MCC advise DM/2023/00624 Application withdrawn
18 05 2023	Revised Standing Orders OVW – Circulated Agenda
19 05 2023	MCC email re recycle bags circulation
22 05 2023	Halls together grant scheme – details circulated to Village Hall and Athletic Club
24 05 2023	Mathern Village Hall Rent increase from 8.50 to £9.00 01 09 2023 50p increase.
25 05 2023	O V W Innovation Conference 5 07 2023
26 05 2023	Mounton Risk assessments received – Cllr C Ovenden
30 05 2023	Viking invoice paper ink – 76.74
30 05 2023	Audit notice Welsh audit office
31 05 2023	MCC planning DM/2023/01155 -Land at Newhouse Farm
31 05 2023	Smart water reply update Vat answer unknown
31 05 2023	Defib Grant Details
31 05 2023	MCC highways details items registered
31 05 2023	Footpath Matter
31 05 2023	MCC – Give dog fouling red card update

01 06 2023	Stock it – invoice 52.50
01 06 2023	Zurich insurance confirmation paid £615.57
01 06 2023	Merlin Waste invoice £91.00
02 06 2023	Wales Water meeting confirmation
02 06 2023	MCC Planning DM/2023/00731 – Little innage Barns
02 06 2023	MCC Planning DM/2023/00768 – Llety Carid
02 06 2023	MCC Planning DM/2023/00624 – DM/2023/00768 As above previously withdrawn

## **18/23 OTHER MATTERS FOR DISCUSSION**

1. Community Resilience - Climate Emergency
2. Items for Website – Cllr J Anderson – Approved Minutes, details of home to school consultation.
3. Arrange a date for CPR Training 3 suggested dates required by Welsh ambulance.

## **19/23PROJECTS AWAITING COMPLETION**

1. Emergency Contact number list being compiled by the Clerk.
2. Clerk currently working on New Model standing orders as circulated by O V W.

## **20/23 DATE OF NEXT MEETING**

**Next meeting: 10th July 2023**

**Meeting ended at 8.30 pm**

**Signed**

**Dated**