

MINUTES FOR 11th September 2023

1. Councillors Present -:

- a. Mathern: Cllr David Harris, Cllr J Harris
- b. County Councillor: -Apologies
- c. Mounton: - Councillor C Ovenden Via Teams unable to connect
- d. Pwllmeyric: - Apologies.
- e. Clerk: - Mrs. Jane Kelley

2. Councillors Apologies-:

- a. Mathern: - None
- b. Mounton: - None
- c. Pwllmeyric: – Cllr J Anderson resigned – Cllr G Page – Cllr S Stevens

3. Members of the Public: -

None

4. Member of Police

- a) 2 officers Stephen Hayward and Andy Jones

30/23 PROCEDURAL ITEMS

1. Public Comment: -

Cllrs had received a letter of thanks for the support shown by Mathern Community Council on the recent appeal regarding the withdrawal of free school transport for their daughter. The family won the appeal and were extremely grateful for the support received by the Community Council.

Cllrs had been approached regarding the fact that a rear garden facing Birdwood Gardens wasn't very secure – this was following the reported sightings to police of a man with a touch late at night.

2. To receive police report

Here is the report for Mathern, Pwllmeyric and Mounton for between the above dates:

11/7/2023 – Report of a drive-off from Pwllmeyric Petrol station without paying for fuel. Owner of vehicle contacted and returned to pay later that day.

15/7/2023 – Report of a tree down on the Pwllmeyric to Mounton village road. Highways informed to deal.

18/7/2023 – Report of a Vehicle stopped by officers on the A48 near Parkwall. The vehicle was recovered by ourselves as the person driving it had no driving licence.

19/7/2023 – Report of a 2 vehicle non injury RTC (road traffic collision) at The Millers Arms. Officers attended and both parties

exchanged insurance details.

20/7/2023 – Report of a vehicle left abandoned after colliding with a wall on Bayfield Road, Mounon. Enquiries are ongoing as to who was driving at the time.

7/8/2023 – Report of a broken-down vehicle left on the main road outside Wyelands View in Mathern village for several days. Owner was contacted and the vehicle was removed.

21/8/2023 – We received a report from a resident at Bishops Mead where a male had entered the back garden of the flats around 7.15 in the evening. The male had said that he was from Monmouthshire housing association and was doing a window survey and count on the property. The resident thought this was suspicious as the male had let himself through the side gate and the time of evening.

I have since spoken to MHA and spoke with the housing officer for the area who confirmed it was indeed one of their contractors but were not happy with the time of day this was conducted especially as there are elderly and vulnerable persons living there. The lady who I spoke to was going to send an email to reiterate this concern.

24/8/2023 – Report from another resident in the village who believes that there was a male in her garden around midnight with a torch. The resident only told her daughter the morning after who reported it to us then.

26/8/2023 – Report of a herd of cattle escaping from a field on the Mounon Brook to Chepstow Road. The farmer was contacted and arrived to retrieve the large herd.

28/5/2023 – Report of suspicious activity at a property on Pwllmeyric Hill. The property is only used on weekends but on a couple occasions recently a male and female in a black vehicle have attended during the daytime and were observed looking through the windows and walking around the rear of the property.

2/9/2023 – Report of a 1 vehicle RTC (road traffic collision) on the St Peters church road, St Pierre. The vehicle had left the road and ended up upside down. the fire service attended to make the vehicle safe and the female driver was taken to hospital with a head injury, not thought to be life threatening.

There were 2 other reports of incidents at St Pierre where a function was being held.

3/9/2023 – Report of off-road bikes in St Pierre woods. Officers attended but no bikes were seen.

Please remain vigilant and report any suspicious activity / crime at the time via 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 . For other ways of reporting to us please see the Gwent Police Website.

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Two officers attended the meeting explained that 3 new PCSO are joining the Chepstow and Caldicot team. Sargent Stephen Hayward explained that he was very keen to work closely with Community Councils and show a presence within our three villages.

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3. Apologies: -

Cllr Gareth Page and Cllr Sylvia Stephens

4. Declarations of Personal or Pecuniary Interest: -

None

5. Minutes of the previous meeting: -

- a. **RESOLVED** to approve the minutes of the meeting 11th July 2023 as true and accurate records. These were to be signed by Cllr D Harris. To be placed on the Website.

31/23 Finance

- a) To consider approval of payments as per below. All approved.
- b) Monthly Bank Reconciliation authorisation – Cllr M Sidwell
- c) HSBC Update of Mandate for bank signatures
- d) Signatures now updated being Cllr C Ovenden, J Harris and Clerk J Kelley
- e) Budget to spending review.
- i. This was reviewed against the Detailed Receipts and Payments Heading – cost centre report.
 - ii. Noted – Training overspends excess to be taken from reserves.
 - iii. Village upkeep awaiting invoice for war memorial garden new shrubs and quote for war memorial railings.
 - iv. Audit still awaiting invoices from Wales Audit office.
 - v. Staff costs – still awaiting Nalc advise on April 2023 pay increase which will need to be back dated.
 - vi. IT Costs due to new computer may be a slight over spend take from reserves.
 - vii. Cllr happy that spending to budget is on target.
- f) Application for Grant – Grant amount available to 31 03 2024 – £1500.00 next grant consideration December 2023
- g) SARA – Requested £300.00 would provide technical clothing for a land searcher to be able to work in any condition – or it could go towards ongoing vehicle and boat costs.
- i. Grant Awarded - £150.00
- h) Cruse Bereavement Support Gwent – Requested £597.00 – To enable to provide 1 2 1 bereavement support to 4 individuals in the Chepstow Area.
- i) Grant Awarded – Unanimously decided not in policy.

Payments / Receipts July/August/September

Date	Payee	Amount
12 07 2023	Smart Pensions	112.98
21 07 2023	HSBC Charges	5.00
21 07 2023	VDU Glasses – Clerk	105.75
24 07 2023	Stationery	22.00
24 07 2023	HMRC	195.20
25 07 2023	Postage	9.71
25 07 2023	Stationery	10.00

28 07 2023	Work from Home Monthly Clerk	28.00
28 07 2023	Salary – Clerk	792.79
07 08 2023	Stock It Ltd	55.20
10 08 2023	Smart Pensions	143.89
10 08 2023	Merlin Waste	91.00
14 08 2023	Internet and Telephone	64.05
14 08 2023	S Jones Village Maintenance	100.00
18 08 2023	O V W (membership)	164.00
21 08 2023	Charges HSBC	5.00
22 08 2023	Stationery (storage Boxes)	17.00
31 08 2023	Inland Revenue	103.20
31 08 2023	J Kelley Salary	581.27
10 09 2023	J Kelley – Telephone/internet	64.05

32/23 PROGRESS REPORT ON ACTIONS FROM LAST MEETING

Responses to queries raised at previous meetings:

- a) Any update MCC re Palace Farm activities --- Matter still ongoing with MCC and NRW (National Resources Wales).
- b) Actions re introduction of a Community Plan
 - a) Cllr M Sidwell has now completed his training for this. A working group is to be set up and a meeting arranged to get the Plan up and running after the summer break.
- c) Review following, We Don't Buy Crime presentation. Information from other Councils
 - i. The cost per house hold will be £9.95 excluding VAT. The numbers are as below
 - ii. Mathern has 225 properties
 - iii. Pwllmeyric has 181 properties
 - iv. Mounton has 19 properties
 - v. This would mean a total spend of £4228.00. Clerk to contact a Community Council who have already committed to this scheme to seek guidance on how they processed this. Response from other Councils not really useful. This matter to be discussed with the community plan.
 - vi. Cllrs to consider increasing the precept next year to contribute to the cost.

33/23 HIGHWAYS/FOOTPATHS

A. Footpaths

- Pavements need sweeping Pwllmeyric and Mathern

B. Highways

- Drains need clearing in the rest of the three villages

- Hedges Chapel Lane and Mathern Lane need height cut
- Cllr Harris advised that MCC had cleared drains below the motorway bridge.

34/23 COUNCILLORS REPORTS/CLERK REPORTS

- a. OVW– No updates. Minutes to be circulated when available.
- b. Defibrillator checks
 - All checked and working as of 10 09 2023
- c. County Councillor Brown advised:

COUNTY COUNCILLOR AUGUST/ SEPTEMBER 2023

County Councillor Brown advised:

Update for late July/August 2023:

People Scrutiny Committee on the 19th of July 2023:

The People Committee considered the report on 5 potential sites in Monmouthshire out of shortlist of 9 sites for Gypsy and Traveller Sites and heard from a number of members of the public. The Committee considered the sites for various reasons were unsuitable and made the recommendation to Cabinet explore other options

The reports on the home to school transport policy 2024/25 and the report on respite provision for adults was postponed until the 10th of August 2023 at 10am. The link for the People Committee meeting on the 19th of July can be found here:

<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CIId=304&MIId=5690>

County Council on the 20th of July 2023:

The County Council approved a report on a local access forum, a constitution amendment to ensure gifts, or hospitality above a threshold of £25 are registered by councillors in line with other Local Authorities. The Council approved a motion on improving Magor station, with various questions from councillors including one from myself on the draft home to school transport policy for 2024/25 and one on Caldicot school. The link for the meeting can be found here:

<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CIId=143&MIId=5217>

Cabinet on the 26th of July 2023

The Cabinet considered various reports including the gypsy and traveller report considered by the People Scrutiny Committee on the 19th of July. The Cabinet member verbally indicated that the 17 short listed sites would not be reconsidered as agreed the various reasons for their rejection. The sites at Mitchell Troy and Manson Heights were deemed to be unsuitable and would not go out for consultation but the Magor and Undy site would be further investigated. The report was to be deferred until September with a call for sites and a re-examination of the candidate sites. There would then be a public consultation on any sites which will be now postponed until the 4th of October 2023 meeting. The Cabinet Member comment and the deferral of this report until the September meeting (now the 4th of October) with the decision paperwork and verbal comments can be found, approximately one hour into the meeting, which can be watched on you tube at the following link:

<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CIId=144&MIId=5222>

Special People Scrutiny on the 10th of August 2023

The People Scrutiny committee considered the postponed home to school transport policy, the call in below on the allocation of section 106 monies referred to council and the report on respite provision recommending a closure of Budden Crescent Caldicot which provides residential respite for those with complex needs requiring 24/7 care. The service was to be provided out of county due to the small number of users with the recommendation from scrutiny that the social services would work intensively with those who were unhappy about the proposals and the final decision being made by Cabinet on the 6th of September.

<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CIId=304&MIId=5857>

Council Special Meeting – 31 August 2023

The Council held a special meeting as result of a call in on the decision to allocate all of the section 106 monies to improvements in Castle Park Primary School rather than allocate any monies to Archbishop Rowan Williams Primary School. The Council approved the original decision to allocate monies to Castle Park Primary school and for later funds from the Church Road and Crick Road site to go for improvements to Archbishop Rowan Williams Primary School.

The link to the meeting can be found here:

<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CId=143&MIId=5863>

Update for Early September 2023:

Cabinet Meeting on the 6th of September 2023

The Cabinet meeting covered various reports including the proposed home to school transport policy for 2024/5, the review of respite, the cross-border marches partnership and a 3-11 Seedling Welsh Medium Primary school in Monmouth.

Gypsy and Traveller site proposals for potential sites for the next RLDP are now expected to be published on the 26th of September 2023 for a Cabinet report on the 4th of October 2023 and will be followed by a consultation process.

The link to the Cabinet meeting on the 6th of September can be found here:

<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CId=144&MIId=5401>

- d. Review - Model Standing Orders – first draft circulated
 - First draft completed Cllr C Ovenden to review and agenda for next meeting.
- e. Best Kept Garden (as seen from the road side) competition. Cllr S Stevens and J Harris.
 - Criteria updated and placed on Website – Facebook article published on community Facebook page. Judging arranged for Thursday 28th July 2023
 - Winner was 10 The Crescent and runners up were Lilac Cottage, Pwllmeyric. A cup was presented to each, together with a garden centre voucher.

35/23 PLANNING APPLICATIONS – Plus any applications received after Agenda is issued.

- a. New applications –
 - DM/2023/01081 – Red Roses Mathern – Proposed Garden multipurpose single storey annexe outbuilding to rear of garden.
 - **No Comments**
 -
 - DM/2022/01319 - Barnettts Cottage, Bayfield – Amended Plans no letter as of 04 09 2023 MCC advised this has been approved.
 - DM/2023/00306 - Erection of a shed for the dry storage of graded top soil
 - **Comments Planting indicated on the plans should be a condition of the planning application.**
- b. Decisions and Appeals –
- c. Enforcement -
 - **Clerk to request a monthly enforcement list for our area.**

36/23 CORRESPONDENCE AND FORTHCOMING MEETINGS

11 07 2023	MCC apology incorrect details updated on highways proforma re completed works
11 07 2023	MCC circulation of enforcement list no longer circulated
11 07 2023	MCC Hayesgate signage replacement
11 07 2023	Croesyceiliog /Llanyrafon re smart water holding email – chased 14 08 2023
16 07 2023	Mathern Risk assessments return
17 07 2023	Notice delegated panel meeting DM/2023/00768
18 07 2023	Wales Audit enquiry
18 07 2023	MCC offer of poo bags at reduced cost – Cllrs emailed decision to or purchase any further supply.
18 07 2023	Copy of letter re 2 nd stage of appeal re home to school bus travel.
19 07 2023	MCC highways on proforma 17828984 17829074 17828984 1782850 17828201 17828134 17827746 178277827 17827929
20 07 2023	OVW training log
22 07 2023	MCC details home to school transport
24 07 2023	Time sheet agreed – C Ovenden
24 07 2023	Phosphate Briefing
25 07 2023	MCC members seminar 19 09 2023 9 – 11
26 07 2023	Quote bench – churchyard Mathern – Agree £100.00
28 07 2023	OVW Training Lit
01 08 2023	Invoice Stock It £55.20
03 08 2023	Merlin Invoice £91.00
04 08 2023	Wye Vale partnership consultation
07 08 2023	Cllr J Anderson Certificate OVW
08 08 2023	MCC Planning Red Roses DM/2023?0108 – emails sent to advise meeting date 11 09
11 08 2023	Email Plowman to advise appeal has been successful.
12 08 2023	Bench completed Mathern Church yard
14 08 2023	Circulation Public ombudsman report
14 08 2023	Aquarius Mental Health – Ci8vility and Respect training
14 08 2023	Reply re Smart water – local council
15 08 2023	Application for Grant – Cruse Gwent
15 05 2023	Membership request fee OVW – Paid 164.00
17 08 2023	DM/2022/01155 Newhouse Farm details of delegated panel confirmation if we wished to speak
21 08 2023	Police Report
21 08 2023	R Stock – working on email Cllr D Harris
21 08 2023	OVW Training list.
25 08 2023	Timesheet agreed
25 08 2023	Training Certificates received Cllr M Sidwell.
30 08 2023	Application for Grant request application sent for completion
31 08 2023	Rialtus – customer survey – Clerk completed
01 09 2023	Stock It Invoice 55.20
02 09 2023	Merlin Watse Invoice 91.00

On Wednesday 6th September a letter of resignation was received from Cllr J Anderson.

MCC Advised and statutory posters displayed as of 11 09 2023 – after 29th September if no election called Council can Co-opt a Cllr for Pwllmeyric.

37/23 OTHER MATTERS FOR DISCUSSION

1. Community Resilience - Climate Emergency
2. Items for Website –Approved Minutes July, update Best Kept Garden Winners.
3. Clerk to contact Rob Stock regarding if the current website could be made more assessable as Cllrs feel it needs a refresh. Clerk to inform Cllr Sidwell of the admin details and he will take a look and give feedback to the next meeting.
4. Remembrance Service 12th November 2023 – Conformed 10.45 – Meeting at village Hall at 10.30 to walk to the War

memorial – Clerk to advise Brownies and Guides. New service sheets to be printed – Pwllmeyric Speed watch to be asked to assist with management of traffic whilst the service takes place. Names to be read out by Brownies/Guides. PA to be obtained – Cllr M Sidwell to speak to Millers Arms – Clerk to contact the bugler.

5. Arrange a date for CPR Training - 3 suggested dates required by Welsh ambulance.
6. Clerk to chase re dates for training.

38/23PROJECTS AWAITING COMPLETION

1. Coronation Garden Planting – Planned for next spring
2. New plants for Mathern War Memorial – Ongoing
3. Clerk currently working on New Model Standing Orders as circulated by O V W.
4. Quote for painting of the War Memorial fence.

39/23 DATE OF NEXT MEETING

Next meeting: 9th October 2023 7pm Village Hall.

Meeting ended at 9.15

Signed

Dated