

MINUTES OF ANNUAL GENERAL MEETING
CAERWENT COMMUNITY COUNCIL
THURSDAY 12TH MAY 2023

Present: (via video conferencing)

Councillor P Murphy
Councillor M John
Councillor P Dalton
Councillor J Guscott

Also Present: AM Spooner Clerk to the Council

M4117 APOLOGIES

Councillors K Evans and K Swift

M4118 APPOINTMENT OF CHAIR AS PER STANDING ORDERS

Council agreed to appoint Councillor P Murphy as Chairperson.
Councillor Murphy signed the declaration of office on camera.
Councillor K Evans was thanked for his term of office as Chairperson.

M4119 ELECTION OF VICE CHAIR

Council agreed to elect Councillor M John as vice chair.

M4120 DECLARATIONS OF INTEREST

Councillor P Dalton, Caerwent Football Club, Football Coach
Councillor P Dalton, Llais (Formerly CHC), Appointed Auditor
Councillor M John, Standards Committee MCC, Member
Councillor P Murphy, Planning Committee, Chair

M4121 NOTICE OF VACANCY (DINHAM WARD)

Council noted that there have been no applications for the post.
Councillors Murphy and Guscott to approach individuals who may be interested in the vacancy.

M4122 CONFIRMATION OF MINUTES OF MEETING HELD 13TH APRIL 2023

Council noted that these have been approved remotely and posted on the website.

M4123 15 MINUTES PUBLIC PARTICIPATION

There was no participation from the public.

M4124 CHAIR ANNOUNCEMENTS

Councillor Murphy announced that sound proofing alterations were at an advanced stage at the community centre and we will soon be able to use the facilities for face-to-face meetings.

M4125 ANNUAL REVIEW OF COUNCIL POLICIES

Standing Orders

Financial Regulations

Risk Management & Procedures Policy
Complaints Policy
Local Resolution Protocol Policy
Unacceptable Actions of Individuals Policy
Local Government Pension Scheme Employer Policy
Health & Safety Policy
Privacy Notice
Information & Data Protection Policy
Social Media & Electronic Communication Policy
Retention of Documents Policy
Tree Policy
Publication Scheme

Council approved and agreed.

Councillor John reported that code of conduct policies might be reviewed soon following a period of consultation.

Councillor Murphy suggested that clerk contacts Chief Officer for People and Governance to ensure we have all the essential policies in place.

M4126 ANNUAL REVIEW OF INSURANCE COVER

Council agreed to renew insurance cover.

Councillor Murphy commented that the Community Centre needs to be included and named on the policy. This will be discussed at their forthcoming meeting and then added to the policy.

Clerk will renew the policy.

M4127 MONTHLY POLICE REPORT

No police report was submitted this month.

A general discussion was had about the nature of the police report and a resident had written to the council with concerns about the lack of content in recent reports.

Councillor Murphy is to meet with Inspector Ioan Williams of Gwent Police in the very near future. He will report back at next meeting.

M4128 PLANNING

To consider any planning applications received after despatch of the Agenda

No planning applications have been received

Council noted monthly enforcement list from MCC

M4129 TO AGREE A VISION STATEMENT FOR CAERWENT COMMUNITY COUNCIL

Councillor M John agreed to create a vision and purpose statement for council to approve at the next meeting.

M4130 APPOINTMENT OF REPRESENTATIVES

Council noted the current representatives, but will need to review when the councillor for Dinham ward has been appointed.

M4131 TO NOTE FUTURE MEETINGS WITH TRAINING OFFICER AT MOD

Councillor Murphy suggested that Clerk contact William Pike MOD to suggest dates for May and November.
Representatives of Shirenewton Community have responded and hope to attend meetings when dates have been arranged.
Councillor Guscott also expressed an interest in joining the meetings.

M4132 TO NOTE UPDATES FOR THE TRAIL MAINTENANCE AT CAERWENT PLAYING FIELDS

Councillor Guscott has contacted Alan Stealey of Caerwent Meadows Who has suggested Heliotrope to be planted in the island beds. They can be obtained free of charge and planted in the Autumn.
There are ongoing discussions about the rest of the trail.

M4133 TO REVIEW AND DISCUSS INSPECTIONS OF PLAY AREAS IN CAERWENT, LLANVAIR AND TREWEN

Note and Discuss MCC Report on the Adventure Trail at Caerwent
Council felt that further remedial quotes were needed for the Adventure Trail as opposed to purchasing a new one. Clerk to Contact MCC.

M4134 TO DISCUSS AND AGREE ON LOCATIONS FOR DOG FOULING SIGNS

It was decided that signs could be erected at Green Lane, Westgate, St Tathans, Community Centre and Caerwent Playing Fields.
Clerk to contact handyman.

M4135 TO CONSIDER REQUEST FOR ANNUAL CONTRIBUTION TO CAERWENT HISTORIC TRUST

Council discussed and agreed.

M4136 TO RECEIVE REPORTS

Clerk's Report
Social Media Report
Play Area Inspection Report

Clerks Report May 2023

Time Capsule plaques, War Memorial

No further updates

Community Survey

Councillor Evans to report

Highmoor Hill Phone Box

Residents have reported that a draft constitution is being produced and circulated amongst interested parties. This will hopefully be ready for the June meeting of the council.

Litter Picking

Clerk has arranged meeting for new litter champions group to discuss Health and Safety, areas to be covered and any concerns. Councillor Guscott suggested that we start a WhatsApp group to inform each other of when and what we have done. Church held a litter picking event on May 8th for the Coronation “The Great Help Out” Several members have asked if they could be part of The Litter Champions” group. Clerk to send details to Church Warden.

Burton Homes Meeting Room

Lock has been changed by Melin Homes
Clerk has been given a new set of keys

Noise Notifications

For the period Monday 01st May 2023 to Sunday 04th Jun 2023.

The level of Gun fire and Noise Activity will be as follows:

Monday 01st May 2023 to Sunday 07th Apr 2023. Medium.
6, 7, 8 Very high
Monday 08th May to Sunday 14th Apr 2023. Medium.
Monday 15th May to Sunday 21st May 2023. Medium
Monday 23rd May to Sunday 28th May 2023. High
Monday 29th May to Sunday 04th Jun 2023 High
31 May 1, 2 Jun Very high

There will be Helicopter use throughout the whole month.
Following concerns by residents, Clerk will approach MOD as to whether noise notifications can be posted in council noticeboards.

Defibrillators

Following the “Defibrillator Awareness” evening, there was a request for a defibrillator in the north part of the village. Clerk has been informed that there have been discussions with some residents about it being located at the chapel and Aneurin Bevan have spare defibrillators. The evening was noted as a success and was well attended.

Community Grant

There has been no further progress since last meeting.

Caerwent Playing Fields

Report of a caterpillar web in the car park believed to be a brown tail moth. As it is likely to be near the pupa stage, it was thought to leave things as they were.

Agenda Item on the Trail planting.

Trewen Play Area

Work has been completed on new fencing and repairs to latch gate by Llanvair Landscapes.

Dog Fouling

Clerk has received some very robust MCC signage re Dog Fouling. Council to discuss as per agenda item.

Handyman Report

Visual Inspections carried out on 8th 15th 22nd 29th April 2023

Spring Clean of Bus Stops and General Maintenance has been carried out.

Evidence of substance abuse at Five Lanes Westbound shelter (glass phials)

Fly Tipping at A48 Crick Layby

Replacement Bench Caerwent Crossroads

Clerk has received bench and it has been reinstated at the crossroads by Llanvair Landscapes with commemorative plaque recited.

Community Café Caerwent Baptist Church

First one has been held and was a great success.

Cenotaph Light

Reported by a resident that it's not working.

Clerk has contacted Steve England to look at it

Highways

There have been two residents who have complained to the Clerk about speeding in Caerwent at the top of the village and on Roman Road outside East Gate Crescent

Clerk has also contacted MCC regarding the very poor visibility at junction of Cas Troggy Road and A48. This has been dealt with following a number of requests.

Social Media Report

Dog Bite at Caerwent Meadows
Church notices
Police Report
Missing Banner
Public Space Protection Orders

M4137 FINANCE/INVOICES TO BE PAID MAY 2023

To consider balances/payments approval as per Finance schedule dated May 2023

Balances as at 30th April 2023

Charitable Account	£ 28,534.86
Business Account	£ 7,478.44
Clerks Salary	as per NACL scales
HMRC	£226.80
Nat.Ins.	£10.27
Merlin Environmental	£588.00
Internal Audit Fees	£600.00
Petty Cash (plants)	£15.00
Llanvair Landscapes	£768.00
General Maintenance (handyman)	£56.72
Visual Inspections Play Area	£51.52
Aardvark Cleaning	£228.00

To receive precept document for 2023/24 as a budgeting aid

To note completion of the audit which will be presented in the June meeting of CCC.

To note application for CADW annual grant to Caerwent Meadows has been submitted.

M4138 REPRESENTATIVES RPORTS

There were no reports from representatives.

M4139 CORRESPONDENCE

**OVW Statement on Democratic Health of Community Councils
Halls Together Notes on April Meeting
Information on Community Grant application in Undy, Fred Weston
Crick Speed surveys from Traffic MCC**

**FOI Disclosure
Information on Public Spaces Protection Orders
Noise Notification for May 2023
MCC Play Area monthly report**

M4140 HIGHWAYS/RIGHTS OF WAY

General discussion about traffic concerns in Caerwent.
It was felt that more speed monitoring was needed on Roman Road
Also, more measures required to slow traffic down.
Is the Speed Camera in the right place?
Still a lot of concern about the safety at the Bus Stop at Eastgate.
Councillor Murphy to meet Assistant Engineer MCC to discuss proposals.

Councillor Dalton shared photo of major disrepair of fencing on the steps
at the South Gate of the Roman Wall.
Clerk to contact CADW

M4141 ITEMS FOR NEXT MEETING

Face to face meetings
Council Vacancy
Adventure Trail
Vision and Purpose Statement
Audit/Finance
MOD meetings
Phone Box
Police Report