

**MINUTES OF ANNUAL GENERAL MEETING**  
**CAERWENT COMMUNITY COUNCIL**  
**THURSDAY 12<sup>TH</sup> MAY 2022**

Present: via video conferencing  
Councillors:  
M John (Chair)  
P Dalton  
G Foxall  
AM Spooner  
K Swift

In attendance: County Councillor P Murphy  
L McKeon, Clerk to the Council

**M3902 APOLOGIES**

Councillor Evans – due to family bereavement. Council agreed to send condolences.

**M3903 APPOINTMENT OF CHAIR AS PER STANDING ORDERS**

**Council to agree**

Council agreed in his absence to appoint Councillor Evans as Chair for the year. Council agreed that Councillor Evans sign his Declaration of Acceptance of Office as soon as possible but before the next meeting.

The Clerk asked for nominations for Chair just for this meeting. Councillor John was proposed and seconded.

**M3904 WELCOME NEW COUNCIL FOLLOWING LOCAL COUNCIL ELECTIONS**

Councillors were welcomed onto the new Council and thanks were given to those Councillors who had not stood again – Councillors Counsell, Haddow and Beattie for their service over many years of 36, 10 and 5 years respectively. Agreed to recognise this in the next newsletter. Congratulations were given to County Councillor Murphy who had won the Caerwent seat again.

**M3905 ELECTION OF VICE CHAIR**

Agreed to defer this decision until we have a full Council in attendance. The Clerk advised that legally a Vice Chair does not have to be appointed. In the meantime if the Chair is absent the position will be filled by vote at individual meetings.

**M3906 DECLARATIONS OF INTEREST**

Councilor M John	Planning 2022/00532 The Woodlands Tavern, Llanvair Discoed	Member of Save The Woodlands Tavern
Councillor P Dalton	Caerwent Football Club	Football Coach
Councillor P Dalton	Campaign re Minor Injuries Unit	NHS employee
Councillor AM Spooner	Caerwent Playing Fields Ass	Director/ Committee Member

**M3907 NOTICE OF VACANCY (CAERWENT WARD)**

**Council to agree that the co-option process is carried out**  
Council agreed.

**M3908 PUBLIC PARTICIPATION**

There was no public participation

### **M3909 CHAIR'S ANNOUNCEMENTS**

There were no announcements.

### **M3910 CONFIRMATION OF MINUTES OF MEETING HELD 14<sup>TH</sup> APRIL 2022**

**Council to note that these have been approved remotely and posted on the website.**

Council noted.

### **M3911 APPOINTMENT OF REPRESENTATIVES**

**Council to appoint to Representative Bodies**

The following were appointed:

Finance Committee	Councillors Evans/Swift
Caerwent Community Centre	Councillors Foxall
Caerwent Playing Fields Association	Councillor Dalton
Footpaths Working Group	Councillors Swift/Spooner
Mons County Citizens Advice	tbc
Rogiet School (Minor Authority Rep)	Councillor Foxall
Caerwent Historic Trust	Councillor Evans
MCC Emergency Contacts	Councillors Evans/Clerk
Toilets Working Group	Councillors Evans/Swift
FOI Requests Working Group	Councillor Evans/John
Social Media Working Group	Councillor Evans/John
Environment Working Group (Dog Fouling Working Group/ Caerwent Litter Champions)	Councillors Dalton/Foxall
Cluster Working Group	Councillors Swift
One Voice Wales	Councillor Spooner
Crick Wildlife & Environment Project	Councillor John
Caerwent Playing Fields Working Group	Councillors Evans/Dalton
Council Policies Working Group	Councillors Dalton/John
Survey Working Group	Councillors Evans/Dalton/Foxall/Swift/ Spooner

Agreed that these would be looked at again when we had a full Council.

### **M3912 ANNUAL REVIEW OF COUNCIL POLICIES**

**Standing Orders** (these had been amended April 2022 to reduce the quorate number to three)

**Financial Regulations**

**Risk Management & Procedures Policy**

**Complaints Policy**

**Local Resolution Protocol Policy**

**Unacceptable Actions of Individuals Policy**

**FOI Publication Scheme**

**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**

Council approved and agreed.

Councillor Swift suggested that this Council look into adopting a Pollinator Policy. The Chair proposed that in line with this suggestion our grass cutting could possibly be reduced in line with the Nature Isn't Neat campaign, probably next year. The Clerk will research the MCC policy.

### **M3913 ANNUAL REVIEW OF INSURANCE COVER**

#### **Council to approve**

Council reviewed and approved.

Clerk to enquire if our play area inspections have to be carried out by a professional body.

### **M3914 MONTHLY POLICE REPORT**

#### **To note**

A police report had not been received. Agreed to write to the Police Commissioner about the lack of reports, the content within when actually received, missing information and the fact that all of our area is not covered.

### **M3915 PLANNING**

#### **2022/00532 The Woodlands Tavern, Llanvair Discoed**

#### **Proposed new single detached dwelling to rear of public house and re-positioning of public house car park**

The Clerk advised that additional information had been requested from the applicant by the Planning Officer who had then advised us to defer our decision until this is received. Council agreed to defer.

#### **2022/00605 Milkwood Cottage, Well Lane, Llanvair Discoed**

#### **New Porch**

This Council recommends *Approval*

#### **To consider any planning applications received after despatch of agenda**

There were no further applications.

The Chair requested that all Councillors regularly check all current planning applications in order to keep up to date.

Councillor Murphy advised that planning applications are now being received from the MoD regarding the 1<sup>st</sup> The Queen's Dragoon Guards regiment moving into the Base.

#### **To note monthly enforcement list from MCC**

Council noted.

### **M3916 PLANTING/MAINTENANCE OF PLANTERS LOCATED AT WAR MEMORIAL**

#### **To delegate these duties**

Agreed to ask our Handyman if he could take on these duties.

### **M3917 MCC ACTIVE TRAVEL FRAMEWORK**

#### **To consider raising with MCC the improvement required for safe walking/cycling paths from Caerwent to Caldicot/Llanvair Discoed**

Councillor Dalton reported that he had recently attempted to walk to Caldicot but found it impossible to do so in a safe manner due to lack of footpaths/cycle lanes. He was aware of the Active Travel scheme and Welsh Government funding possibilities but was keen to establish the progress of the individual projects.

Councillor Murphy advised that both Dewstow Road and Caldicot Road are not wide

enough to accommodate a pavement. Councillor Dalton proposed that in this case some type of speed control should be introduced instead.

Agreed to contact MCC

Councillor Murphy advised that a new footway/cycle path is currently being created by Sustrans along the old MoD railway line from Portskewett/Caldicot to Crick. Phase one of three phases has been completed.

Councillor Swift advised that grants/funding (Lottery/Tesco) is available for difficult to walk areas.

### **M3918 CHEPSTOW TOWN COUNCIL CAMPAIGN TO CALL FOR THE MINOR INJURIES UNIT TO RETURN TO CHEPSTOW HOSPITAL**

**To consider supporting this**

Agreed to support.

### **M3919 TO RECEIVE REPORTS**

#### **CLERK'S REPORT**

##### **Highmoor Hill Phone Box**

A draft constitution with very limited objectives has been prepared by the group leader. He intends to convene a meeting of interested local residents to discuss/approve this. Once this has been agreed by the group they will forward a copy to the Community Council for approval. Clerk will remind them.

##### **Time Capsule plaques, War Memorial**

Councillor Swift will be liaising with the contractor regarding placing them.

##### **Crick Bus Stop**

Councillor Swift will be in contact with the contractor re the loose stones.

##### **Football Club proposed alterations to Village Hall**

Awaiting amended plans from Football Club

##### **Community Survey**

No progress.

##### **Dog Waste Bins**

Still awaiting installation of bin near Northgate Nursery.

##### **Fields in Trust – Caerwent Playing Fields**

Clerk liaising with Mike Moran at MCC re installation of plaque.

##### **Annual Return 2021/22**

Clerk had met up with and delivered all accounts, petty cash info, invoices and council policies/relevant minutes to our Internal Auditor for his approval. The Annual Return should be ready for Council approval at the June meeting.

##### **Uneven Pavement, Llanvair Discoed**

Queried progress with Highways following their site visit – awaiting reply.

##### **Caerwent Meadows**

Claimed for £2,500 annual contribution from Cadw.

## **SOCIAL MEDIA REPORT**

Crime prevention packs via the We Don't Buy Crime initiative  
Ukraine refugees requests  
Rogiet Primary School summer fun trail  
Historic Trust requesting volunteers  
Information exchange

## **PLAY AREAS INSPECTION REPORT**

Clerk had queried with MCC the content of their report which varied from our Handyman report.

## **M3920 FINANCE**

### **To consider balances/payments approval as per Finance schedule dated May 2022**

Balances as at 30<sup>TH</sup> April:

Charitable Bank Account	£22,279.22
Business Money Manager	£10,123.62
Petty Cash	£33.30

Clerk's Salary, Allowances & Mileage (34)		as per NALC scales
Inland Revenue		£238.42
Torfaen Pension Fund	(employee)	£61.18
	(employer)	£205.80
British Gas		£18.97
Merlin Environmental Services		£507.00
Aardvarc Cleaning		£454.00
Llanvair Landscapes		£768.00
S Roderick		£19.80

**To receive precept document for 2022/23 as a budgeting aid**  
Council noted.

## **M3921 CORRESPONDENCE**

One Voice Wales – planting for pollinators  
MCC – welcoming Ukrainians into Monmouthshire homes  
St Stephens church – Jubilee celebration suggestion  
The Ramblers – Paths to Wellbeing project  
1<sup>st</sup> The Queen's Dragoon Guards regiment – invitation to the Chair and one other Cllr to attend Cardiff bay 2<sup>nd</sup> June for the Queens jubilee celebrations – Councillors Evans/Murphy attending.  
Monmouthshire Meadows – Open Meadows event  
One Voice Wales – celebrating Rural Wales 9/10<sup>th</sup> June

## **M3922 HIGHWAYS/RIGHTS OF WAY**

### **To report any issues**

Resurfacing on A48 from the tabernacle to Crick planned for May seems to have slipped in the schedule – Councillor Murphy is making enquiries about this.

The Clerk was asked to make enquiries about the progress of the reduced speed limit in Crick.

**To note closure of Crick Road from 9<sup>th</sup> May – 1<sup>st</sup> June (2200 – 0600 hours) for tree felling works**

Council noted.

**To note update from MCC on 20 mph speed limit**

Council noted.

**M3923 REPRESENTATIVES REPORTS**

Councillor Foxall reported that he had attended a Governors meeting of Rogiet Primary School. They seem to have a good focus on their development plan within the school.

The Clerk advised that the Community Centre are still looking for a Secretary following the retirement of Ray Bedford.

**M3924 ITEMS FOR NEXT MEETING**

To appoint a representative to the Mons Citizens Advice Bureaux.

To consider adopting a Pollinator Policy.

**M3925 IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT PUBLIC AND THE PRESS BE EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW**

There were no public/press present.

**M3926 RETIREMENT OF PRESENT CLERK (30<sup>TH</sup> September 2022)**

**To consider draft job advertisement, contract/job description and salary scale for new Clerk. To consider timeframe and handover period.**

In the absence of the Chair (Councillor Evans) it was agreed to defer this until the June meeting.

Chair ..... Date .....