

**MINUTES OF CAERWENT COMMUNITY COUNCIL**  
**HELD 14<sup>TH</sup> NOVEMBER 2019**

Present: Councillors:  
K Evans (Chairman)  
A Gittings  
P Lewis  
P Murphy  
A Phelps

In attendance: L McKeon, Clerk to the Council  
Mr S Smith, Embrace Nature Caerwent  
Mr W Davis, Cadw

**M4894 APOLOGIES**

Received from Councillors Beattie, Swift, Harris, Counsell and Haddow.

**M4895 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Councillor K Evans	Caerwent Historic Trust	Trustee
Councillor P Murphy	Caerwent Community Centre	Trustee
Councillor P Murphy	All planning applications	Member of MCC Planning Committee
Councillor P Lewis	Planning application 2019/0148	Neighbouring applicant

**M4896 TO APPOINT A VICE CHAIR**

Councillor Evans was nominated by Councillor Murphy, seconded by Councillor Lewis. There being no further nominations Councillor Evans was appointed Vice Chair.

**M4897 PUBLIC PARTICIPATION**

There were no public present.

**M4898 CHAIR'S ANNOUNCEMENTS**

Councillor Evans welcomed Councillor Adam Phelps into the role of Councillor for the St Brides ward and looked forward to working with him.

**M4899 CONFIRMATION OF MINUTES OF MEETING HELD 10<sup>th</sup> OCTOBER 2019**

These were agreed as a true record.

**M4900 STEPHEN SMITH AND WILL DAVIS RE EMBRACE NATURE AT CAERWENT PROJECT**

Councillor Evans welcomed Mr Smith (Embrace Nature at Caerwent) and Mr Davis (Cadw). Councillor Evans advised that we had requested their attendance at this meeting as the Community Council required clarity from Cadw Estates on what is required from us with clear objectives and responsibilities.

Mr Smith (Embrace Nature at Caerwent) advised that he had been in contact with Cadw Estates regarding conditions and was of the understanding that the land in question could be taken or given back with one month's notice. His group will be required to keep fences, hedges and gates on the land in good and stock proof condition and only agricultural vehicles will be allowed on the land.

He had met with GAVO and a constitution had been drawn up for the group Embrace Nature Caerwent which will hopefully be approved by them shortly. He had received many offers of support and will be holding an AGM shortly to elect a Committee.

The Chairman queried insurance issues and in particular public liability. Mr Smith confirmed that they will be taking out an insurance policy along the same lines as the Crick Wildlife and Environment Project.

Mr Smith advised that the 11 acre site should be mowed, grazed over winter and then seeded. Agreed that common grazing rights need to be clarified. Councillor Phelps advised that the mowing of the site could be achieved in a week.

Mr Davis of Cadw confirmed that their Estates Department are in principle agreement to grant the Community Council a five year lease with clauses under a peppercorn rent and the Community Council could in turn sub-let. He advised that Cadw could possibly assist financially as a kick start and that there are many grants available, especially under the auspices of the Wellbeing Act. Cadw would also look at the site near the Temple re archaeology checks. He is aware that there is Japanese Knotweed in the area and will look into assisting with this.

Councillor Murphy reported that the Royal British Legion are very supportive of this project and there could also be grants available through them.

Agreed that the Community Council write to Cadw Estates to seek details on the way forward regarding lease terms and conditions, together with timescales. Also to request information on any financial help available from them.

#### **M4901 POLICE REPORT**

Criminal damage to the toilets in Caerwent.

Drug using – proactive patrols continue on a daily basis.

Community Speed Watch (Caldicot) still looking for volunteers.

Reduction in calls regarding theft from the Recycling Centre since the new CCTV system has been installed.

#### **M4902 PLANNING**

##### **2019/01602 20 Merton Green, Caerwent**

Conversion of Double Garage into Annex with small rear extension to link to main building

This Council recommends **Approval**

##### **2019/01672 The Courtyard, Carrow Hill**

Proposed sub-division of existing dwelling into two residential unit

This Council recommends **Approval**

##### **2019/01623 Dove Cottage, Court House Road, Llanfair Discoed**

Two storey extension to south side elevation

This Council recommends **Approval**

##### **2019/01482 Saved Cottage, Highmoor Hill**

Erection of a building to be used as private dog kennels

(Amendment – reduced number of kennels)

This Council recommends **Refusal**

Recommend a MCC Planning Committee Site Visit

Previous objections still stand. Noise/nuisance factor.

Neighbouring apacas will be negatively affected

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

There were no further applications

**To note monthly enforcement lists**

Noted

**M4903 TO RECEIVE UPDATE FROM CHAIRMAN ON THE TRANSFER OF THE VILLAGE HALL/PLAYING FIELDS AND LEASE TO THE CPFA**

Agreed to seek information from the Chairman.

**M4904 TO APPOINT MEMBERS TO VILLAGE HALL/PLAYING FIELDS WORKING GROUP**

Agreed to appoint Councillors Murphy, Evans and Haddow to this new group.

The Clerk reported that the large boulders had not been put back following The Show hence allowing vehicles to drive onto the playing fields. Agreed that she check this out with CPFA especially since grasscutting contractors will not be present until the Spring.

**M4905 TO CONSIDER MCC RIGHTS OF WAY CONSULTATION**

Councillor Lewis will send proposed comments to the Clerk.

**M4906 TO CONSIDER WELSH GOVERNMENT ACCESSIBILITY REGULATIONS FOR PUBLIC SECTOR BODIES REGARDING WEBSITES**

Councillor Evans reported that he had studied this and there are some issues which need addressing on our website although they are not major. He is confident that we can comply by the deadline of September 2020.

**M4907 TO CONSIDER FUTURE USES OF HIGHMOOR HILL PHONE BOX**

Councillor Lewis reported that he had recently cleaned out the Box and will look into any panel replacement. Suggestions from Councillor Lewis for future usage are book swaps, maps for walkers/delivery drivers, dog waste bags provision, lost property.

Agreed that the Clerk arrange for our Handyman to meet up with Councillor Lewis regarding the possibility of installing shelves etc and report back. Also Clerk to email all Councillors for any other suggestions re usage.

**M4908 TO RECEIVE REPORTS**

**CLERK'S REPORT**

**Dog Fouling**

Clerk had met with MCC Officer to show location of new bin at Caerwent Playing Fields. Signage "Please Pick Up After Your Dog – All Dogs to be Kept on a Lead" had now been installed at all four entrances to the playing fields.

MCC have asked Merlin to supply a waste transfer note, either annually or each time waste is collected.

**War Memorial Improvements**

Chairman had fixed school plaques to planters and installed new bench/planters on site. Remembrance Service very well attended again.

### **Defibrillator, Caerwent Village Hall**

Cheque sent to British Heart Foundation. Cabinet still to be ordered.

Electrician advised that just the battery needs to be checked and a spare should always be kept. Clerk will contact Ray Nash regarding advice on checks. Could possibly ask our Handyman to check every month.

### **Defibrillator, Coach & Horses Pub (re-siting)**

Councillor Haddow is progressing.

### **Lease – Caerwent Community Centre**

Lease had been signed by all parties and returned to solicitor. He is now awaiting registration at Land Registry.

### **Village Hall Works**

Works had been carried out w/c 28<sup>th</sup> October.

### **Overgrown Footpaths (Playing Fields and end of Green Lane)**

MCC had cleared these.

### **Councillor Vacancy**

No request for an election. Advert posted re co-option. Interviews arranged.

### **Lighting for Field (Junior Football Club)**

Community Council's benefit from permitted development rights courtesy of Schedule 2, Part 12 of the Town and Country Planning (General Permitted Development) Order 1995. The installation of lights, by the Community Council on a building within their ownership or control, to be used by tenants renting the facility and potentially the installation of flood lights could be permitted development under this allowance, provided the works or equipment do not exceed 4 metre in height of 200 cubic metres in capacity.

However, MCC raise concerns with regards to the potential implications of light spill on the residential amenity of those living closest to the site and the impact on the foraging route and flight lines of species of conservation concern, specifically bats and owls. Given the archaeological sensitivity of the area the installation of free standing flood lights is likely to require the submission of an archaeological statement and a watching brief during the works which could be financially prohibitive. MCC recommend that once we are owners we submit a pre-application which will allow them to consult with Ecology and arrange a joint site visit.

This information has been passed over to the Football Manager who will now draw up a specific plan with details of size, height etc.

### **Toilets**

Vandalised 2<sup>nd</sup> or 3<sup>rd</sup> November. Drier and toilet roll holders ripped from wall, toilet rolls stolen, faeces smeared on gents wall. Police informed. All now repaired/cleaned.

### **“Crick” Signage**

Councillor Murphy chasing Highways re legal size requirement of signs. Clerk also asked MCC for more details re illegal signs and when the traffic management fee would be included.

### **Two Manhole Covers Damaged, A48**

Acknowledgement received that MCC will request that BT fix these with particular reference to any flooding occurring within them.

### **Unadopted Roads**

There is no further change on the Merton Green site, MCC are still waiting for confirmation on the adoption of the open space areas.

With regards to Lawrence Court the developer and their agents failed to provide the necessary information required to enter into a Section 38 Agreement. Based on this MCC were unable to enter into a Section 38 Agreement therefore the roads remain private.

With regards to the general adoption of estate roads the Highway Authority have no duty to adopt. Whilst they promote and encourage developers to offer estate roads for adoption it is not something they can enforce. A section 38 adoption agreement is a mutual agreement between the developer and the highway authority and it's at the sole discretion of the developer/owner as to whether they wish to offer the estate roads for adoption. They have every right to retain an estate road as private.

### **Bank Community Debit Card**

Checked with HSBC and you can only apply for this card if there is just one signatory on your mandate (we have five). Clerk to seek advice on this.

### **Training Courses**

Clerk attending Advanced Local Government Finance

### **Education Award**

Chair will be visiting schools to hand over plaques and cheques.

### **MoD Meeting**

To be held 2.00 p.m. Wednesday 20<sup>th</sup> November at the Base.

### **Kissing Gate, Trewen**

Handyman had inspected the site and two posts require replacement.

### **Wildflower Seeds**

Obtained some free seeds from MCC. MCC had approved the following sites:

In the triangle opposite Penhein lane entrance, Llanfair Discoed

Caerwent Brook, opposite Dewstow Road

Outside the entrance to the Cadw Visitor Centre and Car Park on the Roman Road,  
Caerwent

### **Highmoor Hill Post Box**

A new post box has finally been installed near the entrance to Slade Woods.

### **SOCIAL MEDIA REPORT**

672 members

Abandoned Car outside Burton Homes – reported numerous times to DVLA and Environmental Health. Clerk to also report to Inspector Callard.

Barking dogs.

### **PLAY AREA INSPECTION REPORT**

Kissing Gate unstable at Trewen

Caerwent Playing Fields – Gullwing See Saw – does not conform to BS Standards.  
Clerk to check if the regulations have changed.

#### **M4909 CORRESPONDENCE**

**Monmouthshire Meadows Newsletter**

**MCC – Recycling Bags Trial**

**MCC Newsletter**

**MCC Election Period Guidance**

**Welsh National Anthem request via Councillor Murphy** – agreed to send previous correspondence regarding the decision.

Council noted.

#### **M4910 FINANCE**

**To consider balances/payments and approval as per finance schedule dated November 2019.**

Balances as at 31st October:

Moneymaster Account	£13,103.38
Community Account	£17,366.40
Petty Cash	£16.18

Clerk's Salary, Allowances, Mileage (128)	as per NALC scales
Inland Revenue	£76.86
Torfaen Pension Fund	(employee) £55.93
	(employer) £203.38
Information Commissioner's Office (data protection)	£35.00
British Gas (toilets)	£21.75
Henry Burton Almshouse (room hire)	£21.00
MCC (play equipment for Caerwent)	£4788.00
One Voice Wales (training)	£40.00
L McKeon (software Word 365)	£59.99
L McKeon (Introduction to Planning training)	£35.00
Xmas Parties	£400.00
Xmas Community Lunch	£100.00
Merlin Waste	£150.00
MCC Rates (dd)	£59.00
MCC (grass cutting/play inspections)	£2930.20
Petty Cash	£250.00
S Roderick (repairs)	£62.64
S Roderick (repairs)	£39.99
S Roderick (repairs)	£101.79
S Roderick (repairs)	£39.79
SRS (toilets repairs)	£276.00
Aardvarc Cleaning	£308.00
Collett Maintenance	£1140.00
M Beattie (plants)	£54.19

Council approved payment of the above.

Council agreed that the Clerk purchase an outside cabinet for the Village Hall defibrillator at a cost up to £500.

**To consider and approve precept figures for 2020/21**

Agreed to reduce the precept to £50,700 for 2020/21. Any possible extra monies required re Crick signage, legal fees and Embrace Nature Caerwent project to be taken out of reserves.

**M4911 HIGHWAYS/RIGHTS OF WAY**

**To report any issues**

Wooden fence over stream at Nedern Brook Cottage in Llanfair Discoed is missing.

**M4912 REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES**

Councillor Evans reported on the Historic Trust AGM – he now holds the position of Chair. Talks are ongoing with Cadw who are open to having a community excavation at Llanmelin. Also within the Caerwent churchyard there is a rogue wall which could possibly be roman - Historic Trust looking at undertaking a community project here to excavate.

Councillor Murphy had attended a meeting with Spitalfields in Caerwent House. A tour of the building for the Community Council will go ahead in the new year.

**M4913 ITEMS FOR NEXT MEETING**

Request received that a poem written by a local school child be read out at the next Remembrance Service.

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