

MINUTES OF CAERWENT COMMUNITY COUNCIL
THURSDAY 8TH JULY 2021

Present: Via Remote Attendance
Councillors:
P Murphy (Chair)
M Beattie
P Dalton
K Evans
K Haddow
M John
AM Spooner
K Swift

In attendance: L McKeon, Clerk to the Council

M3938 APOLOGIES

Councillor B Counsell – Council accepted his apologies due to illness
Councillor G Foxall

M3939 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Councillor P Murphy	Caerwent Community Centre	Trustee
Councillor P Murphy	All planning applications	Member of MCC Planning Committee
Councillor K Evans	Caerwent Historic Trust	Trustee
Councillor P Dalton	Caerwent Football Club	Coach
Councillor AM Spooner	Caerwent Playing Fields	Committee Member

M3940 CHAIR'S ANNOUNCEMENTS

There were no announcements.

M3841 MINUTES OF MEETING HELD 11th JUNE 2021

To note that these had been agreed remotely for accuracy and posted on the Council website
Council noted.

M3842 15 MINUTES PUBLIC PARTICIPATION

There was no public participation.

M3843 POLICE REPORT

To note

Police report not received.
Council noted that Sergeant Butt had left his role and has been replaced by PS Lee Smith-Stephens.

M3844 PLANNING

To consider any planning applications received following despatch of the agenda

There were no planning applications to consider.

Update on Planning Application 2020/00169 Double Driveway gates, erection of a shed to keep tractor safe, Land at Five Lanes, Caerwent

Planning Officer has written to the applicant to request amended, metric, scaled floor plans, elevations and a site layout plan. They confirmed that Highways had

recommended refusal and they have also outlined their significant and substantial concerns with regards to the visual impact on the existing access and details submitted, noting that the plans are not sufficient to determine the application. Advice has been provided to the applicant with regards to the size, design and layout of an access that is more likely to be acceptable in this location and identified that all solid boundary features should be replaced with post and wire fencing supplemented with a native deciduous hedge comprised of hawthorn, blackthorn, holly and hazel. The Chairman will inform the objectors at Five Lanes.

To note monthly enforcement list from MCC

Council noted.

To note Appeal results for application 2020/01858 – Lingfield, Five Lanes, Caerwent

Council noted that the Appeal had been upheld.

**Monmouthshire Replacement Local Development Plan 2018-2033
Preferred Strategy Consultation and Second Call for Candidate Sites**

Council noted that the Clerk had posted this on Facebook. The Chairman advised that Councillors attend any sessions available.

M3845 COMMUNITY SURVEY

To receive any verbal report

Councillor Spooner will re-send her comments to Councillor Evans.

Councillor Dalton will send his comments.

Councillor Swift offered to re-send the questionnaire and mapping results from 2014 to the Working Group.

Councillor Evans stated that he only required examples of questions to be included. The Clerk will send the Working Group minutes to all members as a reminder.

M3846 COUNCIL POLICIES WORKING GROUP

To receive minutes of meeting held 9th June and Clerk's Update

Council noted and agreed to amendments for all policies.

Councillor Dalton will look at recommendations for updating the Risk Assessment Policy to also include social media.

An additional amendment for Financial Regulations was agreed:

6.19 To be added: The Clerk or any other Council member, following approval from Council, may use their own credit/debit card for Council purchases and will be reimbursed following evidence of any invoices.

M3847 DEFIBRILLATOR – COACH & HORSES PUBLIC HOUSE

To consider any implications, permissions and costs involved in relocating this to an outside wall

Council agreed that Councillor Haddow approach the Coach & Horses Landlord again to confirm. She will then liaise with the Clerk regarding electrician/cabinet quotes. She will also check if the bag of accessories is present.

M3848 RECYCLING FACILITY OF CAERWENT PLAYING FIELDS

To consider, in view of recycled waste regularly being deposited in the general waste bins, if it would be feasible/affordable to provide recycling facilities on the Caerwent Playing Fields.

Councillor Dalton had raised this motion as he had noticed that the large waste bin at the Playing Fields is about 90% full of recycled material. The Clerk had written to

Carl Touig and Sue Parkinson of MCC in readiness for this agenda item but had received no replies as yet. Agreed to await their response and also to mention help regarding recycling at specific events at the Playing Fields.

M3849 ASSET MAINTENANCE REGIME PROPOSAL

To consider report and agree

Council agreed to this new maintenance regime.

Clerk to check correct inventory of bags of accessories with local ambulance service.

M3850 TRANSFER OF HIGHMOOR HILL PHONE BOX TO CAERWENT PLAYING FIELDS

To consider any quotes received regarding re-siting

Quotes requested but none received.

Agreed that the Clerk contact the CPFA to give them permission to remove and re-site it to the Playing Fields at their own risk and cost.

M3851 TREWEN PLAY AREA – REPLACEMENT WOODEN FENCING

To consider any quotes received so far:

1. **£1,200 to replace, £750 to repair**

To consider any further quotes received following despatch of agenda.

No further quotes received.

Agreed to go ahead with the above quote of £1,200 to replace.

The Chairman will advise the residents at Trewen.

M3852 CAERWENT TOILETS – OVERGROWN TREES/SHRUBS TO REAR

To consider any quotes received so far:

1. **£200**

To consider any further quotes received following despatch of agenda

No further quotes received.

Council agreed to this in principle but Councillor Beattie stated that he sprays the area to the rear to clear the brambles and will inspect the area regarding the overgrown tree, ie ownership and report back.

M3853 DOG WASTE BINS

To note that the dog waste contractor increased their price from 21st June to £6.25 per bin. To ratify that Council had agreed to this due to health reasons.
Council agreed.

To note that Councillor Beattie had attended a meeting on 6th July to discuss the future of dog waste collections. Council to consider any points from that meeting and decide on MCC proposals:

The MCC proposals had been circulated and this Council agreed that their recommendation would be Option 3 of their document:

MCC procure contract as lead authority on behalf of collective T&CCs and sign separate contracts with each T&CC. This could stimulate the market, would include service standards, could also include MCC admin costs for invoicing etc.

M3854 PAWS PATROL SCHEME

To note that this has been advertised in the newsletter and on our Facebook page.

The Clerk advised that ten volunteers have come forward so far. This will also be advertised in the upcoming newsletter.

To receive any verbal reports on progress

The Clerk had written to Sergeant Butt but had received no reply. She will now write to the new Police Sergeant. She had also written to the Torfaen police to get some general advice. Agreed to arrange a Working Group meeting with Bernie Dawson once more information is available.

M3855 FOOTBALL CLUB – CHANGING ROOMS PROPOSAL

To review again responses from the Football Club and agree a response

Agreed that the Clerk arrange a Working Group meeting with members of the Football Club and the CPFA in order to hopefully physically look at a set of plans.

Councillor Evans advised that this proposal should come from the CPFA as they are the leaseholders. Councillor Beattie advised that the lease could possibly be altered in order to accommodate a sub-lease between the two parties.

M3856 CONSULTATION ON QUALIFICATIONS OF CLERKS IN WALES REGULATIONS

To consider and make any comments

This Welsh Government consultation had been circulated.

Council agreed to respond that there did not appear to be any acknowledgement of Clerks who had extensive experience and Council believed that they should be exempt from taking these qualifications.

Agreed that any new Clerk into the role should be required to undertake the relevant qualification.

M3857 COMMUNITY FACEBOOK PAGE POSTING RULES

To consider whether to implement pre-approval for all posts due to time required to monitor every post

Council agreed to investigate the different types of accounts and, if it is possible on a private page, to apply pre-approval on each post. Agreed that it would be essential that Admin do not delay in this new process.

To consider whether to continue allowing business posts

Council agreed that, due to the fact that businesses are now all open again following Covid restrictions, they are not now allowed to post.

To consider whether to continue to allow recommendations for businesses

Council agreed not to allow recommendations for businesses any longer.

Following discussion Council agreed that, as the site had become quite large with 1040 members, it is difficult for the Clerk to manage on part-time hours. Council noted that the page had evolved during Covid and was not now only council related business. There was agreement that this needed to change. The Clerk also advised that she had received messages to her personal account which were inappropriate. She would prefer that she post as Caerwent Community Council, not as an individual. Agreed that Councillors Evans/Haddow and the Clerk liaise regarding setting up a new account to be used for posting by the Clerk and to implement the three motions above.

M3858 TO RECEIVE REPORTS

CLERK'S REPORT

Play Area – (Caerwent)

New seesaw apparently coming from Europe, hence the delay. Agreed that, as this has been delayed much more than originally thought, we ask MCC to remove it.

Report of “Do Not Use” signs removed again – Clerk will replace with new signs.

Broken Gate – Cadw Barns

Informed police of evidence of cars using the car park in an inappropriate way. New gates have now be installed.

Caerwent Toilets

Ceiling painting has been scheduled for 16th July.

Caerwent Community Centre – new flooring

Still awaiting results of grant application.

Future Face to Face Council meetings

No further progress. OVW in discussion with Welsh Government regarding hybrid meetings and the equipment required in order to hold these.

Play Area x 3 additional Play Area Inspections

Handyperson had agreed to carry out these weekly inspections and will provide his findings to the Clerk.

Traffic/Parking Situation in Caerwent Village

Councillors Haddow and Dalton attended meeting with Graham Kinsella from Highways on Tuesday 6th July. Yellow lines were mentioned but he believed this only moves the problem, parked cars he felt slowed the traffic down. Weight limit restrictions – extremely difficult to police. They were reassured by the pilot 20 mph scheme which will be trialled in Caerwent for eighteen months from September. Markings on the road will be installed at both ends of Caerwent village and in the vicinity of Dewstow Road. Graham will investigate possible signage for lorries/satnav – Councillor Dalton illustrated the signs which he felt could be a good deterrent. Graham offered to attend a Council meeting to explain the 20 mph scheme and it was agreed that we invite him to our September meeting.

Graham agreed to look into the repair of the speed activated sign on the Roman Road west which the Clerk had reported several times.

Councillor Spooner was very concerned about visibility on the Roman Road east due to overgrown hedges/verges. Councillors Dalton/Haddow had mentioned this area with particular reference to the children using the bus stop. Graham again reinforced that this would be slowing the traffic down and that the 20 mph scheme is a step in the right direction. He advised that any requests for hedge/verge/foilage trimming be reported on the MonApp.

Poplar Tree next to MCC Council Depot Crick

A climbed inspection of the tree will be scheduled to identify any dead branches and remove if required.

Bus stop Trewen – uneven ground

Under review by MCC.

Broken fence Canon Lane

Under review by MCC.

Manor Farm

Confirmation received that Manor Farm was adopted on 11th August 2003.

SOCIAL MEDIA REPORT

Planning application concerns

Paws Patrol initiative

Overgrown verges

Information exchange

PLAY AREAS INSPECTION REPORT

An additional broken post mentioned at Llanvair Discoed Play Area. Quote received of £45 – agreed to accept.

EMBRACE NATURE REPORT

Council noted.

M3859 FINANCE

To consider balances/payment and approval as per finance schedule dated July 2021

Balances as at 30th June :

Community Account	£18,462.39
Moneymaster Account	£12,122.75
Petty Cash	£60.03

Clerk's Salary, Allowances, Overtime (5 hours Working Groups),

Mileage (36)		as per NALC scales
Inland Revenue		£223.00
Torfaen Pension Fund	(employee)	£62.46
	(employer)	£210.00
Petty Cash		£190.00
MCC – bench A48		£702.00
M Beattie – plants/compost/feed (War Memorial)		£107.85
S Roderick – attend all asset sites & complete document		£38.80
British Gas (toilets)		£27.88
Aardvarc Cleaning (toilets)		£281.00
Merlin Waste (dog bins)		£ 379.00
Llanvair Landscapes (grass cutting & plantations)		£840.00
Collett Maintenance (Village Hall works)		£228.00
S Roderick (weekly inspection)		£10.88
S Roderick (bench work)		£121.01

M3860 CORRESPONDENCE

To note

Monmouthshire Meadows Newsletter

One Voice Wales – scams

One Voice Wales - training courses

MoD – noise warnings

To receive any late correspondence

MCC – bus shelter provision – Clerk will reply with details of locations.
Operation London Bridge

M3861 REPRESENTATIVES REPORTS

To note any verbal reports

Councillor Evans reported on Embrace Nature – they have set out plans/activities for the coming year.

Councillor Swift reported on CWEP – Community Flag judging takes place next week.

M3862 HIGHWAYS/RIGHTS OF WAY

Councillors to report any issues

Cwm Road potholes, Llanvair Discoed.

30 mph speed sign and weight limit sign damaged and on the verge – A48 junction of Crick Road.

Overgrown footpath between Great House Farm and south gate – already been reported.

Lamp post outside 47 Canon Lane – cones been in situ since last Christmas.

Footpaths Identification and Monitoring

To consider that the Footpaths Working Group establish a schedule for checking footpaths, particularly the ones less well used. To then consider seeking help in this task from residents/local walking groups.

Councillor Swift proposed checking all footpaths once per year and then reporting any concerns to MCC in order to protect/promote them with possibly a booklet for visitors. In order to do this involvement would be required from the community. In preparation the Clerk had requested information on all of our footpaths from MCC and these had been circulated to Councillors Swift and Spooner. She had also sent information on training available through MCC.

Agreed that Councillor Swift liaise with members of the Footpaths Working Group to start the process and possibly include ex Councillor Paul Lewis who has a vast knowledge of our area footpaths.

Proposed Footpath Diversion

Public Path Order FP 7, Five Lanes, Caerwent

To consider whether to make any comments

Council agreed to recommend that the ecology report in the planning application 2021/00738 for the site be referred to, ie notes the importance of the hedge along the eastern border for biodiversity including nesting birds and advises (para 5.1) an exclusion zone along a nearby hedge to the east and works completed outside the nesting bird season, or preceded by a breeding bird survey to protect any ground nesting birds using the site.

We therefore would recommend that a 2 metre buffer zone along the eastern hedge be retained between the hedge and the footpath even after construction works are complete in order to protect nesting birds from disturbance each year.

Temporary road closure of a section of C62-4 Llanvair

Discoed to Cwm Mill, Llanvair Discoed on 3rd and 26th August

Council noted that all residents will be informed and all emergency services will still have access.

M3863 IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC AND THE PRESS BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW

There were no public or press in attendance.

M3864 REVIEW OF HANDYPERSON PAYMENTS

To review and agree proposal

Council agreed that the mileage rate should remain the same in view of tax implications involved if it was raised.

Council agreed to new payment as per proposal document.

M3865 ITEMS FOR NEXT MEETING

Metal poppies for War Memorial

Chair Date