

MINUTES OF CAERWENT COMMUNITY COUNCIL
13th April 2023

Present: (via video conferencing)

Councillors:

K Evans

K Swift

M John

P Dalton

J Guscott

Also Present: AM Spooner (Clerk to the Council)

M4092 APOLOGIES:

Councillor P Murphy

M4093 DECLARATION OF INTEREST ITEMS ON THE AGENDA

Councillor K Evans	Caerwent Historic Trust	Trustee
Councillor K Evans	Caerwent Village Hall	Booking Clerk
Councillor K Evans	Caerwent Community Centre	Booking Clerk
Councillor P Dalton	Caerwent Football Club	Football Coach
Councillor P Dalton	Llais (Formerly CHC)	Appointed Auditor
Councillor M John	Standards Committee MCC	Member

M4094 PUBLIC PARTICIPATION

There was no public participation at the meeting

M4095 MINUTES OF MEETING HELD 9TH MARCH 2023

These had been agreed remotely for accuracy and posted on the Council website.

M4096 TO DISCUSS THE USE OF COMMUNITY GRANTS

Council were joined by Fred Weston Community Action Lead MCC to discuss the possible use of a £5,000 grant to fund a community led project in the Lawrence Crescent Area of Caerwent. Fred has already had an initial meeting with County Councillor Phil Murphy and Revd. Kay Denly to explain that this was a participatory budget which would be earmarked for a project in a small area (micro geography-street level)

It will involve posting letters through the neighbourhood inviting residents to decide on what they would like to spend the money on and then a Public Vote likely to be held at the Community Centre.

A number of questions were asked by the councillors and also a number of suggestions as to how the grant might be used.

The outcomes are very much dependent on community participation criteria.

The Community Action Lead explained that the funding would be held by the Community Council if agreed and the project would begin fairly swiftly.

Council were in support of the proposals and agreed that we would hold the funding in our bank account.

Community Action Lead to contact the clerk in the very near future.

M4097 PLANNING

DM/2023/00451

Planning Permission

Change of use of holiday cottage to dwellinghouse (Use Class C3)

Cobblers Pitch

Highmoor Hill Road

Highmoor Hill

Caerwent

Caldicot

Monmouthshire

NP26 5PF

Council did not make any recommendations as there was a perceived conflict of interest where the owner of the property had previously served as a Community Councillor for Caerwent.

Mod or Removal of Condition

Modification of conditions 3, 4 and 5 relating to application

DC/2017/0007

Wisteria Lodge

Sandy Lane

Caerwent Brook

Caerwent

Monmouthshire

NP26 5BB

Council recommends Refusal as there have been no changes in Monmouthshire County Council policies and therefore the conditions should remain in place.

Monthly Enforcement list has been noted by the Community Council

M4098 TO FURTHER DISCUSS HOW WE PROGRESS THE LITTER CHAMPION GROUP

To note that we now have at least 8 volunteers (some currently litter picking)

Clerk has received litter picking equipment from Sue Parkinson.

Council agreed that we would use Keep Wales Tidy insurance if our insurance does not cover activities.

Clerk to set up a meeting with all volunteers to agree areas and times if needed.

Councillor Dalton and family members would like to join the scheme.

There is to be a litter picking activity run by St Stephens church on May 8th .

M4099 TO ASCERTAIN WHETHER COUNCILLORS REQUIRE EXPENSE/ALLOWANCE PAYMENTS FOR 2022/2023

There were no claims and clerk to fill in necessary statutory paperwork.

M4100 NOTE ANY UPDATES ON FACE-TO-FACE MEETINGS

Councillor Evans reported that the new false ceiling is due to be installed in May, thereby securing adequate soundproofing. This could mean that meetings will return to face to face in the Summer.

Councillor Guscott asked why the Village Hall could not be used and Councillor Evans explained that the configuration of rooms and the many bookings make it impossible for meetings to be held there satisfactorily on a regular basis.

M4101 THE ENVIRONMENTAL (WALES) ACT 2026 SECTION 6 REPORTING

Councillor Swift continues to work on this and is researching how other councils are presenting their findings. The report will need to be quite detailed to fulfil the statutory requirements. To remain on the agenda for next time.

M4102 TO NOTE DOG BIN CHANGE AT LAWRENCE CRESCENT

The Community Council face book page has been updated on this. Clerk attended Give Dog Fouling the Red Card Meeting (Remotely) Council noted.

M4103 TO CONSIDER AND AGREE DOG CONTROLS PROPOSED FOR A PUBLIC SPACES PROTECTION ORDER IN THE COMMUNITY

Council have received a request from Sue Parkinson on behalf of the Grounds and Cleaning Team to respond to the following questions

- a) Consider and advise me if agree or disagree with the proposals.
- b) Are there any additional Dogs on Leads or Dog Exclusion Areas proposed? If so please advise of where and the reason(s) why.
- c) If a PSPO is implemented the cost of signage will need to be met by the landowner / lessee. I have indicated above the sites I understand belong to the community council, approx. number of signs needed and approx. cost. While these will need further consideration in due course, are these indicative costs agreeable?

There was an in depth discussion and councillors whilst agreeing with the proposals were concerned how they were going to be enforced. We already have signs in place in the three play areas we own. Councillor Evans explained that in the past the PSPOS were better known as Bye Laws.

Clerk to draft a response with help of the council. Clerk will also ask for more information which will inform our response.

M4104 DOG FOULING AT HIGHFIELD BUNGALOWS, ROMAN WALLS AND CAERWENT MEADOWS

Clerk had circulated the notes from the 'Give Dog Fouling The Red Card' meeting. A County Councillor from Chepstow had raised the issue of the problem at Highfield at the meeting and this has been noted as a "Hot Spot"

Councillors discussed the use of more signage and whether this required permission and whether there were any costs involved.

Clerk to contact Sue Parkinson.

It was considered whether we would put forward areas of Caerwent that receive the most dog fouling as candidates for the Council Action Day which takes place again in the Autumn.

To be discussed nearer the time.

M4105 TO NOTE THE OPENING OF A COMMUNITY CAFÉ AT CAERWENT BAPTIST CHAPEL BEGINNING 5TH MAY 2023

The chapel had asked about signage for their event and council explained that they would need to seek permission from MCC if the signs were permanent. They maybe allowed to post signage on a weekly basis. Clerk to advise them on this.

M4106 COUNCIL TO NOTE THAT THE FINANCE COMMITTEE AGREED TO ADOPT THE SLCC FINANCE AND GOVERNANCE TOOLKIT

Council noted. A vision and purpose statement will be discussed and agreed at our next meeting which will then feature in our Annual Reports and Website

M4107 TO NOTE THAT THERE HAVE BEEN NO REQUESTS FOR AN ELECTION FOR A COUNCILLOR FOR DINHAM WARD.

Council is now in the position to co-opt a member and clerk to place advert on social media and council noticeboards. It will also appear on our council website.

M4108 DISCUSS THE PRESENTATION OF OUR ANNUAL REPORT AND ENSURE USE OF THE STATUTORY GUIDANCE

Clerk had circulated a draft of our Annual Report it was felt that more information was required on our community halls. We need to add a section about our finances.

Council agreed with the details of the draft that was submitted.

M4109 CLERK EXTENDED THE MEETING BY A FURTHER 15 MINUTES AS PER OUR STANDING ORDERS

M4110 POLICE REPORT

Council noted.

It was felt that more detail was required in the reports.

See Clerks Report

M4111 TO RECEIVE REPORTS

Clerks Report April 2023

Time Capsule plaques, War Memorial

No further updates

Community Survey

No further updates

Police Report

Crimes

19/03 – Burnt out Vehicle

23/03/ - Damage to Vehicle

02/04 – ID Theft

Notable arrests for March/April 23

One arrested for firearms offences and one for no bail warrant.

Operations/Our Work

We conducted a speeding operation on the 20th of March where 161 vehicles were checked, and the average speed was 19.7mph. The highest speed recorded was 38mph and 21 drivers had the SWFS input. On the Dewstow Road in Caerwent. 333 vehicles checked between 09.30 and 12.00hrs with an average speed coming back as 19.6 mph. The highest recorded speed was 35mph. On main road Magor. 16 drivers received an input from SWFS and a further 5 vehicles advice at the roadside from officers.

Engagement

We have continued to engage at local events and are involved with the local youth service during half term.

Highmoor Hill Phone Box

No further progress

Litter Picking

Clerk has acquired litter picking equipment for new litter champions from Sue Parkinson

Noise Notifications

For the period Monday 03rd Apr 2023 to Sunday 30th Apr 2023.

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

Monday 03rd Apr 2023 to Sunday 09th Apr 2023. Low.

Monday 10th Apr to Sunday 16th Apr 2023. Medium.

Monday 17th Apr to Sunday 23rd Apr 2023. High

Monday 24th Apr to Sunday 30rd Apr 2023. High

Defibrillators

Three Defibrillators checked as per The Circuit
Coach and Horses, Caerwent Village Hall, Community Centre
Clerk has received over 20 responses for Defib awareness course on
Thursday 20th April at Caerwent Baptist Chapel

Finance

Clerk has contacted auditor to begin the process on the internal audit.

Toilets

Work has been completed on the doors of the toilets.

Caerwent Playing Fields

Clerk has contacted Jonathan Wassal for quotes for repairs to rotten timbers on Adventure Trail.

This is to be an agenda item for next time.

Trewen Play Area

Llanvair Landscapes have supplied a quote for the erection of post and wire fence at the top of the field. Also, to replace latching post on the entrance gate.

Dog Fouling

Reports of dog fouling now at the Caerwent Meadows, Roman Walls and Highfield.

Clerk attended Dog Fouling Action Meeting via Teams.

Minutes have been circulated.

Dog Bin has been relocated to the rear of Caerwent Community Centre

Handyman Report

Visual Inspections carried out on 5th, 12th, 19th, and 26th March.

MCC Waste Collections

Monmouthshire County Council will be collecting recycling and waste from residents on Easter Monday 10th April.

In a change to previous years, recycling and waste will now be collected on all bank holidays except for Christmas and New Year.

Clerk has advertised this on social media.

Replacement Bench Caerwent Crossroads

Clerk has purchased bench and has asked Llanvair Landscapes for a quote to reinstate bench with commemorative plaque.

Social Media Report

Dog Fouling

Chapel Announcements

Missing Animals

Charity Sky Dive

M4112 FINANCE

To consider balances/payments and approval as per finance schedule dated March 2023

These were approved.

To note minutes of Finance Meeting held on March 21st 2023

These were noted.

To note the Report of The External Audit for 2021/2022

Noted and placed in notice boards as per instructions from Wales Audit

To agree quote for work required on fencing and gate at Trewen Playing Fields to the amount of £750 including vat.

This was approved.

FINANCE/INVOICES TO BE PAID APRIL 2023

Balances as at 31ST March 2023

Charitable Bank Account	£16,167.32
Business Bank Account	£7,478.44
British Gas	£18.70
HMRC	£226.60
Clerk's Salary	As Per NACL Scales
Aardvark Cleaning	£228.00
SRoderick	£51.52
Llanvair Landscapes (tree pruning)	£960.00
Merlin Environmental	£470.00
Monmouthshire Meadows	£10.00
Ink (petty cash) AMSpooner	£22.74
External Hard Drive (Clerks Laptop)	£48.99
Monmouthshire Meadows	£10.00
Recycled Bench	£414.00

Bills Submitted after the Agenda

CJ Jeffries Toilet Doors	£1,450
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M4113 CORRESPONDENCE

To note

Monthly Enforcement List

School Admissions Forum Invite for nominations.

One Voice Wales Planning Course

Play Fund Information for Caldicot Area

Open Spaces Society Newsletter

Notification of Prosecution MOD

Notification of Annual Motor Rally at MOD

Public Spaces Protection Order

Planning Application DM/2023/00451

Noise Notification for Dinham

Mod or Removal of Condition DC/2017/0007

Consultation on Penn Review

Written Statement on Electoral Reform

Notes On Group Meeting 'Give Dog Fouling the Red Card'

M4114 REPRESENTATIVES REPORTS

Councillor Swift, Councillor Murphy and Councillor John attended the Engagement Meeting with the MOD. It was very informative and informal discussions were had about the new developments at the camp which is to house the barracks for the Welsh Dragoon Guards.

Councillor Evans announced that there was to be an excavation at Caerwent Church of a previously undetected wall at the end of May and beginning of June. This is a joint venture between the Museum of Wales and Caerwent Historic Trust.

M4115 HIGHWAYS/RIGHTS OF WAY

Councillors to report any issues

Councillor Dalton reported that there has been some fly tipping on the land next to the Travellers Rest at Crick. It was unsure whether this was private land. MCC have been informed.

Councillor Swift reported that there was some evidence of fly tipping at the East Gate of the Dinham Camp.

Councillor Evans reported that the fibre optic company working in Caerwent had caused a number of issues and have tarmacked over a drain. Clerk to inform MCC. It was also noted that there are lots of potholes on the roads.

M4116 ITEMS FOR NEXT MEETING

AGM as per Standing Orders

To agree a vision statement for the council

Caerwent Playing Fields Adventure Trail

Sec 6 Reporting