

**CAERWENT COMMUNITY COUNCIL**  
Mayfield, Pill Row, Caldicot, Monmouthshire, NP26 5JD  
Tel: 01291 424802      Email: [clerk@caerwentcc.com](mailto:clerk@caerwentcc.com)

Dear Councillor

You are hereby summoned to attend the  
**Annual General Meeting of  
Caerwent Community Council**  
**12<sup>th</sup> May 2022, 7.00 p.m.**  
(by videoconferencing)

Laraine McKeon  
Clerk to the Council

1. **APOLOGIES**
2. **APPOINTMENT OF CHAIR AS PER STANDING ORDERS**  
Council to agree  
  
(Chair to sign Declaration of Acceptance of Office on camera)
3. **WELCOME NEW COUNCIL FOLLOWING LOCAL COUNCIL ELECTIONS**
4. **ELECTION OF VICE CHAIR**
5. **NOTICE OF VACANCY (CAERWENT WARD)**  
Council to agree that the co-option process is carried out
6. **15 MINUTES PUBLIC PARTICIPATION**
7. **CHAIR'S ANNOUNCEMENTS**
8. **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.
9. **APPOINTMENT OF REPRESENTATIVES**  
Council to appoint to Representative Bodies
10. **ANNUAL REVIEW OF COUNCIL POLICIES**  
Standing Orders  
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

11. **ANNUAL REVIEW OF INSURANCE COVER**  
Council to approve
12. **MONTHLY POLICE REPORT**  
To note
13. **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  
  
2022/00606 Milkwood Cottage, Well Lane, Llanvair Discoed  
New Porch  
  
To consider any planning applications received after despatch of agenda  
  
To note monthly enforcement list from MCC
14. **PLANTING/MAINTENANCE OF PLANTERS LOCATED AT WAR MEMORIAL**  
To delegate these duties
15. **MCC ACTIVE TRAVEL FRAMEWORK**  
To consider raising with MCC the improvement required for safe walking/cycling paths from Caerwent to Caldicot/Llanvair Discoed
16. **CHEPSTOW TOWN COUNCIL CAMPAIGN TO CALL FOR THE MINOR INJURIES UNIT TO RETURN TO CHEPSTOW HOSPITAL**  
To consider supporting this
17. **TO RECEIVE REPORTS**  
Clerk's Report  
Social Media Report  
Play Areas Inspection Report
18. **FINANCE**  
To consider balances/payments approval as per Finance schedule dated May 2022  
  
To receive precept document for 2022/23 as a budgeting aid
19. **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.  
Monmouthshire Meadows – Open Meadows event

**20. HIGHWAYS/RIGHTS OF WAY**

**To report any issues**

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

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

**21. ITEMS FOR NEXT MEETING**

**22. 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**

**23. 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.**