

## *Shirenewton Community Council*

Minutes of the Council Meeting of Shirenewton Community Council held on May 8<sup>th</sup> 2006 at Shirenewton Recreation Hall. This meeting followed on after the Annual Meeting.

**Present:**

Councillors:

Ms B Moore  
Mrs J Morgan  
J Harvey  
C Crundwell  
K Morton  
C Eickhoff  
Mrs S Saysell  
Ms S Bushell  
Cllr G Down Monmouthshire County Council

**Apologies:**

Councillors:

J Eede

Police Constable Andrew Mason

**In attendance:**

Cllr G Down Monmouthshire County Council  
Five Members of the Public  
Mrs C Jones Clerk

The Members of the Public addressed the meeting. They expressed their interest in a possible allotment site at Bleddyn Close, Mynyddbach. Several ideas were put forward. They said that they felt that they would be able to overcome difficulties such as lack of water on the site and extra traffic would be kept to a minimum as most of them lived close by. They felt that only small sheds would be required and they would try and keep the site as pleasant looking as possible by training climbing plants on the fence. They felt that they could make an improvement to the site as it was currently an eyesore, with builders' rubble and old window frames left there. There are six interested parties and they agreed to express their interest in writing to the Clerk so that she can pursue the issue with Monmouthshire County Council who own the land.

**Minute 1861 To Disclose personal and pecuniary interests in any item of listed business.**

There were no disclosures.

**Police Report**

PC Mason was unable to attend but asked Cllr Ms Moore to report on his behalf on two items of concern.

1. On Friday 5<sup>th</sup> May there was a break-in at Fox's Barn where several items were stolen including a child's quad bike. An unmarked small white van with rear doors was seen at the premises.
2. Six cars had been broken into in Devauden.

The message for everyone from PC Mason was to be vigilant.

**Minute 1862 To approve and sign minutes of Council Meeting April 3<sup>rd</sup> 2006**

The Minutes of the meeting were agreed and signed as a true record with the following amendments:

**1. Minute 1852 Planning matters**

Alleged breach of planning control at Shirenewton Golf Club

Added to point 3. Cllr Crundwell will approach the Environment Agency for further details.

2. **RESOLVED** to be replaced by **COMPLETED** when action on item has been completed.

**Minute 1863 Clerk's report**

To consider items C/FWD from previous meetings.

**Community Council Website**

Both the Clerk and the Chairman had received quotes for the setting up of a Website. Cllr Bushell stated that she had very good service from Vision ict.com. The Chairman said that they would make enquiries into this company but costs may be an issue.

**Allotments**

The Clerk had chased up Asset Management who had previously said that MCC would clear the ground. She has now been told that the order has been sent to Landscaping Department and will be actioned. If an allotment area is required a written request must be put to MCC. The usual course is that MCC will lease the land to the Community Council if they consider the land to be suitable. The Community Council would then be responsible for fencing, maintenance and collection of rent. MCC would not want to deal directly with the renting out of the allotments because in their experience they cost more to maintain than they would get back in rent. This

information was given to the Clerk by Deborah Hill-Howells in asset Management at MCC. However Cllr Bushell said that in her experience in the Chepstow area MCC dealt directly with the allotments.

It was agreed that once the Clerk had received letters of interest from the six parties she would write to MCC advising of the interest in Mynyddbach and also to check the situation regarding MCC renting out allotments. **C/FWD**

#### **Stone Walls in Conservation Area**

Cllr Harvey has written on this matter to local Government Welsh Administration but had not received a response.

The Clerk had spoken to the builder at Upper House and it seems that the intention is to replace the stone wall there. She had also contacted Planning who informed her that permission was not always required to remove a wall in a conservation area. The Clerk asked for the written legislation for this and was sent copies of the relevant parts of the Act which were provided for Cllrs perusal. **COMPLETED**

#### **Rubbish in Lay-by Gaerllwyd**

The Clerk reported that Highways have now identified the correct lay-by and that notice has gone out to Direct Works to remove the rubbish. This should be cleared within three weeks **C/FWD**

#### **Double Parking outside Newton Lodge**

It was agreed that Cllrs would note the number plates of cars that were double parking outside Newton Lodge and give them to the Clerk to be passed to PC Mason **COMPLETED**

#### **Repairs to Shirenewton Play Area**

The requested repairs have been carried out. The estimates for other work i.e. new RSJ for horse and painting of equipment has not yet been received. The Clerk reported that she has received the Playground survey from the Insurance Company in readiness for the Policy renewal. Apart from the work that the Council has noted, the Insurance Company have made the following observations

- 1) Molehills on grassed area to be levelled and an ongoing visual inspection carried out to ensure any future ones are removed.
- 2) Consideration should be given to the installation of suitable impact absorbing material under the climbing frame.
- 3) Plywood panel to the underside of slide requires replacing and painting

Cllr Harvey volunteered to level any existing molehills.

The Clerk will make enquiries concerning the costs of repairing the slide and also the

installation of impact absorbing material under the climbing frame. **C/FWD**

### **Replacement bin in Play area**

It was agreed to purchase a new bin at a cost of £182.65 (inclusive of VAT)

The Clerk will order this. **C/FWD**

### **War Memorial**

The stone mason was unable to carry out the work at the allotted time and had been on holiday for the last two weeks. A new date was set for May 8<sup>th</sup> but the Clerk was informed that due to the terrible weather the work could not be done. It would be carried out on the next dry day. **C/FWD**

### **Bicca Common**

Cllr Harvey reported that he had gone back in records as far as 1600. It appears that it may be Duchy of Lancaster land. Cllr Harvey stated that John Nettleship is keen to pursue the original recommendation to carry out improvement between Caldicot and Shirenewton Community Councils. There is a fear that the case of Mark Roberts could be strengthened if nothing is done within eighteen months of his putting a caution on the land. Cllr Harvey will keep the Members informed. **C/FWD**

### **Village Plan Questionnaire**

The final version has been sent to all Cllrs. The sub-group is due to meet next week. The printing costs have not yet been received. It is the intention to divide the questionnaires between Cllrs and deliver them in mid May and collected by mid-June **C/FWD**

### **Minute 1864 Action List** (arising from previous month's meeting)

#### **Alleged breach of planning at Shirenewton Golf Club**

Planning department is still waiting for the application for lights. **C/FWD**

Enforcement informed the Clerk. That they received a copy of the licence to bring in material dated July 2005. This allows for 2800 cubic metres of soil. There are two sources listed :-

1. Land adjacent to offices in Portskewett
2. Road access to the toll at the Severn Bridge.

However Cllr Crundwell had been in touch with the Environment Agency and received different information i.e. that the Developer has exemption for 50000tonnes of material for construction and agricultural improvement, not waste material. The site was inspected by the Environment Agency on 27<sup>th</sup> February 2006 and it was reported that the works being carried out were in line with current legislation.

**Replacement Hedges at rear of houses next to shops.**

These have now been replaced at all of the properties.

**COMPLETED**

**Stiles at Shirenewton Golf Club.**

The Clerk reported that the Warden has checked the stiles in question and they are not acceptable to Mon CC. They are apparently home made. The Land Agent has been informed that they should be replaced and MCC has some that can be purchased. Mon CC would prefer to see gates installed. No deadline has been given by Mon CC for the stile replacement but the Clerk will telephone again in two weeks to see if the situation has been remedied.

**C/FWD**

**Mynyddbach Play Area**

It was agreed by Members that the Clerk should make an application to CEDS (Community and Economic Development Scheme) for a grant to cover a replacement picnic table with seats and also a bench. Applications have to be in by 10<sup>th</sup> May.

**C/FWD**

The Clerk is trying to obtain a map showing the exact measurements of the original grassed area to determine how much of this area has been eroded by the parking of cars.

**C/FWD**

**Mynyddbach Footpaths in Green Wedge Area**

Cllr Crundwell reported that he has spoken with Mike Sayce. There is a new gate

opening off Spout Hill. Lot 1 has a double gate which has been approved by MCC. Lots 2 & 3 had to be differentiated and the fencing for this was paid for by the owners.

There is now a footpath down Lot 1 following a meeting with the owner and Ruth Rourke. It is unclear whether the landowner or MCC paid for this but the Clerk will make enquiries.

Lots 2 & 3 are to have stock put in them. Lot 1 is fenced off but this is not stock proof. The Land Agent has been made aware that if he puts racehorses in there, as he has suggested, then he will require better fencing.

The resident that approached Cllr Crundwell has stated that she cannot walk her previous route to school. She says that other people are in the same position and are very upset by this. She has told Cllr Crundwell that she has contacted Mike Mills at the Ramblers Association and he is keen to help. Cllr Crundwell suggested that it may be possible to apply for the reopening of this footpath as a permissive route and he proposed the following plan of action.

a) obtain names of all landowners.

b) get a petition with names of all those who have used this path for many years.

The point was raised that if the Trustees of the Green Fields Association take over the management of the green wedge they may agree that there should be a permissive route. As Council Representative on the Green Fields Association Cllr Crundwell will take this forward.

**C/FWD**

### **Standing Orders and Financial Regulations**

It was agreed that the Clerk would send out, before the June meeting, an amended copy of both Financial Regulations and Standing Orders to be agreed at that meeting.

**C/FWD**

### **Minute 1865 Procedures.**

#### **Clerk's Contract and pension**

It was agreed that the Clerk would send out the draft copy of her contract for all Cllrs to view.

It was further agreed that the Clerk would contact Rod Senior at Torfaen in relation to the setting up of a pension scheme through them and she would also look at the option of receiving a gratuity and setting up her own pension scheme.

Cllrs Moore, Harvey and Bushell will work with the Clerk on these aspects. **C/FWD**

### **Planning Application System**

It was agreed that in future the Clerk will place all Planning applications on a table at 7.15pm (fifteen minutes prior to the start of the Council meeting) for all Cllrs to have the opportunity to view them. She will continue to send the plans out to the designated Cllrs for the four wards who will visit the site. She will also inform **all** Cllrs of property names as and when applications are received. The designated planning Cllr for the ward will continue to give a short presentation. **COMPLETED**

### **Minute 1866 Planning**

The Clerk stated that she had contacted Planning Department again to confirm that Applications were still not being sent out due to problems with their new computer system. The last plans received by the Clerk were stamped as being received by MCC on the 9<sup>th</sup> February. She was told that applications are now beginning to filter through to Community Councils but there are still major problems with producing the weekly Planning Lists

### **Minute 1867 Financial Matters**

#### **Internal Audit**

It was agree to ask Mr Philip Brabon to audit the Council books. Cllr Bushell asked

that he be made aware of the new regulations and the Clerk agreed to provide Mr Brabon with these.

Payments agreed were:-

Books (Clerks Guide & Local Council Finance)	£26.70
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Bills presented for payment:-

Clerk's salary	£390.96
Stationery and Expenses	12.15
Annual Subscription SLCC	93.00
Audit office (for years 02/03 and 03/04)	282.00
A Haines (Mynyddbach notice board)	144.52

The Clerk noted that while the notice board had been erected, the bolt was broken. It was agreed that the Clerk would arranged for a replacement bolt. **C/FWD**

### **Minute 1868 Items of Local concern**

#### **Parked caravan at Blethyn Close**

An anonymous letter had been received regarding a caravan which was parked on the Highway. Apparently the caravan had been there for several months. The Clerk had spoken to Highways who had visited the site in February when they said they had received a complaint. Highways stated that they had been told by the owner that it was there for a short time while the kitchen in the house was being refurbished. Highways said that at the time of their visit they considered that there was not a problem with the location of the caravan and it was not a visibility hazard to cars. They said that if the Council wished they would visit the site again. It was agreed that it would be better if the caravan owner was approached by a Member and Cllr Eickhoff agreed to approach the owner

**C/FWD**

#### **Public speaking time**

It was agreed that there should be a time slot of fifteen minutes for members of the public to address the Council. It was agreed that the most appropriate time for this would be at the beginning of the meeting at 7.30. During this time members of the public could also be questioned by Council Members.

#### **Missing Signposts.**

Mon CC has a list of missing signs that is being worked through but it will take some time. There are quite a number missing in this area. Cllr Morton made particular reference to numbers 380420 and 380121.

It can be seen that in some places new finger posts have been erected in front of thick

hedges. The Clerk has been told that the signs are being placed first even though negotiations may still be going on with the land owner. The openings will be made at a later date. **C/FWD**

**Rubbish in field near School**

A letter was received at the meeting from two members of the public regarding rubbish on the above land. It was agreed that a letter would be sent by the Clerk to the owner requesting removal. Cllr Harvey will provide a draft copy of a suitable letter from One Voice Wales **C/FWD**

**Yew Tree Cottage**

Members noted that it appeared that the original cottage had been knocked down when they were under the impression that it was to be incorporated into the new building. The Clerk will make enquiries **C/FWD**

**Minute 1869 Resignation of Cllr Peter Jones**

The Chairman expressed his regret that Cllr Jones had resigned with effect from May 1<sup>st</sup>. The Chairman said that Cllr Jones had been a valued Member of the Council. The Members present concurred .His report writing in the Parish Magazine of Council Meetings was always informative and interesting. The Clerk was asked to write to Cllr Jones expressing the thanks of all Members for his services to the Community. A discussion followed about future reports to be written in the magazine. Because the Clerk’s minutes have to be ratified by the Members in the next meeting, the Minutes will always be a month old before they are posted on the Church website or on the notice boards. It was accepted that the reports in the Parish magazine were of great interest to people. The Clerk suggested that she could write a shortened form of the minutes. However it was felt by Members that it would be better if they were written by an independent person. It was agreed that Cllr Saysell would approach Mr Bob O’Keefe to see if he would consider attending meeting and write the reports.

**Minute 1870 to confirm the date of the next meeting**

The next meeting of the Council was confirmed as being June 5<sup>th</sup> 2006

Chairman.....

Date.....