

## SHIRENEWTON COMMUNITY COUNCIL

Minutes of the Annual Council meeting held by remote attendance on Monday  
7<sup>th</sup> September at 7.00pm.

**Present:**

**Councillors:**

Mr P Butterworth, Mrs J McKenna, Mrs L Brown Mrs C Chapman, Mrs E Wixcey

**Also in attendance:**

Mrs H Counsell (Clerk to the Council)

The Chair welcomed all to the Annual Meeting and apologised for the 7.35pm start due to technical problems with Microsoft Teams. He also apologised for having to hold the meeting by remote attendance because of the continuing Covid-19 pandemic, he thanked all present for their attendance.

- 2. Apologies for absence:** Cllrs I Martin, J Grose and due to technical difficulties with Microsoft Teams, Cllr K Dunn.
- 3. Vote of thanks to outgoing Chair** – C Cllr Brown gave the vote of thanks.
- 4. Outgoing Chair's Report for 2019/20**

Due to Covid-19 this present Community Council period was extended from 12 months to 16 months until this September, hopefully we will be able to schedule our next annual meeting for May 2021 which will make the next Community Council period only 8 months.

I would like to thank the Community Council Clerk and my fellow Councillors for all the time and work they have put in over the past 16 months, during which Covid-19 caused a testing time for the Community Council for the past 6 months which we were able to largely circumnavigate and have a functioning Community Council by holding virtual meetings using Microsoft Teams.

During this period our fellow Councillor Ken Morton passed away following an illness. He had been a Councillor for many years and had a wealth of local knowledge and enthusiasm for the community. We also had the resignation of two Councillors for personal reasons and the co-option of three new Councillors in August.

At the beginning of this Community Council period we conducted our Village Survey. We had an overall response rate of 25.2% and received a lot of very useful information and suggestions from our residents, some of which we have put into our new 5 year plan. It is our aim to conduct a village survey every 5 years, the next being in 2024, as there had been a gap of 13 years since the previous survey which was felt to be too long without gaining input from our residents. Some of the items in the 5 year plan have already seen some positive outcomes; the continual upgrade of the play area has seen the refurbishment of the playhouse and before the Covid-19 lockdown we had secured agreement from the Post Office for a weekly Mobile Post Office at the Recreation Hall.

Over the period of this Community Council we received 29 planning applications for consideration. The ultimate decision on a planning application is made by Monmouthshire County Council however, we can make a recommendation after taking into account our local knowledge, the information presented to us in the

application and the views of local residents presented at our meetings. The Community Council recommended Approval for 13 applications, Monmouthshire County Council approved 18 applications and have 8 applications undecided.

During this period among the numerous activities the Community Council has carried out there have been:-

Twenty eight incidents reported to MyMon for multiple issues ranging from broken road signs to pot holes.

The condition of the existing steps at the Spout were inspected and a new set of steps were installed on the left hand side to finish off the work that was started some years previously.

Six metres of fencing was replaced at the play area as it had become rotten and unsafe.

The Squeeze Belly gates at the War Memorial were removed for restoration.

The rotten village planters were replaced as was the bench at Mynyddbach.

Looking forward and planning activities by the Community Council is difficult at present but hopefully the restrictions put in place because of the Covid-19 virus will continue to ease during the remainder of 2020 so the Community Council will be able to hold meetings with Councillors and members of the public attending in person in the not too distant future.

#### **Minute 3993 - Election of Chair for 2020/21**

The Clerk requested nominations for the post of Chair - Councillor P Butterworth was nominated by Cllr L Brown, seconded by Cllr E Wixcey and unanimously elected as Chair until the next Annual Meeting. He thanked Councillors for their confidence in him and accepted the proposal, he then took the chair. Cllr Butterworth to sign the Chair's Declaration of Office.

#### **Minute 3994 - Election of Vice Chair for 2020/21**

Cllr Jayne McKenna was nominated as Vice Chair by Cllr P Butterworth, seconded by Cllr L Brown, and unanimously elected.

#### **Minute 3995: Matters arising from the minutes of the 2019 Annual Meeting.**

The minutes had been agreed as a true record at the meeting held on 3<sup>rd</sup> June 2019, at which there were no matters arising and the minutes were duly signed by the Chair.

#### **Minute 3996: Appointment of Representatives for 2020/21**

**One Voice Wales Area Meetings (2)** – Cllr J McKenna (one vacancy)

**Shirenewton Recreation Association (2)** – Cllrs P Butterworth and E Wixcey

**Planning applications** – Cllrs I Martin, P Butterworth, plus a ward Councillor.

**Mon CC Cluster Meetings (2)** – Cllrs I Martin and K Dunn

**CADW joint meetings** – all available Councillors

**MoD joint meetings**- all available Councillors

**Lower Wye Area Committee (2)** - Cllrs I Martin and K Dunn

**Footpaths Officer (1)** - Cllr E Chapman

**Project** – hard path around Recreation Field – Cllr E Chapman

#### **Minute 3997: To note approval of the annual Financial Investment Strategy as contained in Financial Regulations (Accounting and Audit).**

Approved at virtual meeting on 15 May 2020 (External audit requirement).

#### **Minute 3998: To note approval of the Annual Governance Statement.**

Approved at virtual meeting on 15 May 2020 (External audit requirement).

**Minute 3999: To note receipt of the quarterly financial report (Jan – March 2020) and adoption of the Statement of Accounts for 2019/20.**

- the quarterly report and the Statement of accounts were received and approved at the virtual meeting on 1 June 2020, as were Sections 1 and 2 of the Annual Return of external auditors and the form later countersigned by the Chair. (External audit requirement). It was noted that no external audit action plan was required for the 2018/19 audit.

**Minute 4000: To review payments made by Standing Order.**

Council resolved to continue with the current payments made by Standing Order, also to continue with the two bank accounts currently held at HSBC Ltd, Chepstow Branch.

**Minute 4001: To adopt a Financial Risk Assessment, updated Standing Orders and Financial Regulations.**

Council resolved to adopt the Financial Risk Assessment, Standing Orders and Financial Regulations - all documents reviewed and approved in March 2020 and available on the Council website.

**Minute 4002: To approve the following policies, all reviewed May 2020 and available on the Council website.**

Complaints Procedure  
Equality & Diversity  
Information and Data Protection  
Local Resolution Protocol (June 2019)  
Publication of Documents  
Retention and Disposal of Documents  
Removable Media  
Social Media

All approved by Council which further noted that a required Accessibility Statement will be posted to the website by the end of September.

**Minute 4003: To approve the Asset Register** (reviewed May 2020 and available on the Council website).

The Asset Register was approved by Council.

The Chair advised of a website outage last week when the website was hacked and closed down, this also closed down Council email accounts. Emails from 20<sup>th</sup> August had been lost, but had now been re-sent. The website security had been updated by the hosting company and was now secure.

There being no further business the meeting closed at 8.10 pm.