

## SHIRENEWTON COMMUNITY COUNCIL

Minutes of the Annual Council meeting held at Shirenewton Recreation Hall on Friday  
3<sup>rd</sup> May 2024 at 7.00pm.

**Present:**

**Councillors:**

Mr P Butterworth, Mr I Martin, Mr K Dunn, Mr G Mitchell

**Also in attendance:**

J McLagan (Clerk to the Council)

The Outgoing Chair welcomed all to the meeting and thanked them for their attendance.

**1. Minute 4774 – To Elect the Chairman of the Council 2024/5 and to receive the Chairman's Declaration of Acceptance of Office**

Councillor P Butterworth was unanimously elected as Chair until the next annual meeting who in turn accepted the nomination. The Committee thanks Cllr P Butterworth for all his work during the last 12 months.

**2. Minute 4775 – To Elect the Vice Chairman of the Council 2024/5 and to receive the Vice Chairman's Declaration of Acceptance of Office**

Councillor C Martin was unanimously elected as Vice Chair until the next annual meeting who had agreed to accept the nomination in advance. The Committee thanked C Martin for all her work during the past year.

**3. Minute 4776 – To receive apologies for absence**

Cllr C Martin, County Councillor Mrs L Brown.

**4. Minute 4777 – To receive any declarations of Interest from Members.**

None declared.

**5. Minute 4778 – To Note Minutes of the Annual Meeting held on 4th May 2023 confirmed as a true record.**

Noted

**6 . Minute 4779 – Outgoing Chair's Report on 2023/4**

The Chair's Report was taken as read.

I would like to thank my fellow Councillors for all the time and work they have put in over the past 12 months.

At the end of April 2023 our Clerk Natasha left our Community Council to take up a new role. While seeking a new Clerk, Cllr Cathie Martin took on the role as acting Clerk to ensure our financial commitments were upheld and our emails were dealt with promptly. I wish to thank Cllr Cathie Martin on behalf of the Council for all the work she has put in.

On 29<sup>th</sup> January 2024 we appointed Jan McLagan as our new Clerk. Jan is co-working as the Clerk for Devauden Community Council, an arrangement which is benefitting both Community Councils.

In January 2024 we were sorry to see the departure of Cllr Elizabeth Wixcey and I thank her for all the work she has done for the Council during her tenure.

During this Council period the following activities were carried out: -

1. Following a consultation with the Shirenewton Primary School Council an in-ground trampoline was installed in the children's playground to replace the aging climbing frame which due to its condition was becoming unsafe. There has been an issue with

- the drainage of the pit under the trampoline in periods of extensive rain which MCC are aware of and we are waiting for them to install additional drainage.
2. A new planter was commissioned and installed on the central reservation in the road outside the Tredegar Arms, this was following the original planter being demolished by a large vehicle.
  3. The Community Council is responsible for the upkeep of the Church clock. Over the past year it has proved to be problematic after its last scheduled maintenance and despite several visits by the maintenance company it is still not functioning. The Church in Wales provided contact details of the maintenance company they use, and a survey and quote has been received. Due to the amount of work needed to repair the clock and the cost the Community Council is presently reviewing the options and a meeting with the PCC and the Church in Wales will be arranged.

Over the period of this Community Council, we received 17 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 10 applications; Monmouthshire County Council have approved 9 applications with 5 applications still pending consideration.

During this period among the numerous activities the Community Council has carried out there have been several incidents reported to My Mon for multiple issues ranging from rusted signposts to blocked drainage grids.

#### **7. Minute 4780 – To Approve and Adopt the Standing Orders for Shirenewton Community Council**

The Council approved the Standing Orders reviewed May 2024.

#### **8. Minute 4781 – To Approve and Adopt the Financial Regulations for Shirenewton Community Council**

The Council approved the Financial Regulations reviewed May 2024.

#### **9. Minute 4782 – To note the appointment of the Internal Auditor P Brabon per Minute 4764 - 8<sup>th</sup> April 2024 meeting.**

Noted

#### **10. Minute 4783 – To Review Committee Structures and to Appoint Members to Serve on the Under Mentioned Committees 2024/25:**

- a) One Voice Wales Area Meetings – Subject to Councillor Availability
- b) Shirenewton Recreation Association – Cllr P Butterworth plus additional Councillors as available.
- c) Monmouthshire County Planning - Cllrs I Martin and P Butterworth
- d) Monmouthshire Newport Area Committee – Cllrs C Martin and I Martin
- e) MoD Joint Meetings – Cllr K Dunn plus additional Councillors as available
- f) Footpaths Officer – Councillor G Mitchell
- g) Environment and Development (1 Cllrs) Subject to Councillor Availability

#### **11. Minute 4784 – To appoint members, including the Chairman, to serve on the Staffing Panel**

Councillors P Butterworth and K Dunn were unanimously appointed.

#### **12. Minute 4785 – To appoint members, including the Chairman, to serve on the Appeals Committee**

Councillors P Butterworth and I Martin were unanimously appointed.

#### **13. Minute 4786 – To review the Council Asset Register**

The Asset Register was approved by the Council.

**14. Minute 4787 – To review the Council Insurance policy and discuss/decide on alterations**

The Policy was approved by Council subject to detailed consideration by Councillors P Butterworth and C Martin with reference to notification to the Insurers of the change of Clerk. Payment of this year's annual premium was approved subject to confirmation on pricing.

**15. Minute 4788 – To review and decide on amendments to Council policies –**

- a) Complaints Policy**
- b) Financial Risk Assessment**
- c) Publication of Documents**
- d) Equality and Diversity**
- e) Health and Safety**
- f) Local Resolution Protocol (June 2019)**
- g) Retention and Disposal of Documents**
- h) Data Audit Schedule**
- i) Removable Media**
- j) Social Media**
- k) Website Accessibility Statement**

All documents reviewed and approved May 2024 and available on the Council website.

**16. Minute 4789 – To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses:**

- a) Solar Farm**
- b) Subscription to Society of Local Council Clerks (SLCC) and One Voice Wales**
- c) Review of the Council's expenditure incurred under S.137 of the Local Government Act 1972 or the power of well-being – wreaths and annual local organisations grant scheme**
- d) Dog waste collection**

The Council noted the above arrangements and agreements.

**17. Minute 4790 – To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year.**

The Council approved the proposed schedule of meetings until the next annual meeting May 2025.

June 3<sup>rd</sup> 2024

July 1<sup>st</sup> 2024

August 5<sup>th</sup> 2024

September 2<sup>nd</sup> 2024

October 7<sup>th</sup> 2024

November 4<sup>th</sup> 2024

December 2<sup>nd</sup> 2024

January 6<sup>th</sup> 2025

February 3<sup>rd</sup> 2025

March 3<sup>rd</sup> 2025

April 7<sup>th</sup> 2025

May 2<sup>nd</sup> 2025 (Friday)

**There being no further business the annual meeting closed at 7.30 pm.**