

SHIRENEWTON COMMUNITY COUNCIL

Minutes of the Annual Council meeting held at Shirenewton Recreation Hall on Monday 12th May 2025 at 7.00pm.

Present:

Councillors:

P Butterworth, C Martin and I Martin

Also in attendance:

County Councillor L Brown and G Todd (prospective Councillor)

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

1. Minute 4791 – To Elect the Chairman of the Council 2025/6 and to receive the Chairman’s Declaration of Acceptance of Office

It was resolved that Cllr C Martin be appointed as acting Clerk to the Council for the purpose of conducting the election of a new chairman and witnessing Councillors' acceptance of office in the absence of J McLagan being indisposed.

Cllr P Butterworth was unanimously elected as Chair until the next annual meeting. He accepted the nomination, signed his acceptance of office and Cllr C Martin countersigned. The Council thanked Cllr P Butterworth for all his work during the last 12 months.

2. Minute 4792 – To Elect the Vice Chairman of the Council 2025/6

Cllr C Martin was unanimously elected as Vice Chair until the next annual meeting, and she accept the nomination. The Council thanked Cllr C Martin for all her work during the past year.

3. Minute 4793 – To receive apologies for absence

Cllr G Mitchell and J McLagan (through indisposition)

4. Minute 4794 – To receive any declarations of Interest from Councillors.

None declared.

5. Minute 4795 – To Note Minutes of the Annual Meeting held on 3rd May 2024 confirmed as a true record.

Noted

6 . Minute 4796 – Outgoing Chair’s Report on 2025/6

Cllr PB read his report as follows

Chair’s report 2025

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

In January 2025 we were sorry to see the departure of Cllr Keith Dunn and I thank him for all the work he has done for the Council during his tenure.

Also, in January 2025 we were sorry to see the departure of Cllr Andy Williamson and I thank him for the work he has done for the Council during his tenure.

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

1. There had been an issue with the drainage of the pit under the trampoline in periods of extensive rain which MCC had been aware of and have now resolved by the installation of additional drainage.
2. The Community Council was awarded planning permission for the change of use of the Earlswood Field to allow equestrian use, this followed offers to rent the field for keeping horses. Biodiversity and waste management reports have been requested from the Licensees.
3. Church clock. The Council did not receive the sufficient community support following a survey of residents to repair the clock. Consequently, a group consisting of the bell ringers and other members of the community have taken on the role of raising funds to repair the clock.
4. Over the period of this Community Council, we received 22 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 12 applications, Monmouthshire County Council have approved 10 applications and refused 4 applications with 5 applications still pending consideration. The other applications having been withdrawn.

7. Minute 4797 – To Approve and Adopt the Standing Orders for Shirenewton Community Council

The Council approved and resolved to adopt the Standing Orders as reviewed May 2025.

8. Minute 4798 – To Approve and Adopt the Financial Regulations for Shirenewton Community Council

The Council approved and resolved to adopt the Financial Regulations as reviewed May 2025.

9. Minute 4799 – To note the appointment of the Internal Auditor P Brabon

Noted

10. Minute 4800 – To Review Committee Structures and to Appoint Councillors to Serve on the Under Mentioned Committees 2025/6:

- a) One Voice Wales Area Meetings (2 Cllrs) – Subject to Councillor Availability
- b) Shirenewton Recreation Association – Cllr P Butterworth plus an additional Councillor as available.
- c) Monmouthshire County Planning - Cllrs I Martin and P Butterworth
- d) Monmouthshire Newport Area Committee (2 Cllrs) – Councillors as available.
- e) MoD Joint Meetings – (2 Cllrs) Councillors as available
- f) Footpaths Officer – Cllr G Mitchell
- g) Environment and Development (1 Cllr) – Councillor as available.

The appointments were approved by the Council.

11. Minute 4801 – To appoint Councillors, including the Chairman, to serve on the Staffing Panel

Cllr P Butterworth and Councillors as available

The appointments were approved by the Council.

12. Minute 4802 – To appoint Councillors, including the Chairman, to serve on the Appeals Committee

Cllr P Butterworth and Councillors as available.

The appointments were approved by the Council.

13. Minute 4803 – To review the Council Asset Register

The Asset Register was approved by the Council.

14. Minute 4804 – To review the Council Insurance policy and discuss/decide on alterations

The Policy was approved by the Council subject to detailed consideration by Cllr C Martin to report at June monthly meeting. Payment of this year's annual premium was approved by the Council.

15. Minute 4805 – 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**

There being no amendments proposed, the policies were reviewed and approved by the Council.

16. Minute 4806 – 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**

In the absence of J McLagan, the Clerk, the arrangements are to be reviewed at the June monthly meeting

17. Minute 4807 - To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year.

The proposed schedule of meetings up to December 2025 are approved by the Council and shown below, the remaining dates until the next annual meeting May 2026 being under preparation by J McLagan and to be presented for approval at the June monthly meeting.

June 2nd 2025

July 7th 2025

August 4th 2025

September 1st 2025

October 6th 2025

November 3rd 2025

December 1st 2025

There being no further business the annual meeting closed at 7.25 pm.