**SHIRENEWTON COMMUNITY COUNCIL**

Minutes of the Council meeting held on Monday 2 July 2012 at 7.30 pm

at Shirenewton Recreation Hall.

**Present:**

 **Councillors:**
Ms L McCombe (Chair)

 Ms B Moore

 Ms L Prosser

 Mr K Morton

 Mr T Hughes

 Mr P Harris

 Mr D Adams

**Also in attendance:**

 Mr I Moore

 County Councillor G Down

 Mrs G MacDonald

 Mrs H Counsell (Clerk)

**1. Ratification of co-option vacancy**

The appointment of Mr Ian Moore was ratified by Council and he duly signed the Declaration of Office.

The Chair welcomed all to the meeting and councillors introduced themselves to Mr Moore.

**2. Public participation -** no members of the public attended the meeting.

**3. Apologies:**

 Cllr P Moles and Cllr C Jones.

**4. Police report**

The police report had been circulated prior to the meeting but PC Thorpe was unable to attend. It was noted that there were a number of minor incidents, but no reportable crimes.

Cllr Harris asked C Cllr Down whether he had written to the Care Standards Inspectorate regarding issues at Brookacre, and C Cllr Down confirmed that he had, but would write again with specific police information from the above report.

It was noted that there are several youths using the Recreation car park and the equipment in the children’s play area during the evenings and a suggestion was made to have a sign giving an upper age limit on the play area gate. Clerk to contact T O’Donovan at Mon CC regarding cost.

**Minute 2771 - To disclose personal and pecuniary interests in any item of listed business.**

There were none.

**Minute 2772 -** Minutes of the meetings held on 11 and 28 June 2012 were both approved as true and accurate records. The minutes of both meetings were signed by the Chair.

**Minute 2773 - Planning.**

No planning applications had been received.

Councillors considered whether to form a Planning Sub-Committee and decided against this. Councillors were reminded that they were to take the responsibility of checking planning applications online to speed the process, which would allow them to be well informed but reduce the need for lengthy discussion at meetings. It was recognised that there will be times when contentious issues arise and more detailed discussion will be required.

**Minute 2774 - Village Green Public Inquiry update**

There was no further information available.

C Cllr G Down advised that the Individual Cabinet Member Decision on 3.7.12 regarding appropriation of land by Mon CC, will be made by Bob Greenland. C Cllr Down advised that he will ‘call in’ the decision and it will then go before the Strong Communities Select Committee, which is a public meeting. The decision will then be made to either:

* Agree with the Cabinet Member’s decision
* Disagree and refer back
* Disagree and go to full Council.

Prior to tonight’s meeting, Cllr C Jones had circulated detailed notes of the history of the proposed appropriation of land which gave insight into the community aspect of the issue.

C Cllr Down will inform the Clerk when the Select Committee will meet, Clerk will then forward Cllr Jones’ notes to the Chair of the meeting. Clerk to agenda the Individual Cabinet Member’s Report for next meeting.

The Chair thanked Cllr Jones for her work in providing the comprehensive background information.

**Minute 2775 - Queen Elizabeth 11 initiative**

Cllr Moore advised that the application is progressing but there is the possibility of a £100 registration fee at the Land Registry. Cllr Moore was of the opinion that the land is already registered to this Council, but was raising the issue at this point, for further discussion if a fee is required.

**Minute 2776 - Village Shop options**

Cllr Moles was not present at the meeting. Clerk to agenda item for next meeting.

**Minute 2777 - Clerks Report**

1. **Best Kept Village Competition 2012 -** judging should now have taken place.

2. **Co-option of Councillor for Mynyddbach** - completed.

3. **Code of Conduct training** - Clerk has booked training for 6 Councillors and herself on Weds 11 July 2012 at 7 pm at the Gatehouse, Chepstow.

 Clerk to check whether Cllr I Moore can also attend.

 Cllrs Adams and Moles to contact the Clerk re availability for OVW training at Usk on 16.7.12.

4. **Data Protection Registration**  - completed.

5. **Clerk’s annual leave** booked for one week 23 - 27 July 2012.

6. **Clerk’s 6 month probation** - meeting date to be arranged with Chair.

 Cllrs to contact Chair with their observations on the Clerk’s performance as soon as possible.

7. **Recreational space, Blethyn Close**, this issue dealt with at a special meeting on 28 June 2012. Fencing is now in place around works site and residents have expressed their appreciation of the prompt action taken by this Council.

 Cllr Morton advised that a licence should not have been issued without a Risk Assessment being in place. C Cllr Down was of the opinion that this is clearly an unsatisfactory situation and advised that a Method Statement was a condition of planning permission and if this had not been agreed then this would constitute a breach of planning conditions. Clerk has requested a copy of the Contract and Risk Assessment from Mon CC.

 C Cllr Down has requested a site meeting with D Swanson of Mon CC and the Chair requested that this Community Council is also represented at the meeting. C Cllr Down to advise the Clerk when a date has been agreed.

8. **Minutes of joint meeting** with Caerwent CC and the MoD held on 8.5.12 to be distributed by e-mail.

**Minute 2778 - renewal of Recreation Hall lease**

Cllr B Moore and the Clerk attended a meeting with Ms J Burke of Francis &Co (Solicitors) on 22.6.12. Following feedback and discussion -

* Councillors resolved to extend the lease to 25 years, subject to confirming ownership of the buildings
* Councillors agreed to an alteration to Point 4.8 - that the buildings on site belong to the Recreation Association.

Cllr B Moore confirmed that Recreation Association signatories would be the Committee Chair and Vice Chair.

The Clerk advised that solicitors costs would be £250 + vat, to include a £50 Land Registry charge .

**Minute 2779 Finance - to consider items for payment**

**Expenditure (by Standing Order)**

Clerk’s salary/allowances - June 2012 £402.20

Clerk’s Pension - June 2012 £ 97.72

Inland Revenue - June 2012 £ 78.26

**Items for payment**

Clerk’s June expenses £97.43

Data Protection Registration £35.00

The updated bank mandate has been accepted by HSBC bank.

Copies of the corrected Financial Accounts for 2012 were received.

**Minute 2780 - to discuss rental of the community field at Earlswood.**

Cllr Hughes had received 8 tenders for purchase of the grass crop. It was agreed to accept the highest tender of £267, from Mr H Stone of Newchurch West. Clerk to inform Mr Stone and arrange for payment to be made, also to request that the field be cleared by 31 July (weather permitting) or as soon as possible thereafter. Cllr Hughes also advised that 4 of the people that tendered are interested in rental of the field when it becomes available.

Councillors discussed rental of the field, type of use, length of tenure and other suggestions such as a nature reserve. Both Cllr Hughes and the Clerk had discussed rental issues with Land Agents and reported back on these meetings. Clerk to contact previous tenants to enquire whether they held a Small Farms Subsidy on the field.

Cllr Morton advised that originally Poor Land was owned by the Church and the agreement at that time was that a percentage of profit could be distributed via the church to the poor of the parish. He further suggested contacting the church or SLHS for sight of original documentation. Clerk to pursue.

**Minute 2781 - To consider correspondence received**

1. Notification of the AGM of One Voice Wales Monmouthshire/Newport Area Committee at Llandenny Parish Hall on 12.7.12 at 7 pm.

2. Mon CC, notice of Planning Meeting on Tuesday 3.7.12 at 2pm at the Old Council Chamber, Shire Hall, Monmouth - no local issues being considered.

3. Invitation from the Trustees of Home Start, Monmouthshire to the AGM and Celebration on Monday 16 July at the Bridges Centre, Monmouth.

4. Research document from the All Wales Centre for Governor Training and Research - information passed to C Cllr Down.

5. Ombudsman’s Annual Report 2011/12 - booklet held by the Clerk.

**Minute 2782 - Short reports on meetings attended.**

* C Cllr Down reported back on a meeting with Paul Keeble of Mon CC regarding traffic calming issues and confirmed that proposals will be drawn up for consultation in the autumn. Proposals will respect the rural environment and size of agricultural traffic.

C Cllr Down further advised that Mr Keeble was positive to the suggestions of white line removal, entry features to Shirenewton village and vehicle activated signage. He felt that positive progress had been made.

* Cllr Morton advised of the upcoming sale of Williams Farm at Gaerllwyd and it was suggested that the Clerk investigate the registering as common ground areas of verge that are used for parking vehicles and storing waste .
* Cllr L McCombe advised that all Rights of Way in existence prior to 1949 and not shown on the 1:25000 Ordnance Survey map must be registered by 2026, or public access will lapse and the rights lost forever. The only Right of Way queried was the footpath to Llanmelin Hill Fort. Clerk to check registration.
* C Cllr Down offered to donate sacks of daffodils to the Council in the autumn, this offer was gratefully received and members of the Council offered to complete the planting when the bulbs are available.

**Minute 2783 - Community Led Plans**

A presentation had been received and the Plans discussed in April 2012, then deferred for three months because of other community consultations taking place at that time. Council agreed that the Clerk submit an article to the Parish Newsletter asking for feedback on community interest in this project before taking it forward.

**Minute 2784 - Skateboarding proposal**

C Cllr Down reminded Council of the proposal made by young residents last year for a skateboard facility. They had made a presentation to Council in November 2011 which had been further discussed in December. Council was supportive of the proposal in principle, location of the facility was undecided but Council agreed, at that time, to assist in finding a suitable site.

C Cllr Down advised that the young people are looking for a fairly low key installation and held a meeting with Mike Moran of Mon CC last month, who was able to identify some funding possibilities for the project and will liaise with them regarding taking the proposal further.

Council was aware that Cllr Jones visited a skate facility at Woolaston last year when this project was being considered and requested the Clerk to contact her and request her notes to be distributed prior to the August meeting, when this project will be further discussed.

Council representatives on the Recreation Association committee will also raise the issue at the next meeting for their observations.

Initial concerns raised by Council that require further investigation are insurance, approximate size of facility and location of an appropriate site.

If support of the proposal continues to remain positive, young people will be asked to make a further presentation at the October 2012 Council meeting.

**Date of next meeting:** Monday 6 August 2012 at 7.30pm at Shirenewton Recreation Hall.

Meeting closed at 9.30pm.