

**MINUTES OF DEVAUDEN COMMUNITY COUNCIL  
MONDAY 20 AUGUST 2007 AT ITTON VILLAGE HALL**

**COUNCILLORS PRESENT** A Cooke, C Knight, E Hall, J Williams (Chair), K Reece, N Knowland  
**APOLOGIES:** M Powell, A Duffield, CC Greenland

**IN ATTENDANCE:** C Martin (Clerk)

**1) OPEN SESSION**

No members of the public present.

**2) CONFIRMATION OF MINUTES**

Minutes from meeting of 30 July 2007 were agreed and signed by JW and CM.

**3) MATTERS ARISING**

- 3.1** Deer Larder, Chepstow Park Woods. JW reported that Councillor Powell informed her that he had attended the site and the refrigeration unit is very quiet. The forestry commission have submitted a plan which will be discussed as part of planning (see below).
- 3.2** MCC – reply from MCC stating that the DCC should nominate a representative for the Governing body of Shirenewton School. JW has contacted MCC and is now waiting for them to return the call. Defer to the next meeting.
- 3.3** Brochures for benches passed to JW to review and report back.
- 3.4** Overgrown Hedges – letter acknowledging receipt of information about hedge ownership. File.
- 3.5** Highways form – reply to form sent 7.7.07. File

**4) FINANCE**

*Balances 20/8/07 Current; £ 736.43      No Notice: £4542.93*

**4.1** Agreed for payment by JW and NK

Clerks salary and expenses £208.98 cheque no 101088

Mrs Lydia Warner – invoice for conducting internal audit, £84.39, cheque no. 101089

Church of the Holy Cross Kilgwrrwg – request for donation for grass cutting. Agreed £25, cheque no 101090.

**4.2** Internal Audit report presented to the councillors. The following actions were agreed as a response to the internal auditor's comments:

- 4.2.1 Clerk's tax treatment – on the advice of the Internal Auditor CM will investigate obtaining a letter from the Inland Revenue to confirm that income from DCC is declared.
- 4.2.2 Internal Auditor reported that the Clerk's contract may be out of date and does not state that is an employee or how holiday pay is awarded. This was discussed and decided that the sample contract provided by NALC was too complex for a part time Clerk's role. Councillors instructed CM to contact NALC to see if there is a more appropriate version or if this version can be altered.
- 4.2.3 Receipts – Clerk will provide receipts for all postage and stationery used for the council's work. A franking machine is used for postage and DCC agreed that an invoice from the company providing the service would be acceptable.
- 4.2.4 It was agreed that in the case of telephone calls an itemised phone bill for the purpose of reclaiming VAT would not be required. VAT will not be reclaimed on phone calls as the administration cost of making the claim would outweigh the amounts. The Clerk will continue to itemise calls and claim at cost.
- 4.2.5 In response to the Internal Auditors suggestion that management decisions are clearly recorded DCC will agree all points appertaining to the Clerks Salary and expenses annually at the time of salary review as determined by NALC's advice on salary increases. Other management decisions will be reviewed annually in December each year.
- 4.2.5 In response to the suggestion that reserves should be reduced this will be done this year as various projects are planned such as new benches and information boards.

**4.3** Accounts for year ending 31 March 2007 checked and signed off by JW. The annual return to be sent to Mazars LLP has been completed and signed by the clerk. JW signed off the annual report to be submitted before the appointed date of 1 October.

Signed \_\_\_\_\_

## **5) CORRESPONDENCE**

- 5.1** MCC – Monmouthshire Countryside Service – newsletter. Passed to AC.
- 5.2** The Arts Council for Wales – information about the night out scheme. JW will give to Hood Memorial Hall committee.
- 5.3** Wye Valley AONB – In touch newsletters. Distributed.
- 5.4** Wye Valley AONB – Outstanding magazine. Distributed.
- 5.5** Better Trains 4 Chepstow - File
- 5.6** Monmouthshire Intergenerational Project – notification of meeting 27 September. File
- 5.7** Monmouthshire Greenweb – information posters. CM to put on notice board.
- 5.8** Results of best kept village competition for Devauden. JW will put up the score sheet in Hood Memorial Hall.
- 5.9** MCC – letter from Roger Joy regarding Christmas Lights. File
- 5.10** MCC – consultation on MCC’s first draft gender equality scheme. Consultation closes 14 September. File.
- 5.11** MCC – Rural Development Plan for Wales Axis 3 – notification of revised application form and deadline of 21 September. JW will give to Hood Memorial Hall committee.
- 5.12** Chepstow CAB – annual report. 2006/7. File.
- 5.13** WAG – Consultation Document – Relationship Building and charters for unitary authorities and community and town councils. Consultation ends 3 December. File

## **6) PLANNING**

- 6.1** Planning committee agenda 7 and 21 August. File 2 months
- 6.2** Planning list for Devauden for weeks 30, 31, 32 (nothing for DCC for week 30 and 32). File 2 months.
- 6.3** Planning decisions for weeks 27 to 32 (nothing for weeks 27, 29, 32). File. Following decisions by MCC
- 6.3.1** DC/2007/01428 – Ty Craddog Woodlands, Llansoy – new access track with access to highway and associated hedgerow creation and tree planting, refused.
- 6.3.2** DC/2007/00617 – Ferny Bank, Itton common, 2 loose boxes and feed shed, approved.
- 6.4** DC/2007/00935 – Enlarge/increase height of existing stable and create horse exercise area, Cledd y tan farm, Kilgwrrwg. Recommend refusal of the original application. Include the following in the reply - “Please see the letter sent to David Swanson, dated 22/7/07, by Mr M Fleetwood and Mr G Jones, neighbors of the property.”
- 6.5** DC/2007/00902 – Siting of transportable deer larder on concrete base with access track, Forestry commission Offices, Itton. Request extension until after meeting on 24 September. Members of the public have expressed an interest in this plan so requested that CM requests an extension from MCC until after the next meeting to enable members of the public to attend the next meeting when it can be discussed.
- 6.6** Notification of exemption from disclosure of documents pertaining to Enforcement notice E04/280, at planning meeting of 21 August. File

## **7) COUNTY COUNCILLORS REPORT**

Not in attendance.

## **8) ONE VOICE WALES (OVW)**

Bulletin of main points from meeting 19 July 2007. File

## **9) WARD REPORTS**

CK reported that he had been passed a traffic statement prepared by a consultant appointed by the applicants of the Stud Farm development. DCC will await formal notification via MCC planning department.

AC reported that Kilgwrrwg were successful in achieving an Agenda 21 grant for a seat for Howell’s Green.

NK – outside Prospect House, Kilgwrrwg on the Devauden to Gaerllwyd road – the verge has eroded away and vehicles are getting stuck.

**Meeting closed 9.00pm**

**Next Meeting Sept 24, Devauden Village Hall 7.30pm**

**2007 Meetings - Oct 29, Nov 26, Dec 17**

Signed \_\_\_\_\_