

Minutes of a meeting of the Parish Council held on Wednesday 16<sup>th</sup> January 2019 at 7.00pm in the War Memorial Hall, Tutshill.

**Present:** Councillors: Bollen, Drew, Evans, Gregory, Molyneux, O'Toole, Powell, Tullett and Wall  
Officers: Clerk (Carol Hinton) Admin Assistant: Kevin Duffin

1. **ATTENDANCE**

- a) Apologies for absence from those councillors unable to attend were received from Councillor Koning. Apologies also received from Patrick Molyneux
- b) **Resolved to accept** those apologies received with reasons for absence from Councillor Koning.

2. **DECLARATIONS OF INTEREST**

- a) **Resolved to receive Declarations of Interest** in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and in accordance with the provisions of the Localism Act 2011 in respect of members.
- c) **Resolved to consider any Dispensation Requests** received by the Parish Clerk and not previously considered.  
None Received

3. **MINUTES OF PREVIOUS MEETING**

- a) **Resolved to approve** as a correct record the minutes of the meeting held on 12<sup>th</sup> December 2018.
- b) **To consider any questions** arising from those minutes. **There were none**

4. **PUBLIC CONSULTATION**

**There were no members of the public present.**

5. **COMMITTEES**

**Resolved to receive reports, minutes and recommendations from committees**

- i) Planning, Development Control and Highways Committee scheduled for 19<sup>th</sup> December 2018 - CANCELLED
- ii) Amenities Committee meeting held on 9<sup>th</sup> January 2019  
There were no questions

6. **CHAIRMAN'S ANNOUNCEMENTS**

**To receive and note any announcements from the Chairman** of the meeting.  
**There were none**

7. **POLICING IN THE PARISH**

**Resolved to note** the report downloaded by the Clerk.

8. **PARISH CLERK'S REPORT**

**Resolved to receive and note** the Parish Clerk's Report .

9. **FINANCE**

- a) **Resolved to approve payments** according to the Financial Statement for December 2018
- b) **Resolved to receive and approve the Financial Statement** for December 2018

10. **STANDING ORDERS**

**Resolved to adopt** the NALC model Standing Orders as presented subject to amendments as discussed and that the Finance and Probity Committee develop and introduce a new staff appraisal system.

11. **PLANNING, DEVELOPMENT CONTROL AND HIGHWAYS COMMITTEE**

**Resolved to appoint** Councillor Wall to the Planning, Development Control and Highways Committee.

12. **SEDBURY AND BEACHLEY VILLAGE HALL – PARISH COUNCIL REPRESENTATIVE**  
**Resolved to defer** appointment of Parish Council representative to the Sedbury and Beachley Village Hall management committee until after the May elections.
13. **BUCKINGHAM PALACE GARDEN PARTY**  
**Resolved to nominate** Councillor Bollen to be entered into the GAPTC draw for tickets to attend Buckingham Palace garden Party on 29<sup>th</sup> May 2019.
14. **SOCIAL MEDIA POLICY**  
**Resolved to defer** adoption of Social Media Policy and reconsider in February once discussed amendments have been made.
15. **EMAIL POLICY**  
**Resolved to adopt** Email Policy subject to discussed amendment regarding annual review frequency.
16. **NEWSLETTER**  
a) **Resolved to approve** quotation from Storm Marketing for printing of Newsletter of £470 (no VAT)  
b) **Resolved to approve** quotation from Storm Marketing for the design of Newsletter of £125 plus VAT (total cost £150)  
c) **Resolved to approve** quotation from Storm Marketing for the distribution of Newsletter of £266.67 plus VAT (total cost £320)  
d) **Resolved to approve** payment of above amounts by Clerk as and when they are required
17. **CORRESPONDENCE**  
**Resolved to receive and note** any other correspondence as detailed in the Clerk's Report  
**Also** – Shared Forest consultation at District Council. Agreed social gathering at The Gurkha February 6<sup>th</sup>.  
Also discussed job title for the advert to replace Kevin to be Deputy Clerk – Carol / Kevin to produce advert after considering hours required etc.
18. **COUNCILLORS' REPORTS**  
**Resolved to receive and note** any matters which councillors wish to raise and where appropriate add to the agenda for the following meeting or meetings of committees:  
Councillor Evans – asked for details on how to register for the election in May – these will come from the District Council  
Councillor Drew – had attended meeting at Sedbury Space late last year and had been asked for possible help with lighting for outside of the building and defibrillator to be installed. The building belongs to Two Rivers Housing Association so they should be contacted first. However a grant may be applied for. The nearest defibrillator is only at the Chemist in Sedbury and so there would not be a requirement for another so close.  
Councillor Bollen – had received a complaint that the grass between Danes Hill and Mercia Way is being used as a race track for bikes and cars. Councillors have noted this and members of the public should be advised that they should call the Police.  
Councillor Powell – had received a report that a resident was having difficulty having an assessment in order to be able to leave hospital and return home due to the cross border issue. Advised should contact MP Mark Harper as the new rules should have resolved this type of situation. Also, had received letter from Monmouthshire re: commenting on the new Mabey Bridge development in Chepstow – Clerk to circulate to Councillors.
19. **FUTURE MEETINGS**  
**Resolved to note** the dates of future council and committee meetings:  
Wednesday 23<sup>rd</sup> January 2019 - Planning, Development Control and Highways Committee  
Wednesday 20<sup>th</sup> February 2019 – Full TPC Council Meeting

**The Meeting closed at 20.45hrs**