

# GOETRE FAWR COMMUNITY COUNCIL

## MINUTES OF THE MEETING HELD AT GOYTRE COMMUNITY CENTRE ON MONDAY 15<sup>th</sup> MAY 2017

**Present:** Community Councillors, Lucyann Rands, Roger Howells, Owen Dodd, Rose Thayers, Syd Welford, Robert French, Roger Ogden, Colin Deakins

**In Attendance:** Clerk – Jonathan Lazenby

**Apologies:** None received

		<b>ACTION</b>
1	<p><u>Meeting commenced at 08.23</u></p> <p><b>Chairman's Remarks</b></p> <p>Chairman, Councillor Dodd, welcomed everyone to the meeting and congratulated councillors on their election. He recommended that everyone should read the Standing Orders, an updated copy of which had recently been sent out by the Clerk. He also flagged the need to be aware of conflicts of interest, and the Clerk reminded everyone that this would feature in next week's Code of Conduct training</p>	
2	<p><b>Approval of Minutes of the Previous Meeting</b></p> <p>Proposed by Councillor Howells and seconded by Councillor Ogden</p>	
3	<p><b>Matters Arising</b></p> <ol style="list-style-type: none"> <li>1. After School Club - Councillor Howells said he had been asked when the Community Centre would be re-decorated. It was noted that the recent re-plastering was still drying out, but the last two weeks in August (when there is no school club) should be a suitable time. Clerk to arrange for quotes and asked councillors to provide known recommended firms for him to approach.</li> <li>2. Goytre car park – clerk has sent details of the 'dumped' vehicles to PC Evans to check that there is no untoward activity taking place – response awaited but in the meantime there have been no further vehicles</li> <li>3. Tree Roots / Damaged pavement at Public Conveniences - Nigel Leaworthy at MCC has provided a quote of £441 to excavate the damaged path, remove/trim the roots and reinstate the footpath. It was agreed that the work should be undertaken on health and safety grounds. Proposed by Councillor Deakins and seconded by Councillor Welford.</li> <li>4. Dog bins. Now all installed, and the bin at the top of Newtown Road now moved from inside the park fence to the pavement side. A complaint had been received by MCC from a resident of Cwmbran about the dog bin at bridge 72 (paid for by the Canal and Riverside Trust). An accompanying photo showed large amounts of litter (and dog waste bags) overflowing from the bin. When visited the bin had been emptied, and Sue Parkinson is to arrange for a 'No litter' sign to be added to the bin. Provision of a litter bin alongside is not favoured by MCC as it is likely to attract fly tipping. In the meantime Clerk to monitor usage and state of the bin. The clerk advised that the Dog Fouling day had been postponed until 22<sup>nd</sup> June due to the issue of purdah leading up to the forthcoming general election.</li> <li>5. Litter Bins. Two new bins to be installed, on the pavement outside the dog walking area and at the top of Newton Road. Sue Parkinson to liaise with the school to promote as part of the litter project from last year. Clerk is to suggest that this could also link in with the additional dog bins, perhaps with suggestions as to the placement of the A3 signs and Lamp post stickers</li> <li>6. Bus Shelter facias / glass - Councillor Deakins advised the meeting that he would follow this up</li> <li>7. Keys to the Goytre Park padlock &amp; chain. Councillor Dodd advised that Clive Litten (local resident) had volunteered to be a key holder to enable the padlock and chain to be used to secure the large gate at the entrance to the park. Councillor Dodd is also to request a key for the Clerk. Proposed by Councillor Ogden and seconded by Councillor French Clerk also reported that Nigel Leaworthy (MCC) had agreed it was possible to put up signage preventing access by horses for the reasons of damage to the</li> </ol>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>infrastructure within the park and also health and safety/welfare risks. Proposed by Councillor Welford and seconded by Councillor French</p> <ol style="list-style-type: none"> <li>Web site. Clerk thanked Councillor Howells who has now re-directed all web traffic to the new Spanglefish hosted site. However the 20 second re-direction delay (so that users can see that the re-direction is legitimate) was felt to be a little long and it was agreed by the meeting that this should be reduced to 10 seconds.</li> <li>Internal audit. The relevant papers have now been handed to Helena Fox for review.</li> <li>Footpath / Bridleway review. Clerk has sent a letter to Janet Villars on behalf of the council supporting her request for the upgrade of the footpath to a bridleway.</li> <li>North Monmouthshire Liaison Committee. A date of Tuesday 13<sup>th</sup> June has been proposed to discuss future of the group. Councillor Dodd is to check his availability. Venue TBC.</li> </ol>	Clerk
4	<p><b>Reports</b></p> <p><u>Monmouthshire County Council</u></p> <ol style="list-style-type: none"> <li>Unfortunately Councillor Jones has broken his ankle so was unable to attend. There was nothing to report in his absence.</li> </ol> <p><u>Little Mill Village Hall</u></p> <ol style="list-style-type: none"> <li>The Picnic in the Park on 1<sup>st</sup> July is to go ahead as planned. It will take place at 4pm so it was felt that the Goytre Park Fete shouldn't impact significantly.</li> <li>There is a meeting scheduled on 24<sup>th</sup> May between the Trustees of the village hall and the body proposing to install a phone mast in the village (the subject of a previous preliminary planning proposal). No more information is known at this stage. Councillor Deakins will report back at the next meeting.</li> </ol> <p><u>Goytre Village Hall</u></p> <ol style="list-style-type: none"> <li>Next meeting scheduled for 16<sup>th</sup> May. In the interim nothing to report.</li> </ol> <p><u>Goytre School Governors</u></p> <ol style="list-style-type: none"> <li>Next meeting scheduled for 24<sup>th</sup> May. In the interim nothing to report.</li> </ol> <p><u>Goytre Community Centre</u></p> <ol style="list-style-type: none"> <li>Work on the brickwork and plaster in the Centre is now complete. Invoice now received for £800 + VAT (£960) as per quote and will be paid in accordance with original resolution for the work to proceed.</li> <li>Usage details by the school awaited to enable centre Treasurer to submit an invoice (@£5 per session) as agreed at last meeting. Councillor Howells to follow up.</li> <li>Electrical Testing: Clerk has arranged for three quotes for the electrical testing of the building (excluding appliances which are the responsibility of GASC). Quotes received so far: <ul style="list-style-type: none"> <li>Gwenlecs Electrical Services Ltd £200 plus VAT (and £100 plus VAT for the public conveniences).</li> <li>Turnleys Limited £250 plus VAT for both properties (they also undertook the testing of the Community Centre in 2014 and could provide continuity by testing alternative circuits)</li> <li>Home Electrical Services – have asked for additional information e.g. isolation switches in the public conveniences which Clerk has been unable to establish. Have not been able to contact to progress further.</li> </ul> </li> </ol> <p>The meeting considered the two quotes received. Turnley's are known to the council having undertaken work before in a professional manner and quoted the cheapest price. It was therefore agreed that Turley's should be requested to undertake the electrical testing. Proposed by Councillor Howells and seconded by Councillor Ogden</p> <p><u>Goytre After School Club</u></p> <ol style="list-style-type: none"> <li>Numbers falling slightly, but nothing excessive – average for the time of year.</li> </ol> <p><u>Goytre Scout Hut.</u></p> <ol style="list-style-type: none"> <li>Still no decision – the committee are still evaluating what they want to do</li> </ol>	Clerk



	<p>3. Speed strips were installed on Plough Road for a short period. Clerk requested to ascertain if there has been any feedback.</p> <p>4. Sally Carr (resident) has asked if it is possible to erect warning / 20 mph signs on Plough Road on the two corners as it enters Goytre village. Clerk to investigate via MCC Highways.</p>	<p>Clerk</p> <p>Clerk</p>
8	<p><b>Community Council staff terms &amp; conditions</b></p> <p>1. Following the Clerk's announcement that he cannot currently be a paid employee of the council it was proposed to defer this item to a later meeting. Proposed by Councillor Deakins and seconded by Councillor Ogden.</p>	
9	<p><b>Meeting dates for Jan/Feb/Mar 2018</b></p> <p>1. The external auditor has requested meeting dates for the full 2017/18 financial year. The following additional dates were therefore agreed for the beginning of 2018.</p> <ul style="list-style-type: none"> <li>Jan: 22<sup>nd</sup> (LMVH) Feb: 26<sup>th</sup> (GCC) Mar: 26<sup>th</sup> (LMVH)</li> </ul>	Clerk
10	<p><b>Velethon</b></p> <p>An offer had been made for a representative from the Velethon to address the council / public to answer questions regarding the event on Sunday 9<sup>th</sup> July. However it was noted that the route had already been fixed, and given the information already available it was felt there was little positive benefit to be gained from such a meeting, and it may create an air of negativity at being inconvenienced again. Some councillors similarly expressed their unhappiness at the repeated impact on local residents. It was therefore agreed that the offer would be declined.</p>	Clerk
11	<p><b>Independent Remuneration Panel for Wales</b></p> <p>The Independent Remuneration Panel for Wales' Annual Report for 2017/18 had previously been distributed for Councillors to consider and provided an opportunity for publicly funded remuneration to be made available to encourage a diversity of people to become involved. The council had the opportunity to adopt any or all of the following eight determinations but once adopted they must be applied equally to all members.</p> <p>The Clerk read the following determinations from the report.</p> <p><b>Payments to Community and Town Councillors</b></p> <p># 44: Community and town councils are authorised to make a payment to each of their members of a maximum amount of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.</p> <p><b>Senior roles</b></p> <p>#45: Community and town councils are authorised to make an annual payment not exceeding £500 each to up to 3 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is made.</p> <p><b>Civic allowance</b></p> <p>#46: Community and town councils are authorised to provide a civic allowance to the mayor/chair of the council at an amount that they deem appropriate to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made</p> <p>#47: Community and town councils are authorised to provide a civic allowance to the deputy mayor/deputy chair of the council at an amount that they deem appropriate to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made</p> <p><b>Reimbursement of travel costs</b></p> <p>#48: Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:</p> <ul style="list-style-type: none"> <li>45p per mile up to 10,000 miles in the year.</li> <li>25p per mile over 10,000 miles.</li> <li>5p per mile per passenger carried on authority business.</li> <li>24p per mile for private motor cycles.</li> </ul>	

	<ul style="list-style-type: none"> <li>• 20p per mile for bicycles.</li> </ul> <p><b>Reimbursement of subsistence</b>  #49: If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:</p> <ul style="list-style-type: none"> <li>• £28 per 24-hour period allowance for meals, including breakfast where not provided.</li> <li>• £200 – London overnight.</li> <li>• £95 – elsewhere overnight.</li> <li>• £30 – staying with friends and/or family overnight.</li> </ul> <p><b>Other Allowances / Payments</b>  #50: Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:</p> <ul style="list-style-type: none"> <li>• Up to £34.00 for each period not exceeding 4 hours:</li> <li>• Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hours.</li> </ul> <p><b>Reimbursement of the costs of care</b>  #51: Community and town councils are authorised to provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement shall only be made on production of receipts from the carer.</p> <p>It was proposed by Councillor Howells that all should be adopted, and this was seconded by Councillor Welford</p> <p>Clerk to incorporate within Standing Orders and distribute to councillors.</p>	Clerk
12	<p><b>Post Election co-option of Councillors</b>  Following this month's (uncontested) election there are four vacant seats on the Community Council, three in Goetre ward and one in Mamhilad. The Clerk distributed a proposed vacancy notice to display on the two council notice boards and the Council's web site. These would be displayed for a minimum of 21 days - until Friday 9<sup>th</sup> June. These were received without comment.</p> <p>It was also suggested that the notices could also be sent to the church councils for display. Councillor Deakins also requested an electronic copy and would see if these could be displayed on the Little Mill and Goytre on-line pages. Clerk to arrange.</p>	Clerk  Clerk
13	<p><b>Review of Accounts</b></p> <ol style="list-style-type: none"> <li>1. The latest cashflow account was presented to the meeting. The Clerk said that in future donations would be shown under one of two categories – 'Donations' and 'S137 Donations'. The latter refers to section 137 of the Local Government Act 1972. This gives Councils the power to incur expenditure which it believes is in the interests of, and will bring benefit/well-being to the community. This can be used where there is no other direct power or statutory provision covering the expenditure. The Clerk had allocated the April payments made to the Wales Air Ambulance Service and the Chairman's charities to S137.</li> <li>2. Budget Review for 2017 / 2018  Councillors queried that no budget was showing against CCTV / Information Commissioner and Rent/Rates. Clerk is to investigate.  All other budgets were reviewed and the following points noted. <ul style="list-style-type: none"> <li>- The budget for election expenses of £750 will not be required as the GFCC election was uncontested. Clerk therefore suggested the budget could be reduced to £100 to cover sundry costs from MCC. However Council wished to retain the current budget for the time being given there were still four vacant seats to fill.</li> <li>- As the Clerk has agreed to continue in the meantime in an unpaid capacity, the previous salary and HMRC budgets will need to be reviewed in due course.</li> <li>- Unfortunately we have been unsuccessful in our application for grant monies to purchase three defibrillators. However we have been given some</li> </ul> </li> </ol>	Clerk

	<p>'pointers' and invited to reapply. On this basis the associated income / expenditure to be retained in the budget until the outcome of any second application is known.</p> <p><b>Payments being made this month:</b></p> <table><tr><td>1.</td><td>Thomas Waste Management</td><td>£76.80</td></tr><tr><td>2.</td><td>Monmouthshire County Council (pub convenience)</td><td>£269.46</td></tr><tr><td>3.</td><td>Merlin Waste Dog Bins</td><td>£71.19</td></tr><tr><td>4.</td><td>Brickcraft Building &amp; Civil Engineering Ltd</td><td>£960.00</td></tr><tr><td>5.</td><td>British Gas (electricity)</td><td>£20.09</td></tr><tr><td>6.</td><td>One Voice Wales (Annual membership)</td><td>£307.00</td></tr></table> <p>Further payments may be incurred before the month-end which will be recorded in next month's minutes.</p> <p><b>Annual Audit</b></p> <p>As required by the External Auditors, The Notice of Appointment of the Date for the Exercise of Electors' Rights to inspect the accounts for the year ended 31<sup>st</sup> March 2017 has been posted on both noticeboards and on the web site. This will be displayed from 15<sup>th</sup> until 28<sup>th</sup> May and allows for the inspection of all books, deeds, contracts, bills, vouchers and receipts, with the documents being made available between 30<sup>th</sup> May and 26<sup>th</sup> June.</p>	1.	Thomas Waste Management	£76.80	2.	Monmouthshire County Council (pub convenience)	£269.46	3.	Merlin Waste Dog Bins	£71.19	4.	Brickcraft Building & Civil Engineering Ltd	£960.00	5.	British Gas (electricity)	£20.09	6.	One Voice Wales (Annual membership)	£307.00	
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14	<p><b>Planning Applications</b></p> <p>No applications have been received for review.</p>																			
15	<p><b>Donations</b></p> <p>1. <b>Goytre AFC</b></p> <p>Clerk had previously forwarded to councillors a further letter from Mr Melmoth dated 3<sup>rd</sup> May to update them on the current situation. Subsequently it had been suggested that the Club may wish to apply for funding from the section 106 monies associated with the Pleasant Retreat development which have been earmarked for 'adult recreation'. Mr Melmoth had therefore begun to explore this opportunity with Mike Moran (MM) at MCC. It is unlikely that the development will trigger payment for some time, but MM is to explore the possibility of a loan through the council to be repaid via s106. Clerk had advised MM of the £3k grant which leaves the project short of £6496 (not £9496 as per an e-mail from DM). MM had indicated that support from GFCC would be helpful in any negotiations that he might have, noting that a decision would not be imminent due to the formation of the new council and appointment of officers following the election.</p> <p>It was therefore proposed that GFCC would be prepared to enter into a loan agreement with MCC for half of the outstanding monies (£6496) – so £3248.</p> <p>Proposed by Councillor Deakins and seconded by Councillor Welford.</p> <p>Clerk to advise MM as part of his negotiations and to request that MCC lawyers support with any loan / legal agreements required by GFCC</p> <p>2. <b>Defibrillators</b></p> <p>Disappointingly the application for award monies to support the purchase of three units has been declined. Feedback indicates that this is because some of the text in the application is similar to other applications received by them. This is a result of the support / heart attack statistics provided by the heart charity Cariad, which ironically has worked against us on this occasion. Although the decision is final we have been invited to re-submit. Clerk will review the application and re-submit when time allows given the current focus on the internal / external audit.</p>	<p>Clerk</p> <p>Clerk</p>																		

16	<b>Advertising</b> Usk and Raglan diary contributions This month's deadline for submissions is 24 <sup>th</sup> May. Councillor Welford advised that he would submit details of the dates of forthcoming meetings:	
17	<b>Maintenance</b> 1. The fence at the top of Newtown Road has not yet been repaired. Clerk to liaise with Councillor Bryan Jones when he returns to office. 2. Councillor Dodd mentioned an 'app' called 'Fix My Street' which enables users to take a picture of the pot hole etc, and the app then automatically sends a notification to the relevant council. Councillor Dodd to investigate if a note could also be sent to the Clerk, as this would prevent duplication of notifications to MCC where the issue had already been advised via the app. 3. CCTV in Goytre Park. It was reported that drug taking has been reported in the park and the suggestion made whether CCTV could be installed to cover the area. It is unclear whether sufficient coverage could be established given the size of the field and there may also be issues in providing a power supply. Linking into to the social club system was suggested as a possible solution to the latter.  The meeting closed at 10.10 pm	Clerk
17	<b>Date of Next Meeting</b> Monday 19 <sup>th</sup> June 2017 at Little Mill Village Hall	All

Chairman: .....

Date: .....