

# CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL

## MINUTES OF THE MEETING HELD AT LITTLE MILL VILLAGE HALL ON MONDAY 20<sup>th</sup> NOVEMBER 2017

**Present:** Community Councillors Roger Howells, Robert French, Owen Dodd, Syd Welford, Rose Thayers, Jan Butler, Peter Daniel, Nigel Morrey, Lucyann Rands and Andy Barnes

**In Attendance:** Clerk – Jonathan Lazenby

**Apologies:** Community Councillor Deakins

**Guests:** Mrs Nicola Awni

		<b>ACTION</b>
1	<b>Apologies for Absence</b> Councillor Colin Deakins	
2	<b>Declarations of Interest</b> The Clerk asked members present whether they had any declarations of interest to make, over and above those already recorded (and published on the web site). The Clerk reminded those present that they should also notify the meeting of any additional interests which became apparent during the progress of the meeting. No further interests were declared. Councillor Barnes said that he was now Treasurer of Goytre Social Club. Clerk will add this to the register of interests.	Clerk
3	<b>Chairman's Remarks</b> The Chairman welcomed everyone to the meeting and in particular Mrs Nicola Awni who was present to seek co-option to the Council.	
4	<b>Approval of Minutes of the Previous Meeting held on 16th October 2017</b> Item 4 – May Otten should read May Otton Proposed by Councillor Daniel and seconded by Councillor Butler.	
5	<b>Matters Arising</b> <ol style="list-style-type: none"> <li>Item 5.6 - Defibrillator Training – LMVH booked for Sat 13<sup>th</sup> Jan, and GVH Sat 20<sup>th</sup> Jan starting at 10am. Training lasts for between 1½ and 2 hours. Clerk is looking to prepare promotional materials to push first thing in the New Year, using all available local outlets and social media. Councillor Daniel advised that no mention was made of the CC's booking at recent GVH meeting. Clerk to follow up with May Otton to confirm booking &amp; if we will be charged a fee. It was mentioned that the café at Goytre Wharf is to close. Clerk to check on siting of the defibrillator in case it is affected by the closure.</li> <li>Item 5.7 - All Councillors have now attended, or are booked to attend, Code of Conduct training, with the exception of Councillors Welford, Butler and French. Additional course options will be provided by One Voice Wales in the New Year.</li> <li>Item 5.11. The support pole of the dog bin by the railway line was damaged when residents moved it because they objected to being able to see it from their house. It will be moved to dog exercise area where more support can be provided. Offers to help conceal or use a green bin as an alternative have been refused by the resident. Clerk is to monitor usage of bin before it is replaced.</li> <li>Item 5.12 – Speed strips on Newtown Road. No response from MCC to a 'chaser' asking for an update – Clerk to chase again and cc Councillor Bryan Jones.</li> <li>Item 5.13 - Trees in Goytre Park (and in hedge in front of Community Centre) No response from MCC to a 'chaser' asking for an update – Clerk to chase again and cc Councillor Bryan Jones.</li> <li>Item 15.4 – public footpath signage by bridge 71. Clerk has contacted MCC and an Ian Bromley is to investigate options with colleagues.</li> </ol>	Clerk Clerk   Clerk Clerk

6	<b>Monmouthshire County Council update</b> 1. There was no report in the absence of Councillor Bryan Jones.	
7	<b>Maintenance</b> 1. Councillor Butler mentioned that the litter situation in the lay-by by bridge 72 had become worse. Clerk will visit to check situation and liaise with MCC. 2. It was felt that the trees in Goytre Park were now posing a danger to children. Clerk will chase MCC as per note under matters arising. 3. Little Mill is looking untidy due to weeds. Clerk will contact MCC although weed-killer will be ineffective now the growing season has finished. 4. Clerk is to check to see if there is a dedicated fly-tipping telephone line to MCC following the recent incident on Croes-y-pant Lane.	Clerk Clerk Clerk Clerk
8	<b>Creation of crossing point between car park / public conveniences and the recreational park in Goytre</b> 1. Councillor Butler has asked if GFCC/MCC can investigate the possibility of creating a pathway/crossing between the car park/public conveniences and Goytre Recreational Park, to enable parents with push chairs, or people in wheel chairs to be able to move safely between the two. It was noted that children in particular tend to dash across the road at this point and a safe crossing place would also benefit this group. Clerk to contact MCC to see what can be done.	Clerk
9	<b>Council Positions</b> <u>Councillor Vacancy</u> Only one 'application', from Mrs Nicola Awni has been received. Clerk had previously distributed Mrs Awni's CV and supporting statement to all members. At this point Mrs Awni was invited to address the meeting. Mrs Awni said that she wanted to give something back to the Community in a structured way. Mrs Awni was then invited to leave the room whilst a vote was taken. Mrs Awni's appointment was proposed by Councillor Howells and seconded by Councillor Welford and carried unanimously. Mrs Awni was invited back into the room where the Chair congratulated her on her appointment. She was invited to remain in the meeting as a guest. The Clerk will prepare Mrs Awni's formal Declaration of Acceptance of Office for the December meeting at which point she will formally take up her position as a Councillor.  <u>Clerk Position</u> At this point the current Clerk left the room to enable council to discuss the appointment to the position. As advised by OVW, the position was recently advertised (closing date 3rd Nov.). Mr Lazenby's application was the only one received by the Chair. The salary for the position was also discussed by those present. Traditionally this has been set by the CC without reference to (and less than) national rates. However the Chair had liaised with Paul Egan, CEO at OVW and established the role fell within the grade 2 pay scale on a rate between £13.94 & £14.38 per hr. It was agreed that as Mr Lazenby was fully competent in the role he should be appointed on the higher rate of £14.38 from 8th Jan. 2018 on 68 hrs per month (inc holidays) - £11,734 pa. It was agreed that this would be reviewed in April 2018 when the new national rates became available. Proposed by Councillor Howells, seconded by Councillor Thayers and carried unanimously.  <u>Scout Hut Liaison</u> No progress to date. Clerk will carry forward to January 2018 meeting.	
10	<b>Olde Ponde Shop – update, review and agreement to outline proposals</b> 1. Clerk requested the discussion on the old Ponde Shop be brought forward as decisions taken would impact on the current and 2018/19 budget. Clerk visited the property on 6 <sup>th</sup> November with the architect - unfortunately Mr Naveed was unable to attend but has subsequently advised that he has decided to postpone proceeding until the Spring of next year.  In the interim Clerk has identified the Council has no deeds to the property or adjacent land. 'Ownership' is through a sworn Oath dated 24 <sup>th</sup> Jan 1966 and the plan shows the adjacent land falling short of the Land Registry Boundary for the Goytre Arms. Councillor French mentioned that a survey of the property had been undertaken for Robert Everett (partner at Everett & Tomlin, Lloyd & Pratt – long since retired) and wondered if records were still held by them. The position of any possible ransom strip re the entrance to the Goytre Arms was also raised. Clerk is recommending that CC engages E&T, L&P to establish exact ownership	

and apply for registration via a Land Registry Certificate. The estimated cost is £750 + VAT, plus admin fees of circa £40.  
Proposed by Councillor Morrey and seconded by Councillor Howells.

In case the development goes ahead in 2018 the Clerk proposed a £2000 professional fees provision be made in the 2018/19 budget to cover the following:

- Planning fees £380
- Building Control fees – £630 (£19k-£25k) £702 (£25k-£30k)
- Legal fees for drawing up new lease plus ancillary docs £750 + VAT (£900)

Clerk suggested the potential funding should be covered from reserves to avoid requirement for (potentially unnecessarily) raising additional precept funds / diverting budget from other sources in case project does not proceed.  
Proposed by Councillor Thayers and seconded by Councillor Daniel.

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Finance

1. Review of accounts

The latest cashflow was presented to the meeting and was received without further comment or observation.

Payments made for September and October:

	£
1. Goytre Craft Class	200.00
2. Merlin Waste	101.70
3. Thomas Waste Management	76.80
4. Monmouthshire County Council (tree trimming)	48.00
5. Caloo Ltd (replacement 'springer' for children's Park)	679.80
6. One Voice Wales – Council meeting training - Butler	20.00
7. S Fodden	255.00
8. A W Fodden	37.71
9. J Lazenby (Expenses for October – includes £59.99 for McAfee anti-virus for CC laptop, & £3 stationery)	104.20
10. Ocean Business Supplies Ltd (Toilet supplies)	124.58

2. 2017/2018 Budget Review

A review of current plans and spending forecasts was undertaken by those present. As a result the following budget, with changes as indicated was agreed. It was proposed by Councillor Thayers and seconded by Councillor Butler.

Budget Projections			
Period	2017/18	Sugg. Changes	
Precept	£28,500.00	£28,500.00	
Rent - Olde Pounce Shop	£5,400.00	£5,400.00	
Rent - Ty Cooke			
Rent - Goytre Arms			
Donations/Grants			
Interest	£50.00	£50.00	
VAT Refund	£900.00	£876.00	Actual refund
Total Income	£34,850.00	£34,826.00	
Clerk	£7,335.00	£3,026.00	£2347 (3 months at agreed salary (net)) + £679 paid to date
Toilet cleaning salaries	£3,513.00	£3,513.00	
HMRC (PAYE)	£1,834.00	£370.00	3 mths tax (£587) for agreed salary less £217 on account at HMRC
Postage/Expenses	£80.00	£80.00	
Stationery	£120.00	£120.00	
Hall Fees	£100.00	£100.00	
Insurance	£1,000.00	£1,000.00	
Audit/Professional Fees	£500.00	£1,500.00	add £1k for land registry fees
Chairman's Honorarium	£425.00	£425.00	
One Voice Wales/SLCC/Training	£750.00	£750.00	
Elections	£250.00	£250.00	
Councillor's / Clerk's Expenses	£500.00	£500.00	
Repairs/Renewals	£1,500.00	£4,500.00	increase re sundries + noticeboard + springer
Donations	£25,000.00	£25,000.00	
Community Centre	£10,000.00	£7,000.00	reduce to fund general repairs/prof fees
Recreation Parks	£500.00	£500.00	
Public Conveniences (inc CCTV)	£1,500.00	£1,500.00	
Waste Collection	£2,150.00	£2,150.00	
Graveyards	£2,000.00	£2,000.00	
Bus Shelters	£250.00	£250.00	
Communications (web sites)	£200.00	£260.00	add £60 McAfee Anti virus software renewal
Total Expenditure	£59,507.00	£54,794.00	
Income - Expenditure	-£24,657.00	-£19,968.00	

### 3. 2018/2019 Budget proposals

The following draft budget was presented, with the Clerk advising only the precept needs to be finalised in this meeting. However the expectation is that only minor changes to other budget lines would take place prior to 01/04/18.

Key recommended figures include:

- Increase precept to £31k to take into account inflation (£1k) and new properties being built (£1.5k). (Clerk to submit request to MCC).
- Clerk's salary to reflect national rates as agreed under previous item
- Councillors' expenses allowance increase by £1800 in case Independent Remuneration Panel for Wales recommendations are accepted to pay each councillor £150 per annum (determination #44).
- No specific Community Centre budget – applications will need to be made to and paid from 'donations'.
- Inclusion of an honorarium for the deputy chair of £212 p.a, – half of that for the Chair.
- Overall proposal is to run a small (£3.7k) budget deficit, although this would reduce to £1.7k if Olde Ponde development doesn't proceed and could run into surplus if determination #44 isn't adopted nationally.

Clerk

Budget Projections		
Period	2018/19	Rationale
Precept	£31,000.00	Basic 1k increase + £1.5k for new properties
Rent - Olde Ponde Shop	£5,400.00	To be reviewed Dec 2018 - no increase if building extended?
Rent - Ty Cooke	£250.00	Nominal £20 increase, but Clerk to review commercial rate
Rent - Goytre Arms		
Donations/Grants		
Interest	£25.00	Reduced on assumption some monies transferred to Unity Trust.
VAT Refund	£2,100.00	Cautious projection based on VAT paid as at 08/10/17 (£1850)
<b>Total Income</b>	<b>£38,775.00</b>	
Clerk	£9,575.00	Newly agreed salary plus 2% pay rise (in case of need)
Toilet Cleaning	£3,584.00	Assumes 2% pay rise on current rate (in case of need)
HMRC	£2,394.00	Newly agreed salary plus 2% pay rise (in case of need)
Postage/Expenses/Bank fees	£105.00	Postage reduced to £33. Bank fees £72
Stationery	£120.00	No change
Hall Fees	£100.00	Assuming no change
Insurance	£1,000.00	£857 in Dec 2016. Suggest £1k with general rise & inflation buffer
Audit/Professional Fees	£2,520.00	B&W £220 / Ext audit £200 / Int. audit £100 / Olde Ponde £2k
Chairman's / Vice Chairman's Honora	£637.00	Chairman's honorarium (£425) + Vice Chair £212.50)
Elections	£250.00	In case of need although no election expenses anticipated
Councillor's / Clerk's Expenses	£2,300.00	£500 for travel etc - £1800 for determination 44
Repairs/Renewals	£2,000.00	Increase to £2000 to include £500 SID annual maintenance
Donations	£10,000.00	Non specific, reduce to £10K (broadly in line with previous years)
Community Centre		Merged into donations
Recreation Parks	£500.00	Little Mill contract - no change anticipated
Public Conveniences	£1,400.00	Annual spend currently c£1350 pa
Waste Collection	£2,510.00	Merlin Waste projected to be £1560, Thomas Waste £950
Graveyards	£2,000.00	£500 x 4 graveyards (no change)
Rent/Rates		
Bus Shelters	£250.00	No change
Communications (web sites)	£260.00	Domain & web hosting fees + anti-virus
One Voice Wales/SLCC/Training	£800.00	Attendance at training courses for 2017/18 + OVW membership
CCTV / Info Commissioner	£200.00	No change
<b>Total Expenditure</b>	<b>£42,505.00</b>	
<b>Income - Expenditure</b>	<b>-£3,730.00</b>	KIV - will reduce by £2k if Ponde shop devpt doesn't proceed

Proposed by Councillor Welford and seconded by Councillor Thayers

### 4. Unity Trust Bank Account.

The on-line documentation has been largely completed. The account will operate with the following individuals:

- Clerk – authority to view and to submit payments, but NOT authorise payments.
- Councillors Dodd, Deakins, Howells, French – All with authority to view and authorise payments – but NOT submit invoices for payment.

The account to be set up so that payments will only be made upon receipt of the **second** authorisation from the four authorised councillors.

- The 'triple payment' system outlined above would be used for all payments and transfers, irrespective of amount. There would be no need for a named councillor(s) to be involved to make payments over a specified amount.

Proposed by Councillor Butler and seconded by Councillor Thayers

The following Declarations and Resolutions were passed by the council in relation to the opening of the account.

- Resolution 1 – To agree to the opening of an account with Unity Trust Bank plc
- Resolution 2 – To agree to the Telephone and Internet Banking Service to be

	<p>operated by the named authorised individuals.</p> <ul style="list-style-type: none"> <li>• Declaration – To provide Unity Trust Bank with any required documentation and to authorise it to make any enquires it deems necessary.</li> <li>• Declaration - It was agreed that in passing the two resolutions and declaration above, all Councillors had read and agreed to the full terms and conditions outlined in the appendix previously sent to councillors and they accepted both 'corporate' and personal liability for any losses on the account.</li> </ul> <p>Proposed by Councillor Butler and seconded by Councillor Howells.</p> <p><b>5. Internal audit Review</b></p> <p>Following the Clerk's recent e-mail it was agreed to set up a small working party to undertake a review by councillors to confirm the effectiveness of the Council's systems of internal controls. (Clerk has already provided a checklist to support councils in carrying out their reviews). In addition it appears to be good practice to consult our Internal Auditor (Helena Fox) to seek her input into the process. Councillors Butler, Thayers and Daniels offered to take part in the review and this was proposed by councillors Barnes and seconded by Councillors Rands. Clerk to resend guidance notes.</p>	Clerk
12	<p><b>Update on Jack &amp; Jill's</b></p> <ol style="list-style-type: none"> <li>1. Chair advised that Will McLean had recently been unavailable, but Chair would now forward an e-mail to Paul Matthews to try and move things along. Hopefully we will have had a response by the December meeting.</li> </ol>	
13	<p><b>Agenda &amp; meetings review – consider formation of working party</b></p> <ol style="list-style-type: none"> <li>1. Chair explained that the new format was a first step to try and make the meetings more effective by placing the items requiring more time for discussion earlier on in the timings. However further ideas would be welcome to improve effectiveness and ensure meetings finished within the allocated two hours. In the interim Clerk suggested 'report' updates could be sent in advance of the meeting with 5 mins allocated for questions. It was agreed to trial for our December meeting which is traditionally shorter.</li> </ol>	Clerk
14	<p><b>Planning Applications</b></p> <ol style="list-style-type: none"> <li>1. DC/2017/01203 Unit J9, The Park Farm, Plough Road, Penperlleni, NP4 0AL Planning Permission - Opening of a public bar within existing brewery Response given: No concerns or issues raised. Councillor Welford is to attend the on-site planning meeting tomorrow which has been called following the objection from a local resident.</li> <li>2. DC/2017/01253 5 Stepping Stones, Penperlleni, Goytre, NP4 0BP - Planning Permission: Second storey extension over existing garage/kitchen; single storey extension to side and rear. Response given: No concerns or issues raised</li> <li>3. Notification has been received from BBNPA that the recent application for the development at Ty Byrgwm, Upper Llanover has been approved.</li> </ol>	
15.	<p><b>Donations</b></p> <ol style="list-style-type: none"> <li>1. E-mail request received from Welsh Hearts who would like support for their 'Keep Wales Ticking' appeal to enable them to provide defibrillators and CPR training to local communities. Given the CC's spend on the defibrillator units this year it was agreed that we should ask to be 'excused' on this occasion. Clerk to respond accordingly.</li> </ol>	Clerk
16	<p><b>Reports</b></p> <p><u>Little Mill Village Hall</u></p> <ol style="list-style-type: none"> <li>1. The Firework display raised £2100 of which £900 was profit. The VH committee are looking to use the funds towards the new floor covering.</li> <li>2. A new trophy cabinet has been installed at the back of the Hall.</li> <li>3. The committee are also looking at the external redecoration of the building.</li> <li>4. The 'older folks' and children's Christmas parties will take place on 9<sup>th</sup> December.</li> <li>5. A quote from James Price to address the mole problem on the recreational field has been received - £50 for set up plus £12 per mole. This was proposed by Councillor Morrey and seconded by Councillor Rands.</li> <li>6. Councillor Deakins is now a liaison officer at Aderyn Health Clinic in Goytre. Clerk to record this on the register of interests.</li> <li>7. Clerk to send GFCC web page link to Councillor Rands to be included on the Little Mill Facebook page.</li> </ol>	Clerk Clerk

	<p><u>Goytre Village Hall</u></p> <ol style="list-style-type: none"> <li>1. Now has budget for the new doors.</li> <li>2. Sarah will be taking over from May Otton in January.</li> </ol> <p><u>Goytre School Governors</u></p> <ol style="list-style-type: none"> <li>1. Nothing to Report – a meeting is scheduled for next week.</li> </ol> <p><u>Goytre Community Centre</u></p> <ol style="list-style-type: none"> <li>1. Nothing to Report.</li> </ol> <p><u>Goytre After School Club</u></p> <ol style="list-style-type: none"> <li>1. The Xmas bazaar was run this evening.</li> </ol> <p><u>Goytre Scout Hut.</u></p> <ol style="list-style-type: none"> <li>1. A suitable 'fire proof' mess tent has now been identified for purchase, utilising the remaining donation monies provided by the CC.</li> </ol> <p><u>Public Conveniences</u></p> <ol style="list-style-type: none"> <li>1. Nothing to Report.</li> </ol> <p><u>Other Reports</u></p> <ol style="list-style-type: none"> <li>1. No other reports.</li> </ol>	
17	<p><b>Communications</b></p> <ol style="list-style-type: none"> <li>1. Merlin Waste have advised that due to increased landfill charges, the cost of dog waste collection will increase from £3.39 per bin to £3.75 from 1<sup>st</sup> April (approx. 9%). This is the first increase in several years.</li> </ol>	
18	<p><b>Advertising</b></p> <ol style="list-style-type: none"> <li>1. Usk and Raglan Diary contributions to be: <ul style="list-style-type: none"> <li>• The defibrillator training scheduled for January.</li> <li>• Names of any new Councillors not previously notified.</li> <li>• Jonathan Lazenby appointed as Clerk.</li> <li>• Dates of the next CC meetings.</li> </ul> </li> </ol>	
	<p><b>Chairman's honorarium</b></p> <ol style="list-style-type: none"> <li>1. As appears traditional at the November meeting it was agreed to approve the Chairman's honorarium of £425. This was proposed by Councillor Thayers and seconded by Councillor Daniel.</li> </ol>	Clerk
19	<p><b>Date of Next Meeting</b> - Monday 11<sup>th</sup> December 2017 at Goytre Community Centre. The meeting will be scheduled for one hour only.</p>	All

Chairman: .....

Date: .....