

# CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL

## MINUTES OF THE MEETING HELD AT GOETRE FAWR COMMUNITY CENTRE ON MONDAY 23<sup>rd</sup> APRIL 2018

**Present:** Community Councillors, Owen Dodd, Jan Butler, Peter Daniel, Colin Deakins, Andy Barnes, Nicola Awni, Roger Howells, Nigel Morrey and Robert French

**In Attendance:** Jonathan Lazenby (Clerk)

**Apologies:** Community Councillors Syd Welford, Rose Thayers and Lucyann Rands  
County Councillor Bryan Jones.

**Guests:** Mrs Janet Robins & Mr Wayne Miles (Goytre Community Garden)

		ACTION
1	<b>Apologies for Absence</b>	
2	<b>Declarations of Interest</b> The Chair 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 Chair reminded those present that they should also notify the meeting of any additional interests which became apparent during the progress of the meeting. At this point Councillor Awni declared an interest in the Community Garden (already recorded).	
3	<b>Chairman's Remarks</b> The Chairman welcomed everyone to the meeting. At this point standing orders were suspended to enable representatives from Goytre Community Garden to present to the meeting.	
4	<b>Guest presentation - Janet Robins / Wayne Miles - Goytre Community Garden.</b> <ul style="list-style-type: none"> <li>Goytre flower tubs – Ms Robins presented a quotation for £93 for the village planters – it was agreed that this would be considered under donations.</li> <li>Bee friendly accreditation – a Welsh Govt. initiative to make Wales a pollinator friendly country. There are four main target areas: -               <ol style="list-style-type: none"> <li>Increase the supply of plants</li> <li>Create accommodation / habitats</li> <li>Provide freedom from harmful chemicals</li> <li>Make it fun (involvement with schools etc)</li> </ol> </li> </ul> <p>The Community Garden asked that the Community Council support by donating funds for the planters which would be used to provide a range of pollination friendly plants. The group would advise the Council as and when 'Bee Friendly' accreditation was achieved.</p> <p>Clerk is also to speak to Parks and Highways at MCC to check what pesticides / herbicides / weed killers etc are used by them in the area.</p> <p>The Chair thanked Ms Robins and Mr Miles for their presentation.</p>	Clerk
5	<p>At this point it was agreed to bring forward the agenda item on Community Engagement as Ms Robins had supported Councillors Awni and Butler in organising and attending the event last week. This was proposed by Councillor Awni and seconded by Councillor French</p> <p><b>Feedback from Engagement Event 18<sup>th</sup> April – Councillor Awni</b>            Councillors Awni and Butler, in conjunction with Janet Robins (resident), held an engagement event at Goytre Village Hall last Wednesday to find out what activities people would like to see in the village. It was aimed primarily at people who would be at home during the working day, with Councillor Butler posting some 400 flyers locally to promote the event. It was estimated that about 50 residents attended.</p>	

	<p>The Bridges Community Car Scheme sent a representative, and County Councillor Jones was also kept busy with highways and pavement related questions. The key ideas to emerge from the day have been loaded on the village Facebook page and have received a positive response. Ideas included:</p> <ul style="list-style-type: none"> <li>• Adult Education</li> <li>• Daytime activities</li> <li>• Social Groups – coffee mornings / lunch clubs etc</li> </ul> <p>It was suggested that Councillors Awni &amp; Butler review the outcomes and prioritise the suggestions with those that are feasible / not feasible. It would then be possible to decide what to do next. Proposed by Councillor Barnes and seconded by Councillor Daniel.</p>	Cllrs. Awni & Butler
6	<p><b>Approval of Minutes of the Previous Meeting held on 26<sup>th</sup> March 2018</b></p> <p>Item 5.3 – second line ‘perusing’ should read ‘pursuing’.</p> <p>Proposed by Councillor Morrey and seconded by Councillor Butler</p>	
7	<p><b>Matters Arising</b></p> <ol style="list-style-type: none"> <li>1. Item 5.1 – Bridges Community Car Scheme – The Clerk has placed their poster on the notice board. He has also requested it be posted on the Goytre and Little Mill Facebook pages to ‘recruit’ volunteer drivers in the area.</li> <li>2. Item 5.2 – Fence &amp; disused telephone kiosk in Little Mill – Nothing further to report</li> <li>3. Item 5.4 – Electrical testing at Olde Pounce Shop – Scheduled for Monday 30<sup>th</sup> April.</li> <li>4. Item 5.6 – GASC – Tamarind (Bella Vista) – The fence ‘brace’ has been removed. Jim Keech, TPO officer at MCC has advised that the tree scar should heal naturally. No further action is considered necessary.</li> <li>5. Item 5.7 – Public Conveniences – Clerk to investigate the installation of some form of frost stat with the electrician from Gwenlecs Electrical Services when he visits the Old Pounce shop. Clerk is still to obtain lagging foam for the pipes.</li> <li>6. Item 5.8 - The new laptop is now established. Permission was to be sought for Councillor Howells to arrange for the safe (data secure) disposal of the old machine. However, Councillor Howells is looking at whether it can be used as a ‘projector’ for the Community Centre – to be reviewed at May’s meeting</li> <li>7. Item 5.9 – Councillor Deakins advised that the repairs to the stone bus stop in Little Mill had now been completed and the final bill was £120. He has requested a formal invoice to enable the Community Council to pay it.</li> <li>8. Item 5.13 – Councillor Howells has prepared the new brown signs although there was no direct translation to Welsh of the phrase ‘Scout Hut’. Bangor Univ. had provided a translation which Councillor Howells will double check with Alan Burkitt from MCC for his opinion. He may also need to purchase replacement brackets to mount the signs.</li> <li>9. Item 8.5 – Noticeboard for Little Mill. Clerk is proceeding with the order. However, he is waiting for a rain guard for the existing noticeboard before confirming the order.</li> </ol>	<p>Clerk</p> <p>Cllr. Howells</p> <p>Cllr. Deakins</p> <p>Cllr. Howells</p> <p>Clerk</p>
8	<p><b>Monmouthshire County Council update</b></p> <ol style="list-style-type: none"> <li>1. There was no update in the absence of County Councillor Jones</li> </ol>	
9	<p><b>Maintenance</b></p> <ol style="list-style-type: none"> <li>1. The Clerk confirmed the exact costs of the recent repairs to the handwasher dryers (including parts) – this came to £596 + VAT - £715.20 in total The service contract was confirmed as £495.75 + VAT - £594.90 Both payments were proposed by Councillor Morrey and seconded by Councillor Butler</li> <li>2. A resident has queried if the Community Council could take over the telephone kiosk in Nantyderry – perhaps converting into a book exchange. Councillors indicated that this had been explored before, but the costs were excessive. Clerk will investigate and research the old records.</li> <li>3. Councillor Howells reported a missing tile and some water problems with one of the valleys on the Community Centre building. Clerk to contact Brickcraft to visit to repair.</li> </ol>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

10	<b>Jack &amp; Jill's – update</b> 1. Chair confirmed that he has a meeting tomorrow (24/04) with Andy Smith from MCC. No other details of the meeting were available. The Chair has also been approached by someone interested in setting up a food outlet in the buildings. Some concern was expressed at the impact this might have on the operation of the School Club.																																			
11	<b>Planning Applications</b> 1. DM/2018/00565 - Removal of Condition 3 (Permanency) on DC/2015/01136, Glamping Pods with Utilities and Service Block Fair Oak, Rumble Street, Monkswood, Usk, Monmouthshire, NP15 1QG. It was ascertained that this related to being able to leave the glamping modules in place (but not used) during the winter months, rather than having to take them down and store them. No concerns or issues were raised by Councillors.	Clerk																																		
12	<b>Finance</b> 1. <u>Review of accounts</u> The latest cashflow statement was then presented to the meeting and was received without further comment or observation. Payments made since the previous meeting <table><tr><td></td><td>£</td></tr><tr><td>1. Monmouthshire County Council (LMVH play area repair)</td><td>466.80</td></tr><tr><td>2. M247</td><td>35.99</td></tr><tr><td>3. Clerk (expenses)</td><td>77.66</td></tr><tr><td>4. Clerk (salary)</td><td>742.79</td></tr><tr><td>5. SLCC (membership)</td><td>147.00</td></tr><tr><td>6. Transfer from Instant Access to Current Account</td><td>2000.00</td></tr><tr><td>7. Unity Trust Bank quarterly service charge</td><td>18.00</td></tr><tr><td>8. Toilet wage costs (March)</td><td>37.71</td></tr><tr><td>9. Toilet wage costs (March)</td><td>255.00</td></tr><tr><td>10. Transfer from MBS to UB investment (savings) account</td><td>2000.00</td></tr><tr><td>11. Thomas Waste Management Ltd</td><td>22.80</td></tr><tr><td>12. Wales Air Ambulance</td><td>500.00</td></tr><tr><td>13. Viking Direct (Stationery / engagement materials)</td><td>76.79</td></tr><tr><td>14. Merlin Waste (Feb)</td><td>105.09</td></tr><tr><td>15. Merlin Waste (March)</td><td>114.24</td></tr><tr><td>16. St Peter's Church Goytre (Graveyard maintenance)</td><td>500.00</td></tr></table> 2. <u>Presentation of Accounts for 2017/2018</u> The Clerk presented the Cashflow and Accounts for the financial year 2017/2018 for approval. They will then be forwarded to the internal Auditor for review as part of the audit exercise. It was proposed that the accounts be accepted by the meeting by Councillor Daniel and seconded by Councillor Butler  3. <u>Internal Audit – Appointment of Internal Auditor</u> Helena Fox, who carried out our internal audit for 2016/17 has agreed to undertake our audit for 2017/2018. The price will be the same (£100 plus mileage at the standard rate of 45ppm). The audit will be conducted in line with the 'Governance and Accountability for Local Councils in Wales' – as detailed in the One Voice Wales / Society of Local Clerk's Practitioners' Guide 2011 (updated Dec 2014). The Clerk previously supplied Councillors with a copy of the proposed engagement letter. Proposed by Councillor Awni and seconded by Councillor Morrey  4. <u>External Audit – key dates</u> The Clerk advised Councillors of the following key audit dates (internal / external) - <b>28<sup>th</sup> May to 10<sup>th</sup> June</b> – display Electors' Rights Notice (will need to provide details of locations and photographic evidence) - <b>11<sup>th</sup> June to 6<sup>th</sup> July</b> – Clerk to make records available to Electors - <b>30<sup>th</sup> June</b> (Latest) RFO to certify annual return - <b>30<sup>th</sup> June</b> (Latest) Approval of Accounts by Full Council - <b>9<sup>th</sup> July</b> – Annual Return submitted to BDO (External Auditors) - <b>30<sup>th</sup> September</b> (Latest) - publication of audited accounts once received back from BDO		£	1. Monmouthshire County Council (LMVH play area repair)	466.80	2. M247	35.99	3. Clerk (expenses)	77.66	4. Clerk (salary)	742.79	5. SLCC (membership)	147.00	6. Transfer from Instant Access to Current Account	2000.00	7. Unity Trust Bank quarterly service charge	18.00	8. Toilet wage costs (March)	37.71	9. Toilet wage costs (March)	255.00	10. Transfer from MBS to UB investment (savings) account	2000.00	11. Thomas Waste Management Ltd	22.80	12. Wales Air Ambulance	500.00	13. Viking Direct (Stationery / engagement materials)	76.79	14. Merlin Waste (Feb)	105.09	15. Merlin Waste (March)	114.24	16. St Peter's Church Goytre (Graveyard maintenance)	500.00	Clerk
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	<p><u>Finance Committee update inc Risk Review</u> The Clerk / RFO provided those present with a copy of the latest (March 2018) cashflow position together the Monmouthshire Building Society passbook to confirm the current balance. In addition, statements of our on-line account (for Jan/Feb/Mar 2018) at Unity Trust Bank were also distributed. At last week's Finance committee meeting the cashflow was verified to the closing balances in the MBS passbook and UTB statements at the end of Jan/Feb/Mar 2018 with Councillor Rands signing to confirm in accordance with section 2.2 of the Community Council Financial Regulations (Wales).</p> <p>I. Clerk has provided Audit Committee with PAYE records for 2017/2018 from Beverley &amp; Williams to confirm no 'false employees'.</p> <p>II. Internal Audit committee have asked for any S137 donations to be specifically recorded as such in the minutes – Clerk is now recording this information in the minutes.</p> <p>III. Standing Orders have been updated to include revised 'Determinations' from the Independent Remuneration Panel for Wales.</p> <p>IV. Assets (Insurance) – Updated and Insurance renewed Jan 2018. It was confirmed that the Little Mill play equipment is now insured against damage / vandalism for £37,000.</p> <p>5. <u>Salary review for Clerk</u> The 2018/2019 salary ranges are still not yet available, so Council was unable to undertake a review at this stage.</p> <p>6. <u>Ton Land - update</u> The original interested party decided it would not be financially feasible to proceed, and a later interested party has also withdrawn citing the location and the absence of a water supply for their decision. Clerk has identified it will cost £77 + VAT to request Dwr Cymru to provide a quote for the installation of a supply (refunded if project proceeds – ball park cost is £800 to £2500 (but could be more). Without water the use of the land for allotments / orchards / horses appears limited. It was agreed that the Clerk should apply for an estimate. Proposed by Councillor Morrey and seconded by Councillor Deakins</p>	Clerk
13	<p><b>Community Centre: to receive and consider sub-committee report for approval and/or add to recommendations</b> The Clerk had previously distributed comments made by Councillors who had been invited to forward their thoughts following last month's agenda item. After some discussion regarding the key points / themes that had emerged from the original report, it was agreed that the suggested comments should be taken back by the original review team (Councillors Awni, Deakins and Daniel) to consider and provide the next meeting with a final report with recommendations.</p>	Cllrs. Deakins, Awni, Daniels
14	<p><b>Litter Pick - Goytre – 28<sup>th</sup> April – Councillor Awni</b> Councillor Awni has organised a Litter Pick in the village for this Saturday, 28<sup>th</sup> April from 10.00 am. Current numbers suggest 25 adults plus up to 50 scouts will attend. Sue Parkinson from MCC will provide all the equipment. The Clerk has arranged insurance cover (for up to 50 adults). However, Zurich will not cover the children (but Scouts have insurance) or provide cover on roads without a pavement / verge. The village Hall is booked for refreshments and Councillor Daniel is to approach Mo to manage the 'catering'. It was suggested that some form of appreciation be offered to Mo and to Janet Robins who has also contributed to the organisation of the day and the Chair said he would look into this. Councillor Awni stressed that she did not wish to become the Litter Tsar for the village and hoped it would become self-supporting. Councillor Awni also mentioned that she had received abuse on the Village Facebook page from one particular individual and as a result she had now stopped posting on the site. In future it was agreed that any messages would just consist of a link from the Community Council Facebook page.</p>	



	<b>One Voice Wales Meeting</b> <ul style="list-style-type: none"> <li>○ Councillor Deakins attended a OVW meeting, reporting back that: <ul style="list-style-type: none"> <li>▪ Natural Resources Wales have 'waste cameras' available to tackle fly tipping.</li> <li>▪ The Community Infrastructure Levy appears to be being phased out in favour of S106 monies.</li> <li>▪ GDPR – comes in on May 25<sup>th</sup>. OVW says as long as CCs are working towards it they will be OK</li> <li>▪ Councillors can't now claim separately for items etc – this must come out of their £150 annual payment.</li> <li>▪ E-mail addresses. Councillors should always use their council e-mail addresses (including for replies) - not personal e-mail – as, if they receive a freedom of information request, their personal e-mail account will also be subject to scrutiny</li> </ul> </li> </ul>	
17	<b>Communications</b> <ol style="list-style-type: none"> <li>1. Spreading the Word Group – invite to join the group and attend their bi-monthly meetings to help coordinate / publicise local attractions and facilities. Councillor Awni agreed to attend their next meeting as GFCCs representative and report back whether this was an initiative that was worthwhile of future (long term involvement)</li> <li>2. GAVO – Invitation to enter Gwent's best kept village. Councillors agreed they did not wish to enter the competition.</li> <li>3. The Conservation Volunteers Group – have an aim of increasing the number of trees planted across the UK (nearly 570,000 so far). We have received an invitation to join (£38 per annum). Councillors agreed they did not wish to join</li> </ol>	Cllr. Awni
18	<b>Advertising</b> There was no update / report in the absence of Councillor Welford.	
19	<b>Date of Next Meeting -</b> Monday 21 <sup>st</sup> May at Little Mill Village Hall immediately following the Annual Statutory meeting which is scheduled to commence at 7.30 pm.	All

Chairman: .....

Date: .....