

# CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL

## MINUTES OF THE MEETING HELD AT LITTLE MILL VILLAGE HALL ON MONDAY 23<sup>rd</sup> JULY 2018

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

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

**Apologies:** Community Councillor Rose Thayers, County Councillor Bryan Jones

**Guests:** Helen Davies - Usk Hub

		<b>ACTION</b>
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. No further interests were declared.	
	<b>Helen Davies - Usk Hub - Leisure classes at Goytre Community Centre</b> At 7.35 standing orders were suspended to allow Helen Davies from the Usk hub to address the meeting on holding leisure classes at the Community Centre. The Autumn 2018 course brochure for the Usk Community Hub was distributed at the meeting. It listed a wide range of options from modern languages to floristry, Yoga to First Aid and painting. Single event workshops were also offered. Only pottery would not be practical to offer as the clay objects would be too fragile to transport for firing in the kiln. Prices would typically be £40 to £50 per course. It was suggested that an engagement event be held in the afternoon / evening in September to gauge interest. It was also agreed we should promote in the Usk & Raglan diary. Welsh for beginners could also be run as it was not being offered in Usk. Councillor Deakins asked if a course on internet safety could be run. Help from Councillors in leafleting the engagement event and on the day would also be welcomed.	
3	<b>Chairman's Remarks</b> The meeting reconvened at 7.46 at which point the Chairman welcomed everyone present.	
4	<b>Approval of Minutes of the Previous Meeting held on 25<sup>th</sup> June 2018</b> Proposed by Councillor Daniels and seconded by Councillor Butler.	
5	<b>Matters Arising</b> <ol style="list-style-type: none"> <li>Item 7.1. Clerk has contacted MCC who believe that there are no harmful effects from the use of glyphosate and they have used it along the fence for many years. However, they have offered not to use and allow the grass to grow up along the fence if we so wish. After some debate it was proposed by Councillor Deakins and seconded by Councillor Morrey that the status quo be maintained (continued use of glyphosate) which was carried by 8 votes to 1.</li> <li>Item 7.7 – The resident on School Lane has confirmed he has no objections to the slight overhang of the SIDs unit / solar panel over his boundary. Installation of the unit is provisionally scheduled for the last week Aug. / first week Sept.</li> <li>Item 7.8 – Painting of speed bumps on Newtown Road – Clerk has written to MCC asking to paint as a priority. The Area Superintendent has advised they are on a list of line / markings to be done as soon as possible.</li> <li>Item 7.10 – Sunken section of Star Road – No progress update received as yet.</li> <li>Item 7.12 – Clerk has written to a different contact in the post office requesting a post box for the Parklands / Newtown Road area. They have advised that there must be a post box within ½ mile of residents and believed the post box at the</li> </ol>	Clerk

	<p>junction of Capel Ed Lane / Newtown Road fulfilled this requirement. Clerk has advised the nearest box is now by the 'Spar' and is waiting for a response. Another PO contact has advised that the 'Spar' no longer appears to be interested in having a Post office and as a result they are looking for suitable premises for a satellite branch run by a local postmaster.</p> <p>6. Items 9.1 / 9.2 / 9.3 / 9.4 / 9.8 / 9.9 all advised to MCC Highways requesting action. Clerk to follow - up and chase as required.</p> <p>7. Item 9.5 - Little Mill telephone exchange was strimmed / tidied on 11th July (with the exception of the chain link fence border (path side), which looks unsightly).</p> <p>8. Item 9.7 - Overgrown lime tree - Clerk has written to the secretary of Goytre Village Hall requesting it be trimmed back. Councillor Butler advised that the tree had been cut back today.</p> <p>9. Councillor Howells flagged that as a representative of GASC, the main user of the centre, he had not been invited to the recent management committee meeting. Council felt that this was more properly an issue for the Community Centre committee to address, but asked those present from the committee to note for future meetings.</p>	
6	<p><b>Monmouthshire County Council update</b></p> <p>1. County Councillor Jones has advised the Clerk that he is still pursuing the installation of a pedestrian controlled crossing on the A4042. However, as this is a trunk road it is controlled by the WAG. The response so far received is 'no', but he will keep asking.</p> <p>2. Councillor Jones has advised that he is also pursuing a crossing for Star road at the bottom of School Lane (which is in the purview of MCC). This is likely to be a zebra, rather than a 'Pelican' crossing.</p>	
7	<p><b>Maintenance</b></p> <p>1. Yellow Lines on Newtown Road – Public consultation will begin on Aug 13<sup>th</sup> if approval is given by the CC tonight. Proposal is for DYs from top of Newtown road (both sides) to the northern edge of the first set of speed bumps. MCC have stated they do not feel it is appropriate or necessary to extend them further down the road and restrict parking further beyond this point. Proposed by Councillor French and seconded by Councillor Awni.</p> <p>2. There appears to have been issues with dog fouling on Folly view. It was agreed that the Community Council purchase another dog bin at a cost of c£100 plus £3.75 per empty once a fortnight. Proposed by Councillor Awni and seconded by Councillor Butler.</p> <p>3. Dog poo bags – can be supplied by MCC. Some CCs install on bins (not practical for us with 16/17 bins). Others dispense the bags via phone boxes, local shops and pubs etc. Most appear to think they are a good thing and make a difference but they can encourage people to become reliant on the provision of the bags and the supply to, and 'top-up' of supplies to the agreed outlets needs managing. After due consideration it was decided that the status quo should be maintained.</p> <p>4. Councillor Deakins suggested that we invite PC Evans and our Assembly member to attend a future meeting.</p> <p>5. All Councillors were encouraged to use 'fix my street' to report highways issues and encourage neighbours and friends to do the same. It is hoped that in this way the volume of notifications will lead to the speedier repair / resolution of issues (e.g. road markings and sunken road near Pleasant Retreat).</p> <p>6. Clerk asked to chase MCC re the provision of the 'disabled' road markings for the two residents in Penperlleni.</p> <p>7. The manhole cover on Star Road at the top of Newtown Road has continued to deteriorate. Clerk to chase and asked for an estimated date for completion.</p> <p>8. Councillor Deakins asked if MCC could be requested to complete the hedge-cutting along from the sub-station in Little Mill park. The work was started some time ago and then interrupted by rain and never re-commenced.</p> <p>9. A recent OVW course indicated that Councillors should declare their political standings. No-one at the meeting had heard of this other than for those who had stood and been elected on a political ticket. Clerk to confirm the situation with John Pearson – local democracy manager.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

8	<p><b>Consultation on the proposed closure of Goytre Surgery</b></p> <p>Councillor Jones has raised the issue with the Chief Executive of MCC who in turn has said he will raise with his opposite number in the Aneurin Bevan Heath Board. He will let us know as soon as he has a response.</p> <p>It was agreed that individuals in the village should be encouraged to write to the Health Board. The meeting also asked the Clerk to write to:</p> <ul style="list-style-type: none"><li>• Aneurin Bevan Health Board</li><li>• Aneurin Bevan Community Health Council</li><li>• Nick Ramsay - Welsh Assembly member</li><li>• David Davies MP</li></ul> <p>This was proposed by Councillor Awni and seconded by Councillor Butler.</p> <p>It was noted that the consultation ends on 8<sup>th</sup> August.</p> <p>It was suggested that the Clerk writes to MCC to see if the lease renewal could be offered on shorter basis, in case this might support the retention of the surgery, at least in the short term.</p>	Clerk																																										
9	<p><b>Jack &amp; Jill’s – update</b></p> <p>1. The Chair has e-mailed Ben Winstanley on two occasions asking for an update but has received no response or acknowledgement. Chair will now write to the Chief Executive.</p>	Chair																																										
10	<p><b>Planning Applications</b></p> <p>1. Proposed single storey extension Y-Lladd-Dy, Tilbach, Old Abergavenny Road, Pencroesoped, Llanover Pontypool, Monmouthshire, NP4 0JF Previously circulated. No issues or concerns were raised by councillors – Clerk advised MCC accordingly.</p>																																											
11	<p><b>Finance</b></p> <p>1. Review of accounts</p> <p>The latest cashflow statement was presented to the meeting. This had been verified at the last Finance meeting to the closing balances in the MBS passbook and UTB statements at the end of Apr/May/June 2018. Councillor Rands signed to confirm in accordance with section 2.2 of the Community Council Financial Regulations (Wales). There was no further comment or observation.</p> <p>Payments made since the previous meeting</p> <table><tr><td></td><td>£</td></tr><tr><td>Ocean Business Supplies</td><td>70.13</td></tr><tr><td>HMRC (Tax &amp; NI Q1)</td><td>704.78</td></tr><tr><td>M24Seven (Domain name renewal)</td><td>72.00</td></tr><tr><td>Jan Butler (Engagement event purchases)</td><td>22.80</td></tr><tr><td>J P Lazenby (Welsh Water Survey fee)</td><td>92.40</td></tr><tr><td>J P Lazenby (Clerk’s expenses)</td><td>23.39</td></tr><tr><td>J P Lazenby (Salary)</td><td>776.44</td></tr><tr><td>Owen Dodd (Community engagement event purchases)</td><td>10.00</td></tr><tr><td>Unity Trust Bank (quarterly service charge)</td><td>18.00</td></tr><tr><td>SSE/SWALEC (Public Conveniences Electricity)</td><td>77.99</td></tr><tr><td>Wages</td><td>38.61</td></tr><tr><td>Wages</td><td>260.26</td></tr><tr><td>Merlin Waste</td><td>120.00</td></tr><tr><td>Mrs Janet Villars (field weed clearance)</td><td>30.00</td></tr><tr><td>Thomas Waste Management</td><td>24.00</td></tr><tr><td>One Voice Wales (Andy Barnes)</td><td>40.00</td></tr><tr><td>Goytre Sports &amp; Social Club (Summer Fair donation)</td><td>300.00</td></tr><tr><td>NEST (Clerk’s pension contributions for May &amp; June)</td><td>45.26</td></tr><tr><td>MCC (Rates on Public Conveniences)</td><td>35.00</td></tr><tr><td>Helena Fox (internal audit fees)</td><td>100.00</td></tr></table> <p>2. Finance Committee.</p> <ul style="list-style-type: none"><li>o Risk Review: The key issues reviewed and discussed were:</li><li>i. Clerk had identified an inadvertent change to the authorisation signatures, enabling only one councillor to authorise. This came about due to an error when completing the change of signature form to add Councillor Morrey. However, all the affected payments have now been countersigned. The Clerk’s audit process immediately identified the issue and enabled swift rectification.</li></ul>		£	Ocean Business Supplies	70.13	HMRC (Tax & NI Q1)	704.78	M24Seven (Domain name renewal)	72.00	Jan Butler (Engagement event purchases)	22.80	J P Lazenby (Welsh Water Survey fee)	92.40	J P Lazenby (Clerk’s expenses)	23.39	J P Lazenby (Salary)	776.44	Owen Dodd (Community engagement event purchases)	10.00	Unity Trust Bank (quarterly service charge)	18.00	SSE/SWALEC (Public Conveniences Electricity)	77.99	Wages	38.61	Wages	260.26	Merlin Waste	120.00	Mrs Janet Villars (field weed clearance)	30.00	Thomas Waste Management	24.00	One Voice Wales (Andy Barnes)	40.00	Goytre Sports & Social Club (Summer Fair donation)	300.00	NEST (Clerk’s pension contributions for May & June)	45.26	MCC (Rates on Public Conveniences)	35.00	Helena Fox (internal audit fees)	100.00	
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	<p>ii. Audit Committee undertook examination of PAYE records as provided by Beverley &amp; Williams accounts (payroll managers). All in order.</p> <p>iii. All four remaining Councillors (Awni / Butler / French / Welford), have now undertaken the Code of Conduct course run by MCC, and so all Community Councillors have now completed this training.</p> <p>iv. There is currently no 'business plan' for the use of the additional space should Jack &amp; Jill's be secured. Finance committee suggested consideration be given to setting up a sub-committee to review how to best use and the financial viability of obtaining the additional buildings. However, the meeting felt it would not be appropriate until Council had a clear steer from MCC.</p> <p>v. The Finance committee has recommended that the MBS account should now be closed with the funds transferred to the Unity Trust account. Clerk advised that it was now more or less a dormant account, with confirmation of up to date balances only available by telephoning the Newport office (due to no passbook entries). Clerk confirmed that all funds at UTB are fully covered by the Financial Services Compensation Scheme. It was proposed by Councillor Welford and seconded by Councillor Morrey that the account should now be closed with funds transferred to UTB.</p> <p>o Budget Review Recommendations: The Finance committee agreed a proposal should go to full council to add an additional capital expenditure line. This was formally proposed as 'Capital Items' by Councillor Howells and seconded by Councillor Deakins.</p> <p>It was also agreed that:</p> <ul style="list-style-type: none"> <li>• The professional fees budget line should be reduced by £2,000</li> <li>• The maintenance line should be increased by £2300 to cover the cost of the repairs to the Little Mill recreation park (£1922 + VAT)</li> <li>• An additional budget of £6400 should be established on the newly created Capital items line to cover the cost of the School Lane SIDs unit (£1900 plus VAT = £2300), plus £1800 for the Ton Land work (£1538 + £247 VAT), plus a further £2300 for an additional SIDs unit or other traffic calming measures as appropriate.</li> </ul> <p>The budget amendments were proposed by Councillor Welford and seconded by Councillor Morrey</p> <p>o Ton Land - update BBNPA have confirmed that planning permission is not required for the installation of a water trough. The Community Gardens professional advisor did not think a Community Orchard was viable. The allotments suggestion may also require additional expenditure for pathways, parking etc and there was a feeling it may be too far out of the village. Clerk has therefore explored planning permission requirements for a horse stable / shelter. No permission is needed provided the shelter is not permanent (i.e. on skids). However, if a horse was fed fodder (rather than just grazing) this would change the land use from 'agricultural' to 'equine' for which planning is required. Clerk to establish the cost and report back to Council in Sept.</p>	<p>Clerk</p> <p>Clerk</p>
12	<p><b>Traffic calming measures in Little Mill.</b> Councillor Rands presented some statistics to the meeting which showed that 65% of all traffic was still speeding, of which 25% was in excess of 35 mph. On an average day, 611 vehicles travel eastbound between 35 &amp; 39 mph, 212 between 40 &amp; 49, and 17 between 50 and 59. There is also a problem with westbound speeding between 4 pm and 6 pm. Therefore, additional calming options are being considered including road markings, roundels, rumble strips and a 'gate' at the entry to the village. Councillors Rands and Deakins will bring formal proposals and costings to the next meeting.</p>	<p>Cllrs Rands &amp; Deakins</p>
13	<p><b>Consideration of handing back Community Centre lease to MCC</b> It was agreed to defer this item until the newly formed committee had met again and agreed new governance proposals.</p>	



	<p>The manager who was instrumental in making the service the success it is, is leaving and resources are being focussed on additional team members at a lower level.</p> <p>The speaker was Elizabeth Young, Strategic Development Home-Start UK and her focus was on 'changing times and getting fit for the future'. There is a move to increase the involvement of 'dads' in the work Home-Start undertakes, and to increase the number of male volunteers. Research has shown that intervention by Home Start with 'families' can avoid the need for other agency work including health and social care.</p> <p>Funding opportunities are a challenge given reductions in local authority budgets and efforts to obtain grants continue. The volunteers provide a much-needed local service.</p>	
17	<p><b>Communications</b></p> <ol style="list-style-type: none"> <li>1. There will be a telephone activation exercise to test communication lines in case of a major incident at BAE Systems Glascoed. Clerk will receive the call and confirm to MCC. No other action required.</li> <li>2. Posters are available for the village halls to display regarding the avoidance of single-use plastic and polystyrene plates, cutlery, straws and trays etc. Clerk circulated.</li> </ol>	
18	<p><b>Advertising</b></p> <p>Councillor Welford advised that this Friday is the closing date for copy for the September edition.</p>	
19	<p><b>Date of Next Meeting</b> - Monday 10<sup>th</sup> September at Goytre Community Centre, commencing at 7.30 pm.</p>	All

Chairman: .....

Date: .....