

## MINUTES OF THE MEETING HELD AT GOETRE FAWR COMMUNITY CENTRE ON MONDAY 25<sup>th</sup> JUNE 2018

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

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

**Apologies:** Community Councillors Rose Thayers, Syd Welford and Nigel Morrey

**Guests:** None

		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. No further interests were declared.	
3	<b>Chairman's Remarks</b> The Chairman welcomed everyone to the meeting.	
4	<b>Approval of Minutes of the Annual Statutory Meeting held on 21<sup>st</sup> May 2018</b> Proposed by Councillor Deakins and seconded by Councillor Butler	
5	<b>Matters Arising</b> 1. The different identities of the Bryn Y Cwm and NLMC committees is still unclear 2. Councillor Barnes felt that the Community Centre representative nominations should not be listed under the heading of 'Statutory and/or Standing Committee Members'. After discussion it was agreed that the heading under item 8.7 should be changed to 'Community Centre Charity Management Representatives' to reflect the separate legal status of the Committee. However, Councillor Barnes still felt that there was confusion as to its role and relationship with the Community Council and as a result resigned from the Community Centre Committee.	
6	<b>Approval of Minutes of the Previous Meeting held on 21<sup>st</sup> May 2018</b> 1. Item 8.1 Should read "Andy Smith will help <b>identify opportunities</b> for funding in due course" (rather than 'help secure') Proposed by Councillor Butler and seconded by Councillor Daniel	
7	<b>Matters Arising</b> 1. Item 5.1. Councillor Butler advised that glyphosate had been sprayed to manage the weeds by the dog walking area. It was felt that it was inappropriate to use this chemical in the proximity of animals. Clerk to contact MCC. 2. Items 5.3 & 5.4. The upgrade and installations at the Olde Pounde Shop and Public Conveniences have now been completed. 3. Item 5.5 - Old Lap top – Councillor Howells is still testing whether it is viable to use to project images. 4. Item 5.7 - The rain guard for the noticeboard in Goytre has been installed and has proved successful. The new noticeboard for Little Mill has been ordered. 5. Item 5.8 – Nantyerry Telephone kiosk. Councillor Butler has been in contact with resident Ann Miller who had said she would contact the clerk to discuss. No contact as yet – Councillor Butler is to follow up again. 6. Item 6.3 - Clerk wrote to Dwr Cymru and received a comprehensive note in return confirming that following a full investigation the sewerage network within Goytre could accommodate the additional flows from the Folly View Development without suffering hydraulic overload. However, there was insufficient capacity at the Goytre sewage works and developer funding had been secured for Dwr	<div>Clerk</div> <div>Cllr Butler</div>

	<p>Cymru to undertake these works on their behalf to accommodate the additional waste.</p> <p>7. Item 7.4 – Clerk has had another meeting with Phaedra Cleary and siting of the SIDs unit has been agreed. Clerk has written to a resident as the unit and solar panel will potentially overhang the front of their property. If they 'object' MCC will add an L shaped extension to move the unit towards the road. MCC have agreed to meet the costs of the posts/extension and installations. Clerk has obtained three estimates:</p> <ul style="list-style-type: none"> <li>- Elancity Ltd £1899 + VAT (2 yr Gtee)</li> <li>- TWM Traffic Control Systems Ltd - £3385 + VAT (1 yr Gtee)</li> <li>- Sourced via MCC £3000+ (non-solar powered in Little Mill unit was c£2800)</li> </ul> <p>Clerk will need to purchase two padlocks to lock the units to the post. It was proposed by Councillor Butler and Seconded by Councillor Rands that the Clerk should purchase the Elancity unit with associated padlocks</p> <p>8. Item 7.5 – Painting of speed bumps on Newtown Road – Councillor French advised that the old bumps had been painted, but not the new ones. Clerk to investigate.</p> <p>9. Item 7.7 – Nigel Leaworthy at MCC has scheduled grass cutting of Goytre and Little Mill parks in the week before the two Fun Days on 14th July. It was requested that this should also include the collection of the grass. Clerk to advise MCC</p> <p>10. Item 7.8 – Sunken section of Star Road – no progress as yet</p> <p>11. Item 7.9 – Goytre Village Hall fence – no further update available</p> <p>12. Item 16 – (under Goytre Village Hall AGM). Clerk has written to the post office requesting a post box for the Parklands / Newtown Road area. No response as yet. Clerk to chase.</p> <p>13. Item 17.1 – Goytre Wharf Regeneration Project – Councillor Butler was unable to attend the last meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
8	<p><b>Monmouthshire County Council update</b></p> <p>1. There was no update in the absence of County Councillor Jones</p>	
9	<p><b>Maintenance</b></p> <p>1. The hedges / trees on the left-hand side of the road as you enter Little Mill from under the bridge are overgrown and are now beginning to obscure the SIDS unit</p> <p>2. Similarly, the hedges on the other (path) side of the road need to be cut back.</p> <p>3. The Bus Stop markings on the road by the bus stop in Little Mill have worn away and need repainting.</p> <p>4. A number of street lights are still not working. Councillor Rands is to re-send details of the lamp post numbers to the Clerk</p> <p>5. The grounds of the Telephone exchange are overgrown and need attention. Clerk to write to Openreach.</p> <p>6. Councillor Deakins asked if the Clerk would add a specific agenda item to next month's meeting to raise / discuss a number of other items in the village.</p> <p>7. The lime tree in the grounds of the Goytre Village Hall is overgrown and a hazard to passing pedestrians and needs to be cut back. Clerk to write to the Secretary, Janet Robins asking the Village Hall to arrange for it to be pruned.</p> <p>8. No.17 Fairfield requires road markings to prevent other road users from parking in front of the house which is restricting the householder from using their wheel chair. Clerk to write to Highways.</p> <p>9. One of the Grids on the railway bridge has become loose and needs attending to.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk Cllr. Rands</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
10	<p><b>Engagement Event – update on actions from GFCC &amp; MCC</b></p> <p>1. An item in the Usk &amp; Raglan diary has highlighted the event and provided a summary of outcomes and actions. It was thought that a follow-up meeting would be needed in the Autumn. An event will also need to be held in Little Mill – Councillor Awni will liaise with Councillor Rands on this and Councillor Howells offered to update the banner to promote the event. Councillor Butler has made a number of contacts with people looking to take some of the actions forward and will prepare a note in due course. In the absence of County Councillor Jones there was no update on any of the actions being taken forward by MCC.</p>	<p>Cllr. Butler</p>
11	<p><b>Jack &amp; Jill's – update</b></p> <p>1. The Chair advised that there was still no update from MCC despite repeated 'chasers' from the Chair (of GFCC) and Chair of Goytre Fawr School Governors. It was agreed that the Chair should now go back to the Chief Executive of MCC to try and move things forward.</p>	<p>Chair</p>

12	<p><b>Planning Applications</b></p> <p>1. There were no planning applications to consider. However, BBNPA have sent the following advices through.</p> <ul style="list-style-type: none"><li>18/16205/DISCON – The Croft Bungalow, Saron Road, have asked for condition 3 of planning application 17/15605/FUL to be removed as it has now been satisfied. This will be considered by the bio-diversity officer.</li><li>Torfaen CBC are inviting further comment re amendments to the proposed residential development of the Mamhilad Park Estate.</li><li>Councillor Deakins recently attended a planning enforcement meeting. The organisers have asked for feedback as to how the process can be improved. Councillor Deakins felt that by advising the Community Council in advance of any potential enforcement action, individual Councillors may be able to provide valuable background information. Clerk to advise</li></ul>	Clerk																																												
13	<p><b>Finance</b></p> <p>1. <u>Review of accounts</u></p> <p>The latest cashflow statement was then presented to the meeting. There was no further comment or observation. The Clerk confirmed that the VAT refund from 2017/18 of £2919.10 had now been received into the accounts (it will appear in the June cashflow).</p> <p>Payments made since the previous meeting</p> <table><tr><td></td><td>£</td></tr><tr><td>Tim Pinder (Bus shelter cleaning)</td><td>15.00</td></tr><tr><td>Nest (Clerk's Pension)</td><td>20.90</td></tr><tr><td>A Fodden (March wages)</td><td>38.61</td></tr><tr><td>S Fodden (March wages)</td><td>260.26</td></tr><tr><td>Wyndham Jarman</td><td>120.00</td></tr><tr><td>Gwenlecs Electrical (Olde Pounde Shop upgrade)</td><td>468.00</td></tr><tr><td>J P Lazenby (Salary)</td><td>737.73</td></tr><tr><td>Nicola Awni (reimbursement of council purchases)</td><td>10.00</td></tr><tr><td>J P Lazenby (Clerk's expenses)</td><td>72.41</td></tr><tr><td>Signs of Cheshire (Little Mill noticeboard - 50% deposit)</td><td>936.00</td></tr><tr><td>Thomas Waste Management Ltd</td><td>44.40</td></tr><tr><td>Gwenlecs Electrical (Frost stats for public conveniences)</td><td>177.60</td></tr><tr><td>Merlin Waste</td><td>240.00</td></tr><tr><td>One Voice Wales</td><td>80.00</td></tr><tr><td>MCC (Domestic rates on toilets)</td><td>32.65</td></tr><tr><td>Ink Point UK Ltd (Ink cartridges)</td><td>48.00</td></tr><tr><td>24/7 Plumbing &amp; Heating (new tap)</td><td>62.40</td></tr><tr><td>One Voice Wales (Cllr Awni)</td><td>40.00</td></tr><tr><td>One Voice Wales (Rands &amp; Barnes)</td><td>80.00</td></tr><tr><td>Information Commissioners Office (Data Registration)</td><td>35.00</td></tr><tr><td>Beverley &amp; Williams (Q2 payroll costs)</td><td>101.64</td></tr></table> <p>2. <u>Approval of Annual Governance Statement for 2017/18.</u></p> <p>In addition to the approval of the Annual Governance Statement, the Clerk / RFO has to confirm that a number of minor issues raised during the 2015/16 audit (not 2016/17) had been addressed. These were:</p> <ul style="list-style-type: none"><li>Two of the 'tests' had no commentary</li><li>There was no engagement letter between the CC and the internal auditor</li><li>The figures on the accounting statement did not balance by £1</li><li>The budget document did not take into account the level of reserves held by the council</li></ul> <p>The Clerk / RFO confirmed that these had all been addressed for last year's audit and no further commentary had been received from the Auditors.</p> <p>The Annual Governance Statement (parts 1 &amp; 2) had been distributed in advance by the Clerk. These two statements were also the subject of a review by the Community Council's Internal Audit Committee. It was agreed that Boxes 1 to 8 of part 1 could be ticked as 'agreed'. Box 9 was not applicable (no trust funds were held), and of part 2, boxes 1 &amp; 2 could be ticked 'agreed'. Box 3 was 'Not applicable' as the Community Council had no obligation to pay any service gratuities.</p> <p>Proposed by Councillor Butler and seconded by Councillor Daniel</p>		£	Tim Pinder (Bus shelter cleaning)	15.00	Nest (Clerk's Pension)	20.90	A Fodden (March wages)	38.61	S Fodden (March wages)	260.26	Wyndham Jarman	120.00	Gwenlecs Electrical (Olde Pounde Shop upgrade)	468.00	J P Lazenby (Salary)	737.73	Nicola Awni (reimbursement of council purchases)	10.00	J P Lazenby (Clerk's expenses)	72.41	Signs of Cheshire (Little Mill noticeboard - 50% deposit)	936.00	Thomas Waste Management Ltd	44.40	Gwenlecs Electrical (Frost stats for public conveniences)	177.60	Merlin Waste	240.00	One Voice Wales	80.00	MCC (Domestic rates on toilets)	32.65	Ink Point UK Ltd (Ink cartridges)	48.00	24/7 Plumbing & Heating (new tap)	62.40	One Voice Wales (Cllr Awni)	40.00	One Voice Wales (Rands & Barnes)	80.00	Information Commissioners Office (Data Registration)	35.00	Beverley & Williams (Q2 payroll costs)	101.64	
	£																																													
Tim Pinder (Bus shelter cleaning)	15.00																																													
Nest (Clerk's Pension)	20.90																																													
A Fodden (March wages)	38.61																																													
S Fodden (March wages)	260.26																																													
Wyndham Jarman	120.00																																													
Gwenlecs Electrical (Olde Pounde Shop upgrade)	468.00																																													
J P Lazenby (Salary)	737.73																																													
Nicola Awni (reimbursement of council purchases)	10.00																																													
J P Lazenby (Clerk's expenses)	72.41																																													
Signs of Cheshire (Little Mill noticeboard - 50% deposit)	936.00																																													
Thomas Waste Management Ltd	44.40																																													
Gwenlecs Electrical (Frost stats for public conveniences)	177.60																																													
Merlin Waste	240.00																																													
One Voice Wales	80.00																																													
MCC (Domestic rates on toilets)	32.65																																													
Ink Point UK Ltd (Ink cartridges)	48.00																																													
24/7 Plumbing & Heating (new tap)	62.40																																													
One Voice Wales (Cllr Awni)	40.00																																													
One Voice Wales (Rands & Barnes)	80.00																																													
Information Commissioners Office (Data Registration)	35.00																																													
Beverley & Williams (Q2 payroll costs)	101.64																																													

	<p>3. <u>Approval of the Annual accounting Statement for 2017/18</u> The Annual Accounting Statement had been distributed in advance by the Clerk. This was proposed by Councillor Rands and seconded by Councillor French. Following this second approval the Chair signed the Approval &amp; Certification section of the Audit return.</p> <p>4. <u>Salary review for Clerk</u> At this point the Clerk left the room to enable Council members to discuss his salary for 2018/19 based on the recently published pay scales for local authority clerks. It was agreed that the Clerk's salary should be increased in line with the agreed scale to £28,221, (and then pro-rated based on 68 hours per month) and backdated to 1<sup>st</sup> April. Proposed by Councillor Awni and seconded by Councillor Howells. Clerk to advise Beverley &amp; Williams.</p> <p>5. <u>Ton Land - update</u> The Clerk advised that he had received the quotation from Welsh Water to provide a water supply to Ton Land of £1043 + VAT of £148.20 (this includes the reimbursement of the quotation fee of £77). However, WW only provide a supply to the boundary of the property. Clerk has contacted A Jones (builders) in Usk who have quoted £495 + VAT to install a trough in the field and install a pipe by tunnelling under the hedge to meet up with the WW supply. It was proposed by Councillor Deakins and Seconded by Councillor Butler to proceed.</p>	<p>Clerk</p> <p>Clerk</p>
14	<p><b>Community Centre: to receive and consider sub-committee's final recommendations for approval.</b> It was agreed that in principle recommendations 1, 2, 3 and 4 in the report prepared by Councillor Deakins, Awni and Daniels (dated 17<sup>th</sup> May 2018) should be adopted, and a request was made for these issues to be considered by the management committee. In particular, consideration should be given as to whether it was appropriate / beneficial to retain the Committee's charitable status, and if so whether the trust deed should be re-written (it now appears out of date and is difficult to interpret in places), or whether a more straightforward, separate terms of reference is more appropriate. The next Community Centre management committee meeting is to be held on Monday 2<sup>nd</sup> July at 7pm. At this point Councillor Barnes confirmed his resignation from the Community Centre Committee</p>	
15	<p><b>Recreational Parks – Little Mill / Goytre / MUGA</b></p> <p>1. Little Mill play / Recreation Park – the annual safety inspection has revealed a number of risk issues and maintenance requirements, totalling £1922 (full breakdown previously circulated to councillors). Although not budgeted for, there is a £2000 professional fees contingency for legal fees associated with the Olde Pounce Shop which now looks unlikely to take place this year. The Clerk suggested this could be re-allocated at the next budget review (this will be considered by the Finance committee before Council's next meeting). It was agreed that the repair work should proceed as soon as possible. Proposed by Councillor Butler and seconded by Councillor Rands</p> <p>2. Goytre Park. Councillor Butler has asked if we should take out one of the activities at Goytre play area with a view to putting in an activity for older children in the 11 - 16 age group – for example remove the rocking horse, or one of the two very similar climbing frames. Attention should also be given to putting in an 'accessible' swing seat, for example a 'Spider Web' style swing is suitable for people with disability and older children. It was felt that the 'springer' should be left but the Clerk could be asked to look into whether the CC could lease an additional (disability friendly) play activity to supplement the existing equipment.</p> <p>3. MUGA – Councillor Butler also asked if a Multi-Use Sports Area (MUGA) is still being considered – this could be used, for example, for the new 'Walking Netball' that's sweeping the country. The Clerk had checked with Ian Blacker, and although a couple of quotes were obtained 2/3 years ago, no further action was taken due to a lack of committed people to take it forward. The cost is likely to be a minimum of £100k. The Chair is to see if there are any local residents who would be prepared to take this idea forward, supported by the CC.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Dodd</p>

	As it was now 9.30 pm (at which point the meeting was scheduled to finish), Councillor Howells proposed that standing orders be suspended to enable the remaining agenda items to be concluded.	
16	<b>Goytre Wharf Regeneration Project</b> There was no update as Councillor Butler had been unable to attend the meeting.	
17	<b>New Model Standing Orders</b> It was agreed that this item should be deferred until the next meeting.	
18	<b>Donations</b> 1. Mike Parry, Chair of Goytre Social club, has asked for an unspecified donation towards the cost of the approximate £1200 it costs to put on the Summer Fair. Initially a proposal of £500 by Councillors Deakins & French was made. However, this was not carried by the meeting. A further proposal of £200 was then made by Councillors Awni & Butler, but again this was not carried by the meeting. A third proposal of £300 was proposed by Councillor Butler and seconded by Councillor Rands and this was carried, with five councillors voting for, and three abstaining (The Chair did not cast a vote). 2. Separately, Mike Parry has also written asking for a £4,000 donation towards the £8 - £9k refurbishments costs of the social club. It is noted that the social club rents (on an informal basis) the room from the village hall committee with the village hall building being the ultimate beneficiary of any improvements. Figures supplied by the social club indicate a healthy bank balance. After some discussion, it was agreed that although the club is a not-for-profit organisation, it is not a charity and is run on a commercial basis. As a result (and subject to legal clarification by the Clerk), it would not be appropriate to provide funding. This was proposed by Councillor Deakins and seconded by Councillor Howells.	
19	<b>Reports – questions based on previously distributed update</b> (distributed report reproduced below).  <ul style="list-style-type: none"> <li>• <b>Little Mill Village Hall</b> No report submitted</li> <li>• <b>Goytre Village Hall</b> No report submitted</li> <li>• <b>Goytre School Governors</b> No report submitted</li> <li>• <b>Goytre Community Centre</b> No report submitted</li> <li>• <b>Goytre After School Club</b> No report submitted.</li> <li>• <b>Goytre Scout Hut</b> No report submitted.</li> <li>• <b>Public Conveniences</b> The frost stat heaters (to protect the hand washer / dryers from frost damage) have now been installed. However, there is no thermostatic control on the heaters, so the electrician is to revisit and will install an appropriate stat control on each unit. A new tap has also been installed in the storeroom area as the old tap had become too stiff to turn. The total cost was £62.40 (inc VAT).</li> <li>• <b>Other Reports</b> Councillor Awni provided a brief update on the 'Spreading the Word' group meeting held in Abergavenny. The group/meeting seems to be aiming to promote, encourage and develop Abergavenny as a tourist and leisure attraction and deliver a great retail experience.  The attendees were mainly involved in providing and promoting attractions and facilities in the town. Although Community Council representatives are</li> </ul>	

	invited to attend, many do not send a representative and minutes of meetings are not routinely circulated to Community Councils. The value in attending may only be to catch up with Abergavenny developments as opposed to a wider regional overview.	
20	<b>Communications</b> <ol style="list-style-type: none"> <li>1. It has been confirmed that the Local Democracy and Boundary Commission will produce their own timetable for consultation into the final proposals for the changes to the electoral boundaries.</li> <li>2. An invoice has been received to renew the CC's domain name for a further two years at a cost of £60 plus VAT. Renewal proposed by Councillor Butler and seconded by Councillor Rands.</li> <li>3. Janet Villars has offered to clear Ton Land of Ragwort and to 'top' the field to stop the nettles and docks from seeding and spreading. She would charge £30 for this. This was proposed by Councillor Butler and seconded by Councillor Rands</li> </ol>	Clerk   Clerk
21	<b>Advertising</b> There was no update in the absence of Councillor Welford.	
22	<b>Date of Next Meeting</b> - Monday 23 <sup>rd</sup> July at Little Mill Village Hall commencing at 7.30 pm.	All

Chairman: .....

Date: .....