

CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL

MINUTES OF THE MEETING HELD AT GOYTRE COMMUNITY CENTRE ON MONDAY 26th FEBRUARY 2018

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

In Attendance: Clerk – Jonathan Lazenby

Apologies: Community Councillors Rose Thayers, Lucyann Rands, Nigel Morrey and County Councillor Bryan Jones

Guests: Miranda Thomason, Project Lead for Wellbeing, Bridges Community Centre

		ACTION
1	Apologies for Absence	
2	Declarations of Interest 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	Chairman's Remarks The Chairman welcomed everyone to the meeting. Whilst waiting for the speaker to arrive the Chair mentioned that he had posted Facebook messages concerning the level of dog waste in the dog exercise area and the recent fouling issue in the public conveniences. He also referred to his recent e-mail to all councillors regarding his decision to stand down from the Community Centre Committee due to a potential conflict of interest as his children all attend GASC (the main user of the centre).	
4	Bridges Community Car Scheme At this point the Chair temporarily suspended standing orders to allow Miranda Thomason to present information about the Bridges Community car scheme which is looking to open an office in Abergavenny. This would enable their service to be extended to cover Goytre/Little Mill. The scheme is currently based in Monmouth and started as a volunteer group for isolated people but it quickly became apparent that most of their activity revolved around transporting people – c50% to medical appointments, and c50% to 'social' events. Although there is the Grass Routes bus scheme, this doesn't reach some of the more isolated areas, or always run at the right times for individuals. They are currently looking to apply for funding for three co-ordinators for the Abergavenny, Monmouth and Chepstow areas. They will also be looking for funding for a lap top for each. Once running, the passenger pays 45 pence per mile, and a 50p booking fee. Insurance for the volunteer drivers is generally provided under the social / volunteering section of the driver's car policy, but they do need to notify their insurer. Public liability is covered by the scheme. Training is provided, as is safeguarding via DBS checks and character references. Initially they require support to advertise for volunteer drivers but will also eventually be looking for a contribution towards equipment costs. Miranda is to supply a poster which the Clerk & Councillors will use to help support the campaign by advertising for sufficient volunteer drivers. The Chair thanked Miranda and the meeting was reconvened at 7.55 pm.	Clerk
5	Approval of Minutes of the Previous Meeting held on 22nd January 2018 Councillor French should have been recorded under 'apologies'. Proposed by Councillor Daniels and seconded by Councillor Butler.	
6	Matters Arising 1. Item 6.1 – Newtown Road Speed strips – MCC have confirmed the average speed measured was 20.9 mph and so will not be taking any further traffic calming measures.	

	<p>2. Item 6.2 - Newtown Road – speed ‘cushions’ – MCC have marked out the position of the four humps that were taken up prior to the surface dressing operations. They have requested the construction of new humps which are scheduled to be installed between 26th & 28th Feb.</p> <p>3. Item 6.3 – Tree at the top of Newtown Road which is interfering with BT lines. Mark Cleaver has inspected the tree and does not feel that any action is required at this stage.</p> <p>4. Item 6.6 – Fence & disused telephone kiosk in Little Mill - Clerk has received a telephone number from Openreach to contact, but has not been able to get through. Councillor Deakins has received a call from a Gareth Allsop at BT confirming all the work had been done today. However, having checked the situation, no work has been carried out, so he will contact them again.</p> <p>5. Item 6.7 – Speed indicator on School Lane – County Councillor Jones has advised the clerk that he will follow this up shortly.</p> <p>6. Item 6.9 – Gritting routes. The Chair has asked the Clerk to request an update of the gritting routes to include Plough Road, Fairfield, Midfield & Capel Ed Lane.</p> <p>7. Item 8.1 – New noticeboard – now in place by Goytre Park.</p> <p>8. Item 8.4 – Little Mill park safety surface - MCC have confirmed there is no need to replace the ‘carpet’ to the safety surfacing. It just requires a good clean and redressing with 2EW dried sand. MCC can carry out for £389.00. Proposed by Councillor Welford and seconded by Councillor Butler.</p> <p>9. Item 8.5 – Millennium seat in Little Mill Park – Clerk has contacted Joan Davies in LM WI who arranged for the original purchase and installation. She is to contact MCC to arrange for the bench to be re-seated/levelled.</p> <p>10. Item 11.2.1.a – Code of Conduct Training. It has not been possible to co-ordinate locally with sufficient numbers to make it economically viable. Wendi Huggett at OVW is exploring whether there may be sufficient demand for them to run an off-the-shelf course.</p> <p>11. Item 11.2.2.c – Electrical testing at Olde Pounce Shop – Clerk has spoken to Mr Naveed who has advised that he arranges for the internal equipment to be tested. Clerk has contacted Gwenlecs Electrics to supply a quote for the building supply to be tested.</p> <p>12. Item 11.4 – A savings account has now been opened at The Unity Trust Bank.</p> <p>13. Item 14.1 – Additional gloves and thermal sheet (as recommended by the Cariat Trainer) are available for all five cabinets at a total cost of £16.98. Proposed by Councillor Awni and seconded by Councillor Daniel.</p> <p>14. Item 16.1 – Superfast Broadband. Clerk has met with Michael Powell at MCC. It is hoped that MCC will largely complete the application on our behalf with support from the Clerk in identifying relevant properties. The next ‘window’ for expressions of interest opens on 5th April.</p> <p>15. Item 17.2 – Helen Zammitt is to arrange for the repair of the school flag pole and will then send us a copy of the invoice to enable us to make a donation.</p> <p>16. Item 18 – GASC – Tamarind – Jim Keech, TPO officer at MCC has visited and we believe is sending a notice demanding that the wooden brace be removed within a stipulated time frame. He did not think that the tree had been damaged significantly at this stage.</p> <p>17. Item 18 – Public Conveniences - 24/7 plumbing attended 11/02 and found all three traps in men’s urinals blocked with calcium deposits, which was causing leaks on the floor. It was agreed they should repair whilst on site subject to a maximum of £200. Actual bill £189 plus VAT (£226.80). Confirmation of actions and payment proposed by Councillor Welford and seconded by Councillor Butler.</p> <p>18. Item 21.1 - All present confirmed they were happy with the proposed meeting dates for 2018/19.</p>	<p>Councillor Deakins</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
7	<p>Monmouthshire County Council update</p> <p>1. There was no update due to the absence of County Councillor Bryan Jones.</p>	
8	<p>Maintenance</p> <p>1. Office Equipment</p> <p>a. As advised to Councillors by e-mail – the Clerk’s laptop has suffered a major screen failure and has to be used with a borrowed LCD screen. The laptop is c7 years old and even if possible, is not considered worth repairing. Both</p>	

	<p>Councillor Howells and the Clerk have researched options for replacement (already circulated to councillors), - the most competitive being HP direct at £626 for a 17" laptop, plus £174 for windows office, and £47 for 3 years next business day hardware support. All are plus VAT which can be reclaimed.</p> <p>b. Clerk wishes to purchase a dozen additional magnets for the new noticeboard at a cost of £12 inc. VAT & P+P.</p> <p>Both purchases were proposed by Councillor Deakins and seconded by Councillor French.</p> <p>2. Councillor Deakins has received a quote from a local repair man to carry out maintenance to the Little Mill stone bus shelter, to fill in rotten corner and re-paint soffits. Materials £40, plus labour, not exceeding £120 in total. Given the small amount of work involved it was not felt realistic to put this out to tender. Proposed by Councillor Awni and seconded by Councillor Butler</p> <p>3. Councillor Butler advised that she had submitted a 'fix my street' report on the pot holes on the railway bridge but also that the speed bumps by Pleasant Retreat were beginning to sink into the road. There is also a large pot hole by the Goytre Arms. Clerk will report to Highways.</p> <p>4. The Chair reported that it was felt that Clywd-y-Clap Lane had not been properly repaired following the recent cement 'spill'. Clerk to investigate.</p> <p>5. Councillor Deakins asked whether Council would consider the replacement of the current Little Mill noticeboard with a similar model to that recently installed in Goytre (at a cost of c£1500 + VAT & delivery). This was formally proposed by Councillor Awni and seconded by Councillor Howells. Clerk to forward details to Councillor Deakins to enable him to confirm measurements and agree installation with LMVH.</p> <p>6. Councillor French stated there was a problem with leaves on the footpaths following a recent visit by the path sweeping machine. Clerk to investigate and action as appropriate.</p> <p>7. The Scouts have asked if brown signposts indicating the scout hut can be added to the existing signs at the top of Capel Ed & Newtown Road, with an additional sign where Capel Ed meets Chapel Mead. Clerk to send a note to GASC (who 'own' the relevant materials) asking them to investigate and action if space allows.</p>	<p>Clerk</p> <p>Councillor Deakins</p> <p>Clerk</p> <p>Clerk</p> <p>Councillor Deakins & Clerk</p> <p>Clerk</p> <p>Clerk</p>
9	<p>Jack & Jill's – update</p> <p>1. There was no further update at this time.</p>	
10	<p>Planning Applications</p> <p>1. DC/2018/00077- Planning Permission: Toilet extension Goytre Football Club, Plough Road, Penperlleni, NP4 0AL Response provided 15/02/18: In general there were no concerns or issues. One councillor noted the comments from MCC building controls but provided these concerns were addressed to MCC's satisfaction, they had no objections.</p> <p>2. DC/2018/00073 - Modification or Removal of Condition Variation of condition 2 (approved plans) and 21 (ecology) relating to application DC/2017/00195 - Land South of Usk Road, Penperlleni. Councillors were unsure of the implication(s) and if approved if this would further impact on the village sewage system. Clerk to request further information.</p> <p>3. DC/2018/00171 - Modification or Removal of Condition Removal of condition 1 (smallholding details) relating to ref. 1815. Springfield Nursery, Plough Road, Goytre, NP4 0AL. Councillors queried what the practical implication would be of the removal of the agricultural tie. Clerk to request further information from MCC Planning.</p> <p>4. DC/2018/00187 - Planning Permission A Timber Constructed Agricultural Store - The Barn, Great House Farm, Croes Y Pant Lane, Mamhilad, NP4 0JD No concerns or issues were raised by councillors.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

11	<div>Finance</div> <div><div>1. Review of accounts</div><div>Clerk has now spoken to Mr Naveed who is arranging for future (updated amount) payments to be made to Unity Bank instead of MBS. He will also arrange for additional funds for Jan & Feb to bring all payments up to date. The latest cashflow statement was then presented to the meeting and was received without further comment or observation.</div><div>Payments made since the previous meeting</div><div><table><tr><td></td><td>£</td></tr><tr><td>1. Goetre Fawr C.C. (Tfr from MBS to Unity Trust a/c)</td><td>10,000.00</td></tr><tr><td>2. Select Security (CCTV servicing contract)</td><td>130.80</td></tr><tr><td>3. Spanglefish (web site)</td><td>29.95</td></tr><tr><td>4. Zurich Insurance (Policy renewal)</td><td>965.67</td></tr><tr><td>5. J Lazenby (Clerk)</td><td>752.83</td></tr><tr><td>6. Cleaning salary</td><td>37.71</td></tr><tr><td>7. Cleaning salary</td><td>255.00</td></tr><tr><td>8. J Lazenby (Clerk expenses)</td><td>32.91</td></tr><tr><td>9. Colin Deakins (expenses)</td><td>9.50</td></tr><tr><td>10. Beverley & Williams (workplace pension set up costs)</td><td>540.00</td></tr><tr><td>11. Merlin Waste</td><td>101.70</td></tr><tr><td>12. NEST (Clerk's pension – part month)</td><td>4.95</td></tr><tr><td>13. Internal Tfr UTB c/a to new Instant Access (savings a/c)</td><td>10,000.00</td></tr><tr><td>14. Thomas Waste Management</td><td>76.80</td></tr><tr><td>15. Ink Point UK Ltd (printer cartridges)</td><td>48.00</td></tr><tr><td>16. NEST (Clerk's pension – full month)</td><td>8.78</td></tr></table></div><div>2. Salary review for employees</div><div>Clerk proposed a review of the salaries for the two cleaners who maintain the public conveniences in Penperlleni. It was agreed that a 2% award should be made with a minor adjustment as required to ensure both individuals are paid exactly the same hourly rate. Clerk will advise exact salaries in the formal contract letters next month. This will also advise of an annual performance appraisal as part of future salary reviews. Proposed by Councillor Barnes and seconded by Councillor Awni.</div><div>The Clerk’s salary is similarly eligible for a review for 2018/19. However the meeting wanted to check what the 2018/19 salary scales were before making a decision. Chair will contact Paul Egan at One Voice Wales to confirm.</div><div>3. Workplace pension – agree 2018/19 contribution levels</div><div>At the February meeting it was agreed to make the minimum permissible employee workplace contributions on behalf of the Clerk, but to review these for the 2018/19 financial year. After discussion it was agreed to maintain the employer contributions on the minimum figure for the time being. Proposed by Councillor Howells and seconded by Councillor Deakins</div><div>4. Ton Land – agree way forward</div><div>The existing lessee has declined to renew the lease based on the proposed new figures, but has confirmed she is happy to continue on the old rate (in existence for many years). Councillors agreed not to proceed with renewal on this basis. Williams Associates in Abergavenny have suggested CC could consider advertising via Facebook etc. The installation of a shelter / stable would enable an increased rent, but would require planning permission from BBNPA. It is suggested that CC offer the field as currently is for £20 per month, and depending on reaction consider whether to pursue an application for a shelter, or look at alternative options, e.g. a Community Garden/Orchard. The installation of solar panels was also suggested which the Clerk will explore with BBNPA.</div><div>5. Thomas Waste bins</div><div>Concern has been expressed that the bin by Goytre Park is being mis-used. It is being re-filled almost as soon as it is emptied, is regularly overflowing and often has additional bags dumped by the side. Although originally meant for park waste, it appears now to be duplicating MCC waste services at an additional cost to the CC. It was agreed therefore that the bin should be discontinued. Proposed by Councillor Deakins and seconded by Councillor Awni</div></div>		£	1. Goetre Fawr C.C. (Tfr from MBS to Unity Trust a/c)	10,000.00	2. Select Security (CCTV servicing contract)	130.80	3. Spanglefish (web site)	29.95	4. Zurich Insurance (Policy renewal)	965.67	5. J Lazenby (Clerk)	752.83	6. Cleaning salary	37.71	7. Cleaning salary	255.00	8. J Lazenby (Clerk expenses)	32.91	9. Colin Deakins (expenses)	9.50	10. Beverley & Williams (workplace pension set up costs)	540.00	11. Merlin Waste	101.70	12. NEST (Clerk's pension – part month)	4.95	13. Internal Tfr UTB c/a to new Instant Access (savings a/c)	10,000.00	14. Thomas Waste Management	76.80	15. Ink Point UK Ltd (printer cartridges)	48.00	16. NEST (Clerk's pension – full month)	8.78	<div></div> <div>Clerk</div> <div>Chair</div> <div></div> <div>Clerk</div> <div>Clerk</div>
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	<p>6. <u>One Voice Wales membership</u> It was agreed to renew the membership of One Voice Wales for 2018/2019 at a cost of £322 (£306 2017/18). Proposed by Councillor Awni, and seconded by Councillor Daniel</p> <p>7. <u>Risk – Playground inspections</u> Our Insurance Policy requires a minimum of one safety inspection per year. MCC can arrange for a ROSPA play inspector to undertake, with a written report for £62 + VAT. It was agreed to arrange for one inspection per year. Proposed by Councillor Awni, and seconded by Councillor Butler.</p>	<p>Clerk</p> <p>Clerk</p>
12	<p>Community Centre Committee The newly appointed Chair of the Committee, Councillor Barnes, felt that the committee had lost its way since the original trust deed was set up. It was therefore agreed that a full review of the future of the Committee and use of the centre was required. A small separate sub-committee was set up, comprising of Councillors Daniel, Deakins and Awni to undertake the review and report back to the Council. Proposed by Councillor Daniel, and seconded by Councillor Butler.</p>	
13	<p>Internal Audit Review update The report is not ready yet, but the sub-committee has met and has a further meeting on Monday March 12th. A short report will then follow for full council's consideration at the next meeting.</p>	
14	<p>Olde Pounce Shop update The plan of the site should be received from the surveyors shortly and will then be passed to ETL&P solicitors to enable them to progress with the registration of the land. Mr Naveed is still considering whether he wishes to extend the building.</p>	
15	<p>Donations Goytre Village Hall has requested a donation of £1000 to cover the repair (abrading and resealing) of the hall floor. Three quotes have been obtained, with two quotes c£4400 + VAT, with the preferred quote at £1000 using a company they have employed on several occasions before. However council felt unable to properly appraise the application without sight of the latest accounts. Clerk will request from the village hall.</p>	Clerk
16	<p>Reports – questions based on previously distributed update (distributed report reproduced below).</p> <ul style="list-style-type: none"> • Little Mill Village Hall <ul style="list-style-type: none"> ○ No report submitted • Goytre Village Hall <ul style="list-style-type: none"> ○ No report as the next committee meeting is not until March • Goytre School Governors <ul style="list-style-type: none"> ○ No report submitted • Goytre Community Centre <ul style="list-style-type: none"> ○ No report submitted. • Goytre After School Club <ul style="list-style-type: none"> ○ No report submitted. • Goytre Scout Hut <ul style="list-style-type: none"> ○ No further information is available at present. • Public Conveniences <ul style="list-style-type: none"> ○ 24/7 Plumbing have now replaced the blocked traps/piping in the men's urinals. 	

18	<ul style="list-style-type: none"> • Other Reports <ul style="list-style-type: none"> ○ Law Commission Planning Law Event for Wales on 6 Feb 2018. This was attended by Councillor Awni and hosted by Cardiff University. The event was held to update on the progress so far achieved on scoping a review of the Planning Law in Wales. Basically, an update and tidy up of the Town and Country Planning Act (1947). <p>The Law Commission, an independent statutory body, was charged with tidying up the Act by the Welsh Government and make recommendations to simplify and modernise the law. A scoping paper was produced in 2016 and a consultation is now open on what that found.</p> <p>In essence, they are seeking to have a single Act and secondary legislation with guidance - the simpler the better. It can be downloaded as a summary and the deadline for response is 1 March 2018. Agriculture, ecclesiastical, archaeological and environmental impact all require input and consideration.</p> <p>Councillor Awni felt that it was very important that the council look at the consultation and comment even if it is to positively acknowledge the work being done by the Law Commission, as it will affect Wales for many generations to come. Comments are sought by email to planning_wales@lawcommission.gov.uk by 1st March. Clerk is to circulate a pdf copy of the document provided by Councillor Awni.</p> <p>Website www.lawcom.gov.uk/planning-Law-in-wales</p> 	
19	Communications <ol style="list-style-type: none"> 1. An additional marketing approach has been made with regard to 'seasonal lighting' – this time from a company called MK Lighting. Councillors, having considered this and a previous circular, concluded that there was no real appetite to progress with this as an idea for the time being. 2. Tenovus have written asking if we would consider them as our charity of the year, or alternatively make a donation. After some discussion councillors decided that they did not wish to support with council funds, but that no response was required. 3. Kidney Wales UK has written asking if we would like to organise a 'Walk for Life'. Councillors noted that walks have already been organised in Usk & Pontypool and decided that they did not wish to organise an event via the Community Council 4. Keep Britain Tidy have invited us to register with them as part of the Great British Spring Clean. However, councillors felt that the Litter Champions initiative via Sue Parkinson was their preferred approach. 5. Post Office – Following an e-mail from a resident, Clerk has approached the post office to enquire at the possibility of a mobile post office being provided for the village. Unfortunately they have no vehicle that is currently available. However, they are still discussing the possibility of a new outlet at a local premises. 	Clerk
20	Advertising There were no items at present with the deadline for the Usk diary being next month.	
21	Date of Next Meeting - Monday 26 th March 2018 at Little Mill Village Hall.	All

Chairman:

Date: