

MINUTES OF THE MEETING HELD AT LITTLE MILL VILLAGE HALL ON MONDAY 26th MARCH 2018

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

In Attendance: County Councillor Bryan Jones, Clerk – Jonathan Lazenby

Apologies: None

Guests: None

		ACTION
1	Apologies for Absence - None	
2	Declarations of Interest In the temporary absence of the Chair, the Deputy Chair, Councillor Barnes opened the meeting. The Deputy 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 Deputy 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 Deputy Chairman welcomed everyone to the meeting.	
4	Approval of Minutes of the Previous Meeting held on 26th February 2018 Proposed by Councillor Morrey and seconded by Councillor Daniel (For the record, Councillor Dodd arrived during this item and assumed the role of Chair for the remainder of the meeting).	
5	Matters Arising <ol style="list-style-type: none"> Item 4 – Bridges Community Car Scheme – Clerk has posted the travel and befriending leaflets on the notice boards. A poster is due shortly which will be similarly displayed. The key priority at the moment is to 'recruit' volunteer drivers to make the service viable to run in the area. Item 6.4 – Fence & disused telephone kiosk in Little Mill – Councillor Deakins said that he had had quite a blunt e-mail from BT saying that the work had been completed. However, it is felt that the workmanship on the fence repair was poor. Councillor Deakins was asked to respond with the Council's expectation of a replacement chain-link fence. The removal of the telephone kiosk was still being looked into by BT. Item 6.5 – Speed indicator on School Lane – County Councillor Jones confirmed that he is still pursuing this on the Community Council's behalf. Councillor Dodd confirmed that the Community Council would consider a contribution to the cost if the installation of a unit was considered acceptable. Item 6.11 – Electrical testing at Olde Pounde Shop – Quote now received from Gwenlec Electrical Services (the Community Council's regular electrical contractors) at £150.00 + VAT. Agreement to proceed proposed by Councillor Welford and seconded by Councillor Deakins. Item 6.13 – Additional gloves and thermal sheet (as recommended by the Cariatd Trainer) have now been placed in all five defibrillator cabinets. Item 6.16 – GASC – Tamarind – Clerk has spoken to Jim Keech, TPO officer at MCC for an update. No response to (informal) request to remove as at 19/03 - JK advised a formal letter would be sent later that day. The residents have been given a fortnight from receipt of the letter to remove the wooden 'brace'. County Councillor Jones said that he would also investigate what action was being taken. Item 18 – Public Conveniences – The burst pipes behind each of the hand washer/dryers (HWD) were repaired by 24/7 plumbing at a total cost of £55 + 	<div>Clerk</div> <div>Councillor Deakins</div> <div>County Councillor Jones</div> <div>Clerk</div>

	<p>VAT. Wallgate have now repaired both HWD units – each had the same fractured pipe inside (due to frost damage), and the sensor on the gent's unit had also failed. Cost will be £410.00 plus replacement parts (all plus VAT). Clerk recommended the purchase of lagging foam (c10m) for the main copper pipework and will investigate the installation of a frost stat controlled heater behind each unit to prevent further frost damage. Confirmation of actions and payment proposed by Councillor Butler and seconded by Councillor French.</p> <p>8. Item 8.1 - The new laptop has been received and is now up and running. In addition the Clerk Purchased transfer software (laplink) which successfully transferred all data, settings and e-mails to the new machine. The cost of this was £16.74 in total. Confirmation of action proposed by Councillor Welford and seconded by Councillor Morrey. The Clerk thanked Councillors for their support in the purchase of the new laptop.</p> <p>9. Item 8.2 – Councillor Deakins advised that an inspection of the Little Mill bus shelter indicated that one of the Soffit boards needs replacing, and as a result the overall cost may be slightly more than the anticipated £120.</p> <p>10. Item 8.3 – Councillor Butler advised that she had sent another 'Fix My Street' report to notify MCC that the speed restriction road markings where Star Road enters the village had become very worn.</p> <p>11. Item 8.4 – The Clywd-y-Clap Lane cement 'spillage'. The company involved has deposited c1 ton of stone / chippings at the property of Mr Wilson to spread along the lane, but he estimates that the same amount again will be required. County Councillor Jones advised that he would be visiting the site with Andrew Welsh, the Area Engineer to look at what was required.</p> <p>12. Item 8.5 – Noticeboard for Little Mill. Councillor Deakins has confirmed 'permission' sought and obtained from LMVH for a 2 x 6 A4 unit to be installed. Clerk to order.</p> <p>13. Item 8.7 – Brown signposts indicating the scout hut. Councillor Howells advised that there had been no further progress at this stage.</p>	<p>Clerk</p> <p>Clerk</p>
6	<p>Monmouthshire County Council update</p> <p>1. Following on from concerns raised at an earlier meeting, County Councillor Bryan Jones confirmed that the waste collectors had been advised again that collections should not be made from School Lane at the end and start of the school day.</p> <p>2. It was felt that MCC's response to the recent snow had been good. However, it had been expensive with the use of a lot of salt and manpower, with the bill in the region of £400k. It was hoped that the WAG would contribute financially.</p> <p>3. Paul Keeble is visit to look at the poor state of the 'speed cushions' by Pleasant Retreat.</p> <p>4. Councillor Awni raised the issue of the litter along the main A4042 which she described as 'shocking'. Councillor Jones referred to the recent litter collection exercise along the A40 which had yielded in excess of 5 tons of litter.</p>	
7	<p>Maintenance</p> <p>1. Three street lamps in Little Mill have failed. Councillor Rands will supply the post numbers to Councillor Jones so he can arrange replacement.</p> <p>2. Goytre Village Hall is still looking into who owns the fencing by the hall entrance which is in need of repair.</p> <p>3. Councillor French stated that the paths on Newtown Road and by the dog exercise area were still covered by leaves</p>	<p>Clerk</p>
8	<p>Jack & Jill's – update</p> <p>1. Councillor Dodd confirmed that he is still waiting for a response from MCC who had promised a meeting regarding possible funding sources. County Councillor Jones promised he would look into what was happening and the reason for the continued delays. Councillor Dodd also advised that the children at the school appear to have picked up a rumour that the buildings are to be converted into an IT centre for the school, although no such mention was made at the recent Governors meeting. It is not known where this 'rumour' came from.</p>	

	<p>4. <u>Independent Remuneration Panel for Wales</u> The Panel's report (to be implemented 2018/19) had been previously distributed to Councillors. The key changes are found under determination #44 which provides that Community & Town Councils <u>must</u> make available a payment of £150 per councillor per year for costs in respect of telephone usage, IT, consumables etc. (best practice suggests this is paid at the end of the financial year). NB Council members must actively state that they do not wish to receive the payments (if that is the case) by giving notice in writing to the Proper Officer – otherwise the default position is that they are paid – paragraph 13.10 (page 41) of the report refers. This determination is mandated and so must be adopted by council. (Determinations #45 & #46 are not applicable) Determination #47 – Community & Town Councils are authorised to make an annual payment of up to £500 each to members in recognition of specific responsibilities – already in standing orders but requires annual adoption Determination #48 – Travel expenses claims – already in standing orders but requires annual adoption Determination #49 – Overnight stay expenses – already in standing orders but requires annual adoption Determination #50 – Financial Loss compensation – already in standing orders but requires annual adoption Determination #51 – care costs for dependents – already in standing orders and is mandated Determinations #52 & #53 – Payments to Civic Heads & deputy Civic Heads – not considered appropriate for GFCC. It was therefore resolved to adopt determinations #44/47/48/49/50/51 and for the Clerk to include the relevant wording in Standing Orders. Proposed by Councillor Awni and seconded by Councillor Barnes.</p> <p>5. <u>Ton Land – agree way forward</u> One offer has been received from a resident in Little Mill who is looking to use the land to graze sheep. They will also be able to manage the upkeep of the field as their partner has formal pesticides certifications and is a fully trained agricultural fence erector. It was agreed that the Clerk proceed with the preparation of the necessary documentation and arrange for the signing of the relevant lease upon payment of the lease fee (£460) for a 23-month period. Proposed by Councillor Deakins and seconded by Councillor Morrey.</p> <p>6. <u>Thomas Waste bins</u> The annual contract has been received for signature. We now just have the one waste bin, at LMVH. The cost is £1 per week rental, plus £16 per fortnightly 'lift' Proposed by Councillor Morrey and seconded by Councillor Welford</p> <p>7. <u>Wallgate Service contract for hand washer dryers 2018/19</u> It was agreed to enter into an agreement with Wallgate (the suppliers of the hand washer/dryers in the public conveniences) for an annual service contract (for two visits per year) at an annual cost of £596 + VAT for both units. Proposed by Councillor Morrey and seconded by Councillor Welford</p> <p>8. <u>SLCC Membership</u> It was agreed to renew the Clerk's membership of the Society of Local Council Clerk's at a total cost of £147 to retain access to their regular bulletins, particularly the financial briefings. These have proved a very useful source of information regarding internal and external audits, timescales and publishing deadlines. Proposed by Councillor Howells, and seconded by Councillor Awni.</p> <p>9. <u>Confirmation of Budget for 2018/19</u> Clerk presented a final budget proposal for 2018/19 to include some minor adjustments based on the latest financial information. The figures with rationale were detailed in the meeting as follows:</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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Budget Proposals		
Period	2018/19	Rationale
Precept	£31,000.00	As agreed at November 2017 Council
Rent - Olde Pounce Shop	£5,940.00	As agreed for 3 year renewal of lease from Jan 2018
Rent - Ton Land	£460.00	As agreed at Feb & March council meetings
Rent - Goytre Arms		
Donations/Grants		
Interest	£25.00	Reduced on assumption some monies transferred to Unity Trust.
VAT Refund	£2,800.00	Projection based on VAT paid as at 12/03/18 (£2782)
Total Income	£40,225.00	
Clerk	£9,248.00	Includes 2% pay rise (in case of need) (80% x £11969 less Employee NI £444 + £9.76 pm pension)
Toilet Cleaning	£3,587.00	Based on c2% pay rise - £3123 + £463 (rounded up)
HMRC	£2,838.00	Based on £11734 plus 2% (in case of need) x 20% (tax rate) + £444 employee NI
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	£966 in Dec 2017. Suggest £1k with general rise & inflation buffer
Audit/Professional Fees	£3,800.00	B&W £500 / Ext audit £200 / Int. audit £100 / Olde Pounce £2k + £1k LR fees
Chairman's / Vice Chairman's Honorarium	£750.00	Chairman's honorarium - £500 (£425) + Vice Chair - £250 (£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/Maintenance	£4,000.00	Increase basic to £2000 + £1500 LM n/board + £500 SID maintenance
Donations	£10,000.00	Non specific, reduce to £10K (broadly in line with previous years)
Community Centre		N/A
Recreation Parks	£500.00	Little Mill contract - no change anticipated
Public Conveniences	£2,100.00	Annual spend currently c£1500 pa + £600 hand washer /dryer servicing
Waste Collection	£2,122.00	Merlin Waste projected to be £1560, Thomas Waste £562
Graveyards	£2,000.00	£500 x 4 graveyards (no change)
Rent/Rates		
Bus Shelters	£250.00	No change
Communications (web sites)	£460.00	Domain & web hosting fees + anti-virus + £200 for community engagement
One Voice Wales/SLCC/Training	£900.00	Training courses (10) = £400 + OVW membership £350 & SLCC £150
CCTV / Info Commissioner	£200.00	No change
Total Expenditure	£46,630.00	
Income - Expenditure	-£6,405.00	KIV - will reduce by £2k if Pounce shop devpt doesn't proceed

Proposed by Councillor Rands and seconded by Councillor Daniel.

10. Monmouthshire Building Society – Funds Transfer
It was agreed that a further £10,000 (ten thousand pounds) should be transferred from the Monmouthshire Building Society to The Community Council's 'savings' account at Unity Trust Bank plc. Proposed by Councillor Howells and seconded by Councillor Morrey.

11. **Community Centre: to receive and consider sub-committee report for approval and/or add to recommendations**
The report prepared by Councillors Deakins, Daniel and Awni was presented to the Council having been pre-distributed by the Clerk. Councillor Awni stated that it was just a review – it wasn't an investigation. It was designed to look at the relationship between the Community Centre Committee and the Community Council, and whether this relationship had been enacted in accordance with the trust deed.

Councillor Howells commented that he felt the report was very professional but was a damning commentary on Councillor involvement in the past.

Councillor Dodd asked that Councillors consider the report in more detail and let the Clerk have their thoughts and observations by 10th April so that he can pull together a consolidated view from Council members

At the close of the item Councillor Deakins spoke about the success of the school club and the effort put in by Councillor Howells and his wife in making it such a success for the village.

12. **Engagement Event 18th April – Councillor Awni**
Councillors Awni and Butler, in conjunction with Janet Robins (resident) are looking to hold an engagement event to find out what local people would like their precept monies spent on. They have booked the village hall in Goytre from 11.00 to 1.45 on Weds 18th April and are to advertise the meeting. Councillor Bryan Jones has also indicated that he will attend and the Clerk was asked to formally invite him along. Councillor Welford advised that he would forward details of the event for the next Usk & Raglan diary. It is planned that a similar meeting will also be organised for Little Mill. Depending on the response the possibility of running a 'surgery' twice a month (alternating between Goytre and Little Mill) is also being actively considered. In the interim the Community Council has agreed to support the event financially to the amount of £60. Proposed by Councillor Howells, and seconded by Councillor Morrey

13	<p>Internal Audit Review update</p> <p>The sub-committee has now met on a number of occasions and has prepared a report on its recommendations as part of its audit review.</p> <ol style="list-style-type: none"> 1. The audit committee found that overall, all of the relevant controls and practices are being properly implemented by the Clerk/RFO, who had an excellent understanding of the standards he is expected to meet on behalf of Goytre Fawr Community Council. 2. The issues raised from the last internal audit were the lack of a Register of Members' interests and the incomplete ticking of the Internal Audit Report. The Clerk provided evidence that these had now been addressed. 3. The committee would like it confirmed that the body applying for a donation does not have sufficient reserves to support the expenditure required. Councillors would like to have a copy of their accounts produced to properly justify their application. 4. The committee requested that the Clerk/RFO minute as to which "pot" the allocation is expended from - that is S137 well-being funds or other. 5. Where possible, a receipt should be requested to confirm the purchase/ expenditure was in line with the donation request. 6. Reserves need to be monitored. The Council have set up a meeting at the local Village Hall for people to give their views on what amenities they would like to see to enable appropriate spend to reduce the current level of reserves. <p>It was agreed that the findings and recommendations be adopted. Proposed by Councillor Welford and seconded by Councillor Morrey.</p>	
14	<p>Donations</p> <ol style="list-style-type: none"> 1. Goytre Village Hall has (previously) requested a donation of £1000 to cover the repair (abrading and resealing) of the hall floor. However, at the time Council felt unable to properly appraise the application without sight of the latest accounts. The accounts for the previous financial year were subsequently forwarded showing a good level of funding, broadly in line with the Bank statement from February of this year. Given the relatively strong financial position of the VH, councillors felt it would be inappropriate to commit public funds for maintenance expenditure which it appeared could be adequately met from the VH's own resources. Proposed by Councillor Awni, and seconded by Councillor Morrey 2. The cost of the repairs to the Goytre School Flag pole are £182 net of VAT. It was proposed that a donation of this amount be made to MCC via the school under S137, to cover the costs which were currently being borne from the school budget. Proposed by Councillor Welford and seconded by Councillor Daniel. 3. Clerk advised that St Peter's church had applied for their church maintenance grant for 2018/19. The Clerk will make a payment of £500 in accordance with the CC's statutory duties. This will be made after 1st April, being the contributory amount agreed from the 2018/19 budget. 4. Wales Air Ambulance have written asking for a donation to the Children's Wales Air Ambulance - a specialist division of the charity. In 2017 Wales Air Ambulance attended 59 incidents in Monmouthshire. Clerk advised that GFCC made a £500 donation in April of last year to the main Wales Air ambulance charity. It was agreed to make a similar £500 donation under S137. This was proposed by Councillor French and seconded by Councillor Butler. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
15	<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"> ○ Sat 21 April at 7.00pm, Musical Evening with Monmouthshire Community Choir and local Country Music with the Moreton Road Show and Folk with Barry Scouse. All proceeds to Gwent Music ○ Are seeking quotes for repairs to sewer pipe, anticipated cost £2000 • Goytre Village Hall <ul style="list-style-type: none"> ○ AGM will be held on 15th May. • Goytre School Governors <ul style="list-style-type: none"> ○ Are still waiting for confirmation of September numbers • Goytre Community Centre <ul style="list-style-type: none"> ○ Rates for 2018/2019 will be £143.92 (£139.72 17/18) 	

	<ul style="list-style-type: none"> • Goytre After School Club <ul style="list-style-type: none"> ○ No report submitted. • Goytre Scout Hut <ul style="list-style-type: none"> ○ No report submitted. • Public Conveniences <ul style="list-style-type: none"> ○ Rates for 2018/2019 will be £277.56 (£269.46 17/18) 	
16	Communications <ol style="list-style-type: none"> 1. We have received an invoice for the hosting of the Community Council's web site domain (goytre.gov.uk) at a cost of £29.99 + VAT for the period April 2018 – 2019. Proposed by Councillor Deakins and seconded by Councillor Howells. 2. Clerk has received a flyer from a company called Elan City who offer a solar powered radar speed sign for £1799, (and so can be used away from a street lighting power source). Council asked Clerk to make further enquiries and to report back. 	Clerk Clerk
17	Advertising There were no items at present with the deadline for the Usk diary having just passed and Councillor Welford having asked for any contributions to be sent by the deadline.	
18	Date of Next Meeting - Monday 23rd April 2018 at Goytre Community Centre.	All

Chairman:

Date: