

CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL

MINUTES OF THE MEETING HELD AT GOETRE FAWR COMMUNITY CENTRE ON MONDAY 15TH JULY 2019

Present: Community Councillors, Owen Dodd, Andy Barnes, Jan Butler, Peter Daniel and Syd Welford

In Attendance: County Councillor Bryan Jones, Jonathan Lazenby (Clerk)

Apologies: Community Councillors Colin Deakins, Nicola Awni, Robert French and Rose Thayers

Guests: Mr. Mike Coram Ms. Sarah Morgan

| | | ACTION |
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| 1 | Apologies for Absence These were given on behalf of Councillors Colin Deakins, Nicola Awni, Robert French and Rose Thayers | |
| | Suspension of Standing Orders At this point (7.35 pm), the Chair suspended standing orders to allow two residents from Longhouse Barn (Mike Coram & Sarah Morgan), to address the meeting regarding the decision by MCC planning to allow what MCC deemed a 'non-material' change to the property being constructed behind 51/52 LHB. This had the effect of changing a Velux skylight to a dormer window which would look directly into a bedroom window of no. 51. They felt it was a significant change and should not have been allowed through without consultation. The Clerk confirmed that neither the CC nor residents are able to appeal against the decision, which could only be challenged by judicial review at substantial expense. CC agreed that they would write to MCC planning to express concern that what appeared to be significant amendments were being allowed under the auspices of a non-material change, thereby preventing comment from affected neighbours and the CC. The Chair thanked both Mike and Susan for taking the time to address the meeting. | Clerk |
| 2 | Declarations of Interest The Chair re-reconvened the meeting at 7.50 pm and asked members present whether they had any declarations of interest to make, over and above those already declared and now published on the web site (the Clerk advised that Councillor Howells had not made a declaration for inclusion on the now published list). 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. Cllr. Butler advised that she was no longer the Chair of the Scout Group but remained a member of the committee. | Clerk |
| 3 | Chairman's Remarks The Chairman welcomed everyone to the meeting. | |
| 4 | Approval of Minutes of the Previous Meeting held on 17th June 2019 The minutes were proposed as a true and correct record of the meeting by Councillor Daniel and seconded by Councillor Butler. | Clerk |
| 5 | Matters Arising <ol style="list-style-type: none"> Item 7.3 – Public Conveniences. The new LED lights, activated by PIRs have now been installed and are working well. Item 7.6 – The clerk is to apply for a £100 bursary to cover some of the cost of the CILCA training. Item 8.2 – The plants in the tubs by the Park have been tended. Item 8.4 – Overgrown footpaths in Little Mill – the clearance work has now been undertaken – Councillor Deakins advises to a high standard. Item 8.7 – Overgrown trees on Star Road – Notice has now been served on two local owners along the road to crown rise a tree, and to remove a low hanging branch on an oak tree. | Clerk |

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| 6 | <p>Monmouthshire County Council – update</p> <ol style="list-style-type: none"> 1 County Cllr. Bryan Jones confirmed that the double yellow lines would now be painted in Sept/Oct (Cllr. Butler advised that County Cllr. Jane Pratt confirmed the order will be signed in Aug and the lines painted in Sept). 2 Star Road is to be resurfaced in the Autumn and the Zebra Crossing will be put in at the same time 3 Cllrs. Butler and Welford raised the issue of the poor / confusing street signage around the village. It is unclear where Star Road starts (and there is no street sign), the start and finish of Capel Ed into Longhouse Barn and back into Capel Ed is confusing. The transition from 20 to 30 mph zones (and vice-versa) are also not well-signposted. Cllr. Bryan Jones agreed he would ask an officer to have a look at the situation. 4 The spraying of weed killer along verges in the village is not being undertaken with enough care and is often impacting on neighbouring flower beds and gardens. Clerk to contact Nigel Leaworthy to advise. | <p>Cllr Bryan Jones</p> <p>Clerk</p> |
| 7 | <p>Maintenance</p> <ol style="list-style-type: none"> 1. Cllr. French has sent the Clerk an email to enquire if it is possible to have temporary no parking cones at the top of Newtown Road to improve visibility / safety whilst the large dumper trucks are travelling to and from the site works. Cllr. Jones was not sure of the legal situation and advised the Clerk to check with Mike Collins and to cc Paul Keeble. 2. Cllr. Welford reported pot holes on Longhouse Barn at the bottom of Midfield. 3. The poor parking situation in the village was raised (especially along Midfield). It was suggested that this is something that can be raised as part of the Community Place Plan. | <p>Clerk</p> <p>Clerk</p> |
| 8 | <p>Planning applications:</p> <ul style="list-style-type: none"> • 19/17567/FUL (BBNPA) - Planning application. Construction of Garden room (single storey) in rear garden. Adanac Cottage, Croes Y Pant Lane, Mamhilad Monmouthshire NP4 8RE A response of 'No issues or concerns raised' was proposed by Councillor Daniels and seconded by Councillor Welford • DM/2018/01641 (Gwehelog CC). Erection of fuel storage building: Trostrey Court Farm Barns Clytha Road, Trostrey Common, Gwehelog. Although not sited in our ward, Councillors felt there was a possibility that vehicles using the facility may cut through Goytre/Penperlleni and/or Nantyderry. It was noted that neither of these routes is prohibited under the proposed traffic management scheme. Councillors therefore wished to request that Star Road, from the A4042 through Penperlleni/Goytre, and the B road between the A4042 and Chainbridge (through Nantyderry) be added as prohibited routes under the proposal. This was proposed by Councillor Butler and seconded by Councillor Barnes • 19/17612/FUL (BBNPA) – Conservatory to rear. The Castle Cottage, Park Y Brain, Penperlleni Monmouth NP4 8SJ A response of 'No issues or concerns raised' was proposed by Councillor Welford and seconded by Councillor Daniel • DC/2015/00890 - Four-bedroom dwelling on garden land to the rear of Bedfont Cottages Bedfont Cottages Newtown Road Penperlleni NP4 0AW - Adherence to original permission / plans. The issues raised by the residents from Longhouse Barn were discussed and an agreed response was proposed by Councillor Daniel and seconded by Councillor Welford. This would query what steps could be considered by MCC planning, to ensure that what councillors felt were significant changes, could not be submitted and passed as non-material changes to circumvent property scrutiny and possible objection. • DM/2019/01065 - Discharge of Condition Plan showing location and details of a scheme for the provision of bird nesting boxes and bat boxes. Land Between 50 and 59 For replacement of sewer pipe, Newtown Road, Penperlleni, Goytre, Monmouthshire. A response of 'No issues or concerns raised' was proposed by Councillor Butler and seconded by Councillor Daniel • Consider proposals circulated by Clerk on how to respond where consultation period expires prior to next council meeting. | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |

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| | <p>The current approach, where the Clerk gathers responses from individual Councillors is not satisfactory. Ideally a formal meeting of either full council, or a planning committee should be held. It was therefore agreed to set up a planning committee, on which all councillors would potentially sit, but which would meet only as and when required between full council meetings. The Clerk would forward to all Councillors any applications for which an extension could not be agreed to facilitate discussion at Full Council The committee would be chaired by Cllr. Dodd with Cllr. Barnes as the Vice-Chair who would then invite members to attend a meeting to formally review. A terms of reference (TOR) for the committee with a quorum of 4 members were both agreed after discussion, with the operation over the summer period to be reviewed at the September meeting. The suggested format, TOR and operation, as outlined above, were formally proposed by Councillor Butler and seconded by Councillor Daniel</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | <p>Goetre Fawr Place Plan</p> <p>Cllr. Dodd advised the meeting that Cllr. Awni had put a lot of work into this proposal, specifically looking at:</p> <ul style="list-style-type: none">• How do we engage with residents?• What questions do we ask?• Do we deliver hard copy questionnaires door to door?• How can we ensure the responses are properly evaluated?• Who does the evaluation and how much will it cost? <p>Cllr. Dodd advised that 'ambassadors' from the school have already trialled some questions at the village hall coffee morning.</p> <p>Clerk to contact Helena Fox at Pentyrch CC who has undertaken a similar exercise using Glamorgan University to analyse the responses</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | <p>MUGA update</p> <p>MCC have received eight applications with a combined total value of £452k. With matched funding with £139k net grant requests total £313k, £112k more than the amount of S106 funding available.</p> <p>MCC will now carry out a detailed assessment and will get back to each applicant individually to discuss the details of their application(s) and clarify any outstanding issues or queries – we have been told we will be contacted in due course.</p> <p>The original cabinet submission date was scheduled for July, but was pushed back to Sept. As the CC has no meeting in August Mike Moran may slip it further until Oct so that we can comment on the recommendations made as to how the money should be spent.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | <p>Finance</p> <p>1. <u>Review of Accounts and Cashflow</u></p> <p>The latest cashflow statement was presented to the meeting. The Clerk advised that the cashflow balances had been verified to the closing balances in the UTB statements at the end of Apr/May/Jun 2019, with Councillor Barnes having signed to confirm in accordance with section 2.2 of the Community Council Financial Regulations (Wales).</p> <p>There was no further comment or observation</p> <p>The following payments have been made since the last meeting</p> <table><tr><td></td><td>£</td></tr><tr><td>Beverley & Williams (April - June payroll costs)</td><td>100.80</td></tr><tr><td>J P Lazenby (Clerk's expenses)</td><td>125.84</td></tr><tr><td>SSE/SWALEC (Electricity for public conveniences)</td><td>72.31</td></tr><tr><td>Gwenlec Electrical (LED lighting & PIR - Public Conveniences)</td><td>453.60</td></tr><tr><td>Monmouthshire County Council (rates for Comm Centre)</td><td>12.50</td></tr><tr><td>Wages</td><td>39.39</td></tr><tr><td>Wages</td><td>265.47</td></tr><tr><td>HMRC - PAYE & NI for Apr - June 2019</td><td>880.13</td></tr><tr><td>J P Lazenby (Salary)</td><td>866.28</td></tr><tr><td>Unity Trust Bank (quarterly service charge)</td><td>18.00</td></tr><tr><td>Merlin Waste</td><td>135.00</td></tr><tr><td>Thomas Waste Management Ltd</td><td>25.60</td></tr><tr><td>SLCC (Llandrindod Conference)</td><td>96.00</td></tr><tr><td>Goytre Village Hall - Pop-up Post Office rental</td><td>48.00</td></tr><tr><td>MCC (Non-Domestic rates for public conveniences)</td><td>57.00</td></tr></table> | | £ | Beverley & Williams (April - June payroll costs) | 100.80 | J P Lazenby (Clerk's expenses) | 125.84 | SSE/SWALEC (Electricity for public conveniences) | 72.31 | Gwenlec Electrical (LED lighting & PIR - Public Conveniences) | 453.60 | Monmouthshire County Council (rates for Comm Centre) | 12.50 | Wages | 39.39 | Wages | 265.47 | HMRC - PAYE & NI for Apr - June 2019 | 880.13 | J P Lazenby (Salary) | 866.28 | Unity Trust Bank (quarterly service charge) | 18.00 | Merlin Waste | 135.00 | Thomas Waste Management Ltd | 25.60 | SLCC (Llandrindod Conference) | 96.00 | Goytre Village Hall - Pop-up Post Office rental | 48.00 | MCC (Non-Domestic rates for public conveniences) | 57.00 | |
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| | <p>2. <u>Finance Committee:</u></p> <p>(a) Risk Review</p> <ul style="list-style-type: none"> i. Business Interruption insurance now in place with Zurich - max £6000 over 12-month period. Business interruption not available for subsidence. Building revaluations now in place and Clerk has confirmed that Zurich are aware that the OPS is used as chip/shop tandoori (increased fire risk) to ensure the property is properly covered under the policy. ii. Clerk has checked on the adequacy of staff training and equipment for the cleaning staff. As a result, he has ordered disposable gloves, a new bucket and some wet floor warning signs. iii. 2019 ROSPA safety inspection of Little Mill children's playground equipment gave a clean bill of health but said signage was missing (although this is not safety related). Clerk is liaising with MCC to provide a children's 'play area / no dogs' sign. iv. Last year Clerk met with MCC to review opportunity to build DDA compliant crossing at top of Fairfield. There has been no response from MCC since - the work appears to be considered as too expensive and not a priority for MCC. Councillors asked Clerk if he would arrange an accessibility audit of the footpaths in the villages. v. Business Continuity - Ian Blacker (previous Clerk and back-up) has now moved away and so is no longer available. Councillor Barnes now added to Unity Trust account to load payments (but not authorise) in case Clerk is indisposed for an extended period. Councillor Awni may be able to step in to undertake role of Clerk (unpaid) as short term cover. vi. Website Accessibility - Clerk has examined each web page and increased font size of CC supplied text. Is liaising with Spanglefish to check they will be taking action to ensure website is compliant (now confirmed). Clerk to consider whether Adobe assistive software is required. <p>(b) Budget Review. The CC is only 3 months into its current budget, so too early to draw conclusions / trends for most budget lines. At this point, the only budget that will be under pressure is that for OVW/SLCC/Training, as councillors have attended a number of courses and the Clerk has taken his ILCA qualification and has signed up for CILCA later this year.</p> <p>(c) Cyber Insurance – The Clerk has investigated the cost of purchasing Cyber Insurance cover. Came & Company offer a very comprehensive package, which provides commercial grade software and breach alert tokens for up to 10 devices. The cost is £369 pa, but this would save the CC £60 on its existing internet security package. It was decided that the proposal should be carried forward to the September meeting for further consideration.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 12 | <p>Global warming – GFCC response / proposals</p> <p>The Clerk and Chair have met with Mark Lloyd, Rural Programme Co-ordinator MCC, and Phil Powell of Gwent Energy (GE) to look at installing an EV charging point. Two indicative quotes have now been received for 2 x 22kw charging points. The majority of the installation and all running costs would be met by GE (who would also charge for the electricity). However, GFCC would be required to make an initial £3k contribution, or £100 per month over 5 years. All members were enthusiastic, but Clerk advised that Paul Egan at OVW believed we could be challenged by Wales Audit as expenditure under the Power of Well-Being must be for the benefit of residents. The scheme would likely benefit motorists travelling through on the main road, with potentially little spin-off to residents. Clerk to investigate further with MCC to see if any funds can be provided centrally.</p> | |
| 13 | <p>Speeding Updates.</p> <p>This item to be carried forward to the September meeting in the absence of Councillor Rands</p> | |

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| | <ul style="list-style-type: none"> - To enable people with disabilities better access to public services. Use good size fonts, use the correct colours, pages consistent in layout & use. - Must say what doesn't meet requirements & why / how to access alternatives / provide a contact name to report accessibility problems, with a link to Govt website if they're still not happy. - However small councils can take a risk based assessment & then say why they're not doing something. | |
| 15 | <p>Donations</p> <p>Gwent Young farmers have asked whether the Community Council would consider a financial donation towards the running of the movement at County Level. After due consideration councillors agreed a donation of £100.</p> <p>This was proposed by Councillor Butler and seconded by Councillor Welford.</p> | Clerk |
| 16 | <p>Communications</p> <ol style="list-style-type: none"> 1. The next newsletter is now likely to be ready for distribution by August. 2. We have received a 'complaint' regarding the overflowing dog bin at Folly View Close (it was scheduled for emptying today). It's possibly being caused by other litter being deposited in the bin, but the collections appear to occur spasmodically on occasions. If the problem persists Clerk will look at other options. <p>In the meantime, Clerk to chase Merlin Waste.</p> <ol style="list-style-type: none"> 3. Clerk has received an email regarding the following issues <ol style="list-style-type: none"> i. The DYLS at the top of Newtown Road - Clerk has been advised of an Oct timescale for the work to be completed. ii. Drug dealing along Capel Ed Lane and at the rear of the scout hut. Clerk has reported the issue to PC Evans. Cllr. Butler advised that she has also heard reports of use in Goytre Woods and also from a barge on the canal. iii. The tree by the newly placed silent soldier has died as a result of wind damage. Clerk has reported to MCC. iv. Bus stop glass requires cleaning as is very obscured. Clerk checking if the Guides / Scouts are still planning to clean. v. Would the community council consider placing some picnic benches in the Goytre park? MCC can install at £565 per bench (including concrete base) It was agreed that we should await the outcome of the MUGA proposal before deciding on the next steps. vi. The dog fouling issue on Newtown Road between the village hall and Longhouse Barn. Clerk is aware of problem but this appears to be down to individuals rather than a lack of bins. Clerk has advised the individuals should be reported to MCC who will take action. | <p>Cllr. Dodd</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 17 | <p>Advertising</p> <ol style="list-style-type: none"> 1. Last submissions are due no later than Tuesday 25th July – all to advise Cllr. Welford of any articles for inclusion. | All |
| 18 | <p>Plenary Powers to Clerk during summer 'recess'</p> <p>It was proposed that the Clerk should be provided with plenary powers to undertake the work of the council in the absence of the council members during the holiday period, with the Clerk to advise Councillors asap of all actions taken under these powers. A spending limit of £500 to apply.</p> <p>This was proposed by Councillor Butler and seconded by Councillor Barnes.</p> | |
| 19 | <p>Date of Next Meeting</p> <p>Monday 16th Sept at Little Mill Village Hall, commencing at 19.30.</p> | |

Chairman:

Date: