

# CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL

## MINUTES OF THE MEETING HELD AT LITTLE MILL VILLAGE HALL ON MONDAY 18<sup>TH</sup> FEBRUARY 2019

**Present:** Community Councillors, Owen Dodd, Andy Barnes, Robert French, Lucyann Rands, Colin Deakins, Rose Thayers, Jan Butler, Peter Daniel and Nicola Awni

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

**Apologies:** Community Councillors Syd Welford and Nigel Morrey

**Guests:** Paul Quayle, Senior Waste Education Officer, MCC

		<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.	
3	<b>Chairman's Remarks</b> The Chairman welcomed everyone to the meeting and at this point suspended standing orders to enable the guest speaker to present to the meeting.	
4	<b>Guest Speaker – Paul Quayle, Senior Waste Education Officer MCC</b> Paul outlined the proposed new changes to waste collection in Monmouthshire which will start to roll out on 4 <sup>th</sup> March. The changes have been enabled by the purchase of a brand-new fleet of lorries which will allow the splitting of waste into different streams which is more efficient and will allow for higher re-cycling prices to be obtained. However, the impact of the changes in our area will be minimal as the majority of residents have been taking part in the trial of the new service. As well as the new glass bins, re-useable red and purple sacks are being designed to replace the plastic bags currently used for paper and cans/plastics. Residents will receive a letter this week advising them of the new collection date(s) – this could be up to three for the food waste / recycling bags / garden waste (if ordered). A review is also underway to look at closing the recycling sites on certain days, and possibly Usk permanently. A permit scheme to use the sites is also likely to be introduced to confirm any users reside in Monmouthshire. The Chair thanked Paul for his time and for answering a series of questions which had left Councillors better prepared to answer queries from residents. Standing orders were reconvened at 7.58pm.	
5	<b>Approval of Minutes of the Previous Meeting held on 21<sup>st</sup> Jan 2019</b> The minutes were formally proposed as a true and correct record of the meeting by Councillor Deakins and seconded by Councillor Butler	Clerk
6	<b>Matters Arising</b> <ol style="list-style-type: none"> <li>Item 5.4 – Sunken road by Pleasant Retreat – No repairs have been undertaken and the road continues to deteriorate.</li> <li>Item 5.5 – The CCTV recorder has now been moved to a locked cabinet in the store room, and a 19" monitor installed. As the annual service was carried out at the same time, labour costs were only £55 instead of the quoted £110.</li> <li>Item 5.6 – Clerk has chased the 'hard hitting' litter posters which Sue Parkinson said she would send to us.</li> <li>Item 5.10 – Trees on Newtown Road. The trees on Newtown Road have not been cut yet. Clerk to chase.</li> <li>Item 5.11 – Road / Kerb damage by Capel Ed / Meadowbank – No repairs have been undertaken although workman were seen 'measuring up'.</li> <li>Item 5.12 – Privet hedge by the Pelican crossing in Little Mill – Councillor Deakins has the contact name for the owner and will pass this to the Clerk.</li> <li>Item 5.14 – Goytre Surgery - Clerk has contacted ABHB &amp; ABCHC - Angela Mutlow has confirmed future operating model likely to be to equip each practice with a series of health care workers, with allocation of the patient to the most</li> </ol>	Clerk      Cllr Deakins

	<p>appropriate specialist handled by a 'care co-ordinator' (may not be the GP). This model is already working successfully in Bryntirion. A further update was received today which outlines a number of initiatives being taken to increase the number of GPs available.</p> <ol style="list-style-type: none"> <li>8. Item 5.16 – No contact name for Saron Baptist church has been received yet from Councillor Bryan Jones.</li> <li>9. Item 6.1 – Installation of a Pedestrian Crossing on the A4042 – No contact name yet received from Councillor Bryan Jones.</li> <li>10. Item 6.5 – Funds for tendering for social isolation work. No update as yet.</li> <li>11. Item 7.1 – street lights on A4042 – No repairs undertaken as yet.</li> <li>12. Item 7.2 – street light by entrance to Goytre Village Hall – No update received as of yet.</li> <li>13. Item 7.3 – Improvement options to street lighting on Fairfield – no update.</li> <li>14. Item 7.5 – Review of speed limits as traffic leaves the village into Nantyderry – no update.</li> <li>15. Item 7.6 – Cleaning of street/traffic signs – no update.</li> <li>16. Item 23 – The meeting scheduled for Tues 10th Dec may clash with Welsh classes if they continue for the year. This was noted by the meeting with an option to consider changing the venue to LMVH if needed.</li> <li>17. Item 11 – Litter Picker recognition - The Chair confirmed an article will be included in the forthcoming newsletter.</li> <li>18. Item 17 Clerk confirmed that the NMLC meeting was for both Councillors and Clerks.</li> <li>19. Item 20 – Noticeboard for Goytre VH – it has been confirmed that the old Little Mill noticeboard has been refurbished and will be installed by the Social Club once a suitable location has been confirmed.</li> </ol>	
7	<p><b>Monmouthshire County Council update</b></p> <p>There were no updates due to the absence of County Councillor Bryan Jones</p>	
8	<p><b>Maintenance</b></p> <ol style="list-style-type: none"> <li>1. There is now a large pot hole by the exit to the pub in Little Mill. Councillor Rands to report via 'Fix My Street'.</li> <li>2. The footpath between Longhouse Barn and Newtown Road is overgrown and needs to be cleared. The footpath also needs resurfacing. Councillors also queried why there was a Lychgate, which made access difficult for people with pushchairs etc.</li> <li>3. The road by 27 Fairfield was again flooded during the recent heavy rains. There is a general issue with drains in the village needing clearing. Clerk to follow up.</li> <li>4. Branches on the silver birch in the park are now falling off. Clerk to follow up with 'Parks'.</li> <li>5. There is no place for rubbish bags to be left on some of the newest properties on the Folly View development. Clerk to contact MCC.</li> </ol>	<p>Cllr. Rands</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
9	<p><b>Planning:</b> Monmouthshire replacement LDP - A list of the 200 parcels of land have been put forward to MCC as potential sites. At this stage MCC haven't looked at or given any consideration to any of them. They will do a high level sift to remove any clearly unsuitable sites (on flood plains etc) later this year, but do not know what their building strategy will be (need to determine population growth rates first), so have no idea how many they will need in the LDP. It is likely to be some months before the sites are actively considered for possible development (and inclusion in the LDP), at which point Town &amp; CC's will be asked to comment as part of the process. Councillor Awni advised that the CC can produce a place-plan, showing what residents would like to see in the village (houses and other amenities), and it was agreed to put this on the agenda for next month for consideration.</p> <p><b>Applications:</b></p> <ul style="list-style-type: none"> <li>• Planning Permission: DM/2018/02006 Hillside Cottage, Old Abergavenny Road, Pencroesoped, Llanover, Pontypool, Monmouthshire, NP4 0JF. Clerk advised MCC planning 12-02-19 that no issues or concerns were raised by Councillors.</li> <li>• Planning Permission: DM/2019/00114: 8 Midfield, Penperlleni, Goytre, Pontypool, Sir Fynwy, NP4 0AS. It was noted by councillors that the proposal will extend the front of the house beyond the line of the remaining properties. No other comments or issues were raised.</li> </ul>	<p>Clerk</p>

10

Finance

1. Review of accounts / Cashflow

The latest cashflow statement was presented to the meeting. The Clerk confirmed that the overall cashflow balances had been verified to the closing balances in the UTB statements at the end of Oct/Nov/Dec 2018 with Councillor Rands signing to confirm in accordance with section 2.2 of the Community Council Financial Regulations (Wales).

Councillors queried the following items in the sheet which the Clerk agreed to follow up asap and advise Councillors of the outcome.

- Figure of £721.55 in Nov under Recreation Parks:
- Figure of £165 in Dec under Recreation Parks
- Figure of £1921.92 showing under Councillor's expenses/allowances – appeared to have slipped a line from Repairs/Renewals/Maintenance
- The figures in the 'Total Column' in the top section of the sheet did not look correct.

Payments made since the previous meeting

£

Nest (Clerk's Pension)	21.76
Capel Ed Presbyterian Church (graveyard maintenance)	500.00
Spanglefish (Gold web page status renewal)	29.95
Ink Point UK Ltd	13.98
Wages	38.61
Wages	260.26
J P Lazenby (Salary)	750.57
Zurich Insurance (Comm Council Insurance)	28.00
Zurich Insurance (Comm Council Insurance)	1036.52
Thomas Waste Management Ltd	43.20
Select Security & Maintenance Services Ltd (annual service)	178.80
Select Security & Maintenance Services Ltd (moving CCTV)	184.80
Merlin Waste	127.50
Goytre Village Hall - Pop-up Post Office rental	50.00

2. Finance Committee – update and agreement to recommendations

(i) Risk: The Committee reviewed an updated copy of the latest risk review. The principle areas for information / consideration were:  
The Community Council's Insurance has been renewed. This now includes:

- Business Interruption insurance (max £6000 per year) for the Olde Pounce Shop.  
Fidelity cover increased to £50,000 (covering fraud and broadly equivalent to the maximum reserves of the CC).
- The Olde Pounce Shop and public conveniences still need to be revalued for re-building purposes. Two quotes have been received: McCartney & Co (£495 + VAT) after several weeks of chasing, plus Archer & Co in Usk £500. It was agreed that the local quotation should be accepted due to their more prompt response & locality. This was proposed by Councillor Deakins and seconded by Councillor Thayers.
- Neither building is covered for subsidence – Clerk to obtain a quote once the properties have been revalued.

(ii) Little Mill recreation park will require another ROSPA Inspection. Clerk to arrange.

(iii) The Clerk's recent brief spell in hospital has highlighted the need for cover in case of an extended period of 'incapacitation'. Ian Blacker (previous Clerk) had agreed to provide support in case of emergency, but his recent move from the area means that he is no longer available. Clerk to consider options.

(iv) Community Centre / Jack & Jill's – Lack of a business plan for use of the additional space (should Jack & Jill's be secured) is still a concern. However, it is noted that, at present, Council do not wish to draw up a business case.

Clerk

Clerk

Clerk

	<p>(v) <u>2018 / 2019 budget review and update</u> The following comments were made:</p> <p>(a) There are no proposed changes to the 2018/19 budget.</p> <p>(b) The £5000 budget allocated for SIDs units on the A4042 cannot be spent as WG need to give approval for any road safety changes. The funds could be used for road safety improvements to the A472 in Little Mill (the Clerk is continuing to chase for quotes for this work).</p> <p>(c) We are on course to reduce our reserves nearer towards the recommended level of c£31,000, although our ability (or otherwise) to spend the money in #b above will impact significantly on the final reduction</p> <p>(vi) <u>2019 / 2020 budget setting</u> It is recommended that the following small adjustments be made to the draft budget agreed by Council on 19<sup>th</sup> November last year:</p> <p>(d) An additional £500 (plus £100 VAT) to be added to the maintenance budget to cover the MUGA maintenance costs in case the project goes ahead.</p> <p>(e) An additional £50 (plus £10 VAT) for the annual CCTV service contract</p> <p>(f) The VAT purchase figure to be £2618 (overstated by £134 previously)</p> <p>(g) Increase Thomas Waste Management to £600 + £120 VAT (However the cost of the bin to be reviewed with LMOVH by Councillor Deakins, as it was felt that this should perhaps be a cost to be met from the VH budget).</p> <p>At this point the Clerk temporarily left the meeting.</p> <p>(h) During the following discussion the meeting confirmed the wages increase of 2% (as per draft budget). This was proposed by Councillor Barnes and seconded by Councillor Awni.</p> <p>(i) The meeting also reviewed the Clerk's pay scale and confirmed he be moved one point on the pay range, resulting in a 5% pay increase. This was proposed by Councillor Butler and seconded by Councillor Daniel. It was also agreed to review the financial impact of potentially increasing the Clerk's contract by 2 hours per week to meet additional workloads. The impact on the budget to be presented for consideration and if agreed, signed-off at the March meeting.</p> <p>All the changes under (vi) to be built into the final budget for sign-off at the March meeting.</p> <p>3. Memberships - The Community Council's annual SLCC membership at £156 is due for renewal. Payment was proposed by Councillor Awni and seconded by Councillor Butler. The CC's One Voice Wales subscription is also due, at £339 for the year. Renewal was proposed by Councillor Awni and seconded by Councillor Daniel.</p> <p>4. Ton Land – The water supply has now been connected. It was agreed that the land should be advertised for agricultural use at £25 per month (Equine use will require a change of usage via BBNPA). Clerk to prepare a poster for the noticeboard, Village FB page, Newsletter and for the gate to the land. Clerk also to enquire if the water supply is metered.</p> <p>5. Old Pounde shop – HM Land Registry have agreed registration of the property but not the curtilage. Our solicitors are to write to query and 'appeal'.</p> <p>6. The annual staff appraisals are now due which the Clerk will arrange to hold with the Chair.</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> <p>Clerk/Chair</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk/Chair</p>
11	<p><b>Charter for Trees, Woods and People (the Tree Charter)</b> Clerk has confirmed that there are no specific obligations, but the principles are as outlined in the toolkit and include considering the impact on the environment when reviewing planning applications etc. Given we have limited resources NALC have suggested we should focus on a few topics which are of particular interest / relevance, and do these well, rather than try and do everything and risk paying lip service to most things. It was agreed that we should register with the scheme and this was proposed by Councillor Awni and seconded by Councillor Thayers.</p>	<p>Clerk</p>

12	<p><b>Sub Committees Terms of Reference.</b></p> <p>Given the late running of the meeting it was agreed to carry this item forward to the March agenda.</p>	Clerk
13	<p><b>Boundary Change recommendations.</b></p> <p>The final proposals have now been forwarded by the Boundary Commission (BC) to Welsh Govt for sign-off. There was no consultation process with the BC as we were (erroneously) advised. It was agreed that we should object to Little Mill moving to Llanbadoc, as the majority of their local services are supplied from Penperlleni. Although not everyone was happy with some of the other recommendations made by MCC, it was agreed that the focus should largely be on reversing the Little Mill proposal. However, the meeting felt the Clerk should also ask for the number of Councillors in the new ward to be reviewed, particularly for Llanover. A draft letter has previously been prepared and the Clerk will add an additional paragraph to this. The proposal was made by Councillor Deakins and seconded by Councillor Daniel.</p>	Clerk
14	<p><b>School Catchment Area</b></p> <p>MCC is reviewing the catchment area for pupils currently attending Goetre Fawr Primary. In future, the proposal is that King Henry would become the designated secondary school, and both West Mon (Torfaen) and Caerleon Comprehensive (Newport) would no longer be in catchment, and so any future (non-current) attendees would have to cover the cost of their own transport. The proposals were noted by the Councillors without making any recommendations.</p>	
15	<p><b>MUGA - Update</b></p> <p>Details are still being worked on, but the following key issues have already come to light.</p> <ol style="list-style-type: none"> <li><b>Lease / Insurance</b> - GFCC will have to take on the licence/lease for the MUGA. We will also need to insure the facility.</li> <li><b>Budget</b> - MCC will have <u>no</u> budget for ongoing maintenance – GFCC will have to meet this at c£1000 pa?</li> <li><b>Surface</b> - A tarmacadam surface is the most cost-effective option (compared to synthetic grass). Maintenance and eventual replacement will be much cheaper.</li> <li><b>Management</b> <ol style="list-style-type: none"> <li>Will it be a free, open access? If so, ongoing management is not an issue.</li> <li>If managed, like Little Mill, there will be a need for on-site storage, and booking control.</li> </ol> </li> <li><b>Lighting</b> – if the court is going to be lit, the planners are unlikely to allow the lights to be illuminated beyond 9.30pm – (tokens cost £2 each?).</li> <li><b>Charges</b> – most MUGAs have a low (or nil) usage charge (except for lighting).</li> <li><b>Facilities</b> - MCC are looking to engage an independent adviser to provide pointers on what might be most appropriate in this location.</li> </ol> <p>Clerk to chase for outline plans for consideration.</p>	Clerk
16	<p><b>Reports – questions based on previously distributed update</b></p> <ol style="list-style-type: none"> <li><b>Little Mill Village Hall</b> <ul style="list-style-type: none"> <li>No report submitted</li> </ul> </li> <li><b>Goytre Village Hall</b> <ol style="list-style-type: none"> <li>Village Hall Development Plan: Ladies toilets work to be undertaken. Tender out for lighting.</li> <li>Post office: Up and running – times amended to 1 -3pm.</li> <li>Booking fees have increased slightly.</li> <li>Book exchange/coffee morning: has now moved to Friday fortnightly (12.30 - 2.30) to fit in with post office. Book cases full – shelving system to be considered at later stage.</li> <li>Alterations to Arthur Morris room are expected to cost c£10k.</li> </ol> </li> <li><b>Goytre School Governors</b> <p>Chair has previously circulated a copy of the letter to parents regarding the change in classification of the school from 'Green' to 'Amber'. One of the reasons being the Head teacher was off sick and had announced her retirement. The Governing Body agreed a strategic approach for a replacement– resulting in the appointment of an Executive Head for the remainder of the 2018/19 school year. The process of recruiting for September 2019 was initiated in January. A sizable number of applications were received and shortlisted candidates will be at the</p> </li> </ol>	

	<p>school to meet staff and deliver presentations on Weds 20th February. Final interviews will take place Friday 22nd Feb with the Full Governing Body ratifying the recommendation from the interview panel. The timeline can be extended if a suitable candidate is not identified or other recruitment issue is identified.</p> <ul style="list-style-type: none"> <li>Currently 195 pupils on roll</li> </ul> <p>(A full breakdown by class size, together with attendance targets was also distributed but is not detailed below for reasons of space)</p> <ul style="list-style-type: none"> <li>Cluster Coding Project Is in its planning stage - for Year 6 pupils. Involves designing a project using a 'microbit' that will improve a person's wellbeing. An exciting project which will help pupils become enterprising, creative contributors.</li> <li>Science Grant The school successfully bid for a Science grant to be used during British Science Week (end of March). The project involves the children designing and making a rocket and will be a great STEM project.</li> </ul> <p><b>4. Goytre Community Centre</b></p> <p>I. There had still been no response from Gareth King re Jack &amp; Jill's.</p> <p><b>5. Other reports: North Monmouthshire Liaison Committee</b></p> <p>Met at Goytre Fawr Community Centre on 29<sup>th</sup> Jan – Cllr Awni chaired with Clerk as secretariat.</p> <p>I. Joan Lockett– (WG Local Government Partnerships) attended the meeting and outlined the following:</p> <ol style="list-style-type: none"> <li>WG are looking at how CCs &amp; TCs find working together with their Principal Councils and the WG.</li> <li>Training bursaries will continue to be offered. Training is also being reviewed – should some training be mandatory? On-line provision is also being considered.</li> <li>WG are looking to understand how councils use social media and digital technologies to communicate with residents.</li> <li>WG are also working with OVW and Welsh Local Govt. Assoc. reviewing how services can be maintained, and to improve collaborative working.</li> </ol> <p>II. Dog Waste – It's reported that suppliers have not provided confirmation of where the waste material is disposed of – possibly a site in Wiltshire? At present there are no other providers and so Abergavenny Town clerk is to look at alternatives in case of need</p>	
17	<p><b>Donations</b></p> <p>The following requests have been received.</p> <ol style="list-style-type: none"> <li>Llangollen International Musical Eisteddfod There was no support among Councillors for making a contribution.</li> </ol>	
18	<p><b>Communications</b></p> <ol style="list-style-type: none"> <li>The Clerk distributed c100 cold calling stickers for residents to Councillors.</li> <li>The training from OVW to be on Weds 10<sup>th</sup> April – 6.30 to 9.00 pm. It was agreed the CC would cover the cost for community group attendees. Proposed by Councillor Daniel and seconded by Councillor Awni.</li> <li>The Newsletter print run to be increased to 800 to provide sufficient copies for Little Mill and Mamhilad.</li> </ol>	
19	<p><b>Advertising</b></p> <p>There were no items as yet for the May/June edition of the Usk diary</p>	
20	<p><b>Date of Next Meetings –</b></p> <p>Monday 25<sup>th</sup> March at Goytre Fawr Community Centre at 19.30.</p>	

Chairman: .....

Date: .....