

CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL

MINUTES OF THE MEETING HELD AT LITTLE MILL VILLAGE HALL ON MONDAY 18th NOVEMBER 2019

Present: Community Councillors, Owen Dodd, Andy Barnes, Peter Daniel, Syd Welford, Jan Butler, Nicola Awni, Colin Deakins, and Nigel Morrey

In Attendance: Jonathan Lazenby (Clerk)

Apologies: Community Councillors Rose Thayers, Lucyann Rands, Robert French

Absent without apologies: Community Councillor Roger Howells

Guests: Mr & Mrs Hooper

		ACTION
1	Apologies for Absence Due to the unavoidable late arrival of the Chair, the Vice-Chair opened the meeting. Apologies were given on behalf of Councillors Rose Thayers, Lucyann Rands. (Councillor Robert French had also sent his apologies but his email was not seen until after the meeting).	
2	Declarations of Interest The Vice-Chair 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 Vice-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	Chairman's Remarks The Vice -Chair welcomed everyone to the meeting. At this point the Vice-chair suspended Standing Orders to allow Mr & Mrs Hooper to address the meeting regarding the proposal from Network Rail to erect a fence along Newtown Road. (This item being brought forward from discussion under 'planning').	
4	Guests – Mr & Mrs Hooper – Parklands, Penperlleni Mr & Mrs Hooper were primarily looking to try and establish the exact nature of the proposals from Network Rail, who had contacted some residents to advise of the proposed erection of a 6-foot-high steel fence by the railway line along Newtown Road. This did not appear to be in keeping with, or sympathetic to, the rural location. The Clerk advised that it is being proposed due to safety concerns following a risk review. However, residents have pointed out that Newtown Road runs parallel to the line, and is restricted to 20 mph. There is an existing fence and hedge, plus the line is on a slight embankment, so the possibility of a vehicle incursion looks remote. In addition, walkers etc can access the tracks simply by using the footpath that crosses the line, so it would not appear to improve safety for pedestrians. Andrew Jones from MCC planning has written to Network rail seeking full details and clarification of the proposals. Although Network Rail do have permitted development rights it is possible, depending on the proposal, that they may require planning permission. Andrew Jones has asked that we advise him should any work take place (including loss of any vegetation) in the interim. Clerk will look to contact NR to set up a meeting. In the meantime, it was also requested that the Clerk write to Mr Carberry at NR to request that no work be undertaken or vegetation removed until proper discussions with the CC/MCC/local residents had taken place. This was proposed by Councillor Awni and Seconded by Councillor Butler. The Vice-Chair thanked Mr & Mrs Hooper and Standing orders recommenced at 7.53pm	Clerk
5	Approval of Minutes of the Previous Meeting held on 21st October 2019 (including the confidential 'closed' session). The minutes were proposed as a true and correct record of the meeting by Councillor Daniel and seconded by Councillor Butler	Clerk

6	<p>Matters Arising</p> <ol style="list-style-type: none"> Item 6.1 – Star Road resurfacing – we have been advised that funding for the project has been allocated to the A4077, so the work has been deferred to a future date, yet to be determined. It is unclear whether this will have any impact on the installation of the pedestrian crossing near the junction with School Lane. Item 8.1 – The extra dog fouling bins will be installed shortly at Cae Melin and near the pond on Folly View. Merlin Waste to be advised. Item 8.3 – A suitable lap top projector (an Epson unit) has been identified following consultation with Councillors, and purchased from Amazon by the Clerk at a cost of £499 inc VAT, so c£416 net, plus an HDMI cable for £6.99. An order for a carry case (£17.98 inc VAT & delivery) has also been placed. Item 8.4 - The Clerk has attempted to order the defibrillator but MyCariad are snowed under with orders at the moment and have asked that we contact them again in January. Clerk has advised Richard Bowie. Item 8.6 – The ICT Vision back-up system has been purchased and is operating successfully. Item 8.9 – MCC have confirmed they have no objection to the Social Club installing a noticeboard by the park fence. Clerk has advised Council Daniel. Item 8.10 – MCC have advised that the speed cushions near the Olde Pounde Shop have been repaired. Item 8.11 -The Chair has confirmed there are no restrictions on pedestrians using Newtown Road. Item 9 – Ty Carol Planning appeal - MCC have advised that the agent has confirmed the site owners will abide by the conditions on the original permission (2 lorries & 2 trailers) & the extended area will not be used for the storage of any vehicles associated with the business but for agricultural storage only. MCC advised they were to visit the property to check the situation. 	Clerk
7	<p>Monmouthshire County Council – update</p> <p>There were no further updates in the absence of County Councillor Bryan Jones</p>	
8	<p>Maintenance</p> <ol style="list-style-type: none"> Several street lights on the A4042 are still out A drain on the A4042 opposite Aderyn is blocked and as a result water is cascading onto the new housing estate. A hedge on Capel Ed Lane is encroaching onto the footpath making it difficult to pass – Councillor Morrey to advise the Clerk of the house number to notify MCC Highways. <p>At this point (8.02pm) the Chair joined the meeting</p> <ol style="list-style-type: none"> There is a privet hedge opposite Millbrook court in LM which is overgrown and obscuring the controls on the pedestrian crossing. Many of the road signs around the village are extremely dirty and need cleaning 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
9	<p>Planning applications:</p> <p>The Council considered the planning committee's report from their meeting of the 29th October. The Chair of the committee, Councillor Barnes, moved that the following response from the meetings be accepted by Full Council.</p> <p>DM/2019/01641 The conversion of a disused barn located on the Llanover estate from agricultural to residential use- Oak Barn, Nant-y-Derry, Llanover, NP7 9DG</p> <ul style="list-style-type: none"> The application documents state that the means of disposal of foul sewage is unknown. The existing site location diagram shows a pond just outside of the proposed site boundary. Also, O/S maps of the area show a water course leading from the pond. Should the application be approved, then measures need to be implemented to ensure that any surface waters are not contaminated by foul sewage. A public footpath runs through the property. The application states that the proposal requires the diversion/extinguishment/creation of a right of way, but gives no details on this intention. The MCC Public Rights of Way Team commented that a separate application will be required to achieve this. Also, further developments affecting rights of way must be advertised. Should the application be approved then consultation with the Rights of Way Team is recommended. The proposed site contains mature trees and hedgerow(s), although the proposal appears to maintain these broadly as is. There will, most likely, be a need for some 'sustainable' management in the development of the site. 	

	<p>However, overall the unanimous conclusion of the Planning Committee was that there were no objections to the proposal.</p> <p>It was agreed that the minutes be accepted by Full Council and this was proposed by Councillor Deakins and seconded by Councillor Welford.</p> <p>The recently received planning applications are due to be considered by the planning Committee this Thursday, 21st November.</p> <p>The Chair advised that following the initial review of candidate sites submitted for the new Local Development Plan, MCC would be inviting the submission of further candidate sites, after which there would be a full review of all the sites submitted. Once this was completed a public consultation would be held - likely towards the end of 2021.</p> <p>It was not clear whether formal planning permission has yet been granted for the Mamhilad Park development, but the working assumption was that it would be going ahead. This would likely put pressure on Goytre Fawr Primary in the short term, until the proposed new school on the development was built as part of the final phase.</p>	Planning C'mittee																																												
10	<p>MUGA - update</p> <p>Mike Moran has advised that MCC Cabinet has provisionally approved funding of £82,572 for the recreation park. He cannot advise us formally that the funds are available until the call-in period ends (today). However, it appears that a MUGA is definitely a possibility. Clerk to arrange a meeting with all interested parties to look at the options within the available spend, once funding is formally confirmed.</p>	Clerk																																												
11	<p>Future plans for improving/enhancing facilities in park</p> <p>A resident has suggested installing some exercise equipment (which could be housed separately or perhaps within an existing building). The Chair thought this was something that could be worthwhile considering, as the next phase of any recreational development. However, the feeling of the meeting was that our focus should remain on the installation of the MUGA for the time being.</p> <p>The Chair is to attend a GAVO run course on grant funding which may prove beneficial if the CC needs to raise additional finance for the MUGA (floodlighting?), or other recreational equipment / activities (e.g. exercise equipment above).</p>																																													
12	<p>Finance</p> <p>1. <u>Review of Accounts and Cashflow</u></p> <p>The latest cashflow statement was presented to the meeting. 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>Nest (Clerk's Pension)</td><td>47.23</td></tr><tr><td>Clerk's expenses</td><td>73.55</td></tr><tr><td>Goytre Village Hall - Pop-up Post Office rental</td><td>48.00</td></tr><tr><td>MCC (Little Mill park maintenance and ROSPA inspection)</td><td>653.81</td></tr><tr><td>Wages</td><td>39.39</td></tr><tr><td>Wages</td><td>265.47</td></tr><tr><td>Clerk Salary</td><td>926.88</td></tr><tr><td>Cllr Owen Dodd (determination 40 payment)</td><td>150.00</td></tr><tr><td>Cllr Sydney Welford (determination 40 payment)</td><td>150.00</td></tr><tr><td>Cllr Rose Thayers (determination 40 payment)</td><td>150.00</td></tr><tr><td>Cllr Roger Howells (determination 40 payment)</td><td>150.00</td></tr><tr><td>Cllr Andy Barnes (determination 40 payment)</td><td>150.00</td></tr><tr><td>Cllr Colin Deakins (determination 40 payment)</td><td>150.00</td></tr><tr><td>Cllr Peter Daniel (determination 40 payment)</td><td>150.00</td></tr><tr><td>Cllr Nicola Awni (determination 40 payment)</td><td>150.00</td></tr><tr><td>Cllr Jan Butler (determination 40 payment)</td><td>150.00</td></tr><tr><td>Cllr Robert French (determination 40 payment)</td><td>150.00</td></tr><tr><td>Cllr Lucyann Rands (determination 40 payment)</td><td>150.00</td></tr><tr><td>Thomas Waste Management Ltd</td><td>46.00</td></tr><tr><td>Tod Fire & Security (ANPR camera on School Lane)</td><td>837.60</td></tr><tr><td>Merlin Waste</td><td>135.00</td></tr></table>		£	Nest (Clerk's Pension)	47.23	Clerk's expenses	73.55	Goytre Village Hall - Pop-up Post Office rental	48.00	MCC (Little Mill park maintenance and ROSPA inspection)	653.81	Wages	39.39	Wages	265.47	Clerk Salary	926.88	Cllr Owen Dodd (determination 40 payment)	150.00	Cllr Sydney Welford (determination 40 payment)	150.00	Cllr Rose Thayers (determination 40 payment)	150.00	Cllr Roger Howells (determination 40 payment)	150.00	Cllr Andy Barnes (determination 40 payment)	150.00	Cllr Colin Deakins (determination 40 payment)	150.00	Cllr Peter Daniel (determination 40 payment)	150.00	Cllr Nicola Awni (determination 40 payment)	150.00	Cllr Jan Butler (determination 40 payment)	150.00	Cllr Robert French (determination 40 payment)	150.00	Cllr Lucyann Rands (determination 40 payment)	150.00	Thomas Waste Management Ltd	46.00	Tod Fire & Security (ANPR camera on School Lane)	837.60	Merlin Waste	135.00	
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2 Draft Budget for 2020/21 – confirm precept for 2020/21

The Clerk presented the following forecast cashflow until 31st March 2020.

RECEIPTS	10500.00				10500.00				10500.00				Total	
Precept													21500.00	
Rent - Olde Pound Shop	495.00	495.00	495.00	495.00	495.00	495.00	495.00	495.00	495.00	495.00	495.00	495.00	5940.00	
Rent - Ton Land	150.00												300.00	
Donations/Grants													100.00	
Unity Trust Interest			31.74			31.81			31.00			31.00	125.55	
VAT Refund					2813.02								2813.02	
Refunds						87.35							87.35	
S106 income for Goytre MUGA *1													0.00	
S106 income for Goytre Play Eqpt *1													0.00	
TOTAL INCOME	11145.00	495.00	526.74	495.00	13808.02	864.16	495.00	495.00	11026.00	495.00	495.00	526.00	40865.92	
PAYMENTS														
Clerk	913.51	913.31	913.51	913.31	913.51	974.11	974.11	974.11	974.11	974.11	974.11	974.11	11385.92	
Toilet Cleaning Wages	304.86	304.86	304.86	304.86	304.86	304.86	304.86	304.86	304.86	304.86	304.86	304.86	3658.32	
HMRC			880.13			819.53			759.00			759.00	3217.66	
Postage/Expenses/Bank fees						37.00			18.00			18.00	61.00	
Stationery			71.33				40.00		60.00			40.00	211.33	
Hall Fees													0.00	
Insurance		22.54							1200.00				1222.54	
Audit/Professional Fees	400.00	100.00	84.00			84.00			84.00	250.00		84.00	1086.00	
Chairman's / Vice Chairman's Honorarium									750.00				750.00	
Elections													0.00	
Clerk Expenses		49.08	125.84	82.23	34.68	73.55	70.00	70.00	35.00	35.00	35.00	35.00	610.38	
Councillor Expenses / Allowances								1650.00					1650.00	
Repairs/Renewals/Maintenance			378.00						1890.00	270.00	270.00	270.00	3078.00	
Donations					210.00	100.00							310.00	
Donations Power of Well Being													0.00	
Donations s137		500.00											500.00	
Capital Items	395.00							500.00	260.78	1174.00	1450.00	200.00	3779.78	
Capital Items Power of Well Being													520.00	
Capital Items s137								698.00		320.00			698.00	
Recreation Parks				307.00		544.84		190.00					1041.84	
Public Conveniences	56.04	800.50	125.87	97.79	57.00	510.38	64.48	50.00	50.00	50.00	50.00	480.00	2392.06	
Waste Collection	131.50	165.83	165.83	291.33	173.33	156.33	190.33	175.50	150.00	150.00	150.00	150.00	2049.98	
Graveyards	500.00							500.00	500.00	500.00	500.00		2000.00	
Rent/Rates			12.50										12.50	
Bus Shelters													0.00	
Communications (inc web sites)	7.68							90.00	10.00	310.00	10.00	10.00	437.68	
One Voice Wales/SLCC/Training	435.00	229.00	40.00	183.99	40.00	24.00	359.99			500.00			1811.98	
CCTV / Info Commissioner		35.00								150.00			185.00	
GWH rental - Pop-up Post Office	50.00	50.00	48.00	96.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00	96.00	676.00	
VAT	159.80	197.26	103.51	89.83	7.67	26.19	208.94	316.00	492.96	323.00	62.00	72.80	2059.96	
Goytre MUGA *1 expenditure														
Goytre Play Eqpt *1 expenditure														
TOTAL PAYMENTS	3353.39	3438.71	3200.05	2318.34	1802.37	3119.08	2809.10	5566.47	5921.71	6058.97	4393.97	3453.77	45435.93	
RECEIPTS - PAYMENTS	7791.61	-2943.71	-2673.31	-1823.34	12005.65	-2254.92	-2314.10	-5071.47	5104.29	-5563.97	-3898.97	-2927.77	-4570.01	
TOTAL RESERVES	42924.28	39980.57	37307.26	35483.92	47489.57	45234.65	42920.55	37849.08	42953.37	37389.40	33490.43	30562.66	30562.66	

The Clerk also presented the following revised draft budget for 2020/21.

Budget Proposals 2020- 2021		
Period	2019/20	Rationale
Precept	£31,500.00	EXXXXX increase on 2019/20
Rent - Olde Pound Shop	£6,015.00	As agreed for 3 year renewal of lease from Jan 2018 plus increase to £6240 from Jan 2021
Rent - Ton Land	£275.00	As per two year agreement signed April 2019
Donations / Grants	£0.00	Assumes no income / rebates
Interest	£120.00	£40,000 x 0.3% pa
VAT Refund	£2,500.00	Estimate based on previous years, reduced due to lower spending as at 30/09/19
S106 income for Goytre Park *1	£82,572.00	(Consider if this should be retained by MCC for VAT purposes)
Total Income	£40,410.00	
Clerk	£11,193.80	2% rise increases gross to £14524 (x 80% = £11619.20 - £707.04 NI + £281.64 Employer Pension)
Toilet Cleaning	£3,733.00	Assumes 2% pay rise (rounded up)
HMRC	£3,611.84	Gross £14524 x 20% (tax rate) + £707.04 Employee NI
Postage / Expenses / Bank fees	£100.00	Nominal £10 increase
Stationery	£176.00	Based on current projections £96 inks and £80 paper & sundries (+ VAT £35)
Hall Fees	£100.00	Assuming no change (but no charge made in recent years).
Insurance	£1,200.00	£1065 in Dec 2018. £100 increase budgeted for 2019 due to expiry of 5 year deal
Audit / Professional Fees	£810.00	B&W £425/Ext audit £275/Int. audit £110 (+ VAT £85 - B&W)
Chairman's / Vice Chairman's Honorarium	£750.00	Chairman's honorarium - £500 + Vice Chair - £250
Elections	£250.00	In case of need although no election expenses anticipated
Clerk's Expenses	£500.00	Increase by £100 to reflect additional attendance at conferences
Councillors' Expenses	£2,500.00	£1800 for determination #42 + £500 for Det #48 (care costs) + £200 travel (no change)
Repairs / Renewals / Maintenance	£6,000.00	MUGA £2000 / Village Maintenance £3000 / Sundry £1000 (VAT £1200)
Donations	£1,500.00	Reduce by £1.5k to £1.5k based on projected 2019-20 spend
Capital Items	£5,000.00	No Change (+ VAT £1000)
Recreation Parks	£900.00	Little Mill contract £450 + £200 hedges +£250 sundry (+ VAT £180)
Public Conveniences	£2,500.00	Annual spend currently c£1800+ pa + £700 hand washer /dryer servicing (+ VAT £500)
Waste Collection	£2,720.00	Merlin W 34 empties @£4* x 20 bins (18 in 2019/20) (*currently £3.75). Thomas Waste ENIL
Graveyards	£2,000.00	£500 x 4 graveyards (no change)
Rent / Rates	£25.00	No change
Bus Shelters	£250.00	No change
Communications / Engagement	£1,455.00	Domain & A-Virus & Backup (£205/£41 VAT) Comm eng (£250/£50 VAT) N/letter (Reduce to £1000)
One Voice Wales / SLCC / Training	£980.00	Training courses (x12) = £480 + OVW membership £350 & SLCC £150
CCTV / Info Commissioner	£250.00	CCTV maintenance at £250 (+ VAT £50)
Goytre VH rental - Pop-up Post Office	£600.00	50 weeks (no Good Friday & Christmas day service) x £12 per week
VAT on purchases	£3,141.00	(VAT element highlighted in red above)
Goytre Play Eqpt *1 expenditure	£82,572.00	NB: Subject to MCC approval / CC agreement to final scheme
Total Expenditure	£52,245.64	
Income - Expenditure	-£11,835.64	

Councillors were content with the overall level of forecast spend, (it was noted that the funding for the MUGA would now be £82,572 - it is planned that the monies will be paid to the installers direct by MCC, so do not need to be included within the budget figures). A precept of £33,500 was initially suggested, but the Chair indicated that the salary scales (and CiLCA qualification) for the Clerk may mean a higher salary rise will be required in April 2020, and it would therefore be prudent to add an additional £500 (based on circa 0.5FTE) to the precept to cover. A revised precept of £34,000 was therefore proposed by Councillor Morrey and seconded by Councillor Butler and this was carried unanimously.

Clerk

3 CiLCA

Paul Egan (Deputy CEO at OVW and the Clerk's tutor) has asked for the Clerk's learning contract to be signed by the Chair, which was duly completed.

13	<p>Environment Wales Act 2016 - Community & Town Council's Duty under S. 6</p> <p>1. <u>Update</u> The Clerk presented the completed reporting template, and asked for comments. The meeting felt that the version distributed to Councillors prior to the meeting was appropriate (the Clerk confirmed that it can be updated as appropriate over time). The document was proposed by Councillor Butler and seconded by Councillor Awni. Councillor Awni also agreed to take the lead on this new duty and to report back to Council on progress being made / actions taken</p> <p>2. <u>Replacement planter / trough by the Olde Pounde Shop</u> Local carpenter Neil Coe has confirmed the timber prices with his suppliers which remain the same. The cost is either £200 or £230 depending on the timber option. The second option is recommended as, although the planter is slightly smaller, the timber is nearly twice as thick, so should last much longer. This was agreed and proposed by Councillor Morrey and seconded by Councillor Daniel.</p>	<p>Clerk Cllr. Awni</p> <p>Clerk</p>
14	<p>Public Conveniences – automated opening – update There are three main options –</p> <ol style="list-style-type: none"> 1. Manual unlocking & door opening, with automatic door closing with Yale type lock 2. Auto unlocking with manual door opening and automatic door closing but with electronic lock 3. Full automatic unlocking/locking with automated door opening and closing: <p>Clerk is investigating via three companies</p> <ul style="list-style-type: none"> • Locks on-line – they can provide all the materials, but the choice of equipment, design and installation need to be managed locally (an integrated approach is preferred) • Select Security – have confirmed the installation of a manually opening, but auto closing door (option 1 above), would cost £587 per door (plus VAT). • Tod Security - Have yet to quote. <p>The public conveniences are currently being left open overnight without apparent problem, so Councillors felt that we should continue with the existing regime and consider an automatic door only if it became necessary to lock the facility overnight. Clerk will continue to obtain quotes so that they can be implemented if eventually required.</p>	Clerk
15	<p>CCTV on School Lane – update The ANPR camera has now been successfully installed. However, there have been no vehicles travelling the wrong way on School Lane since it was installed on 8th November.</p>	
16	<p>Street Cleaning / Village maintenance MCC have provide a quote for up to three day's work to clear the leaves / litter / roadside weeds from Goytre & Little Mill (including use of the mechanical sweeper) – max total cost of £630 per day plus VAT. Morris's of Usk were also approached but do not currently have the capacity to support. Councillors were unaware of any other local business that could undertake this work. It was therefore proposed by Councillor Daniel and seconded by Councillor Morrey to proceed with the MCC quote. It was also agreed that after the work has been undertaken we should ask for a report to confirm what areas had been cleared and what level of material was removed. Depending on the overall results Council members can then consider whether to engage the team for future work. Clerk to advise Nigel Leaworthy.</p>	Clerk
17	<p>Reports – questions based on previously distributed e-mail and updates during the meeting</p> <ul style="list-style-type: none"> • Little Mill Village Hall <ul style="list-style-type: none"> ◦ The fireworks display was well attended with takings in excess of £2000. After costs it is estimated there will be a surplus of £900 for hall funds • Goytre Village Hall <ul style="list-style-type: none"> ◦ No report submitted (the next meeting is later this week) • Goytre School Governors <ul style="list-style-type: none"> ◦ The next Governor's meeting is scheduled for next Wednesday. Funding for the two new teaching assistants is being met directly by MCC. Overall pupil numbers have dropped, with the Sept intake being only 12 pupils. 	

	<ul style="list-style-type: none"> • Goytre Community Centre <ul style="list-style-type: none"> ○ No report submitted • Other Reports – None 	
18	Donations <ol style="list-style-type: none"> 1. VE Day celebrations - Angela Jones has confirmed that she and Mike have already booked the village hall. Plans are still only at the outline stage, but they are considering holding an afternoon tea, best dressed boy and girl in vintage style dress, some old-fashioned games and a band in the evening. They will require funding and have asked if the CC would support financially if they put a business case forward. It was agreed that the CC would like to support this event and asked that they let us have details well in advance so that financial support can be considered. Clerk to contact to advise. 2. The School would like to install some 'sails' on the other (south) side of the building, to shade the classrooms which become hot in bright sun. They will be obtaining quotes and will approach the CC for funding in due course. 	Clerk
19	Communications There were no communications.	
20	Advertising Articles for inclusion in the Mar/Apr 2020 edition of the Usk & Raglan diary will be due towards the end of January 2020. All to advise Councillor Welford of any articles for inclusion.	All
21	Date of Next Meetings – <u>Tuesday</u> 10 th December at Goytre Community Centre commencing at 19.30.	All

Chairman:

Date:.....