

CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL

MINUTES OF THE MEETING HELD AT GOYTRE FAWR COMMUNITY CENTRE ON MONDAY 21st OCTOBER 2019

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

In Attendance: Jonathan Lazenby (Clerk)

Apologies: Community Councillors Nicola Awni, Nigel Morrey, Rose Thayers and Robert French

Absent without apologies: Community Councillors Colin Deakins

Guests: Richard Bowie – Community Garden / Capel ed Church

		ACTION
1	Apologies for Absence The Vice-Chair opened the meeting. Apologies were given on behalf of Councillors Nigel Morrey, Nicola Awni, Rose Thayers and Robert French.	
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 standing orders were suspended to allow Richard Bowie from the Community Garden / Capel Ed to address the meeting regarding a request for the installation of a defibrillator at that end of the village.	
4	Richard Bowie – Installation of a Defibrillator near the Community Garden / Capel ed Church Richard Bowie made a short presentation outlining the request for a defibrillator to be installed near to the Church/Community garden, which would serve not only people using these facilities, but also the Scout Hut and the residents at the Chapel Mead end of the village who were some distance from the village hall defibrillator. Richard outlined some of the British Heart Foundation statistics, many of which mirrored those considered when the current defibrillators were purchased. Unfortunately, an application to the 'National Lottery' for funding was not successful, so a request was being made of the Community Council to provide some, or all of the funding. The cost of the unit (from Cariat) was £1,000 with a cabinet a further £400. Capel Ed could provide an electrician to 'wire' the unit in to provide illumination at night. The Chair, who had arrived at the meeting, thanked Richard and said that Councillors would formally consider the request later in the meeting. Standing orders were re-convened at 7.47pm.	
5	Approval of Minutes of the Previous Meeting held on 16th September 2019 The minutes were proposed as a true and correct record of the meeting by Councillor Daniel and seconded by Councillor Welford.	Clerk
6	Matters Arising <ol style="list-style-type: none"> Item 6.1 – Pedestrian Crossing on the A4042. The following response was received from SWTRA: "A Speed Limit Review has commenced which includes the A4042 at Penperlleni and is due to conclude towards the end of the current financial year. Your comments and the concerns of the residents will be taken into account as part of this review. Any works from the review will be prioritised and subject to funding" Item 6.2 – Double Yellow Lines on Newtown Road - MCC have advised that October now looks 'optimistic' but gave no further explanation. Clerk has expressed disappointment at the continued delay to this project. Item 6.3 – The Pedestrian Crossing for School Lane / Star Road is still with the design team. No other timescales are available at this stage 	

	<ul style="list-style-type: none"> 19/17759/FUL: (BBNBPA) Demolition and removal of existing single storey bungalow and outhouses and construction of new two storey house and integral double garage, new access driveway & parking spaces. Westleigh, Old Abergavenny Road, Pencroesoped, Llanover, Monmouthshire. No issues or concerns were raised by Councillors. This was proposed by Councillor Daniel and seconded by Councillor Barnes DM/2019/01440: (MCC) Remove existing flat garage roof and form pitched roof with tiles to match. Build new gable end in brick to match existing. 36 Fairfield, Penperlleni, Goytre, Pontypool, Monmouthshire, NP4 0AQ. No issues or concerns were raised by Councillors. This was proposed by Councillor Barnes and seconded by Councillor Welford. DM/2019/01641 (MCC) - The conversion of a disused barn located on the Llanover estate from agricultural to residential use. Oak Barn, Nant-y-Derry, Llanover, NP7 9DG It was agreed that as time allowed, this application should be considered by the planning committee. Clerk to advise Councillor Barnes of the relevant timescales. <p>MCC have advised that with regard to application DM/2019/01230 (Two storey rear extension at 8 Midfield, Penperlleni), the driveway is capable of accommodating up to 3 vehicles, so the proposed extension will not jeopardise the off-street parking. The architects are looking at a re-design of the application to further minimise the impact on the next-door neighbour's light.</p> <p>The appeal for DC/2017/01375 Ty Carol Barn, Star Road has been dismissed. Clerk was asked to ascertain how this will be enforced.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
10	<p>Consider MCC recommendations for the S106 monies, inc an update on the MUGA – (CONFIDENTIAL – closed Session)</p> <p>Council considered the s106 applications recommended by MCC. As the discussions were held in closed session the minutes are recorded separately and will not be made public.</p>	
11	<p>Finance</p> <p>1. <u>2018/2019 External Audit</u></p> <p>The Clerk (RFO) was pleased to report that the external audit has been received back without any comments or issues. It has now been posted on the web site, and 'advertised' on the two noticeboards. It was agreed to accept the report as it stands, and this was formally proposed by Councillor Howells and seconded by Councillor Welford.</p> <p>2. <u>Review of Accounts and Cashflow</u></p> <p>The Finance committee met last week, during which the cashflow balances were verified to the closing balances in the UTB statements at the end of July/Aug/Sept 2019, with Councillor Barnes signing to confirm in accordance with section 2.2 of the Community Council Financial Regulations (Wales).</p> <p>Other budget issues highlighted in the meeting were:</p> <p>The CC is now 6 months into its current budget. At this point, the only budgets 'under pressure' are:</p> <ul style="list-style-type: none"> OVW/SLCC/Training, councillors have attended a number of courses and the Clerk has taken his ILCA qualification and is taking his CILCA training with SLCC. <p>Clerk Expenses – due to attendance at 2 x conferences and attending CILCA training (3 x travel to Builth Wells). Currently forecast to be underspent are:</p> <ul style="list-style-type: none"> Repairs/Renewals/Maintenance £378 to date v £3000 budget – Need to consider any items for maintenance at next Council meeting. Donations £810 to date vs £3000 budget (dependent on applications – perhaps reduce budget for 2020/21?). Capital Expenditure £395 to date vs £5000 (MUGA appears doubtful). Again, need to consider opportunities for appropriate spend. Communications - £8 vs £2425 – (no newsletters or community engagement). Consider if newsletter likely to appear in future again – is plenty of support to distribute, but not to compile it. 	

The Finance committee suggested that Full Council hold a dedicated session to look at potential spend under repairs/capital expenditure. Clerk to arrange for Nov meeting. There was no further comment or observation.

Clerk

The following payments have been made since the last meeting £

Beverley & Williams (July - Sept payroll costs)	100.80
J P Lazenby (Clerk's expenses)	34.68
Merlin Waste	135.00
Gwent Young Farmers	100.00
Goytre Village Hall - Pop-up Post Office rental	48.00
J P Lazenby (Salary)	926.88
Wages	39.39
Wages	265.47
HMRC - PAYE & NI for July - Sept 2019	819.53
Unity Trust Bank (quarterly service charge)	18.00
Ink Point UK Ltd	48.00
National Assoc. Local Councils (Good Councillor Book)	19.99
Thomas Waste Management Ltd	66.40
Ocean Business Supplies	77.38
Merlin Waste	135.00
SLCC Enterprises (CiLCA Training Course)	408.00

3 Draft Budget for 2020/21

The following proposals were presented to the meeting for consideration.

Budget Proposals 2020- 2021		
Period	2019/20	Rationale
Precept	£31,500.00	EXXXXX increase on 2019/20
Rent - Olde Pounde 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	£78,000.00	(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 44 + £500 for Det #51 (care costs) + £200 travel (no change)
Repairs / Renewals / Maintenance	£2,000.00	Reduce original £5,000 figure by removing MUGA (£2.5k) and SIDs maintenance (£500)
Donations	£2,000.00	Reduce by £1k to £2K based on projected 2019-20 spend
Capital Items	£5,000.00	No Change (- VAT £1000) (To include £1,000 for s.6 Environment Act - bio-diversity plans)
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	£2,584.00	Merlin W 34 empties @£4* x 19 bins (18 in 2019/20) (*currently £3.75). Thomas Waste £Nil
Graveways	£2,000.00	£500 x 4 graveyards (no change)
Rent / Rates	£25.00	No change
Bus Shelters	£250.00	No change
Communications / Engagement	£1,425.00	Domain & A-Virus (£175/£23 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	£2,923.00	(VAT element highlighted in red above)
Goytre Play Equip *1 expenditure	£78,000.00	NB: Subject to MCC approval / CC agreement to final scheme
Total Expenditure	£48,361.64	
Income - Expenditure	-£7,951.64	
Notes: *1 Estimated figures and subject to change		

The following comments were made / suggested for inclusion:

- Rental from OPS shows (potential) indicative small increase
- Salaries / wages shown are only indicative to show rough working figures, exact amounts / rates are not available yet
- Audit / Professional Fees to include additional £120 cost of back-up software agreed in today's meeting
- Maintenance fees reduced as MUGA costs removed due to uncertainty of project - use reserves if required.
- Newsletter funding to be reduced to £1,000 per year – likely max 2 / 3 copies per annum.

Clerk to bring back to November's full council for further review / sign-off.

Clerk

	<p>4 <u>Risk Review</u></p> <p>The Key items from the risk review are:</p> <ul style="list-style-type: none"> i. Power of Well Being capital expenditure and donations payments (as well as those under s137) are now recorded separately to meet regulations. ii. Data Protection Legislation (GDPR) – Full Council to consider at a future meeting if having internet software/separate email accounts should be policy or just best practice. iii. Clerk has added tags to web documents to enable Adobe assistive software to be used, and will contact RNIB to see if they can test. iv. Due to incident in public conveniences, and to improve security, Clerk has issued cleaners with a personal alarm and has padlocked the loft hatch. Cleaning is now undertaken in the mornings in daylight to improve personal safety. Night time winter closing hours to be reviewed by Council. <p>It was agreed that at the next meeting all 'High' risk classifications should be reviewed to consider existing status, and to put formal mitigation plans in place if confirmed.</p> <p>5 <u>Councillor Payments</u></p> <p>Clerk will make these on 1st November.</p> <p>6 <u>CiLCA</u></p> <p>The Clerk has commenced his training and needs to submit 32 learning outcomes as part of his portfolio. The course is quite time consuming, and he has up to a year to complete it. The Chair is asked to sign a learning agreement which the Clerk has signed, together with his trainer, Paul Egan Deputy CEO at OVW.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
12	<p><u>Environment Wales Act 2016 - Community & Town Councils Duty under Section 6</u></p> <p>All public authorities must prepare and publish a plan setting out what it proposes to do to comply with the duty to maintain and enhance biodiversity by 31st Dec this year. Further guidance is awaited from OVW.</p> <p>However, a number of ideas have already been put forward and these have been distributed by the Clerk. Clerk will select those he believes are most important / deliverable by the CC. It was also agreed the Clerk should meet with Nigel Leaworthy on 5th November to look at wider biodiversity options for the villages, perhaps to be undertaken in partnership with MCC. Draft will be presented to the CC for sign-off at Nov/Dec meetings.</p> <p>It was agreed Clerk should obtain a quote for the renewal and planting of the large trough by the Chip shop.</p>	<p>Clerk</p> <p>Clerk</p>
13	<p><u>Public Conveniences – Winter opening Hours</u></p> <p>It was agreed that as part of the winter months (GMT) opening hours, the Clerk to investigate whether there are any automatic door opening / locking mechanisms to remove the need for manual closing after dark. In the interim, it was agreed that the toilets be left unlocked overnight. This was proposed by Councillor Barnes and seconded by Councillor Butler.</p>	<p>Clerk</p>
14	<p><u>Traffic on School Lane</u></p> <p>PC Watkins has confirmed that as long as all the signage is correct and in place, and the person producing the CCTV footage is willing to make a statement (and possibly attend court to give evidence), the Police would take appropriate positive action to combat this issue. He has also written to Andrew Mason at MCC to see if there is a longer-term solution.</p> <p>TOD security has confirmed the following price for the installation of a CCTV camera. Installation at £258 with rental at £70 / week for 4 weeks, reducing to £40 / week thereafter (all prices plus Vat). So, an 8-week rental =£698, and 12 weeks = £858. Clerk suggested an initial 8-week period and to consider extending it depending on the outcome. Payment to be made with powers under s137.</p> <p>This was proposed by Councillor Daniel and seconded by Councillor Welford.</p>	<p>Clerk</p>

15	<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"> ○ No report submitted • Goytre Village Hall <ul style="list-style-type: none"> ○ No report submitted • Goytre School Governors <ul style="list-style-type: none"> ○ No report submitted • Goytre Community Centre <ul style="list-style-type: none"> ○ No report submitted • Other Reports – One Voice Wales meeting. A very comprehensive report was received from Councillor Deakins which the Clerk has circulated in advance. The report covered: <ul style="list-style-type: none"> ○ Monmouthshire County Council's Litter Strategy (there is no overall strategy in Wales) – speaker was Sue Parkinson, Waste and Recycling Education and Awareness Officer. ○ Members Allowances and HMRC ○ Monmouthshire County Council GovTech Scheme Phase 2 	
16	<p>Donations E-mail received from Angela Jones requesting support for the lamppost remembrance poppies (circa 20 at £3.50 as per last year). Councillor Rands asked if any could be provided for Little Mill – Clerk to enquire. Payment to be made with powers under s137. This was proposed by Councillor Welford and seconded by Councillor Daniel.</p>	Clerk
17	<p>Communications</p> <ol style="list-style-type: none"> 1 Select Security have advised that they have now been taken over by Stanley Black & Decker. No action required. 2 SSAFA – Armed Forces Charity Day - 75-year celebrations May 2020 Clerk to email Angela Jones to see if anything could be incorporated into the Village fete in June 3 Aneurin Bevan Community Health Council – Annual Review Questionnaire. Councillor Daniel to complete on behalf of the Council 	Clerk
18	<p>Advertising Articles for inclusion in the next edition of the Usk & Raglan diary are due no later than Friday 15th November. All to advise Cllr. Welford of any articles for inclusion.</p>	All
19	<p>Date of Next Meetings – Monday 18th Nov at Little Mill Village Hall commencing at 19.30. Reminder that the December meeting will be held on <u>Tuesday</u> 10th December at the Community Centre</p>	All

Chairman:

Date:.....