

MINUTES OF THE MEETING HELD AT LITTLE MILL VILLAGE HALL ON MONDAY 29TH APRIL 2019

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

In Attendance: Jonathan Lazenby (Clerk)

Apologies: Community Councillor Lucyann Rands, Nigel Morrey and County Councillor Bryan Jones

Guests: None

[illegible]

7	<p>Maintenance</p> <ol style="list-style-type: none"> 1. No work has, as yet, been undertaken to repair the kerbs by Longhouse Barn / Meadow Bank. Clerk to chase. 2. A Car was parked pointing the wrong way down school Lane. Councillor Howells to provide the Clerk with a photo of the vehicle in situ, although it is not thought that the police are likely to take any action 3. The public conveniences – comment has been passed regarding the following issues: <ul style="list-style-type: none"> - There are cob webs which need cleaning from the ceiling / upper walls - A lock needs repairing / replacing on one of the ladies cubicles - A toilet paper holder is missing - Some of the tiles are cracked - One of the window frames is rotten and needs repairing <p>Clerk to review the cleaning job description to see if it is adequate. Clerk will also compile a detailed list of the work to be done, with a view to obtaining quotations to undertake the work.</p> 4. The handwasher service contract is due for renewal at a cost of £612 (plus VAT) (includes two visits per hand dryer). Renewal was proposed by Councillor Butler and seconded by Councillor Welford. 5. Individuals have been seen litter picking on the A4042 by Little Mill. This was thought to be dangerous and should not be encouraged. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
8	<p>Planning applications:</p> <p>The first two applications were received and required a response prior to this evening's meeting. Having consulted with councillors the Clerk has responded with the comments detailed under each application.</p> <ul style="list-style-type: none"> • DM/2019/00378 - Householder – Demolishing existing single detached garage with proposal to build a single storey extension with an additional mezzanine floor to the rear for care of an elderly family member 25 Berthon Road, Little Mill, Pontypool, Monmouthshire, NP4 0HE Clerk has previously advised MCC that no issues or concerns had been raised. • DM/2019/00397– Planning Permission - Replacement of existing 42 metre above ground sewer pipe - Newtown Road Penperlleni Clerk has previously advised MCC that no issues or concerns had been raised. • 19/17295/FUL - Conversion of redundant Agricultural barn to provide 1no (2 bed) Holiday let accommodation and 1no (3 bed) Caretaker/Manager dwelling. Ty Cooke Farm, Old Abergavenny Road, Pencroesoped NP4 8QZ No issues or concerns were raised by Councillors. 	<p>Clerk</p>
9	<p>Goetre Fawr Place Plan</p> <p>Councillor Awni advised that she had contacted MCC but felt that they had tried to 'put her off' by advising that this was not the time to do it, and that we should wait until after the LDP. However, the recent planning training had advised that the LDP should take into account the requirements of any Place Plan, so the two should be undertaken concurrently. The evidence suggests that people in the village are supportive of a local Place Plan. Councillor Awni will follow up again with MCC and will contact the planning trainer for advice / support.</p>	<p>Cllr Awni</p>
10	<p>MUGA update</p> <p>The Chair and Clerk have been looking closely at the options available following the engagement event held in Goytre Village Hall, and the responses from the survey form distributed with the last newsletter. After meeting with Mike Moran from MCC they felt that due to the overall cost, and to stand the best chance of a successful bid, just a single s106 grant application should be submitted for a floodlit MUGA. The latest MCC costings show the project would cost just short of £130k for a 36m x 19m floodlit MUGA on the bottom location (this figure includes a building works contingency of c£8k). An outline application has previously been circulated to all councillors for review. The application (with the latest costings) was formally proposed for submission by Councillor Welford and seconded by Councillor Barnes. It is thought that the final decision on funding will be made in early June.</p>	<p>Clerk</p>

11	<p>Audit Committee Report</p> <p>The Audit Committee met in March to review and consider the level of governance being applied to the management of the CC's Finances. This included the responses previously provided in the Annual Governance Statement to ensure:</p> <ul style="list-style-type: none">Any comments and recommendations made by the Internal and External Auditors had been actionedCompliance with current financial regulations and best practice. <p>The report was presented to the meeting and confirmed that all was in order. Formal acceptance of the report was proposed by Councillor Deakins and seconded by Councillor Awni.</p>																																															
12	<p>Finance</p> <p>1. Cashflow & Review of Accounts for 2018/19</p> <p>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 Jan/Feb/Mar 2019 with Councillor Barnes signing to confirm in accordance with section 2.2 of the Community Council Financial Regulations (Wales).</p> <p>Councillors noted the high cost of running the public conveniences and the Clerk advised that he would provide a breakdown of the expenses incurred. There were no further comments or observations.</p> <p>In conjunction with the cashflow account above, the Clerk presented the Bank reconciliation which will be forwarded to both the Internal and External Auditors. It was agreed that both the Cashflow statement and bank reconciliation be accepted by the meeting and this was proposed by Councillor Daniels and seconded by Councillor Butler.</p> <table><tr><td>Payments made since the previous meeting (to 31st March)</td><td>£</td></tr><tr><td>Goytre Village Hall (MUGA Engagement)</td><td>21.00</td></tr><tr><td>M24Seven (Web hosting renewal)</td><td>35.99</td></tr><tr><td>Wages</td><td>38.61</td></tr><tr><td>Wages</td><td>260.26</td></tr><tr><td>J P Lazenby (Salary)</td><td>750.57</td></tr><tr><td>HMRC (Tax & NI Q4)</td><td>704.98</td></tr><tr><td>J P Lazenby (Clerk's expenses)</td><td>28.77</td></tr><tr><td>Unity Trust Bank (quarterly service charge)</td><td>18.00</td></tr></table> <table><tr><td>Payments made since the previous meeting (from 1st April)</td><td>£</td></tr><tr><td>Linnells (valuation of Olde Pounce Shop & Pub conveniences)</td><td>480.00</td></tr><tr><td>Thomas Waste Management Ltd</td><td>4.80</td></tr><tr><td>St Peters Church Goytre</td><td>500.00</td></tr><tr><td>Merlin Waste</td><td>127.50</td></tr><tr><td>MCC (Non-Domestic rates (for public conveniences)</td><td>56.04</td></tr><tr><td>Goytre Village Hall - Pop-up Post Office rental</td><td>50.00</td></tr><tr><td>Nicola Awni (engagement event refreshments)</td><td>7.68</td></tr><tr><td>One Voice Wales (Grant application training)</td><td>435.00</td></tr><tr><td>Nest (Clerk's Pension)</td><td>47.23</td></tr><tr><td>Standard Signs Ltd (Plough Road SID installation)</td><td>474.00</td></tr><tr><td>Wages</td><td>39.39</td></tr><tr><td>Wages</td><td>265.47</td></tr><tr><td>J P Lazenby (Salary)</td><td>866.28</td></tr></table> <p>2. Appointment of Internal Auditor</p> <p>Helena Fox, who carried out our internal audit for both 2016/17 & 2017/2018 has agreed to undertake our audit for 2018/2019. The price will be the same (£100 plus mileage at the standard rate of 45ppm). The audit will be conducted in line with the 'Governance and Accountability for Local Councils in Wales' – as detailed in the One Voice Wales / Society of Local Clerk's Practitioners' Guide. A copy of the proposed appointment letter had previously been distributed to Councillors. The appointment of Ms Fox under the terms of the letter distributed was formally proposed by Councillor Awni and seconded by Councillor Thayers.</p>	Payments made since the previous meeting (to 31 st March)	£	Goytre Village Hall (MUGA Engagement)	21.00	M24Seven (Web hosting renewal)	35.99	Wages	38.61	Wages	260.26	J P Lazenby (Salary)	750.57	HMRC (Tax & NI Q4)	704.98	J P Lazenby (Clerk's expenses)	28.77	Unity Trust Bank (quarterly service charge)	18.00	Payments made since the previous meeting (from 1 st April)	£	Linnells (valuation of Olde Pounce Shop & Pub conveniences)	480.00	Thomas Waste Management Ltd	4.80	St Peters Church Goytre	500.00	Merlin Waste	127.50	MCC (Non-Domestic rates (for public conveniences)	56.04	Goytre Village Hall - Pop-up Post Office rental	50.00	Nicola Awni (engagement event refreshments)	7.68	One Voice Wales (Grant application training)	435.00	Nest (Clerk's Pension)	47.23	Standard Signs Ltd (Plough Road SID installation)	474.00	Wages	39.39	Wages	265.47	J P Lazenby (Salary)	866.28	Clerk
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13	<p>Adoption of IRPW's 2019 recommended allowances. It was agreed and proposed to adopt the recommended allowances in the Independent Remuneration Panel for Wales' Annual Report for 2019. NB: Goetre Fawr Community Council falls into Band B – Income or expenditure between £30,000 and £199,999. The motion was proposed by Councillors Deakins and seconded by Councillor Butler. The recommended payments are:</p> <p>Determination 40 (mandatory): Payments towards costs and expenses (No change from 2018/19) £150 per year as a contribution to costs and expenses. (Receipts are not required).</p> <p>Determination 42: Senior Roles (No change from 2018/19) Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.</p> <p>Determination 43: Reimbursement of travel costs (No change from 2018/19) Payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:</p> <ul style="list-style-type: none"> • 45p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motor cycles. • 20p per mile for bicycles. <p>Determination 44: Reimbursement of subsistence (No change from 2018/19) If a particular duty requires an overnight stay, the maximum rates are:</p> <ul style="list-style-type: none"> • £28 per 24-hours for meals, including breakfast where not provided. • £200 – London overnight. • £95 – elsewhere overnight. • £30 – staying with friends and/or family overnight. <p>Determination 45: Compensation for financial loss. (increased payments for 2019/20) <ul style="list-style-type: none"> • Up to £54.00 for each period not exceeding 4 hours: • Up to £108.00 for each period exceeding 4 hours but not exceeding 24 hrs. </p> <p>Determination 46 (mandatory): Reimbursement of the costs of care (No change from 2018/19) For the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs, up to a maximum of £403 per month.</p> <p>Determination 47: Civic Head Honoraria (No change from 2018/19) A payment to the mayor/chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.</p> <p>Determination 48: Deputy Civic Head Honoraria (No change from 2018/19) A payment to the deputy mayor/deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.</p>	Clerk
14	<p>'No Underground Nuclear Waste Dump in Wales' campaign The Clerk had investigated the issue with One Voice Wales who had advised that there was no reason why the Council should not express an opinion on this (and pass a motion if felt appropriate). Councillors considered that as there was no proposal to site a nuclear dump in the locality, and residents had not had the opportunity to comment, that there was no need to pass a motion at this stage, but to record that the campaign and issues had been duly noted.</p>	
15	<p>Dog Fouling Awareness Day – Goytre, Thursday 11th April A successful day was held in the village with the 'No Fouling' template being sprayed on footpaths in the village and leaflets handed out to villagers and the school. The event also featured on the MCC web site.</p>	

16	<p>Goytre War Memorial</p> <p>Mike Jones has indicated on the village Facebook page that he may form a committee to look at the possibility of installing a permanent war memorial in the village. He has asked if the Clerk will join the committee to advise on planning. The Clerk is happy to join in an advisory capacity only, and as such it is not proposed that this should necessarily indicate support for the project from the Community Council. The Clerk's role was agreed by the members and proposed by Councillor Daniel and seconded by Councillor Awni.</p>	
17	<p>Reports – questions based on previously distributed update</p> <ul style="list-style-type: none"> • Little Mill Village Hall <ol style="list-style-type: none"> I. Hall continues to be well used with a variety of hires from a bicycle jumble sale to springer spaniel show. II. A fairly major item of expenditure will be a new flat roof over the bar area. The Hall management committee may be asking for a donation towards this depending on the amount quoted to carry out the work • Goytre Village Hall <ul style="list-style-type: none"> - No additional information to update • Goytre School Governors <ul style="list-style-type: none"> - No report submitted. • Goytre Community Centre <ul style="list-style-type: none"> - The 2018 / 2019 accounts show an operating surplus of approximately £1600. There are two outstanding bills for the boiler service/ repair, plus monies owed by MCC. Together they will reduce the surplus to between £1000 and £1200. • Other reports: <ul style="list-style-type: none"> - No reports submitted. 	
18	<p>Donations</p> <p>The following request has been received.</p> <ol style="list-style-type: none"> 1. Bobath. A similar request was made last year but no donation made. Although a very worthy cause, Councillors felt that without knowledge of them undertaking specific work in the area it would not be appropriate to make donation. 	
19	<p>Communications</p> <ol style="list-style-type: none"> 1. The CC's annual registration with the Information Commissioner's office is now due at a cost of £35 (discounted from £40 as paid by direct debit). Payment was proposed by Councillor Awni and seconded by Councillor Thayers. 	Clerk
20	<p>Advertising</p> <ol style="list-style-type: none"> 1. Items for the Usk diary (July /August) edition are not due until the end of May. 2. It was agreed to delay slightly the publication of the next Newsletter until June, with a closing date for submissions of Friday 14th. Disappointingly, there have been no offers of help / volunteers to help with its production. 	
21	<p>Date of Next Meetings –</p> <p>Monday 20th May at Goetre Fawr Community Centre immediately following the Annual Statutory meeting which is scheduled to commence at 19.30</p>	

Chairman:

Date:.....