CYNGOR CYMUNED

GOETRE FAWR

COMMUNITY COUNCIL

**MINUTES OF THE MEETING HELD BY TELECONFERENCE ON MONDAY 12TH OCTOBER 2020**

## **Present:** Community Councillors, Owen Dodd, Andy Barnes, Jan Butler, Rose Thayers, Colin Deakins, Janet Robins, NigelMorrey, Peter Daniel, Lucyann Rands and Syd Welford

**Apologies:** Community Councillors Nicola Awni

**Absent without apology:** Community CouncillorRoger Howells

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

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|  |  | **ACTION** |
| 1 | **Apologies for Absence**  As above |  |
| 2 | **Declarations of Interest**  The Chair asked members whether they had any declarations of interest to make. The Chair reminded those present that they should notify the meeting of any additional interests which became apparent during the progress of the meeting. Councillor Robins mentioned her involvement as Vice Chair of Governors, and Chair of Standards for Goytre Primary School, which the Clerk confirmed was already recorded.  Councillor Dodd stated that he would not be attending the forthcoming planning meeting as an application submitted to MCC by his wife was to be considered. | Clerk |
| 3 | **Chairman’s Remarks**  The Chairman welcomed everyone to the meeting. |  |
| 4 | **Approval of Minutes of the Annual Statutory Meeting held on 7th Sept 2020.**  The minutes of the ASM were proposed as a true and correct record by Councillor Morrey and seconded by Councillor Welford. | Clerk |
| 5 | **Matters Arising** There were no matters arising. |  |
| 6 | **Approval of Minutes of the main Council Meeting held on 7th Sept 2020.**   The meeting minutes were proposed as a true and correct record by Councillor Daniel and seconded by Councillor Deakins. | Clerk |
| 7 | **Matters Arising**   1. Item 5 (ii) – MCC has confirmed that despite chasing Network Rail on several occasions, they were unable to obtain the necessary confirmation to proceed with the resurfacing of the bridge section of Star Road. 2. Item 5 (iii) – Star Road / School Lane pedestrian crossing. Paul Keeble has confirmed the originally proposed location was highlighted as an issue as part of the design risk assessment and needed to be relocated. This causes a problem since the preferred location is directly outside houses with little frontage. MCC are looking at an alternative location linking up with a new footway from the car park and also providing an informal crossing on the originally proposed site. This option is being developed by the traffic team and likely to be installed later this year. They will also take the proposed site of the MUGA into their plans. Councillors asked that MCC provide a copy of any plans / proposals in advance for the Community Council to consider. Clerk to request. 3. Item 6 (iv) – Councillor Deakins said that he would check that the path clearances had been undertaken as requested. 4. Item 8 – Installation of non-porous driveways - planning guidance was issued to Councillors for inclusion in the Usk & Raglan ‘Diary’. 5. Item 9 – Folly View / Pleasant Retreat adoption and street lighting – Email sent 10/09 and chaser 05/10 – response awaited. 6. Item 16 – Lapstone car park sign - email sent 01/09 and chaser 05/10 - requesting a response. | Clerk  Cllr Deakins  Clerk  Clerk |
| 8 | **Maintenance** The Chair asked that in future, Councillors report any maintenance items directly to MCC through either the ‘Fix My Street’ or ‘My Monmouthshire’ apps. This would help save time on the agenda at meetings and hopefully ensure speedier redress of any problems. Going forward, Councillors should use the agenda item to report any issues which had not been addressed in a timely fashion, having first been reported via one of the apps. Councillor Dodd suggested Councillors may wish to try both apps, although ‘Fix My Street’ allowed for photographs to be taken and locations pinpointed on a map. Everyone agreed that they would try this new approach.  Councillor Rands, having joined the meeting a little late, said that she would send the Clerk details of an issue in Little Mill which was still outstanding so that this could be progressed with MCC. | All  Clerk |
| 9 | **Finance**   1. Review of accounts / cashflow.   The latest cashflow statement was presented to the meeting. This included the additional Covid-19 budget (£5000) agreed at the last meeting.  There was no further comment or observation.   1. Payments made since the Sept 7th meeting £  |  |  | | --- | --- | | Welsh Water (water rates on pub conveniences) | 367.68 | | Welsh Water - water supply for Ton Land | 19.64 | | Ink Point UK Ltd | 45.00 | | Nest (Clerk's Pension) | 90.00 | | Beverley & Williams (Q3 payroll - July to Sept) | 111.60 | | Merlin Waste | 156.00 | | Goytre Village Hall - Pop-up Post Office rental (PofWB) | 48.00 | | Wages | 39.39 | | Wages | 265.47 | | J P Lazenby (Salary) | 1271.34 | | Opus Energy (public conveniences electricity) | 15.67 | | HMRC (Apr - June PAYE & NI) | 1052.13 | | Unity Trust Bank (quarterly service charge) | 18.00 | | J P Lazenby (Clerk reimbursement for pink bins) | 219.99 | | Viking Direct (latex gloves) | 33.45 | | J P Lazenby - Clerk's Expenses (Sept 2020) | 19.91 | | J P Lazenby - Clerk's Expenses (April to Aug 2020) | 87.59 | | J P Lazenby - Clerk's Expenses (March 2020) | 31.56 |  1. Councillor Allowances and Chair / Vice-Chair honoraria It is customary, that although budgeted for, Councillors approve the payment of the Chair’s and Vice Chair’s honoraria (£500/£250 respectively). Payment was proposed by Councillor Butler and seconded by Councillor Thayers. The vote was carried unanimously (Councillors Dodd and Barnes did not vote). The Clerk will now arrange for these to be paid with the mandatory Councillor payments, in November. To date Councillors Thayers, Dodd, Butler and Howells have not yet responded with their NI numbers etc to enable the payments to be made via PAYE (or have formally declined receipt of the allowance). The deadline is this Friday 15th October. 2. Audit report (if available for review) The report has not yet been received from Accountants BDO. 3. Finance Committee report inc: 4. Review of budget for 2020/21 It was recommended by the Finance Committee that no changes to the current budget lines be made (except for the addition of the Covid-19 budget), as this would allow for better monitoring of income and expenditure against the original plans. Councillor Morrey suggested adding a new column to show forecasted income / spend where a significant deviation from budget was predicted. 5. Draft budget for 2021/22 - Following the Finance Committee’s meeting on Tues 6th October, the budget shown below was recommended for consideration by Full Council.     Based on the figures presented, the following comments were made:   1. Councillor Barnes queried whether the bus shelters on the A4042, south of the Little Mill junction were included in our budget. Councillor Deakins thought that at least one of these was in Torfaen. The Clerk confirmed that neither were recorded on the CC’s asset register.   The Finance Committee had made a provisional recommendation of £35,000 for the 2021/22 precept. The Clerk requested members consider the figures further, in advance of the November meeting, for formal sign-off.   1. Risk assessment The full risk report and Health & safety Checklist was distributed to Councillors after the Finance committee meeting held on 6th October. The key issues identified were:  The 3-yearly electrical safety checks on the public conveniences and the Community Centre were due – Clerk confirmed they were undertaken today – full report is awaited.    1. One of the benches in Little Mill park needs to be removed (it is currently taped off to prevent usage) – it is thought this may belong to the WI – Councillor Deakins to progress.    2. The four oak trees on Ton Land have been inspected for safety. Two are in good health. One has suffered storm damage and requires a branch to be removed by MCC. One is suffering some dieback and is to be monitored – Clerk has diarised for Summer 2021.    3. The Beech Tree at the Community Centre shows good vitality. However, due to its size and ‘high target zone’ MCC recommend a more in-depth survey be undertaken. Clerk has requested this – MCC have acknowledged their ownership of the tree and this is now sitting with the Estates department.  Acceptance of the Risk Assessment was proposed by Councillor Daniel and seconded by Councillor Butler. 2. Olde Pounde Shop (closed session)  The minutes of this session are recorded separately due to the commercial sensitivity of the content. | Clerk  Clerk  All/Clerk  Clerk/ Cllr. Deakins  Clerk  Clerk |
| 10 | **Youth Representatives – proposed by Councillor Awni** The Community Council has the opportunity, under Welsh Govt legislation, to appoint up to two Youth representatives to the Council. They must be over the age of 15 but under the age of 26; and considered suitable to represent the interests of those also under 26 who live or work in the community area (although they themselves do not have to live, work or receive training in the area). The regulations require that the CC:  (a) Give notice of its intentions by posting a notice in some conspicuous place or places within the Council’s area;  (b) Give notice to the head teacher and proprietor of any school which  has any part of its premises situated in the area of the Community Council (Clerk to check if this includes Goytre Fawr due to its age range);  (c) Give notice to the principal and governing body of any institution of  further or higher education which has any part of its premises situated in  the area of the community council; and  (d) Give notice in any other manner that appears desirable, to ensure that as many eligible young people as possible, are aware of the intention to appoint youth representatives.  The Clerk had spoken with Shan Bowden at OVW who successfully ran such a scheme when she was the Clerk at Penarth, and thought it was beneficial to the individuals concerned. It was thought that the CC could advertise for potential candidates via the Capel Ed Youth Club, The Scouts / Guides, Usk Young Farmers, Usk College, King Henry, Caerleon Comp etc. There was general agreement to progressing the idea and the Clerk was asked to prepare more details, together with an ‘advert’ for consideration at November’s meeting. | Clerk |
| 11 | **Appointment of Community Council representative to Goytre Fawr Primary School Governors** Councillor Dodd’s current 4-year term has now expired and a new appointment must be made. Councillor Dodd said that he would stand for a further term, but was happy for a different Councillor to have the opportunity to serve as a Governor. Councillor Daniel said that he would like to be involved, and his nomination was proposed by Councillor Butler and seconded by Councillor Thayers with the vote being carried unanimously. Clerk to advise the secretary of the Governors. | Clerk |
| 12 | **Electrical Vehicle Charging Point** This issue has been looked at before, with the car park a possible site. However, funding is limited and is usually provided to busier towns / tourist sites where it is anticipated more people would use the facility. Councillor Welford thought that people using the shop or chip shop / tandoori wouldn’t be parked for long enough to bother charging. However, it was agreed that Councillors Deakins and Robins should ‘attend’ a free online event, run by the Coalfields Regeneration Trust, for groups interested in renewable energy opportunities. The session will look specifically at information and support to source electric vehicle charging points. The session is being run at 6pm this Wednesday. | Cllrs. Deakins & Robins |
| 13 | **Proposed temporary closure of School Lane to support safe (socially distanced) arrival and exit of Goytre Fawr Primary School parents and pupils** A recent survey saw 76% of parents in favour of the proposal. School Lane would be ‘closed’ between 8.50 - 9.20 and 3.10 - 3.40. MCC are looking at the feasibility of the idea and any potential knock-on effects (potential morning road congestion as all village traffic has to use the crossroads to turn left / right). Councillor Dodd has requested that MCC Consult with us before a final decision is made. Clerk to place on the agenda for next month’s meeting. | Clerk |
| 14 | **The Independent Remuneration Panel for Wales draft Annual Report 2021/22**  The report had been circulated to all Councillors in advance of the meeting. No comments or issues were raised in relation to the content as it related to Town and Community Councils. As a result, Councillors agreed they were happy with the content in its current version. This was proposed by Councillor Butler and seconded by Councillor Rands. The Clerk to notify the IRPW panel accordingly, but advised Councillors that other bodies / Councils may submit suggestions / proposals which could see the content change before final publication next February. | Clerk |
| 15 | **Equality & Diversity** Councillor Barnes said that he would circulate an E&D checklist, (as used in the NHS), for Councillors to consider whether it would be appropriate for it to be used as part of any CC decision or policy making. However, overall, he still felt that the content of the code of conduct provided a sufficient set of guidelines without the adoption of a separate E&D policy. Clerk will add to the agenda for the next meeting. | Clerk |
| 16 | **MUGA** It is still hoped that MCC will come back with a more ‘sensible’ offer for the lease of the bottom part of the park to make the MUGA more financially viable. It is unclear if the project still has the full backing of Mike Moran. It was agreed that Councillor Dodd and the Clerk would try to speak with him to clarify his position and progress matters asap. | Cllr. Dodd / Clerk |
| 17 | **Community Council Plan for 2021/22**  The Clerk has reviewed the Usk web site but couldn’t find a plan that we could use as a template. He will continue to research other sites to try and identify an example for consideration at the next meeting. | Clerk |
| 18 | **Reports – questions based on previously distributed update.**   * **Little Mill Village Hall**    + The Hall remains open and has been Covid risk assessed.   + The restrictions in Torfaen and Newport have impacted on the Hall bookings, although Monmouthshire residents can still attend bowls and keep fit classes. Social distancing has to be observed at all times together with sanitizing as appropriate.   + The new kitchen units have been installed and the Hall Committee is very pleased that the Community Council has assisted one of the oldest organisations still operating in the Community. * **Goytre Village Hall**   + Annual General Meeting held on 15th September 2020 with Officers and elected members of committee all re-elected.   + The hall had been closed since March 23rd 2020 because of Covid-19 and a grant for £10,000 from the Government had been received (not shown on the accounts for year-end 2020) to compensate for loss of income. The school used the hall for 4 weeks in June/July as a base for children of key workers.   + There has been a major refurbishment of the hall, including the lounge, new lights, new bookshelves and decoration.   + A request was made that, as a contingency plan, the committee could meet virtually. However, a number of committee members said they did not have IT that would allow this, so did not feel it was appropriate. * **Goytre School Governors**    + The school are following all local authority and Welsh Government directives in the handling of health and safety matters and have issued guidance to staff and pupils.   + WG Guidance states that up to October half term, attendance is not mandatory.   + Welsh Government has amended some of curriculum requirements for September 2020. The school is working in class/year group “bubbles”.   + Staggered start and finish times are being used to help with distancing.   + The Eco-Stem Classroom has been completed and is being used for interviews.   + School numbers are currently 171. * **Goytre Community Centre**   + No report submitted * Other Reports   + There were no other reports. |  |
| 19 | **Donations**   1. Goytre Scout Group - The Scout Group were unsuccessful in their application for a £5000 grant from the Welsh Coronavirus Resilience Fund. They have therefore formally requested funding of £1000 from the Community Council. A detailed list of the required items to purchase was supplied by the Group and distributed to Councillors by the Clerk in advance of the meeting. The Group Scout Leader had also confirmed to the Clerk that they have looked at multiple suppliers and found the most advantageous prices.   A grant of £1000 was therefore proposed by Councillor Butler and seconded by Councillor Morrey.   1. The Poppy Appeal Cheque for last year (£70) was never presented, and as a result is now out of date. Mike Jones has asked if the date can be amended or a new cheque issued. Councillors agreed to re-issue the payment, but requested that Mike Jones provides the bank account details so that it can be paid electronically. This was proposed by Councillor Morrey and seconded by Councillor Daniel. | Clerk  Clerk |
| 20 | **Communications**   1. A local resident has requested whether MCC can be invited to re-spray the pavements in and around Capel-Ed Lane (using the MCC no dog fouling template), due to a rise in dog mess. The Clerk is bringing this to the attention of the Council, due to the adverse comments received on Facebook when the spray paint was used in the dog exercise area. However, it has been used on the pavements subsequently without comment. The use of the spray was agreed and also requested to be used on Midfield and by the Community Garden. This was proposed by Councillor Welford and seconded by Councillor Butler. Clerk to request MCC to apply. 2. The Aneurin Bevan Community Health Council has distributed its Annual Plan Questionnaire for completion. This will help them shape future priorities. The Clerk had asked if the CC would like him to collate the thoughts of Councillors to provide an overall CC response. However, it was felt that Councillors should respond on an individual basis if they wished to contribute.   This was proposed by Councillor Welford and seconded by Councillor Deakins.   1. A request has been made from a resident that the CC should ask the Welsh Govt. for the inclusion of Goytre in the Torfaen local lockdown. This would allow residents to shop in Pontypool / Cwmbran, but restrict movement elsewhere in Monmouthshire. Councillors agreed that they did not wish to support this suggestion given the implications for residents. This was formally proposed by Councillor Deakins and seconded by Councillor Butler and carried unanimously. Councillor Dodd to respond. 2. Gareth Cuerden has written in to suggest the CC investigate whether it would be possible to construct a footpath and cycleway along the A4042 from Goytre down to the Mamhilad Park roundabout. It was agreed that the Clerk should contact SWTRA to explore this possibility. Proposed by Councillor Butler and seconded by Councillor Morrey and carried unanimously. | Clerk  All  Cllr. Dodd  Clerk |
| 21 | **Advertising - Usk and Raglan Diary contributions Jan / Feb 2021**  The deadline for the next copy will be the last week in November.  In the interim, it was proposed that the following items be included in the next edition.   * Use of the dog fouling template / spray in Goytre * The suggested footpath / cycleway along the A4042 * The wildflower garden in Goytre Park   Any further items should be advised to Councillor Welford | Cllr Welford / All |
| 22 | **Date of next meeting & close –** Monday 16th November 2020 at 19.30. | All |

Chairman: **…………………………………….……………** Date:**…………………….**