CYNGOR CYMUNED

GOETRE FAWR

COMMUNITY COUNCIL

**MINUTES OF THE MEETING HELD BY TELECONFERENCE** **ON MONDAY 18TH MAY 2020**

## **Present:**  Community Councillors, Owen Dodd, Andy Barnes, NigelMorrey, Janet Butler, Rose Thayers, Nicola Awni, Colin Deakins, Janet Robins and Syd Welford

**Apologies:** Community Councillor Peter Daniel

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

**Absent without apology:** Community Councillors Lucyann Rands & Roger Howells

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|  |  | **ACTION** |
| 1 | **Apologies for Absence**The Chair opened the meeting. Apologies were given on behalf of Councillor Peter Daniel. |  |
| 2 | **Declarations of Interest**The 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 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 Chairman welcomed everyone to this first meeting by teleconference. The Chair advised that the ‘Closed Session’ agenda item would be taken at the end of the meeting to allow the Clerk to leave prior to the discussion.  |  |
| 4 | **Approval of Minutes of the Previous Meeting held on 23rd March 2020(including the confidential ‘closed’ session).**The minutes were proposed as a true and correct record of the meeting by Councillor Barnes and seconded by Councillor Morrey. | Clerk |
| 5 | **Matters Arising**1. Item 4(vi) – Capel Ed Church have now confirmed that the defibrillator cabinet has been unlocked for ease of immediate access.
2. Item 4(viii) – The decision was taken to close the public conveniences in line with MCC taking similar action. 2 x protective face visors have now been obtained for use by the cleaners as and when the decision is taken to re-open them. Clerk suggested the conveniences should re-open when MCC take a similar decision regarding theirs. The cleaning staff have not been furloughed, as they do not qualify for the Government’s scheme, which is only available for posts which are either wholly or partly linked to income generation.
3. Item 5(i) – Finance – the 3-month rental holiday for the Old Pounde Shop has now been put in place. The rent has been reduced to £1 a month. A new temporary lease was put together free of charge by Everett Tomlin Lloyd and Pratt (solicitors), in recognition of the support being provided by the shop for the vulnerable and key workers.
4. Item 5(ix) – Matters Arising - The relevant financial documents have been forwarded electronically to Helena Fox to undertake the internal audit.
5. Item 7.2 – Councillor Butler advised that the double yellow line parking restrictions at the top of Newtown Road appear to be being observed
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| 6 | **Agree a new date for the Annual Statutory Meeting**There was some debate as to how easy it would be to hold the meeting using teleconference facilities, and whether there was any need for the CC to make a decision on a date at this stage. It was acknowledged the meeting would be more difficult to hold than usual, but the public would be able to join by teleconference if they wished. It was subsequently agreed that the ASM should be provisionally scheduled for 7.30pm on Monday 7th September (but subject to review if material issues came to light). This was proposed by Councillor Morrey and seconded by Councillor Deakins. |  |
| 7 | **Maintenance**1. The hand washer / dryer service contract from Wallgate is due for renewal at a cost of £630 plus VAT (this includes 2 services per year inc. parts and labour). Although currently closed, it is anticipated that we may be able to reopen the toilets in the next few weeks. Renewal was therefore proposed by Councillor Welford and seconded by Councillor Morrey.
2. Tree Risk Assessment – As part of our ongoing Health & Safety review the 3-yearly tree assessment of the 3 x trees on Ton Land, and the large Beech at the front of the Community Centre are now due. Clerk is arranging with MCC but asked who should pay for the inspection of the Beech Tree – The Community Centre or the Community Council (it will be c£40 plus VAT). As the lessee of the property, Councillor Morrey proposed that the Community Council should bear the cost, and this was seconded by Councillor Welford.
3. Councillor Deakins asked whether the grass was still being cut in the parks. It was confirmed that the grass had been cut fairly recently. Clerk to check if usual cutting timetable is still in place.
4. Councillor Awni advised that there was a sewage drainage problem in Long House Barn (a blockage in the pipe). Welsh Water have already been in attendance and would be revisiting on Weds this week.
5. Councillor Morrey asked if the street cleaning could be re-instated. Clerk advised that he believes the villages should have been cleaned last week. Councillor Morrey advised that Star Road from the pub to over the bridge had been swept but he was unaware of any other cleaning. Clerk to investigate.
6. Councillor Butler advised that the speed bumps by Pleasant Retreat were in a very poor condition. Clerk to advise Highways. The Chair also asked if the Clerk could check on the progress of the proposed pedestrian crossing, as this was a key factor in when Star Lane will be resurfaced.
7. Councillor Robins advised that there has been some garden waste fly tipping by the railway embankment (opposite Capel Ed Lane). Hopefully, this will cease following the resumption of the garden waste collections by MCC. Clerk will advise Network Rail of the situation.
8. The Chair advised that the SIDs unit on Star Road wasn’t indicating the speed. The Clerk had identified that the sensitivity of the unit on School Lane also appeared to be much reduced. Clerk to investigate.
 | ClerkClerkClerkClerkClerkClerkClerk |
| 8 | **Finance**1. Review & acceptance of 2019/20 end of year Accounts (Bank reconciliation) and Cashflow - These were presented to Council and showed reserves at the year-end of £34,137 (down almost exactly £1000 from 2019). This is in line with the aim of reducing the reserves to between 50% and 100% of the annual precept. The cashflow balances were verified to the closing balances in the UTB statements at the end of Jan/Feb/Mar 2020 at last Thursday’s Finance Meeting with Councillor Barnes signing to confirm in accordance with section 2.2 of the Community Council Financial Regulations (Wales).

Acceptance was proposed by Councillor Butler and seconded by Councillor Barnes.1. Review of 2020/21 Cashflow - The Clerk re-iterated that income from the Old Pounde Shop would be reduced by a minimum of c£1500 for 2020/21. There was no further comment or observation.
2. Risk Assessment - The following items were highlighted to the meeting:
	1. In future Councillor Allowances will be paid via PAYE. Clerk has negotiated a much-improved fee rate, reducing the payroll cost from c£50/£60 per person to £20 for all Councillors.
	2. Clerk is now CiLCA qualified.
	3. Public Conveniences remain closed due to Covid-19 and will remain so until change of policy by MCC. Health & Safety data sheets on all cleaning products have been provided to the cleaners. Protective face masks have been obtained for future use.
	4. Clerk has instigated a Health & safety inspection schedule from which the 3-yearly tree inspection (referred to earlier) was identified.
	5. Web page accessibility - The Clerk is satisfied that our web page is now compliant with the new regulations which formally come into practice in Sept. In future all documents will be posted in Word format, as pdf documents do not work well with assistive technologies.

Councillor Awni asked if the full risk assessment could be distributed to all Councillors in advance of the meetings and the Clerk confirmed that he would arrange for this in the future.1. The following payments have been made since the last meeting (March). The top section of payments refers to payments made in the previous financial year (up to 31st March) £

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| Welsh Water (water rates on pub conveniences) | 448.16 |
| Tod Security | 192.00 |
| Clerk (Salary) | 926.88 |
| Monmouthshire County Council (Cleaning Services) | 3348.00 |
| Wages | 39.39 |
| Wages | 265.47 |
| HMRC - PAYE & NI for Jan - Mar 2020 | 698.13 |
| Unity Trust Bank (quarterly service charge) | 18.00 |

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| Viking Direct (stationery) | 30.43 |
| Tod Security - CCTV service - public conveniences | 132.00 |
| Merlin Waste | 150.00 |
| Goytre Village Hall - Pop-up Post Office rental | 48.00 |
| M247 (Web site domain) | 35.99 |
| MCC (Non-Domestic rates (for public conveniences) | 56.90 |
| Nest (Clerk's Pension) | 46.67 |
| Wages | 39.39 |
| Wages | 265.47 |
| Clerk (Salary) | 875.36 |
| St Peter's Church Goytre | 500.00 |
| Merlin Waste | 150.00 |
| Ink Point UK Ltd | 45.00 |
| Goytre Village Hall - Pop-up Post Office rental | 48.00 |
| Beverley & Williams (Pension Compliance) | 120.00 |
| Clerk (Expenses) | 83.05 |
| MCC (Non-Domestic rates for public conveniences) | 58.00 |

1. [Independent Remuneration Panel for Wales: annual report 2020 to 2021](https://onevoicewales.us14.list-manage.com/track/click?u=11ab1846ab416c98ac182e020&id=d98ad3e712&e=5986984148)The Clerk recommended that the changes for 2020/21 be adopted and included in our standing orders. The only change that affects GFCC is Determination 47: ‘Community and town councils can pay financial loss compensation to each of their members where such loss has actually occurred, for attending approved duties’ as follows: -

- Up to £55.50 for each period not exceeding 4 hours. - Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours.The rates have changed from last year, up from £54, and £108 respectively.Adoption was proposed by Councillor Thayers and seconded by Councillor Butler1. Unity Trust Bank interest rate - following the recent interest rate reduction by the Bank of England, the interest rate on our savings account has reduced to 0%. This will completely eliminate the forecast interest income of c£120 per annum.
 | ClerkClerkClerk |
| 9 | **Updates**1. Local Democracy & Boundary Review - The Local Democracy and Boundary Commission (LDBC) for Wales are to review the electoral arrangements for MCC and will start a three-week consultation on the 1st of June. This is to review the allocation of County Councillors to the new boundaries from 2022. It was initially proposed by some Councillors that we should ask for the review to be deferred. However, other Councillors felt we should try and continue with business where this was possible. The clerk suggested we wait until the documents and instructions were received, and then make a decision at the June meeting, as to whether the consultation was practical. This was agreed. As it stands there has been no movement on the actual boundaries - the proposed meeting between Lyn Cadwallader and Paul Matthews (PM) at MCC did not take place due to the lockdown. However, OVW are talking to the CEO at LDBC and waiting to arrange a video call with PM at MCC
2. MUGA - MCC have advised that ‘Hags’ have submitted a quote which is ‘£8k cheaper’, but no overall price has been provided, and it is not clear if a third option is being sought. There has been no update on the possible leasing charge for the land in the park. Clerk continues to chase but responses are not readily forthcoming.
3. Planning Committee – Councillor Barnes is looking to organise a Planning Committee meeting to review a pre-application submission for a proposed development in Little Mill. Councillors indicated their availability and Councillor Barnes will confirm the meeting date in due course.
 | ClerkClerkCllr. Barnes |
| 10 | **Community Council Policy: Diversity**The Clerk has previously distributed a draft policy to all Councillors. In response it was suggested that the reference to employment in the introduction be removed, and cross-references made to some of the Council’s other policies added. Clerk to amend and re-send for further consideration.  | Clerk |
| 11 | **Confidence vote – Councillor Howells**At February’s meeting Councillors passed a unanimous decision to hold a vote of no-confidence in Councillor Howells, who has had a poor record of attendance at Council meetings and engagement with, and contribution to Council activities over (nearly), the past two years. This puts a greater burden on other Councillors and decision making and resources. The motion was proposed by Councillor Awni and seconded by Councillor Butler. It was carried by 8 by votes for, none against and one abstention. The Chair to write to Councillor Howells to see if he wishes to continue in post. | Cllr. Dodd |
| 12 | **Usage of Goytre & Little Mill play areas during lockdown**The Clerk confirmed that the parks were still open, although the play areas themselves were closed. However, this did not appear to be properly understood by residents, and the existing signs have now faded. Clerk to advise MCC.  | Clerk |
| 13 | **Reports – questions based on previously distributed update.*** **Little Mill Village Hall**
	+ No report submitted
* **Goytre Village Hall**
	+ Nothing to report.
* **Goytre School Governors**
	+ No report submitted
* **Goytre Community Centre**
	+ The treasurer has now stepped down (as at 31/03/20). A replacement is urgently needed if the banking arrangements of the Centre are to continue. The Chair is to address
* **Other Reports** –
	+ There are no additional reports.
 | Cllr. Dodd |
| 14 | **Donations*** **Gwent Young Farmers –** As last year’s donation was not acknowledged, it was felt the CC should not make a further contribution.
* **Tenovus Cancer Care** – An email request has been received requesting financial support for the charity’s work. Councillors are aware of support provided by Tenovus to individuals in the village. It was therefore agreed to make a donation of £100 under s137. Proposed by Councillor Barnes and seconded by Councillor Robins.
 | ClerkClerk |
| 15 | **Communications**None received.  |  |
| 16 | **Advertising** - Usk and Raglan Diary contributions July / August 2020The final date for submissions is this Friday 22nd MaySuggestions included the Tenovus donation, the ANPR camera on School Lane and the Council continuing to meet via teleconference  | Cllr. Welford |
| 17 | **Date of next meeting & close –** Monday 15th June 2020 (by teleconference) at 19.30. |  |

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