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COMMUNITY COUNCIL

**MINUTES OF THE MEETING HELD AT** **LITTLE MILL VILLAGE HALL ON MONDAY 23RD MARCH 2020**

Please note that due to the Coronavirus situation the agenda content and format, meeting length and number of attendees was significantly shorter than normal.

## **Present:** Community Councillors, Owen Dodd, Andy Barnes, Nigel Morrey, Roger Howells and Janet Butler.

**Apologies:** Community Councillors Rose Thayers, Lucyann Rands, Nicola Awni, Peter Daniel, Colin Deakins, Janet Robins, Syd Welford, and Jonathan Lazenby (Clerk).

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|  |  | **ACTION** |
| 1 | **Apologies for Absence**The Chair opened the meeting. Apologies were given on behalf of Councillors Rose Thayers, Lucyann Rands, Nicola Awni, Peter Daniel, Colin Deakins, Janet Robins, Syd Welford and Jonathan Lazenby (Clerk). |  |
| 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 the ‘socially distanced’ meeting, and thanked them for attending in the extraordinary circumstances. The Chair advised that he understood legislation was in hand that would relax statutory requirements for future meetings. |  |
| 4 | **Items for Approval:**1. Minutes of Council meeting held 24th February 2020 - These were agreed & accepted. Proposed by Councillor Barnes and seconded by Councillor Morrey.
2. Responses of the planning committee meeting held on 2nd March 2020 - Acceptance was proposed by Councillor Morrey and seconded by Councillor Butler.
3. Finance
	1. Wages & Salaries 2020/21 - It was agreed that the clerk’s salary should be increased by 1 point (c£800) on the NJC range (proposed by Councillor Morrey and seconded by Councillor Barnes), plus an additional point when confirmation received that CILCA qualification achieved (Proposed by Councillor Morrey and seconded by Councillor Butler). It was noted that the NJC pay scales for 2020-2021 had not been received so a further increase for the Clerk and other staff might be due when the revalorised rates were known.
4. Community Council Policies
	1. Freedom of Information Policy to be adopted - Proposed by Councillor Butler and seconded by Councillor Barnes.
	2. Health & Safety Policy to be adopted - Agreed subject to the amendments suggested by Councillor Morrey. Proposed by Councillor Morrey and seconded by Councillor Butler.
5. Renewal / Purchase of ANPR camera on School Lane - It was agreed to extend this on a monthly basis. Proposed by Councillor Morrey and seconded by Councillor Barnes.
6. Capel ed defibrillator - Council considered proposal by Councillor Butler that defibrillator cabinet should be left unlocked. Confirmed Council has insurance. This was seconded by Councillor Morrey and carried unanimously.
7. Emergency delegation of powers - It was agreed that given the COVID-19 situation, the Clerk can make decisions in consultation with Chair/Vice-Chair with the financial authority increased to £2,000. Proposed by Councillor Morrey and seconded by Councillor Barnes.
8. Public Conveniences - Keep open pending clerk obtaining PPE within 2 weeks otherwise close. Proposed by Councillor Morrey and seconded by Councillor Barnes.
9. Donation requests - None submitted
 | ClerkClerkClerkClerkClerk |
| 5 | **The following updates were provided in advance by the Clerk:*** **Finance**
	1. Review of Accounts and Cashflow Accounts - accepted. It was agreed to give the Olde Pounde Shop a three-month rental ‘holiday’ if it remained open during the current pandemic. Proposed by Councillor Howells and seconded by Councillor Butler. NB: Clerk to check legal/insurance position and if it is OK to make zero payments, or if a nominal amount is required.
	2. The following payments made since the last meeting were accepted. £

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| Nest (Clerk's Pension) | 47.23 |
| Wages | 39.39 |
| Wages | 265.47 |
| Tod Security | 192.00 |
| One Voice Wales Membership 2020-21 | 371.00 |
| Clerk's expenses | 33.02 |
| Clerk's salary | 926.88 |
| One Voice Wales (Councillors Awni & Robins) | 80.00 |
| Merlin Waste | 150.00 |
| Nest (Clerk's Pension) | 47.23 |
| Goytre Village Hall - Pop-up Post Office rental | 48.00 |
| SSE/SWALEC (Electricity for public conveniences) | 55.86 |
| Beverley & Williams (Q1 payroll).  | 100.80 |
| Beverley & Williams - P60 & HMRC RTI/PAYE submissions.  | 100.19 |

* **Matters Arising from the minutes of 24th February.**
	1. Item 7.5 - Double yellow lines on Newtown Road MCC advised completion had been frustrated by vehicles regularly parked in the gap. However, the contractors have now completed the lines and it appears residents are observing the restrictions.
	2. Item 7.3 - Flooding by the surgery – Clerk has visited the site with MHA who are to unblock the Aco drains (the long slender drains), which are completely blocked. It is hoped this will alleviate the problem – if not additional drainage measures will be considered.
	3. Item 7.7 - Electricity Contract. This has now been placed and will take effect from August.
	4. Item 9.1 - The CCTV system at the public conveniences has now been serviced.
	5. Item 9.2 - Graffiti in the gents’ toilets – the Clerk has now removed this.
	6. Item 9.11 - Melyn Bach Avenue Flats – MHA have advised they are at the very early stages of looking into this site. The future plans are to demolish the existing flats and regenerate the area by building new affordable housing. The mix of properties is yet to be determined and will depend on housing need, grant options, and the results of surveys which are currently being undertaken.
	7. Item 11.3 – Helena Fox has accepted the appointment as Internal Auditor
	8. Item 14 – Lyn Cadwallader, CEO, One Voice Wales has written to Paul Matthews, Chief Executive MCC asking for a fresh review and offering to meet if necessary. This was scheduled for Friday 20th March, although it is not clear whether this took place given the current Covid-19 situation.
* **General Updates**
	1. The impact of the Coronavirus on functioning of local Govt. – recommendations from OVW - Clerk is trying to establish the extent of powers in the likely absence of Council meetings for the foreseeable future, particularly around statutory requirements (e.g. Annual Meetings / internal & external audits etc)
	2. Biodiversity – the Butterfly starter pack has been ordered
	3. MUGA - MCC are still awaiting costs from Kampan to enable them to quote for an overall price (including installation). Clerk has chased progress with meetings for other providers for alternative quotes. There has been no response from MCC Estates regarding the lease of the land (or the costs involved).
	4. Network Rail Fence - It was agreed that Councillor Butler would represent the Community Council at this meeting.
	5. Monthly reports – there were no monthly reports.
	6. Communications - Domain name payment £35.99 - Proposed by Councillor Howells and seconded by Councillor Morrey.
	7. Advertising - Usk and Raglan Diary contributions May / June 2020 – no updates provided.
 | Clerk |
|  | **Date of Next Meetings –** To be confirmed in light of the current lockdown situation. |  |

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