CYNGOR CYMUNED

GOETRE FAWR

COMMUNITY COUNCIL

**MINUTES OF THE MEETING HELD BY TELECONFERENCE ON MONDAY 20th JUNE 2022**

**Present**: Community Councillors, Owen Dodd, Jan Butler, Nigel Morrey,   
Peter Daniel, Janet Robins, Morgan Chandler, and following their   
co-option during the meeting, Andy Barnes and Scott Grayland.

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

**Apologies**: None

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|  |  | **ACTION** |
| 1 | **Apologies for Absence**  As above. |  |
| 2 | **Declarations of Interest**  The Chair asked the members present whether they had any declarations of ‘interest’ to make, which includes previous declarations already made. No interests were forthcoming. The Chair reminded members that they should notify the meeting of any additional interests which became apparent during the progress of the meeting. | All / Clerk |
| 3 | **Chairman’s Remarks**  The Chair welcomed everyone to the meeting, in particular Mr Andrew Barnes & Mr Scott Grayland who were standing for co-option this evening. |  |
| 4 | **Co-option of additional Councillors and Declaration of Office**  As covered under the Chairman’s remarks above, the following candidates have expressed a wish to be co-opted to the Council and had supplied a copy of their CV, which the Clerk had circulated to the members in advance.   1. Mr Andrew Barnes (a previous member and Vice-chair of the Community Council). Mr Barnes’ co-option to represent Goetre Wharf ward was proposed by Councillor Dodd, seconded by Councillor Morrey and carried unanimously. 2. Mr Scott Grayland’s co-option to represent Goytre ward was proposed by Councillor Dodd, seconded by Councillor Morrey and carried unanimously.   The Chair congratulated both on their successful appointments. As the meeting is being held by teleconference, the Clerk will look to meet with both members, to arrange for the signing of the Declaration of Acceptance of Office, and will countersign / witness as the Proper Officer of the Council. | Clerk |
| 5 | **Approval of minutes of the Annual Statutory meeting held on 16th May 2022** The minutes were proposed as a true and correct record by Councillor Morrey, seconded by Councillor Daniel, and carried unanimously by all those who had been present (Councillor Barnes and Grayland abstained, having not attended the meeting). | Clerk |
| 6 | **Matters Arising**  Item 7 – Appointment of Statutory and /or Standing Committee Members.  It was noted that several appointments remain to be made, and the Clerk confirmed that these were on the agenda of this evening’s meeting. |  |
| 7 | **Approval of minutes of the Council meeting held on 16th May 2022** The minutes were proposed as a true and correct record by Councillor Daniel, seconded by Councillor Morrey and carried unanimously by all those who had been present (Councillor Barnes and Grayland abstained, having not attended the meeting). | Clerk |
| 8 | **Matters Arising**  There were no matters arising. |  |
| 9 | **Maintenance (inc. items reported but not addressed)**  The Clerk confirmed that the following items had been reported and were now awaiting action:   1. The footpath running along the railway line behind Councillor Robins’ house. 2. The footpath between Newtown Road and Longhouse Barn. 3. The overgrown tree in Fairfield has been reported to MCC by a resident. 4. The footpath by the side of the Scout Hut – Clerk to send the confirmatory email from MCC to Councillor Butler to follow up. | Clerk |
| 10 | **Finance**   1. Payments made since the previous meeting   The Clerk confirmed the following payments have been made.   **£**     1. Review of accounts / cashflow The Clerk presented the cashflow as at 31st May, which has previously been circulated to the members.   There was no further comment or observation.   1. Acceptance of the Internal Auditor’s Report for 2021/22 The Clerk referred to the Report which has previously been circulated to members in advance of tonight’s meeting. He was pleased to confirm that there were no issues, but due to the high rate of inflation, the Auditor has recommended that a review of all replacement and rebuilding costs is carried out, to ensure our insurance cover is adequate.  Acceptance of the Report (and its recommendations) was proposed by Councillor Morrey and seconded by Councillor Daniel. The proposal was carried with all members voting in favour, with the exception of Councillors Chandler and Grayland who both abstained, having not been members of the Council during the period in question. 2. Approval of Annual Governance Statement for 2021/22 Prior to the approval of the Annual Governance Statement, the Clerk (in his capacity as RFO), confirmed that no issues had been raised during either the 2019/20 or 2020/21 audits. There was therefore, no requirement to confirm that any previous audit issues had been addressed, together with the relevant action(s) taken.   The Annual Governance Statement has been circulated in advance by the Clerk. Councillors, together with the Clerk, reviewed all boxes 1 to 8 where it was confirmed that each could be ticked as ‘agreed’. Box 9 was marked ‘not applicable’, as no trust funds are held.  Under ‘Other Disclosures’ (s137 expenditure under the LGA 1972), the Clerk confirmed a figure of £675, represented by the following payments:   * Gwent Federation of WI- £75 * Marie-Curie appeal £100 * Wales Air Ambulance Charity £500   Approval of the Annual Governance Statement was proposed by Councillor Butler and seconded by Councillor Robins, with all members voting in favour, with the exception of Councillors Chandler and Grayland who both abstained, having not been members of the Council during the period in question.   1. Approval of the Annual Accounting Statement for 2021/22 The Annual Accounting Statement has been signed by, and previously circulated by the Clerk as RFO. Approval was proposed by Councillor Daniel, seconded by Councillor Barnes, with all members voting in favour, with the exception of Councillors Chandler and Grayland who both abstained, having not been members of the Council during the period in question. 2. Approval and Certification of the Annual Return for 2021/22 In addition to the Annual Return, the Clerk has also previously circulated the required additional documents, namely the Bank Reconciliation and Explanation of Significant Variances for approval. These, together with the main document, make up the Annual Return which now requires formal approval and certification. It was therefore proposed by Councillor Morrey, and seconded by Councillor Barnes that the Chair add his signature to the Approval & Certification section of the Audit return. All members voted in favour, with the exception of Councillors Chandler and Grayland who both abstained, having not been members of the Council during the period in question.  The Clerk will now finalise the papers, to submit to the Auditor General for Wales, no later than 30th June.   (vii) Additional purchases  (a) The Arnold Baker Guide on Local Council Administration (13th edition –   we have the 11th edition), is now available from the SLCC at a member’s  price of £137 plus £4 p&p. The Clerk strongly recommends the purchase   of this authoritative guide. This was then proposed by Councillor   Morrey and seconded by Councillor Robins and carried unanimously.  (b) A lap top conference phone (circa £25 from Amazon). This will allow for   all Councillors to be heard sitting around the meeting table during   hybrid (face to face / teleconference) meetings, e.g. at Llanover Village   Hall. This was proposed by Councillor Dodd, seconded by Councillor Daniel   and carried unanimously. | Clerk  Clerk  Clerk |
| 11 | **Planning** The following applications were considered by the meeting:   1. Pre-order Consultation - Path Diversion - Llan Farm. (This property was the subject of a separate application for a proposed two-storey extension, which was discussed last month). Having considered the application, the members concluded that they had no issues or concerns, and this response was formally proposed by Councillor Morrey, seconded by Councillor Dodd and carried unanimously. 2. 22/21028/FUL Erect a single storey summer house adjacent to existing garage. Ynys Y Bullt, Mountain Road, Upper Llanover, Llanover, NP7 9EP. Councillor Chandler advised that the building was a former Estate Property, which had subsequently been run on a semi-commercial basis. The extension would be sited on an existing concrete base. Visibility from the road would be limited, and there were few neighbours for which the proposal would have a visible impact. The surrounding trees also provided additional screening. As a result, the members concluded that they had no issues or concerns and this response was formally proposed by Councillor Daniel, seconded by Councillor Chandler, and carried unanimously. 3. DM/2022/00745 Change of use to cafe/restaurant/retail for grocery/other produce/alcohol licence and meeting point for future tourism opportunities, etc. The Retreat, Old Abergavenny Road, Llanover, Abergavenny.   This is a former church / chapel which is in the process of renovation. It was noted that MCC had asked for Highways to undertake a traffic survey, and Councillors also had some concerns as to the suitability of the local roads for the potential increase in traffic should the development go ahead. In particular the junction with the A4042 was considered to be poor and the lane to the Chapel itself is narrow. There also appeared to be limited parking at the Chapel. Councillors agreed that the development should be subject to MCC being able to satisfy itself that any issues raised by the traffic survey were appropriately addressed and resolved to their satisfaction. This was proposed by Councillor Barnes and seconded by Councillor Grayland, with all Councillors voting in favour. | Clerk  Clerk  Clerk |
| 12 | **Appointment of Remaining Statutory and Committee positions, including position of Vice Chair.**  The following positions remain to be filled:   1. Audit Committee – 1 position (to join Councillors Butler and Daniel).Councillor Butler advised that, given her other commitments, she would like to stand down from the committee. This created two vacancies to join Councillor Daniel. However, Councillors Barnes and Morrey agreed to stand, and both candidates were proposed by Councillor Dodd and seconded by Councillor Daniel, with their appointment being carried unanimously. A request was made as to whether ex-Councillor Thayers, a previous member of this committee, could be appointed in some capacity to support their work. The Clerk to investigate. 2. Planning Committee Chair – 1 position Councillor Barnes was proposed by Councillor Dodd and seconded by Councillor Morrey, with the appointment being carried unanimously. 3. Monmouthshire / Newport Area Committee - (OVW) – 1 position Councillor Robins was proposed by Councillor Daniel and seconded by Councillor Morrey, with the appointment being carried unanimously. 4. Usk & surrounding Area Committee (MCC - meets infrequently) It was agreed to hold off on this appointment and to re-consider the CC’s involvement if, and when, this committee was reconvened by MCC. 5. Vice Chair - Councillor Barnes was proposed by Councillor Daniel and seconded by Councillor Morrey, with the appointment being carried unanimously. 6. Unity Trust Bank Emergency administrator if Clerk is unavailable for an extended period. Councillor Barnes agreed to continue in this position. | Clerk |
| 13 | **Appointment of Youth Representatives to Council from May 2022 – update and next steps.**  The Clerk advised the meeting that one application has been received from a current A level student in Goytre, Miss Chloe-Marie Tapper. Chloe is known to Councillor Robins, who thought her to be an excellent candidate. On this basis Chloe’s appointment was proposed by Councillor Robins and seconded by Councillor Morrey with all Councillors voting in favour. | Clerk |
| 14 | **Ton Land - Lease update** As previously advised to Councillors by email, the Clerk has obtained a quote for the repair / replacement of some of the fencing, together with the re-hanging of the gate. This amounts to £1340 (inc VAT, c £1120 net), so nearly 4 times the yearly rental. However, three of the original prospective tenants have indicated that they had the means and were happy to undertake any repairs to meet their requirements. The Clerk was not sure if this included the gate, which was not hanging well, although it was fundamentally secure. Allowing a tenant to undertake the necessary repairs seemed a more appropriate way forward to avoid a significant cost to the Council, particularly if the land was subsequently to be used as allotments, where the security of the boundary fence would not be an issue.  Joshua Tree Services have visited the site to undertake some work on an overhanging and dead branch. However, during their inspection, they noted that there was a hole in the root plate of the tree nearest the gate and so it seemed sensible to have it (and the other three trees) inspected for safety.  Dan Sainsbury (from MCC) has carried out an inspection, and although his report is still to be received, it appears that attention to the dead and overhanging branches is all that is needed. Once the report has been received, the Clerk will ask Joshua Tree Services to undertake a formal quote to be agreed at our July meeting. | Clerk |
| 15 | **Community Awards** At the recent Jubilee celebrations, Councillor Dodd was approached, to see if the Community Council had an ‘award’ scheme to recognise residents who had made an exceptional contribution to the Community. This would perhaps be similar to the ‘Going the Extra Goytre Mile’, which saw people recognised during the Covid pandemic. As a result, Councillor Dodd had asked the item to be added to the agenda for it to be considered by all Councillors.  A number of ideas were considered, and questions asked, for example, should the ‘reward’ be financial, or simply ‘recognition’. The ‘Going the Extra Goytre Mile Scheme’ was considered, although Councillor Chandler advised that something equivalent would be needed for Llanover. Suggestions included mentioning people in the Usk Diary, or publicly acknowledging their recognition from an existing organisation (e.g. village hall). Councillor Grayland wondered if we could issue a certificate to recognise their contribution publicly.  Councillor Barnes considered that there were a number of potential pitfalls with any scheme, and thought this was probably something the CC should not be involved in. Councillor Barnes then proposed that the CC should **not** adopt such a scheme, which was seconded by Councillor Robins. Only Councillors Barnes and Robins voted in favour of the proposal, with all other councillors abstaining. As a result, the motion fell.  There were no other motions either for or against such a scheme. |  |
| 16 | **Boundary Changes Update**   1. Llanover Community Council The Clerk has now collected the relevant documents for the Churchyard at St Bartholomew’s. However, the Llanover (now Gobion Fawr) Clerk is to update the register of burials (not done since 1989), and will see if a plan of the graves (currently on disc), can be similarly reviewed which would bring all the records up to date.   The following financial settlement is now proposed (based on an agreed formula with Llanover of 20.7%). Balance at bank £ 4406  Add anticipated Vat refund £513   **£4919**  Less Street lighting charges for 2021/22, say 1185  March cut of St. Bartholomew’s Churchyard 240  Remaining Queen’s Tree canopy expenditure 375  Audit Wales fee for audit of 2020/21 A/Cs, say 300  Dorrells (Payroll fee for 6 months to 5 April) 138  2238  **2681**  This would give a payment to GFCC of £554.97  However, if we exclude the £1185 street lighting payment, which MCC have ‘indicated’ is not required, this leaves a net balance of £3866. Therefore, using the formula above, a net payment of £800.26 would be due to GFCC. Both Clerks are trying to obtain absolute confirmation from Roger Joy at MCC, regarding the street lighting, but so far without success. Clerk to forward email correspondence to Councillor Butler.  The principal of what is being agreed, with a final figure to be confirmed at the earliest possible future meeting of GFCC, was proposed by Councillor Morrey and seconded by Councillor Dodd and carried unanimously.   1. Llanbadoc Community Council **-** The concerns, regarding what Llanbadoc Community Council (LCC) consider to be potential liabilities with the Play Equipment in Little Mill Park, have been previously well documented with Councillors and are covered in the minutes of 16th May.   The key issue is that LCC wish GFCC to contribute a further £2000 for them to agree to take on the lease (although it has been established that this has already happened automatically under the Area Change Regulations).  As previously noted, although LCC believes there has been under-investment in equipment over the years, the Clerk has confirmed what appears to be the purchase of equipment costing £30,748 during 2001/2, and a further £30,491 between 2006/7 and 2007/8.  As a result, Councillors did note feel able to support the request, and a formal ‘decline’ was proposed by Councillor Morrey and seconded by Councillor Daniel. All Councillors voted in favour of this proposal.  However, the Clerk has alerted Councillors to the following two rebates which have been received into our accounts, representing payments from previous years, and therefore partly attributable to the residents of Little Mill.   * Rates on the Public Conveniences £403.80 * VAT refund from last year, of £4882.78   Together, these total £5286.58 and, using the previous calculation based on property transfers (246/1135 x £5286.58), which represent an additional £1145.81 which is due to the residents of Little Mill.  This, when added to the end of year asset transfer figure of £3282.98, would see a total of **£4,428.79** transferred in full and final settlement.  Payment was formally proposed by Councillor Morrey and seconded by Councillor Daniel and carried unanimously. The Clerk to write to the Chair and Clerk of LCC with the proposal. | Clerk  Clerk |
| 17 | **Reports – questions based on previously distributed update.**   * **Goytre Village Hall**    + No report submitted * **Llanover Village Hall**   + No report submitted * **Goytre School Governors** * No report submitted. * **Goytre Community Centre**   + No report submitted * **Other Reports**   + There were no other reports |  |
| 18 | **Donations**   1. Well-Being café – request for £500 for a Fish & Chip Supper It has been confirmed that the supper has now been held, which Councillor Robins said had been a Jubilee event. Councillor Morrey felt that as the lunch had taken place, a donation was inappropriate, as funding had been achieved without GFCC’s support. Councillor Daniel advised that he had a meeting with the café later this week. | Cllr. Daniel |
| 19 | **Communications**   1. Annual Report 2021/22 – There is now a legal requirement for Community Councils to publish an annual report, and to this effect, the Clerk has distributed an outline report for 2021/22. It was agreed that Councillors Dodd and Daniel would review the content, bring up to date where appropriate, and submit the ‘final’ document back to Council for consideration / adoption at its July meeting. 2. Council Plan for 2022/23. Although not a legal duty, the Clerk suggests that we have an annual plan going forward, one for the remainder of this year, and one in readiness for 2023/24. This will also help in the subsequent preparation of the annual report and with budgeting, with the 2023/24 plan to include actions requiring specific financing. This will enable the Clerk to build these into the budget and precept requirements for 2023/24.   It was agreed that, following the feedback they received from their canvassing for the May elections, Councillors Butler and Robins (with the support of other members), will to take the lead in putting together a plan for 2022/23 and 2023/24. A ‘Place Plan’ appeared to find favour with Councillors, and the Clerk will investigate what training is available from OVW to support this. 3. Electricity Contract  The current contract with Opus energy expires in Sept 2023, but we are being offered, via our Energy brokers, the opportunity to enter into a new contract from this date with SSE. The basic price for electricity at 29p per kWh is very attractive. However, the equivalent of the domestic standing charge (the Targeted Charging Review), has sky rocketed, leading to what appears to be an annual cost increase from c£200 to over £1000, although the exact charging structure is unclear.   Clerk to contact Utility Aid to ask for a clearer breakdown of the proposed charges. | Clerk  Clerk |
| 20 | **Advertising** - **Usk and Raglan Diary contributions Sept / Oct 2022.**  The closing dates for contributions will be towards the end of July. | All |
| 21 | **Date of next meeting and close:**  To beMonday 18th July at 19.30.It was proposed that this meeting be held in the meeting room at Llanover Village Hall, at a cost of £8 per hour to hire (total £16). This was proposed by Councillor Dodd and seconded by Councillor Morrey and passed unanimously. | All |

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