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COMMUNITY COUNCIL

**MINUTES OF THE MEETING HELD AT LLANOVER VILLAGE HALL & BY TELECONFERENCE ON MONDAY 16th JANUARY 2023 @ 19.45**

**Present**: Community Councillors, Owen Dodd, Andy Barnes, Janet Robins,   
Peter Daniel, Morgan Chandler and Nigel Morrey.

**Guests** None.

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

**Apologies**: Councillor Jan Butler.

**Absent without Apology:** Councillor Scott Grayland.

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|  |  | **ACTION** |
| 1 | **Apologies for Absence.**  As above. The Clerk advised those present that our Youth Representative, Chloe-Marie Tapper, had decided to stand down from the Council, due to study commitments. The Clerk has written expressing the members’ thanks for her contributions to Council during her time with us. | Clerk |
| 2 | **Declarations of Interest.**  The Chair commenced by asking the members present whether they had any declarations of ‘interest’ to make, which includes previous declarations already made. The Chair reminded members that they should notify the meeting of any additional interests which became apparent during the progress of the meeting. Councillor Barnes re-declared an interest in the MUGA as, depending on its siting, (if the lower section of the park), he was likely to object on the grounds of noise. No further declarations from the members were forthcoming. | All / Clerk |
| 3 | **Chairman’s Remarks.**  Councillor Dodd took the opportunity to welcome everyone to the meeting. |  |
| 4 | **Approval of minutes of the Council meeting held on 12th December 2022.** The minutes were proposed as a true and correct record by Councillor Barnes, seconded by Councillor Daniel, and carried by the three Councillors now present who attended the December meeting. | Clerk |
| 5 | **Matters Arising.**   1. Item 5 (iv) - Footpath between Longhouse Barn and Newtown Road. Councillor Dodd reported that MCC are still claiming the land has not been adopted. However, drainage work was undertaken 2/3 years ago and new fencing was put in place, which suggests a level of ownership by someone. There is now a significant pot hole which is a danger to pedestrians and needs repairing. Clerk to ask Councillor Butler to approach MCC to see what can be done and, if necessary, whether we can work with them to address the problem. 2. Item 6 (i) - The insurance claim for the repair to Llanover Churchyard wall, has now been met in full (less the standard £100 excess limit). A total of £747 has been paid out. The work will cost £847 plus VAT (the VAT will be reclaimed from HMRC). The stone mason has confirmed that the work will be undertaken this Wednesday, 18th January. 3. Item 7 (iii) – The Clerk has twice emailed Merlin Environmental Services Ltd asking for their address, so that he can submit the proposed contract for 2023/24, and is still waiting for a response. If no reply is forthcoming, he will send to their registered address. 4. Item 7 (v) – The Clerk has advised MCC of our precept request and has received an acknowledgement. 5. Item 12 – Public Spaces Protection Order. The responses agreed at the last meeting have been advised to MCC. 6. Item 14 - The additional bulbs ordered have now been received. The Clerk planted 100 over the weekend, and the remainder have been passed to Councillor Robins. | Cllr Butler  Clerk |
| 6 | **Maintenance** (including items previously reported but not yet addressed). Councillor Dodd re-iterated that all maintenance requests should be submitted by using either the ‘Fix My Street’ or ‘My Monmouthshire’ apps. When submitted, he advised that the response from MCC was generally very good.   1. Councillor Dodd had recently reported a large pot hole near the football club (this was a particular hazard to vehicles, as the size and depth is obscured by the recent rainfall). 2. The missing traffic calming pad on Star Road has still not been replaced. It is thought this may be addressed when the new pedestrian crossing is installed (during February half term). Councillors to monitor. | All |
| 7 | **Finance**   1. Payments made since the previous meeting.  **£**      1. Review of accounts / cashflow The Clerk presented the meeting with a copy of the December 2022 cashflow.   It was confirmed that during the Finance meeting held on 10th January, the cashflow balances had been verified to the closing balances in the Unity Trust Bank statements at the end of Oct/Nov/Dec 2022, with Councillor Daniel signing to confirm, in accordance with section 2.2 of the Community Council Financial Regulations (Wales).  There was no further comment or observation.   1. Clerk’s salary Increase (Closed session)  An increase of 5.55% was agreed (using the nationally agreed pay increase as the basis for the award). 2. 2023/ 2024 budget update (if required) The Clerk will review the budget to reflect any knock-on impact on next year’s salary budget, based on this year’s salary increase (agreed under (iii) above), and will present this to the next meeting for formal sign-off. 3. Finance Committee update inc Risk Review from Finance Meeting on 10th January   The **risk assessment** and health and safety reviews from the Finance meeting had been previously distributed to all members by the Clerk, with the following key risk issues being highlighted at this evening’s meeting:  Precept   * 1. Submission – Full Council confirmed precept for 2023/24 at December 2022 meeting. Clerk/RFO has submitted to MCC who have confirmed receipt.   2. Precept Not Paid by Council – The third and final payment of 2022/23 precept was received December 2022, with the next due at the end of April (for 2023/24).   3. Inadequacy - Budget review undertaken by Full Council between Oct & Dec to produce balanced budget for 2023/24. Passed by Full Council in Dec.   Salaries / Wages   1. Wrong Salary Paid - Agreed at Dec 2022 meeting to increase current wage rates to £10.50 per hour from April 2023 (above minimum wage). Updated wage details for cleaners to be forwarded to Beverley & Williams (B&W) for payment from April 2023 onwards. The standing orders for the wages to be updated to reflect 2023/24 salaries. 2. Wrong Rates Applied - Clerk’s salary increase for 2022/23 has now been agreed with reference to the new national rates which have been increased by a flat £1925 (based on FTE). The new figure (which also takes into account last year’s increase), will need to be backdated to April 2022.   Training of Councillors  Staff / Councillor Training - Training Plan published first week of November (Councillor Grayland's approval for his details to be included, still awaited). Clerk has forwarded the latest course lists from OVW, which are to be discussed on a subsequent agenda item this evening.  Assets   1. Loss / Damage - Insurance to be renewed 2nd February 2023. As suggested by Internal Auditor, all cover to be reviewed due to high inflation, with renewal levels assessed, with professional revaluation if considered appropriate. 2. Asset Register - Review end 2022, especially Building valuations - See later agenda item.   Health & Safety  St Bartholomew’s Graveyard - Clerk / RFO is arranging a headstone safety assessment – Cost £1100 + VAT. Authorised by Full Council – awaiting MCC to confirm inspection date.  Register of Interests  Interests received and recorded with exception of Councillor Grayland.  Code of Conduct  All Councilors attended MCC Conduct training by October 2022.  Community & Town Councils Duty under Section 6 of the Environment Wales Act 2016 (Bio diversity plan).  Plan updated by Clerk & Councillor Robins, approved by Full Council at Nov 2022 meeting and sent to Welsh Government.  The Risk Assessment updates agreed during the Finance meeting were then proposed for acceptance by Councillor Daniel, seconded by Councillor Morrey and carried unanimously.  The **Health & Safety Checklist** update was then provided by the Clerk / RFO, with the key updated as follows:  St Bartholemew’s Graveyard headstone check - Clerk / RFO is arranging a headstone safety assessment – Cost £1100 + VAT. Approval confirmed by Full Council – awaiting MCC to schedule work.  The Health & Safety updates were accepted by the meeting and formally proposed by Councillor Dodd, seconded by Councillor Morgan and carried unanimously.   1. Audit Update (if available)  There has still been no further communication from Wales Audit. Councillor Morrey highlighted this as a concern at last week’s finance meeting, and as a result the Clerk has raised the issue with One Voice Wales. The matter has been added to the agenda for the area meeting this Thursday evening (19th). | Clerk |
| 8 | **Planning.**   1. To accept the response of the planning meeting held on 9th January.to consider the following:  * 22/21648/FUL (BBNPA)- Ty-Eos-Y-Coed, Pen-Groes-Oped Road, Upper Llanover Llanover, NP7 9EL. There were no objections or concerns with the proposal. * 22/21569/FUL (BBNPA) - The Old Dairy, Pant Ys Gawn Farm, Pen-Y-Stair Lane, Goytre, NP4 8RG. Subject to the conditional ‘no objection’ of the National Park Tree Consultant (22-21569-FUL-NPTC3) - tree and hedgerow boundary features, there was no objection to the proposal. * DM/2022/01822 (MCC) – Hall House, Llanover Business Centre, A4042T Llanover to Pencroesoped, Llanover, Abergavenny, Monmouthshire, NP7 9HA. The possible increased traffic volume entering and leaving the site at peak flow times was raised as a concern. It may be appropriate to seek South Wales Trunk Road Agent (SWTRA) comment. Otherwise, there was no objection to the proposal.   Acceptance of the minutes (previously circulated), was proposed by Councillor Daniel and seconded by Councillor Robins and passed unanimously.   1. Planning Committee meetings – review of quorate numbers Unfortunately, the meeting scheduled for Wednesday 14th December was unable to convene, as it was inquorate with only 3 members – a minimum of 4 Councillors are required. The original terms of reference were written when Full Council consisted of 12 members, with a minimum requirement of one third in attendance. With only 8 Councillors, and now a minimum of 3 required for Full Council, the Clerk suggested Councillors may wish to consider preparing a motion to amend the terms for the Planning Committee. This was agreed and a motion is to be prepared for consideration at the next meeting.   For reference, the applications which could not be considered were:   * DM/2022/01331 - Demolition of existing single-storey extension into a two-storey extension. 2 Newtown Road, Penperlleni. * DM/2022/01621. Single storey extension to the side and rear of property, plus a small porch at the front of the property. 1 Rhyd Y Meirch, Llanover. * DM/2022/01668. Conversion of Redundant Agricultural Buildings into residential use with new vehicle access from highway. Llan Farm, Llanvair Road, Goytre.  1. Any other updates / future meetings 2. No further meetings of the committee are currently scheduled. 3. Councillor Barnes believed that a request had been submitted for the large oak tree on private property opposite the school, to be trimmed. No other details were known. 4. Councillor Barnes commented that there were an increasing number of applications for barn and old agricultural buildings being submitted for renovation. The Clerk believed this may be driven by the need for farmers to diversify to bring in additional (rental) income. | Clerk |
| 9 | **Annual Report 2021/22 - update.**  The report has now been reviewed by Councillors Owen and Daniel, and was circulated to all members earlier today. It was agreed that the names of all the Councillors present during the year in question should be included, together with any offices held. In addition, two financial figures are required, which the Clerk will insert. Subject to the inclusion of the above, it was agreed that the document is now ready to publish and this was formally proposed by Councillor Daniel, seconded by Councillor Barnes and carried unanimously. | Clerk |
| 10 | **MUGA – review of plans / options** Councillor Dodd explained that Mike Moran at MCC had shared plans for the MUGA to be sited on both the top and bottom sections of the park. Councillor Morrey argued that we should now progress with the siting on the bottom section of the park, as this had been GFCC’s agreed location since the original village-wide consultation in early 2019. At the time it had been favoured by 72% of the residents who responded to the survey and attended the two engagement events. The top section had been rejected on child safety grounds (it was clearly visible from the A4042), it would cause more visible disruption to local residents, and given the space available, it would be too small. Since the original decision was taken, the top section had been planted as a wildflower garden with fruit and pollinating trees. This formed a key element of our Biodiversity commitments, and it would be unacceptable to largely destroy this area with a MUGA.  Councillor Morrey proposed that we now ask Mike Moran to proceed with obtaining a SUDS report, for the bottom location, to see if the site was actually suitable. If it was, then we should follow due process re planning, taking into account any further engagement on the proposal that Councillors may wish to undertake. This was seconded by Councillor Daniel and passed with three Councillors in favour and two abstaining. Councillor Barnes did not take part in the voting. | Clerk |
| 11 | **Insurance Review** During the last internal audit, the auditor suggested that Councillors consider the level of cover, given the recent levels of inflation. Our renewal is due at the beginning of February, and the Clerk advised Councillors of the current levels of insurance (vs last year), as outlined below.    Councillors agreed the following:   1. To renew our insurance at a cost of £1283.12 (last year £1220.65) 2. To request that Linnell’s undertake a revaluation of the Old Pounde Shop and Public Conveniences, and to comment on whether we should insure the hedgerows of Ton Land. Linnell’s fees in 2019 were £400.   The actions above were proposed by Councillor Barnes, seconded by Councillor Robins and carried unanimously. | Clerk |
| 12 | **Training January / February 2023 – Councillors to commit to attendance to specific training as part of the Council’s Training Priorities**  In December, the Clerk distributed the OVW training programme for January, February and March 2023, asking Councillors to self-nominate their attendance on relevant courses, to reflect their training needs / interests, and the Community Council’s training priorities.  During the discussion, attendance at the following courses was agreed / confirmed.   * **Councillor Dodd** Will contact the Clerk with details of his course self-nominations. * **Councillor Barnes**   Creating a Community Plan Module 12 on 26/01/23   * **Councillor Butler** Not present – no new self-nominations received to date * **Councillor Robins**   Local Government Finance Module 6 on 24/01/23  Creating a Community Plan Module 12 on 31/01/23  Community Engagement Module 8 on 09/02/23   * **Councillor Daniel** Creating a Community Plan Module 12 on 26/01/23 * **Councillor Morrey** Information Management Module 15 on 11/01/23   Creating a Community Plan Module 12 on 31/01/23  Health & Safety Module 7 on 07/02/23  Introduction to Community Engagement Module 8 on 09/03/23   * **Councillor Chandler** The Council Module 1 on 06/02/23   The Councillor Module 2 on 28/02/23  Local Govt Finance Module 6 date TBC  Equality & Diversity Module 14 date TBC   * **Councillor Grayland**   Not present – no new self-nominations received to date  The Clerk to book the relevant courses with OVW and update the training plan accordingly. | Clerk |
| 13 | **2023/24 Financial year - Meeting dates** **for Full Council** The following dates had been circulated to Councillors in advance of today’s meeting, to enable them to check their availability.  **2023**   * Monday 24th April (already confirmed in the diary) * Monday 22nd May * Monday 19th June * Monday 17th July * Monday 11th Sept * Monday 9th Oct * Monday 13th Nov * Monday 11th Dec   **2024**   * Monday 15th Jan * Monday 19th Feb * Monday 18th Mar * Monday 22nd April   The dates were formally proposed by Councillor Morrey, seconded by Councillor Daniel and carried unanimously. Clerk to insert in the CC’s online diary on the web site and recirculate to all the members. | Clerk |
| 14 | **Village Committees’ Reports – questions based on previously distributed updates**   * **Goytre Village Hall**    + An excellent Christmas and New Year with bookings made up to March.   + Looking for grants to upgrade the gentlemen toilets in the village hall and club.   + Food hall and welcome café going really well.   + Looking also to improve Audio sound in the village hall.   + ‘Halls Together’ has now registered as a charity so slowly progressing forward.   + Next meeting is on Tuesday 24th. * **Llanover Village Hall**   + At the meeting on 11th Jan there was a renewed vigour for the upcoming year with a fete returning (Queens Jubilee was in place of the fete in 2022), and a Coronation celebration to plan for.   + The hall has returned to usual bookings, meaning that during term time it is being used every weekday.  The social club and occasional party bookings occupy the time during weekends.   + There are some maintenance issues that need to be looked at for the hall as there are gutters and damp that require addressing.  The Hall needs to seek grants or fundraising so these can be afforded.   + The hearing loop is considered to be outdated as it is not compatible with more modern hearing aids.  Again, funding needs to be sought for this.   + A village fete is due to be held sometime in the summer, probably in July before 21/7 which is the end of the school year.  Sponsorship to be sought.   + The village flower and produce show has been booked for 2/9/2023. Sponsorship to be sought. * **Goytre School Governors**    + No meeting so far due to 2-week closure. Nothing further to report * **Goytre Community Centre**   + No report – meeting tomorrow (17th Jan) * **Other Reports**   + There were no other reports. |  |
| 15 | **Donation requests.**  The Clerk has received an email request for a donation (unspecified amount), from Marie-Curie. However this was not received in time for tonight’s meeting and so will be considered at the February meeting. | Clerk |
| 16 | **Communications.**   1. Wales Air Ambulance have written to thank us for our recent donation. 2. Renewal of our ‘Gold’ subscription for the web site (£29.99) is due for the next 12 months. This allows for viewing without adverts, and is recommended by the Clerk. Renewal was proposed by Councillor Daniel, seconded by Councillor Robins and carried unanimously. | Clerk |
| 17 | **Advertising** - **Usk and Raglan Diary contributions Mar / Apr 2023.**  The closing date for submissions for the Mar/Apr 2023 edition is Friday 27th January. It was agreed that the following items be submitted for inclusion.   1. The list of meeting dates 2. The names of current Councillors 3. The web site address 4. The Clerk’s contact details | Clerk |
| 18 | **Date of next meeting and close.**  The next meeting is to be held on Monday 13th February at **19.45**. The venue to be Llanover Village Hall, and by teleconference via: <https://meet.jit.si/GoetreFawrCommunityCouncil> | All/  Clerk |

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