CYNGOR CYMUNED

GOETRE FAWR

COMMUNITY COUNCIL

**MINUTES OF THE MEETING HELD AT LLANOVER VILLAGE HALL & BY TELECONFERENCE ON MONDAY 15th JULY 2024 @ 19.45**

**Present**: Community Councillors Nigel Morrey, Lewis Carter, Owen Dodd,
Peter Daniel, Janet Robins, and Community / County Councillor Jan Butler.

**Guests** Jane Clarke - MCC Green Corridor Project Officer.

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

**Apologies**: Councillor Andy Barnes

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

|  |  |  |
| --- | --- | --- |
|  |  | **ACTION** |
| 1 | **Apologies for Absence.**As above.  | 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. Councillor Morrey declared a personal interest under item 7(i) below, as, although he has no financial interest, the proposed installer for the Gents’ toilet door is his neighbour, Mr Paul Lewis. The Clerk noted that he is still awaiting the submission of a ‘general’ declaration from Councillor Grayland. No further declarations from the members were forthcoming.  | Clerk |
| 3 | **Chairman’s Remarks.**Councillor Morrey took the opportunity to welcome everyone to the meeting. |  |
| 4 | **MCC Green Corridor Project – Goytre & Llanover Biodiversity Enhancements**At this point Councillors agreed to bring forward the item on the Green Corridor project. This was so that Jane Clarke, Green Infrastructure Project Officer at MCC, who had joined the meeting via teleconference, could answer any questions.The Clerk opened the session by confirming that Jane had previously confirmed the good news that MCC’s funding can cover the proposed sites of Rhyd-y-Meirch in Llanover, Goytre Playing Field & the Newtown Road/Highfield/Fairfield green spaces. The St Bartholomew's Church north side plan is still to be confirmed. MCC’s landscape consultant has now drawn up draft design plans for each of the green spaces. Last week the Clerk met with Jane, Councillor Carter and the Rev Sue Fletcher-Davies, and other Ministry team members at St Bartholomew’s. During the site visit a few minor changes were suggested, which have gone back to the design team. Overall, however, the proposals were well received. In terms of the wider village, Councillor Carter has booked Llanover Village Hall for the 24th July at 5pm, for a face-to-face community engagement on the proposed Rhyd-y-Meirch scheme. The meeting now focused on the Goytre proposals, with Councillors making the following comments and suggestions. It was thought that we should remove the trees proposed for the wildflower area, and this was agreed. The trees in the dog exercise area were queried, but it was agreed this would be a good opportunity to plant some additional trees, and they will have a substantial guard around them to prevent damage. It was also queried whether we had too many oak trees, given their eventual size. It was agreed we should switch to other species of smaller native trees – perhaps rowan (although maybe the berries are poisonous?). It was thought that some Welsh heritage apple/pear/plum trees would be best, with four flowering cherries along the boundary in front of The Haven. The pond shown on the original design will not be included. Councillor Dodd mentioned that the ‘pedestrian area’ needed to be kept open as this was the only route for the grass cutting tractors to reach the bottom field.It was thought that the proposals for the Highfield area (which would limit parking), may meet with resistance from residents. Councillor Dodd felt that we should not close off the parking completely, and should leave some space available. He agreed to hand draw some suggestions on to the original design and send them to Jane. We will also leaflet local residents, so that they have the opportunity to feed back. It is proposed that the CC will have a table/stand at this year’s Goytre Fair in August (date to be confirmed), where the wider plans will be made available for feed back and comment. Although not strictly required, Jane said that the MCC team would welcome GFCC’s sponsorship / approval of the plans, and it was agreed that these could be approved when Council next meets on 9th September, after the summer recess.  | Cllr. DoddAll |
| 5 | **Minutes - Approval of the Minutes of the Meeting held on 17th June 2024.**The minutes were proposed as a true and correct record by Councillor Daniel, seconded by Councillor Carter, and carried unanimously. | Clerk |
| 6 | **Matters Arising from the Minutes of 17th June** 1. Item 6(ii) – The leaves in Llanover have still not been swept. Clerk to chase again.
2. Item 7 (i) – Shaun Pritchard at MCC has now confirmed that the bridge on footpath 18837 does not fall within GFCC’s boundary, but is located within Gobion Fawr CC.
3. Item 7 (ii) – the replacement soap dispenser has been delivered and installed.
4. Item 7 (iii) – Gents’ toilet door – see item (i) under maintenance below.
5. Item 7 (iv) – Footpath to Little Mill – the vegetation has now been cut back.
6. Item 8 (vi) – The Annual Return was sent to Wales Audit on 21st June, and safe receipt confirmed.

(vii) Item 9 (ii) – A4042 crossing – It has been advised that the new crossing is  planned for construction in early 20251. Item 15 – Llanover bus stop / St Bartholomew’s bench and gates – these have all been painted and the repair of the bus stop soffit completed.
2. Item 16 – Olde Pounde Shop lighting upgrade – The Clerk has advised Gwenlec Electricals that we wish to upgrade the lighting to LED, and is now awaiting an installation date.
 | Clerk |
| 7 | **Maintenance.** (including items previously reported, but not yet addressed).1. Replacement of gent’s toilet door & purchase of additional CCTV coverage. (as per item 2, Councillor Nigel Morrey declared a personal interest in this item).

As reported previously to Councillors, a few weeks ago, we had problems with youths in the toilets kicking the doors. Subsequently, neither door would shut properly. Thankfully, the ladies’ door is a relatively minor problem, which Paul Lewis (the previous installer) has agreed to fix without cost.  However, the gents’ is more difficult.  It has been kicked so hard / slammed, that it needs re-hanging, as the bottom hinge no longer fits into the hinge slot.  In addition, the front laminate has come away from the door itself, letting moisture in and causing it to swell, which will cause further deterioration over time.  Paul does not believe the door can be repaired to a decent standard and has quoted us £385 for a replacement, re-using the existing fittings. He has matching paint left-over from the previous installation, all of which will save cost. Replacement of the door at the agreed price (without going to tender, utilising Financial Regulations section 11.1(a)(iii)), was proposed by Councillor Dodd, seconded by Councillor Butler and carried unanimously. It was also agreed that the Clerk should submit an insurance claim, which will reduce the net cost to £100 (representing the policy excess).As this is not an isolated incident of vandalism, the Clerk has obtained a quote for the installation of cameras covering the two door entrances. The quote, shown below, also includes an upgrade to the existing camera (which has no night vision). * 2 x 2.8 mm lens 8 mega-pixel 4k static dome camera with a white lighting range of 30 metres (giving a clear colour image at night). The cameras will be installed to cover each toilet door entrance. Cost £715.30 plus VAT
* The existing CCTV, covering the carpark area, to be upgraded with a new 4mm lens 4k camera, with white lighting range of 60 metres, to allow for full night time colour, rather than black and white. Total Cost £314.30 plus VAT.

It was agreed, that steps need to be taken to protect the CC’s property with the installation of the two cameras watching the doors. As the car park is owned by MCC, it was not felt that further monies should be spent on the camera. Available budget to pay for the equipment includes £1000 under sundry maintenance / repairs, or £5000 (utilising some of the playground budget), and £500 for capital items ‘in case of need). It was agreed that the monies should be taken from the sundry maintenance budget with the purchase and installation of just the two door cameras formally proposed by Councillor Butler, seconded by Councillor Morrey, and carried unanimously.The Clerk to ensure that CCTV signage (already in place), is suitably conspicuous, to try and deter any further vandalism. A note will also be placed on Facebook. The Clerk advised that he had approached MCC to see if they would like to pay for the installation of a camera with zoom and infrared capabilities, to cover the proposed new play equipment. However, they have responded advising that this is not something they wish to do. 1. The alleyway between Longhouse Barn and Newtown Road is overgrown and difficult to pass. This pathway is an ‘orphan’ path – with no owner and with no-one wanting to take ownership. Councillor Dodd recommended that the resident who’s raised the issue complete a request on ‘MyMon’ or ‘Fix My Street’ as the best way to prompt action.
 | ClerkClerkClerkClerk / Cllr. Carter |
| 8 | **Finance**1. Payments made since the June meeting

 **£**1. Review of accounts / cashflowThe Clerk presented the meeting with a copy of the June 2024 cashflow.

He confirmed that the cashflow had been verified to the closing balances in the UTB statements at the end of Apr/May/June 2024, during the Finance Committee meeting on 10th July. Councillor Daniel had signed the cashflow to confirm this, in accordance with section 2.2 of the Community Council Financial Regulations (Wales). There was no further comment or observation.1. Finance Committee update inc Risk & Health & Safety reviews from their meeting on 10th July

The following points from the Risk Assessment, discussed at the Finance meeting held on 10th July, were highlighted by the Clerk for the benefit of Full Council.1. Precept

The first payment (£15k) of our 2024/25 precept was received at the end of April. 1. Loss of Income from the Olde Pounde Shop

The tenant has decided to renew the lease from Sept onwards. A new document is being drawn up by our solicitors. They have also provided advice on inserting a break clause, and the frequency of rent review periods. To be discussed in a closed session later in this meeting.1. Legal Powers

As discussed at the ASM, the Community Council no longer meets the eligibility criteria to re-adopt the General Power of Competence. In future will have to rely on specific statutory powers and duties, supplemented by s137 as required, and recorded in the minutes and accounts as appropriate.1. Recovery of VAT payment

The claim for 2023/2024 (£3830.48), was received on 10th April.1. Training of Clerk / Staff

Councillor Carter to attend as soon as possible. The Council’s training plan was last reviewed and updated on 6th June.1. Data Protection

Our ICO registration was renewed on 1st June 2024.1. Proper Records

Minutes and other required paperwork is not signed off by Council Officers in a timely manner. This is no longer an issue and the likelihood has been reduced to 1 and the classification to ‘low’.1. Health & Safety Checklist

Sturdiness of the path handrail at St Bartholomew’s. There is some movement in the handrail. Llangybi Blacksmiths have repaired bottom section. Top section to be completed asap. 1. 2025/2026 Budget – Initial thoughtsThe Clerk will begin the process of setting the 2025/26 budget after the summer recess. He asked that Councillors consider any items/services they wished to deliver in the next financial year, so that appropriate budgetary provision could be included in the proposals for review.
2. Wallgate service contract renewalWallgate have responded following our request that they revisit the quote for our three-year service contract renewal. They have stated that, having reviewed all the likely costs over the next three years, the price already quoted is their most competitive rate. Given the potential financial cost of a major repair, or complete unit replacement, due to lack of maintenance, Councillors concluded that renewal was the most appropriate course of action. Therefore, renewal of the three-year policy, at a price of £864.50 (+ VAT) p.a. was proposed by Councillor Daniel, seconded by Councillor Morrey and carried unanimously.
 | Clerk |
| 9 | **County Council update – County Councillor Jan Butler.**The following updates were provided.1. Councillor Butler now sits on the Transport Forum. Recently, she visited the village with the Active Travel Officer from MCC, looking at the footpaths and dropped kerbs. As a result, MCC have obtained funding to address some of the issues highlighted, although at this stage it is not known where the improvements will be made.
2. Bus route No. 23 is to get an extended timetable from Sept, with an additional two evening services.
3. As a member of the SE Wales Joint Committee, Councillor Butler sits on the Overview and Scrutiny Committee. It is preparing a model of economic investment, although Councillor Butler is not sure what specific areas it will cover. The inaugural meeting is scheduled for 22nd July.
4. Councillor Butler is joining the People Scrutiny Committee. One of their first tasks will be the changes proposed to School Transport. It is likely that this will prompt some lively debate.
5. The Public Services Scrutiny Committee are going to look at the impact of illegal vaping in the County.
 |  |
| 10 | **Community Centre – Current status & matched funding requirements for BBNPA donation.**Councillor Dodd provided the following update.1. Playworks have agreed to run a before and after school club from the school, instead of the Community Centre. The Centre has, therefore, lost its main revenue stream. It is believed that the childcare fees are higher than those charged by GASC, and it will run from 8.00 am, rather than 7.30 am.
2. The Centre Committee is meeting with parents on Wednesday this week, to explain what is happening, and to explore other possible proposals for its use.
3. Playworks will not be running a holiday club, which is likely to cause childcare problems for a number of parents.
4. Councillor Daniel is exploring whether it might be possible to run a holiday club in Little Mill, using the services of someone who already runs a children’s club in the village on a limited basis.
5. Separately, the Clerk is to go into the Centre this Friday to review what CC documents are held, and remove / destroy as necessary.
 | Cllr, Daniel.Clerk. |
| 11 | **Trydani – Charge Place Wales (CPW) – review whether to progress in the village.**Since the presentation at the June meeting, the Clerk has been in touch with Cyrene Dominguez who has provided the following support materials: 1. How to be a Car Club Coordinator (this gives food for thought when deciding whether a Car Club would work in your area and community).
2. A welcome sheet and FAQ.
3. A leaflet to share on social media/through email or newsletters.

Councillor Butler is checking whether we can use the charge point, and one of the parking spaces in the village car park, for the service. Unfortunately, it appears that co-ordinators aren't paid for their time while the Car Club is being built up, which Councillors thought might make the establishment of the scheme an uphill struggle. In addition, due to the length of time it takes to train a co-ordinator. (and re-train new ones after the original one has moved on), CPW are reviewing how the role works. In several schemes, members have volunteered to take on some aspects of its operations. However, above all else, CPW need to see a strong demonstration from the community that they want a Car Club. At this stage. Councillors feel that the best way forward is to gauge the (serious) interest from potential users in the Community, and if anyone would be interested in becoming a co-ordinator. We would then go back to Cyrene in September, having assessed whether the scheme is likely to be viable in Goytre. This approach was proposed by Councillor Morrey, seconded by Councillor Butler, and carried unanimously.Clerk to send through the promotional material to Councillor Carter who will prepare a survey via the Council Facebook page. | Clerk |
| 12 | **Goytre Recreation Park**A successful engagement event was held on Friday 5th July, which was supported by a village leafletting to encourage completion of the online survey. In total, 32 residents attended the event, with a number taking the opportunity to complete the survey whilst there. The survey closed at 23.45 on Saturday evening and Councillor Carter confirmed that a total of 287 votes had been cast. The vote 54% vs 46% in favour of the option below (costs provided by MCC).                                                           £* 2 x Arena Goal ends          25,428.00
* Kompan Aldebaran            25,771.00
* Jumper Square                     8,331.00
* Swingo                                 6,870.00
* Trim Trail.                             9,229.00

                                     COST        75,629.00This leaves £4,371 of the s106 monies, to which GFCC has budgeted to add c£5k (so total £9,371 to spend) for the possible purchase of additional items following feedback from the survey.  There was a request for some equipment for the older generations together with some other ‘sundries’. Councillors approved the following:* Disabled picnic table x1    1,306.80
* Bench x 1                           600.00
* Double Pull down station 3,133.60

                                      COST     5,040.40This, therefore, leaves £4330.60 to cover the purchase of a Rider Outdoor Gym Fitness Station.  A price for this has not be confirmed, but Councillors were working on the assumption that £4330.60 will be sufficient if costs are in-line with the other similar equipment.If funds remain after all of the above, Councillors may consider the purchase of a few extras (another picnic table or bench etc), at the September Council meeting.The purchases outlined above (to be undertaken via MCC), were proposed by Councillor Daniel, seconded by Councillor Butler, and carried unanimously.The Clerk to notify MCC first thing tomorrow morning.  | Clerk |
| 13 | **Youth Representative.**Sections 118-121 of the Local Government (Wales) Measure 2011, give Community and Town Councils the power to appoint up to 2 youth representatives (aged 16 to 25). They can join the council to represent the interests of young people who live, work or receive education or training in the area. A few years ago, the Council appointed one such individual. However, they attended only a single meeting before going to University, and subsequently resigned. At this year’s ASM, it was agreed to revisit whether we wanted to appoint another individual(s) under this scheme. It should be noted that a youth representative is not a member of the CC and hence cannot vote, but are there to represent the views of the young people in the area. If we wish to proceed, under s119, we must give public notice of our intention to appoint a community youth representative(s). This section also requires notice to be given to the head teacher of any school, and to the principal and governing body of any institution within the further or higher education sector, falling within the community council’s area. It is unclear if this would include GF Primary, given the age of the children. This process is to ensure that as many individuals as possible who may be eligible for appointment, are aware of our intentions. However, the lack of having a secondary school on our doorstep, (which could provide suitable candidates), was felt to be a distinct disadvantage to having a successful scheme. At this stage, there were no strong feelings amongst Councillors to proceed, and therefore, with all the other activities taking place, the members decided not to make a decision for the time being.  |  |
| 14 | **Trial of Digital mapping Service.**At a recent OVW conference, the Clerk came across a company called Parish-Online.  They have produced an on-line mapping tool, using OS maps, which gives a detailed view of the villages / streets etc of every council in the country.  The maps can be used for a variety of purposes, including identifying which assets Council’s are responsible for, and those that require maintenance etc. Plus, it’s possible to add the Council’s own data, e.g. where defibrillators are located, dog waste bins etc.  Currently, the Community Council does not have a detailed map / plan of the villages / area that we serve, but the tool could provide all this information at a cost of just £125 (plus VAT). per year. There is a free 30-day trial period for us to look and assess if it would be useful. The map can also be made available for residents to view.  If the trial is agreed, the Clerk proposes to take up the offer during the w/c 12th August, so members can vote to keep the service at the Sept meeting (assuming we like it), and that will ensure continuation of service. The trial, as recommended by the Clerk, was proposed by Councillor Morrey, seconded by Councillor Daniel and carried unanimously. | Clerk |
| 15 | **Llanover maintenance & St Bartholomew’s graveyard update**Our solicitors, Everett, Tomlin, Lloyd & Pratt have been instructed to register the graveyard with HMLR, in accordance with the directive from Welsh Government in 2021. The Clerk is meeting with Hugh Candler (previous Clerk to Llanover CC), tomorrow. to explore how the graveyard map can be updated. |  |
| 16 | **Olde Pounde shop – renewal of Lease (closed session)** The detailed discussion is contained within separate ‘closed session’ minutes. However, the summary of the outcome is that it was agreed to renew the lease on similar terms as before, with the renewal proposed by Councillor Morrey, seconded by Councillor Daniel and carried unanimously. | Clerk |
| 17 | **Village Committees’ Reports – questions based on previously distributed updates.*** Goytre Village Hall
	+ No update to report
* Llanover Village Hall
	+ No report submitted
* Goytre School Governors
	+ No update to report
* Goytre Community Centre
	+ There will be no School Club after 18th of July. The school has negotiated with Playworks to provide an after-school service from September. There will be a breakfast available to all children from 8:00 am at a charge of £2.
	+ GASC will leave by 27th July
	+ The Committee are working to redefine the Community Centre to fit its original objectives.
	+ Grant funding is being sought to bring the Community Centre up to an acceptable standard and to make it more user friendly.
	+ There will be engagement activities to find groups, clubs and classes to use the rooms.
	+ Installation of WiFi is considered essential and will allow the Community Council to return to hold its meetings, which contribute to the upkeep of the building through the booking charge.
	+ A proper kitchen is seen as important.
	+ MCC Community Education are seeking tutors and will work with us to re-establish leisure classes.
* Other Reports
	+ There were no other reports
 |  |
| 18 | **Donation requests.** Cerebral Palsy Cymru (CPC) - Unspecified amountBefore considering the donation request, the Clerk thought it appropriate to remind Councillors that this year’s donations budget, (of £1000), has now largely been spent. Plus, additional requests are likely before the end of March next year. However, as in April, the CC received a VAT refund of £989 greater than had been budgeted for, it is possible that Councillors may wish to formally allocate these additional funds to the donations budget line.For information the CC made a donation of £50 to CPC in 2022/23, but declined a request last year due to similar budget pressures. It was recognised that CPC have supported residents in our community, and Councillors felt that, on this occasion, a modest donation of £50 (under s137), was appropriate given the current budget situation. This was proposed by Councillor Butler, seconded by Councillor Daniel and carried unanimously. | Clerk |
| 19 | **Communications**1. Communications Received Openreach – The Council has been approached to help garner support for a full fibre project in the village. Openreach are proposing to build fibre to the premises for over 800 residents served by the Nantyderry exchange. This is being supported by a Government funded voucher scheme. Each eligible property can access up to £4,500. The main stipulation is that once complete, applicants take out a fibre broadband contract with one of the fibre providers on the Openreach network. Residents (who we believe have already received a mailing direct from Openreach), are free to choose any of the providers that use the Openreach network.

Just over 200 homes and businesses are required to sign up to make the scheme viable. As at this evening, forty five (23% of target), had signed up. Openreach are looking to make their target by mid-September. If it’s achieved, on average, the build usually takes around 12 months, (some quicker, some longer). Councillors agreed that this would be a positive development for internet connectivity in the village. However, it was felt that any mention of the scheme should be for ‘information only’, and we should stress that residents check the product is right for them before signing up.This approach was proposed by Councillor Butler, seconded by Councillor Robins and carried unanimously. The Clerk will prepare a short form of words for Councillor Carter to place on the Facebook page.1. GFCC Facebook page – latest posts / responsesThere is nothing to report at present. The only comments relate to Goytre Park, already discussed under item 12.
2. Annual Report

The Clerk has prepared a draft of the Council’s Annual Report for 2023/24 which he has now distributed to Councillors for comment. Councillor Dodd agreed to prepare a foreword for the report, which covers his final year as Chair. The Clerk hopes to have received this, and any other suggestions, by the end of August. This will enable him to prepare the final version for sign-off at our September meeting.  | Cllr. Carter / ClerkCllr. DoddClerk |
| 20 | **Advertising** - **Usk and Raglan Diary contributions September/October 2024.** The closing date for submissions for the September / October edition is this Friday 19th July, and it was agreed to include an update on the park survey. Councillor Carter to provide the Clerk with the same wording that will be used for the FB page.  | Cllr Carter / Clerk |
| 21 | **Change of October meeting date from 7th to 14th.**The Clerk has requested this change of date to provide more time for the Finance Committee to meet and consider its Q3 report, following the September month end. The date change still provides for a four-week gap between our October and November meetings. Councillors agreed, and the change was formally proposed by Councillor Daniel, seconded by Councillor Morrey and carried unanimously. Councillors Dodd and Butler gave their apologies in advance of the meeting, as both will be unavailable on the revised date. | Clerk |
| 22 | **Date of next meeting and close.**The next meeting is to be held on **Monday 9th September** at **19.45,** atLlanover Village Hall, and by teleconference using: <https://meet.jit.si/GoetreFawrCommunityCouncil> | All/Clerk |

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