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COMMUNITY COUNCIL

**MINUTES OF THE MEETING HELD AT LLANOVER VILLAGE HALL & BY TELECONFERENCE ON MONDAY 19th FEBRUARY 2024 @ 19.45**

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

**Guests** None.

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

**Apologies**: Community Councillors Nigel Morrey and Scott Grayland.

**Absent without Apology:** None.

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|  |  | **ACTION** |
| 1 | **Apologies for Absence.**  As above. | Clerk |
| 2 | **Declarations of Interest.**  As the Chair of the Council (Councillor Owen Dodd), was joining remotely, he asked that Councillor Andy Barnes (Vice Chair) preside over the meeting. Councillor Barnes commenced by asking the members present whether they had any declarations of ‘interest’ to make. In doing so he re-declared his own personal interest in the MUGA as, depending on its siting, (if on the lower section of the park), he was likely to object on the grounds of noise. No other declarations were forthcoming. Councillor Barnes then reminded members that they should notify the meeting of any additional interests which become apparent during the progress of the meeting. No further declarations from the members were forthcoming. | All / Clerk |
| 3 | **Chairman’s Remarks.**  Councillor Barnes took the opportunity to welcome everyone to the meeting. |  |
| 4 | **Minute**   1. Approval of the Minutes of the Meeting held on 15th January 2024. The minutes were proposed as a true and correct record by Councillor Daniel, seconded by Councillor Barnes, and carried by all those present, with the exception of Councillor Butler, who was not at the January meeting. 2. Approval of the Minutes of the Closed Session Meeting held on 15th January 2024 The minutes were proposed as a true and correct record by Councillor Barnes, seconded by Councillor Daniel and carried by all those present, again with the exception of Councillor Butler, who was not at the January meeting. | Clerk  Clerk |
| 5 | **Matters Arising.**   1. Item 5 (i) - The Electrical Safety Test Certificate for the Community Centre has now been received and forwarded to their management committee. 2. Item 5 (iii) – Pot holes on Capel Ed Lane. The Clerk confirmed that 8 repair requests were submitted by local residents via the MCC ‘My Mon’ app. 3. Item 5 (vi) – ‘IDrive’ back up system. The Clerk has now received a full refund of our first year’s subscription. He has also received a £60 refund from Vision ICT for the remainder of our annual back-up service with them. 4. Item 7 (iv) – Risk Review - The terms and conditions of our Business Interruption Insurance have been circulated to Councillors. 5. Item 7 (iv) – Risk review – The Councillor allowances for 2023/24 have now been paid, with the exception of Councillor Grayland, who has only just provided his Bank details. His allowance will be paid within the next few days. 6. Item 7 (iv) – Risk review – confirmation of adequate safety supplies / materials, safety guidance / training issues has been received from our two cleaners. 7. Item 8 – Our insurance was renewed with effect from 2nd February. 8. Item 19 (iii) – The CC’s web site ‘Gold status’ has been renewed. |  |
| 6 | **Maintenance.** (including items previously reported, but not yet addressed).   1. Loose stonework on bridge 76 over the canal – The work will now be undertaken over a 24-hour period between 4th and 29th March. 2. The pot holes on Capel Ed Lane have been repaired, but they are still in a poor condition. Councillor Butler to ask if the road can be re-assessed for a full resurface. 3. One of the ‘speed cushions’ is missing from each of the pairs outside Councill Barnes’ house and the chip shop. This is leading to cars using the wrong side of the road to avoid the remaining cushion, which is a danger to oncoming motorists and pedestrians. Councillor Butler to chase as a matter of urgency. | Cllr. Butler |
| 7 | **Finance.**   1. Payments made since the previous meeting.   **£**     1. Review of accounts and cashflow The Clerk presented the meeting with a copy of the January 2024 cashflow.  There were no comments or observations.      1. 2024/2025 budget – latest draft – update as required The Clerk presented the latest version of the 2024/25 budget (Version 7 - January 2024, distributed prior to the meeting), which has been updated with the rent for the OPS.     The remaining items to be decided include:   * Confirmation of the donations budget * Funding for improvements to the recreation park (keep in view, some £1886 is still held on our interest-bearing account, remaining from the Micro-Geography fund donation earlier this year). Therefore, the actual budget deficit for our revenue stream is, in reality, £4409 less £1886 = £2523. * The Clerk has suggested it may be prudent to include some level of income for the graveyard. It was indicated by the previous Llanover Clerk that the income was erratic, and could not be relied upon. However, in the last two years, it has amounted to £2456 and (so far for 2023/24), £2565. At this level it would balance out the revenue stream deficit indicated above. The Clerk suggests therefore that to help balance the books, and present a more realistic picture, it would be sensible to include some level (a conservative figure?) of income of under this budget line.   After discussion the following was agreed:   1. Donations budget: Defer until the March meeting 2. Play Equipment: Defer until the March meeting 3. Graveyard Income: Include at £2500   This was proposed by Councillor Robins, seconded by Councillor Daniel and carried unanimously.  The Clerk has requested an update from Johnathan Wassal (JW) at MCC on the progress of the funding for the park equipment. A response is still awaited. However, in the meantime, JW has forwarded some additional equipment proposals to be considered as part of the s106 engagement. It is unclear whether the previously indicated funding (in addition to the s106 monies), is still potentially on the table.   1. Appointment of Internal Auditors (EH Accountancy Abergavenny) The company have indicated their willingness to act as our internal auditors again for 2023/24. Their fee will be £275 plus VAT (2022/23 - £250 plus VAT). Councillors agreed to their appointment, and this was formally proposed by Councillor Butler, seconded by Councillor Daniel, and carried unanimously. Clerk to send the standard letter of engagement for EHA to sign. 2. Renewal of SLCC Membership A renewal notice has been received for the next 12 months at a cost of £188 (last year £187). Renewal of our membership was approved by Councillors and then formally proposed by Councillor Robins, seconded by Councillor Barnes, and carried unanimously. | Clerk  Clerk  Clerk |
| 8 | **Planning – updates since the last meeting**   1. The application for a permanent mooring of a canal boat for part residential and part A1 and A3 use (as a tuck shop) – application 23/22449/FUL, submitted via (APCBB/BBNPA), and considered by the Planning Committee during January, has now been withdrawn by the applicant. 2. Any other updates There are currently no other updates of outstanding applications waiting to be considered. |  |
| 9 | **Community Engagement – Latest update re Community Plan - Councillors Janet Robins/Jan Butler/Nigel Morrey**.  Councillor Robins advised that, having taken the lead on the engagement, she did not wish to do the same with the Community Plan. However, Councillor Butler, who has attended the OVW module on Community Planning, said that she was happy to pick up the reins on this. She advised that she took extensive notes during the module and would distribute these to everyone in due course. Councillor Butler also confirmed that she will be working with Councillor Carter (plus, potentially, Councillor Morrey), to put a Community Plan together, to present to Council at a meeting in the near future. | Cllrs.  Butler,  Carter,  Morrey |
| 10 | **Council Appointments / Representatives**   1. Representative on Goytre Village Hall committee – Janet Robins. At the end of the last meeting, Councillor Robins volunteered to be the Community Council’s representative on the Goytre Village Hall Committee, until our ASM in May. As the item did not appear on the agenda, this could not be formally approved. However, Council now wished to confirm the appointment. This was formally proposed by Councillor Dodd, seconded by Councillor Barnes, and carried unanimously. 2. Council Finance Committee - Lewis Carter. Councillor Carter has kindly offered to join the Finance Committee, to fill the position made vacant by the resignation of Morgan Chandler. The appointment of Councillor Carter was proposed by Councillor Robins, seconded by Councillor Butler, and carried unanimously. | Clerk  Clerk |
| 11 | **Olde Pounde Shop Rent Review**   1. Rent Review – update. The Clerk confirmed that he had spoken to the tenant who has accepted the new terms, and payment for the revised amount has now been made for both January and February. 2. Asbestos – duty to check for, and assess condition, under the Control of Asbestos Regulations 2012. The full report has now been received. This confirms that the only asbestos detected is in the bitumous coating under the sink / drainer unit, which was previously reported to us verbally.  It is low risk and HSL’s only suggestion was to add a coat of encapsulating paint, to give it some added protection against scraping or flaking.  The unit will, of course, require appropriate disposal if it is ever removed.   In the meantime, the Clerk has identified that encapsulating paint can be obtained for c£100, and has contacted the HSE regarding safety guidance re the application of the paint. It’s unclear if protective clothing or face masks are required, although it would appear prudent to wear something (but then there’s the issue of safe disposal).  HSL Compliance in Hereford don’t believe the encapsulation is worth doing. However, they would undertake the work for us at a cost of £450 plus VAT, although they have indicated that just having a warning sticker will suffice.  Acceptance of the full report, together with HSL’s recommendations to just place a warning sticker on the sink was proposed by Councillor Daniel, seconded by Councillor Barnes, and carried unanimously.  The Clerk reminded everyone that this is a management survey, (to check the building is safe to use on a day-to-day basis), and cannot be relied upon should we ever decide to undertake refurbishment or demolition of the premises.  In these cases, a refurbishment or demolition survey (more invasive) would be required prior to any work being undertaken. | Clerk |
| 12 | **County Council update – County Councillor Jan Butler.**  Councillor Butler provided the following updates.  She has had a very fruitful meeting with Emma Sowery, Inspector, Neighbourhood Support, and has raised a number of issues:   1. The neighbourhood monthly report is not aligned to our post May 2022 Council boundaries. It regularly includes issues on the A472 and in Little Mill – now part of Llanbadoc CC. This is to be addressed with MCC supplying details of the new boundaries. However, the updating by the Neighbourhood Police team may take a while. 2. The lack of CSO presence and the difficulty in getting hold of PC Rhydian Evans (apparently his email address was incorrect - now amended). Councill Butler was pleased to advise that CSO Chris Watkins had attended the Well-being meeting in Goytre Village Hall today, as well as Llanover Village Hall. 3. Councillor Butler reminded everyone that if residents experience issues contacting the police via the 101 number, it is possible to go directly to the Gwent Police site to raise / log an incident. |  |
| 13 | **Severn Wye Energy Agency - advice and help with energy costs - Councillor Daniel**  On Monday 29th January, Councillor Daniel attended the launch of the Severn Wye Energy Agency. This is a partnership with MCC to provide a new advice line and community-based support, to people in Monmouthshire who are struggling to manage their energy usage. The scheme was initially launched in North Wales and has worked very well. The meeting was attended by two representatives from Severn Wye – Sammy Ruthven (CEO), and Kate Lewis, (Community Energy Adviser).  Councillor Daniel advised that they are looking to run two events, one in each of our Village Halls – hopefully in April or May. During the today’s meeting, Councillor Daniel distributed a booklet produced by Severn Wye, providing top energy saving tips. | Cllr. Daniel |
| 14 | **GFCC Facebook page**  To improve the CC’s social media presence, Councillor Lewis has now set up a Facebook page for the Community Council, although he has not yet had the opportunity to undertake a proper launch. As well as our latest activities, he will include photos of all the Councillors. He does not yet have one of Councillor Grayland, and if anyone else would like to provide a new photo, please forward it to Councillor Lewis.  The site will also provide details of our services and the four Council wards, together with the names of their respective Councillors. An updated logo would be a useful addition, as the existing one no longer properly depicts the key features of our area.  Over time it is planned that our regular communications will come from this site, rather than the village Facebook page.  A number of Councillors had already seen the FB page and thought it to be a very useful addition, and agreed it was ready to be formally launched. This was proposed by Councillor Barnes, seconded by Councillor Daniel, and carried unanimously. | Cllr. Carter |
| 15 | **Goytre Public Conveniences – MCC Survey results and installation of sanitary bins**  MCC Environmental Health have recently undertaken a toilet block inspection across the County. All toilets were rated on a scale from ‘excellent’ to ‘poor’. Findings were based on the conditions found at the time of inspection, and are shown below.  As can be seen, the overall condition of the Goytre toilets was rated as good, which is a testament to the job done by our cleaning team.  These results are based on conditions observed at the time of inspection. Specific observations included:   * Minor graffiti on walls of men’s toilet. * No sanitary bins in women’s toilets. * Low-level cleaning required in women’s toilets.   As a consequence, the Clerk is investigating the provision of sanitary bins in all three cubicles (both male and female toilets), and the costs involved. It seems MCC don’t currently have a collection service for their toilet blocks, although Abergavenny Town Council do for their toilets. Our contact at MCC is trying to determine costs and collection frequencies.    MCC have a contract with PHS for managing the sanitary bins in County Hall. They have similarly asked the relevant department for details on what those costs are, as it would seem to make sense to have a single contract.  The Clerk to bring back to the March meeting when frequencies / costs are known. | Clerk |
| 16 | **Goytre Recreation Park.**   1. Sports recreation hub   As requested last month, the Clerk has emailed Mike Moran and Nigel Leaworthy, asking for an update on MCC’s proposed engagement event to discuss the use of the s106 monies in Goytre Park. Councillor Butler has also liaised with the team. The latest quote for a MUGA is c£94k. Mike M advised that £82.5k was held in the capital budget, which (all other things being equal), leaves a deficit of £11.5k (possibly more, as a SUDS survey does not appear to have been included in the £94k). Other equipment options / prices are also being obtained, which can then be put forward as part of the proposed MCC engagement process.   1. Playground equipment update  The Clerk is awaiting an update from Johnathan Wassal at MCC. At the moment it is unclear whether the funding talked about before Christmas is still ‘available’. |  |
| 17 | **Village Committees’ Reports – questions based on previously distributed updates.**   * Goytre Village Hall   + Sarah Fodden has retired from being the Treasurer and Booking Agent. Mrs Alison Hunt has taken over. Bookings are going well.   + CCTV cameras placed in the club and the hall. The Arthur Morris Lounge and hall are only activated if an event in the hall requires access to the club. Otherwise, the cameras are off.   + The free food hall is going very well.   + The wellbeing coffee morning is also well received. * Llanover Village Hall   + No report submitted * Goytre School Governors   + Governor’s meeting held 9/01/2024.   + Aysemetrics programme is going well, enabling teachers to access and update learning skills.   + Discussions taking place with MCC regarding cut backs in finance. Further understanding to be discussed and decided how to progress.   + The number of children attending school remains good, over 94% attending.   + A big thankyou was announced at the meeting for the donation received from GFCC. * Goytre Community Centre   + The Community Centre Committee did not meet in January. However, an energy review was secured and carried out via the APCBB/BBNPA. The report and proposals for energy improvements are awaited. There is a grant of up to £5K available, as well as assistance in securing it. * Other Reports * There are no other reports |  |
| 18 | **Donation requests.**  No donation requests have been received. |  |
| 19 | **Communications**   1. Communications Received  No Communications have been received since the last meeting 2. Adoption of a social media policy. Following last month’s meeting, the Clerk has revisited the original proposed policy. He has amended section 4, so that proposed posts can now be sent to the Chair or Communications Officer for approval, in addition to the Clerk.   The changes were agreed, and as a result, the policy was proposed for formal adoption by Councillor Butler, seconded by Councillor Robins and carried unanimously | Clerk |
| 20 | **Advertising** - **Usk and Raglan Diary contributions May/June 2024.**  The closing date for submissions for the May / June edition will be towards the end of March.  It was agreed that the URL for the new Community Council Facebook page should be published in the next copy of The Diary (Councillor Lewis to forward this to the Clerk). There were no other articles for inclusion at this time. | Cllr. Lewis / Clerk |
| 21 | **Date of next meeting and close.**  The next meeting is to be held on **Monday 18th March at** **19.45**. The venue to be Llanover Village Hall, or by teleconference using: [https://meet.jit.si/GoetreFawrCommunityCouncil](about:blank) | All/  Clerk |

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