

CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL

MINUTES OF THE MEETING HELD AT LITTLE MILL VILLAGE HALL ON MONDAY 11th SEPTEMBER 2017

Present: Community Councillors Roger Howells, Robert French, Owen Dodd, Colin Deakins, Syd Welford, Rose Thayers, Lucyann Rands, Jan Butler, Peter Daniel and Andy Barnes

In Attendance: Clerk – Jonathan Lazenby

Apologies: Councillor Nigel Morrey

Guests: County Councillor Bryan Jones, Mr Lyndon Jones, Ms. Brenda Davies

		ACTION
1	<p>Apologies for Absence In addition to Councillor Morrey who was absent from tonight’s meeting, the Chair also advised that Councillor Ogden had resigned from the council as he was relocating to West Wales. Clerk to advise John Pearson at MCC</p>	Clerk
2	<p>Declarations of Interest The Clerk asked members present whether they had any declarations of interest to make over and above those already recorded (and published on the web site). The Clerk reminded those present that they should also notify the meeting of any additional interests which became apparent during the progress of the meeting</p> <ul style="list-style-type: none"> • Councillor Daniel advised the meeting that he is now on the scrutiny committee of Monmouthshire Housing Association • Councillor Butler advised that she had a personal interest in the item under Planning to review the application from Pleasant Retreat (see suspension of standing orders below and [Planning] agenda item 12.1). 	Clerk Clerk
3	<p>Chairman’s Remarks Chairman, Councillor Dodd welcomed everyone to the meeting including guests Mr Lyndon Jones and Ms Brenda Davies who wished to make representation to the council regarding the Pleasant Retreat Development.</p>	
	<p>Suspension of Standing Orders At this point (7.33 pm), the Chair suspended Standing Orders to enable Mr Jones to address the meeting. Mr Jones stated that he did not feel that the objections from ‘Bryn Teg’ (the property of Councillor Butler) to his recent application to vary the condition of the original planning permission (to change from a gable to a hip roof) were objective. He understood Councillor Butler’s concerns about being overlooked, (by one ‘large’ garage downstairs window and one small upstairs window in the ensuite), but these would be alleviated by the installation of a 1.8m high fence which would shield Bryn Teg from the downstairs window, and the upstairs window would be frosted. He felt Councillor Butler’s objections were personal. Mr Jones advised there would be no impact on Bryn Teg’s light and Councillor Butler confirmed she was content that this would be the case. Detailed drawings of the original and proposed designs were shared with the meeting, and after a further exchange of views, the main meeting recommenced at 7.46 pm with both Mr Jones & Ms Davies deciding to stay until the application was formally discussed under agenda item 12.1</p>	
4	<p>Approval of Minutes of the Previous Meeting held on 17th July 2017 Item 9.1 should read J B Painting & Decorating Item 10 under Goytre Village Hall should read ‘sit on the management committee’ Item 10 under GASC – should read ‘may take a few years’ Proposed by Councillor Butler and seconded by Councillor Welford. Councillor Howells abstained, stating that he had not read the minutes as he felt they were too long.</p>	

5	<p>Matters Arising</p> <ol style="list-style-type: none"> Item 9.1 – The redecoration of the Community Centre has now been completed Item 9.4 – The SIDs units for Little Mill are scheduled to be installed on 14th Sept. The date for the public Safety Task & Finish Group workshop is still awaited – we are likely to be advised towards the end of this month. Item 9.9 – Quantified Tree Risk Assessment – Clerk has advised MCC that the Council felt as J&J’s was still ‘owned’ by them, that MCC should be responsible for the more detailed survey recommended for the tree at the front of the building. Item 10 Reports – Councillor Jones confirmed that the comments at the last meeting regarding the transfer of traffic enforcement to MCC rather than the police was correct. The ‘wardens’ would be employed by MCC, although some back office admin may be pooled with other councils. No timetable has been agreed yet or any potential transfer of budgets to support. Item 10. Reports – Public Conveniences – update on opening hours to be taken under ‘Reports’. Item 14.2 – Councillor contact details now distributed to the members, but a request has been made for a hard copy as some members have been unable to print the electronic version. Item 14.4 – Goytre Community Gardens signage – Councillor Howells advised that the two sites required for the signs were problematical – the existing sign at the top of Newtown Road was not large enough to take additional signage, and there was nowhere to put the sign required by the old post office at the turning to Capel Ed. He is to give the situation further thought to find a solution. Item 15.2 – Clerk has spoken to Andrew Jones at MCC who has confirmed he will advise the CC of any ‘permitted’ commercial developments – this is likely to consist mainly of telecommunication notifications – street cabinets etc. The weed killing in Little Mill has still not taken place and the clerk was asked to ‘chase’. Councillor Jones said he was aware that the planned timetable had not been adhered to and that this had been raised internally within MCC 	<p>Clerk</p> <p>Councillor Howells</p> <p>Clerk</p>
6	<p>Reports</p> <p><u>Monmouthshire County Council</u></p> <ol style="list-style-type: none"> Councillor Jones advised that he had received numerous complaints this week following the reduction of the number of buses transporting children to Caerleon, meaning the buses were now full with year-8 to 11 children. This had meant that 15 year-12 & 13 (sixth form) students had been unable to get on the bus (they do not receive free bus passes but are charged £380 a year). However Councillor Jones expected the situation to be settled very soon. Councillor Deakins commented that he was pleased that Brynhyfryd Close in Little Mill had now been resurfaced <p><u>Little Mill Village Hall</u></p> <ol style="list-style-type: none"> Councillor Deakins advised that the hall committee had asked for a quote to resurface the hall floor and were awaiting notification of the cost. The annual fireworks display will take place as usual, and will be on Sunday 5th November. The committee now have a policy for lost children following last year’s incident where a child was temporarily ‘lost’. <p><u>Goytre Village Hall</u></p> <ol style="list-style-type: none"> The chair of the hall committee had previously provided details of the village hall financial position. It had been proposed that Councillor Ogden would follow up to look at whether CCTV was the most appropriate option. Councillor Dodd said that he would try and follow up with Roger Ogden before he left the area. <p><u>Goytre School Governors</u></p> <ol style="list-style-type: none"> Next meeting is scheduled for 27th November. It was mentioned that some years ago the CC donated a ‘cup’ for a children’s competition at Usk show and it was queried whether this could be re-instated. Councillor Dodd said he would follow this up with Sue Bowker at the school who would hopefully remember the background / details. <p><u>Goytre Community Centre</u></p> <ol style="list-style-type: none"> Councillor Howells advised that the children’s parents were impressed with the redecoration. The boiler is due for service. The clerk is to contact M&M at Caerleon to arrange the service. 	<p>Councillor Dodd</p> <p>Councillor Dodd</p> <p>Clerk</p>

	<p>3. Turnley’s Electricians, who ‘won’ the tender to undertake the electrical testing at both the Community Centre and Public Conveniences back in May, have failed to provide a date for testing despite a telephone and three e-mail chasers. Clerk therefore suggested that the CC award the contract to alternative bidders Gwenlecs (who quoted £300 +VAT vs £250 +VAT from Turnleys). Proposed by Councillor Welford and seconded by Councillor Rands</p> <p><u>Goytre After School Club</u></p> <ol style="list-style-type: none"> 1. The before school club numbers are increasing and the club is thriving due to increased numbers from the new reception class. The after school club is just holding its own. 2. The holiday club has lost a lot of money this year. The holiday club has lost money in each previous year and it is not building up as had been hoped – however the club will run again next year. <p><u>Goytre Scout Hut.</u></p> <ol style="list-style-type: none"> 1. As Mr Roger Ogden has now resigned the CC will need another individual to liaise with the hut committee. Mr Ogden was also the ‘maintenance man’ and chair of the hut committee which is now looking for a replacement. Councillor Howells queried whether the scout hut committee might be able to change its standing orders / constitution to allow someone from the CC to formally sit on the committee. However Councillor Dodd noted that the committee had only just held its AGM. It was agreed to add this issue to next month’s agenda for further consideration. <p><u>Public Conveniences</u></p> <ol style="list-style-type: none"> 1. Clerk has queried whether local residents are being penalised and losing a public service by the earlier closing of the toilets because of some previous inappropriate behaviour and questioned whether opening hours of 8.am to 8pm throughout the year should be trialled. It was agreed that the CC should trial this and Councillor Howells will arrange for a sign to show the new hours. Clerk will advise Sarah of the change. 2. The latest water bill from Dwr Cymru indicates an almost doubling of water usage in the corresponding half year periods over the last two years. Sarah F reports no problems in the toilets but has noticed a small wet patch on an outside wall. Clerk has arranged for an engineer to visit on 14th Sept to check for possible underground leaks between the meter and the building. 3. See also Electrical Testing under Goytre Community Centre above. <p><u>Other Reports</u></p> <ol style="list-style-type: none"> 1. There is a One Voice Wales (OVW) meeting with MCC on 13th with the Usk branch of the Town and Community Council hubs - we believe to discuss the working arrangements with MCC 2. There is a Bryn y Cwm meeting tomorrow at 2pm which Councillor Dodd is hoping to attend 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
7	<p>Council Positions</p> <p><u>Election of new Deputy Chair</u> Councillor Deakins had previously agreed to undertake the role of deputy chair on a temporary basis until a more permanent candidate could be identified – possibly from one of the newly elected councillors. However no volunteers were forthcoming due to other community commitments, or a self -felt lack of council experience. It is possible that Councillor Morrey (having been a councillor previously) may wish to be considered but he was not in attendance at tonight’s meeting. Councillor Deakins agreed to continue in the meantime, so that Councillor Morrey can be approached. Clerk will add to next month’s agenda.</p> <p><u>Process for vacancies</u> As advised, Mr Roger Ogden has resigned from the council. The clerk distributed adverts for the vacancy for approval which were received without further comment. These will be placed on the web site, noticeboards, and also circulated to the parish councils. The closing date for applications will be Friday 6th October.</p>	<p>Clerk</p> <p>Clerk</p>

Finance1. Outcome of External Audit

Clerk confirmed that despite previous indications from auditors BDO, that the CC's accounts for 2016/17 would be 'qualified', the accounts were received without any such qualification. Just the following two observations were made:

- No record of members' interests has been maintained / published (this has already been put in place and so will be available for the 2017/18 audit)
 - The external auditor had not ticked the 'yes' or 'no' boxes in the audit return. Although this format had been replicated in her detailed report, this was not apparently sufficient. This has been noted for 2017/18
- The final auditor's report was presented to the members for acceptance. This was proposed by Councillor Daniel and Seconded by Councillor Barnes

2. Budget Review

Clerk advised that the budget needed to be amended to remove the forecast grant income of £4350 (The Awards for All application for the defibrillators). It was noted that this would be largely offset by the savings on the Clerk's salary, so would not have an overly significant impact on the CC's finances. The amended budget was proposed by Councillor Welford and seconded by Councillor Butler

3. Review of accounts

Clerk confirmed that the VAT refund of £876.43 paid during the 2016-2017 tax year had been reimbursed by HMRC and had been credited to the accounts.

The latest cashflow was presented to the meeting and was received without further comment or observation.

Payments made for August and September:

	£
1. Cariat (3 x defibrillators & cabinets)	4200.00
2. Thomas Waste Management	110.40
3. Cruse Bereavement	100.00
4. Merlin Waste	152.55
5. British Gas (Electricity)	18.29
6. S Fodden	255.00
7. A W Fodden	37.71
8. Signs of Cheshire Ltd (Noticeboard)	930.00
9. British Gas (Electricity)	39.77
10. Wales Audit Office (External audit)	189.00
11. Goytre AFC	3000.00
12. Merlin Waste	101.70
13. Thomas Waste Management	61.20
14. One Voice Wales	90.00
15. J B Painting & Decorating (Goytre Community Centre)	6144.00
16. S Fodden	255.00
17. A W Fodden	37.71
18. J Lazenby (Expenses for July / August)	17.40

4. Risk

- The precept request for 2018/19 is due to be submitted in November. Therefore, Council will need to agree a preliminary budget at its October meeting. Agreement will need to be reached on the likely level of Clerk / RFO's salary for next year.
- Income from Olde Pounds Shop – The committee took into account a verbal request (which would have been taken under correspondence under the next agenda item), made via Councillor Thayers, from Mr Naveed Nawaz (current lessee), who has indicated that he would like to purchase the property from the council. OVW have confirmed that the existing lease does not include a right to buy the property, and the council was in general agreement that they would not wish to 'voluntarily' sell. As an alternative the council understands that Mr Nawaz wishes to build an extension to create additional storage, as the current layout is causing potential Health & Safety issues. Councillor Thayers will approach Mr Nawaz to ask for further information regarding his requirements, so that the council can explore what support it can provide. The Clerk is also to liaise.

Clerk

Clerk

	<ul style="list-style-type: none"> Reserves – current budget indicates that reserves will be broadly in line with the amount of annual precept by the financial year end (as per best practice). Auditor has indicated that this will feature in next year’s audit as there is a concern that councils are holding on to too much money rather than use it for the benefit of residents Training of Councillors – Clerk has chased MCC re provision of Code of conduct training for remaining new councillors. Latest plan is to hold at Caldicot Town Hall sometime next month Public liability when using Goytre Park children’s play equipment – Clerk to confirm liability rests with MCC, but will also check whether CC insurance also covers. Clerk to add children’s play equipment in Goytre Park to Health & Safety Risk assessment and arrange quarterly inspections. Welsh language policy – Council could possibly do more, but this would likely incur significant additional costs. However Clerk is to add Welsh language translation to Council name / his title on letters & emails and the web page to raise profile and ‘promote’ within the community General Data Protection Regulation (GDPR) – Council needs to be compliant with new regulation from 28th May 2018 – Clerk to add to risk assessment sheet so that all council members are aware as we move towards compliance. Will provide regular updates to council members via e-mail and briefings at council meetings to ensure that we are compliant. In the meantime Clerk will send through a leaflet entitled ‘12 steps to take now’ <p>Councillor Howells asked if in future the title could be amended to read ‘Financial Risk’ to make the subject topic clearer and the Clerk agreed to do this</p> <p>5. <u>Donation Policy Review</u> No firm conclusions were reached by the Finance Committee although it considered a number of points which the Clerk advised he would distribute to members separately for their consideration due to time constraints this evening. OVW have also forwarded some guidance which the clerk will add to the suggestions of the Finance Committee for the members to consider</p> <p>6. <u>Clerk’s Remuneration</u></p> <ul style="list-style-type: none"> Update on any conversations with Paul Egan at One Voice Wales – The chair is still to contact. The preliminary budget for 2017/18 needs to be set next month to enable the precept to be submitted to MCC, of which the Clerk’s salary is a significant element. Council will need to consider salary and hours required so this can be built into the budget for 2018/19. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Chair</p> <p>Chair/All</p>
11	<p>Communications</p> <ol style="list-style-type: none"> The Chair is still actively considering whether the CC should have a Facebook page. However, we will need to have a policy as to how we would handle postings similar to the ones made recently on the Goytre Facebook page. Gareth Cuerden has sent an e-mail asking the CC consider replacing one of the rockers in the park, and attached photos showing its poor state of repair. Clerk has made initial enquiries with one supplier and a similar replacement will cost c£1250 including fitting. It was agreed the Clerk should obtain additional quotes but should be allowed to proceed with the purchase subject to a maximum spend as above. Proposed by Councillor French and seconded by Councillor Thayers. The clerk was also requested to contact MCC to see whether they undertook regular inspections of the equipment to check on their condition for safety A company called Abicare have approached the clerk to see if they can place an advert on the Little Mill noticeboard looking for care workers to work in the Little Mill area. A specimen advert was provided for inspection. However this was a standard job advert and it was not thought this was appropriate for the village noticeboard, however laudable its aims. The Clerk will respond to the company accordingly. A verbal request from Mr Naveed Nawaz current lessee of the Olde Pounce Shop who believed that he had a right to buy the premises – item 10 .4 above 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

13	<p>Donations</p> <ol style="list-style-type: none"> Goytre AFC (Update) – The £3000 donation agreed by Council was paid to Goytre AFC during the summer. A letter has subsequently been received from Dave Melmoth (Chairman) thanking the council for its contribution and assuring the council that it will do all it can to encourage and promote youth football within the community, and agreeing to update the council with any progress. Clerk asked all members to monitor any local interest so that the two villages can take advantage of this opportunity. Although the final decision on any donations policy has yet to be taken, the request from Monmouthshire Citizens Advice (MCA) was considered again. As previously stated, MCA state that in the year ended Mar '17 they saw 65 of the community's clients with each 'free' visit costing £40. Clerk advised that support for Citizens advice is one of the statutory powers that the CC holds. A proposal that the CC should donate £100 was made by Councillor Howells and seconded by Councillor French. Letter received from Goytre Beavers, Cubs and Scouts thanking the CC for their donation and advising of their purchases, which had enabled them to have a hugely successful trip to Biblins Youth Camp site at Symonds Yat, and will enable similar trips for many years to come. 	Clerk
14	<p>Advertising</p> <ol style="list-style-type: none"> Councillor Welford had not been advised of the deadline for this month's submissions, but it was suggested that CC should look to include something on the installation of the defibrillators and also use the diary as one of the advertising mediums for the CPR / Defibrillator training when arranged. 	
15	<p>Maintenance</p> <ol style="list-style-type: none"> Replacement Notice Board for Goytre Clerk presented the council with a number of options for the heading on the new noticeboard to include the Cygnor Cymuned (Community Council in Welsh). The meeting agreed the most appropriate wording layout which will be included in the formal order to be submitted shortly. Dog Bins – after an initial hiccup Merlin Waste are now emptying all of the bins, although Clerk will continue to monitor. A request was made to move the bin by the railway line on Newtown Road to make it more visible to dog walkers who don't use the railway crossing. Clerk to explore. Councillor Rands advised that water is running down one of the lanes in Little Mill, rather than the nearby drain. The Chair suggested that taking a photo and sending via the app 'Fix My Street' was probably the most effective way to get this actioned. Councillor French asked if MCC could be approached to install speed strips to test the speed of cars on Newtown Road. Clerk to request. Clerk was asked whether the branches on the tree by the public conveniences were obscuring the CCTV camera. Clerk to investigate and action as required. <p>The meeting closed at 9.53 pm</p>	Clerk Clerk Clerk Clerk
16	Date of Next Meeting - Monday 16th October 2017 at Goytre Community Centre	All

Chairman:

Date: