

GOETRE FAWR COMMUNITY COUNCIL

MINUTES OF THE MEETING HELD AT GOYTRE COMMUNITY CENTRE ON MONDAY 17th JULY 2017

Present: Community Councillors Roger Howells, Robert French, Owen Dodd, Colin Deakins, Syd Welford, Rose Thayers
Formally appointed during the meeting – Councillors Jan Butler, Peter Daniel, Andy Barnes, Nigel Morrey

In Attendance: Clerk – Jonathan Lazenby

Apologies: Councillors Roger Ogden, Lucyann Rands, County Councillor Bryan Jones

Guests:

		ACTION
1	Apologies for Absence	
2	Declarations of Interest The Clerk asked those 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 notify the meeting of any additional interests which became apparent during the progress of the meeting. No additional interests were declared at this point	
3	Chairman's Remarks Chairman, Councillor Dodd welcomed everyone to the meeting. Chair commented on the volume on tonight's agenda so time would need to be managed effectively.	
4	Declaration of acceptance of office – Councillors Butler, Daniel and Barnes duly signed their acceptance of office in front of the Clerk/RFO. The Chair welcomed all three to Goetre Fawr Community Council. Clerk to advise John Pearson, Local Democracy Manager at MCC of the co-option of councillors Butler, Daniel and Barnes	Clerk
5	Co-option of new councillor – The following item was taken in closed session with Mr Morrey leaving the room during the discussion. Mr Nigel Morrey had expressed his interest in becoming a councillor and had forwarded his CV which the clerk had circulated to councillors. His co-option to the council was proposed by Councillor Daniels and seconded by Councillor Thayers. Mr Morrey's co-option was unanimously approved. At this point Mr Morrey re-joined the meeting and signed his acceptance of office in front of the Clerk / RFO. The Chair welcomed Mr Morrey to the Council. Clerk to advise John Pearson, Local Democracy Manager at MCC of Councillor Morrey's co-option	Clerk
6	Approval of Minutes of the Annual Statutory Meeting held on 15th May 2017 1. Under item 14 'Lease for Community Centre' should read 'Papers for the Community Centre'. Proposed by Councillor Deakins and seconded by Councillor Howells	
7	Matters Arising 1. Councillor Dodd had queried whether the position of school governor needed to be appointed each year. Clerk had confirmed that the appointment was for the period of the council and so would not need to be included again until after the next election 2. Councillor Dodd had queried whether the position of Councillor Bryan Jones (as Monmouthshire County Council representative) should also be included. Clerk advised that Councillor Jones effectively attends as a member of the public so does not need to be included in the appointments section. However Clerk advised that although not a requirement, Chair may wish to include as a welcome / courtesy to the nominated county representative. 3. It was agreed that Councillor Barnes would become an additional member of the Finance Committee. Proposed by Councillor Thayers and seconded by Councillor Welford 4. Councillor Deakins had agreed to remain as interim Deputy Chair until Sept. Clerk to add election of a new Deputy Chair to the Sept meeting.	Clerk

8	<p>Approval of Minutes of the Previous Meeting held on 19th June 2017 Item 1 – Chairman’s remarks, third sentence should begin ‘The’, not ‘Their’. Item 4.3 – Final line, remove the word ‘the’ Item 4.4 – MMC should read MCC Item 5 – Goytre Scout Huts – donation should be for purchase of tents not CCTV which should be recorded under Goytre Village Hall Item 13.1 - should read Newtown Road and is in regard to self-seeded trees rather than a hedge Item 13.4 – Chapel Lane should read Capel Ed Lane Proposed by Councillor Welford, Seconded by Councillor French.</p>	
9	<p>Matters Arising</p> <ol style="list-style-type: none"> 1. Item 4.1 – J B Painting & Decorating advised of their successful bid and are due to re-decorate the Community Centre during the last two weeks of August 2. Item 4.3 – Clerk has investigated the cost of replacing the Goytre Village noticeboard with a new 2 x 6A4 unit – to be taken under ‘maintenance’ 3. Item 4.4 – The ‘No Horses’ sign has now been installed on the main park gate 4. Item 4.9 – After challenging decision not to erect pedestrian warning signs on Plough Road MCC traffic department have now agreed to install. MCC traffic manager was to visit site 17/07 to confirm siting. <ul style="list-style-type: none"> - SIDs units for Little Mill have now been ordered. The cost to the council will be £2816.22 (exc VAT). Each unit costs £2657.07 plus £159.15 (exc vat) for a 3 year extended warranty (These are the same purchase terms MCC has taken on its unit). - Safety Task & Finish Group – MCC have advised the task group are likely to meet before the end of July, but it will be different membership due to the election & first meeting will be about briefing the new group. The public workshop is likely to be held towards the end of September. MCC have advised they are very keen on making progress on this. 5. Item 5 - Other Reports – PC Evans has confirmed the crime reports are to be continued. Latest report for May/June now received. Advises community speed-watch team at Little Mill caught 118 vehicles speeding along Berthon Road in May & June, with 88 warning letters sent out to the offending drivers. Site visit also undertaken re cars travelling wrong way down School Lane. Council to provide a turn left arrow road marking as cars exit Folly View Close into School Lane and NO ENTRY road marking at junction with A4042 6. Item 7 – the CC’s External Audit papers were submitted to accountants BDO within agreed timescales. A copy of the submission is available on the web site. E-mail received from BDO 07/07/17 advising GFCC accounts for 2016/17 are to be ‘qualified’ due to: <ul style="list-style-type: none"> - Website does not contain audited statements of accounts from 2013/14 & 2014/15 - The council did not adopt the relevant code of conduct during the 2016/17 financial year Clerk has responded that web-site is being re-built and advising accounts now added and requesting this qualification be removed. However has acknowledged that the Code of Conduct was an oversight, but there was no intention that Councillors should avoid operating under the new regulations in the hope that this may ameliorate any accompanying comments by BDO. We will receive the final accounts / comments by 30th Sept at the latest 7. Monmouthshire Building Society have confirmed that ‘Trustees of’ has now been removed from the title of the Account 8. Item 8.2 – We were unable to proceed with the ‘Total’ contract due to a monthly £20 admin charge through not being able to pay by direct debit. Alternative quote to be discussed under Finance on tonight’s agenda. 9. Item 8.4 – Quantified Tree Risk Assessment – Now undertaken and report received. The Ton Land trees are fine & should be reassessed in 3 years (Clerk to diarise). Have recommended a fully qualified Arboculturalist to assess tree at Jack and Jill’s – they will provide us with names of contacts if we wish to proceed. Council felt that as J&J’s was still ‘owned’ by MCC that they should be responsible for this more detailed survey. Clerk to respond. 10. Item 11.3 – Re-plastering and new gutters – most of re-plastering has now been done – Clerk to chase for one outstanding wall 11. Item 11.6 – Goytre Village hall CCTV - Clerk has written asking for copy of the accounts. These have now been received and proposed donation to be considered under ‘donations’ 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>12. Items 13.1 – 13.4</p> <ul style="list-style-type: none"> - 13.1 & 13.4 – Self-seeded trees along Newtown Road / Walk Lane – MCC checking if currently on their schedule - 13.2 – Weed killing MCC checking if Little Mill is covered under their current weed spraying contract - routine weed treatment is scheduled to begin at the end of June this year. Treatment begins in the south of the county and works northward over two to three weeks with weeds dying back within 3 weeks of treatment. - 13.3 – Blocked drain – MCC advise the Fairfield gully was cleared 3/4 weeks ago but after further investigation it was established that the outlet pipework was damaged. This is currently on the CCTV programme to establish repairs prior to scheduling a fix – estimated this summer 	
10	<p>Reports</p> <p><u>Monmouthshire County Council</u></p> <p>1. In the absence of Councillor Jones, Councillor Welford advised that he had heard that in future parking enforcement was to be managed by MCC rather than the police and asked if we could query if this was indeed the case. Clerk to follow up with Councillor Jones.</p> <p><u>Little Mill Village Hall</u></p> <p>1. The Party in the Park went well with a higher attendance than last year. The barn dance in the evening was also successful. An interest has been expressed regarding the proposals for the 4G mast but nothing will be happening unless a contract is signed.</p> <p><u>Goytre Village Hall</u></p> <p>1. The next meeting will be held tomorrow, 18th July</p> <p>2. Letter has been received inviting the CC to nominate an individual to sit on the Hall management committee. Councillor Dodd was nominated at the Annual Statutory meeting in May – Clerk to advise the Village Hall committee</p> <p><u>Goytre School Governors</u></p> <p>1. A recent meeting looked at the strategic direction of the school due to the new housing developments in the village / area. Folly View will include 65 houses, which if the standard ratios are correct would suggest 40 children under the age of 16, of which half would be of primary school age and school is already at capacity. There will also be the 975 new houses at the Parke Davis site which may impact on the village / school in the short term.</p> <p>2. The school has received another green inspection</p> <p>3. The AGM of the Governors is in Sept</p> <p>4. Staffing is stable, although one TA will be leaving in the summer of her own accord.</p> <p><u>Goytre Community Centre</u></p> <p>1. Items are being moved in readiness for the redecoration. Councillor Howells queried whether the CC boxes / papers could be moved temporarily. A suggestion of using the school was made and Councillor Dodd agreed that he would contact the school as a matter of urgency.</p> <p><u>Goytre After School Club</u></p> <p>1. The club is winding down now, although holiday club bookings are picking up. However it is still likely to lose money and may take a few years before it is profitable. A 24 page document from CSSIW has been received for completion on behalf of the club.</p> <p><u>Goytre Scout Hut.</u></p> <p>1. No further progress – next meeting is due on 4th Sept.</p> <p><u>Public Conveniences</u></p> <p>1. A complaint was received from a resident who had tried to use the toilets but found them locked at 8pm in the evening. Clerk checked with Sarah who advised that she normally closes them between 7.30pm and 8pm in the evening. Due to anti-social and some 'unsavoury' behaviour in the past the police had advised the CC to lock the toilets in the early evening and at dusk in the winter months. However there is no signage to indicate the opening hours. It was suggested that '8am to 8pm or dusk if earlier' may be appropriate wording. Clerk to contact Sarah to check if these hours would be acceptable</p>	<p>Clerk</p> <p>Clerk</p> <p>Councillor Dodd</p> <p>Clerk</p>

	<p><u>Other Reports</u></p> <ol style="list-style-type: none"> 1. Councillor Deakins advised that he had attended a One Voice Wales meeting where there had been a presentation on providing energy advice to vulnerable people called 'Power Up'. If the company are advised of an individual who may need help they will make contact, undertake a survey and make recommendations. They will also support the individual with changing their supplier if they don't feel confident enough to do that on their own. They can also give advice on Water Rates which can be fixed at £298 net. It was suggested that it may be helpful to advertise this service in the Usk Diary – Councillor Deakin to follow up to see if there is a standard press release or standard wording that can be used. 2. The OVW National Conference is on 30th Sept at the Royal Welsh Showground. 3. OVW had also reported on an initiative called 'Charters' which looks at the way meetings between Community Councils and MCC are managed – Paul Egan from OVW is liaising with Paul Matthews from MCC as there is concern that the relationships between the councils do not work well, with MCC tending to dominate. A similar sentiment had featured in two local meetings - North Monmouthshire Liaison Committee - recently attended by the Clerk, and Bryn y Cwm – attended by the Chair. It is likely we will attend the next follow-up meetings of both committees, but at this stage it was not felt that either meeting had provided much value to the workings of the CC. 	Councillor Deakins												
11	<p>Update on Jack & Jill's</p> <ol style="list-style-type: none"> 1. The Chair outlined the background for the benefit of the new councillors. We had thought we were making progress but the cost estimate of £76K we received was for the Community Centre, and not Jack & Jill's. It appeared therefore that we had been talking at cross-purposes. We have now received the estimate for J&J's (£26k) but it is dated 2011, so will clearly be more now due to inflation and another 6 years of 'decay'. Given the slow progress it has now been decided to go directly to Paul Matthews at MCC. Councillor Bryan Jones is supporting this approach but has been asked to be kept in the loop. Councillor Dodd is also to contact County Councillor Sara Jones who has responsibility for Community Asset Transfers (at nominal prices), to see if this could be implemented for J&J's. 													
12	<p>Review of Internal Controls</p> <ol style="list-style-type: none"> 1. Clerk had distributed a paper detailing the current accounting process and internal audit controls, together with the CC's audit and cashflow spreadsheets. The Clerk also made the CC's invoice file available to enable councillors to follow the process end to end and undertake a spot audit as required. The Monmouthshire Building Society passbook was also made available. It was agreed by councillors that the process appeared robust, although references to Monmouthshire Building Society in the explanatory document could perhaps be replaced by 'bank'. Clerk explained that the document related just to the process as is now, and the internal control process would need to be re-considered and re-written in the event that we changed our banking arrangements. Current process confirmed as appropriate - proposed by Councillor Howells and seconded by Councillor Thayers 													
13	<p>Finance</p> <ol style="list-style-type: none"> 1. <u>Review of accounts</u> Clerk confirmed that a request for the refund of £876.43 in VAT paid during the 2016-2017 tax year had been submitted to HMRC <p>The latest cashflow was presented to the meeting and verified to Monmouthshire Building Society passbook for April/May/June by Councillor Thayers who signed a copy of the cashflow and initialled a copy of the relevant passbook entries. The cashflow was received without further comment or observation.</p> <p>Payments to be made this month:</p> <table data-bbox="319 1881 1197 2063"> <thead> <tr> <th></th> <th style="text-align: right;">£</th> </tr> </thead> <tbody> <tr> <td>1. Beverley & Williams Accountants Ltd (for pensions advice)</td> <td style="text-align: right;">96.00</td> </tr> <tr> <td>2. Ocean Business Supplies – supplies for public conveniences</td> <td style="text-align: right;">70.13</td> </tr> <tr> <td>3. Thomas Waste Management</td> <td style="text-align: right;">76.80</td> </tr> <tr> <td>4. Beverley & Williams Accountants Ltd (payroll Apr-June)</td> <td style="text-align: right;">21.60</td> </tr> <tr> <td>5. Merlin Waste</td> <td style="text-align: right;">101.70</td> </tr> </tbody> </table>		£	1. Beverley & Williams Accountants Ltd (for pensions advice)	96.00	2. Ocean Business Supplies – supplies for public conveniences	70.13	3. Thomas Waste Management	76.80	4. Beverley & Williams Accountants Ltd (payroll Apr-June)	21.60	5. Merlin Waste	101.70	
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6. S Fodden	255.00
7. A W Fodden	37.71
8. J Lazenby (expenses for July)	11.70
9. Ocean Business Supplies – supplies for public conveniences	13.92
10. Helena Fox (Internal Audit)	100.00
11. Monmouthshire County Council (No horses gate sign)	69.60

2. Budget Review

The current budget was presented to the meeting with the following suggested amendments

RECEIPTS		Comment
Precept	28500.00	
Rent - Olde Pounce Shop	5400.00	
Rent - Ty Cooke (not due until 2018)	0.00	
Donations/Grants	4350.00	
Interest	50.00	
VAT Refund	900.00	
Other Refunds		
TOTAL INCOME	39200.00	
PAYMENTS		
Clerk	£7,335.00	TBC
Toilet Cleaning Salaries	£3,463.00	3513.00
HMRC	£1,834.00	TBC
Postage/Expenses	£80.00	
Stationery	£120.00	
Hall Fees	£100.00	
Insurance	£1,000.00	
Audit/Professional Fees	£500.00	
Chairman's Honorarium	£425.00	
SLCC / One Voice Wales	500.00	Adjust?
Elections	750.00	Adjust?
Councillor's / Clerk's Expenses	500.00	
Repairs/Renewals	£1,500.00	
Donations	£25,000.00	
S137 Donations		
Community Centre	£10,000.00	
Recreation Parks	£500.00	
Public Conveniences	£1,300.00	
CCTV / Info Commissioner	£200.00	
Waste Collection	£2,150.00	
Graveyards	£2,000.00	
Bus Shelters	500.00	Adjust?
Communications	200.00	
VAT		
TOTAL PAYMENTS	59957.00	

The following adjustments were agreed:

- Postponement on any decision on the Clerk's 'salary' until the Chair had spoken further with One Voice Wales
- Small adjustment on cleaning salaries to take into account holiday pay
- OVW/SLCC/Training budget to be increased to £750 as the annual OVW fee (£300) is paid from this budget line
- Elections budget to be reduced to £250 from £750, (retained in case of requirement for a mid-term election)
- Bus shelters repairs figure to be reduced to £250 -

Clerk

Proposed by Councillor Deakins & seconded by Councillor Butler

3. Risk

Due to the absence of some councillors the Finance Committee meeting

scheduled for this evening has had to be postponed, so there was no update on this item

4. Electricity Contract

Unfortunately we were unable to proceed with the 'Total' contract as this required payment by monthly direct debit if we weren't to incur a £20 administration charge each month. However Utilitywise have identified an alternative (and even cheaper) contract with SSE which we can pay quarterly by cheque with only a 2% surcharge (already included in the figures below), saving over £5 per month

	Standing charge (p/day)	Days	Total	Unit charge / kwh	Usage	Total	Annual Cost	Monthly cost (annual cost / 12)
British Gas								
Current	0.30697	365	112.04	0.13746	877	120.55	232.60	19.38
1 year	0.29298	365	106.94	0.15805	877	138.61	245.55	20.46
2 year	0.31452	365	114.80	0.16967	877	148.80	263.60	21.97
3 year	0.31883	365	116.37	0.172	877	150.84	267.22	22.27
Total								
3 year	0.3	365	109.50	0.143	877	125.41	234.91	19.58
SSE								
3 year	0.21	365	76.65	0.1415	877	124.09	200.75	16.73

It was proposed by Councillor Butler and seconded by Councillor Daniels that we proceed with the SSE contact. Clerk to action.

Clerk

14

Communications

1. Councillor Dodd said that he had recently put a notice on the Goytre Village facebook page advising of an accident on the A4042 which had had 180 views in a short period of time. As a result he had begun to wonder if we should have a social media presence as a means of communicating to residents. It was agreed that he should explore this further and report back to council
2. It was requested whether the Clerk could distribute the contact details of the community councillors amongst the members. Clerk agreed - however the Chair stressed that the details should not be shared outside of the council.
3. Brecon Beacons National Park have commenced a review of Rights of Way / Improving access to the countryside as the existing 10 year plan expires this year. They are endeavouring to contact as many organisations as possible of the Summer & Autumn with further e-mails to follow
4. Goytre Community Garden - Janet Robins has asked if they can have brown signs around the village indicating where the garden is. Councillor Howells explained that he would need to purchase more aluminium to manufacture some additional signs. Council agreed to a spend of max £50 to purchase the additional raw materials. Proposed by Councillor Thayers and seconded by Councillor Morrey.
5. Councillor Butler advised that the Community Garden members have volunteered to take on the planting / maintenance of the flower pots by the park / toilets. Council members were happy with this arrangement, and Councillor Butler to advise the Community Garden members accordingly

Councillor Dodd

Clerk

Councillor Howells

Councillor Butler

15

Planning Applications

1. 17/P/0468/OUT - (Torfaen Council)
PROPOSAL: Residential development of up to 975 dwellings, retention of employment (Use Classes B1, B2 and B8) plus other existing uses and associated parking and servicing, provision of a Primary School, a neighbourhood centre (including a mix of uses - Use Classes A1, A2, A3, B1, C3, D1 and D2) access arrangements from the A4042 and Old Abergavenny Road, landscaping and areas of public open space and other associated infrastructure

	<p>RESPONSE: (via MCC) It was noted that there was minimal detail on the on-line planning site at the moment. Concern was expressed by councillors as to the likely potential impact on the neighbouring local residents and businesses in Monmouthshire and queried whether any impact assessment had been completed in respect of existing local facilities such a Goytre Fawr Primary School. The question was raised as to whether there will be any financial compensation or provision of temporary facilities in Goytre until the new school is built.</p> <p>2. DC/2017/00243 - Installation of 15m telecoms mast & antennas behind Little Mill telephone exchange (approved 29/03/17) – Clerk advised that approval had already been given – MCC advised that masts up to 15m in height only require prior approval (not planning) as they are a permitted development Councillors asked that despite not requiring planning whether the CC could be advised of such developments. Clerk was unsure as potentially the CC could be inundated with low level ‘applications’, but will explore whether perhaps only commercial developments could be notified.</p> <p>3. DC/2017/00478 - Court-Y-Monos Park Y Brain Lane Goytre NP4 0BJ Removal of flat roofs over existing ground floors and replacement with first floor extensions with pitched roofs over. Internal alterations comprising new room layouts. Removal of existing porch RESPONSE: No concerns or issues raised</p> <p>4. DC/2017/00720 - Bedfont Cottage Newton Road Penperlleni Goytre NP4 0AW Variation of condition 2 to replace approved plan '002 Rev 04' with amended plan '002 Rev 05'. (DC/2015/00890) RESPONSE: No concerns or issues raised</p> <p>5. DC/2017/00803 - Brynteg Star Road Penperlleni Monmouthshire NP4 0AJ Replace and enlarge front entrance porch. Councillor Butler advised the meeting of a personal interest in this application which was for her property. (Clerk will add this to the register of interests) RESPONSE: No concerns or issues raised</p> <p>6. DC/2017/00827 - Maesyberyn Penperlleni GOYTRE NP4 0AD Single storey side kitchen extension RESPONSE: No concerns or issues raised</p>	Clerk
	<p>Suspension of Standing Orders At this point in the proceedings (9.30pm) it was proposed that the council suspend standing orders to enable to meeting to continue and clear all the remaining agenda items. This was proposed by Councillor Howells and seconded by Councillor Morrey</p>	
16	<p>Donations</p> <p>1. Defibrillators (update) - The outcome of our second application is still awaited. It was agreed the Clerk could continue with the purchase of the three units plus wall cabinets in the event of a successful application, or if unsuccessful, to progress with Cariad on the basis that payment would be made from CC funds. Proposed by Councillor Howells and seconded by councillor Thayers</p> <p>2. Goytre AFC (Update) - Mike Moran at MCC has advised that so far he has been unable to secure council funding for the stand, either through an advance on S106 monies, potential underspend on another project, or through a loan. To date Clerk has had no formal response to his e-mail outlining the initial CC offer of support of £3k.</p> <p>3. Goytre Village Hall - Have supplied accounts which show reserves of £23,552 as at the end of previous financial year. However have committed to capital spend of some £13.8k. Appear to be looking for full cost of CCTV which they still estimate at c£1500. Clerk has spoken to Councillor Ogden to ask if the Village Hall committee have sought police advice to ascertain if CCTV is the most appropriate solution to their security requirements.</p> <p>4. Cruse Bereavement Care - Have requested a donation. It was proposed to make a donation of £100. Proposed by Councillor Butler and seconded by Councillor Thayers</p> <p>5. Monmouthshire County Citizens Advice - Have advised that in year ended Mar '17 they saw 65 of the community's clients. Although a free service to clients, each 'visit' costs MCCA £40 and they have asked if we can support funding. Meeting felt there was a policy of only supporting local groups and asked whether the Finance Committee could review and make a recommendation at the next meeting. Clerk to action.</p>	Clerk
17	<p>Advertising</p> <p>1. Councillor Welford advised the deadline for September submissions was 27th July. Would look to include some details of the new councillors, the Power Up! initiative and the support for Scout Group and their purchase of new tents</p>	Clerk

