

GOETRE FAWR COMMUNITY COUNCIL

MINUTES OF THE MEETING HELD AT LITTLE MILL VILLAGE HALL ON MONDAY 19th JUNE 2017

Present: Community Councillors Roger Howells, Robert French, Owen Dodd, Colin Deakins, Syd Welford, Rose Thayers, Roger Ogden, Lucyann Rands

In Attendance: Clerk – Jonathan Lazenby

Apologies: None received

Guests: Mrs Jan Butler

		ACTION
1	<p>Chairman's Remarks Chairman, Councillor Dodd welcomed everyone to the meeting and explained the purpose of the timings. The suggested times were not rigid and may need to be adjusted in light of the discussion. The aim was ensure that time for debate was allocated appropriately and that meetings did not over-run.</p>	
2	<p>Declarations of Interest The following declarations were made:</p> <p>Councillor Dodd Goytre Fawr Primary School – as Council appointee to School Governing Body Goytre Community Centre & Goytre Village Hall, both as Council representative on the management committee Goytre Scout Hut as an elected member of the management committee</p> <p>Councillor Deakins Goytre Community Centre and Little Mill Village Hall as Council representative on the management committee</p> <p>Councillor French Goytre Community Centre as Council representative on the management committee</p> <p>Councillor Howells Goytre Community Centre as Council representative on the management committee Goytre After School Club as Trustee and Volunteer and registered person. Councillor Howell's wife is the Club's senior play leader and an employee of the club</p> <p>Councillor Thayers Goytre Community Centre as Council representative on the management committee</p> <p>Councillor Welford Goytre Community Centre as Council representative on the management committee</p> <p>Councillor Rands Goytre Community Centre as Council representative on the management committee</p> <p>Councillor Ogden Goytre Scout and Guide Group Hut Committee as Chairman (elected position) Goytre Village Hall – representative of the Scout Group on the management committee</p> <p>Clerk advised that he would maintain this list which would be used as the basis for declarations for future meetings and would be published on the web site. Notwithstanding this, Councillors should notify the meeting of any additional interests on each future agenda, or if they became apparent during the progress of a debate.</p>	Clerk
3	<p>Approval of Minutes of the Previous Meeting Item 4 on page 993 should read Goytre School Governors Item 17.1 on page 999 should read Newtown Road Proposed by Councillor Ogden. Seconded by Councillor Welford.</p>	

4	<p>Matters Arising</p> <ol style="list-style-type: none"> 1. Item 3.1 – After School Club / Goytre Community Centre redecoration – update to be taken under maintenance 2. Item 3.3 – Tree Roots / Damaged pavement at Public Conveniences – the repair work has now been undertaken 3. Item 3.6 – Councillor Deakins has now identified a village ‘handyman’ who will paint the bus shelter soffits and village noticeboard at a cost of £95 for both. This was proposed by Councillor Deakins and seconded by Councillor Ogden. Clerk mentioned that he had had a provisional quote of c£125 to replace the polycarbonate ‘double glazing’ in the LM noticeboard with toughened safety glass to improve visibility. Clerk will monitor the condition of the polycarbonate and make a further recommendation should there be any further deterioration. The Goytre noticeboard is in a poorer condition. The double glazing has ‘blown’, and some of the wood has begun to rot, and water is ingressing into the cabinet, causing the ink on the notices to run. Overall it does not create a good impression. A replacement is likely to cost c£1500. Council asked the Clerk to investigate further / obtain quotes so that Council can give consideration as to whether the board should be repaired or replaced. 4. Item 3.7 – The Clerk now has a key to the padlock and chain for Goytre park gate. MCC has agreed to put a ‘No Horses’ sign on the gate at a cost of £58 plus VAT. This was proposed by Councillor Welford and seconded by Councillor Ogden. Councillor French flagged that a Dog Show had been organised despite dogs not being allowed in the Park. Councillor Owen advised that the organisers had liaised with and sought permission through MCC for what was a small event. 5. Item 3.8 – Web Site. Councillor Howells advised that he had now amended the redirect delay to 5 seconds, although it still took some time longer, probably due to server delays. The Clerk advised that the web site picture banner has been updated with a picture of the canal (replacing the library picture of what looked like a Scottish Loch / castle!) Clerk also reminded councillors to send in a head and shoulders photo of themselves for the web site. 6. Item 3.9 – Internal Audit. Tabled separately on tonight’s agenda. 7. Item 3.11 – North Monmouthshire Liaison Committee - next meeting scheduled for tomorrow at Llanfair Kilgeddin Village Hall. Clerk, and if other commitments allow, the Chair to attend. 8. Item 6 - Communications. Sarah Storey (Brown Owl) has confirmed safe receipt of the £30 donation to enable Leanne Wood to undertake her Baden-Powell challenge. 9. Item 7.1 – Vehicle Speeding. The date of the next meeting of the MCC Road Safety Task & Finish Group is still awaited. Clerk to ‘chase’. <p>Item 7.2</p> <ul style="list-style-type: none"> - 2 x SIDS units for Little Mill. Phaedra Cleary has advised that they have not been ordered yet as he is still waiting for a quote for the purchase of two units, but has promised to progress. - It is unlikely that the two existing vas units will be relocated onto Berthin Road as this would be considered ‘overkill’. In addition their relocation would require their placement outside residents’ houses – this is likely to lead to complaints due to the flashing of the warning lights through residential windows - Yellow lines at the top of Newtown Road. These have been agreed in principle but will not extend as far as the Village Hall entrance - Speed strips on Plough Road – feedback has confirmed an average speed of 22mph, although some councillors questioned whether the strips had been placed in the correct location to give an accurate representation - MCC have said they will not place additional traffic warning signs, including a pedestrian / children warning sign in a 20 / 30 mph speed limit area as it is expected that drivers will anticipate there may be pedestrians ahead and to drive accordingly. Council asked the clerk to challenge the latter, particularly as there is no footpath. Clerk confirmed that MCC plan to paint 20 mph roundels on the road <ol style="list-style-type: none"> 10. Item 11 – Remuneration - Standing Orders have now been updated and distributed to members. Councillor Howells asked if it would be possible to include just the updated page(s) in any distribution. Clerk to note. 11. Item 12 – Co-option of Councillors. Tabled separately on tonight’s agenda 12. Item 13.2 – Review of accounts. <ul style="list-style-type: none"> - The CCTV and Information budget had been incorporated into the main 	<p>Councillor Deakins</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>Public Conveniences budget. Clerk to reallocate £200 to cover Information Commissioner cost (£35) & c£150 for annual maintenance.</p> <p>- The rent / rates are all allocated to the budget for the relevant premises and so this line can be removed on the cashflow.</p> <p>13. Item 15.1 – Goytre AFC – to be covered under donations Item 15.2 – Defibrillators – to be covered under donations</p>	Clerk
5	<p>Reports</p> <p><u>Monmouthshire County Council</u></p> <p>1. Nothing to report in the absence of Councillor Jones</p> <p><u>Little Mill Village Hall</u></p> <p>1. Councillor Deakins advised that he had attended the meeting to discuss the potential installation of a 4G mast in the village. The company involved (Shared Access) had discussed the possibility of a £30k payment for a 25 year lease and would also pay the legal fees for single pole mast situated in the vicinity of the gated entrance to the field. Councillor Deakins had expressed an interest but was wary of incurring legal fees in case the project didn't proceed. The alternative site would be behind the telephone exchange.</p> <p>2. The 'Picnic in the Park' is going ahead on 1st July at 4pm with a barn dance to follow at 6.30pm. Refreshments will be provided. Admission is free, and is being supported by a National Lottery grant for a community activity which is providing funding for a marquee, food and bouncy castle.</p> <p><u>Goytre Village Hall</u></p> <p>1. There has been no meeting since the last council meeting – the next meeting due 2nd / 3rd week in July. A donation request to support CCTV installation to be taken under donations.</p> <p><u>Goytre School Governors</u></p> <p>1. Numbers are holding up well with a full intake due in September. Councillor Dodd is working with Kathryn Edwards (Chair) on the Jack & Jill's proposals.</p> <p><u>Goytre Community Centre</u></p> <p>1. The decoration quotes, and other sundry works to be taken at the end of the meeting with donations / maintenance.</p> <p><u>Goytre After School Club</u></p> <p>1. Numbers are currently down slightly due to the school Talybont and Gilwern outward-bound weeks.</p> <p><u>Goytre Scout Hut.</u></p> <p>1. Nothing to report. Donation request to support purchase of tents to be taken under donations</p> <p><u>Public Conveniences</u></p> <p>1. Nothing to report</p> <p><u>Other Reports</u></p> <p>1. Councillor Welford raised the point that the Community Council no longer receives the regular crime reports from the police. Council agreed that these were useful and the Clerk is to investigate whether they can be re-instated.</p> <p>2. Councillor Dodd reported on his recent attendance at a Planning Workshop which looked at the change process and achieving more engagement with Community Councils. A few key messages had come out of the meeting:</p> <ul style="list-style-type: none"> • All planning applications should be viewed against the Local Development Plan and any observations or comments tied into the plan where possible. • The planning officer/committee will only consider material issues in their review (although we can mention non-material issues if we need to satisfy local residents) <p>It is possible to challenge something before an application goes before committee, in which case any objection on material grounds will go to full planning.</p>	Clerk

6	<p>Co-Option of New Councillors</p> <p>1. At this point Mrs Butler vacated the room to enable the council to proceed in closed session Following the notification of the vacancies, three 'applications' had been received from local residents. These were:</p> <ul style="list-style-type: none"> • Mr Andy Barnes • Mrs Jan Butler • Mr Peter Daniel <p>The CV's of all the candidates had been previously distributed by the Clerk, and the chair gave a short resume of each.</p> <p>It was proposed to accept all three candidates by Councillor Howells and this was seconded by Councillor Ogden. The vote was carried unanimously.</p> <p>The Clerk will advise Mr Daniel and Mr Barnes by e-mail (Mrs Butler re-joined the meeting to be told of her successful application), and will also undertake the necessary formalities as far as possible prior to the meeting. It was agreed that the minutes of this meeting should be forwarded to the new councillors in advance of their formal declarations to enable them to prepare for the next meeting.</p> <p>It was suggested and agreed that the remaining vacancy would be re-advertised after the summer holiday break.</p>	Clerk
7	<p>2016 / 2017 Audit</p> <p>1. <u>Receive the Internal Auditors report dated 19th May 2017.</u> The report confirmed that where applicable the Community Council had met each of the required 'Tests' (Tests 6 [petty cash] and 11 [Trust Funds]) were not applicable). The following recommendations were also made:</p> <ul style="list-style-type: none"> • The name of the CC's account with the Monmouthshire Building Society should be changed to remove the words 'Trustees of' as the CC does not have any trustees. The clerk has already prepared the necessary papers for signature this evening • The members should undertake a review of the CC's internal financial controls to satisfy themselves as to their effectiveness / suitability. This has already been scheduled for the July meeting <p>Both were proposed by Councillor Ogden and seconded by Councillor French</p> <p>2. <u>Approval of the Annual Governance Statement for 2016-17</u> A number of minor issues were raised last year, namely that:</p> <ul style="list-style-type: none"> • Two of the 'tests' had no commentary • There was no engagement letter between the CC and the internal auditor • The figures on the accounting statement did not balance by £1 • The budget document did not take into account the level of reserves held by the council <p>The Annual Governance Statement (parts 1 & 2) had been distributed in advance by the Clerk. It was agreed that Boxes 1 to 8 of part 1 could be ticked as 'agreed'. Box 9 was not applicable (no trust funds were held), and of part 2, boxes 1 & 2 could be ticked 'agreed'. Box 3 was less clear as the relevant code should have been the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016. Unfortunately this was not adopted in April 2016, and so the Clerk intends to mark this as 'do not agree' which will then be consistent with another part of the audit return. Proposed by Councillor Howells and seconded by Councillor Welford</p> <p>3. <u>Approval of the Annual Accounting Statements for 2016-17</u> The Annual Accounting Statement had been distributed in advance by the Clerk. This was proposed by Councillor French and seconded by Councillor Rands.</p>	

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Review of Accounts / Risk

1. The latest cashflow was presented and received without comment.
2. The Community Council's current Electricity contract with British Gas (BG) for the supply to the Public Conveniences ends on 21st July. Options for 1, 2 & 3 year deals were offered by BG.

In addition the contract detailed in the table below with 'Total' was obtained through Utility Wise.

	Standing charge (p/day)	Days	Sum	Unit charge / kwh	Usage (kwh)	Sum	Annual Cost	Monthly 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

It was agreed that the CC should enter into a new three year contract with Total as outlined in the quote above. This was proposed by Councillor Deakins and seconded by Councillor Welford. Clerk to action.

3. Thomas Waste Management has increased its tipping charges by £1 per tip. This affects the two containers used by the CC, and will see the waste bill increase by £2 a fortnight, so £52 per year. The Clerk is required to sign a new contract on behalf of GFCC. This was proposed by Councillor Howells and seconded by Councillor Rands.
4. The latest risk analysis has identified six trees which require a regular 'Quantified Tree Risk assessment' (QTRA). These include the tree by the Public Conveniences, the tree at the front of Jack and Jill's and four large trees on the Ton land by Ty Cooke. The tree by the toilets was assessed during the pavement repair, but the remaining five should be surveyed. MCC have quoted £132 for the work. This was proposed by Councillor Welford and seconded by Councillor Thayers. Clerk to action
5. Payments to be made this month:

	£
1. S Fodden (May payment)	255.00
2. J Lazenby (May expenses payment)	40.05
3. Thomas Waste Management	79.20
4. Merlin Waste	101.70
5. British Gas (Electricity)	19.81
6. Viking Office Depot	108.45
7. Monmouthshire County Council (Comm Centre Rates)	12.50
8. S Fodden	255.00
9. A W Fodden (Apr – June)	113.13
10. J Lazenby	18.53
11. One Voice Wales	40.00
12. Saron Baptist Church (graveyard maintenance)	500.00
13. 1st Goytre Scout Group (donation)	2740.00

Clerk

Clerk

Clerk

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Communications

1. Following the renewal of our One Voice Wales membership we have been contacted to nominate a councillor (or two) to represent the Community Council at Area meetings. It was agreed that Councillor Deakins would be the council's nominated representative and Councillor Ogden the second nominee (both can attend but there is only one vote per council) Clerk will return the form with the relevant details.
2. Circular letter received from Seafarers UK asking if would like to support 'Fly the Red Ensign for Merchant Navy Day' on 3rd September. This was noted by councillors but no action proposed.
3. Invitation received from Welsh Govt. to attend workshop on radioactive waste management. This was noted by councillors but no action proposed.

Clerk

10	<p>Planning applications</p> <p>The following responses have been sent for two applications which required a response prior to the meeting of council</p> <ul style="list-style-type: none"> • BBNP 17/14888/FUL Lynwood, Park Y Brain Lane, Goytre Demolition of existing attached garage and erection of two storey side extension. Erection of new detached Garage and retention of detached timber shed/outhouse. Response: We have not convened a full council meeting since receipt of the planning application, but following notification by e-mail no individual councillors have made any adverse comments or observations. • MCC DC/2017/00505 Oakdene, Berthon Road, Little Mill, NP4 0HE Existing bungalow remodelled and extended to form a 2 storey dwelling. Existing highway access to be widened complete with new off road parking to front Response: It has been identified that the neighbour on the west side is concerned at a potential lack of privacy from an upstairs window overlooking their property, and would be happy if this window could have "frosted" glass panes. We do not know if they have made a formal response to the planning officer. We also understand the neighbour on the east side is concerned that the second storey will shade his solar panels, but that he would have no objection to a dormer style bungalow development with less height. We believe that this has already been lodged with the planning officer. Two Community councillors queried whether the grey cladding on the front of the development might be out of keeping with adjoining frontages • DC/2017/00653 6 Brynhyfryd Close, Little Mill, NP4 0HS Proposed two storey side extension and single storey rear extension. Construct off street parking bay at front of property with associated works. No concerns or issues were raised by councillors <p>Clerk reminded all councillors that the MCC consultation on the Local Development Plan (adopted 27/02/14) was open until Thursday 13th July. Supplementary guidance had been prepared on:</p> <ul style="list-style-type: none"> • Sustainable Tourism Accommodation • Rural Conversions to a Residential or Tourism use <p>Clerk asked that any comments should be sent to him so he is able to respond on behalf of the council.</p>	Clerk
11	<p>Donations</p> <p>It was agreed that due to the possible sums involved, this item would be considered alongside some 'maintenance' items to enable councillors to see the full (potential) financial impact on the budget before making individual decisions</p> <ol style="list-style-type: none"> 1. Defibrillators: The Awards for All application (AfA) totalling £4350 has been resubmitted. Although we were actively invited to re-submit, the guidance notes suggest that approval rates for 'the same' application are low. However Clerk has substantially re-worked the document to remove any text or statistics previously provided by Cariad, and the outcome is awaited. If we are unsuccessful it is felt that it is likely we would wish to proceed by purchasing from Council funds. If no decision has been received from AfA by the next meeting consideration will be given to providing Clerk with delegated authority to enable us to proceed during the summer 'recess' period. 2. Goytre AC – Mike Moran at MCC is continuing to investigate if the Council can provide the remaining funding required to support the stands project. In the meantime it is assumed that the £3000 offered by GFCC will be required 3. Community Centre redecoration / repairs (Maintenance item) Tenders were invited from five decorating firms. One declined due to the scale of the work involved. The other four companies quoted as below: <ul style="list-style-type: none"> - Company 1: £2280 – 2 painters and one labourer - Company 2: £2500 – 2 painters - Company 3: £5120 (+ VAT) – up to 6 painters to be provided - Company 3: £8144 (resource not quoted but believed to be 3 / 4 painters) <p>Whilst the initial two quotes received appeared attractive, Council was concerned that the scale of the work involved (which needs to be completed during a two week window) may have been underestimated by them. Company 3 (which regularly contracts for school work), and Company 4 had</p>	

	<p>both indicated that the job would require substantial resourcing if the timeline was to be met and avoid the disruption of work continuing into the autumn term. After full debate it was agreed that Company 3 (JB Painting & Decorating Ltd) should be chosen given their experience and ability to resource.</p> <p>In addition the need for additional plastering has been identified prior to the redecoration which Brickcraft have quoted at £200 + VAT. In addition water is continuing to cascade down a wall from one of the gutters, causing an area of damp on an inside wall. Brickcraft have quoted £290 + VAT to install 'deepflo' guttering to cope with the large volume of water</p> <p>The redecoration and repairs expenditure was proposed by Councillor Welford and seconded by Councillor Ogden. Councillor Howells did not vote. Clerk to action all</p> <p>4. Goytre Scout Group: The group is organising a camping event for Beavers, Cubs & Scouts from 7th-9th July and due to a substantial increase in numbers and mix of male / female participants needs to purchase additional tents, sun walls and events shelters. They have requested a donation of £2740 to purchase 4 x tents, 3 x sun walls, 1 x mess tent (quotes from three sources provided). Fund raising activities to support raising the balance will also be held. Knowledge of their financial standing indicates that the total purchase cost cannot be met from Scout funds, but Clerk is to write to request details of their accounts for confirmation purposes. The donation will be met from S137 funding and was proposed by Councillor Howells and seconded by Councillor Thayers. Councillor Dodd did not vote.</p> <p>5. Saron Baptist Church in Goytre has e-mailed the Clerk to request funding to support the maintenance of the church grounds / graveyards. The Clerk will send a cheque for £500 in accordance with the agreed churchyard funding budget for 2017/2018</p> <p>6. Goytre Village Hall has requested a grant towards the cost of installing CCTV to cover the car parks and the outside of the building. No suggested donation figure has been provided. Three quotes have been obtained by the village hall - £1279 + VAT / £980 + VAT / £2500 + VAT. Council asked the Clerk to write to ask for a copy of their latest accounts to enable the council to properly consider their application.</p> <p>7. Gwent Association of Voluntary Organisations (GAVO) Have written asking if we would like to sponsor this year's Volunteering Achievement Awards on 27th October. The item was discussed but no proposal for a donation was forthcoming.</p> <p>It was agreed that in future council would (where applicable), request account details to support any donation applications</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
12	<p>Advertising</p> <p>1. Councillor Welford confirmed the deadline for advertising / articles to be submitted for the August edition was July. .</p>	
13	<p>Maintenance</p> <p>1. Councillor French raised the need to trim back some self-seeded trees along the boundary of the park with Newtown Road - between the park entrance and the entrance to the village hall.</p> <p>2. Councillor Deakins - highlighted that the pavement / kerb weeds in both villages require treatment with weed killer. In addition the hedges in Little Mill park require trimming - the original quote for which was £84 from Mon CC</p> <p>3. Councillor French stated that the drain at the junction of Fairfield and Newtown Road is blocked</p> <p>4. Councillor Ogden said that the hedge along Walk Lane had not been cut for nearly two years. The lane is indicated by a sign post where Longhouse Barn joins Capel Ed Lane. The lane follows behind the houses on Laurel Drive and Stepping Stones and comes out on the A4042</p> <p>The meeting closed at 21.33 pm</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
14	<p>Date of Next Meeting</p> <p>Monday 17th July 2017 at Goytre Community Centre</p>	All

Chairman:

Date: