

LLANVACHES COMMUNITY COUNCIL

Minutes of the Ordinary Meeting of Llanvaches Community Council Held via Webex remote meetings on Tuesday, 26th May 2020 at 7pm

Present

| | |
|--------------------|-------------------------------------|
| Chairman: | Cllr Dan Boulton |
| Councillors: | E Addis, K James, R Mogford, C Wynn |
| Ward Councillor: | R Mogford |
| In Attendance: | Mrs Lucy Allen (Clerk) |
| Public Attendance: | 1 |

3275 APOLOGIES FOR ABSENCE

3276 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None.

3277 MINUTES

Cllr James proposed that the minutes of the ordinary meeting of Council on Tuesday, 18th February 2020 be accepted as a true record. This was seconded by Cllr Boulton and agreed unanimously, the minutes will be signed at the next available meeting once the Covid 19 restrictions are lifted.

3278 MATTERS ARISING FROM MINUTES

None.

3279 FINANCIAL MATTERS

a. Payment of Accounts

| Payee | Description | Cheque Number | Amount |
|------------|-----------------------|----------------|---------|
| L Allen | Clerks Salary – March | Standing Order | £214.94 |
| L Allen | Clerks Salary – April | Standing Order | £214.94 |
| L Allen | Clerks Salary – May | Standing Order | £214.94 |
| Newport CC | Grounds Maintenance | | £279.36 |

The Clerk reported the following invoice received to be included in the list of payments:

| | | | |
|-----------|----------------|--------|---------|
| S Bushell | Internal Audit | 000992 | £130.00 |
|-----------|----------------|--------|---------|

Total **£1,054.18**

Cllr James proposed that the above payments be approved, which was seconded by Cllr Mogford and agreed unanimously.

b. Cash Book and Bank Reconciliation

The adoption and reconciliation of the Community Council's bank accounts for February, March and April 2020 was confirmed.

c. Grounds Maintenance quotation 2020 - 2021

Members considered the quotation received for the Grounds Maintenance contract for 2020 - 2021.

RESOLVED:

To accept the quotation of from Newport City Council to undertake the Grounds Maintenance for the financial year 2020 – 2021 at a cost of £1,308.11 (*LG (Misc Prov) 1976, s19*). Proposed by Cllr James, seconded by Cllr Mogford and agreed unanimously. Members further noted that there was currently one cut owing to the Community Council as only 1 cut had been completed in May.

d. Internal Audit 2019/2020

Members considered the report from the Internal Auditor in respect of the Council's accounts for the year ending 31st March 2020.

RESOLVED:

To accept the Internal Audit report for the year ending 31st March 2020 and to note the following recommendations:

1.1. That where a replacement cheque is issued, it should be recorded and the original cheque no longer shown as unrepresented – *the cash book has been updated to reflect this recommendation;*

1.2. Bank errors affecting the Cash Book balance should be recorded and explained in the Bank Reconciliation – *noted and will be reported in the future.*

1.3. In order to preserve the integrity of the Accounts it is important that the Cash Book balances reconcile with the Bank Statements. These should be regularly checked – *a change in reporting structure will ensure that this is carried out monthly.*

1.4. Cheque 000969 should be written back and the Cash Book should be amended to include the replacement cheque 000991 Cheque 000991 should also be shown as unrepresented at the Year End – *completed.*

1.5. Ensure that monthly backup to hard drive includes all financial data – *noted.*

2.1. In order to maintain the integrity of the payments schedule any changes to the schedule should be initialled by the authorising cheque signatories – *noted.*

2.2. Replacement cheques should be notified to Council, the original cheques should be returned and put on file or stopped at the bank. Replacement cheques should be shown in the cash book - *noted.*

e. Year End Accounts and Annual Return

The meeting received and considered the Year End Accounts and Annual Return for the year ending 31st March 2020.

RESOLVED:

The Year End Accounts and Annual Return for the year ending 31st March 2019 were approved and the Chairman was authorised to sign and date the Annual Return. This will be carried out by email as recommended by Audit Wales during the current Covid 19 restrictions.

f. ANNUAL INSURANCE RENEWAL

To consider the quotations received for the annual insurance in relation to the Community Council.

RESOLVED:

To agree to the quotations received from Hiscox, the Community Councils current provider, and to set up a 3-year binding Long Term Agreement reducing the annual premium to £463.30 (*LGA 1072, s111*).

3280 COUNCIL MANAGEMENT MATTERS

a. Outstanding queries from previous meetings

Members considered the report and noted that the following items could be removed as the issues had been resolved or the work has been completed:

Replacement signage in the play areas – Cllr Boulton to check that this work had been completed;

Newport Matters – to remove this item as it is available via the Newport City Council website.

3281 Ward Member Report

Road Closure – Tabernacle Road will be closed for 3 days from 1st June 2020 to allow for a new utility connection to a property.

3282 PLAYING FIELD MATTERS

a. Fortnightly Inspection Report

Members noted the fortnightly inspection report which had been received prior to the meeting. It was noted that the pedestrian gate into the playing field was not closing properly and that one of the Cherry Trees is leaning and the bark is split and broken.

It was further noted that the footpath bridge into Glebelands field, which is very rotten and dangerous, is being replaced by Newport City Council.

3283 PUBLIC PARTICIPATION

Members discussed a requested received to from a resident to have access in an emergency to the right of way exit from the playing field.

RESOLVED:

Not to grant emergency access to the right of way exit from the playing field at this time.

3284 MATTERS OF LOCAL INTEREST OR CONCERN

None.

3285 CORRESPONDENCE LIST

The meeting received the correspondence list as set out in the schedule emailed to members prior to the meeting.

3286 PLANNING MATTERS

Members noted the following decisions:

Planning Application Number: 19/1076

Address: Red House, Millbrook Lane, Llanvaches

Proposal: Demolition of existing rear extension and erection of part two storey/part single storey rear extension, removal of front conservatory and other alterations.

Decision: Granted with conditions.

3287 FURTHER COMMENTS FOR FUTURE CONSIDERATION

None.

3288 DATE OF NEXT MEETING

The Annual meeting of Llanvaches Community Council will take place on Tuesday, 16th June 2020 at 7.00pm via Cisco Webex.

The meeting closed at 8.00pm

Signed **CHAIRMAN** **Date**.....