

# LLANVACHES COMMUNITY COUNCIL

Draft Minutes of the Ordinary Meeting of Llanvaches Community Council  
Held at Llanvaches Church Hall on  
**Friday, 9<sup>th</sup> June 2017 at 7pm**

## Present

Chairman:- Cllr Kay James  
Newport City Council Representatives:- Cllr Ray Mogford, Cllr William Routley  
Public Attendance:- 1

### **2868 ELECTION OF CHAIRMAN**

Members considered the election of a Chairman.

#### **RESOLVED:-**

That Cllr Kay James be the Chairman for the year 2017 - 2018, proposed by Cllr Mogford, seconded by Cllr Routley and agreed unanimously.

### **2869 INSTALLATION OF CHAIRMAN**

Cllr Kay James signed the Declaration of Acceptance of office of Chairman for the year 2017 - 2018.

### **2870 NOMINATION OF A MEMBER TO ADVISE ON ALL PLANNING MATTERS PUT BEFORE THE COUNCIL**

The meeting considered the ongoing arrangements for commenting on Planning Applications for Llanvaches.

#### **RESOLVED:-**

That all correspondence to be dealt with via the Clerk and emailed out to all Members for comments. Members are reminded that all Planning Applications are determined by Full Council.

### **2871 APOLOGIES FOR ABSENCE**

None.

### **2872 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

None.

### **2873 MINUTES**

Cllr Mogford proposed that the minutes of the Ordinary meeting of Council on Tuesday, 18<sup>th</sup> April 2017 be accepted as a true record. This was seconded by Cllr James and agreed unanimously, the minutes were signed as a true record of the meeting.

### **2874 MATTERS ARISING FROM MINUTES**

#### **2866 - FURTHER COMMENTS FOR FUTURE CONSIDERATION**

Gritting of the main road into the village. This item to be taken up with the City Council in September with the Community Council justifying why extra gritting is required i.e. carer's access into the village and under their terms and conditions what is deemed a reasonable distance to walk, ageing population and school bus access.

**2875 STANDING ORDERS**

The meeting considered the review of the Community Councils Standing Orders.

**RESOLVED:-**

To defer consideration of the Community Councils Standing Orders until after the election of new Members onto the Community Council.

**2876 FINANCIAL REGULATIONS**

The meeting considered the review of the Community Councils Financial Regulations.

**RESOLVED:-**

To defer consideration of the Community Councils Financial Regulations until after the election of new Members onto the Community Council.

**2877 SCHEDULE OF MEETINGS**

The meeting noted the schedule of meetings for the year 2017/2018.

**2878 ANNUAL RISK ASSESSMENT**

The meeting considered the annual risk assessment prepared by the Clerk.

**RESOLVED:-**

To adopt the Annual Risk Assessment which is prepared in line with the Governance and Accountability for Local Councils in Wales - A Practitioners Guide (2011). Members were advised that there will be recommendation within the Internal Audit to ensure that the Council give consideration to preparing detailed procedural documentation for all financial procedures. This is best practice and would provide a start point for new appointees or in the long term absence of the Clerk/RFO. The meeting also commented that it may be worth investigating the possibility of local Clerks working together to cover each other during illness or long term absence.

**2879 FINANCIAL MATTERS**

**a. Repairs to the Community Council Laptop**

The meeting noted that the repairs to the Community Council Laptop totalled £102.00 (*LGA 1972, s111*).

**b. Payment of Accounts**

| <i>Payee</i>     | <i>Description</i>   | <i>Cheque Number</i> | <i>Amount</i>   |
|------------------|----------------------|----------------------|-----------------|
| L Allen          | May Salary           | Standing Order       | £191.77         |
| L Allen          | June Salary          | Standing Order       | £198.68         |
| Newport CC       | Grounds Maintenance  |                      | £279.36         |
| Jane Storey      | Village Green plants |                      | £ 40.00         |
| Andrac Nurseries | Christmas Tree       |                      | £ 85.00         |
| <b>TOTAL</b>     |                      |                      | <b>£ 794.81</b> |

***Payments made under delegated powers***

|                  |                     |  |                |
|------------------|---------------------|--|----------------|
| Curry's PC World | Laptop repairs      |  | £102.00        |
| Newport CC       | Grounds Maintenance |  | £279.36        |
| <b>TOTAL</b>     |                     |  | <b>£381.36</b> |

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

**c. Cash Book and Bank Reconciliation**

The adoption and reconciliation of the Community Council's bank accounts for May 2017 was confirmed.

**d. Internal Auditor**

Members considered the appointment of Ms S Bushell FILCM to carry out the internal audit of Llanvaches Community Council at a cost of £100.00.

**RESOLVED:-**

To accept the quotation from Ms S Bushell FILCM and confirm the appointment as the internal auditor to audit the accounts for the year ending 31st March 2017 at a cost of £100.00 (*Accounts and Audit (Wales) Regulation 2014*).

**e. Membership of One Voice Wales**

Members considered renewal of the membership to One Voice Wales 2015-2016 at an annual cost of £49.

**RESOLVED**

Cllr James proposed that the Community Council renew their membership with One Voice Wales for the financial year 2017-2018 at an annual cost of £49, seconded by Cllr Routley and agreed unanimously (*LGA 1972, s111*).

**f. Community Council Bank Signatories**

The meeting considered the nomination of two members to become signatories on the Community Council's bank accounts.

**RESOLVED:-**

That the authorised signatories in the current mandate be changed to allow Cllr Kay James (an existing signatory) and Cllr Raymond Mogford (new signatory) to become signatories on the Community Council's bank accounts

**2880 COUNCIL MANAGEMENT MATTERS**

**a. Model Code of Conduct**

The meeting considered the adoption of the revised Code of Conduct.

**RESOLVED:-**

To defer the adoption of the revised Code of Conduct until the election of new Councillors to Llanvaches Community Council.

**b. Asset Register**

The meeting considered the asset register detailing all physical assets owned by the Community Council.

**RESOLVED:-**

To accept the asset register detailing all physical assets owned by the Community Council.

**c. Community Council Notice Board**

The meeting considered the ongoing arrangements for placing legal notices on the Community Council notice boards.

**RESOLVED:-**

Cllr James to place the legal notices on the Community Council notice board on the village green.

**2881 PLAYING FIELD MATTERS**

**a. Weekly Inspection Report**

The meeting received the weekly inspection report and were advised that the toddler swings in the playing field had been removed and the swing taped up to ensure that it is not used. It was further noted that the swing needs to be replaced that the Clerk is to obtain quotations to replace.

The meeting was also advised that a resident had been in contact regarding the trees in the football field. The Clerk has agreed to arrange a quotation for the works to be carried out.

**b. Weekly Inspections**

The meeting considered the ongoing arrangements for the weekly inspections of the football field and playing field.

**RESOLVED:-**

Cllr James to carry out the weekly inspections of the football field and playing field in line with insurance requirements.

**2882 PUBLIC PARTICIPATION**

The issue surrounding pot holes was discussed with Ward Cllr Mogford advising that he was able to report these issues directly through a City Council Task Force.

**2883 MATTERS OF LOCAL INTEREST OR CONCERN**

Members noted that an access road had appeared to the rear of a property owned by Newport City Homes onto Llanvaches Lane. The entry is at a very dangerous point in the lane and the meeting agreed to take the matter up with Newport City Council Highways and Planning.

**2884 CORRESPONDENCE LIST**

Members received and considered correspondence set out in the schedule emailed to members prior to the meeting.

**2885 PLANNING MATTERS**

None.

**2886 FURTHER COMMENTS FOR FUTURE CONSIDERATION**

Gritting of the main road into the village.

**2887 DATE OF NEXT MEETING**

The next Ordinary meeting of Llanvaches Community Council will take place on Tuesday, 20<sup>th</sup> June 2017 at 7.00pm in the Church Hall, Llanvaches.

**2888 TO EXCLUDE THE PRESS AND PUBLIC OWING TO THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEM:-**

**2889 ANNUAL INSURANCE RENEWAL**

**2889 ANNUAL INSURANCE RENEWAL**

The meeting considered the confidential report detailing three quotations for insurance in relation to the Community Council, and further considered whether to enter into a three year agreement.

**RESOLVED:-**

To accept the renewal quotation from Hiscox Insurance at a premium of £375.01 for the year commencing 1<sup>st</sup> June 2017 and to enter into a three year Long Term Agreement. Proposed by Cllr Mogford, seconded by Cllr James and agreed unanimously (*LGA1972, s111*).

The meeting closed at 8.10

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