

LLANVACHES COMMUNITY COUNCIL

MINUTES OF MEETING HELD AT LLANVACHES CHURCH HALL **WEDNESDAY 16 September 2014 at 7PM**

Present

Chairman:-	Cllr Liz Williams
Councillors:-	Colin Carlson, Kay James, Penny Lawrence, Lesley Morgan
Ward Councillors:-	Ray Mogford
In attendance:-	Lucy Allen (Clerk)
Public Attendance:-	7

Prior to the commencement of the meeting the Chairman, on behalf of Llanvaches Community Council wished to thank the outgoing Clerk, Mrs Lyn Johnson, for her hard work and commitment given over the years to the Councillors and the Community.

2470 APOLOGIES FOR ABSENCE

Cllr Tony Rex, Cllr Peter Challenger

2471 TO APPROVE CONTRACT OF EMPLOYMENT AND APPOINT CLERK

The Chairman welcomed Mrs Lucy Allen who had accepted the post of Clerk and Responsible Finance Officer to Llanvaches Community Council. The Chairman asked that a formal motion be put. The appointment was proposed by Cllr James and seconded by Cllr Carlson and agreed unanimously. Contracts were signed and exchanged.

2472 CO-OPTION OF COUNCILLOR

The Council, by acclaim, welcomed the co-option of Mrs Penny Lawrence as Councillor. Cllr Lawrence completed the Declaration of Acceptance of Office form before the Proper Officer and joined the meeting.

2473 DECLARATION OF INTERESTS

Cllr Penny Lawrence declared an interest under the Code of Conduct in item under **Matter of Local Interest or Concern " To consider the request from the local events committee to erect a Christmas Tree on the Green and to consider the funding request for the Christmas Tree"** and took no part in discussion of this item.

2474 MINUTES OF COMMUNITY COUNCIL MEETING 16th July 2014

Cllr James proposed that the minutes be accepted as a true record. This was seconded by Cllr Carlson and agreed unanimously, the minutes were signed as a true record of the meeting.

2475 MATTERS ARISING FROM MINUTES

2462(ii) Website

Cllr Carlson advised that he was unable to find a record of the website which had been originally set up however there is the availability to register Llanvaches Community Council in various formats. The website address set up would be easy however there would be considerable costs in relation to the building of the site.

The Clerk undertook to investigate the possibility of further funding in the near future from One Voice Wales.

2466 Public Participation

The Clerk advised that she will contact the Ambulance Service to see if there was the availability of them providing a defibrillator for the Whitebrook / Gilfach area with the suggestion that it was placed on the back of the Whitebrook noticeboard.

2476 POLICE REPORT

The Chairman welcomed PCSO Dan Morgan to discuss Police Matters. PCSO Morgan reported that crime was still low in the Langstone Ward and they had only responded to two calls last month. He confirmed that the theft of the defibrillator had been reported to him and advised that there seems to be an increase in the theft of these items from various locations.

The NATO summit had gone extremely well and the increase in police in the area had probably been a deterrent.

Cllr James advised the meeting that she was getting regular OWL messages informing her of police matters in the area and that anyone can be added to the email by contacting PCSO Morgan via the Gwent Police website.

PCSO Morgan also advised that he was aware of the issues surrounding parking at Langstone School and that there was a zero tolerance in relation to unlawful parking.

It was also noted that the Police would be attending more Community Council meetings following a directive from the Police and Crime Commissioner.

2477 FINANCIAL MATTERS

Payment of Accounts – Payments Due and Payments Confirmed

1. Clerks (LJ) Salary August 2014 (by Standing Order)	£144.00
2. Tax Due: re Clerks salary August 2014	£ 36.00
3. Resetting of Clerks laptop	£ 45.00
4. Combined Playground Services Ltd	£ 86.40
5. Clerks (LA) Salary September 2014 (by cheque)	£144.00
6. Tax Due re Clerks salary September 2014	£ 36.00
7. Aon premium adjustment for addition of computer	£ 2.48
8. Commemorative Plaque for tree	<u>£ 70.40</u>
TOTAL	£564.28

The Clerk advised Members that she had looked into the additional payment owed to Aon. The original renewal premium in April 2014 had been £463.59 however a new schedule was received dated 20th May 2014 which had the defibrillator added therefore increasing the annual premium by £9.20. A further schedule dated 23rd July 2014 was received which had the defibrillator removed and the Council's computer added which resulted in a refund of £6.72 with an overall deficit of £2.48 owed to Aon.

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

(ii) Cash Book and Bank Reconciliation

The Clerk advised that following the Community Council's Internal Audit that the cashbook was now produced in a slightly different format. The Clerk also advised that the 2nd instalment of the Community Council's precept had been received.

(iii) Annual Return

The Clerk reported that External Auditor had completed their audit work for the Annual Return 2013/2014 and that no issues had been reported. Cllr Morgan proposed that the Annual Return be formally approved, seconded by Cllr James and agreed unanimously. The Chairman then signed the Annual Return.

(iv) Llanvaches PCC

Members considered correspondence received from Llanvaches PCC who are requesting financial assistance towards the substantial costs incurred in eliminating the dry rot problems discovered in the Church Hall porch and roof. The Chairman reminded members that Llanvaches Community Council does donate to the PCC by paying more than required for the hire of the hall for meetings. Members noted that the Church Hall is an important part of the village and resolved to review the request for donation following the Councils' quarterly review of the Management Accounts at the meeting on 21st October 2014.

(v) Commemorative Plaque

Members noted that the tree had successfully established through the summer and that the order and payment of the Commemorative Plaque could now proceed as agreed under Minute Reference 2419(ii).

(vi) Review of the Council’s Bank Account Signatories

A review of the Council’s Bank Account signatories was carried out and it was agreed that Cllr Liz Williams and Cllr Kay James remain as signatories and that Cllr Lesley Morgan be added.

2478 Council Management Matters

(i) Access to Information on Community and Town Council’s

Cllr Morgan confirmed that the formal response to the consultation had been returned to the Welsh Government.

(ii) Standing Orders

Cllr Williams proposed the following amendments to the Standing Orders:-

Section 33 Events Committee

Para c Insert at the beginning: ‘If an events sub committee is established’ so that it reads:

If an events sub-committee is established, all Community Events using the Recreation Field and Glebelands Field must be organized through this Sub-Committee.

Delete “Some Community Events using other facilities may be organized by independent groups of residents.” and instead state: “If there is no events sub committee, then independent event requests should be presented to the LCC”

Para d. Insert “If an events sub committee is established” so that the para reads:

“If an events sub committee is established, Llanvaches Community Council will establish a separate account (deposit) to cover Community Events, called the Llanvaches Community Council Events Fund.”

Correspondence

Para 34 c should have ‘councillor responsible for planning issues’ as follows:

Planning Matters: For time saving purposes, correspondence from the Planning Department at Newport City Council is addressed direct to the Planning Sub-Committee Chairman or councillor responsible for planning issues at Llanvaches Community Council. The Sub-Committee Chairman or councillor responsible for planning issues will inform the Clerk about each item as soon as practicable after receipt.

Cllr Carlson proposed that the amendments be approved, seconded by Cllr James and agreed unanimously.

2479 PLAYING FIELD MATTERS

(i) Weekly Inspection Report

The Chairman advised that quotations were being sought for the purchase of new play equipment and Cllr Morgan reminded members that there was a deadline for the grant money to spent by the end of this financial year (2014/2015).

(ii) Playground Inspection Report/Charges The Clerk advised that a quotation had been received for the repair of the mechanism on the Self Closing Gate and removal and inspection of the Zip Wire following the Inspection Report. The cost is £30 and £210 respectively.

Cllr Morgan proposed that the Clerk arrange for the works to the self-closing gate and the inspection of zip wire to be carried out, seconded by Cllr Carlson and agreed unanimously.

2480 MATTERS OF LOCAL INTEREST OR CONCERN

Members considered correspondence received from the local events committee to erect a Christmas Tree on the green and considered whether to assist with funding. The events committee are requesting that Llanvaches Community Council consider funding the following costs associated with the project:

Ground works and support pipe	£132.00 (note this is a one off cost)
Erection and tethering of tree	£246.00
2 sets of solar lights @ £69.98 each	<u>£139.96</u>
TOTAL COST	£517.96

Cllr Morgan reminded members that grant funding under Standing Orders can be given up to a maximum of 50% of the total cost of the project and it was suggested that the events committee provide a quotation that includes the cost of the tree.

All Members agreed that the installation of a community Christmas Tree was an excellent idea and would bring money back into the village and the church hall however as there was not a budget for community projects a full review of the Community Councils Management Accounts would need to take place before a decision was made.

Cllr Carlson proposed that Llanvaches Community Council fully supports the project subject to a revised proposal from the Events Committee to include a tree, and that the Council will reconsider the request once a full review of the income and expenditure of the Community Council has been carried out at the next meeting on Tuesday 21st October 2014

2481 PUBLIC PARTICIPATION

Resident Mrs Ann Carlson asked if it would be possible for the Army Camp to advise the local community when they would be undertaking unusual activity eg night manoeuvres. The Clerk advised that she would contact the Camp to discuss the matter further.

A resident advised that the Llanvaches website had not been updated with the agenda and minutes from June 2014 meeting.

The Clerk advised that she would contact the owner of the page and arrange to have the website fully updated.

2482 CORRESPONDENCE LIST

Members received and considered correspondence set out in the schedule circulated with the agenda.

2483 PLANNING MATTERS

Recent Applications –

14/0513 Whitebrook Farm, Whitebrook Lane, Llanvaches: Construction of a Manege with all Weather Surface – Cllr Morgan advised that this application is now Approved.

Cllr Morgan raised concerns following a leaflet drop in the village from "Cloud 9 Estates" who are suggesting that property owners may wish to sell their land to enable properties to be built. Cllr Morgan further advised that she had received a cold caller to her residence asking if she had considered the correspondence and wished to make other residents aware of this.

2484 FURTHER COMMENTS FOR CONSIDERATION

Ward Cllr Mogford advised that the next ward meeting was the 11th November 2014.

2485 DATE OF NEXT MEETING:

The next meeting of Llanvaches Community Council would be held on Tuesday 21st October 2014 at 7:00pm in the Church Hall, Llanvaches.

The Meeting closed at 8.20 pm

Signed.....**CHAIRMAN**

Date.....