

LLANVACHES COMMUNITY COUNCIL

Minutes of the Annual Meeting of Llanvaches Community Council
Held at Llanvaches Church Hall on
Tuesday 19th May 2015 at 7PM

Present

Chairman:- Cllr Liz Williams
Councillors:- C Carlson, K James, L Morgan
Ward Councillor:- R Mogford
In attendance:- Lucy Allen (Clerk)
Public Attendance:- 2

2575 ELECTION OF CHAIRMAN

The meeting was opened by the outgoing Chairman, Cllr Liz Williams, who asked for nominations for the position of Chairman for 2015/2016.

RESOLVED:-

That Cllr Liz Williams be Chairman for 2015/2016, proposed by Cllr Morgan, seconded by Cllr Carlson and agreed unanimously.

2576 INSTALLATION OF CHAIRMAN

Cllr Liz Williams signed the Chairman's Declaration of Acceptance of Office

2577 NOMINATION OF A MEMBER TO ADVISE ON ALL PLANNING MATTERS PUT BEFORE THE COUNCIL

Nominations were sought for a Member to advise on all planning matters.

RESOLVED:-

That Cllr Lesley Morgan be the nominated Member to advise on all planning matters put before the Council, proposed by Cllr Williams, seconded by Cllr Lawrence and agreed unanimously.

(Members were reminded that all planning application are to be determined by Full Council.)

2578 APOLOGIES FOR ABSENCE

Cllr P Challenger

2579 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None.

2580 MINUTES

Cllr Williams proposed that the minutes of the **Annual** Meeting on Tuesday, 20th May 2014 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.

Cllr Carlson proposed that the minutes of the last **Ordinary** meeting of Council on Tuesday, 21st April 2015 be accepted as a true record. This was seconded by Cllr Morgan and agreed unanimously, the minutes were signed as a true record of the meeting.

Cllr Morgan proposed that the minutes of the **Extraordinary** meeting of Council on Tuesday, 5th May 2015 be accepted as a true record. This was seconded by Cllr Lawrence and agreed unanimously, the minutes were signed as a true record of the meeting.

2581 MATTERS ARISING FROM MINUTES

Item 2570(a) Matters of Local Interest or Concern - Road Safety Concerns

The Clerk confirmed that reference had been made in the Community First magazine requesting drivers to assist with the road safety and to park away from the T junction.

Item 2573 Further Comments for Future Consideration

The Clerk confirmed that a notice had been placed in the Community First magazine reminding users of the play park to take note of the Bye Laws which exist there.

There were no matters arising from the minutes of the **Annual** Meeting on Tuesday, 20th May 2014 or from the minutes of the **Extraordinary** meeting of Council on Tuesday, 5th May 2015.

2582 STANDING ORDERS

The meeting reviewed the Community Councils Standing Orders which had been circulated with the agenda.

RESOLVED:-

To adopt the Standing Orders subject to the following amendments:-

Amend Standing Order 5 a (xii). Motions not requiring written notice

To not hear further from a councillor or member of the public.

To read:-

To not hear further from a councillor or member of the public.

Amend Standing Order 6 d. Rules of Debate

If a motion, including an amendment, has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

To read:-

The meeting reviewed the Community Councils Standing Orders which had been circulated. If a motion, including an amendment, has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

Amend Standing Order 15.(iv) Committees

May appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer () days before the meeting that they are unable to attend.

To read:-

May appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer 5 days before the meeting that they are unable to attend.

Update:-

Appendix A - Notice of Vacancy - Request for Election, Appendix B - Notice of Vacancy - Co-option with the address of the Clerk.

2583 FINANCIAL REGULATIONS

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

RESOLVED:-

To defer consideration of the review of the Community Councils Financial Regulations until the next meeting of Council on Wednesday 17th June 2015. The Clerk to update the Financial Regulations in line with the model provided by the Society of Local Council Clerks and circulate to the Members prior to the next meeting.

2584 SCHEDULE OF MEETINGS

Members noted the schedule of meetings for the year 2015/2016 subject to the following amendment:-

Council meeting on Tuesday 16th June 2015 be moved to Wednesday 17th June 2015.

2585 ANNUAL RISK ASSESSMENT

Members were advised that due to the document being inaccessible a new document was being produced.

RESOLVED:-

To defer consideration of the Risk Assessment for Llanvaches Community Council until the next meeting on Wednesday, 17th June 2015.

2586 FINANCIAL MATTERS

a. Annual Insurance Renewal

Members considered the renewal quote from Aon Insurance of £472.79 for the year commencing 1st June 2015 and further considered entering into a new three year Long Term Agreement which will ensure that the policy will renew for the next two years on the same rates as those used for this financial year. Members were advised that Aon had amended their Community Council insurance with the key improvements being:-

- Set covers that protect against the key risks faced by Councils, including legal liabilities, money, theft by employees, accidental wrongdoing by council officials and libel and slander;
- Legal expenses at a standard limit of £250,000, reflecting the rising costs of legal advice;
- Cover for the council's property to set limits, so there's no need to contact Aon and pay extra premiums every time the councils assets change.

RESOLVED:-

To accept the quotation from Aon Insurance of £472.79 for the year commencing 1st June 2015 and not to enter into a three year Long Term Agreement but to review the Community Councils insurance requirements in readiness for the financial year 2016/2017. Proposed by Cllr Morgan, seconded by Cllr Williams and agreed unanimously.

b. Payment of Accounts

i.	Clerks salary May 2015 by cheque	£182.27
ii.	Aon insurance renewal	£472.79
	TOTAL	£655.06

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

c. Cash Book and Bank Reconciliation

The adoption and reconciliation of the Community Council's bank accounts for April 2015 was confirmed.

c. Year End Accounts and Annual Return

The meeting received and considered the Year End Accounts and Annual Return for the year ending 31st March 2015.

RESOLVED:-

To approve the Year End Accounts and Annual Return for the year ending 31st March 2015 and to authorise the Chairman to sign and date the Annual Return.

The Chairman signed and dated the Annual Return.

d. Internal Audit 2014/2015

Members considered, in detail, the report from the Internal Auditor in respect of the Council's accounts for the year ending 31st March 2015 which was tabled at the meeting.

With regard to Section 2a - Appointed responsible financial officer with duties listed in Financial Regulation or elsewhere? The Clerk advised that a bank transfer would be set up for the payment of salary in line with the Contract of Employment.

With regard to Section 2e - Payments supported by invoices? A correct invoice would be obtained to confirm the payment made to Hand Made Signs of £70.40.

With regard to Section 11b - Data Protection Registration held and current / appropriate? The Clerk would investigate as to whether Llanvaches Community Council need to be registered as a Data User and bring the findings back to a future meeting of the Council.

RESOLVED:-

To accept the report from the Internal Auditor in respect of the Council's accounts for the year ending 31st March 2015.

2587 COUNCIL MANAGEMENT MATTERS

a. The Local Government (Democracy)(Wales) Act 2013 -

Members noted that legislation placing duties on local authorities to make certain information available electronically came into force on 1st May 2015. The legislation explains further provision made concerning public notices, Council meetings and proceedings and registers of members' interests.

b. Website

The meeting noted that work has started on the website and that the Clerk along with Cllr Carlson will be submitting the appropriate wording for the web pages. Members were asked if they have, or know of any photographer within the village who may have, photographs and would be happy provide them for the website. Members were also advised that the web address could either be org.uk or gov.uk but that the latter came at a cost of £105 for the first 2 years and £55 every 2 years thereafter.

RESOLVED:-

To register the web address as llanvachescommunitycouncil.org.uk.

2588 PLAYING FIELD MATTERS

a. Weekly Inspection Report

Members were advised that the weekly inspection report was being carried out and that there were no issues except for the straps on the swing which were expected to be replaced when the installation of the new play equipment commences.

b. Annual Inspection

Members noted that the annual inspection of the playing and football field is due. As in previous years The Clerk of Langstone Community Council liaises with the local Community Councils to obtain a reduction in the inspection fee if a number of Councils unite.

2589 PUBLIC PARTICIPATION

A resident confirmed that the grass was being cut in line with the contract.

A resident requested black bin bags to dispose of the rubbish in the playing field. A Member advised that the bins were solidly in the ground and that the Community Council will ask the contractors who will be installing the new pathway and play equipment to remove the bins.

Ward Councillor Ray Mogford reminded Members of the upcoming "Velathon" being held in the County on Sunday 14th June 2015. Various roads would be closed which may affect residents.

Cllr Mogford advised the meeting that planning permission was being sought for a crematorium on green field land on Magor Road but that there were some issues regarding traffic concerns, the crematorium being available 6 days a week and the Local Development Plan protecting any building on green areas. Members expressed concerns surrounding car parking and requested that consideration be given to this.

A Member advised that there is a pot hole between the Church Hall and the Scout Hut in Llanvaches and that it had been reported to Newport City Council, Highways.

2590 MATTERS OF LOCAL INTEREST OR CONCERN

a. Big Lunch

Members were advised that Newport City Council had confirmed that the grass would be cut on Thursday, 4th June 2015, subject to the weather and any emergencies, in time for the Big Lunch on Saturday 6th June 2015.

2591 CORRESPONDENCE LIST

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

With the consent of the Chairman, the Clerk reported the following item of correspondence, received too late for the agenda, for decision:-

Gwent Best Kept Village Competition - To consider entry into the 2015 Gwent Best Kept Village Competition.

RESOLVED:-

Not to enter the Gwent Best Kept Village Competition for the year 2015.

2592 PLANNING MATTERS

Newport City Council had been contacted regarding the gate and steps that have been put into the hedge on Llanvaches Lane. The enforcement officers are going to investigate as there have been numerous complaints with a response time of up to 28 days.

2593 FURTHER COMMENTS FOR FUTURE CONSIDERATION

Concerns have been raised regarding the height of the trees in the playing field and a shadow which is being cast over a garden.

2594 DATE OF NEXT MEETING

To confirm that the next ordinary meeting of Llanvaches Community Council will take place on Wednesday, 17th June 2015 at 7.00pm in the Church Hall, Llanvaches.

2595 TO EXCLUDE THE PRESS AND PUBLIC OWING TO THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEM 2596

RESOLVED:-

To exclude the press and public owing to the confidential nature of the following item:-
Item 2596 Play Equipment and Pathway Quotations

2596 PLAY EQUIPMENT AND PATHWAY QUOTATIONS

Members considered the revised quotations received for the installation of new play equipment and pathway in Llanvaches Playing Field and the appointment of a contractor to carry out the work.

RESOLVED:-

To appoint WM Garden Services Ltd to install the new play equipment and pathway in Llanvaches Playing Field, proposed by Cllr Carlson, seconded by Cllr Morgan and agreed unanimously.

For information the following details the specification of the pathway and play equipment:-

- Entrance resurfacing
- Construction of a stone dust foot path 1.2m wide from the entrance, round to the existing play equipment
- Installation of a high grade timber stack play unit with rubber mulch safety surface
- Installation of a steel group swing with rubber mulch safety surface

The meeting closed at 9.05pm

Signed CHAIRMAN

Date.....