

## LLANVACHES COMMUNITY COUNCIL

Minutes of the Ordinary Meeting of Llanvaches Community Council  
held via Zoom remote meetings on  
**Tuesday, 15<sup>th</sup> June 2021 at 7pm**

### Present

Chair:	Cllr D Boulton
Councillors:	E Addis, C Bevan, D Kew
City Councillor:	R Mogford
In Attendance:	Mrs Lucy Allen (Clerk)
Public Attendance:	0

**3452 Apologies for absence**  
Cllr K James and C Wynn.

**3453 Declarations of interest in items on the agenda**  
None.

**3454 Minutes**  
Cllr Bevan proposed that the minutes of the Annual meeting of Council on Tuesday, 18<sup>th</sup> May 2021 be accepted as a true record, seconded by Cllr Kew and agreed unanimously. The minutes will be signed at the next available opportunity due to the Covid-19 restrictions.

**3455 Matters arising from the minutes**  
**Item 3449b Newport City Council – Replacement Local Development Plan** – Members noted that Cllr Kew, due to work commitments, would be unable to be part of the planning subgroup therefore Cllr Bevan will continue the work and report back to Full Council.

**3456 Financial Matters**

**a. Payment of Accounts**

Payee	Description	Cheque Number	Amount
L Allen	Clerks Salary – June	Standing Order	£217.53
Vision ICT	Annual Website Hosting	001018	£150.00
Greenleif Landscapes	Works to Glebelands	001019	£1,360.00
<b>TOTAL</b>			<b>£1,727.53</b>

Cllr Bevan proposed that the above payments be approved, seconded by Cllr Addis and agreed unanimously.

**b. Cash Book and Bank Reconciliation**

The adoption and reconciliation of the Community Council's bank accounts for May 2021 was confirmed.

**c. Internal Audit 2020/2021**

Members considered the report from the Internal Auditor in respect of the Council's accounts for the year ending 31st March 2021.

**Resolved:**

To accept the Internal Audit report for the year ending 31<sup>st</sup> March 2021 and to note the following recommendations:

- 1.1. 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. It is not appropriate to use an excel formula to calculate receipts and payments balances on the Bank Reconciliation, the figures should be taken from the cash book.
- 1.2. Ensure that monthly backup to hard drive includes all financial data.
- 2.1. Replacement cheques should be notified to Council, the original cheques should be returned and put on file or, stopped at the bank and appropriate documentation put on file.
- 3.1. Tabernacle Church should be chased for a receipt in respect of the grant payment for £100.
- 3.2. Ensure that confirmation orders/emails are issued where appropriate.
- 3.3. Ensure timely submission for VAT refund claims.
- 4.1. The Risk Assessment should be updated annually to reflect revision of Financial Regulations and Standing Orders.
- 5.1. When preparing future budgets Council should take into account Determination 42 of the Independent Remuneration Panel for Wales - Annual report February 2021 "All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses".

***With the consent of the Members present, the Chairman varied the order of the business of the meeting to consider Item 3458 – Ward Member Report, due to the time that the governance agenda items would take.***

**3458 Ward Member Report**

Ward Councillors Mogford and Routley were present and detailed progress to date on several issues in the village:

Tabernacle Road – one of the most severe potholes has been repaired but the road surface has a lot of wear and tear which needs to be repaired, the drains have been cleared and are flowing effectively but understand that they will block in the future, road markings and road signs need replacing.

Road to Whitebrook – pothole has been reported but as yet not repaired.

Development at Windmill – damage which occurred when heavy plant was unloaded in the village has been reported, meeting with Highway's officer to discuss all the issues in regards this development, Ward Councillors unhappy with the responses to date.

Local Development Plan – no developments at this stage.

Flooding - a Section 18 report is being undertaken in the whole ward of Langston which the National River Authority, Newport City Council and the Emergency Services are all consulted on following which a Risk Assessment will be produced, awaiting health and safety sign off for several sandbags to be stored locally.

**d. Year End Accounts and Annual Return**

The meeting received and considered the Year End Accounts and Annual Return for the year ending 31st March 2021.

**Resolved:**

The Year End Accounts and Annual Return for the year ending 31st March 2021 were approved and the Chairman was authorised to sign and date the Annual Return. .

**3457 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:

Works in Glebelands – a replacement gate had been installed and a number of minor works carried out in the field as per the quotation received.

**b. Future Meetings**

i. Members considered the Risk Assessment prepared to enable a return to face to face meetings in the Church Hall.

**Resolved:**

To approve the Risk Assessment.

ii. Members discussed returning to face-to-face meetings.

**Resolved:**

To review at July's meeting.

**c. Future of Community First Magazine**

To defer this item to the next meeting in July due to the Councillor who was going to report back not being present.

**d. Corporate Governance - Review of Internal Control Procedures**

In compliance with the Accounts and Audit (Wales) Regulations 2014, Members undertook a review of the Council's systems of internal control to ensure an adequate system of internal control exists.

**Resolved:**

Having reviewed the Council's systems of internal control, the Members are satisfied that the Council's internal controls were:

(a) operated during the year.

(b) were relevant and appropriate for the Council; and,

(c) were not too onerous or disproportionate

**e. Corporate Governance - Review of Effectiveness of Internal Audit 2020/2021**

In compliance with the Accounts and Audit (Wales) Regulations 2014, Members undertook a review of the effectiveness of the Council's internal audit arrangements.

**Resolved:**

Having reviewed the effectiveness of the Council's internal audit arrangements, Members are satisfied that the Council's internal audit arrangements meet the required standards and were effective.

**3458 Ward Member's Report**

See above.

**3459 Playing Field Matters**

**a. Fortnightly Inspection Report**

Members received the fortnightly inspection report.

**3460 Public Participation**

None.

**3461 Matters of local interest or concern**

**a. Junction at Rock and Fountain**

Members considered inviting representative from both Newport City Council and Monmouthshire County Council to discuss highways safety issues at this junction.

**Resolved:**

To contact Newport City Council and Gwent Police to gather accident data to support the issues before arranging a meeting of both stakeholders.

**b. Defibrillator and training**

Members considered correspondence received asking the Community Council to arrange defibrillator training in the village and noted a supply of refurbished defibs are available from the ambulance service.

**Resolved:**

That Cllr Bevan co-ordinate the organisation of defibrillator and CPR training to be held in the playing field.

**c. Development works at Windmill Farm**

Members discussed several issues around the development of Windmill Far and agreed to support the actions of the Ward Councillors and to try and set up a meeting of both Newport City Council officers and Councillors.

**3462 Correspondence List**

The meeting received the correspondence set out in the schedule.

**3463 Planning Matters**

**a. Newport Revised Local Development Plan**

Members received an update on the work of the sub-group on RLDP attached at Appendix A.

**3464 Further comments for future consideration**

None.

**3465 Date of next meeting**

Confirmed that the next ordinary meeting will take place on Tuesday, 20<sup>th</sup> July 2021 at 7.00pm via Zoom meetings.

The meeting closed at 8.10pm

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

**LCC Planning sub group Purpose.... to engage with NCC Planners so that they can make informed decisions that help us protect and enhance our Village.**

**Draft approach** on how this will work includes

drafting a Llanvaches Development Plan for discussion with NCC Planners and Planning Committee to be part of an efficient communications network - everyone acts and replies on correspondence major on RLDP in the immediate term and there after build a Llanvaches Development Plan engage and involve all of Llanvaches residents initially on the LDP consultation and thereafter in a professional relationship with LCC and NCC Planners.

**Engage with Villagers on LDP**

ideally sign on Villagers from all areas of the Village to support consultation on review of LDP listen to their issues in their locality and chunk this up into an issues review with the LCC incorporate LCC added value as prep for onward communication to All Villagers hopefully members of the sub group will have their own local comms networks if not LCC can consider appropriate communication channels

**Invite Lyndsay Christian [+ NCC] to a Village walkabout then Zoom session**

major on Village boundaries, property boundaries, rights of access include NCC ownership of Village Land and enforcement as appropriate flooding issues and resultant sewage emission problems risk assessment and land management in reservoir sinkholes and overflow areas review candidate sites in Llanvaches in August 2021 [ applications open June 30<sup>th</sup> ]. prep for Long Meadow and Rock Farm now [ these sites included in previous LDPs ]

**Draft a Plan and timeline for LCC sub group work**