

LLANVACHES COMMUNITY COUNCIL

Minutes of the **Ordinary** Meeting of Llanvaches Community Council held via Zoom remote meetings on Tuesday, 16th January 2024 at 7pm

Present:

Chair: Cllr C Wynn

Councillors: C Bevan, K James, D Kew, I Norrie

City Councillor:

In Attendance: Mrs Lucy Allen (Clerk)

Public Attendance: 0

3798 Apologies for absence

None

3799 Declarations of interest in items on the agenda

None.

3800 Minutes

Cllr Norrie proposed that the minutes of the ordinary meeting of Council on Tuesday, 14th November 2023 be accepted as a true record, seconded by Cllr James and agreed unanimously. The minutes will be signed at the next available opportunity.

3801 Matters arising from the minutes

None.

3802 Financial Matters

a. Annual Churchyard grants

Members considered making contributions to Tabernacle United Reform Church, Bethany Baptist Church, St Dubritius Church and Gilgal Chapel.

Resolved:

To approve the annual churchyard grants to Tabernacle United Reform Church, Bethany Baptist Church, St Dubritius Church and Gilgal Chapel for which a budgetary provision of £100 per church has been made (*LGA 1972, s214*).

Proposed by Cllr Wynn, seconded by Cllr Bevan and agreed unanimously.

b. Clerk Expenses

Members considered the payment made by the Clerk for batteries for the Christmas Tree over the Christmas Recess.

Resolved:

To approve the purchase, made by the Clerk, of batteries for the Christmas Tree at a cost of £12.50 (*LGA 1972, s144*).

Proposed by Cllr Wynn, seconded by Cllr Norrie and agreed unanimously.

Payment made under Financial Regulation 3.6 "The Clerk shall be allowed to spend up to £35 in any month without prior authorisation from Council...this will cover office supplies and small item purchases. The payments made will be presented for

Councillors' consideration at its meeting immediately after the payment ...overall spending of this type will be closely monitored.”

c. Payment of Accounts

i. To confirm payments due for December 2023 and January 2024.

Payee	Description	Cheque Number	Amount
L Allen	Clerks Salary – December	Standing Order	£246.62
L Allen	Clerks Salary – January	Standing Order	£466.62
<i>This amount includes the back pay to 1.4.23 following the pay award</i>			
Zoom	Hybrid meeting November	PAYPAL BACS	£15.59
Zoom	Hybrid meeting December	PAYPAL BACS	£15.59
L Allen	Christmas Tree batteries	001078	£12.50
Audit Wales	Audit Fees 21/22	001079	£205.00
Cloud Next	Annual fee for emails	PAYPAL BACS	£59.98
NCC	Grounds Maintenance Q3	001080	£508.50
Bethany Bapt	Churchyard Grant	001081	£100.00
Gilgal Chapel	Churchyard Grant	001082	£100.00
St Dubritus	Churchyard Grant	001083	£100.00
Llanvaches PC	Churchyard Grant	001084	£100.00
Total			£1,930.40

In addition to add the following payment approved under 3803b below:

L Allen	Solicitors Fees Statutory Dec	001085	£10.00
Total			£1,940.40

Proposed by Cllr Wynn, seconded by Cllr James and agreed unanimously.

ii. Members considered whether all future payments to Cloud Next, email host, can be made by PayPal.

Resolved:

To approve that all future payments to Cloud Next, host of Community Council email addresses, can be made by Paypal.

d. Receipts, Payments and Bank Reconciliation

- i. The adoption of the receipts and payments November and December 2023.
- ii. The adoption of the bank reconciliation for November 2023.
- iii. The adoption of the bank reconciliation for December 2023.

3803 Council Management Matters

a. Outstanding queries from previous meetings

Members received and considered the list of outstanding queries awaiting completion following Community Council meetings and noted the following:

Min Ref 3640 - Council Management Matters b. Trees in Glebelands Field

Update: quote received of £900 for removal of ash tree near road – hold until required – hold until required.

Min Ref 3643 – Public Participation

ii. Uneven pavement in Castle Rise is dangerous.

Members noted the response from Newport City Council following a request that the Ward Members take this forward:

Good morning Councillor [Mogford]

Thank you for raising this. I've looked into this and I can confirm that an inspector has attended, however the pavements did not meet our intervention level, however >>> they will monitor this area. I apologise that the resident was not made aware, I will pass this to the team to investigate further.

Members requested that this matter again be raised with the Ward Members as this is not an acceptable response. It was agreed to keep the photographs on file to be used as a baseline should there be any slips or falls due to this pavement and for the Chair to contact the Ward Members.

Min Ref 3657 - Council Management Matters, c. Warning signage re heavy/wide/long vehicles on Gilfach Lane.

25.7.23 – response received “Good afternoon Thank you for your enquiry. Our Traffic Systems Engineer has advised that this location is on the traffic sign maintenance list. We can assure you that it remains our intention to consider this location in future work packages. Unfortunately, other works have been deemed of a higher safety critical status so far this financial year. Many thanks City Services”

Action: keep on file and chase periodically

Min Ref 3674 - Public Participation

Wentwood Drive: path surface is in a bad state of repair and the resin coating has eroded.

Action: see action under 3643 above

b. Lease renewal – Llanvaches Sports Field

Members noted the signing of the Statutory Declaration by Tenant confirming that sections 24-25 of the Landlord and Tenant Act 1954 are not to apply to a business tenancy.

Resolved:

To approve the cost of £10.00 which arose from the need for a solicitor empowered to administer oaths to witness the document (*LGA (MP) 1976, s19*).

c. Internal Audit

To receive and approve the Terms of Engagement from the Internal Auditor.

d. Community Council Facebook Page

Members considered setting up a Facebook page specifically for Community Council business and discussed at length the pros and cons of such a site.

Resolved:

Not to set up a Facebook page but to post on the existing community Facebook page to signpost residents to the Community Council's noticeboards and website for any important announcements.

3804 Ward Member Report

No Ward members present however the following was noted:

Wood Chippings for walkway north of the playing field: Despite contacting Newport City Council to arrange delivery of the chipping no response had been received to date.

3805 Playing Field Matters

Fortnightly Inspection Report

Members received the fortnightly inspection report and noted the following:

- 1) Birchfield hedge border 'Right of Way' into the Children's playing field the gap has been closed with several items.
- 2) Only one grass cut in April 2023, therefore one grass cut outstanding for 2024 grass cutting season – *Clerk to request a cut in March 2024 depending on the weather.*
- 3) Overhanging conifer hedge on right hand side of entrance into Children's Playing field has still not been trimmed. The entrance is required for emergency vehicles to access should be wide enough emergency vehicles to access the children's play area. See photo attached – *Clerk to contact Newport City Council for further advice.*
- 4) Several bricks on left hand side of playing field near boundary hedge in children's playing field - should be removed for Health and Safety reasons. A pipe is also next to the bricks – possible water – *Clerk and Chair to obtain quotes for removal, in addition a sign to be installed advising not to play in this area. Review as part of fortnightly risk assessment.*
- 5) Zip Wire is quite close to the ground when children are seating on it – *Chair to discuss with play installer for quotation to repair.*
- 6) Slippery moss on rubber matting around wooden climbing frame – *awaiting responds from City Council regarding appropriate herbicide to use.*
- 7) Mole hills starting to appear in both playing.
- 8) Football/Sports Field Inspection: Mole hills starting to appear.

3806 Public Participation

None present.

3807 Planning Matters

a. Newport City Council - Replacement Local Development Plan

No update.

3808 Correspondence List

Received and considered correspondence set out in the schedule.

3809 Matters of local interest or concern

None.

3810 Further comments for future consideration

None.

3811 Date of next meeting

Confirmed that the next Ordinary meeting of Llanvaches Community Council on Tuesday, 20th February 2024 at 7.00pm will be held via Zoom.

3812 Exclusion of Press and Public

Resolved:

To exclude the press and public for the discussion of **Item 3813 Playing Field** owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

3813 Playing Field

Members noted the response from Newport City Council and the Chair agreed to contact Cllr Chowdhury who was investigating this matter.

The meeting closed at 8.00pm

SignedCHAIR

Date.....