

## LLANVACHES COMMUNITY COUNCIL

Minutes of the **Annual** Meeting of Llanvaches Community Council held via Zoom remote meetings  
on Tuesday, 20<sup>th</sup> May 2025 at 7pm

Present:

Chair: Cllr C Wynn

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

City Councillor: 0

In Attendance: Mrs Lucy Allen (Clerk)

Public Attendance: 0

### **4022 Election of Chairman**

Nominations were sought.

#### **Resolved:**

That Cllr Caroline Wynn be elected as Chair for the year 2025-2026. Proposed by Cllr Norrie, seconded by Cllr James and agreed unanimously.

### **4023 Installation Chairman**

Cllr Caroline Wynn to sign the Declaration of Acceptance of Office at the next available opportunity.

### **4024 Apologies for absence**

None.

### **4025 Declarations of interest in items on the agenda**

None.

### **4026 Minutes**

Cllr Wynn proposed that the minutes of the Ordinary meeting of Council on Tuesday, 15<sup>th</sup> April 2025 be accepted as a true record, seconded by Cllr Norrie and agreed unanimously. The minutes will be signed at the next available opportunity.

### **4027 Matters arising from the minutes**

None.

### **4028 Financial Matters**

#### **a. Annual Insurance Renewal**

i. Members reviewed the asset register.

#### **Resolved:**

To approve the asset register subject to the Glebelands Field lease details being updated with the new lease dates.

ii. Members reviewed the schedule of insurance.

#### **Resolved:**

To approve the schedule of insurance.

iii. Members considered renewal of the annual insurance at a cost of £620.62 for 2025/26.

**Resolved:**

To approve the renewal quotation received for the annual insurance at a cost of £620.62 for 2025/26 (LGA 1972, s111). Proposed by Cllr Wynn, seconded by Cllr Sutton and agreed unanimously.

**b. Payment of Accounts**

Payee	Description	Cheque Number	Amount
L Allen	Clerks Salary – May (LGA 1972, s112)	Standing Order	£282.70
Zoom	Hybrid meeting - March (LGA 1972, s111)	PAYPAL BACS	£15.59
L Allen	*Clerks Backpay 24/25 (LGA 1972, s112)	001116	£112.64
<b>Total</b>			<b>£410.93</b>

Cllr Norrie proposed that the above payments be approved, seconded by Cllr Sutton and agreed unanimously.

**d. Cash Book and Bank Reconciliation**

- i. The adoption of the receipts and payments for April 2025.
- ii. The adoption of the bank reconciliation for April 2025.

**e. Independent Remuneration Panel for Wales**

Members considered the recommendations in the report for payments to Members of Community and Town Councils and noted the mandatory payments.

**Resolved:**

Members resolved to adopt all Determinations as in previous years: Determinations 46 (travel expenses) and 47 (reimbursement of subsistence expenses).

Members resolved not to adopt Determinations 4 (senior role), 7 (financial loss compensation), 49 (attendance allowance), 50 (payment to Chair), 51 (payment to Deputy Chair) and 7 (Overnight stays).

**4029 Council Management Matters****a. Outstanding queries from previous meetings**

Members considered the list of outstanding queries awaiting completion, appended to the minutes, following Community Council meetings and noted that a number of outstanding issues were forwarded to the Ward Councillors but no response received to date.

Concerns were raised around the crumbling road at the top of the village which seems to be eroding under the road towards the reservoir and is therefore now very dangerous and that Newport City Council need to take action as soon as possible.

**Resolved:**

For Cllr Wynn to contact the Ward Councillors for an update on matters previously forwarded and still outstanding.

**b. Schedule of Meetings**

To adopt the Schedule of Meetings for the civic year 2025 – 2026.

**c. Code of conduct**

Received a copy of the Councils adopted Code of Conduct.

#### **d. Financial Regulations**

Members reviewed the Financial Regulations.

##### **Resolved:**

To adopt the Financial Regulations without amendment.

#### **e. Standing Orders**

Members reviewed the Standing Orders.

##### **Resolved:**

To adopt the Standing Orders without amendment.

#### **4030 Ward Member Report**

Not present.

#### **4031 Playing Field Matters**

##### **a. Fortnightly Inspection Report**

- 1) Regarding Birchfield hedge border 'Right of Way' into the Children's playing field the 12 feet entrance gap into the Children's Playing Field is blocked with a hedge containing brambles and bushes.
- 2) Children's Play Area: two swing seats the rubber has split on both sides - children may pinch their fingers in the splits.
- 3) A number of items on swing chains are getting rusty - monitor.
- 4) Wooden Climbing Frame: wood splitting - monitor.
- 5) Hedge on right hand side of entrance to Children's Playing Field entrance needs trimming a couple of branches are hanging over the entrance.
- 6) A white line on road or Keep Clear No Parking Notice to stop vehicles parking across the entrance to the Children's Playing field for Safety reasons to allow entrance for emergency vehicles.
- 7) Monitor cherry tree near resident's garden hedge. The cherry tree is in leaf and looks healthy - check tree again in June 2025.

##### Sports Field:

- 8) Check Ash Trees in summer 2025. Most of the trees are in full leaf. The ash tree next to telegraph pole is in leaf - monitor June 2025.
- 9) The top single wire on Sport's Field northern boundary fence broken, the single wire needs to be replaced also a couple of fence posts are loose.

##### **Resolved:**

1. To wait for the outcome of the annual play inspection report and then obtain quotes to replace the swing seats.
2. To obtain quotations for a one off hedge cut as this is now hanging over the access road to the playing field.
3. That Councillors Kew and Wynn will undertake the early inspection in June and July.

##### **b. Right of Access**

Members received the letter from the resident and the Chair outlined the issues that have been going on for nearly 40 years which included no access currently, concerns about having 2<sup>nd</sup> access point in case of emergency, debate about the size of a gate and finding a workable solution. A lengthy discussion ensued.

##### **Resolved:**

For the vegetation to be cleared and an appropriate 6ft gate installed as well as an addendum to the right of access that states for the time being the Community Council have

installed a 6ft gate to allow for emergency vehicles to have the authority to come up the drive to within several feet of the right of access. In addition for the resident to be consulted throughout the process.

Proposed by Cllr Wynn, seconded by Cllr Sutton and agreed 4 votes to 2. Cllr Kay James objected to the decision of a 6ft wide gate as a 6ft wide gate will be blocking the Right of Way access into the Children's Play Park for emergency vehicles.

**c. Playing field entrance**

i. Members considered correspondence from Newport City Council regarding the installation of a white line and the costs associated.

**Resolved:**

To write back to Newport City Council to advise that the Community Council will not be applying for an Action Protection Marking at this stage however the situation will be monitored and evidence collected. In addition to ask Newport City Council if being blocked on a weekly basis is classed as regularly as it is very important that the access is clear at all times

ii. Members considered the report detailing costs to install a small no parking sign on the entrance to the Playing field in Wentwood Drive.

**Resolved:**

To purchase an aluminium sign to be installed on a resident's wall, Cllr Norrie agreed to install the sign at a cost of £13.99 (*LGA 1976 (MP), s19*)

Cllr James confirmed that the resident is happy for the sign to be attached to the fence or wall and Cllr Norrie agreed to install the sign.

**d. Maintenance of the Playing field hedges and Village Boundary**

Members considered the maintenance of football field hedges and village boundaries and a lengthy discussion ensued.

**Resolved:**

i. To write to Newport City Council Planning Enforcement to request an inspection of an area in the football field where there are concerns that steps are being taken for development outside the village boundary on agricultural land. This follows removal of a hedge and an advertisement seen requesting quotes for the installation of a fence and patio. In addition to gain assurances from Newport city Council that they will take any necessary action to ensure that no development takes place on agricultural land which is outside the village boundary.

ii. To check the lease to see who's responsibility it is to undertake repairs to the fence and, if appropriate, to write to the Church in Wales to advise that the fence has been damaged and to ask them to repair it.

**4032 Public Participation**

No members of the public were present.

**4033 Matters of local interest or concern**

Cllr James advised that she will not be undertaking any further playground checks.

**4034 Correspondence List**

Received and considered correspondence set out in the schedule.

**4035 Planning Matters**

**a. Revised Local Development Plan**

Nothing to report.

**4036 Further comments for future consideration**

**4037 Date of next meeting**

Confirmed that the next Ordinary meeting of Llanvaches Community Council will take place on Tuesday, 17th June 2025 at 7.00pm via Zoom. In addition Members confirmed that the meeting to be held on Tuesday, 15<sup>th</sup> July 2025 at 7.00pm will be in person only in the Church Hall and will be preceded by a walk around the village to review the works list of outstanding items.

The meeting closed at 8.30pm

Signed .....CHAIR

Date.....

## Works Outstanding

<b>Min Ref 3640 - Council Management Matters b. Trees in Glebelands Field</b>	
Quote received of £900 for removal of ash tree near road	
<b>Date</b>	<b>Update</b>
Jan 24	Hold until required
Apr 24	top branch which has been overhanging the telephone cable has broken off; review the tree once in full leaf.
<b>Min Ref 3643 – Public Participation</b>	
ii. Uneven pavement in Castle Rise is dangerous.	
<b>Date</b>	<b>Update</b>
<b>Action Jan 2024:</b> to keep photos on file as a baseline should there be any slips of falls in the village due to this pavement.	
<b>18.2.25</b> – chased with NCC contact centre.	
<b>Min Ref 3657 - Council Management Matters, c. Warning signage re heavy/wide/long vehicles on Gilfach Lane.</b>	
Request the reinstallation of the warning signs - NCC ref 16396757 / 16401598	
<b>Date</b>	<b>Update</b>
Action Jan 2024: keep on file and chase periodically	
<b>18.2.25</b> – chased with NCC contact centre.	
<b>ACTION April 2025</b> – emailed to ward councillors requesting support in resolving the issue	
<b>Min Ref 3674 - Public Participation</b>	
<u>Wentwood Drive:</u> path surface is in a bad state of repair and the resin coating has eroded.	
<b>Date</b>	<b>Action</b>
<b>Action Jan 2024:</b> see above 3643 above	
<b>3776 Matters of local interest or concern</b>	
Request that NCC consider replacing the street signage for Wentwood Drive.	
<b>Date</b>	<b>Update</b>
1.11.23	request to NCC
18.2.25	to be discussed with Ward Councillor and Cllr Wynn
<b>3873 Matters of local interest or concern</b>	
Concerns raised by a resident regarding the Scotts Pine on village green.	
<b>Date</b>	<b>Update</b>
June 24	emailed NCC with location as requested
21.2.25	Chased NCC Tree Team
21.3.25	Emailed Richard Baron direct for update
<b>ACTION April 2025</b> – emailed to ward councillors requesting support in resolving the issue	
<b>3889 Matters of local interest or concern</b>	
Road markings in the village are very worn.	
<b>Date</b>	<b>Update</b>
<b>ACTION April 2025</b> – emailed to ward councillors requesting support in resolving the issue	
<b>3953 Public Participation</b>	
Cherry Tree in playing field – contact NCC in Spring to have the health of the tree reviewed.	
<b>Date</b>	<b>Update</b>
<b>3969 Works Outstanding</b>	
To request NCC repaint the road markings on Tabernacle Lane for safety reasons.	
<b>Date</b>	<b>Update</b>

12.2.25	NCC reference 22659539
18.2.25	to be discussed with Ward Councillor and Cllr Wynn
<b>ACTION April 2025 – emailed to ward councillors requesting support in resolving the issue</b>	
<b>3997 Council Management Matters, c. Grounds Maintenance</b>	
<u>2. Cherry tree</u> - growing above the climbing frame which NCC will do. E-mail NCC Tree Officer to request the tree be cut back and include a photo and What Three Words location for the tree.	
18.3.25	request sent to NCC
21.3.25	copied into email authorising contractor to undertake works
<u>3. The hedge bordering the entrance to park</u> –Send a letter by recorded delivery to the resident requesting permission for the Community Council to engage a contractor to cut the hedge.	
<b>Date</b>	<b>Action</b>
7.4.25	letter sent to resident