

## LLANVACHES COMMUNITY COUNCIL

Minutes of the Ordinary Meeting of Llanvaches Community Council held via Zoom remote meetings  
on Tuesday, 17<sup>th</sup> June 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: 2

### 4038 Apologies for absence

None.

### 4039 Declarations of interest in items on the agenda

None.

### 4040 Minutes

Cllr Wynn proposed that the minutes of the Annual meeting of Council on Tuesday, 20<sup>th</sup> May 2025 be accepted as a true record, seconded by Cllr Norrie and agreed unanimously, subject to the following amendment:

#### Item 4031c Playing Field Entrance

*Remove:*

#### **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*)

*Replace:*

#### **Resolved:**

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

The minutes will be signed at the next available opportunity.

### 4041 Matters arising from the minutes

None.

### 4042 Financial Matters

#### **a. Payment of Accounts**

<b>Payee</b>	<b>Description</b>	<b>Cheque Number</b>	<b>Amount</b>
L Allen	Clerks Salary – May (LGA 1972, s112)	Standing Order	£282.70
Zoom	Hybrid meeting - March (LGA 1972, s111)	PAYPAL BACS	£15.59
Vision ICT	Website hosting (LGA 1972, s111)	001117	£150.00
Gordon Play	Annual Inspection (LGA 1976 (MP), s19)	001118	£180.00

L Allen	No parking sign (LGA 1972, s111)	001119	£18.98
Gallagher	Annual Insurance (LGA 1972, s111)	001120	£620.62
Llanvaches PCC	Church Hall hire 7.4.25 (LGA 1972, s111)	001121	£24.00
<b>Total</b>			<b>£1,291.89</b>

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

#### **b. Cash Book and Bank Reconciliation**

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

#### **c. Internal Audit 2024/2025**

Members considered the report from the Internal Auditor in respect of the Council's accounts for the year ending 31<sup>st</sup> March 2025.

##### **Resolved:**

To accept the Internal Audit report for the year ending 32<sup>nd</sup> March 2024 and to note the following recommendation(s):

- i. It is strongly recommended that Council review its Financial Regulations to ensure that they meet current legislative requirements. This recommendation also extends to its Standing Orders which are also based on an older version. Please ensure that the limits between the two documents match.

#### **d. Annual Governance Statement**

Members completed the Annual Governance Statement / Checklist for the Financial Year End (page 2 of the Annual Return).

#### **e. Year End Accounts and Annual Return**

- i) Members considered the Year End accounts and Annual Return for the year ending 31<sup>st</sup> March 2025.
- ii) To sign the Year End Accounts and Annual Return for the year ending 31<sup>st</sup> March 2025.

##### **Resolved:**

The Year End Accounts and Annual Return for the year ending 31<sup>st</sup> March 2025 were approved and the Chair was authorised to sign and date the Annual Return.

### **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.

##### **Resolved:**

For Cllr Wynn to remind the Ward Councillors that a walk around of the village to review the outstanding issues will happen prior to the next Council meeting in July. For the issues outside the main village photos to be taken by Councillors.

#### **b. Corporate Governance - Review of Internal Control Procedures**

In compliance with the Accounts and Audit (Wales) Regulations 2014 to undertake a review of the Council's systems of internal control. The recommended approach to the review is set out in the Clerk's report.

##### **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

#### **c. Corporate Governance - Review of Effectiveness of Internal Audit 2024/2025**

In compliance with the Accounts and Audit (Wales) Regulations 2014 to undertake a review of the effectiveness of the Council's internal audit arrangements. The recommended approach to the review is set out in the Clerk's report.

##### **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.

#### **d. One Voice Wales**

Members considered correspondence received from One Voice Wales regarding attendance at meetings.

##### **Resolved:**

To respond to One Voice Wales advising that the Community Council will do its best to support however need a months' notice of when the meeting will be held. In addition if the meetings were hybrid it would be easier to attend.

#### **e. Newport City Council – Liaison meetings**

Members noted that the next Liaison Meeting with Community Councils is due to take place on Thursday 26th June 2025 at 6pm in Committee Room 1 in the Civic Centre.

#### **4044 Ward Member Report**

Not present.

#### **4045 Playing Field Matters**

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

Members received the fortnightly inspection report and noted the following:

##### **RECREATION FIELD**

All items ok apart from:

1. Multiplay climbing frame: build up of moss at outer edge, wood splitting – monitor, central log has gash (big enough for small fingers) and is rotten inside
2. Double flat seat swing & framework: a number of items on swing chains are getting rusty - monitor.
3. Double toddlers swing & framework: two swing seats the rubber has split on both sides: children may pinch their fingers in the splits. It may be time to replace the seats and chains.
4. Perimeter hedge and fence: no fence to one residents garden - hedge now growing, hedge on right hand side of entrance needs trimming, a couple of branches are hanging over the entrance.
5. Trees and pathway: path ill-defined at edges

6. Llanvaches CC right of way via Birchfield: blocked with a hedge containing brambles and bushes.
7. 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. Resident is happy for a sign stating 'No vehicle parking in front of playing field entrance.' to be attached to her wall.
8. Monitor cherry tree near Residents garden hedge. The cherry tree is in leaf and looks healthy - check tree again in June 2025.

#### **GLEBELAND'S FIELD (sports field)**

1. Bye-law notice: post slowly rusting through - still sturdy
2. Standard goal posts x2: rusty but OK
3. Goal post netting – 1: needs supporting at the back
4. Wooden kissing gate (lane side): Does not swing closed - oil hinges?
5. Lack of wire netting on outer fencing
6. Wooden kissing gate (footpath side): gate hard to close
7. 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.
8. The top single wire on Sport's Field northern boundary fence has been cut. The single wire needs to be replaced also a couple of fence posts are loose?

#### **b. Annual Play Inspection**

Members considered the Annual Play Inspection report.

##### **Resolved:**

To undertake the following:

1. Jungle Log climber – review the guarantee and if ended obtain a quote to replace the rotten wood.
2. Wooden edging around play surfaces – investigate replacement
3. 1 Bay 2 Cradle Seat Swing – replace the caps over the bolts. *Cllr Norrie agreed to see if he had something suitable to install*
4. 1 Bay 2 Flat Seat Swings – slight damage on seats. *Obtain a quotation to replace both seats*
5. Rocking Elephant – laminate splits. *Obtain a quotation to repair damage*

In addition Cllr Sutton and Wynn agreed to review the benches and picnic table at the top of the village.

#### **c. Right of Access**

- i. Members received correspondence from a resident.

##### **Resolved:**

To respond to advise that the Community Council are not planning any changes to the vehicle Right of Access. The right extends to persons authorised by Llanvaches Community Council, not Newport City Council, and is not a Public Right of Way.

- ii. To agree next steps.

This item was not discussed.

#### **4046 Public Participation**

A resident requested clarification around letters sent to residents regarding overhanging hedges and it was confirmed that the Community Council only wrote one of these letters.

**4047 Matters of local interest or concern**

None.

**4048 Correspondence List**

Received and considered correspondence set out in the schedule.

**4049 Planning Matters**

**a. Revised Local Development Plan**

Cllr Bevan has written to Planning Aid Wales requesting an update on the status of the Revised Local Development plan but has yet to receive a reply.

**4050 Further comments for future consideration**

**4051 Date of next meeting**

Confirmed that the next Ordinary meeting of Llanvaches Community Council will take place on Tuesday, 15<sup>th</sup> July 2025 at 7.00pm in person only at the Church Hall, Llanvaches.

The meeting closed at 8.05pm

Signed .....CHAIR

Date.....

## Works Outstanding

Min Ref 3640 - Council Management Matters b. Trees in Glebelands Field	
Quote received of £900 for removal of ash tree near road	
Date	Update
Jan 24	Hold until required
Apr 24	Members noted that the top branch which has been overhanging the telephone cable has broken off and it was agreed to review the tree once in full leaf.

Min Ref 3643 – Public Participation	
ii. Uneven pavement in Castle Rise is dangerous.	
Date	Update
18.11.22	emailed NCC regarding footpath
21.11.22	ref 15712721 and forwarded to highways for investigation.
24.7.23	chased new ref 17866350 forwarded to highways
12.9.23	chased for an update.
17.9.23	request sent to Highways to see if they are able to update and arrange a visit as requested – new reference 18313988.
19.9.23	meeting arranged for Friday 22.9.23 with Cllr James and Routley
24.11.23	email to ward councillors requesting their support
28.11.23	response from NCC via Ward Councillors 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.
<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.	

Min Ref 3657 - Council Management Matters, c. Warning signage re heavy/wide/long vehicles on Gilfach Lane.	
Request the reinstallation of the warning signs - NCC ref 16396757 / 16401598	
Date	Update
Feb 23	Response from NCC: Installation of new road signs are a low priority so we are unable to provide a timescale as to when the work will be carried out.
24.7.23	chased new ref 16396757
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 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	

Min Ref 3674 - Public Participation	
<u>Wentwood Drive:</u> path surface is in a bad state of repair and the resin coating has eroded.	
Date	Action

Mar 23	reported to NCC – ref 16578288
24.7.23	chased new ref 17866484
12.9.23	chased as no response requested site visit
19.9.23	meeting arranged for Friday 22.9.23 with Cllr James and Routley
24.11.23	email to ward councillors requesting their support
28.11.23	response from NCC via Ward Councillors: 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.
<b>Action Jan 2024:</b> see above 3643 above	

### 3776 Matters of local interest or concern

Request that NCC consider replacing the street signage for Wentwood Drive.

Date	Update
1.11.23	request to NCC
18.2.25	to be discussed with Ward Councillor and Cllr Wynn

### 3873 Matters of local interest or concern

Concerns raised by a resident regarding the Scotts Pine on village green.

Date	Update
June 24	emailed NCC with location as requested
21.2.25	Chased NCC Tree Team
21.3.25	Emailed Richard Baron direct for update

**ACTION April 2025 – emailed to ward councillors requesting support in resolving the issue**

### 3889 Matters of local interest or concern

Road markings in the village are very worn.

Date	Update
June 24	request raised via Contact Centre - Service request #20750895
13.8	"An update request has been forwarded onto the Highways team to be actioned, your reference number for this is: 21273465, the response target is within: 5 working days.
18.2.25	to be discussed with Ward Councillor and Cllr Wynn

**ACTION April 2025 – emailed to ward councillors requesting support in resolving the issue**

### 3953 Public Participation

Cherry Tree in playing field – contact NCC in Spring to have the health of the tree reviewed.

Date	Update
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### 3969 Works Outstanding

To request NCC repaint the road markings on Tabernacle Lane for safety reasons.

Date	Update
12.2.25	NCC reference 22659539
18.2.25	to be discussed with Ward Councillor and Cllr Wynn

**ACTION April 2025 – emailed to ward councillors requesting support in resolving the issue**

**3997 Council Management Matters, c. Grounds Maintenance**

2. Cherry tree - 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
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21.3.25	copied into email authorising contractor to undertake works
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3. The hedge bordering the entrance to park – Send a letter by recorded delivery to the resident requesting permission for the Community Council to engage a contractor to cut the hedge.

Date	Action
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7.4.25	letter sent to resident
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4031 c Playing Field Matters - Playing field entrance i. Members considered correspondence from Newport City Council regarding the installation of a white line and the costs associated.

Date	Action / Update
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20.5.25	1. 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. 2. To order a No Parking sign
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27.5.25	Response from NCC: <i>Often, individuals requesting APMs would encounter access issues on a daily basis, for long periods of time. If the problem persists here, please feel free to make further contact with us</i>
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11.6.25	No Parking sign ordered for delivery and installation to Cllr Norrie – <b>Action Complete</b>
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### 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 or 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.	

Date		Update
<b>3969 Works Outstanding</b>		
To request NCC repaint the road markings on Tabernacle Lane for safety reasons.		
Date		Update
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.		
Date		Action
7.4.25		letter sent to resident