

LLANVACHES COMMUNITY COUNCIL

Minutes of the Ordinary Meeting of Llanvaches Community Council held in the Church Hall,
Llanvaches on Tuesday, 15th July 2025 at 7pm

Present:

Chair: Cllr C Wynn

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

City Councillor: 2

In Attendance: Mrs Lucy Allen (Clerk)

Public Attendance: 8

4052 Apologies for absence

None.

4053 Declarations of interest in items on the agenda

None.

4054 Minutes

Cllr Norrie proposed that the minutes of the Ordinary meeting of Council on Tuesday, 17th June 2025 be accepted as a true record, seconded by Cllr Wynn and agreed unanimously, subject to the following amendment:

Item 4040 Minutes Item 4031c Playing Field Entrance

Amend the amount to £18.98.

The minutes will be signed at the next available opportunity.

4055 Matters arising from the minutes

None.

4056 Financial Matters

a. Payment of Accounts

Payee	Description	Cheque Number	Amount
L Allen	Clerks Salary – July (LGA 1972, s112)	Standing Order	£282.70
Zoom	Hybrid meeting – June (LGA 1972, s111)	PAYPAL BACS	£16.79
Newport CC	Grounds Maintenance (LGA 1976, s19)	001120	£628.31
Total			£927.80

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. 1st Quarter Budget Report

Members received the 1st quarter budget report April to June 2025.

4057 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. Ward Councillor Ray Mogford was invited to speak on issues outstanding in the village and reported the following:

Many of the issues are below the threshold of repair by Newport City Council and therefore advised that the Community Council keep the issues under review. Members also noted that passing points need to be reinstated and consideration given to adding more and it was suggested that Community Council should have an opinion on this matter.

Resolved:

That a walk around of the village to review the outstanding issues will be arranged for September.

b. One Voice Wales

Members considered correspondence received from One Voice Wales regarding its change in Constitution and Governance arrangements noting a meeting has been arranged for 4pm on Wednesday, 3rd September 2025.

Resolved:

Cllr Emma Sutton agreed to attend the meeting subject to understanding how long the meeting is expected to be. In addition Cllr Wynn agreed to review the constitution and report any questions prior to the meeting.

c. Annual Report

Members considered the Annual Report for 2024 – 2025.

Resolved:

To approve the Annual Report for 2024-2025 and publish the document on the Community Council website.

d. Annual Risk Assessment

Members considered the annual risk assessment.

Resolved:

To approve the annual risk assessment for 2025–2026.

4058 Ward Member Report

Local Development Plan – no update but when it happens a ward meeting will be arranged with Newport City Council officers and residents. Cllr Mogford recapped the proposals for the ward, noting that greener sites are being reviewed due to brown field sites running out, and outlined the process of how candidate sites are reviewed.

Traffic – speeding is an issue, 60mph to 20mph is not ideal but Newport City Council is taking some steps in this area. Also waiting for the outcome of the reversal of the 20mph speed limit.

Attendance at meetings – prefers face to face meetings but will endeavor to attend online and submit a report if not available to attend, Llanvaches meetings tend to clash with Newport City Council meetings.

4059 Playing Field Matters

a. Fortnightly Inspection Report

i. Members received the fortnightly inspection report and noted the following:

RECREATION FIELD

1. Cherry Tree has been cut back as requested by Newport City Council.
2. Entrance hedge to the playing field is getting more overgrown and needs to be cut back as soon as possible.
3. The no parking signs have been installed on the entrance to the playing and football field.
4. Clerk's email address is incorrect on the Byelaw sign.
5. The cherry tree between the slide and the elephant rocker is dying back and may need removal in the next few years.
6. Elephant rocker there is a small amount of damage but the rocker is still useable and appears safe.
7. Wooden Climber is rotting. Members were advised that the manufacturer has been contacted and depending on the type of wood used the guarantee may still be valid.

GLEBELAND'S FIELD (sports field)

1. One of the gate posts on the main entrance to the playing field is wobbly and is likely to require replacement at some point.
2. 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?

Resolved:

1. To obtain a quotation for having the entrance hedge to the playing field cut back and then write to the resident advising that the Community Council will be having the work completed.
2. To obtain a quotation for having the boundary wire fence and wooden fence posts repaired in the football field.
2. Cllr Wynn to see if a label can be made to be put over the Bylaws sign with the updated Clerks email address.

ii. Members considered Councillors to undertake the inspections during July, August and September.

Resolved:

For Cllr Wynn to undertake fortnightly inspections in August and Cllr Sutton will do September.

b. Play equipment repair

Members discussed the quotation received.

Resolved:

Not to proceed with the repairs but to monitor the equipment through the fortnightly inspections for further deterioration.

c. Right of Access

i. Members received further correspondence from a resident.

Resolved:

To respond to advise that the Community Council have no intention of doing anything other than complying with the wording of the right of access.

ii. To agree next steps.

Resolved:

To meet with the residents of Birchfield to access where the vegetation is to be cut down and where the gate will be installed. It was further agreed to invite the residents of Ty Maen to the meeting.

4060 Public Participation

1. Thanked the Community Council for its work and that if there are issues with residents having problems accessing the online meetings then there would be people in the village who can help.
2. Would like to understand the costs associated with legal advice sought on the Right of Access. *The resident was advised that there have been no fees as free legal advice has been sought from Newport City Council and One Voice Wales.*
3. Issues with pavements and hedges overgrowing. *The resident was advised that Newport City Council will take enforcement action against resident's hedges which are overhanging the pavements.*
4. Wall and verge. *The resident was advised that the item will be agenda'd for the meeting in September.*
5. Millbrook Lane: any damage to the road surface is the responsibility of Newport City Council and underneath is Welsh Water.

4061 Matters of local interest or concern

None.

4062 Correspondence List

Received and considered correspondence set out in the schedule.

4063 Planning Matters

a. Revised Local Development Plan

Cllr Bevan advised that the Revised Local Development Plan is due out in December 2025 for consultation.

4064 Further comments for future consideration

Letter from resident regarding wall and verge.

4065 Date of next meeting

Confirmed that the next Ordinary meeting of Llanvaches Community Council will take place on Tuesday, 16th September 2025 at 7.00pm online via Zoom.

The meeting closed at 8.20pm

SignedCHAIR

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.
Action Jan 2024: to keep photos on file as a baseline should there be any slips of falls in the village due to this pavement.	
18.2.25 – 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	
18.2.25 – chased with NCC contact centre.	
ACTION April 2025 – 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.
Action Jan 2024: 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 near play equipment– 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
21.3.25	copied into email authorising contractor to undertake works
15.7.25	Works complete – Action Closed

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
7.4.25	letter sent to resident

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
20.5.25	<p>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.</p> <p>2. To order a No Parking sign</p>
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>
11.6.25	No Parking sign ordered for delivery and installation to Cllr Norrie – Action Complete