

LLANVACHES COMMUNITY COUNCIL

Minutes of the Ordinary Meeting of Llanvaches Community Council held online via Zoom on
Tuesday, 16th September 2025 at 7pm

Present:

Chair: Cllr C Wynn

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

In Attendance: Mrs Lucy Allen (Clerk)

Public Attendance: 0

4067 Apologies for absence

None.

4068 Declarations of interest in items on the agenda

None.

4069 Minutes

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

4070 Matters arising from the minutes

None.

4071 Financial Matters

a. Payment of Accounts

Payee	Description	Cheque Number	Amount
Clerk	Clerks Salary – August (LGA 1972, s112)	Standing Order	£282.70
Zoom	Hybrid meeting - August (LGA 1972, s111)	PAYPAL BACS	£16.79
Clerk	Clerks Salary – September (LGA 1972, s112)	Standing Order	£282.70
Zoom	Hybrid meeting - September (LGA 1972, s111)	PAYPAL BACS	£16.79
Audit Wales	Audit 2020/2021 (Accounts & Audit (Wales) Regs 2014)	001123	£300.00
P Russell	Internal Audit (Accounts & Audit (Wales) Regs 2014)	001124	£165.00
Clerk	Backpay April – Sept (LGA 1972, s122)	001125	£54.12
Total			£1,118.10

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 July and August 2025.
- ii. The adoption of bank reconciliation for July 2025.

iii. The adoption of the bank reconciliation for August 2025.

c. Stop Cheque

Members noted that cheque numbered 001117 for £150.00 has not been received by the payee, Vision ICT.

Resolved:

Members approved re re-issue of the cheque and placing a stop on the original.

d. National Pay Award

Members noted that National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. As the Clerk is employed under NJC the pay award will be implemented in October with back pay calculated to 1.4.25.

4072 Council Management Matters

a. Outstanding queries from previous meetings

Members reviewed the list of outstanding queries awaiting completion noting that:

- i. the walk around the village to discuss outstanding issues needs to be rearranged
- ii. the hedge on the entrance to the playing field has been cut

b. Newport City Council – (various roads, Newport) (30 mph speed limit) (no. 2) order 2025

Members noted that Newport City Council have made the following order that 30 mph restriction be imposed on the following lengths of road relevant to Llanvaches:

10. Pike Road: for its entire length.
11. Llanvaches Lane: from its junction with Pike Road to a point 115 metres west of its junction with Tabernacle Road.
12. Millbrook Lane: from its junction with Lime Kiln Court for a distance of 50 metres north

c. Welsh Government Consultation

Members considered a response to the Welsh Government consultation on revisions to the separate collection of waste materials for recycling: A Code of Practice for Wales – closing date 22.10.25.

Resolved:

Not to submit a response to the consultation on revisions to the separate collection of waste materials for recycling: A Code of Practice for Wales.

4073 Ward Member Report

Not present.

4074 Playing Field Matters

a. Fortnightly Inspection Report

i. Members received the fortnightly inspection report as follows:

Childrens Playing Field

- Very good access into recreation field now that the hedges have been cut back from the Wentwood Drive entrance.

- The field has been cut recently, moles hills are few and far between and the path has been edged in places.
- All equipment remains in good useable order.
- The path is stony and the whole field is uneven.
- Noted that the Clerks email address needs to be updated on the Bylaw signs.

Resolved:

1. To investigate the costs of putting a sign up to advise that the field is uneven.
2. To investigate the costs of a metal sign to update Clerk's email address on the Bylaw signs.

Football Field

- A potential hazard remains with the high tensile wire that is loose on the top of the fence and the high tensile wire securing the pylon may be a hazard to anyone with poor vision.
- All equipment remains in useable order.

ii. Members considered which Councillors would undertake the inspections during October, November, December and January.

Resolved:

That Cllr I Norrie will undertake October and Cllr C Wynn will undertake November's inspections.

iii. Members noted that due to the drought conditions and not wanting to burn off the grass Newport City Council will owe the Community Council two grass cuts from July and one from August which will be added at the end of the mowing season. In addition it was noted that Newport City Council has not cut the top of the hedges on the gully side of the football field.

iv. Members considered correspondence from a resident regarding the footpath in the playing field.

Resolved:

To reply to the resident advising that the Councillors do visit the playing field and undertake regular inspections and that it will be investigating installing a sign to make people aware of the uneven path. However at this stage the cost is prohibitive and the risk has not been raised on the annual risk assessment which is carried out by an independent inspector.

b. Right of Access at Birchfield

Members noted that arrangements are being made to meet with the residents to discuss next steps.

4075 Public Participation

None present.

4076 Matters of local interest or concern

None.

4077 Correspondence List

Members received and considered the correspondence set out in the schedule and in addition:

- i. letter from resident regarding a collapsed wall in the village.

Resolved:

To support the resident and write to the owner of the farm requesting that they repair the wall as it is falling into the village drainage channels which may cause future flooding. The letter to be forwarded to the Ward Councillors to request support as the issue is a highways issue.

4078 Planning Matters

a. Revised Local Development Plan

No update.

b. Delegated Decisions

Members noted the following decisions by Newport City Council during the Summer Recess:

Application: 25/468

Address: Trostrey Cottage, Trostry Lane, Llanvaches, Newport, NP16 6LZ

Proposal: Partial discharge of condition 3 (part a only) of 23/0207 single storey extension with pv array, new entrance porch and associated landscaping works to existing cottage (resubmission)

Decision: Approve

c. Planning applications on weekly planning list – no consultation request received

Application No. 25/0469

Type: Lawful Development

Site: Hawthorn House Whitebrook Lane Llanvaches Newport NP26 3BA

Proposal Lawful development certificate for the proposed conversion of domestic garage into ancillary living accommodation including the erection of a small extension to form a bathroom.

d. Planning Enforcement

Members received the response from Planning Enforcement following a site visit in July noting that at this stage there is no development outside the village boundary.

4079 Further comments for future consideration

Football field gate post and damage to the wire fence.

4080 Date of next meeting

Confirmed that the next Ordinary meeting of Llanvaches Community Council will be on Tuesday, 21st October 2025 at 7.00pm via Zoom.

The meeting closed at 7.45pm

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	
Sept Update: to be reviewed on Councillor walk around	

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

Sept Update: to be reviewed on Councillor walk around

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

Sept Update: to be reviewed on Councillor walk around

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

4042c Financial Matters – Internal Audit: 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.

Date	Action / Update
10.9.25	In progress

4045 Playing Field Matters – Annual Inspection – 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*
6. Byelaw signage - update

Date	Action / Update
4.7.25	Emailed HAGS (Log climber manufacturer) with photos of rotten wood
8.7.25	Response received that the quotations team will make contact
15.7.25	Requested information from Councillors
15.7.25	Byelaws Signage - Cllr Wynn to see if a label can be fixed with correct contact details
16.9.25	Investigate if a metal (or similar) sign with updated information can be made to fix over the existing details

4074a iv Playing Field Matters – uneven path:

Uneven path in playing field due to moles and unevenness of the whole field

Date	Action / Update
16.9.25	Investigate costs of metal signage “Beware uneven path” to fix to the entrance gate
16.9.25	Respond to the resident advising the above and that it was not picked up as a risk on the recent annual inspection however regular inspections are carried out and therefore will be reviewed for further deterioration.

4077i Correspondence – wall repair

Parts of wall falling into drains which will cause flooding if not repaired

Date	Action / Update
16.9.25	Write to the farmer requesting repairs are carried out as it could create a flooding issue
16.9.25	Write to the resident to advise what LCC is going to do
16.9.25	CC Will Routley requesting his support in taking the matter up with NCC as it's their business not LCC

4079 – Further comments – quotation for gate post and fence wire repairs uneven path: Uneven path in playing field due to moles and unevenness of the whole field	
Date	Action / Update
16.9.25	Chase quotations for above repairs