

LLANVACHES COMMUNITY COUNCIL

Minutes of the **Annual** Meeting of Llanvaches Community Council held via Zoom remote meetings on Tuesday, 19th May 2026 at 7pm

Present:

Chair: Cllr C Bevan
Councillors: S Legge, J Wood
City Councillor: 0
In Attendance: Mrs Lucy James (Clerk)
Public Attendance: 1

Cllr S Legge opened the meeting as the previous Chair has resigned from the Community Council.

4152 Election of Chairman

Nominations were sought.

Resolved:

That Cllr Clive Bevan be elected as Chair for the year 2026-2027. Proposed by Cllr Legge, seconded by Cllr Wood and agreed unanimously.

Due to Cllr Bevan not having access to the agenda Cllr Legge read out the agenda.

4153 Apologies for absence

None.

4154 Declarations of interest in items on the agenda

None.

4155 Minutes

a. Cllr Legge proposed that the minutes of the Ordinary meeting of Council on Tuesday, 17th March 2026 be accepted as a true record, seconded by Cllr Wood and agreed unanimously. The minutes will be signed at the next available opportunity.

b. Members noted that no meeting was held on 21st April 2026 due to the Council not having enough Councillors to form a quorum.

4156 Matters arising from the minutes

None.

4157 Financial Matters

a. Annual Insurance Renewal

i. Members reviewed the asset register.

Resolved:

To approve the asset register

ii. Members reviewed the schedule of insurance.

Resolved:

To approve the schedule of insurance.

ii. Members considered the renewal of the annual insurance.

Resolved:

To approve the renewal quotation received for the annual insurance at a cost of £630.17 for 2026/27. Proposed by Cllr Bevan, seconded by Cllr Wood and agreed unanimously (LGA 1972, s111).

b. Payment of Accounts

Payee	Description	Cheque Number	Amount
Clerk	Clerks Salary – April (LGA 1972, s112)	Standing Order	£291.72
Zoom	Hybrid meeting – April (LGA 1972, s111)	PAYPAL BACS	£16.79
Clerk	Clerks Salary – May (LGA 1972, s112)	Standing Order	£291.72
Zoom	Hybrid meeting – May (LGA 1972, s111)	PAYPAL BACS	£16.79
Vision ICT	Website hosting Public Sec Bodies 2018	001143	£172.50
Total			£789.52

To note that the following cheque was signed and paid to Newport City Council for grounds maintenance in order to comply with the contractual agreement:

NCC	Grounds Maintenance (LG (MP) 1976, s19)	001140	£628.31
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To reissue the cheques below to Audit Wales as they have been lost:

Audit Wales	Audit 20/21 (replace 001123) A/C & Audit (Wales) Regs 2014	001141	£300.00
Audit Wales	Audit 19/20 (replace 001112) A/C & Audit (Wales) Regs 2014	001142	£240.65

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

c. Cash Book and Bank Reconciliation

- i. The adoption of the receipts and payments for March 2026.
- ii. The adoption of the receipts and payments for April 2026.
- iii. The adoption of the bank reconciliation for March 2026.
- iv. The adoption of the bank reconciliation for April 2026.

d. Bank Mandate

Members considered replacement signatories on the Community Council Bank Accounts.

Resolved:

To remove Kay James and Caroline Wynn and to add Susan Legge and John Wood as signatories on the Community Council Bank Accounts.

e. Q4 budget report

Members received the Q4 budget report to year end 31.3.26.

f. Annual Return for the financial year ending 31.3.26

- i. Members noted that the Community Council is subject to a Full Audit by Audit Wales.
- ii. Members noted the dates for the Notice of appointment of the date for the exercise of electors' rights are from 6.7.26 – 31.7.26.

iii. Members considered how the electors may exercise their rights and agree a contact name and address for the legal notice.

Resolved:

For Cllr Legge to have the financial papers should a resident wish to exercise their rights.

iv. Members considered the contact details for the return of the documents.

Resolved:

For the files to be returned to Cllr Legge.

g. Llanvaches Residents Social Group (LRSG)

Members considered next steps in regard to the funds held by LCC.

Resolved:

1. That in order to provide a full audit trail all former members of the group will be requested to email the Clerk confirming where they would like the funds to go.

2. That Cllr Bevan will support with the above and in addition obtain the relevant bank account details to send the funds to.

h. Democracy and Boundary Commission Cymru

Members considered the remuneration report for payments to Members of Community and Town Councils for 2026/27.

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).

4158 Council Management Matters

a. Outstanding queries from previous meetings

i. Members received and considered any next steps from the list of outstanding queries awaiting completion following Community Council meetings.

Members noted / discussed the following:

i. Street signage for Wentwood Drive has been installed

ii. Log Climber – Cllr Bevan will chase up the quotation

iii. Damaged wall – remove as this is private land

b. Resignation from the Clerk

i. Members noted the resignation from the Clerk.

ii. Members considered the offer from the outgoing Clerk that they will remain in post until 30.6.26 in order to undertake the financial year end procedures and full audit return to Audit Wales.

Resolved:

To accept the offer from the outgoing Clerk that they will remain in post until 30.6.26 in order to undertake the financial year end procedures and full audit return to Audit Wales.

iii. Members discussed the process for recruitment of a replacement Clerk (closing date, interview panel) and, if appropriate, approve the advertisement.

Resolved:

i. To approve the advertisement and advertise on the Community Council's website, local social media pages and One Voice Wales who will forward out to local Councils.

iv. Members considered where the archive documents, currently held at the Clerk's address, will be stored.

Resolved:

That Cllr Bevan will investigate with the Church Hall if there is any available space.

c. One Voice Wales

Members considered correspondence and, if appropriate, sign the Civility & Respect Pledge.

Resolved:

To sign the Civility & Respect Pledge.

d. Freedom of Information

Members noted that under the Freedom of Information Act 2000 (FOI) all public authorities have a duty to adopt and maintain an approved publication scheme. The simplest way to comply is to adopt the Information Commissioner's Office (ICO) Model Publication Scheme. Members are asked to consider adoption of this Scheme.

Resolved:

To adopt the Information Commissioner's Office (ICO) Model Publication Scheme.

e. Defibrillator

Members considered correspondence regarding the second defibrillator in the village.

Resolved:

To ask the current owner if the Community Council will need to cover the costs of electricity.

f. Schedule of Meetings

Members noted the Schedule of Meetings for the civic year 2026 – 2027.

g. Code of conduct

Members received a copy of the Councils adopted Code of Conduct.

h. Financial Regulations

Members undertook the annual review of the Financial Regulations.

Resolved:

To adopt the Financial Regulation without any amendment.

i. Standing Orders

Members undertook the annual review of the Standing Orders and considered replacing 18.c in line with the recommendation from the Internal Auditor.

Resolved:

To adopt the Standing Orders with the following amendment:

For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement (Wales) Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices about the award of contracts.

4159 Ward Member Report

Not present.

4160 Playing Field Matters

a. Fortnightly Inspection Report

Cllr Legge will contact the previous councillor and take this task over.

4161 Public Participation

A member of the public asked if their planning application would be supported by the Community Council and raised concerns regarding a Councillor entering the property uninvited. The Councillor concerned offered their apologies for trespassing and not having made an appointment first.

The Clerk was tasked with making an appointment for all Councillors to view the proposed planning application prior to making an observation at its next meeting.

4162 Matters of local interest or concern

None.

4163 Correspondence List

Received and considered correspondence set out in the schedule.

4164 Planning Matters

a. Revised Local Development Plan

Newport City Council hope to conclude the next step in the summer months.

4165 Further comments for future consideration

Co-option – will be advertised and on the agenda at the next meeting.

4166 Date of next meeting

Confirmed that the next Ordinary meeting of Llanvaches Community Council will take place on Tuesday, 16th June 2026 at 7.00pm in the Church Hall, Llanvaches.

The meeting closed at 8.15pm

SignedCHAIR

Date.....