

Minutes
Llangybi Community Council Meeting held on Monday 23rd May 2022 at 7pm

COED Y PAEN: Cllr Graham Rogers 07775 644527

LLANGATTOCK NIGH CAERLEON : TBC

LLANHENNOCK: Cllr Allan Thomas 01633 309760

TREDUNNOCK: Cllr Olenka Dean 07535 592211

LLANDEGVETH: TBC

LLANGYBI : Cllr Caroline Watts 07779 503052

and Cllr Peter Marshall 07415 892161

CLERK: Debra Davies 07966 622085

Present: Cllr Thomas, Cllr Watts, Cllr Rogers, Cllr Marshall, Cllr Dean, and Clerk Davies
Apologies: C.Cllr Bromfield
Declarations of interest: Cllr Watts
Members of the public present: Mr Etheridge, Mr Dale, Mr Williams, Mr Hunt , Mrs Savidge and Mr Williams
Minutes of the last meeting: Not applicable as this was the inaugural meeting of this council

This meeting had been reconvened following the last meeting on May 16th, which was found to have been unknowingly unlawful; the election of chairman had been postponed in order to allow three other co-opted members to also stand and/or vote in the following meeting and the council subsequently discovered that this is not permitted by standing orders. The notes from that meeting were recorded and were reiterated and discussed at this meeting and any decisions were then officially approved as follows:

Matters Arising :

1/22 Hedgehog signs: These signs have now finally been ordered and should be in place mid-May.

2/22 Road signs: MCC have said that Llanhennock CC were not permitted to purchase street signs and that they would buy and erect them. A service request number has now been created for this job with Development control dept; previous emails to traffic department had been ignored.

Correspondence:

3/22 Free training places: Clerk had previously circulated emails from One Voice Wales regarding online training sessions that are available. Cllr Thomas suggested that new councillors may benefit from these. Clerk will forward some other free training places that have become available. Bursaries are available to our council of £100 pa towards 50% of the cost per session. Sessions are £35 each. Any Cllr wishing to take a particular course must first ask the chairman and council must approve the fee.

4/22 Survey for Wales Audit: This survey was for a national review of local authorities' role in developing social resilience and community self-reliance. Cllrs were unsure whether, as a new council, it was relevant to comment on the questions. Chairman will complete the survey and bring his opinions to council next meeting to discuss/approve .

5/22 Food growing initiative: An email was received from a company hoping to map out community food growing potential across the county. Clerk has forwarded to Phil Holland who deals with the allotments in Llangybi.

Reports:

6/22 Gwent Police April Report: this information was circulated prior to the meeting and required no further discussion.

Finance:

7/22 Balance in accounts/ Internal Audits: £5881.15 in Mon Building Society (Llanhennock CC) and £14623.08 in HSBC (old LlangybiCC). Both accounts have been reconciled and are currently being internally audited and should be completed in time for the June 30th deadline set by Wales Audit. Cllr Rogers pointed out that last years' accounts have still not been returned from Wales Audit. Cllr Williams and the Clerk have signed the withdrawal slip for the remaining balance to be drawn from the Llanhennock account and the account closed; clerk has paid the cheque into Llangybi's HSBC account. Clerk had emailed both sets of accounts prior to the meeting; she displayed the projected spending from Llanhennock's account which had already been earmarked funds for projects/ payments. Cllr Watts explained that Llangybi CC had also previously earmarked approx. £2000 towards a garden project outside

the old Llangybi post office; they had also informally promised about £5000 for a playground project (there is a committee of people involved who are trying to get Lottery funding as well). Sufficient funds are in the accounts for these proposals currently.

8/22 Cheques raised: Chairman and Councillors reviewed and approved paperwork for the following cheques to be raised: (Cllr Rogers and Cllr Watts both signed all cheques): clerk's salary for April, first 4 days in May and for owed holiday pay for 2021/22 £493.62 (Proposed Cllr Rogers, Seconded Cllr Marshall); HMRC £66.40 and £22.80 for both clerks (Proposed Cllr Thomas, Seconded Cllr Watts) ; Accountants fees for Llanhennock £57.48 and Llangybi £42.00 (Proposed Cllr Rogers, Seconded Cllr Watts); reimburse Llanhennock website manager for Fasthost charges for Mar, Apr and May £19.02 (Proposed Cllr Watts, Seconded Cllr Thomas) ; Merlin Dog Waste Collection for May £195 (Proposed Cllr Rogers, Seconded Cllr Watts); Llanhennock Village hall rent £420 (Proposed Cllr Thomas, Seconded Cllr Dean).

9/22 Standing Orders and Financial Regulations: These documents from both CC's had been circulated by email prior to the meeting. Discussion took place as to which version to adopt and it was decided in the meeting on May 16th that since the Llanhennock versions had been edited from a template given by OVW it was more thorough and up to date. Clerk has now edited both documents as necessary and they were formally approved; Proposed by Cllr Rogers and Seconded by Cllr Thomas . Clerk has also merged the two asset registers although there are some gaps which need confirmation; to be updated next meeting.

10/22 Bank signatories: There are currently only two councillors who are authorised signatories for the bank account ; the Clerk has been to HSBC in Cwmbrian in order to update clerk contact details and was told that other Cllrs who wish to be signatories can complete the permission forms online. Chairman felt that at least 4/5 signatories are required.

11/22 New Clerk salary/hours: Cllr Thomas explained that at the TUPE process clerk salary had been discussed and that as a new merged CC the hours of work would need reviewing as the region is now larger and will inevitably involve more work than previously. The clerk had been on a 20 hour per month contract with Llanhennock CC following a period of time where she had recorded her average monthly hours of work to be so. Allan Browne had been paid for 23.5 hours per month as Llangybi Clerk. Clerk reported that she had been keeping a record since March and she worked 30 hours in March and April and over 33 hours in the first 15 days of May. No doubt the first few months of the new council would incur extra work but that this may settle down. It was agreed by all that a 30-hour month salary should be paid and if the clerk worked extra hours per month, she would record this and be paid overtime in arrears. The hourly rate is currently £10.21. Proposed by Cllr Rogers, Seconded by Cllr Watts.

12/22 Precept: This has now been set by Wales Government at £18450 for 2022-23. Clerk to submit the claim form to MCC.

Planning :

13/22 Cwm Y Wiwer House, Llanhennock (DM/2022/00716): No objections were raised to this application for PV cells installation

14/22 New House Farm / Llangybi (DM/2022/00686): Cllr Watts declared an interest as the neighbour to this property and did not take part in the discussion. No objections were raised to this proposed oak framed open fronted outbuilding.

Local Matters:

15/22 Dog Waste bins: Tree fellers had taken down the bin at Upper Parc Road in order to get their lorries through the entrance. It had been put back up in an alternative position and Merlin had been notified. However, Merlin had reported it was too high for operators to empty. Mr Hunt has now lowered the bin and reported that the tree fellers would be replacing it to its original spot once they had completed their job.

16/22 Queens Jubilee celebrations/ donations: Cllr Thomas reported back from the Llanhennock Jubilee Committee that costs for the event were higher than anticipated, in particular portable loos would be required, because of the high numbers of replies for people wishing to attend from across the wards. He said an additional £600 would be needed for the budget. Cllr Watts reported similar extra costs were going to be required for Llangybi. It was agreed the extra costs would be covered provided all relevant receipts were provided. Proposed by Cllr Rogers Seconded by Cllr Marshall. Cllr Thomas also requested the clerk forward to him a copy of the new insurance policy from Zurich to confirm public liability clauses were in place. Cllr Watts to confirm the same with Llangybi Village Hall committee as well; this has been done and the new insurance policy for Llangybi CC is in place.

17/22 Blocked drains near Oaklands Llanhennock: The lady at Oaklands had complained about rainwater from the road washing away her driveway and sometimes flooding her basement too. She said drains and ditches are not cleared, which is why this happens. Clerk had already alerted MCC and it seems they have already been out to clear ditches above her property on the other side of the road. Clerk had suggested to MCC that ALL the drains along Llanhennock hill should be checked as several were blocked and there may be drains under the hedgerow; this may be the cause of the problems at the bottom of the hill. Clerk has spoken to Carl Touhig who has confirmed that MCC plan to dig another ditch on the LHS going down the hill to join with the drains further down and clear the drains this summer; this will hopefully solve the flooding at pothole issues at the bottom of the hill. Carl Touhig also mentioned that they have plans to sort out the gateway problem on Gatlas lane this summer and the verges on the Usk Road have been cut.

18/22 New Logo: Ideas were discussed for a new logo such as the Newbridge bridge, or maybe map outlines of the wards. Logo needs to be black and white sketch to waste less ink. To be discussed further next meeting

19/22 Update Cllrs contact details; duties: The clerk requested all Cllrs to send her updated contact details of phone numbers and postal addresses and she would set up a Whatsapp group. Duties that individual councillors held previously were discussed and the following were agreed upon:

Cllr Rogers: would continue to attend Prison Liaison Group meetings, MCC Usk group cluster meetings and would be the rep for OVW meetings in Usk.

Cllr Watts is on the village hall committee in Llangybi and is involved with the action group for developing the playground area in Llangybi.

A new rep is needed to take care of the Dog Waste bins, which Cllr Love used to do (TBC)

A new footpath rep is also required to liaise with MCC (TBC)

Cllr Dean offered to take over as Data Protection officer.

Cllr Marshall offered to take care of promoting better air quality in the area. He has agreed to join a networking group to discuss environmental issues run by OVW.

20/22 New website/ emails: Clerk explained that the Llanhennock website has closed down and Andrew has copied it over onto a new server in draft form while he finishes compiling the pages. The Llanhennock site is fully compliant with the new accessibility laws and has a clear accessibility statement included, so Llangybi website content will need to be copied over. The website manager needs advice on what to delete copy over or archive. The clerk displayed each page on the screen and discussions took place on what to do with each page as follows:

“Policy documents”:

- code of conduct, council complaints procedure, council audit policy, biodiversity policy, data protection policy – can all remain unedited apart from a name change.
- Standing orders, financial regulations, asset register and risk assessments, register of members interests – clerk has edited these and emailed to all - council to complete approvals next meeting.
- Publication policy – Clerk has obtained a template version from OVW to be discussed in a future meeting.

“Council Notices and Events” – these will be archived in a folder and a fresh start made.

“Achievements” – clerk to update with Llanhennock’s for 2021-22 . Llangybi ones need to be written (TBC).

“Hostelries and Local services” – Llangybi ones need to be added in due course. Adverts to go out on Facebook pages to ask for businesses who wish to advertise with no charge.

“Our Community” – waste collections could be deleted and a link to MCC page added instead; Cllr Watts suggested that church services for Llangybi could be added with a link to the new ministry area; the covid notices could be deleted.

“About Us” – clerk to update with councillors contact details, now all received.

Any Other Business:

21/22 New Woodlands creation: Clerk had received an email from a company called Pryor & Rickett Silviculture as part of the team involved in the creation of new woodlands. Cllr Rogers explained that the small area of land owned by Llangybi had no trees and they would not want them there either.

22/22 Llangybi Park: A complaint had been received that There are several overhanging branches from trees in the park that are posing potential danger and additional unwanted shade in the adjacent garden; it is also bordered by a 'wild area' in the park that has overgrown nettles, brambles etc that are damaging the garden fence. This area is not tended or 'cut back' at any time. Cllr Rogers pointed out that this area of the park belonged to MCC. Clerk has reported this to MCC.

23/22 Dog Bins in Llandegveth: Mr Dale pointed out that two dog bins had been requested in Llandegveth at either end of the village and they were still awaiting approval from MCC who were waiting for Merlin to agree to collect the waste. Clerk has emailed Sue Partridge at MCC; she has said that a new tender for the dog waste collection is in process currently. Hopefully Llandegveth bins will be provided when this new contract is agreed by September.

24/22 Strimming Junctions: Cllr Thomas reported that the 3 junctions on the Usk Road (Llanhennock hill, Cwrt Bleddyn and Croes Llwrach lane) need strimming as visibility is poor and this is dangerous for traffic. Clerk to ask MCC to cut them back.

25/22 Resignation: Cllr Thomas announced that he wished to formally step down as councillor and handed the Chair his resignation as from 25/5/2022. The Chairman thanked him for all his work over the years. The chairman asked that another advert be posted for a casual vacancy ; deadline to be confirmed after asking John Pearson of MCC about formal rules.

26/22 Missing lady in Llangybi: Cllr Marshall reported that a lady had gone missing overnight this week, he had been involved in the police search; she has luckily been found now.

Date of next meeting: June 6th 2022 at Llangybi Village Hall at 7pm

Note from the Clerk:

The website for the newly merged council is currently under construction and should be live very soon, although please understand that some pages will still not be fully completed or updated. All council policies will be published on the website as they are updated. Full minutes will be uploaded every month on the website and in future only a summary will be displayed on public noticeboards in each ward. Please email me if you have any queries on debradavies0562@gmail.com