



**Llangybi Fawr Community Council**  
**Meeting Minutes**  
**Monday 2<sup>nd</sup> December 2024**  
**Llangybi Village Hall at 7pm**

**COED Y PAEN** Cllr Graham Rogers 07775 644527  
**LLANDEGVETH** Chair Lorna Savidge 07809292564  
**LLANHENNOCK** Cllr Neil Statham 07792371624  
**TREDUNNOCK** TBC  
**CLERK** Kate Burdge 07450229019

**LLANGYBI** Cllr Peter Marshall 07415892161  
 Cllr Andy Hunt 07976 721650  
 Cllr Caroline Watts 07779503052  
**LLANGATTOCK N.C.** Vice Ieuan Williams 07790285572

**Present:** Chair Savidge, Cllr Williams, Cllr Rogers, Cllr Watts, Cllr Marshall, Cllr Hunt, Clerk Burdge  
**Apologies:** Cllr Statham, C.Cllr Bromfield,  
**Declarations of interest:** None  
**Members of the public present:** Neil Gosling, Rob Lewis  
**Minutes of the last meeting:** Proposed by Cllr Watts; Seconded by Cllr Rogers

Chair Savidge explained this meeting was solely to discuss the budget and approve the precept for Llangybi Fawr CC for 2025-2026. Cllr Rogers explained the outline for the meeting; whereby the CC would check current balance and then estimate the further income and expenditure to the year end of March 2025. Following from this, Cllrs would evaluate and approximate the 2025-2026 projected budget in order to make a formal request for the 2025-2026 precept to MCC.

**Setting the Precept for Llangybi Fawr CC for 2025/2026**

271/295: Budget Review: Clerk presented a budget review to the CC highlighting the costs to the Council up to December 2024. Secondly, Clerk displayed a draft budget stating the projected spend from April 2025- 2026. Cllrs agreed to discuss each item individually in order to establish an agreed sum to be included within the budget.

272/: 295: Charity Donations- local funds: Firstly, Cllrs discussed the matter of charitable donations. Chair Savidge highlighted in previous years the CC had donated towards Remembrance Wreaths and the repair and maintenance of Llangybi Well. The subject of Churchyard donations and whether the CC wished to provide financial assistance to help our churches maintain their churchyards was discussed. Cllr Rogers described that after attending a OVW Advanced Local Government Finance course in previous years the restrictions to donations only applies to Church matters or Ecclesiastical matters (point 233/243 from October 2024 meeting). In comparison, other community councils within the heart of Monmouthshire currently provide financial provisions for churchyard maintenance; whereas Llangybi Fawr CC are the only community council who have withdrawn financial support for churchyard maintenance within the last 2 precepts. Historically, the law restricting donations dates back to 1894 because of the wording of Section 6(1)(a)(i) of the Local Government Act 1894; however, Cllrs mentioned this is open to interpretation. Cllrs believe other councils rely on Section 214 of the Local Government Act 1972, arguing that burial authorities can help to maintain burial grounds. Cllr Rogers had concerns in consideration to the full audit completed in April 2024 and the possible repercussions; potentially meaning the CC would have to pay back the donated funds. After much discussion, Cllrs unanimously agreed to re-establish the churchyard donations. Cllr Williams suggested £400 per church totalling £2000 for the 5 churches to be allocated in Llangybi Fawr ward. Cllr Hunt questioned whether there was a potential to pay the maintenance invoice directly. However, Cllrs agreed this provides little budget control for the churchwarden in order to budget for other costs to the church. Cllr Hunt asked Rob Lewis if the Village Hall in Llangybi had identified any upcoming maintenance needs for example electrical, plumbing or safety repairs. Chair Savidge explained Llangybi Fawr CC had donated funds to Llanhenock Village Hall for safety improvements in the previous months. Cllrs agreed to increase donation funds by £500 concluding that £2500 would be the sufficient value to be allocated for charitable donations. Cllr Rogers questioned Clerk on the annual return Significance of Variances form whether the values are compared to those of the budget or actual expenses. Clerk confirmed the variances are compared to those of the actual expenses of the CC.

273:295: Rent of Halls: Chair Savidge highlighted these costs would be simple to assign funds; as these costs are already confirmed by the rental agreements provided by the Village Halls. Clerk confirmed invoices from both Llanhenock and Llangybi were yet to be received. Therefore, the sum of £850 was allocated for the remaining months up to 31<sup>st</sup> March 2025. A total of £1300 is set aside in the projected budget for 2025-2026 to comprise the increased rental charges from Llangybi Village hall.

274/295: Clerk Salary: Similarly, the Clerk Salary was able to be assigned within the budget totalling £5000 to include the recent pay increase in accordance with the Local Government Pay Agreement Scales backdating to April 2024.

275/295: Clerk expenses: Cllrs allocated £1000 in the projected budget to cover the costs of a replacement laptop if necessary alongside the ongoing costs of stamps and printer expenses.

276/295: Bank Charges: Clerk stated these fees may increase in line with inflation, an approximate cost of £10 per month totalling £120 for the projected budget was agreed unanimously.

277/295: Maintenance/Repair: Cllrs queried what matters would be included within the maintenance and repair expenses. Cllrs identified the defibrillators, noticeboards and communal areas as potential items that would need to be allocated within the budget. Cllr Hunt questioned what the CC had spent so far in the year on this matter. Clerk confirmed the local maintenance of road junctions, the hedge clearance at Llanybi Park and the upkeep of the defibrillators are some examples of the previous costs to be CC. Cllr Hunt mentioned some of these expenses had been greatly reduced with the use of an alternative contractor within Llanybi. Therefore, Cllrs approved the fund allocation of £2000 for maintenance and repair expenses.

278/295: VE and Poppy day: Cllrs emphasised that during this financial year little funds had been spent on this matter. Chair Savidge stated Llandegfedd Village Committee had organised a public celebration for VE Day. Therefore, the recognised sum of £260 was accepted by the CC.

279/295: HMRC fees: Chair Savidge determined these funds within the budget should be foreseeable in accordance with the current charges. Clerk suggested a provision of £300 for HMRC fees based on the current PAYE expenditure. Cllrs agreed with this sum.

280/294: Accountant fees: Equally these funds were simple to approximate by the Clerk within the budget based on previous costs to the CC but factored a potential 10% increase. So, Cllrs set £450 within the budget for 2025-2026.

281/295: Election Costs: No funds were allocated to this within the CC budget as Cllrs stated it is not an election year.

282/295: Audit: Clerk explained the expenditure for the audits would need to include that of the internal audit and the outstanding invoice yet to be received for the full audit completed in April 2024. Clerk had received 2 quotes prior to the meeting for an internal audit; both of these were approximately £500, coinciding with the full audit, a total of £900 was settled by Cllrs for the 2025 projected budget.

283/295: Information Technology: Prior to the meeting, the Llanybi Fawr CC website manager had submitted a proposal to change the management of the website for the 2025/26 period. These suggested improvements intended to enhance the website's design, functionality and improve security; as well as align with recommendations from One Voice Wales. These suggestions included switching to Vision ICT for website hosting to reduce the risk of loss of access that had been an issue in the previous months for the CC. Clerk declared a quote had been received earlier from Vision ICT stating the costs of redesign and hosting for the first year would be £650. Clerk to circulate after the meeting. Prior to this meeting, Cllrs were circulated Digital Guidance advice from One Voice Wales recommending the website domain name to change to gov.uk. Cllrs queried if this would raise issues with contacting the Council. Cllr Hunt clarified all emails could be redirected to new emails. Furthermore, Cllr Hunt stated the hosting provider is not a huge matter; whereas the website software used could be critical in terms of language and cybersecurity. For example, Cllr Hunt explained the software used may impact the presentation of the website with mis-format on mobile devices, and the security aspect with the heightened risks of cybercrime. Cllr Hunt explained the proposal from Vision ICT needed further details including the commitment to ongoing costs after the first year of hosting. Clerk to email Vision ICT to find out future commitment and the associated costs. In addition, Cllr Watts requested Les Taylor to attend one of the council meetings if possible to demonstrate and provide an interactive display of the website for the Cllrs. Cllrs required confirmation of ongoing costs prior to the budget of £1000 being agreed for the website management.

284/295: Insurance: Clerk explained that the previous quotes obtained during the year averaged £480 for insurance for the CC. therefore Cllrs agreed this was a suitable sum to be included within the projected budget.

285/295: Ad hoc/Contingency/training: Cllrs discussed the funding that may be required for the CC to participate provided by One Voice Wales. Clerk and Chair Savidge had recently attended training sessions on behalf of the CC. Cllrs were satisfied a sum of £500 should be assigned to this within the budget.

286/295: Legal: During the previous precepts a sum of £300 had been allocated to legal services. Clerk had suggested the same value for the upcoming precept budget. Cllr Williams highlighted a letter had been commissioned during previous years by legal representatives relating to a pothole on Llanhennock Hill. Cllrs all agreed this sum was appropriate.

287/295: Community project/miscellaneous projects: Chair Savidge firstly addresses the Cllrs to request any future community projects that may need to be budgeted for in the coming year. Cllr Hunt mentioned the request of CCTV cameras being placed at each of Parc and Ton Road in Llanybi in order to record traffic coming in and out of the village. This is in the hope to help Police proceedings with the increased reported theft and suspicious activity happening within Llanybi Fawr ward in the previous months. Chair Savidge states this would be a huge expenditure, possibly far beyond the funding on the Community Council. However, Chair Savidge suggested grants may be available with this community project. In addition, Cllrs implied they would like to purchase Our Watch signs in replacement of the Neighbourhood Watch scheme; to try to reduce the risk of crime in conjunction with the Smart Water pens purchased and circulated throughout the year from the CC. Furthermore, Cllrs suggested additional funding may be appreciated with regards to Llanybi Park in the form of either playground equipment or biodiversity. So, a sum of £3000 was agreed within the 2025-2026 budget.

288/295: Dog Waste Collection: Cllrs settled this was a continuing topic of interest with the CC. Presently the CC were reliant on a single contractor to dispose of the local dog waste as a specific incinerator is required. During previous meetings, the discussion of converting all the designated dog waste bins in Llanybi to dual purpose waste had been favourable with Cllrs. Chair Savidge explained the 2 bins based in Llandegfedd were currently collected with the household rubbish collections as these were roadside and easily accessible to MCC. Cllr Hunt underlined the 5 dog waste bins in Llanybi could be positioned roadside if this meant a reduction in collection cost. Cllrs agreed more investigation was necessary and for Clerk to email Sue Parkinson at MCC to identify the costs of replacing the dog waste bins to dual purpose as well as the additional charges of this collection. Clerk to add this matter to a future agenda item.

289/295: One Voice Wales subscription: Clerk cited the subscription fees from One Voice Wales were unchanged in 2024 costing £250 annually. With the current levels of inflation, Cllrs all settled a reserved budget of £280 for this matter.

290/295: Community Event: In previous years, funds were set aside for the King's Coronation and the Queens Jubilee. Cllr Rogers underlined the 80<sup>th</sup> Anniversary of WWII would be approaching in the upcoming months. Thus, £2000 was a reasonable sum to be included within the budget to provide funds if a public celebration was arranged in the forthcoming year.

291/295: Councillor expenses/allowances: Councillors received £1956 in councillor allowance and expenses comprising of 7 councillors receiving £208 +£500 as the chairman's allowance. There is a vacant community council position in Tredunnoch therefore the sum of £2200 was allocated to ensure funds were available if this position is filled.

292/295: Precept: At the meeting, prior to a final draft budget being finalised the estimated precept amount was £27,000. Chair Savidge confirmed there were 535 household properties within the ward. Therefore the £27,000 possible precept divided by the number of households (535) calculated to cost each household £50.46 annually (£4.20 monthly) from the Community Council outlook. Cllrs recognised these figures were not representative to each household. The £2000 increase from the previous precept budget was documented to involve an estimated 8% increase to every household. Cllrs acknowledged the precept budget required confirmation of supplementary details before approval. Clerk to find out and report to CC so the precept budget can be finalised at the January 2025 Council meeting in Llanhennock Village Hall.

### **Finances:**

**293/295: HSBC Mandate:** Clerk stated the previous HSBC mandate to place all councillors on the bank mandate had been completed and approved. Clerk presented the change of address form which Chair Savidge and Cllr Williams both signed. Clerk to return to HSBC.

### **294/295: Raise cheques: the following cheques were raised:**

- a) Clerk Burdge Salary for November (including backpay from April 2024) and Defibrillator Batteries purchased for Llangybi £610.16 (proposed by Cllr Marshall; Seconded by Cllr Watts)
- b) Website Manager Salary for November £48.00 (proposed by Cllr Marshall; Seconded by Cllr Watts)
- c) Merlin Environmental Services for Dog waste collection for December £216.00 (proposed by Cllr Marshall; Seconded by Cllr Watts)
- d) Monmouthshire County Council Ground Disability Swing £3781.15 (proposed by Cllr Marshall; seconded by Cllr Watts)
- e) One Voice Wales- Clerk Burdge Training Module £40.00 (proposed by Cllr Marshall; seconded by Cllr Watts)

**295/295: Bank Reconciliation:** Cllr Rogers agreed and signed the accounts prepared in advance of meeting.

**Meeting closed at 8.45pm**

**Date of Next Meeting :** Monday 6<sup>th</sup> January 2025 in Llanhennock Village Hall at 7pm.

*All members of the public are welcome to attend meetings. If remote access is required, notify clerk in advance to arrange this. If any members of the public require to see these minutes in Welsh please contact the clerk: [k.burdge@llangybi.org](mailto:k.burdge@llangybi.org)*