



Llangybi Fawr Community Council

Meeting Minutes

Monday 6th January 2025

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

In the absence of Cllr Savidge, Chair Williams conducted the meeting. Chair Williams welcomed Les Taylor (Llangybi Fawr CC Website Manager) to discuss the current website and its functionality.

296/320: Website Demonstration: Les Taylor had prepared a small presentation for the Cllrs to discuss whether Llangybi Fawr CC would like to redesign their current website. Les Taylor explains the current website is in good working order but questions whether the CC would like to invest in a simpler system so that if in the future a changeover is needed; all packages are under one provider. Les explains he is also clerk for Whitecastle CC and displays the current website for this CC. Les presents the handout booklet provided by One Voice Wales to highlight the essential requirements all CC need to show on their websites. There are 730 CC in Wales that all follow these guidelines stated by Les. The legislation was introduced back in 2013 stating all CC websites must be able to publish Cllr Contact Details, Notice of meetings and the Minutes electronically. Les mentions 10 years have lapsed so CC may want to review its website. Les mentions the business case of improving the website would bring lots of benefits to an updated system, which would be easier under one package provider. At the moment, the Llangybi Fawr CC requires multiple providers (e.g. one for hosting, one for domain name). Les implies this may be a security risk. Cllr Hunt asks will emails be included with a new package provider? Les explains emails could be redirected to new email address but may come with extra charges. Cllr Hunt mentions Google does not charge and works with Outlook where the current Llangybi emails are addressed to. Les mentions Vision ICT as a viable contender to redesign the website; this company currently works with many CC including Raglan CC. Les states the functionality of a new front of house system (provided by Vision ICT) provides little technical knowledge so easier for others to take on the responsibility if needed. Cllr Watts asks whether it is possible to have more than one admin login so changes can be proof read by multiple users. Les agrees this is possible and exhibits the current planning tab on Whitecastle CC. He explains the link displayed is directly linked to MCC Planning Portal and the individual planning application referred to on the website. Cllr Hunt agrees the Planning tab is a useful tool and suggests to add this menu item to the current Llangybi website. Clerk explains the Digital Maturity Report provided by One Voice Wales gave recommendation to change the current .org website to that of .gov.uk to promote better credibility as a website to create a stronger trust with users. Cllr Watts mentions this is a good opportunity for a changeover to take place but requests what the implications would be to the CC, and would like to see the website used as proactively as the CC social media pages. In addition, Cllr Watts highlights the website should be more user friendly and accessible than it is currently to local residents, and questions how well the current website is used. Cllr Hunt asks Les the security risk with the existing software with the new format intended. Les insists Vision ICT are on top of security and the proposed website design would format with mobile phones efficiently. Cllr Watts requests if a communal calendar could be added to the new website. Clerk indicates the cost of the new website will be £650 the first year, and £240 annually for hosting fees thereafter from Vision ICT. To conclude, Les approves he is happy to support the CC with its website management. Clerk to find out costs implicated with email addresses and circulate. Cllrs agree a decision is to be made at the next meeting where a full council is present.

297/320: MCC Grounds Maintenance Contract for 2025-2026: MCC quote for 2025/6 is £642.16; this was accepted. Clerk to inform MCC.

298/320: Sue Prescott Monmouthshire Citizens Advice Donation Request: Prior to the meeting a donation request was received by Monmouthshire Citizens Advice. Cllrs all agreed this was a useful service to the Community with the statistics chart provided stating it had helped resolve issues for 35 residents locally. Cllrs discussed the CC does not generally donate to outside organisations and prefers to donate to local CC projects and Citizens Advice has a vague alignment to the area. Cllrs queried whether to donate to the organisation and it was agreed to be postponed to the next meeting.

299/320: Tracy Gilmartin-Review of Senedd Constituencies: Chair Williams explains the Senedd Constituencies have proposed a consultation to revised democracy boundaries. The revised proposals amalgamate Torfaen and Monmouthshire into

one larger constituency called Mynwy Torfaen within a larger Senedd of 96 members. Cllr Rogers mentions presently there are 32 Senedd Members. Cllrs ask for the deadline date to provide response to the consultation. Clerk to find out. Cllrs deliberate if these changes were implemented what impacts would it have on the CC. Cllrs agreed no direct impact would be to the CC. Therefore, Cllrs agreed this could be a good link to be added to the website so residents can respond individually. Cllrs to reply on a personal stature.

Policy updates:

300/320: Training Plan Policy; Records of Training attended: All reports were previously circulated prior to the meeting. These were accepted at the meeting and will be placed on the website.

301/320: Diary for 2025: Cllr Rogers asked to see the Diary for 2025, Clerk to circulate electronically but states very little changes have been made from the 2024 Diary. For the month of January, the diary tasks include: To Appoint an Internal Auditor; Receipt of VAT Return (clerk confirms this was received in 2024) and the Receipt of Allotment Rent and Report. Clerk to check when Bank Statement is received and to chase for the Allotment Report.

302/320: Financial Regulations 2025: Clerk had circulated prior to the meeting; clerk had made amendments to the new template model provided by OVW. Cllr Rogers to check and be approved at the next CC meeting.

Reports:

303/320: Police reports for December: The report for December was circulated by email prior to meeting. Cllrs mentioned very little information was provided including no incident location. Clerk to request further information and circulate.

Updates & Any Other Information:

304/320: Bamboo and broken fence clearance in Llangybi Park: Prior to the meeting, Clerk had received an email from a local resident to request when the broken fence within the Llangybi CC park area would be removed as it is unsightly and with the MCC Biodiversity plans announced to introduce wildflower strips and a small orchard. Cllr Hunt explained the fence is broken stock fencing along the hedge line of the CC area. In addition, Cllr Hunt explains the bamboo was previously cut, before spraying the shoots and proved unsuccessfully last summer. Cllr Williams highlights the difficulty in removing bamboo and would need strong herbicide to be sprayed on the shoots upcoming in the Spring. Clerk to acquire quotes to remove fence and weed spray bamboo.

305/320: Heart of Monmouthshire Church Maintenance Donations: Clerk had previously circulated an email that the payment from the CC could be sent as a single transfer to Heart of Monmouthshire Ministry Area; then each church would be credited their share. Cllr Rogers announced the Church Warden of Coed y Paen would prefer their share to be paid directly to Christchurch. Cllrs agreed to write individual cheque to each Church at the next meeting. Clerk to contact each Church Warden to find out payment details ready for the next meeting.

306/320: Defibrillator Meeting with Chris Joyce: In December 2024, Cllr Rogers, Cllr Savidge and Clerk Burdge attended a meeting with NHS Executive Chris Joyce to speak about the defibrillators within the ward. Cllr Rogers explained Chris provided a QR code for residents to have online First Aid training. Cllrs had agreed prior to the meeting for this to be placed on the website. Chris checked all the local defibrillators were in working order and updated "The Circuit" to state the Llangybi Defibrillator was now operational. Cllr Williams asked if any of the defibrillators had any been used within the ward. Cllr Hunt indicates a defibrillator provides a 50/50% chance of survival; whereas CPR only gives individuals a 2/3% chance. Chris Joyce highlights key requirements that include that defibrillators need to be checked every 90 days. Plus, all defibrillators will self-test on a daily, weekly or monthly basis so do not need to be turned on/off as this can deplete the memory. If a green tick is displayed on the defibrillator it is functioning appropriately. The device would signal with a flashing light or audible alert if there was an issue.

307/320: Creating a Community Place Plan Meeting with MCC: Prior to the meeting, Clerk had received an email from MCC Community Development Officer Ashley Morgan whom had suggested a zoom call on the week of the 13th January 2025 to discuss the potential support MCC could offer in the proposed idea to produce a Community Place Plan for Llangybi Fawr ward. Cllr Hunt requests a reminder what the Community Place Plan would offer to the CC. Cllrs discussed it was an assessment method to find out what residents would like done within the ward. Cllrs queried if this could include future housing plans in consideration to the RDLP previously discussed with the potential candidate site in Llangybi. Cllrs agree the plans are usually for much larger communities. However, the place plan could provide benefit to align plans from MCC with Llangybi Fawr CC and its residents. Clerk to chase.

308/320: Llangybi Park Biodiversity Design Plans: Clerk announces the Llangybi Park Biodiversity Consultation is now active and residents have the opportunity to respond to the proposed plans using the online portal displayed on the CC website, social media pages and local noticeboards. In addition, MCC will carry out a leaflet drop to all properties surrounding Llangybi Park to ensure all residents are aware of the proposed biodiversity plans. Clerk states the consultation ends on the 17th January 2025. Cllrs highlight if the new website is introduced, the consultation could be made interactive on the CC website.

309/320: Replacement of Dog Waste Bins: Clerk mentions the difficulty so far to introduce dual purpose bins in to Llangybi Fawr ward in the hopes to reduce the costs of dog waste collection to the CC. Cllr Hunt identifies the bin in Llandegfedd is currently emptied by MCC as a dual purpose. Clerk explains the current dog waste bins would need to be relocated. Cllr Hunt offers this is not an issue and this has been clarified to MCC. However, due to the nature of MCC policies the replacement has seemed impossible to be carried out within the ward. Cllrs question if the manual handling of the dog waste collection is proving a decisive issue. Cllr Hunt mentions the CC offered to provide smaller bins in order to combat the bag weight issue with manual

loading. Cllr Hunt implies the added income to MCC should be welcomed. Therefore, the CC would see a substantial cost reduction to its dog waste collection expenditure. Clerk to ask for C.Cllr Bromfield help for further discussion to take place.

Local Matters Arising:

310/320: Smart Water Signage: Cllr Hunt queried the status of gaining MCC permission to display the smart water signs provided by Gwent Police. Clerk defines that MCC streetlighting cannot agree to the installation of the smart water signs on the lighting columns due to the aging nature and the additional wind loading. Cllrs were extremely disappointed with this result as the signs are very lightweight. Chair Williams suggested placing them on directional signs. Clerk to ask MCC Gareth Freeman if this is suitable and Cllrs to offer alternative locations.

311/320: Appoint an Internal Auditor: Clerk presents 3 quotes to the CC; firstly, from Sentinel Accountants based in Usk a standard charge of £420 + VAT. Secondly, Rachel Bundy (who had carried out the last Internal Audit) £500 charge. Then lastly from EH Accountancy in Abergavenny a standard charge of £400 + VAT. Cllrs unanimously agreed to use Rachel Bundy due to her thorough and competent work in the previous internal audit. Clerk to inform Ms. Bundy.

312/320: Confirm the Precept for Llangybi Fawr CC for 2025/2026: Prior to the meeting, Clerk had circulated an updated budget spreadsheet suggesting the standard precept request of £25,000. Cllrs approved the precept request of £25,000 for 2025/2026. Cllr Rogers proposed; Chair Williams seconded.

313/320: Glen Usk House: On arrival to the meeting, an anonymous document was left attached to the doorstep of Llanhennock Village hall addressed to the CC. Cllrs reviewed the document in consideration to the planning application of Glen Usk House. Cllrs all agreed this was a matter for MCC Planning. Clerk to scan and send document to MCC Planning department and C.Cllr Fay Bromfield.

314/320: Llanhennock Chesire Homes: Clerk specified that the Cheshire Homes had now been sold and was vacant according to MCC Officer. MCC were trying to establish contact with the new owner to determine if a change of use would be necessary. MCC to report any response to CC.

315/320: Pothole on Candwr Road: Chair Williams stated urgent attention was needed on Candwr Road to resolve 2-3 large potholes in the centre of the road. These potholes had recently caused severe damage to a vehicle and were very difficult to avoid. Clerk to report to MCC.

316/320: Potholes on Cochyn Lane, Llangybi: Cllr Hunt requested required attention to Cochyn Lane in Llangybi. This is used as a diversion route to road users in Llangybi when Parc Road is closed. Cllr Hunt positions this road as completely impracticable to road users unless an agricultural vehicle due to the large potholes throughout. Clerk to report to MCC.

317/320: White House Lane, Llanthwy: Prior to the meeting, Chair Williams and Clerk received concerns from a concerned resident with substantial mud and debris outside the entrance to their property caused by a tractor in recent days. Chair Williams requested the drains and culvert to be cleaned at the same time on Whitehouse Lane to reduce the mud/debris. Clerk to report to MCC.

Finances:

318/320: One Voice Wales: Prior to the meeting, Clerk had received email from OVW to question the outstanding invoice of 8116 (previously discussed in November 2024, point 267/270). Clerk requested a cheque to be sent at the end of the meeting for £40.00 to One Voice Wales for Invoice 8116. Cllrs unanimously agreed to raise the cheque in January 2025 meeting.

319/320: Raise cheques: the following cheques were raised:

- a) Clerk Burdge Salary for December £411.20 (proposed by Cllr Rogers; Seconded by Cllr Watts)
- b) Website Manager Salary for November £48.00 (proposed by Cllr Rogers; Seconded by Cllr Watts)
- c) Merlin Environmental Services for Dog waste collection for January £172.80 (proposed by Cllr Rogers; Seconded by Cllr Watts)
- d) HMRC for PAYE £36.00 (proposed by Cllr Rogers; seconded by Cllr Watts)
- e) Beverly & Williams Accountants Ltd £72.00 (proposed by Cllr Rogers; Seconded by Cllr Watts)
- f) One Voice Wales- Clerk Burdge Training Module £40.00 (proposed by Cllr Rogers; seconded by Cllr Watts)

320/320: Bank Reconciliation: Cllr Rogers agreed and signed the accounts prepared in advance of meeting.

Meeting closed at 9pm

Date of Next Meeting : Monday 3rd February 2025 in Llangybi 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