

**Gwehelog Fawr Community Council Minutes Meeting Number 377  
Held virtually on line: on Wednesday 22 July 2020 at 8.00pm**

**Present: Chair** Cllr S.Carbury (SC), Cllr J Kershaw, Cllr R.Carbury (RC), Cllr M.Godwin, (MG),  
Cllr Bayliss (JB), Cllr. R. Marfell (RM), Cllr.C.Kirby, (CK),

**In attendance:** the Clerk Ms. Awni, (NA), County Councillor V Smith (VS)

**No members of the Public had contacted the Clerk re attending the meeting  
(Note: Monmouthshire County Council is MCC)**

| Item No. | Item   | Action   |
|----------|--|--|
| 1        | <b>The Vice Chair took the chair of the meeting until the arrival on line of the Chair.<br/>Apologies for Absence:</b> Cllr.C.Kirby, (CK)  |  |
| 2        | <b>Declarations of Interest – Cllr JK - made later in meeting relating to the village hall film nights</b>   |  |
| 3        | <b>The Chair took over the Chair from Cllr JK.<br/>Minutes of the previous ordinary meeting no 376 held on the 26 February 2020 at 8.00pm</b> The Chair noted that the date on the agenda for the February meeting was incorrect as the 24 February and it should be the 26 Feb. He asked whether members were happy to approve the minutes of the 26 February meeting which was proposed by Cllr JK and seconded by Cllr MG. The minutes, along with other meeting papers, will be signed by the Chair at a date to be arranged with the Clerk.<br><b>There were no Community Council meetings held in March, April, May or June 2020. These meetings were not held due to the Covid 19 outbreak and the lockdown restrictions in place nationally.<br/>At a virtual discussion hosted on the 16 July, members agreed to a proposal that they would meet virtually by teleconference on the 22 July 2020 and the ASM would take place on the 29 July 2020. This was proposed by the Chair Cllr SC and seconded by the Vice Chair Cllr JK.</b> | <b>Clerk to action and post on website</b><br><br><br><br><br><br><br><br><br><br><br><br><br><b>Clerk to action</b> |
| 4        | <b>Matters arising from the minutes of the last meeting 26 February 2020 no 376</b><br><b>Highways –</b> The Clerk confirmed that all highway matters had been notified to MCC for action.<br><b>Planning Application</b> DM/2019/00800 Wainfield Lane. The Chair confirmed that he had attended an onsite meeting with planning before lockdown. In June, the council reiterated their previous comments to the planning department that drainage issues remain. The application is due to go forward to planning committee.<br><b>Policies</b> The Council policy on risk has been reviewed and updated. GDPR policies did not require an update.<br><b>Complaint –</b> Both MBS and MCC had responded to the complaint made about the return of the precept and an apology received. It was noted that the letter and email had been circulated.  |  |
| 5        | <b>Finance and governance –</b> Cllr VS was welcomed to the meeting.<br>The Clerk confirmed that <b>all papers</b> relating to end of year finance and regular payments made since March, had been circulated to members prior to the meeting. An update note from the Clerk had been circulated, which set out the actions and activities undertaken regarding regular payments and the internal and external audits since the February meeting.<br>a) The end of year position of actual spend against budget was reported as healthy with expenditure of £4529.63 against a budget of £6872.56. The Council had a surplus of £2342.93. It was noted that interest for the year of £17.33 was only confirmed in May and will appear on the 2020/21 accounts. Members were asked to receive, accept and approve the Council accounts for the year 2019-2020 this was <b>proposed by Cllr JK and seconded by Cllr MG.</b>  |  |

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|   | <p>b) Given the national situation unfolding around Covid19, the March meeting was cancelled on the 18 March 2020 by the Chair, following conversations with OVW, the Clerk and Vice Chair and closure of the village hall. A meeting between the Chair, Deputy Chair and Clerk took place on the 19 March 2020 to authorize the end of year regular payments, to the Clerk, payroll providers and HMRC. It was confirmed that regular payments were made on the basis of the list approved by the Council at the 2019 ASM. The Council was asked to accept and approve the regular payments made, as detailed on the March account, this was proposed by <b>Cllr MG and seconded by Cllr JB.</b></p> <p>c) Members had received a copy of the internal audit report and findings by email. It was <b>proposed to receive and accept the report and findings by Cllr MG, seconded by Cllr RM.</b></p> <p>d) April May June payments - As no meetings had occurred between April – June due to the coronavirus outbreak, the Council was asked to accept and approve the regular payments authorized by Cllr JK and Cllr MG on 23 June 2020. The payments to the clerk, internal auditor, insurance provider and HMRC were made and detailed on the 2020-2021 accounts sheet and daybook circulated to all members. <b>It was proposed by Cllr JB to approve the payments, seconded by Cllr MG.</b> Picture copies of transaction entries and the account balance in the Council account book, were circulated to all members. It was confirmed that these had been received and viewed and <b>proposed as correct entries by Cllr JK seconded by Cllr MG.</b></p> |   |
| 6 | <p>Given the inability to meeting face to face this year to date, all audit documents and situation updates received from the Wales auditor regarding the 2019-2020 audit, have been circulated to all members by email. Members confirmed that they had read the papers and documents circulated.</p> <p>The Annual return and annual governance statement for the year ended 31 March 2020 had been certified by the RFO/Clerk following completion of accounts data, information and signature by the internal auditor. The document had been presented and circulated to all members for review and consideration. The Clerk went through each part of the Annual return and governance statement and asked members to confirm their response to the questions asked. <b>The Council was asked to receive, accept and approve the Annual Return. This was proposed as accepted as a correct record by Cllr JK and seconded by Cllr MG. It was proposed by Cllr MG, that the Chair confirm the accounting statements and Annual Governance statement were approved by the Council as correct, this was seconded by Cllr JB. All members approved. Signature of the Chair to be obtained by the Clerk before the ASM on the 29 July 2020.</b></p>   | <p><b>Chair and</b></p> <p><b>Clerk to action</b></p> |
| 7 | <p><b>Meeting schedule during Covid 19 pandemic</b> – Members were asked to formally note for the record that an on- line virtual discussion was hosted by the Clerk, between council members, on Thursday 16 July 2020 at 8pm. As a consequence, members agreed to a proposal made by the Chair and seconded by the vice chair, to hold the next formal meeting virtually, on the 22 July 2020 at 8pm. It was also agreed to hold the Annual Statutory Meeting virtually on the 29 July 2020. The Clerk set up the technology to enable both meetings to happen and sent out joining instructions. Members of the public can request to attend by contacting the Clerk. Meeting agendas will be published on the website as normal. Advice taken from OVW circulated.</p>  | <p><b>Clerk to action</b></p>                         |

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| <b>8</b>  | <b>Boundary Changes MCC</b> - Cllr VS shared concern around the lumping together of LLanbadoc, Little Mill and Usk and 2 member representation. The consultation is an opportunity for the council to make it's views known and representation, before the 28 September. The Clerk confirmed that members could make a response under matters arising at the ASM.  | <b>Cllrs to action</b> |
| <b>9</b>  | Highway matters - none reported  |                        |
| <b>10</b> | <b>Planning Applications -DM/2018/0800</b> Homestead Wainfield Lane. The application remains pending a decision of the planning committee.   |                        |
| <b>11</b> | <b>Questions from the public</b> – none received   |                        |
| <b>12</b> | <b>Correspondence : All received has been circulated including the police report</b>   |                        |
| <b>13</b> | <p>Matters for the next meeting to be held on 29 July 2020 :</p> <p>The Chair, Councillor Simon Carbury made an unexpected announcement that he intends to stand down as a community councillor on the election of the new Chair. Having spent many years as a member of the Council, supporting the local community and after a lot of thought, he feels it is time to take a step back. Council members expressed their dismay and shock at his decision, whilst acknowledging his personal support to them over the years and his leadership of the Council. The Chair acknowledged his decision had been prompted by the outcome of the community council review. He was pleased to see the overwhelming success of the film nights held at the village hall and hoped that these would continue and widen, to include events for children in the community. He fully supported their continuation and urged the pushing and promoting of events and purchase of kit to enable this. Cllr SC proposed that the Council should, as suggested in para. 4 of the internal auditor report, use funds held in reserves to fund the expenditure needed to continue the cinema events and widen the film cinema experience for the community. Cllr JK expressed an interest in the item and confirmed that the village hall committee were trying to obtain grants from a range of sources to support the purchase of equipment. The proposal to allocate and use reserve funds to financially support the film night experience was seconded by Cllr MG and all present were in favour.</p> <p>Cllr JK, Vice Chair, confirmed that he was very sorry that Simon was leaving the council at a time when the community was increasingly drawn together. He recognised personally, the value of his long term contribution to the community and leadership of the Council. He thanked the Chair for his support of the village hall.</p> <p>Defibrillator -no further action required</p> |                        |
|           | <p>The meeting was declared closed at 8.33 pm</p> <p><b>Next virtual meeting : Annual Statutory meeting 29 July 2020 at 8.00 pm</b></p>  |                        |