

# Gwehelog Fawr Community Council Minutes Meeting Number 373

Venue: Gwehelog Village Hall on 27 November 2019 at 8.00pm

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

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

**Members of the Public attending 1 (Note: Monmouthshire County Council is MCC)**

Item No.	Item	Action
1	<b>Apologies for Absence:</b> Cllr.J.Kershaw (JK), (Vice Chair), Cllr M.Godwin,(MG)	
2	<b>Declarations of Interest - none</b>	
3	<b>Minutes of the previous ordinary meeting no 372 held on 30 October 2019 at 8.00pm</b> The Chair asked whether members were happy to approve the minutes as a true and accurate record of the October meeting. There were no corrections raised in relation to the minutes. They were approved as a correct record following a proposal by Cllr CK which was seconded by Cllr RM	<b>Clerk to post on website</b>
4	<b>Matters arising from the minutes of the last meeting no 372</b> <b>Highways</b> – The Clerk confirmed that all highway matters had been notified to MCC for action. <b>Budget paper</b> - under finance <b>ROWIP</b> -the Clerk confirmed that no comments had been received	
5	<b>MCC update</b> : Cllr VS circulated reports on the environment and the Fire Service for members interest. Cllr VS confirmed that she is now attending some meetings including the Prison Liaison group which has a small attendance. It shares useful information. A selection of Gwehelog photographs were given to the clerk.	
6	<b>Finance and governance –</b> a) The income, receipt and expenditure details for the year to date were circulated prior to the meeting The Clerk went through the receipts and expenditure for the month. The Wales Audit office invoice for £238.90. Beverley and Williams Ltd invoice and the quarter 3 HMRC payment was required- £112.00. Payments totalled £ 574.78. Expenditure approval and a proposal to authorize payments was made by Cllr JB and seconded by Cllr RC. The Chair signed the bank book as matching the account balance. b) Cllr JB raised whether the donation, normally given annually to the Wales Air Ambulance, was still to be made from the remaining budget of ‘money for the good of the community’? The Clerk confirmed that this had not been made. Cllr RC proposed that a donation be made to the Wales Air Ambulance for £100 and this was seconded by Cllr JB. All members were in favour of the donation. c) The Chair asked whether the reduction in the budget for Audit fees was appropriate for 2020-21 before signing the 2020-2021 budget breakdown. The Clerk confirmed that as the external audit payment scale had been issued, it was clearer how much smaller councils might be expected to pay. The Chair duly signed the Budget form for 2020-21 which had been approved at the previous meeting. d) Members were asked to consider when the Councillor allowance of £150 should be paid for 2019-20. Members agreed that this should be paid at the end of the financial year. This was proposed by Cllr RM and seconded by Cllr CK. e) The Clerk raised that the laptop antivirus software was due for renewal over the festive break and requested authority to renew. Members duly approved renewal and gave the Clerk the authority to make the purchase and claim back the expenditure. The request from MCC confirming the Precept, is expected over the	<b>Clerk to action</b>          <b>Clerk to action</b>          <b>Clerk to action</b>          <b>Clerk to action</b>

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	<p>festive break. Members confirmed that the Clerk should confirm that the amount would remain at £4500 as approved at the October meeting.</p> <p>f) The Clerk had circulated the draft internal auditor letter to members to consider whether they were happy to retain the services of the internal auditor used for the last audit year 2018-9. It was agreed that the internal auditor should be retained for 2019-20 and the letter should be sent requesting the audit service for the 2019-20 accounts. Proposed by Cllr JB seconded by Cllr RC.</p> <p>g) The Clerk confirmed that a spam email had been received and inadvertently responded to. Some members had also received a similar email. The Clerk confirmed that members details had now been updated on the website.</p>	<p><b>Clerk to action</b></p> <p><b>Clerk to action</b></p>
7	<p><b>Policy matters : The Environment Wales Act</b> The Clerk had drafted and circulated the Annual Biodiversity report to members who accepted the report and approved publication on the noticeboards and website, to meet the Council’s legal duty.</p> <p><b>Annual Risk Assessment and Review</b> Councillors RC, together with input from Cllr JK and the Clerk had reviewed the existing risk assessment. Cllr RC confirmed that that the documents had been updated to reflect GDPR and differences in the payroll processes. Members were asked by Cllr RC to approve and adopt the review recommendations as there were no notable changes this was seconded by Cllr RM.</p>	<p><b>Clerk to publish</b></p>
8	<p><b>Highway matters</b> - Water on the road near Great House Farm constitutes a potential hazard in winter which requires notifying to MCC</p> <p>The Clerk took details of missing road signs raised by Cllr CK to notify MCC to action.</p>	<p><b>Clerk to action</b></p>
9	<p><b>Reports</b> – The Village Hall updates were circulated earlier by the clerk.</p> <p>Cllr JK has been asked to sit on the Village Hall Committee. The Clerk will request that Cllr JK updates the register of interest.</p> <p>Police report – the clerk had contacted the police link and a report had been sent through and circulated to members. It was suggested to the Police lead that attendance at a future coffee morning would be well received by residents.</p>	<p><b>Clerk to action</b></p>
10	<p><b>Planning Applications</b> received - DM/2019/01732 Pantyvista, Pantycolin. There were no comments. A member of the public raised a question around holiday lets which the clerk agreed to seek advice on from MCC planning team.</p>	<p><b>Clerk to action</b></p>
11	<p><b>Questions from the public</b> – A member of the public confirmed that fly tipping in Llancayo had been reported to MCC. Reports had been made about blocked drains and roadside litter remains an issue.</p>	
12	<p><b>Correspondence</b> : The Clerk confirmed that Carl Touhig from MCC had been contacted and could attend for an hour before the next meeting i.e 6.45-7.45pm. Members were keen that this event should take place and members of the public be invited.</p> <p>The officer from MCC will come to talk to residents about recycling matters generally.</p>	<p><b>Clerk to action</b></p>
13	<p><b>Events and training</b> : OVW events circulated</p>	
14	<p>Matters for the next meeting: Recycling event</p>	
	<p>The meeting was declared closed at 9.00pm</p> <p><b>Next meeting : 29 January 2020 at 8.00 pm</b></p>	