

**Gwehelog Fawr Community Council Minutes Meeting Number 356**  
**Venue: Gwehelog Village Hall on 25 April 2018 at 8.00pm**

**Present: Chair :Cllr.M.Godwin, (MG) Cllr.C.Kirby, (CK), Cllr.J.Kershaw, (JK), Cllr.S.Carbury (SC) Cllr.J.Bayliss (JB) Cllr.K.Davies (KD).**

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

**Members of the Public 2 (Note: Abbreviation Monmouthshire County Council - MCC)**

Item		Action
1	<b>Apologies for Absence: Cllr. R. Carbury, Declarations of Interest - None declared</b>	
2	Approval of Minutes from previous meeting <b>no.355</b> held on 28 March 2018. Approval of minutes <b>Proposed Cllr.MG seconded Cllr.CK</b> The Chair proposed to change the running order of the agenda to enable the CCllr.time to prepare papers	<b>Clerk to place on website</b>
3	<b>Matters Arising :</b> <b>a Map</b> –The Chair presented Cllr.JK with a map of the Gwehelog area that had been received from the mapping dept at MCC. <b>b Payroll update</b> –The Clerk confirmed that the new payroll service arrangements are now in place. MCC have been thanked by the Clerk for the service that they have previously provided <b>c GDPR</b> – The clerk has made contact with Raglan CC Clerk and will remain in contact on this and other matters of interest.	<b>Clerk to contact</b>
4	<b>Independent Remuneration Panel for Wales Report</b> (previously circulated). The Independent Remuneration Panel for Wales (the Panel) determines the level and scope of payments for all authorities in Wales. The Clerk had previously asked that Councillors familiarise themselves with section 13 of the report which sets out the determinations relating to Members of Community and Town Councils together with Annexe 1. The Clerk asked that the Council consider the recommendations and adoption of the determinations. There was lively discussion about the determined payments and allowances recommended for Community Councils. The Chair suggested that a letter be sent to the Panel rejecting suggestions of payments and allowances. Cllr.JK observed that the recommendations provided for those councillors existing and potential – who might require provision of an allowance to undertake the role. Cllr. SC suggested that as allowances were optional they did not have to be claimed. It was stated that the allowances were not budgeted for. It was clarified by the Clerk that allowance payments did not have to be claimed and that individuals could waive payment by confirming that in writing. All payments if taken, must be declared to HMRC. Cllr JK asked whether it was mandated or a recommendation. The Clerk said it was her understanding that the determinations should be adopted. A final decision will be considered at the next meeting.  <b>Review and approval of 2017/8 accounts</b> Cllrs. were given the spreadsheet relating to the 2017-8 annual receipts and payments and day book detailing the spend against budget. The accounts for 2017-8 demonstrating <b>a saving of £0.98p against budget</b> were approved as a correct record for the year. <b>Proposed by Cllr. KD seconded Cllr.SC</b>	<b>Chair/clerk to find out more information</b>  <b>Clerk to complete year end requirements</b>

**Gwehelog Fawr Community Council Minutes Meeting Number 356**  
**Venue: Gwehelog Village Hall on 25 April 2018 at 8.00pm**

**Present: Chair :Cllr.M.Godwin, (MG) Cllr.C.Kirby, (CK), Cllr.J.Kershaw, (JK), Cllr.S.Carbury (SC) Cllr.J.Bayliss (JB) Cllr.K.Davies (KD).**

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

**Members of the Public 2 (Note: Abbreviation Monmouthshire County Council - MCC)**

	<p>The revised budget for 2018-9 reflecting the 2017-8 charges for the ICO, SLCC and OVW memberships and Village hall rent were set out for 2018-9 and the spend for April set against the appropriate budget lines. The revised budget was considered and agreed by all Councillors present.</p> <p>The Clerk confirmed that following a conversation with the Internal Auditor agreement had been made to undertake the 2017-2018 internal audit on Tuesday and Wednesday 24/25 April 2018.</p> <p>The external audit timetable and annual audit form have been received, however, the timeframe for activities to be completed is tight. The date for displaying the poster is prior to the date of the May meeting and therefore, unless the Council has an extraordinary meeting to sign off the annual audit return the dates are not feasible. The Chair requested that the Clerk request an amendment to the dates.</p> <p>The auditor has collected all relevant documents. The internal auditor had formally requested that the council confirm that permission be granted for payment of the services provided, as part of the internal audit for 2017-2018 and be approved for payment.</p> <p><b>The Council supported the proposal to make the payment of the £100 internal audit fee by Cllr. SC and seconded Cllr JB.</b></p> <p>The invoice for MCC payroll invoice no 70124295 2018 <b>£598.89</b> was <b>proposed for approval by Cllr. JB seconded Cllr.CK</b></p> <p>The invoice for Clerk expenses <b>£35.65</b> was <b>proposed for approval by Cllr. KD seconded Cllr.SC</b></p> <p>The invoice for renewal of the Council Insurance Policy from Zurich effective between 1.6.2018- 31.5.2019 <b>£238.00</b> was <b>proposed for approval by Cllr.JK seconded Cllr.CK.</b></p> <p><b>The Building Society passbook was checked and initialled by the Chair as matching the total recorded on the April receipt and payment spreadsheet.</b></p>	<p><b>Clerk to request extension</b></p> <p><b>Clerk to action payments</b></p>
<p><b>5</b></p>	<p><b>Monmouthshire County Council Update</b></p> <p>The CCllr. V.S. continues to attend Council meetings as an observer which she finds useful. A visit to Trident Park, a waste plant in Cardiff, proved useful and interesting. Having previously been involved in the setting up of this project it has given a little knowledge on energy production. The Gwehelog coffee morning was attended and this appeared to be very well attended.</p> <p>Work is progressing on the Pumping Station project with excavation due to commence.</p> <p>The outcome of the Boundary review which is going forward to Council, will be notified to the Council in due course.</p> <p>There is a lot of resident activity in relation to the plan for the proposed changes</p> <p>There was a visit to the new Joint public services control room at Bridgend Police HQ. This covers the Fire Services in South Mid and West Wales and South Wales Police.</p>	

**Gwehelog Fawr Community Council Minutes Meeting Number 356**

**Venue: Gwehelog Village Hall on 25 April 2018 at 8.00pm**

**Present: Chair :Cllr.M.Godwin, (MG) Cllr.C.Kirby, (CK), Cllr.J.Kershaw, (JK), Cllr.S.Carbury (SC) Cllr.J.Bayliss (JB) Cllr.K.Davies (KD).**

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

**Members of the Public 2 (Note: Abbreviation Monmouthshire County Council - MCC)**

	The update on the Appeal relating to the land at Llancayo : - the appeal has not been granted and a further assessment is being carried out with the family. Matters will be discussed at a meeting next month, which the Cllr. will attend. The members o Chair thanked Cllr.VS for the updates.	
<b>6</b>	<b>Village Hall</b> - KD confirmed that the Coffee Morning was very well attended and positive feedback was given. Tickets are selling slowly for the Elvis event. The Chair urged all to attend and support the events. Tickets are still available.	
<b>7</b>	<b>Police report</b> – This had been received and it was noted circulated to Cllrs.	
<b>8</b>	<b>Highway matters</b> - Cllrs. continue to express concern over the number of potholes appearing locally. Resurfacing of the sides of the road at C215.6 is required. Double line Wainfield lane intersection of 215.2 and 215.7 required The drain on reference C215.6 requires attention.	<b>Clerk to report</b>
<b>9</b>	<b>Planning</b> – Application : Installation of inverters <b>DM/2018/00423</b> Llancayo Farm -replacements to existing and no new application therefore, all Cllrs present agreed no comment required. Comments received from 2 local residents in relation to the proposed planning application at Trostrey Court Farm DC/2017/01078 The Clerk confirmed that the Planning Officer had advised 2 reports are awaited on the proposed development one relating to the visual impact and the other on emissions. Once received a further planning application might be required that will be notified to the Council and comments may be made at that point. MCC Enforcement Cases – a steel framework which has been erected locally is being looked at	
<b>10</b>	<b>Correspondence</b> List of letters and emails received from date of the last meeting were previously circulated.no requests for more information.	
<b>11</b>	<b>Events and training</b> The Chair and Clerk attended the Coffee morning at the Village Hall. Cllr. KD was part of the organising committee at the event. OVW meeting attended by the Chair, centred largely on the requirements of GDPR. In relation to mergers - these are not currently top of the agenda and there is a view that devolution should not be forced on Councils.	
<b>12</b>	<b>General Data Protection Legislation (GDPR)</b> Cllr. Kershaw confirmed that efforts have centred around establishing the personal information that the Council may hold on individuals and what it is necessary to hold. Individual personal information relates mainly to that held on the Clerk, although the Council may have access to other personal data relating to correspondence for example. Councillors were advised that any personal information that they may hold on a matter that has been finalised or completed, should be destroyed appropriately and not archived in filing. To fulfil the requirements of GDPR, policies and checklists have been developed which will set out what the Council should hold – the draft Retention of documents Policy, sets this out. Additionally, there is a need for	<b>Cllrs to action</b>  <b>Cllr. JK to continue work with the Clerk to meet</b>

**Gwehelog Fawr Community Council Minutes Meeting Number 356**  
**Venue: Gwehelog Village Hall on 25 April 2018 at 8.00pm**

**Present: Chair :Cllr.M.Godwin, (MG) Cllr.C.Kirby, (CK), Cllr.J.Kershaw, (JK),  
 Cllr.S.Carbury (SC) Cllr.J.Bayliss (JB) Cllr.K.Davies (KD).**

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

**Members of the Public 2 (Note: Abbreviation Monmouthshire County Council - MCC)**

	<p>what procedure the Council should follow in the event of a Subject Access Request (SAR) – a SAR Policy and a Data Security Incident response checklist had been developed to be followed in the event of a data loss. Councillors queried the need to destroy previously held records and Cllr. JK confirmed that in the case of personal data there was no reason to keep information once the matter had been dealt with. Cllr JK also advised that Councillors will receive an individual notice relating to Privacy of their own information which is publicly accessible on websites and noticeboards. These will require an update after the AGM. It is necessary to have a privacy notice on the website and the web developer has been approached by the Clerk to confirm how this might be achieved. He has developed a ‘pop up’ which would meet the privacy arrangements for the public. He has confirmed this would cost <b>£30 plus VAT</b> and Councillors were asked for their permission for the web developer to undertake and complete the work in readiness for the deadline at that cost. <b>Councillors agreed that the work should be undertaken.</b></p> <p>Cllr.JK set out that it is a matter of demonstrating that the CC is working towards meeting the GDPR requirements. It is still not clear whether a DPO will be required for small authorities and Community Councils. There is no requirement for the Chair to act as a DPO in the interim.</p> <p><b>The approval and adoption of the Retention of Documents Policy was proposed by Cllr.CK and seconded by Cllr JB.</b></p>	<p><b>the requirements</b></p> <p><b>Clerk to action with web provider</b></p> <p><b>Clerk to place on website</b></p>
<p><b>13</b></p>	<p>Residents raised matters relating to litter in Llancayo and surrounding road area B4598 and issues of dog fouling. The Clerk confirmed that details of the MCC lead would be provided and that equipment would be made available through that route for litter picking. The Clerk confirmed that dog waste bins are available for Council purchase and a cost is incurred to empty. Unfortunately, some areas have seen general waste dumped in and around these facilities. The contractors are not able to dispose of anything but dog waste which can then cause additional problems. The clerk said she would speak with the MCC lead about this.</p>	<p><b>Clerk to liaise with MCC</b></p>
<p><b>14</b></p>	<p>Matters for next meeting – the Clerk gave each Councillor a form to complete in readiness for the AGM relating to Register of Interests. The Chair reminded Councillors they may wish to consider undertaking the Chair role for 2018-9. The meeting was declared closed at 9.30pm</p> <p style="text-align: center;"><b>Date and time of next meeting</b>  <b>Gwehelog Village Hall</b>  <b>30 May 2018 8.30pm</b></p> <p style="text-align: center;"><b>AGM to be held 30 May 2018 at 8.00pm in the Village Hall Gwehelog</b></p>	