

Gwehelog Fawr Community Council Minutes Meeting Number 355
Venue: Gwehelog Village Hall on 28 March 2018 at 8.00pm

Present: Chair :Cllr.M.Godwin, (MG) Cllr.C.Kirby, (CK), Cllr.R.Carbury, (RC), Cllr.J.Kershaw, (JK), Cllr.S.Carbury (SC).

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

Members of the Public 5 (Note: Abbreviation Monmouthshire County Council - MCC)

Item		Action
1	Apologies for Absence Cllr.J.Bayliss, Cllr.K.Davies, Declarations of Interest - None declared	
2	Approval of Minutes from previous meeting no.354 held on 28 February 2018. Approval of minutes Proposed Cllr.JK seconded Cllr.RC	Clerk to place on website
3	Planning Matter : This specific matter had been raised in correspondence to the Council. Mrs Williams was asked by the Chair to outline the background to her concerns on planning matter Trostrey Court Farm DC/2017/01078. Mrs Williams confirmed that she is a Community Councillor at Bettws Newydd and that plans for the development of the Trostrey Court plant have been discussed with local residents. The stack will be higher and resident concerns have been raised over the potential for additional noise levels, dust, emissions and traffic. Community Councillors expressed shared concerns and Mrs Williams urged that soundings be undertaken locally. Cllrs. confirmed that they had found difficulty accessing the information on the MCC planning portal. A proposal from Cllr.SC asked Mrs Williams to supply relevant information to the Clerk that would support the matter being considered at the next meeting/earliest opportunity when MCC supplies further information seconded Cllr.RC	Councillors to take soundings Clerk to collate information
4	Matters Arising : a Auditor – Clerk has made contact made re audit preparation b Payroll update –The Clerk confirmed that the new service provider, Beverley and Williams Ltd. has been in contact to set up the relevant records in readiness for transfer in April 2018. c AGM - The council agreed that the time of the meeting should be confirmed as 8.00pm -8.30pm on 30 May d Highway signage - Wainfield Lane – Matter with the MCC engineers Horse sign - MCC confirmed that this work will be carried out after April e Planning – on-line link sent to resident interested in an appeal f Map – Cllr.JK has received confirmation that a map of the area will be sent to the Clerk from MCC. Cllr.JK said that the mapping dept had been most helpful on the matter. f GDPR – The clerk has made contact with Raglan CC and is awaiting a response from their clerk.	Clerk to remove items from the agenda unless additional matters are raised Clerk to fWd email to SC Clerk to contact
5	Monmouthshire County Council Update The boundary review has proposed that Gwehelog Fawr Community Council will amalgamated with Raglan and have 2 votes. The work is ongoing. The Welsh Government is proposing to explore the possibility of a link between Torfaen, Monmouth and Blaenau. MCC have outsourced basically all of their discretionary services which includes: culture, libraries.	

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	<p>VS attended the graduation of 10 full time fire fighters at Cardiff Gate. A private finance initiative PFI it is very impressive. SWFA covers 10 authorities and is an exemplary service – a booklet was circulated.</p> <p>The Lead officer at Monmouth Social Services is moving to Cardiff Council. The prison has received a good inspection by HMIP. VS circulated some information for Llancayo residents. Usk school has a school inspection planned for after Easter, they are a green school. The Chair thanked CCllr.VS for her report.</p>	
6	<p>Village Hall - R L confirmed that a Coffee Morning will be held in the Village hall on 10 April 2018, 11am -1pm. Receipts from the Elvis event are for Charity. As for previous events, those attending can bring their own refreshments. The Chair urged all to attend and support the events. Tickets are still available.</p>	
7	<p>Finance and governance matters Annual Review of effectiveness of system of Internal Control and the 2017-8 audit - Cllrs.RC and SC produced the draft Policy for consideration, this had been previously circulated. Cllr.RC asked Councillors to answer the item on page 8: <i>Does the precept recorded agree to the Council Tax authority's notification?</i> The building society passbook confirms that the precept receipts agree with the figure requested for 2017-8. The response was recorded as 'YES'. The Chair complimented Cllr. RC on the comprehensive and well written policy. The Cllrs unanimously confirmed that the Policy be adopted.</p> <p>Responsible Finance Officer reported that all expenditure last month had been processed. The budget and account summary was circulated to Cllrs. The final invoice for MCC payroll cost for 2017-8 is awaited. - no questions on the report. The Clerk went through each item of expenditure :</p> <ul style="list-style-type: none"> a Clerk costs and expenses for reimbursement £35 b Postage £2.80 c Printer toner £34.17 d. Travel expenses £17.55 clerk attended an Independent Review Panel Council engagement event Cardiff <p>Expense Payments approved Proposed Cllr JK Seconded Cllr. RC The cheque request was signed for payment.</p>	<p>Clerk to action</p> <p>Clerk to action payments</p>
8	<p>Police report – This had been received late that afternoon. The Chair asked the clerk to circulate to Cllrs. Cllr. CK confirmed that there had been reports of the theft of a vehicle from a farm containing 2 farm dogs.</p>	<p>Clerk to circulate report</p>
9	<p>Highways – Cllrs. expressed concern over the number of potholes appearing locally and agreed that the weather was compounding the problem. There is a pothole in the Camp Wood area requiring attention. Grid ref R61 215.5. CCllr. VS confirmed that the money available at MCC level has decreased and there is the question whether this allows for councils to raise the money to get 'jobs done' from their citizens? It was also reflected that a member of the public had been reimbursed for a tyre damaged by a pothole.</p>	<p>Cllrs to monitor and compile a list of repairs required</p>

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10	<p>Planning – It was noted that the MCC portal is now fully operational DM/2018/00423 Previously circulated will require more time to explore and form opinion. MCC Enforcement Cases - nothing to report</p>	<p>Clerk to circulate</p>
11	<p>Correspondence List of letters and emails received from date of the last meeting were circulated and noted.</p>	
12	<p>Events and training The Clerk attended an engagement event on the Independent Review of Town and Community Councils. Group work was undertaken to feedback thoughts on the current structure of local government and what would enhance arrangements for the future. The results of the engagement event will be feedback to the Welsh Assembly and inform future strategy.</p>	
13	<p>General Data Protection Legislation (GDPR) in force May 2018 The Clerk had circulated a briefing paper on GDPR by Cllr. Kershaw. The Clerk had undertaken 2 information audits on personal information. Cllr Kershaw discussed that the requirements for a data processor role is to be reviewed for small organisations. The emphasis is on personal data requirements and minimising the personal data and information held. It is clear that moving forward there should be no personal data being held for matters that have been resolved. It is important that individual Cllrs. review their record keeping and ensure that they have a system in place to undertake this before the 25 May 2018. It is also clear that we should agree working practices including notices and public pronouncements. New policies need to be developed and privacy notices will need to be issued to individual Councillors. The website will require some updating work to reflect the new requirements. Cllrs expressed concern on the complexity of the requirements being placed on small organisations like Community Councils. Cllr Kershaw was clear that complying with GDPR is a legal requirement and there will be elements which are new to us all which we must ensure our systems and processes match. The Clerk was asked to circulate the NALC/SLCC toolkit. It was proposed by Cllr. JK that until the position on the data processor officer is known, the Chair should undertake the role seconded Cllr SC. A second proposal by the Chair, Cllr. MG to action proposals received was seconded by Cllr.CK.</p>	<p>Clerk to circulate toolkit Cllrs to action Cllr. JK to continue work to meet the 25 May deadline Chair to act as DPO</p>
16	<p>The Chair checked the passbook was up to date and signed confirming the balance matched that of the monthly accounts total.</p>	
17	<p>Matters for next meeting – Independent Remuneration report published the Chair requested that Councillors may wish to consider undertaking the Chair role for 2018-9. The meeting was declared closed at 9.20pm</p> <p style="text-align: center;">Date and time of next meeting Gwehelog Village Hall 25 April 2018 8.00pm</p>	