

Gwehelog Fawr Community Council Minutes Meeting Number 359

Venue: Gwehelog Village Hall on 25 July 2018 at 8.00pm

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

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	Apologies for Absence: Cllr.R.Carbury (RC) Declarations of Interest - None declared	
2	Co-option to the Councillor Vacancy Kemeys Commander Ward - The Clerk confirmed that Mr Richard Marfell, had signed his declaration and acceptance of office which was duly witnessed. Cllr Marfell was co-opted with immediate effect as a member of the Council. Proposed Cllr JK seconded Cllr CK. Cllr. Marfell was welcomed by the Chair. The Clerk gave Cllr. RM a register of interests to complete and return	Clerk to action admin
3	Approval of the Minutes from the previous meeting no.358 held on 25 June 2018 at 8.00pm. There were no proposed corrections to the minutes. Proposed Cllr. JK seconded Cllr. CK Minutes were approved	Clerk to action
4	Matters Arising from the minutes of the last meeting : a) The Horse signage requested by the Council is now in place along the main road. Two signs have been put in place although it was raised that one of the signs obscures the bus stop sign. b) There has been highways work carried out to fill potholes -Coldharbour has had work although Cllr JB said that Duffryn road remains bad. Cllrs agreed to monitor.	Cllrs to monitor
5	M.C.C. update: Appointments have been made to the 3 senior posts at MCC. Cllr VS had attended a prison liaison meeting and a report on an unannounced inspection visit was circulated to members. Planning permission for three barns at Kemeys Commander has been approved there is one further one to be presented. Cllr VS attended scrutiny meetings which she felt involved more incisive scrutiny. Particular concerns were raised over the closure and transfer of dementia beds from Chepstow to St Woolos.Cllr JK asked whether the move of dementia beds had been subject to consultation. Cllr VS confirmed there had been consultation and that there were staffing issues too in relation to the move. SWFA had 18 proposals submitted to the Innovation Panel and success equals financial reward. Cllr VS now a Cabinet member for Social Justice. Community Plans are taking priority Councils need to consider the purpose priorities and how to execute. Importance stressed on communicating with residents over design of plans. There is a new senior police officer for Monmouthshire update next meeting. Road safety task group is moving towards holding a public meeting. CllrJK agreed to read the Highways report	Cllr VS to update
6	Finance and Governance matters : The clerk suggested that members would be in a position to consider budget setting requirements at the next meeting in September. Copies of the Council Receipts and expenditure spreadsheet outlining the financial position year to date were handed out to members. The Clerk confirmed that since the last meeting the Council account balance stood at £4512.69. This month payment requests include the Clerks salary July £148.56, Clerk expenses £35.00 postage £3.62p for the auditor documents and stamp Beverley and Williams Accts Ltd. Cllr.JK proposed payment seconded by Cllr. MG. It was formally noted that the deputy Chair Cllr JK has	Clerk to action payments

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	now been added as an authorized signatory for the account with Monmouthshire Building Society.	
7	Welsh Council external audit. The auditor had requested an answer to 3 queries relating to the external audit see below annexe 1. The Clerk had previously circulated the questions to the members and handed out a copy of the email. A response outlining the reason for the decrease in receipts and increase in payments was sent back and forwarded through to members. The remaining question re reserves required member consideration. It was reflected that the precept for both 2017/8 2018/9 is £4500. Members confirmed that expenditure had been made on noticeboards and in the past the Welsh air ambulance had received funds for the good of the Community . The reserve figure at the end of 2017/18 was £4509.80 which cllrs felt was appropriately within the limits set out by the auditor as an acceptable level ie £9.80 above the precept for the year. Cllr MG wondered if funds might be used on filling potholes other members felt this might be useful. Cllr VS confirmed that the council could commission suitably qualified highway firms to undertake this sort of work. Members felt this was a matter that could be considered when confirming next years budget. The Chair queried the figure showing of £10,014.68 which seemed to be the total of the receipts and brought forward amount could this figure have been what the auditors were referring to? The Clerk was asked to check this. The response proposed by Cllr JK was to confirm that the Council reserve was within the limit outlined. Cllr CK seconded.	Clerk to action response Clerk to check figure.
8	Council Communications : Cllr JK outlined that generally, there was a lot of email communication and traffic from a range of sources across agencies and local government. Clearly the Clerk could not act as a censor on what Cllrs received but would an email box on the website with open access be helpful rather than specific emails? Members agreed that this was a good idea, however, there were issues then raised re the clerk exploring this option and whether it would involve more work and the cost associated with this. Cllrs were not in favour of expenditure, given emails are easily deleted. The matter was not pursued further.	
9	Council feedback on Planning Enforcement: The email requesting any suggestions for improvement had been recirculated to members. Cllr JK outlined that it was unclear what the council role is in the enforcement process and that we are not the 'planning police'. It was suggested that clarity on the role would be helpful and that this would form the basis of the feedback. Cllr JK agreed to draft the response proposed Chair seconded Cllr CK.	Vice Chair Cllr JK to draft response
10	Reports: Village Hall – Cllr MG confirmed that the coffee morning went well although not as well attended as the previous event Police report – The Clerk had not received a report OVW area meeting -Cllr JB confirmed that the AGM had resulted in the appointment of a new Chair and Vice Chair. A new training package is due to be put in place to include GDPR implications. Members were advised to have a separate email account for their council emails. Discussions were held about the £150 councillor allowance and also changing boundaries. A speaker from a Community transport organisation highlighted the need for volunteer drivers and the grass roots dial a ride bus service. There is a trial 'scooter loan' service	

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	aimed at assisting people to have transport to get to work. A separate email will be sent through with the powerpoint presentation. OVW currently has around 680 members. The next meeting will be on 4 Oct.	
11	Highway matters – Cutting of some verges has been left until July and members wondered if there is a restriction placed on Gwehelog. Certain areas appear to be left maybe due to having ‘special plants’ or a form of protected status. It was suggested that Kate Stinchcombe at MCC might be of assistance on this.	Clerk to ask highways
12	Planning – 28.6. New Application received no. DM/2018/01005 Tool shed for Forestry purposes -members remarked that it was difficult to ascertain whether the building was in the wood or field. There was insufficient information and the deadline had passed. Cllrs asked the clerk to feedback their comment. Cllr JK observed that there was a wet patch on the road to the rear of the traveller site on the road to Trostrey common from the B4598. Concerns were raised in relation to a leak and the clerk was asked to notify Welsh Water No Appeals received MCC Enforcement Cases – NONE NOTIFIED Cllr CK mentioned that a conservatory at Walnut Tree House Trostrey was not clearly defined on the original planning permission and the clerk was asked to notify MCC of this. In addition, Cllrs observed that an extension/lean to at the Chainbridge pub required clarity on whether it was subject to a planning application or building regs.	Clerk to report Clerk to report Clerk to report
13	Correspondence List of letters and emails received from date of the last meeting were previously circulated to Cllrs. Cllr CK given a copy. There were no requests for further information.	
14	Resident question The resident present confirmed that 24 energy drink wrappers had been found in verges and collected at Llancayo after the Velothon event.The Clerk was asked to find out why litter had not been picked up and collected by event organisers. Members highlighted that the event was imposed on the Community and that it brought no clear benefit to the Community. Cllr RM commented that there were barriers and restrictions in place in Usk the night before the event. There was a query on whether tax payers were funding the event.	Clerk to report to MCC and request a response
15	Events and training : The Clerk had previously circulated a number of events and training available through OVW.	
16	The Building Society passbook summary was checked and initialled by the Chair as matching the total amount recorded on the July receipt and expenditure spreadsheet.	
17	Matters for next meeting – <ul style="list-style-type: none"> Budget setting and review The meeting was declared closed at 9.30pm Next meeting :26 September 2018 at 8pm	Clerk to action

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Annexe 1 Welsh Auditor questions

What is the point outstanding?	What is required to resolve the matter?	Why is this required?
Other receipts has decreased by £1,238, 96%, an explanation for which was provided, however there was insufficient information for us to draw a conclusion.	Please provide a detailed breakdown of the decrease, including the amounts involved.	We are required to understand why there has been an increase or decrease in the accounting statements.
Other payments has increased by £1,717, 106%, an explanation for which was provided, however there was insufficient information for us to draw a conclusion.	Please provide a detailed breakdown of the increase, including the amounts involved.	We are required to understand why there has been an increase or decrease in the accounting statements.
The reserves appear high in comparison with the precept. From the information supplied we am not able to establish whether you are saving for anything in particular.	Please confirm why the reserves appear high in comparison with the precept.	A smaller body does not have the power to hold excessive reserves. If a smaller body is not saving for anything in particular, an acceptable level of reserves is twice the level of the precept. However it is acceptable to build up reserves if the smaller body is saving for a particular project.

Council response on 16 July by email:

I understand **the difference in receipts** is from a Big Lottery Grant for defibrillator and cabinet in 2016/7 for £1249 plus a village Christmas Fair donation of £30 and building society interest of £15.48.

For 2017/8 there were no donations or grants only a VAT refund receipt and Building society interest - £56.14 in addition to the precept.

This equates to the difference of £1238

In terms of **purchase difference** : in 2017/8 purchase was made of a defibrillator and cabinet for £1214

SLCC membership£77

laptop and microsoft and antivirus £335

toner £28

postage £5

stationery £6

travel expenses £18

register with Information commissioner £35

This equates to the difference of £1717