



Llangattock Community Council

CYNGOR CYMUNED LLANGATWG

Minutes of the Council Meeting held at the Community Hall on Tuesday 19th July at 7.00 pm.

Before the meeting the Clerk and Nic Shugar signed the Declaration of Acceptance regarding Mr Shugar's co-option on to the Council.

Part way through the meeting the Chair read out a requested resignation letter from Cllr Nancy Stockham.

Public Participation.

Present

Cllr. R. Jones, Chairman, Cllr. Mrs. N. Stockham, Cllr Mrs. J Dobbs, Cllr A Fryer, Cllr J Charlton, Cllr Susan Jones, Cllr G Dobbs, Cllr Nic Shugar

In Attendance

K Bailey (Clerk)
Two members of the public

Apologies for Absence.

Cllr Kelly Holmes
Cllr Richard Thomas
Cllr Gwyn Dobbs to arrive late

921/16	Members' declarations of interest	None
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922/16	Minutes	From the meeting of the 21 st June 2016 & the Annual Meeting of the 17 th May 2016
<p>RESOLVED: that the Minutes of the Council Meeting held on 21st June 2016, as circulated, be confirmed as a true record and signed by the Chair, with the following amendments:</p> <p>Cllr Nic Shugar requested an amendment to item 910/16 in that the monkey puzzle tree has seed pods that infest his garden where his children play and that the tree also creaks in the wind.</p> <p>Cllr Jackie Charlton proposed and Cllr June Dobbs seconded the resolution.</p> <p>RESOLVED: that the Minutes of the Annual Council Meeting held on 17th May 2016, as circulated, be confirmed as a true record and signed by the Chair, with the following amendments:</p> <p>That the mention of BS should be changed to Robert Spiers.</p> <p>The Council also discussed the item relating to the nomination for the School Governors Board. Cllr Jackie Charlton had been contacted by the Chairman of the School Governors to check if the Council still had a nomination as Cllr Kelly Holmes had been absent, there was also a query regarding whether Cllr Holmes had undertaken the training that was required in the first six months so as to be able to sit on the board.</p> <p>RESOLVED: For the Clerk to contact Cllr Holmes to find out if training had taken place or if there were any issues she could help with regarding this. The Council also resolved that the minutes will be signed at the Annual Meeting in 2017.</p>		

923/16	County Councillor's Report	County Councillor Jeff Holmes email
<p>The Chair read out the following email from Councillor Jeff Holmes:</p> <p>“It has come to my attention that concerns were raised at the last community council meeting, the first regarding the Gritting Depot in Llangattock. As pointed out in previous meetings and via email, this depot will not be closing at this time. The only difference, as previously stated, is the redeployment of staff from Llangattock to Brecon. I understand that there are several rumours circulating about this situation and I hope this has cleared any further confusion.</p> <p>The Green waste bin in the community car park of Llangattock was recently removed due to illegal building waste causing the bin to be too heavy for waste removal. This has been the cause of disruption to the regular emptying and removal of garden waste. The bin will be returned and normal service will be resumed as soon as possible. To date, there has been two very serious issues with the garden waste bin. The first issue was when it was incorrectly filled with sections of turf and earth clods. This then required immediate action by an officer of PCC. The second issue was the incorrect disposal of building waste, resulting in the bin being unable to be emptied. As a result, a vehicle had to be hired, in order to safely remove the bin. Both issues have resulted in an additional cost to PCC and if anyone has any knowledge with regards to the illegal disposal of building waste, PCC or myself would appreciate this information.”</p>		

Cllr Susan Jones stated that Powys County Council has a photo of the rubbish that was dumped and also the name of the people who dumped the waste into the Green Bin. She has been informed that the bin should be returned this week (19th July 2016) but that there is an issue with residents parking impeding the lorry. Powys' truck visits Mon, Wed and Fri, the Community do have cones to help with this issue, but the Tennant association have been told that they may lose the bin if the road is not clear.

Cllr Richard Jones (Chair) asked if the Council had any comments, he stated that the Lorry visits Crickhowell first and then appear to arrive in Llangattock on the school run.

Cllr Nic Shugar asked if the car park was the only place where the bin could be located. Cllr Susan Jones stated that research was undertaken at the time and it was deemed the most pertinent place. Cllr Richard Jones understood that the Recreation Ground had stipulated uses. Cllr Jackie Charlton queried if potentially the Turnpike Depot could be used, but questions would need to be asked at the Consultation meeting on the 21st July 2016. Cllr Richard Jones wondered if another place could be found for the bin if it were under threat, Cllr Andrew Fryer stated that Crickhowell is actually nearer for some residents. Cllr Susan Jones bought up the fact that many elderly residents use the Car Park bin and to move it to a more remote location would be detrimental to them. Cllr Andrew Fryer suggested a bay on Park Drive may be an option but would need discussion, but it is easy access. Cllr Nic Shugar also suggested that the Layby would also make a good place for recycling.

Regarding the Depot, Cllr Andrew Fryer understood that all employees had been written to stating that they would be moved so he is still unclear how the County Councillor would not consider this as "closed" in any sense.

RESOLVED: The comments from the County Councillor were noted and a copy of the minutes will be sent by the Clerk when approved and signed by Council in September.

Members of the Council will be attending the Turnpike Depot Consultation meeting on the 21st July for further information.

The Council expect the return of the Green Bin within the next week and will monitor this.

CORRESPONDENCE:

1. 22.06.16 BBNPA Consultation on Draft Supplementary Planning Guidance Notes
2. 28.06.16 BBNPA Sustainable Development Fund
3. 05.07.16 Natwest Mobile Van
4. 05.07.16 Powys Art installation competition
5. 07.07.16 One Voice Wales (NHS Wales) – job advert3i
6. 13.07.16 PAVO E-briefing
7. 14.07.16 PAVO Funding portal
8. 10.07.16 Phone call from Brenda Powell
 - Notice Board list of councillors
 - Dardy Bench
 - Public Foot path notice Dardy Road

RESOLVED: The Clerk will make a notice for the boards as per Brenda Powell's suggestion and would keep this up to date, it was a good idea that seemed to have been overlooked at some point in the last year. She also informed the Council that she had

contacted Powys regarding the Public Foot path notice and that the Dardy Bench complaint will be dealt with under the Recreation Ground Committee Report. Council requested that along with the information regarding the tap in the Cemetery that Mrs Powell be thanked for her input and a letter written in response.

924/16	Planning
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<p>16/13517/FUL – 2 Beechwood Road, Llangattock Decision 16/13567/FUL – Timber Pods – this application has been removed</p>
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<p>RESOLVED: Noted.</p>

925/16	Police Report from PCSO Billy Dunn
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<p>PCSO Billy Dunn was unfortunately unable to attend but did have a report for the Council.</p>
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The Clerk reported that PCSO Dunn had requested that the Councillors be aware of the need for the Local Residents to keep valuables out of sight in their vehicles and that given a number of burglaries in the area for members of the public to be make sure their door and windows are locked and keys are not on sight from the outside.

Cllr Susan Jones spoke about the traffic issues on the Legar and confirmed that she had spoken to Bob Doakes regarding a temporary speed limit but that the Council are not inclined to do this. Cllr Nic Shugar stated that he regularly sees drivers coming through reading their phones doing approximately 50 miles an hour. She distributed a copy of questionnaires that could be used to take part in research regarding speeding traffic and informed the Council on the process of registering an interest with the police if they wanted to assist.

Cllr Andrew Fryer was sad that PCSO Dunn could not attend as he had wanted to raise the issue of a car that has been abandoned on the Hillside, he had reported it personally but it has not been marked.

Cllr Susan Jones also stated that there had been a person seen “prowling” on the Hillside.

Cllr Jackie Charlton thought that the traffic speed research would be a good thing to get involved with and would prove very useful in requesting speed limits.

RESOLVED: That the Clerk would update the Crickhowell website with the request from PSCO Dunn regarding the recent thefts.

926/16	Grass Cutting Contract 2016
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<p>The Clerk updated the Council that there had been photographs given to the Council of the Cemetery which showed un-raked grass and distributed to photos. The Chair invited the Council to make comments on the current contractor and the general upkeep of the assets under discussion.</p>
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Cllr Andrew Fryer stated that the photos appear to show a particular issue with the graves that are sinking making it difficult to mow, he stated that the Finance Committee had visited the site. Cllr Richard Jones stated he had watched them cutting the grass and it looked like that at the beginning of the season and the last three times he’s seen them it has been a good job. Cllr Nancy Stockham informed that Council that she had

received reports from visitors that they were unhappy with the fact that the strimmed grass had been left on graves. Cllr Fryer suggested that the Council respond to Mr Jones stated that we have noted your concerns and are taking up with the contractor? Cllr Jackie Charlton added that informing Mr Jones of the intended Friends of the Cemetery group would be good. Also if he would like to come and talk to us and potentially volunteer?

Cllr Stockham informed the Council that she visits the Cemetery once or twice a week and picks up the plastic and she tries to keep it up and that she and others look after 10 graves. Cllr Richard Jones informed Cllr Stockham that the Finance Committee were in the Cemetery to address issues brought up in the Finance Committee which were all noted in minutes and that the meeting wasn't a full Council meeting. Cllr Stockham reiterated that the Contractor who has taken on the Cemetery should be made aware that they should be clearing the grass if it was in the original quote.

Cllr Richard Jones recalled that when Powys had the Contract over five years ago it was beautiful, feedback from residents to him stated that there was a marked difference when the next contractor took over, to the detriment of the Cemetery. He stated these same residents are stating there has been an improvement. Cllr Susan Jones concurred that the Cemetery still looks nice compared to other Cemeteries. Cllr Fryer added that other Councils have now opted for a "wild" Cemetery and the grass is left long, there are increasingly other styles and decisions made for Cemeteries owned, that the Council is trying to manage their contract as best as possible within a budget.

Cllr Gwyn Dobbs requested that the Clerk ask why it would cost so much more.

The Clerk informed the Council that she had contacted the Contractors to ask if they would be able to completely clear the area of grass, their response was that it would cost almost double as another vehicle would have to be bought to site.

RESOLVED: For the CLERK TO WRITE TO OTM and to find out again the reasons why it would cost so much to take away the grass and to inform them that the grass should be dumped in the Concrete bin of site as per the quote.

927/16	Recreation Ground Public Toilets
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The Council discussed this asset and the Cleaning Contract. Cllr Andrew Fryer the cleaning is pretty good. Cllr Jackie Charlton agreed the cleaner is very reliable and follows instruction well. The Council agreed that they are happy with the quality of the cleaning at present.

Cllr Richard Jones informed that Council that as part of the Recreation Ground Committee project he had visited the site. He gave Council a verbal report of the current state of the toilets: -

- Pressure wash
- Wall painting
- Cllr RJ – blockage
- Gent seat
- Ladies bolt faulty
- Lights are an issue (switch in the cleaner's cupboard) – needs a sensor
- Gents glass cubes need replacing – unsure of the cost
- More volunteers needed

Cllr Jackie Charlton agreed that they have been looked after for a long time and that there is a small budget, can we paint them ourselves? Cllr Richard Jones suggested that they are steam cleaned out first and suggested getting a cost for the steam cleaner. Go ahead Cllr Jackie Charlton proposed, and Cllr June Dobbs seconded.

Lastly a volunteer update was given and the Council noted thankfully that the volunteers had once again organised a rote for themselves which the Clerk has a copy of. However, there are only a few people volunteering.

Cllr Fryer noted that there is an issue with closing early in the Winter months on occasion and that more volunteers on the rota would help with the demands of this. The Council suggested that the CLERK make a notice to advertise the need Cllr Nic Shugar stated that he would like to be involved in the rota.

RESOLVED: For Cllr Richard Jones to write a tender and to request quotes/find out the cost of hiring a steam cleaner.

For the Clerk to make up a notice for the boards regarding the need for more volunteers.

928/16	Understanding Declarations of Interest
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The Clerk informed the Council that an email had been received regarding the way the Council declares interests. Whilst addressing the points in the email received from Mr Butterfield she had not been able to locate the paperwork for each Councillor's Declared interests that they declare at the beginning of their acceptance as Councillors. The Clerk handed out the following documents:

- Declaration of interest questionnaire for each Councillor
- A new register and DoI form for each meeting
- Code of Conduct for each Councillor

RESOLVED: For all Councillors to complete the DoI forms and return them to the Clerk and for all Councillors to make sure they are aware of the terms and their duties relating to Dols.

For the Clerk to contact Powys to ascertain if there is further training that can be provided.

929/16	Grant Requests
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The Council were informed that there had been no other Grant requests to date.

RESOLVED: Noted. For the Clerk to make up a notice for the attention of the Community and to draft a letter for the attention of all Community Groups for approval to be sent to all known groups.

920/16	Financial Payments to be approved
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Accounts Invoices	Amount	Notes
Payee		
Kay Bailey-Jones	£ 693.12	Salary (Overtime)
HMRC	£ -	
Mr A Braithwaite	£ 180.00	Cleaner
Postage	£ 28.16	Office Supplies
Information Commissioner	£ 35.00	Office Supplies
Viking Office Supplies	£ 62.71	Office Supplies
Office Costs	£ 60.00	Office Costs x 3 months
One Voice Wales	£ 70.00	Training
Community Hall Hire	£ 86.00	Hall Hire
Bronwen Bermingham	£ 145.36	Audit
OTM	£ 231.00	Grass Cutting (After Agenda)
Pomegranate Printing	£ 132.00	Recreation Ground Questionnaire (AA)
Thomas Waste Management Ltd	£ 19.20	After Agenda
Tree	£ 450.00	Agreed in meeting
Tap	£ 1,400.00	Agreed in meeting
Total	£ 3,592.55	

Account Income		
Burial	£ 800.00	
	£ 800.00	

RESOLVED: Cllr A Fryer proposed to approve the payments and Cllr Gwyn Dobbs seconded.

Cllr Richard Jones proposed a Motion to put forward that the cheques can be signed in the AUG-SEP in the absence of a meeting of up to £750.00 along with the approvals above. Approval will be sought retrospectively Cllr Jackie Charlton proposed and Cllr June Dobbs seconded, the decision was unanimous.

921/16	Finance Quarterly Report
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The Clerk distributed the current budget report showing spending to date under each of the headings (copy attached).

The Clerk also confirmed that the Annual Return had been sent via recorded delivery and received by the auditors (Grant Thornton) before the deadline of the 14th July. She confirmed that all Councillors had responded via the Chair either by telephone or email that they had received and read the Annual Return and were happy with the contents, as per Agenda item 916/16.

Cllr Jackie Charlton then introduced the motion to accept the annotated Financial Regulations from One Voice Wales. She took the Council through the updated report and made special note of the following regulations:

Should grants as full council or finance committee? Cllr Shugar proposed that it should be via the finance committee to be bought to the full committee. However, it was pointed out that the finance committee would not necessarily be held monthly.

Cllr Charlton stated that internet banking is available - council needs to consider if that's what they want. Cllr Shugar proposed that they should consider this to make banking procedure easier, Cllr Charlton seconded and the Council decided unanimously to request that the forms from the bank.

RESOLVED: The Council noted the report and thanked the Clerk.

Cllr Jackie Charlton proposed accepting the Financial Regulations and Cllr Richard Jones seconded, the Council voted unanimously to pass the regulations in to their standing orders.

For the Clerk to move forward with the One Voice Finance Module Training request. For the Clerk to request Internet Banking forms from the Bank.

922/16	Committee Membership and Delegates to Outside Bodies 2016/2017
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Finance Committee

The Council were informed that Cllr Jackie Charlton has now taken over as Chair of the meeting.

The Council received the **site visit report** from the Finance Committee relating to the **Cemetery** (copy attached):

Tap Repair: The Clerk opened the tenders for the Tap repair (agenda item 912/16). Only one tender was received although other companies were sought, mainly due to the urgency of the job. The tender was for the amount of £1,400.00. The Council discussed the tender and decided that the quote was not excessive considering the work involved in digging up the tarmac and fitting the required fixings. Cllr Andrew Fryer proposed we accept the quote to be able to speedily get the work completed and Cllr June Dobbs seconded the proposal. The Council unanimously agreed. Cllr Richard Jones concluded that he would go to site when the fixing was taking place and oversee the work, he will also contact Welsh Water after the fix for their approval of the work.

The Clerk was also requested to write to Mrs B Powell regarding the tap and the other items bought up in the correspondence.

Compost Bin: The Council then discussed the compost bin the Cemetery, which after the site visit by the Finance Committee, was deemed to be in need of replacement due to concrete blocks being unstable. Two quotes had been received regarding the fix for this item, the Council discussed both quotes with questions being asked as to whether either Company tendering had undertaken work previously with the Council. One quote was significantly less the other and the Council referred to Cllr Jones' building knowledge in relating to why this might be. They looked at the wording of each quote and a vote was taken, the more expensive quote was deemed to be the most thorough and the more acceptable. Compost Bin - £1,150 was unanimously agreed.

Potential Tree Removal: The site visit concluded that a quote should be sought regarding the cost surrounding removing the trees that are uprooting the pathways and in time, the graves. Tender and quote gathering approved with a view to take findings back to the Committee for full public consultation.

Buckled Path: The Council discussed and approved the tender and costing for the complete removal of the buckled tarmac around the back edge of the Cemetery. The Finance Committee suggested that Ian Fleet, the gravedigger from Gilwern would have the necessary knowledge and machinery to be able to tender for this work.

Recycling in the Compost Bin: The Finance Committee suggested that costings for two bins be sought from Thomas Waste Management. One for general waste and one for recycling, to help remedy the issue. The Council unanimously agreed for the Clerk to contact Thomas Waste for a quote.

Community Hall:

Councillor Nancy Stockham was reminded to leave the meeting at this point as she has a declared interest in the Hall as she is a trustee of the charity.

As to date no money had been requested from the Community Hall committee although the Council had indeed applied to Powys for the extra fund for the hall in December 2015. The Council wished to ascertain the current position with the Grant that is given directly by Powys in conjunction with the £2,000.00 and requested the Clerk contact Powys regarding this. Once this is known then the Council will contact the Hall Committee to request they apply for the £2,000 grant from the Council with a breakdown as to how it will be used. Cllr Richard Jones proposed this action and it was seconded by Cllr Nic Shugar. Cllr Nic Shugar discussed the governance structure of the Committee and Cllr Jackie Charlton and the Clerk offered to send Cllr Shugar the previous meeting minutes from the Finance Committee so that he could avail himself of the information already gathered. The Council agreed and approved the Clerk contacting Powys for more information.

The Council are still awaiting a date for the Annual Meeting.

Cllr Nancy Stockham re-joined the meeting.

Sinking Graves: Cllr Andrew Fryer stated that there is one grave currently in need of attention as it is sinking. He proposed that the Council contact the owners of the grave to inform them, he will give the contact details to the Clerk.

Training: The Clerk informed the Council that she had to date received 13 responses for the finance training from One Voice Wales (this included 5 for ourselves).

Recreation Ground Committee:

Toilet Repairs: Covered under assets above.

Questionnaire update: To date the Council have received 31 via the survey money, the first batch has also been sent to the school for distribution and the questionnaires are now ready for collection from the printers.

Cllr Nic Shugar offered to pick up the questionnaires the following day.

The Council were informed that the broken turtle being fixed by Rubicon and that the Council had received the playground report from the Council and will be looked at in detail by the Recreation Ground committee.

At the meeting the Committee had received community input from both Neil (Rubicon) and Ceri from Talybont on Usk who spearheaded their funding project. Both were informative and interesting and the Committee would like to thank them both for their time and input.

Tenants Association: Nothing to report.

School Governors: Nothing to report.

RESOLVED: Noted.

923/16

Chairman's Report

One Voice Wales

The Chair distributed the following emails from One Voice Wales:

- 15.06.16 Annual Report (Clerk to send OVW log on details to Cllr Charlton)
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Llangattock Primary School:

Correspondence relating to the environmental health report regarding the Rats discussed in agenda item 911/16 was circulated.

The Council had also received a thanks you card from the School children relating to the Medals given for the Queen's 90th Birthday.

Website: The Clerk informed the Council that she is currently working to update the new website by the September meeting and will report back at this stage.

RESOLVED: Noted

Chair closed the meeting at 9:50pm