

## Llangattock Community Council - CYNGOR CYMUNED LLANGATWGW


The following are the minutes of an ordinary meeting of Llangattock Community Council held online on Tuesday 16th May 2023 7pm.

**Attendance:** Cllr R Jones, Cllr H Burns, Cllr T Jones, Cllr G Jones, Cllr S Ady, Cllr G Dobbs, Cllr J Rees, Cllr K Inglis

County Councillor Jackie Charlton & Clerk - Kay Bailey

**Public Participation:** None

09/23	<b>Apologies for absence</b> Cllr Ann Williams Cllr Andy Stubbs
10/23	<b>Members' declarations of Interest:</b> None
11/23	<b>Minutes to approve from meeting of the April 2023 and any matters arising:</b> <b>Proposed:</b> Cllr T Jones <b>Seconded:</b> Cllr G Jones <b>Resolved:</b> the minutes were accepted as a true and accurate record by the full council
12/13	<b>Motion to call an Emergency Meeting on the 23rd May 2023 to allow for greater time to consider substantial financial motions.</b> <b>Proposed:</b> Cllr T Jones <b>Seconded:</b> Cllr S Ady <b>Resolved:</b> that council will meet next Tuesday for an extraordinary meeting
13/23	<b>County Councillors Report (for information only)</b> Report attached on the website for information. County Councillor Jackie Charlton gave her report to the full council.



<p>14/23</p>	<p><b>Report from the Planning and Environment Committee for Full Council agreement (Cllr K Inglis) and any Motions for the Full Council to Consider</b> Minutes of the meeting of 4<sup>th</sup> April were approved.</p> <p><b>ENVIRONMENT</b></p> <ul style="list-style-type: none"> <li>● <b>Speeding</b> and other issues over the Mountain Road – Letter approved by committee to be sent to the CEO of Bannau Brycheiniog NPA, copied to Cllr J Charlton &amp; PCSO Lee Garrett. Long-term aim is to reduce the speed limit and improve signage.</li> <li>● <b>Waun Ddu</b> Section 38 Commons notice to Welsh Govt and details of work shared with committee, documents on Drive. <b>Slow the Flow</b> correspondence, meeting being organised between NRW, LCC and two landowners to clarify issues relating to both schemes.</li> <li>● <b>Consultations</b> Both found to be too technical and detailed to respond to fully. * NRW Flood Management Plan consultation. * WG Planning Policy Wales: Net benefit for Biodiversity and Ecosystems resilience consultation.</li> <li>● <b>Carbon Literacy course</b> documents shared on the Drive. Very useful information to help understand the issues involved with carbon reduction, including some good scientific data and further links.</li> <li>● <b>Active travel</b> – no update</li> <li>● <b>20 mph</b> – no update</li> </ul> <p><b>PLANNING</b></p> <ul style="list-style-type: none"> <li>● <b>23/21866/FUL - 4 Church View</b> - Loft conversion with dormer No comment by LCC, reply sent by Clerk</li> <li>● <b>23/21831/FUL - Wharf bungalow</b> - Roof covering replacement BB Planning have asked for more information on this application, so it will be discussed again at a later date.</li> <li>● <b>23/21948/FUL- 12 The Oaks</b> - single story garden house. No comment by LCC, reply sent by Clerk</li> </ul> <p><b>Next meeting</b> of Planning &amp; Environment committee is on 6<sup>th</sup> June</p> <p>The full council accepted and noted this report.</p>
<p>15/23</p>	<p><b>Report from the Central Services for Full Council agreement and any Motions for the Full Council to Consider (Cllr G Jones)</b></p> <p><b>MAINTENANCE LIST</b> (Cllr G Jones)</p> <p>Simplified checklist form trialed by Helen’s tour in April.</p>



Highlights of the Maintenance List included: Community Orchard benches installed. Thanks to Craig and Richard. Tim Adams to look at tidying cemetery shed corner, Julian confirmed Scott will clear compost area contents. Loose stonework on corner of Glebe Field wall added to list, decaying wood identified on tree in Legar field, wait for tree survey for update. OTM due to remove the leaning slender stem of conifer in cemetery hedgeline (needs reducing by section as felling would damage fencing). George completed works to toilet doors/pod hinge.

Committee carried a motion to buy a pre-loved 5-bike rack to install in the park. Exact location to be confirmed with Richard. RoSPA Report

Trained useful person - missed a training course with Stephan Butcher/January

George completed much of the repairs to equipment, query to follow up with Richard

Car Park issues - to be transferred to Place Plan - Tim leading, currently pulling together an advisory Group. Update: Thanks to Jackie for passing on PCC design standard guidelines for parking spaces.

Tree Survey - likely to be carried out in next couple of weeks as foliage increases

**HR** - see 06/23 debate.

#### **06/23 -GOVERNANCE & INSURANCE**

The insurance pre-renewal quote has been received

Proposal to use an external company (Peninsula) for an update of policies and risk assessment (Cllrs G Jones, Cllr S Ady and Clerk). This service would maintain updated policies and procedures on behalf of the Clerk and Committees; ensuring all paperwork remains compliant and providing support to the Clerk in terms of HR and welfare. It builds resilience and continuity to council procedures. Concerns over monthly subscription and not supporting an increase in the precept in order to fund. £225 pcm over a 5-year term. Sam confirmed that the precept would not need to increase but that she and Kay would look at how the service could be funded within the existing budget.

Standing Orders, Financial Regulations and other policies to be taken to the Annual Meeting will be reviewed by Cllrs G Jones and Cllrs S Ady.

#### **FINANCE (Pass to RFO/Clerk/SA)**

Report on end of year including position and VIRE monies and 23-24 headings and budgets

Confirmation that Utility Aid has not come back with a comparison price.

**POLICIES** - No updates

**PROJECT** - Council Toolkit Update (Clerk, SA)

Date of Next Meeting: 30th May



	<p>The full council accepted and noted this report.</p>
<p>16/23</p>	<p><b>Community Committee Motions to Full Council &amp; Place Plan Steering Group Reports for Full Council agreement</b></p> <p><b>Motion:</b> to request full council to sign off the new terms of reference for the Place Plan Steering Group (Committee) and formally place the budget heading “Place Plan” under this new committee. The already created working group will sit under this committee and produce recommendations to be signed off by this committee.</p> <p><b>That Llangattock Community Council creates a Llangattock Place Plan Steering Group (formally a committee) composed of Councillors and residents/experts co-opted based on knowledge and experience with the following terms of reference:</b></p> <p><i>The Place Plan Steering Group will be a committee of the Llangattock Community Council with the authority to represent itself as such and make delegated decisions about the running of the Place Plan process on behalf of the Council, providing they do not create a new policy or incur expenditure beyond that vested in the Chair of the Committee and the Clerk and the relevant budget heading entitled “Place Plan”.</i></p> <p><i>The Place Plan Steering Group will report monthly to Llangattock Community Council so that progress can be scrutinised and approved.</i></p> <p><i>The composition of the steering group may change from time to time, according to need, but must contain a minimum of three Councillors. The remainder may be made up by residents and others, including those providing services to the people of Llangattock, who the steering group co-opts because they have relevant knowledge and experience. The non-councillors will be subject to restricted voting rights.</i></p> <p><i>The Place Plan Steering Group is tasked with creating mechanisms to identify the different stakeholders in our community so that they might be effectively consulted and involved in the Place Plan process. The Steering Group is tasked with establishing a wider Place Plan Team, made up of interested parties, motivated residents, area champions and project/issue ‘task and finish’ groups according to need, and working with them to research issues and present potential solutions. Where a project/issue task and finish group is established, one member of the steering group, usually a Councillor, should work with that group to provide information and support. Once a project/issue task and finish group has presented its report, the steering group is responsible for questioning those conclusions and sending them back for further research if necessary. Once a project/issue ‘task and finish’ group have completed their work, the Steering Group is responsible for collating the reports against others, drafting and consulting on the Place Plan before presenting it to Llangattock Community Council and in a referendum the voting age residents of Llangattock for approval, and to Bannau Brecheiniog for adoption. If adopted, the Place Plan document will be owned and updated by Llangattock Community Council. During the consultation process, issues may be raised by residents which do not relate to planning and development control. In these circumstances, the issues</i></p>

*K Bailey*

*should be categorised and dealt with according to the options listed below:*

- i. Issues concerning service delivery by other public bodies should be evidenced and included in a register or matrix of residents' concerns so that the Council can invest in campaigning on their behalf.*
- ii. Matters which are properly dealt with by Llangattock Community Council should be examined and if evidenced and achievable included in the Council's five-year plan.*
- iii. Preferred planning options which are evidenced, achievable, and deliverable can be included in the Llangattock Place Plan.*

*Proposed: Cllr H Burns*

*Seconded: Cllr G Jones*

*Resolved: the above motion and motion 3 was passed*

### **MOTION 2.**

That Llangattock Community Council accepts the report of the Place Plan Working Group, including the structure, processes and outputs, and instructs the Clerk to write to Bannau Brycheiniog to register the Council's intention to create a place plan which will form supplementary planning guidance. Bannau Brycheiniog should be informed that the Llangattock place plan will cover the whole of the community of Llangattock, including Llangattock Village, Hillside, Legar, Ffawyddog, and Darcy. The Clerk is instructed to ask Bannau Brecheiniog to provide whatever assistance it can to the Place Plan process, including the provision of whatever demographic data it has at its disposal and links to relevant planning constraints.

*Proposed: Cllr K Inglis*

*Seconded: Cllr R Jones*

*Resolved: the above motion was passed*

### **MOTION 3.**

The Community Committee decided that all funds allocated to the Place Plan consultation under its budget heading should be vired to Full Council. The working group requests that this should be placed at the newly created steering group's disposal to be spent on the authority of the Chair, the Chair of the Council and the Clerk.

*See above*

*Proposed: Cllr S Ady*

*Seconded: G Jones*

*Resolved: the motions was passed*


### **17/23 Report from the Finance Committee for Full Council agreement and any associated Motions for the Full Council (Cllr S Ady & RFO)**

- **Motion:** for Full Council to a) note the payments made in the previous month and b) request the RFO to pay the invoices received (attached report)

*Proposed: Cllr R Jones*

*Seconded: Cllr T Jones*

*Resolved: the full council note the payments made and request the RFO to pay the invoices received in the attached report*



	<ul style="list-style-type: none"> <li>● <b>Motion:</b> for the Full Council to accept the reconciliation report <i>The full council noted this report</i></li> <li>● <b>Audit update - to be given by the RFO and Cllr S Ady</b></li> </ul> <p>The RFO/Clerk reported that the 2022-2023 audit has been returned by the Welsh Audit as unqualified.</p> <p><b>Motions to be noted and moved to the 23rd May:</b></p> <ul style="list-style-type: none"> <li>● <b>Motion:</b> to note and accept the Internal Auditor’s report (to be considered on the 23rd May). (RJ/GJ)</li> <li>● <b>Motion:</b> for Full Council to agree to the End of Year accounts and request the Chair to sign the AGAR (to be considered on the 23rd May). (GJ/KI)</li> <li>● <b>Motion:</b> to accept the Annual regular payments (attached report) to be considered on the 23rd May. (GJ/TJ)</li> </ul> <p><i>Resolved: the motions will be passed in the extraordinary meeting on the 23rd May</i></p>
18/23	<b>Correspondence:</b> <i>to be considered on the 23rd May</i>
19/23	<b>Date of next committee meeting to be 23rd May 2023 (Extraordinary) 20th June 2023 confirmed at 7pm</b>

