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8<sup>th</sup> May 2019

An **Annual Meeting** of **Langstone Community Council** is to be held at **7pm on Monday 13<sup>th</sup> May 2019** at the **Kennett Room, Langstone Village Hall**, for the purpose of transacting the business set out in the Agenda below. An Ordinary Council Meeting and Committee Meetings will commence immediately following conclusion of the Annual Meeting.

**Members of the public are welcome to attend.**

*Heather Jones* (Clerk)

#### ANNUAL MEETING AGENDA

- 1. Election of Chair of the Council** – Completion of Acceptance of Office form
- 2. Election of Deputy Chair of the Council**
- 3. Apologies** - To receive and accept apologies
- 4. Declarations of Interest** - To receive and accept declarations of interest
- 5. Previous Minutes**
  - i. To receive and approve minutes of Ordinary Meeting, including Committee Meetings, held on 8<sup>th</sup> April 2019
  - ii. To receive and accept the Clerk's report for appending to the minutes
- 6. Membership of LCC Committees**
  - i. To agree membership of the Planning Committee, Finance & Development Committee and Amenities & Events Committee
  - ii. To confirm the delegation and terms of reference for committees
  - iii. To confirm bank signatories and sign forms
- 7. LCC Representatives**

To agree and confirm LCC representatives on the following outside bodies:

  - i. Langstone Village Hall Trustees (LVH)
  - ii. One Voice Wales (OVW)
  - iii. Newport City Council (NCC) Liaison Meetings
  - iv. Langstone Primary School Board of Governors
  - v. Neighbourhood Police Liaison
  - vi. Press liaison
  - vii. One Newport Third Sector Partnership and/or Community Engagement Group
- 8. LCC Responsibilities**

To agree and confirm LCC representatives for:

  - i. Play parks
  - ii. Environment (Litter, dog-fouling, verges)
  - iii. Best Kept Village / Bee friendly village
  - iv. Neighbourhood Watch
  - v. Community Speedwatch / Road safety
  - vi. Training
- 9. Meeting Dates** – to fix dates, times and locations of ordinary meetings for the Council for the following year
- 10. Finance**
  - i. To receive a copy of the confirmed annual budget
  - ii. To approve the list of standing orders and direct debits for 2019-20
  - iii. To approve the Clerk's contractual pay-scale increment for 2019-20
  - iv. To agree councillor remuneration payments for 2019-20 to be paid once per year in February
  - v. Councillors to receive P60 forms for 2018-19
  - vi. To review S137 expenditure
    - 2018-19 limit (£7.86 per elector) £21,788
    - 2018-19 expenditure £ 3,730
    - 2019-20 limit (£8.12 per elector) £22,509
    - 2019-20 budget £ 4,300
- 11. Internal Auditor**
  - i. To appoint an internal auditor for 2019-20
  - ii. To note that the Clerk has notified the Internal Auditor that the annual accounts for 2018-19 are ready for inspection, and that the internal auditor plans to inspect the records on 20<sup>th</sup> May
- 12. Risk Assessment and Annual Insurance Cover**
  - i. To review the Assessment of Risk Schedule and ensure adequate insurance cover is in place to cover LCC against all identified risks
  - ii. To confirm the Asset Register as complete
  - iii. To consider quotation from Came & Company for insurance cover for 2018-19
- 13. Review of Standing Orders and LCC Policies**

To resolve whether any amendments to Standing Orders or other LCC Policies are required at present
- 14. Memberships**

To resolve to continue membership of One Voice Wales and SLCC
- 15. Time capsule**

To confirm the resolution to lift the time capsule under the war memorial in 2067 (to be confirmed annually)

## ORDINARY MEETING AGENDA

1. **public Participation** (15 minutes) - To receive any questions or addresses to the Council from Members of the Public
2. **Gwent Police** (10 minutes) – To receive a report from Gwent Police
3. **City Councillors** (15 Minutes)
  - i) To receive any addresses/updates from City Councillors
  - ii) To discuss Members' questions for NCC or City Councillors
4. **Representatives / Reports** – To receive a report or update on:
  - i) Langstone Village Hall Trustees (MG)
  - ii) Newport City Council Liaison Meetings (HJ/HB)
  - iii) One Newport (JF)
  - iv) One Voice Wales (CB)
  - v) Langstone Primary School (CB)
  - vi) Llandevaud Parish Hall improvements (CB)
  - vii) Best Kept Village/planters/bee-friendly (CB)
  - viii) Neighbourhood Police Liaison (JL)
  - ix) Community Speedwatch / Road safety (JL)
  - x) Neighbourhood Watch (JL)
  - xi) Environment - Litter, dog-fouling, verges (HB)
  - xii) Play parks (HD)
5. **Events for 2019** –
  - i) To agree any new events for the coming year
  - ii) 11<sup>th</sup> October – Road Safety Conference at new Celtic Manor International Convention Centre – Councillor attendees required
6. **Training / Conferences**
  - i) To note that Understanding the Law training at Undy on 22<sup>nd</sup> April was cancelled without notice (HB)
  - ii) To identify any further training required by Clerk or Councillors
7. **Items for inclusion in next Agenda** – (form to be submitted)
8. **Date of next meeting** – 10th June 2019

## ANCE & DEVELOPMENT COMMITTEE AGENDA

1. To receive and accept any apologies
2. To receive and accept any declarations of interest
3. To accept accounts for April 2019:
  - (i) Transaction listings
  - (ii) Monthly bank statements and reconciliation

Unity Trust Current Account		
Opening Balance	1 <sup>st</sup> Apr 2019	41,292.59
Closing Balance	30 <sup>th</sup> Apr 2019	60,988.79

4. To note receipts:

Method	Date	Payee	Description	Amount
BACS	08/04/19	NCC	Precept 1 of 2	22,456.18

5. To note and approve payments:

Method	Date	Payee	Description	Amount
DD	31/03/19	Unity Trust Bank	Bank Charges	28.95
SO	28/04/19	H K Jones	Salary April	*
SO	28/04/19	Torfaen BC	Pension April	*
BACS		HMRC	Tax & NIC April	*
BACS	03/05/19	H K Jones	Salary underpayment	*
BACS		Torfaen BC	Pension Underpayment	*
DD	30/04/19	Rombourne	Office rent	647.08
DD		Lloyds Bank Comm Card	Litter pickers & bank card fee	169.10
BACS		SLCC	SLCC Conference, Swansea	108.00
BACS		Vision ICT	Website Email hosting & support	258.00
BACS		H K Jones	Mileage & mouse	23.13
SO		Microshade	Citrix hosting	57.54
BACS		SLCC	Membership fee	175.00

## PLANNING COMMITTEE AGENDA

1. Apologies - To receive any apologies
2. Declarations of Interest - To receive and accept any declarations of interest.
3. To note planning applications dealt with by the Clerk using delegated authority - None
4. To consider the following planning applications:
  - i. 19/0325 - Demolition of single storey rear extension and erection of two storey side extension, alteration of existing vehicular access to form pedestrian access forming new vehicular access and external alterations - Lyndhurst, Catsash Road, Newport, NP18 2LZ
  - ii. 19/0445 - Erection of detached garage and amendment to front boundary treatment – Beechley, Chepstow Road, Newport, NP18 2JN
5. To consider any Planning Applications received after the Agenda was published to be dealt with by the Clerk under delegated authority

All application details can be viewed online at <http://planning.newport.gov.uk/swift/apas/run/wphappcriteria.display>  
 Enter the reference number in the Application Reference box. Eg. 18/2943  
 Click the View Documents tab then "View Documents" text. Click to download desired documents