

LANGSTONE COMMUNITY COUNCIL
ORDINARY MEETING OF THE COUNCIL

Date: 8th February 2021
Time: 7.00pm
Venue: Virtual meeting via Zoom

Present Cllr C Bryant (Chair)
Cllr J Ford
Cllr R Hollister
Cllr L Humphries
Cllr L Duthie
Cllr S Powell

Apologies Cllr L Aherne
Cllr M Griffiths

Absent Miss E Blakemore

In attendance Ms H K Jones (Clerk)
15 members of the public
City Cllr W Routley
City Cllr R Mogford

20/64. In accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 this meeting took place remotely using the Zoom social media platform. This was advised with due notice on the Council's website with a link to the meeting on Zoom. The Clerk then controlled entry to the meeting using the waiting room facility. The Chairman welcomed everyone to the Council's seventh meeting via Zoom.

20/65. Apologies were received from Cllr Aherne and Cllr Griffiths.

20/66. Declarations of interests: None

20/67. Previous Minutes – The minutes of the Ordinary Meetings held on 11th January were approved with the amendment of the number of members of the public in attendance from 4 to 5. Two other amendments were proposed and debated but not accepted by the Council. The Clerk's Report was approved for appending to the minutes.

20/68. Public participation – There was discussion of the previous monthly meeting and how some members of the public felt aggrieved that an applicant had not been co-opted. Concern was expressed about how future applications for co-option would be treated. There was some concern that some members had not read meeting papers beforehand. Some dissatisfaction was also expressed regarding the discussion of a planning application.

20/69. City Councillors – City Cllr Mogford gave an update on the flooding situation. There remain some hotspots where issues had not yet been resolved. Clarity had been obtained on the responsibilities of Newport City Council and Natural Resources Wales. A report was to be prepared on the lessons learned from the flooding emergency in Newport on 23rd December and lessons learnt would be published.

Cllr Routley gave an update on potholes and pavements on Magor Road. He also spoke about the traffic speeds on the A48. Meetings had been held with road safety campaigners and representatives from the Welsh Government. A new road safety initiative for the A48 would soon be announced. Some progress had been achieved in Llandevaud with covert speed monitoring and a planned weight restriction of 7.5 tons to be implemented. Cllr Powell thanked Cllrs Mogford and Routley for their hard work in this area.

20/70. Meetings

- i. The Council agreed the dates of forthcoming meetings in 2021. Physical meetings were scheduled to re-start in May 2021, but this might need to change depending on the Covid19 situation. Current Coronavirus legislation would need to be extended in order for meetings to continue using video-conferencing.
- ii. The Council resolved that Council meetings should be recorded for the purpose of producing minutes and deleted once minutes had been approved. The Council resolved that recordings of meetings should not be streamed on YouTube nor published on the website.

- iii. The Council resolved that the Council should continue to deal with Finance and Planning items in Full Council meetings.
- iv. The Council resolved that draft minutes of meetings should be produced and published on the website within 5 working days of the meeting being held. Clerk to update Standing Orders.

ACTION HJ

20/71. Review of Standing Orders and LCC Policies – The Council resolved to set up a working party to review Standing Orders and Council Policies. To consist of the Clerk plus Cllrs Bryant, Ford, Hollister and Humphries. Terms of Reference to be agreed via email and ratified by next Council meeting.

ACTION HJ

20/72. Finance

- i. The Council accepted the monthly accounts for January 2021.

| Unity Trust Current Account | | |
|-----------------------------|---------------------------|-----------|
| Opening Balance | 1 st Jan 2020 | 57,005.70 |
| Closing Balance | 31 st Jan 2020 | 53,604.84 |

- ii. The Council authorised the following payments:

| Method | Payee | Description | Amount |
|--------|-----------------------|-----------------|----------|
| DD | Rombourne | Office Rent Feb | 666.57 |
| BACS | WM Garden Maintenance | Christmas Trees | 2,736.00 |
| SO | Microshade | Citrix Hosting | 57.54 |

- iii. The Council received a copy of the final agreed budget for 2021-22 (Annexe A)
- iv. Bishton Community Council had advised that the outstanding loan to them would be repaid imminently as grant funding had been received by them. [Edit: Repayment was made on 5th February].
- v. The Council agreed that the remuneration mandated by the Independent Remuneration Panel for Wales (IRPW) should be paid in February. Councillors were asked to either confirm to the Clerk by email if they did not wish to receive the payment or to provide payroll and bank details to the Clerk. Those who had been paid in the previous financial year did not need to respond (unless they wished to decline the payment) as their details were already in the system.
- vi. The Council resolved to re-appoint Mr L Llewellyn as Internal Auditor for 2020-21. Clerk to write letter of appointment.

ACTION ALL

ACTION HJ

20/73. Website and Email

- i. The Council resolved to move its email hosting to Cloudnext.
- ii. The Council also resolved to migrate the website to Cloudnext using Eyelid productions to revise the website. The Council also resolved to move to a gov.uk domain name.

ACTION HJ

20/74. Playpark

- i. Cllr Hollister stated that over the exceedingly wet winter, drainage in Centenary Field has become a real problem. The area between the youth shelter and the pump-track is completely waterlogged with water pouring out a drainage pipe there. The Chairman agreed to raise the issue with City Cllr Routley to see whether the issue could be added to the general flooding issues with which he was dealing. The Clerk agreed to contact the Parks Supervisor at NCC to discuss the issue.
- ii. The Council resolved to purchase signs re smoking being illegal in fixed play areas from NCC at a cost of £34 per sign inc fitting.

ACTION HJ / CB

ACTION HJ

20/75. Road Safety – Cllr Powell was awaiting information from NCC as to when the covert speed monitoring would take place.

20/76. Correspondence

- i. The Council noted that a complaint about a Councillor had been received by the Public Services Ombudsman for Wales.
- ii. The Council noted that letters of thanks for donations had been received from:
 - Llanmartin Church
 - Llandevaud Church
 - Langstone Village Hall
 - CLIC Sargent
 - Eden Gate Night Shelter
 - Kidney Wales
 - Talking Books Wales
 - Macmillan Cancer Support
 - SARA
 - Alzheimer’s Society Cymru
 - Langstone Ladies Friendship Group
 - Wales Air Ambulance
 - Langstone Primary School
 - Royal British Legion Gwent
 - Langstone Seniors
 - 1st Llanmartin Scouts
 - Sparkle
 - Age Cymru Gwent
 - Diabetes UK Newport Group
 - Parkinson’s Society
 - HCPT Group 99
 - Newport MIND

20/77. Training

- i) The Council noted that Cllrs Bryant and Ford and the Clerk attended Planning Aid Wales training on 8th February – “Local Decision Making and Predetermination in the Planning Process” at a cost of £30 each
- ii) The Council approved the attendance of the Clerk on the SLCC Practitioners’ Conference on 23-25 February at a cost of £37.50 (50% bursary from Welsh Govt applied)

20/78. Planning

- i) The Council considered the following planning applications:

| Ref | Site | Proposal | Outcome |
|---------|---|--|--------------|
| 21/0062 | 27 Maplewood, Langstone NP18 2AN | Partial conversion of garage to home office and creation of additional parking space within front garden | No objection |
| 21/0028 | 13 Tregarn Court, Langstone NP18 2JJ | Retention of fence | No objection |

20/79. Items for the next agenda – None. Councillors were asked to complete a form for any items they wished to add to the agenda for the next meeting.

20/80. Date of next meeting - 8th March 2021

There being no other business, the meeting concluded at 21:20

| | Approved Budget 2021-22 | |
|--|--|----------------|
| Opening bank balance 1/4/20 | | 33,662 |
| Precept | | 33,000 |
| Tax base | | 1,933.24 |
| | | 63,796.92 |
| 100 Income | | |
| 1076 Precept | 63,797 | |
| 1100 Misc Income | | |
| 1105 Repayment of loans | | |
| 1107 Allocation for park repairs | 3,000 | |
| 1108 Allocation for playground inspections | 4,680 | |
| | | 71,477 |
| 200 Staff costs | | |
| 4200 Salary costs | 21,423 | |
| 4215 Clerks Mileage | 200 | |
| | | 21,623 |
| 300 Administration | | |
| 4300 Insurance | 1,000 | |
| 4301 Bank Charges | 108 | |
| 4305 Membership Subscriptions | 680 | |
| 4309 Postage | 50 | |
| 4310 Stationery | 200 | |
| 4311 Printer Ink | 50 | |
| 4315 Office Equipment | 100 | |
| 4316 Information Technology | 1,500 | |
| 4320 Councillor Expenses | 300 | |
| 4321 Councillor Remuneration | 1,800 | |
| 4325 Councillor Training | 500 | |
| 4330 Clerk Training | 120 | |
| 4331 Books /Reference Material | 20 | |
| 4335 Conferences | 500 | |
| 4340 Audit | 500 | |
| 4344 Rent - meeting rooms | 0 | |
| 4345 Rent - office | 6,901 | |
| 4360 Chairmans Fund | 400 | |
| 4365 Commemorative Boards | 50 | |
| 4370 Website | 250 | |
| | | 15,029 |
| 400 S137 Grants | | |
| 4400 S137 Grants | 4,150 | |
| | | 4,150 |
| 500 Concurrent Expenditure | | |
| 4348 Langstone Village Hall improvements | 0 | |
| 4349 Loan to LVH | 0 | |
| 4405 Concurrent Grants | 2,500 | |
| 4500 Ground Maintenance | 600 | |
| 4505 Park Lease | 30 | |
| 4510 Playpark inspections | 4,680 | |
| 4517 Litter picking | 1,000 | |
| 4520 Playpark repairs/maintenance | 4,000 | |
| 4605 Street furniture maintenance | 100 | |
| 4606 War memorial maintenance | 0 | |
| 4610 Annual Planting | 1,000 | |
| 4735 Road safety | 10,000 | |
| 4740 Street furniture purchase | 1,000 | |
| | | 24,910 |
| 700 Community Events / Projects | | |
| 4700 Community Events | 4,000 | |
| 4701 Christmas Concert | 600 | |
| 4702 Christmas meal - seniors | 1,250 | |
| 4704 Litter Volunteers' Afternoon Tea | 300 | |
| 4707 Christmas Trees | 3,000 | |
| 4708 Autumn event | 600 | |
| 4710 Remembrance Day | 300 | |
| 4711 Spring event | 600 | |
| 4713 Children's Party | 400 | |
| | | 11,050 |
| 800 Capital projects | | |
| 4730 Playpark Equipment Purchase | 200 | |
| | 200 | 200 |
| 900 Contingency | | |
| 4905 General Contingency | 28,177 | |
| 4920 Road safety contingency | 0 | |
| | 28,177 | 28,177 |
| Opening Bank Balance / Reserves | | 33,662 |
| Income | | 71,477 |
| Total Income | | 105,139 |
| Total Expenditure | | 76,962 |
| Closing Reserves | | 28,177 |

CLERK'S REPORT appended to minutes for 8th February 2021

Clerk's Actions

| Ref | Date | Action | Update | Status |
|-------|----------|--|--|--------|
| 20/58 | 11/01/21 | Investigate options for VPN and email hosting | Email hosting and website to be migrated to new supplier. | Closed |
| 20/72 | 08/02/21 | Clerk to send letter of appointment to internal auditor | Completed | Closed |
| 20/73 | 08/02/21 | Move website and email hosting to new provider | Process initiated | Closed |
| 20/74 | 08/02/21 | Purchase signs for CF re illegal smoking from NCC | Signs ordered | Closed |
| 20/15 | 14/09/20 | Site new litter bin on Langstone Court Road | Quotes received. Discussed with contractor. Bins to be ordered | |
| 20/15 | 14/09/20 | Replace litter bin opposite The Gorelands with cast iron bin | | |
| 20/15 | 14/09/20 | Provide post-mounted litter bins at Llanmartin bus-stops | | |
| 20/27 | 12/10/20 | Purchase litter bin to be sited on Priory Way replacing lamp-post bin which overflows | | |
| 20/57 | 11/01/21 | Obtain quote from WMGM to remove the Youth Shelter in Centenary Field and store it | Quote received | |
| 20/70 | 08/02/21 | Clerk to update Standing Orders: draft minutes of meetings should be produced and published on the website within 5 working days of the meeting being held | On-going | |
| 20/71 | 08/02/21 | Clerk draft Terms of Reference for Policies Working Party and circulate to all members | On-going | |
| 20/74 | 08/02/21 | Contact NCC Parks Supervisor to discuss drainage in CF | Quote received for drainage pipe and soak-away | |

Councillors' Actions

| Ref | Date | Action | Who | Update | Status |
|--------|----------|---|--------------------|-----------|--------|
| 20/74 | 08/02/21 | Contact Cllr Routley to discuss drainage in CF | CB | Discussed | Closed |
| 20/72 | 08/02/21 | Either decline remuneration or send payroll details to Clerk | LH, LD, SP, MG, LA | Completed | Closed |
| 19/199 | 09/03/20 | Speak to Cllr Routley re off-road bikes in Wentwood Forest and road safety (speed limit / pelican crossing) | CB | | |
| 19/199 | 09/03/20 | Speak to Police re off-road bikes in Wentwood | RH | | |
| 20/45 | 25/11/20 | Speak to producer of lamp-post poppies re costs | CB | | |