

LANGSTONE COMMUNITY COUNCIL
ORDINARY MEETING

Date: 14th January 2019
Time: 7.00pm
Venue: Kennett Room,
Langstone Village Hall

In attendance Ms H K Jones (Clerk)
Cllr R Mogford (NCC)
Cllr W Routley (NCC)
No members of the public

Present Cllr E Jeffery (Chairman)
Cllr M Backhouse
Cllr C Bryant
Cllr H Dinham
Cllr L Duthie
Cllr J Ford
Cllr M Griffiths
Cllr L Humphries
Cllr H Brown

Apologies Cllr J Lloyd

Absent E Wood (Youth Rep)
M Counsell (Youth Rep)

18/153 Chairman's Statement: A point of interest: This Council was first established 125 years ago in 1894 and the first topic discussed was the administration of Poor Relief. 2019 promised to be a busy year.

18/154 Apologies were received from Cllr Lloyd.

18/155 There were no declarations of interest.

18/156 The minutes of the meeting held on 19th November 2018 and the Clerk's Report were approved.

18/157 **Co-option of New Councillors** – The Council considered the application from Mr Howard Brown, who was duly co-opted and, after signing the relevant documents, took his seat at the table.

18/158 **Committees** – Cllr Brown was appointed to the Planning Committee. Cllr Ford was appointed to the Finance & Development Committee. Cllr Ford to be added to the bank account. **ACTION HJ**

18/159 **Gwent Police** – No representative attended. No feedback received. Local reports will no longer be produced.

18/160 **Public Participation** - No members of the public were present.

18/161 **City Councillors**

- NCC has stated that the Vehicle Activated Speed Signs (VASS) do not record data. When the signs were installed, LCC requested that data be provided from the signs and NCC agreed. City Cllr Routley planned to meet with NCC officers together with the Chairman and Clerk to discuss the issue.
- With the building of the new hotel next to the Coldra Court, a new VASS will be installed near the entrance. Concern was expressed that large lit-up signs for Starbucks would be out of place at the entrance to Langstone.
- A 20mph sign had been requested for Old Roman Road near the school.
- The speed limit reduction and speed management measures on Catsash Road need to be consulted upon by NCC.
- Thanks and congratulations were expressed for the Christmas trees project.
- City Councillors and LCC would need to work together in the coming year. The removal of the Concurrent Allocation would present challenges to Community Councils and the City Councillors were equally dismayed.
- The Chairman congratulated Cllr Routley on his forthcoming appointment as Mayor in 2019. Cllr Routley invited participation in his charity which will encourage sport for all in the local area.

18/162 **Finance**

- i. The Council received a copy of the Quarter 3 outturn against budget report.
- ii. The Council reviewed the budget for 2018-19 and agreed amendments as appended to these minutes (App A).
- iii. The Council considered the draft budget for 2019-20 and agreed to set the budget and Band D precept at £23.33 as appended to these minutes (App B). This was effectively an increase of 12.2%

but would not give the Council any additional funding, as this simply replaced the Concurrent Allocation which had been withdrawn by NCC.

- iv. The Council resolved to commit £250 towards fees for a legal analysis of the case for a judicial review of NCC's decision to withdraw the Concurrent Allocation, as proposed by Bishton CC. **ACTION HJ**
- v. The Council resolved to make a concurrent grant of £500 to Langstone Village Hall for internal decoration. [Cllrs Bryant and Jeffery declared an interest as Trustees and did not vote] **ACTION HJ**
- vi. Councillors who had declined remuneration payments were asked to review their decisions and to complete forms if they had not already done so. Final payments for the year would be made at the end of February. **ACTION HJ**

18/163 Review of December Events

- i. **Christmas Trees** – The 3 Christmas trees had proved very popular with residents, and carol-singing events had been well attended. The Langstone tree had suffered from light pollution from the nearby street lighting, however, which meant the lights were not as visible as those in Llandevaud or Llanmartin.
- ii. **Seniors' Christmas Lunch** – 48 Senior Citizens had attended this year's event at the Old Barn, Llanmartin, which was a great success.
- iii. **Christmas Concert** – This had been, once again, popular and well attended with entertainment provided by Peter Lewis.

18/164 Reports

- i. **Llandevaud Parish Hall improvements** – Meeting to be arranged to discuss plans. Quotation for water main work had been received.
- ii. **Llandevaud Common** – The sale of the Common had been completed. A Common Committee had been set up locally and has held its first meeting.
- iii. **Community Speedwatch / Road Safety** – Banners for Road Safety Awareness Week, which concentrated on Bike Awareness, had been purchased and erected at 3 locations in the Community.
- iv. **Neighbourhood Watch** – No report.
- v. **Play Parks** – No report.
- vi. **Environment** – The 5 bins which were relocated from Centenary Field had been re-sited at 3 bus stops on the A48 and on Llandevaud Common.
- vii. **BKV / planters / pollinators** – No report.

18/165 Representatives

LVH – No report – next meeting 28th January.

OVW – Next meeting 17th January.

NCC liaison – The Clerk had attended the meeting on 6th December where it was made quite clear that NCC had no intention of revisiting the decision to withdraw the Concurrent Allocation.

Langstone Primary School – Next meeting 18th Feb

Press Liaison – Nothing to report.

Police Liaison – No reports received.

18/166 Training / Conferences

- i. The Council noted Cllr Humphries attended Local Govt Finance training at Usk on 29th Nov.
- ii. The Council noted that Cllr Lloyd did not attend Local Government Finance training at Usk on 29th November nor Community Engagement training at Pontypool on 4th December.
- iii. The Council noted that the Chairman attended an evening with the Lord Lieutenant of Gwent on 21st November.
- iv. The Council noted the planned attendance of the Clerk at the SLCC Practitioners' Conference in Kenilworth on 14-15 February. This would include 2 overnight stays.
- v. The Council noted the planned attendance of the Chairman and the Clerk at a meeting on 30th January at the Civic Centre re Boundary Commission proposals.
- vi. No further training required by Clerk or Councillors was identified at this time. Clerk to circulate training schedule.

- vii. Councillors were reminded that they should inform the Clerk if they were unable to attend booked training courses so that a replacement might be sought, and that booked courses incurred a cost to the Council even if Councillors did not attend.

18/167 Items for the next agenda – None

FINANCE & DEVELOPMENT COMMITTEE

18/168 Present – Cllr Humphries (Chair); Cllr Jeffery; Cllr Ford & the Clerk

18/169 Apologies – Cllr Lloyd.

18/170 Declarations of Interest - None.

18/171 Cllr Ford was co-opted onto the Finance and Development Committee.

18/172 Cllr Humphries was requested to set up his online access to the bank account.

18/173 The Committee accepted:

- Transaction listings for November and December 2018
- Monthly bank statements and reconciliation for November and December 2018:

Unity Trust Current Account		
Opening Balance	1 st Nov 2018	73,785.49
Closing Balance	31 st Dec 2018	74,493.66

18/174 The Committee noted and approved receipts:

Method	Date	Payee	Description	Amount
BACS	06/11/18	Vision ICT	Refund of duplicate payment	510.00
BACS	14/11/18	AXA insurance	Payment for youth shelter repairs	946.13
BACS	19/11/18	HK Jones	Poppy collection - remembrance Sunday	67.00
BACS	21/11/18	HMRC	VAT refund	1,167.42
BACS	06/12/18	NCC	Precept	13,410.87
BACS	11/12/18	HK Jones	Raffle proceeds – seniors Xmas lunch	70.00
BACS	11/12/18	HK Jones	Raffle proceeds – Christmas concert	160.00

18/175 The Committee authorised payments:

Method	Payee	Description	Amount
BACS	NCC	Grounds maintenance	129.97
BACS	NCC	Christmas trees – supply & install	5,100.00
BACS	Rialtas	Alpha software annual license	142.80
BACS	HK Jones	Expenses	24.31
BACS	Cllr C Bryant	Expenses	108.96
BACS	Cllr J Ford	Remuneration payment	57.12
SO	Microshade	Citrix hosting	57.54
BACS	WM Garden Services	Park repairs, park bins, path, picnic tables	7,480.80
BACS	One Voice Wales	Cllr training	80.00
BACS	Office Depot	Stationery	34.57
BACS	Wales Audit Office	External audit fee	253.50
BACS	Cllr C Bryant	Christmas concert performance fee	200.00
BACS	HMRC	Tax & NIC Q3	*
SO	HK Jones	Salary Jan	*
SO	Torfaen BC	Pension Jan	*
SO	HK Jones	Salary Feb	*
SO	Torfaen BC	Pension Feb	*
SO	HK Jones	Salary Mar	*
SO	Torfaen BC	Pension Mar	*
SO	Microshade	Citrix hosting	57.54
DD	Lloyds Commercial Card	Various	1274.98

* Redacted as per Data Protection Act

18/176 The Committee decided not to renew membership of Play Wales.

18/177 The Committee noted and approved payments already made:

Method	Date	Payee	Description	Amount
BACS	21/11/18	Office Depot	Stationery	25.25
BACS	21/11/18	Protech	Sound system - remembrance day	1,150.50
BACS	21/11/18	Protech	Service & repair of LVH hi-fi	288.00
BACS	23/11/18	Festive Lights	Christmas lights	1307.25
BACS	29/11/18	Office Depot	Postage stamps	28.92
DD	28/11/18	Rombourne	Office rent	629.28
DD	10/12/18	Lloyds Bank Card	Various	474.57
DD	31/12/18	Rombourne	Office rent	629.28
DD	31/12/18	Unity Trust Bank	Bank charge	.90
DD	31/12/18	Unity Trust Bank	Bank charge	25.05

PLANNING COMMITTEE

18/178 Present – Cllr Bryant (Chair); Cllr Griffiths; Cllr Duthie; Cllr Dinham

18/179 Apologies – None.

18/180 Declarations of Interest - None.

18/181 The Committee noted the following applications to which Clerk responded using delegated authority after consultation with the Committee Chair:

Ref	Application	Address	Response
18/1054	Outline application for demolition of guest house and erection of 3 Dwellings and associated works with all matters except layout reserved	The Old Rectory, Magor Road, Newport, NP18 2EB	13/12/18 No objection
18/1101	Construction of two storey pitched roof garage with first floor garden store, widening of vehicular access gate and creation of pedestrian access. Engineering works to create lawn with external steps and retaining wall	Chapel Cottage, Coed-y-caerau Lane, Kemeys Inferior, Newport, NP18 1JR	13/12/18 No objection
18/1184	Proposed raising of ridge height and addition of first floor and two storey front extension	Aderyn Du, Lower Road, Llandevaud, Newport, NP18 2AE	13/12/18 No objection
18/1193	Demolition of 4 Agricultural buildings and construction of 1 Replacement agricultural shed for the storage of grain, straw and hay	Hazel Farm, Langstone Lane, Llanwern, Newport, NP18 2DS	13/12/18 No objection
18/0790	Demolition of outbuilding and erection of a two storey detached dwelling and associated works	Woodlands, Magor Road, Langstone NP18	18/12/18 No objection
18/1187	Proposed two storey side extension, single storey side extension, single storey rear extension with roof terrace, second floor rear dormer and associated alterations	The Cottage Llandevaud Farm, Llandevaud Lane, Llandevaud, Newport, NP18 2AD	07/01/19 Original objections restated

18/182 The Committee considered the following planning applications:

Ref	Application	Address	Response
18/0933	Erection of first floor rear extension and conversion of dwelling to 3 Residential apartments	Greylands, Chepstow Road, Newport, NP18 2LU	Objection:
18/1212	Proposed new 4 bed detached dwelling	Land adjacent and north of 12 Miller Close, Langstone	Objection: Design not in keeping with surrounding houses. Previously approved design preferable (18/0137)
19/0007	2 storey side and rear extension	Seymour Cottage, Caerlicken Lane, Langstone NP18 2JZ	No objection

18/183 There were no planning applications received after the agenda was published to be dealt with by the Clerk under delegated authority.

18/184 The Committee noted the Public Footpath Diversion Order 1990 Footpath No 9 at Llandevaud Mill (now Footpath No 394/54) variation order 2018.

There being no other business, the meeting concluded at 21:25
Next meeting to be held at Langstone Village Hall on 11th February at 7pm

		2018-19 Approved Budget end Q2	2018-19 Draft Budget end Q3	Difference
	Opening bank balance 1/4/17	62,941	62,941	
	Precept	£ 20.80	£ 20.80	
	Tax base	1,934.26	1,934.26	
		£ 40,232.61	£ 40,232.61	
100 Income				
	1076 Precept	40,233	40,233	0
	1077 Concurrent Allocation	4,690	4,690	0
	1090 Interest Received			0
	1100 Miscellaneous Income			0
	1105 LVH improvement funding			0
	1106 War Memorial funding			0
	115 VAT on receipts			0
	1107 Allocation for park repairs	3,000	3,000	0
	1108 Allocation for playground inspections	4,680	4,680	0
	1109 S106 funding repayment	5,451	5,451	0
	1110 War memorial maintenance funding			0
		58,054	58,054	0
200 Staff costs				
	4200 Salary costs	20,200	18,984	-1216
	4215 Clerks Mileage	200	200	0
		20,400	19,184	-1216
300 Administration				
	4300 Insurance	1,000	936	-64
	4301 Bank Charges	72	100	28
	4305 Membership Subscriptions	642	642	0
	4309 Postage	60	33	-27
	4310 Stationery	200	350	150
	4311 Printer Ink	100	75	-25
	4315 Office Equipment	400	23	-377
	4316 Information Technology	945	700	-245
	4320 Councillor Expenses	300	200	-100
	4321 Councillor Remuneration	350	407	57
	4325 Councillor Training	1,000	1,000	0
	4330 Clerk Training	120	-	-120
	4331 Books /Reference Material	326	326	0
	4335 Conferences	290	450	160
	4340 Audit	400	504	104
	4344 Rent - meeting rooms	50	50	0
	4345 Rent - office	6,293	6,293	0
	4360 Chairmans Fund	250	250	0
	4365 Commemorative Boards	100	100	0
	4370 Website	1,000	1,000	0
	4385 Election Costs	1,003	1,003	0
	4910 Professional fees	3,000	3,000	0
	515 VAT on payments			0
		17,901	17,442	-459
400 S137 Grants				
	4400 S137 Grants inc Barradell Award	4,300	3,630	-670
		4,300	3,630	-670
500 Concurrent Expenditure				
	4348 Langstone Village Hall improvements	-	-	0
	4349 Community Halls improvements	5,451	5,451	0
	4405 Concurrent Grants	3,000	3,000	0
	4500 Ground Maintenance	500	433	-67
	4505 Park Lease	50	30	-20
	4510 Playpark inspections	4,680	4,680	0
	4511 Defibrillators	-	-	0
	4517 Litter picking	100	1,200	1100
	4520 Playpark repairs	3,000	2,000	-1000
	4605 Street furniture maintenance	100	-	-100
	4606 War memorial maintenance	500	500	0
	4610 Annual Planting	1,000	838	-162
	4706 Dog-fouling measures	-	-	0
	4735 Road safety	5,000	825	-4175
	4740 Street furniture purchase	1,000	4,666	3666
		24,381	23,623	-758
700 Community Events / Projects				
	4375 Village Plan/Consultations	500	-	-500
	4376 War memorial	-	-	0
	4700 Community Events	1,580	300	-1280
	4701 Christmas Concert	700	450	-250
	4702 Christmas lunch - seniors	900	961	61
	4703 Velothon	-	-	0
	4704 VE Day Afternoon Tea	420	420	0
	4705 Songs from the Shows	675	699	24
	4707 Christmas Trees	7,500	7,500	0
	4710 Remembrance Day	2,000	2,650	650
	4712 Road Safety Conference	3,000	2,604	-396
		17,275	15,584	-1691
900 Contingency				
	4905 General Contingency	26,738	31,532	4794
	4920 Road safety contingency	10,000	10,000	0
		36,738	41,532	4794
	Opening Bank Balance	62,941	62,941	0
	Total income	58,054	58,054	0
	Total Expenditure	94,257	89,463	0
	Reserves	36,738	41,532	0
		0	0	0

Agreed Budget 2019-20		Match last year's Precept income + Concurrent Allocation		
	Estimated Opening bank balance 1/4/19	41,532.00		
	Precept		23.33	£2.43 raise in precept required to replace Conc Grant = £23.23
	Tax base		1,925.09	
			44,912.35	
100 Income				
	1076 Precept	44,912.35		
	1077 Concurrent Allocation	-		
	1107 Allocation for park repairs	3,000.00		
	1108 Allocation for playground inspections	4,680.00		
	1109 S106 funding repayment	5,451.00		
			58,043.35	
200 Staff costs				
	4200 Salary costs	20,263.18		
	4215 Clerks Mileage	100.00		
			20,363.18	
300 Administration				
	4300 Insurance	1,000.00		
	4301 Bank Charges	108.00		
	4305 Membership Subscriptions	650.00		
	4309 Postage	60.00		
	4310 Stationery	200.00		
	4311 Printer Ink	100.00		
	4315 Office Equipment	400.00		
	4316 Information Technology	1,000.00		
	4320 Councillor Expenses	300.00		
	4321 Councillor Remuneration	1,800.00		
	4325 Councillor Training	1,000.00		
	4330 Clerk Training	120.00		
	4331 Books /Reference Material	20.00		
	4335 Conferences	300.00		
	4340 Audit	500.00		
	4344 Rent - meeting rooms	50.00		
	4345 Rent - office	6,481.79		
	4360 Chairmans Fund	250.00		
	4365 Commemorative Boards	-		
	4370 Website	750.00		
			15,089.79	
400 S137 Grants				
	4400 S137 Grants inc Barradell Award	4,300.00		
			4,300.00	
500 Concurrent Expenditure				
	4348 Langstone Village Hall improvements	-		
	4349 Llandeud Parish Hall improvements	5,451.00		
	4405 Concurrent Grants	2,500.00		
	4500 Ground Maintenance	500.00		
	4505 Park Lease	50.00		
	4510 Playpark inspections	4,680.00		
	4517 Litter picking	100.00		
	4520 Playpark repairs	3,000.00		
	4605 Street furniture maintenance	100.00		
	4606 War memorial maintenance	500.00		
	4610 Annual Planting	1,000.00		
	4735 Road safety	5,000.00		
	4740 Street furniture purchase	1,000.00		
			23,881.00	
700 Community Events / Projects				
	4375 Village Plan/Consultations	500.00		
	4700 Community Events	1,500.00		
	4701 Christmas Concert	500.00		
	4702 Christmas lunch - seniors	1,000.00		
	4707 Christmas Trees	2,500.00		
	4710 Remembrance Day	800.00		
	4712 Road Safety Conference	3,000.00		
			9,800.00	
900 Contingency				
	4905 General Contingency	17,141.38		
	4920 Road safety contingency	9,000.00		
			26,141.38	
	Opening Bank Balance		41,532.00	
	Total income		58,043.35	
	Total Expenditure		73,433.97	
	Reserves		26,141.38	

CLERK'S REPORT appended to minutes for 14th January 2019**Clerk's Actions**

Ref	Date	Action	Update	Status
17/225	12/02/18	Request quote from supplier for gravel/roadstone paths from Stockwood View and from Priory Crescent to A48	Awaiting guidance re legal ownership and consent to carry out work.	Closed
17/226	12/03/18	Place order for Minute books to be professionally bound	Minutes sent off to be bound	Closed
18/158	14/01/19	Add Cllr Ford to bank account	Forms completed	Closed
18/162	14/01/19	Inform Bishton CC that £250 was pledged by LCC to fund for legal fees for advice re. withdrawal of concurrent allocation	Completed	Closed
18/162	14/01/19	Inform LVH that a grant of £500 was made for interior decorating	Completed	Closed
18/162	14/01/19	Forward Remuneration forms to Cllrs Backhouse, Dinham and Brown for completion.	Sent by post. Completed forms received from Cllrs Backhouse & Brown.	Closed
18/47	11/06/18	Investigate funding opportunities for solar panels for village halls		On-going
18/120	08/10/18	Continue drafting content for web pages		On-going

Councillors' Actions

Ref	Date	Action	Who	Update	Status
17/254	09/04/18	Investigate traffic plan for CM's Conference Centre	JL	Work is now taking place	Closed
18/19	14/05/18	Obtain police reports for other areas	JL	Police have now stated they will no longer be producing reports.	Closed
18/76	24/07/18	Continue investigating ownership of Llandeud Common	EJ	Sale of Common has now been completed. Committee established.	Closed
16/125	13/03/17	Request method, time & locations of police speed surveys on A48	JL		
16/127	13/03/17	Request NCC install a pelican crossing on A48	JL		
17/202	15/01/18	Speak to NCC re double yellow lines on Tregarn Rd	JL		
18/20	14/05/18	Set up Working Party to establish Neighbourhood Watch schemes in new areas	JL		
18/41	11/06/18	Complete forms re remuneration payments	HD	Form awaited from HD	On-going
18/43	11/06/18	Investigate possibility of planting a poppy patch near war memorial	CB		
18/75	24/07/18	Investigate possibility of protecting plants other than trees on Llandeud Common	EJ		
18/121	08/10/18	Contact Germania re replacing picnic bench on land opposite. Arrange move of planter from Hillcroft Garage	CB		