

LANGSTONE COMMUNITY COUNCIL

Date: 13th May 2019
Time: 7.00pm
Venue: Kennett Room
Langstone Village Hall

In attendance Ms H K Jones (Clerk)
Cllr R Mogford (NCC)
1 member of the public

Present Cllr C Bryant (Chair)
Cllr H Brown
Cllr L Duthie
Cllr L Humphries
Cllr J Lloyd
Cllr M Griffiths

Apologies Cllr J Ford
M Counsell (Youth Rep)

Absent Cllr H Dinham
Cllr M Backhouse
E Wood (Youth Rep)

ANNUAL MEETING

- 19/1** Cllr Bryant was elected as Chairman and signed the acceptance of office form.
- 19/2** Cllr Ford was elected as Deputy Chairman in her absence, conditional upon her acceptance of the role.
- 19/3** Apologies were received from Cllr Ford and YR Matthew Counsell.
- 19/4** There were no declarations of interest.
- 19/5** The minutes of the meeting held on 8th April 2019 and the Clerk's Report were approved.
- 19/6** **Membership of Committees**
Finance & Development Committee: Cllr Humphries (Chairman); Cllr Lloyd; Cllr Ford; Cllr Brown
Planning Committee: Cllr Bryant (Chairman); Cllr Griffiths; Cllr Duthie; Cllr Dinham; Cllr Backhouse
Events & Amenities Committee to be disbanded.
- 19/7** **LCC Representatives**
Langstone Village Hall Trustee – Cllr Brown
One Voice Wales – Cllr Bryant
Newport City Council Liaison Meetings – Cllr Brown / Cllr Lloyd / Clerk
Langstone Primary School Board of Governors - Cllr Bryant
Neighbourhood Police Liaison – Cllr Brown / Cllr Lloyd
One Newport Third Sector Partnership / Community Engagement Group – Cllr Ford (nominated)
Press Liaison – Clerk
- 19/8** **LCC Responsibilities**
Play parks – Cllr Dinham
Environment – Cllr Brown
Best Kept Village / Bee Friendly Village – Cllr Bryant
Neighbourhood Watch – Cllr Lloyd
Community Speedwatch / Road Safety – Cllr Lloyd / Cllr Griffiths / Cllr Brown
Training – Cllr Humphries / Cllr Duthie
- 19/9** **Meeting dates**
The Council agreed the meeting dates for the coming year.
- 19/10** **Finance**
- i. The Council received a copy of the annual budget for 2019-20.
 - ii. The Council approved the list of direct debits and standing orders for 2019-20.

- iii. The Council approved the Clerk's contractual pay-scale increment for 2019-20.
- iv. The Council agreed the Councillor remuneration payments of £150 for 2019-20 to paid in February
- v. Councillors received P60 forms for 2018-19 where applicable.

19/11 Internal Auditor

The Council appointed Mr Lyn Llewellyn as internal auditor for 2019-20. Clerk to send letter of engagement. **ACTION HJ**

The Council noted that the internal auditor had been notified that the accounts for 2018-19 were ready for inspection and that he planned to attend the office on 20th May.

19/12 Risk Assessment & Annual Insurance Cover

The Council reviewed the Assessment of Risk Schedule. Clerk to revise draft. **ACTION HJ**

The Council confirmed the asset register as complete. Ownership of shipping container to be added to next month's agenda. **ACTION HJ**

The Council considered the insurance quotation for 219-20 and confirmed that adequate insurance was in place to cover the Council against all identified risks.

19/13 Review of Standing Orders and LCC Policies

The Council resolved that no amendments were required at this time.

19/14 Memberships

The Council resolved to continue its membership of One Voice Wales and the Society of Local Council Clerks.

19/15 Time Capsule

The Council resolved to lift the time capsule under the war memorial in 2017 (to be confirmed annually).

ORDINARY MEETING

19/16 Public Participation - No topics discussed.

19/17 Gwent Police – no attendance.

19/18 City Councillors:

Cllr Routley was to be made Mayor of Newport on 14th May.

Bins had been left strewn across the road and pavement in Cooper Close. The lifting arm had knocked over the bins but the bin collectors had not picked them up. They had been spoken to. There is a concern that the lifting arm could just as easily hit pedestrians. It was necessary to instil a pride in Langstone.

Road safety is still top priority. Catsash Road is progressing. Progress is also being made at the Llandevaud / Hendrew Lane /A48 junction. Dash-cam footage can now be sent to the police.

Pavements in Llanmartin still poor. Car was dumped and burnt out in Llanmartin – NCC looking into tree damage.

Recycling at Five Lanes Recycling Centre – will be closed on Thursdays. Proof of residence required from 4th June. No news re permits for Newport residents to use Monmouthshire site.

19/19 Representatives / Reports

Langstone Village Hall – AGM had been held on 22nd April. Painter who was due to paint hall at Easter had been unable to carry out the work due to ill health. A new contractor had been appointed to carry out internal painting in July. The hall had been very dirty one evening the previous week and had been cleaned by Cllr Bryant and the Clerk. Much work is needed and would be discussed at the next Trustees' Meeting.

NCC Liaison – No meeting

One Newport – No meeting.

One Voice Wales – No meeting.

School – No meeting.

Best Kept Village / planters / bee-friendly village – Planters to be filled with summer bedding plants.

Police Liaison – No report

Community Speedwatch – Activity would re-start with lighter nights and better weather.

Neighbourhood Watch – On-going.

Environment (Litter, dog-fouling, verges) – Litter had improved and was being very successfully controlled by team of volunteers.

Play parks – Clerk had received quotations re fence-painting and signage. To be discussed at June's meeting.

19/20 Events

New Events: Working group to be set up.

ACTION HJ

Road Safety Conference 11th October – Councillors were asked to confirm whether they would be able to attend the conference. Clerk to follow up.

ACTION HJ

19/21 Training / Conferences

The Council noted that the course Understanding the Law at Undy on 22nd April had been cancelled without notice. Cllr Brown would look to re-schedule.

19/22 Items for the next agenda – None

FINANCE & DEVELOPMENT COMMITTEE

19/23 Present – Cllr Humphries (Chair); Cllr Lloyd; Cllr Brown

19/24 Apologies – Cllr Ford

19/25 Declarations of Interest - None

19/26 The Committee accepted:

- Transaction listings for April 2019
- Monthly bank statements and reconciliation for April 2019:

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

19/27 The Committee noted and approved receipts:

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

19/28 The Committee noted and approved the following 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	916.81
SO	28/04/19	Torfaen BC	Pension April	364.36
BACS		HMRC	Tax & NIC April	399.43
BACS	03/05/19	H K Jones	Salary underpayment	38.19
BACS		Torfaen BC	Pension Underpayment	40.81
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

19/29 The Committee noted there were no applications dealt with by the clerk under delegated authority.

19/30 The Committee considered the following planning applications:

Ref	Application	Address	Outcome
190325	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	No objection
190445	Erection of detached garage and amendment to front boundary treatment	Beechley, Chepstow Road, Newport, NP18 2JN	No objection

19/31 The Committee considered the following planning applications received after the Agenda was published to be dealt with by the Clerk under delegated authority

Ref	Application	Address	Outcome
190239	Extension of two storey extension to remodel property	Ty Berllan Farm, Chapel Lane, Llandeud, Newport, NP18 2AF	No objection

There being no other business, the meeting concluded at 21:30
Next meeting to be held at Langstone Village Hall's Kennett Room on 10th June at 7pm

CLERK'S REPORT appended to minutes for 13th May 2019**Clerk's Actions**

Ref	Date	Action	Update	Status
18/211	11/03/19	Arrange purchase and installation of 2 litter bins on Tregarn Rd & at bus stop opposite Britannia Motors	On agenda for June	Closed
18/211	11/03/19	Obtain quotes for repainting fence in CF	On agenda for June	Closed
18/211	11/03/19	Obtain quotes for new signage in Centenary Field	On agenda for June	Closed
19/11	13/05/19	Write letter of engagement to internal auditor	Completed	Closed
19/12	13/05/19	Review and make draft amendments to Risk Register	Completed	Closed
19/12	13/05/19	Add ownership of shipping container to next agenda	Completed	Closed
19/20	13/05/19	Set up Events Working Party	Completed	Closed
19/20	13/05/19	Ascertain which Councillors will attend Road Safety Conference on 11 th October	Completed	Closed
18/211	11/03/19	Write to Andrew Jenkins at NCC to request a 30mph speed limit on A48 plus a pelican crossing	Awaiting data from speed cameras to provide supporting evidence	
18/211	11/03/19	Produce flyers re dog-fouling	Awaiting info from HB	On-going
18/233	08/04/19	Speak to Vicar re Remembrance Event		On-going
18/233	08/04/19	Obtain advice and costs re purchase of an amplifier for outdoor events		On-going

Councillors' Actions

Ref	Date	Action	Who	Update	Status
16/125	13/03/17	Request method, time & locations of police speed surveys on A48	JL	Time expired	Closed
16/127	13/03/17	Request NCC install a pelican crossing on A48	JL	Time expired	Closed
17/202	15/01/18	Speak to NCC re double yellow lines on Tregarn Rd	JL	Time expired	Closed
18/20	14/05/18	Set up Working Party to establish Neighbourhood Watch schemes in new areas	JL	Time expired	Closed
18/43	11/06/18	Investigate possibility of planting a poppy patch near war memorial	CB	Time expired	Closed
18/172	14/01/19	Set up online access to bank account	LH/JL		
18/211	11/03/19	Provide info to Clerk for Flyers re dog-fouling	HB		
18/213	11/03/19	Draft a training plan for Councillors	LH		