

# LANGSTONE COMMUNITY COUNCIL

Chair: Councillor Sharon Davies

Interim Clerk: Mrs Jacqueline Ford

E-mails: [sdavies@langstonecommunitycouncil.org.uk](mailto:sdavies@langstonecommunitycouncil.org.uk)

Tel No: 07522 859372

Web-site: <https://www.langstonecommunitycouncil.org.uk/default.aspx>

13th March 2025

Dear Councillors,

You are summoned to attend the Ordinary Meeting of the Langstone Community Council, to be held on the **18<sup>th</sup> March 2025 at 7.30 p.m. at Llandevaud Village Hall.**

A copy of the draft Minutes of the meeting on the 18<sup>th</sup> February 2025 is attached to this invitation.

Members are invited to declare Personal and Prejudicial interests in items on the agenda. It is a requirement that declarations from a member include the nature of the interest and whether it is Personal or Prejudicial.

The Council may consider excluding members of the press and public from a meeting of a council during any item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence.

If you have any queries concerning the meeting agenda, please contact the clerk.

Yours sincerely,

Mrs J Ford

## AGENDA

- 25/036 Apologies for absence**
- 25/037 Declarations of interest and consideration of Councillors' declarations of interest forms**
- 25/038 To approve and sign minutes of the Full Council Meeting on the 18<sup>th</sup> Feb 2025**
- 25/039 Matters arising from the Council Meeting on the 18<sup>th</sup> Feb 2025 (not covered in agenda items)**
- 25/040 To consider any verbal or written reports from the Clerk or Councillors and correspondence received (where not covered in agenda items)**
- 25/041 Co-option vote and sign Declaration of Acceptance**

**25/042 Newport Youth Academy (short presentation)**

**25/043 15 minutes for the Newport City Councillors to report**

**25/044 Finance Committee/Working Group Update.**

- (i) Accept monthly accounts reports for February 2025 (Receipt/Payments listing and monthly bank statement and reconciliation.

Unity Trust Bank Account		
Opening Balance	1 February 2025	£122,068.93
Closing Balance	28 February 2025	£116,054.75

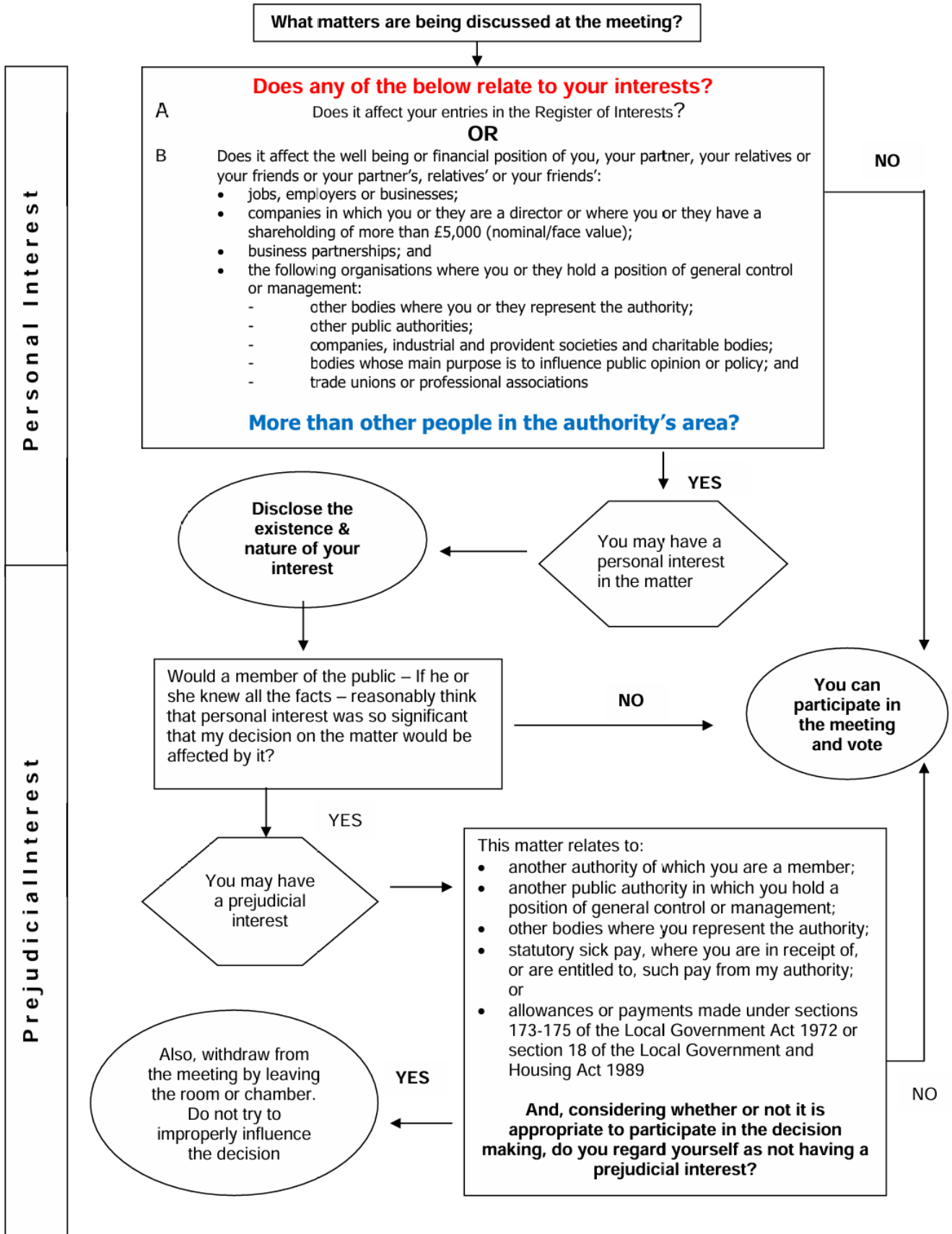
- (ii) Approve payments: update the table with relevant payments

Method	Payee	Description	Amount
DD	Lloyds Bank plc	Service Charge	3.00
SO	Microshade	Citrix Hosting	57.54
Cheque	300807	Councillor Remuneration	208.00
Cheque	300809	Councillor Remuneration	156.00
Cheque	300812	Councillor Remuneration	156.00
Cheque	300814	Councillor Remuneration	208.00
Cheque	300816	Councillor Remun (part – 23/24)	34.67
Cheque	300820	Cllr S Davies (Various bills)	713.06
Cheque	300813	Councillor Remuneration	156.00
Cheque	300815	Councillor Remun (part – 23/24)	34.67
Faster payment	Llandevaud Vill Hall	Grant	2000.00
Faster payment	Cllr S Davies	Test	1.00
Cheque	300821	Interim Clerk	936.98
Cheque	300822	Grant	300.00
Cheque	300825	Grant	500.00
DD	Rombourne Ltd	Virtual Office	43.26
Cheque	3009824	Grant	500.00
Fee	Unity Trust Bank	Service Charge	6.00

- (iii) **Motion:** Agree on appointment of Internal Auditor for 2023/24 and 2024/25.
- (iv) Recovery of Remuneration update
- (v) **Motion:** propose commencing use of PAYE software from start of new FY either using HMRC basic software or purchase of a suitable basic Cloud option
- (vi) Consider and decide on any further Grant Applications received for 2024/25
- (vii) Consider any retrospective payments for support work on 22/23, 23/24 accounts

- 25/045 Community**
- (i) Subject to satisfying insurance question, decision on option for planter painting
  - (ii) Discuss and agree options for planting the planters (including any quotes and/or Halse's vouchers etc)
  - (iii) Update on Defibrillator status (info only)
  - (iv) For Info: Public consultation for 20mph to 30 mph limit change on selection of roads
- 25/046 Planning Committee/Working Group Update**
- (i) Consider report from the Planning Committee/Working Group (if relevant)
    - (a) Consider any actions necessary regarding the issue involving a farmer planting hedgerows on verges (initially in Llanwern area but now encroaching into LCC area)
  - (ii) Consider any Planning applications considered or received before meeting [Weekly List](#)
    - (a) 25/0135 – Drake House, Langstone Business Village, Priory Drive. Proposal: Partial Discharge of Condition 5(A) (Scheme of hedge planting) of planning permission 24/0179 – change of use Office to Animal re-homing centre.
    - (b) 25/0156- No.16 Priory Grove Langstone. Attic Conversion to create master bed & ensuite with dormer. (Responses by 2<sup>nd</sup> April)
    - (c) 25/0186 – Costa Coffee Ty Newport Hotel (Advert consent) Display of 1 x 10m High internally illuminated Double sided totem pole. (Responses by 2<sup>nd</sup> April)
- 25/047 Events Committee/Working Group Update**
- (i) Update on any progress or meetings held
- 25/048 HR Committee /Working Group Update**
- (i) Update on Clerk recruitment (including any received interest/CVs)
- 25/049 Parks Committee/Working Group update**
- (i) Update on Ulysses work at the Centenary Park
  - (ii) Update on park equipment maintenance situation (also Fol from Mr Mardon).
- 25/050 Policies/procedures/statements (standard agenda item)**
- (i) Confirm volumes of historic minutes to be taken to Gwent Archives and use this to check with GA what if any likely cataloguing cost.
  - (ii) Update on reviews and revisions of any policy related documents (for Info)
- 25/051 15 minutes set aside for Community interaction and members of the community to ask the Clerk or Councillors questions of local interest.** Whilst members of the community should feel free to raise matters of importance, it is requested that any questions should be submitted to the clerk at least 24 hours before the meeting
- 25/052. Agree next meeting – scheduled provisionally 15<sup>th</sup> April 2025.**

## Members Declaring an Interest Flowchart



**MEMBERS CODE OF CONDUCT – PARAGRAPHS 10 & 11& 12**

I, Community Councillor \_\_\_\_\_

give the Community Councils, Proper Officer written notification of an interest declared by me at a meeting of Langstone Community Council:

Held on \_\_\_\_/\_\_\_\_/\_\_\_\_ details of which are set out below:

Please tick the relevant box below:

- Personal Interest**
- It was not a prejudicial interest**
- It was a prejudicial interest and I left the meeting**
- It was a prejudicial interest but I have received dispensation from the Standards Committee.**

**Agenda item:** \_\_\_\_\_

**Details of the business on the agenda which the Personal Interest relates to:**

**Details of the personal/prejudicial interest:**

**Please Note:** in addition to the written disclosure of an interest, members have an obligation to declare the interest orally at the meeting, before, or at the commencement of the consideration of the item, or when the interest becomes apparent. Members should hand the Declaration of Interest forms to the Proper Officer at the end of the meeting or returned to the council office before the end of the week following the meeting.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_