LANGSTONE COMMUNITY COUNCIL

Clerk to the Council| Tel: 07513 414936 clerk@langstonecommunitycouncil.org.uk
Merlin House, Langstone Business Park, Newport, NP18 2HJ
www.langstonecommunitycouncil.org.uk

Dear Councillors,

You are hereby summoned to attend an **Ordinary Meeting of Langstone Community Council** on **Tuesday 10 November 2026 at 7.00 pm** at Llandevaud Community Hall, off Chepstow Road, Llandevaud, Newport, NP18 2AA

The meeting will be conducted in a Hybrid fashion at the address above and remotely online through Zoom. This is carried out in accordance with the Local Government and Elections Act (Wales) 2021. If anyone wishes to access the meeting remotely via Zoom, they can do so using the following information:
https://us06web.zoom.us/j/5317076875?pwd=Z3Z2L3ZRREF3cVRSRXhTdGZoR3p2UT09&omn=82844585054

Councillors attend this meeting under the provisions of the Community Council's Code of Conduct.

Anthony Bird
Clerk to the Council Responsible Financial Officer

Date of issue: 4 November 2026

AGENDA

		PUBLIC QUESTIONS AND REPRESENTATIONS
		To receive questions and representations from the public in accordance with the Council's Standing Orders. The public participation period shall not exceed 15 minutes. Questions should be submitted to the Clerk in writing by the deadline set out in the Council's current Standing Orders.
1		**APOLOGIES FOR ABSENCE**
	1.1	To receive apologies for absence
2		**DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA - Forms to be completed**
	2.1	To receive declarations of interest in items on this agenda.
3		**MINUTES**
	3.1 3.2	To adopt the minutes of the Ordinary Meeting held 13 October 2026. To note that the minutes of the meeting held on 8 September 2026 have been published on the Council's website showing the incorrect meeting date of 9 September 2026.

4		**UPDATE FROM NEWPORT CITY COUNCILLORS**
	4.1	To receive report/s from City Councillors and agree any actions
5		**UPDATE FROM GWENT POLICE**
	5.1	To receive an update from Gwent Police. Members requiring specific information should send questions to the Clerk three days before the meeting.
6		**FINANCE**
	6.1	To receive and review the following financial information from Rialtas: i) An update on the accounts for April–September 2026 from Rialtas, including any outstanding work. ii) Bank reconciliations for all Council accounts From Rialtas for April–September 2026. Confirmation that the bank reconciliations have been independently checked by councillors, with evidence of those checks recorded. iii) VAT returns for 2025/26 and April–September 2026: confirmation of returns submitted, claims outstanding and repayments received. iv) Rialtas Budget monitoring reports showing income and expenditure against budget with copies provided to all councillors. To agree any actions arising from the above.
	6.2	**Appointment of Payroll Provider and Correction of Payroll Records** i) Members to consider and approve the appointment of Chepstow Accountancy Services Limited as the Council's payroll provider at a cost of £30.00 per month (2 employees) November would have an additional cost of £20 for x2 starters and December would have an additional cost of £10 for 1 leaver. ii) To approve that all current and future Council employees are paid through the Council's appointed payroll provider. iii) To Authorise/approve Chepstow Accountancy Services to review payroll records from current employee's start date and make the necessary backdated PAYE , National Insurance submissions, Pensions and any corrections. Estimated cost for Chepstow Accountants to do work £690.00 iv) Approve payment of any outstanding amounts properly due, following the provider's calculations and advice (amount will be noted on next OM)
	6.3	To approve the following expenditure and expenses:

Company/ Payee	Invoice/Reference	Payment Method	Amount
Storage Giant Newport	Storage October 2026 INV 117918	BACS	£104.60 inc VAT
Rombourne	Virtual Office November 2026 INV L009466	DD	£43.26 inc VAT
Flotek	Web Hosting November INV 261000526419	BACS	£14.10 inc VAT
Newport City Council	Winter Planting	BACS	£1080.00 inc VAT

		Newport City Council	Removal of planter and make good	BACS	£240.00 inc VAT
		Expenses Cllr Davies	Reimbursement for zoom payments (Nov and Dec 26)	BACS	£33.58
		Expenses Cllr Russell Bevan	Reimbursement paint	BACS	£33.98
		STAFF WAGES as per timesheet	Staff Wages (Gross amount) (November 2026) see 6.2 ii)	BACS	??
		Incoming Clerk Wages	Incoming Clerks Wages (November)	BACS	TO BE APPROVED IN EXEMPT
		Chepstow Accountants	Payroll Service for November 2026	BACS	£50.00
		Payroll HMRC/PENSIONS	November 2026	BACS	TBC once processed
	6.4	**Mobile Phone Contract - Clerk** To review and consider the Council's mobile phone contract, including current arrangements, costs and future requirements.			
	6.5	**Credit Card / Commercial payment card for Incoming Clerk's Use** To consider and approve the provision of a Council credit card for use by the Clerk in carrying out authorised Council business, in accordance with the Council's Financial Regulations, including any necessary spending limits and controls.			
7		**WALES AUDIT OFFICE – EXTERNAL AUDIT**			
	7.1	To note that the external audit, by the Wales Audit Office has been completed, and is a 'qualified audit'. Members to discuss actions needed. To note that the 'completion of audit' notice has been uploaded to the website (17.10.26) and placed in the council's noticeboards.			
8		**Appointment of Internal Auditor for 2026/27**			
	8.1	To consider and approve the appointment of an independent internal auditor IAC Audit & Consultancy Ltd for the 2026/27 financial year, agree and approve the quoted fee of £395.00 + VAT			
9		**BUDGET AND PRECEPT FOR 2027/28**			
	9.1	To consider/approve the draft budget provided by the current Clerk and the proposed precept for 2027/28, taking account of members' previous discussions.			
10		**STANDING ORDERS**			
	10.1	To consider and adopt updated Standing Orders based on the One Voice Wales model – drafted by Incoming Clerk.			
11		**TRAINING PLAN**			
	11.1	To consider and approve LCC Training Plan, setting out the proposed training and development for Councilors and Staff. Drafted by Incoming Clerk.			
12		**OUTGOING CLERKS UPDATE**			
	12.1	To receive an update on the Clerk's ongoing work, a summary of communications, outstanding actions and handover arrangements and agree any action required.			

13 **PLANNING**

13.1 i)To consider planning applications received before the meeting as detailed below.

Members please see details on Newport City Council website before meeting [Planning applications | Newport City Council]

Planning Ref	Address	Proposal
26/0742	Oak Tree Cottage Coed-y-caerau Lane Kemeys Inferior Newport South Wales	TWO STOREY AND SINGLE STOREY EXTENSIONS
26/0760	Site Known As Workshop Barn Chepstow Road Newport South Wales	CONVERSION OF A BARN TO A SINGLE DWELLING, WITH ASSOCIATED PARKING AND LANDSCAPING
26/0976	24 Park End Langstone Newport NP18 2NB	PARTIAL DISCHARGE OF CONDITIONS 3 (TREE PROTECTION PLAN), 4 (ARBORICULTURALIST) AND 5 (ARBORICULTURAL MITIGATION AND TREE RECOVERY SCHEME) OF 25/0757 CONSTRUCTION OF A GARDEN RETAINING WALL AND DOUBLE GARAGE TO THE SIDE OF THE PROPERTY
26/0804	Gayhurst Upper Road Llandevaud Newport NP18 2AF	WORKS TO A MIXED TREE GROUP (PRUNING) PROTECTED BY 02/2018
26/0813	Derry Lodge Rectory Road Llanvaches Newport NP26 3AY	PROPOSED REMOVAL OF EXISTING CHIMNEY AND ALTERATIONS TO EXISTING SINGLE STOREY SIDE EXTENSION WITH THE ADDITION OF FRONT AND REAR SINGLE STOREY EXTENSIONS

ii) To consider any pre-application consultations received by the Clerk.
iii) To receive an update on Newport City Council's Replacement Local Development Plan and consider any response required

14 **HIGHWAYS AND FOOTPATHS**

14.1 To consider matters relating to highways, footpaths and active travel routes and agree any action required.

15 **SEMINARS AND OUTSIDE BODIES**

15.1 To receive members' updates on outside bodies, training, seminars and relevant ward issues; and consider any requests for training approval.

16		**COMMUNITY MATTERS**
	16.1	Events, Amenities and Parks To discuss upcoming events, including the Christmas Carol Service and Christmas Older Persons Lunch. To receive updates on Langstone War Memorial, drainage works and inspection reports for Centenary Park, parks and amenities and community planters; and agree to any necessary action or expenditure
	16.2	Any other Community Matters items
17		**ITEMS FOR FUTURE MEETINGS**
18		**DATES OF FUTURE MEETINGS**
	18.1	To review and confirm the dates of the forthcoming Ordinary Council Meetings for 2026/ 2027 as the dates recorded in the minutes of 8 September 2026 appear to be incorrect. Proposed dates: ● December 2026 – No meeting, unless required. ● Tuesday 12 January 2027 ● Tuesday 9 February 2027 ● Tuesday 9 March 2027 ● Tuesday 13 April 2027 ● Annual Meeting – May 2027 (date to be confirmed). Councillors are also asked to confirm the meeting start time, either 7.00pm or 7.30pm.
19		**EXCLUSION OF PRESS AND PUBLIC**
	19.1	RECOMMENDED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest. COMMITTEE IN PRIVATE SESSION
20		**HR AND STAFFING UPDATE**
	20.1	To receive a confidential update on staffing, including the locum appointment, salary and pension, handover arrangements and addition to the bank mandate, and agree any necessary action.