

Langstone Community Council
Minutes of the Ordinary Meeting held at Langstone Village Hall
Monday 13 March 2023 at 7:00 pm

Date: 13 March 2023

In attendance:

Adrian Edwards Clerk

Three members of the public in person

Time: at 19:00 hrs

23/470

Cllr's Present

C Bryant (Chair)

L Humphries

J Humphries

Mrs A Jarman

M Harring-Burn

J Harring-Burn

Apologies received:

M Griffiths

Ms A Jarman

Absent:

M Oliver-Mardon

K Wilson

The meeting started late due to IT issues with the internet in the Village Hall. Cllr's Oliver-Mardon and Wilson was unable to login due the IT issues that were experienced at the meeting. Cllr Oliver-Mardon was informed by text from the Chair that there were issues with the WiFi in the Village Hall.

23/471 **Agenda item 1.** Apologies for absence.

Cllr's Mark Griffiths, due to work commitments & Ms A Jarman due a diary commitment.

23/472 **Agenda item 2:** Declarations of interest

Members will declare an interest as and when appropriate. The Clerk reminded those present about declarations of interest and the forms need to be completed.

23/473 **Agenda Item 3:** 15 minutes set aside for Community interaction and members of the community to ask the Clerk or elected members questions of local interest. **Any questions should be submitted to the Clerk 3 clear working days before the meeting. All questions need to be relevant to the agenda.**

A member of the public asked several questions and members made several responses to the questions posed.

- The Community Council work with residents. It was agreed that the Community Council would like to work with the wider Community. A further detailed discussion took place with a range of views expressed by those present.
- The agenda seems to be generic. The agenda is to give notice of matters to be discussed.
- The use of acronyms in the minutes. That is always the case.

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- The Website seems to have several errors. There have been several issues following updates.
- Does the Community Council work with NCC? Yes, but NCC doesn't engage on standard consultations.
- Does the Community Council have a social media presence? Yes
<https://www.facebook.com/people/Langstone-CC/100076145981343/>
- What is the current situation with Poppy Park. Poppy Park is the responsibility of NCC

Cllr M Harring-Burn asked for the meeting to continue as the public section is 15 minutes and this item has extended to 45 minutes.

23/474 Agenda Item 4: To receive and sign minutes of Ordinary Meeting on the 13 February 2023.

Proposed: by Cllr C Bryant seconded by Cllr J Harring-Burn that the minutes are agreed.
No amendments were tabled and all those present agreed

23/475 Agenda Item 5: Matters to report.

No matters to report

23/476 Agenda Item 6: To receive and sign minutes of the Finance meeting relating to Grants on the 2 March 2023

Proposed by Cllr Bryant seconded by Cllr A Jarman
No amendments were tabled and all those present agreed.

23/477 Agenda Item 7: Matters to report

No matters to report

23/478 Agenda Item 8: To consider any verbal or written reports from Gwent Police.

No Police present

23/479 Agenda Item 9: Agenda items requested by Cllr M Harring-Burn

9.1 Update for the 2 parks and memorial.

Cllr Harring-Burn asked for an update on the 2 Parks and the Memorial in Langstone. The Clerk explained that correspondence has been sent to Newport City Council relating to Poppy Park but there hasn't been a response to the question tabled. As matters stand the Community Council has no responsibility for Poppy

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Park, as the Community Council doesn't have a formal agreement or any form of lease. It was explained the Community Council could have been at risk if someone had an accident, as the Community Council would not have been insured. A further discussion took place with a range of views expressed.

The Clerk explained currently it's the same situation with the Memorial. The Community Council doesn't have a formal agreement, and if someone should have had an accident the Community Council may have been at risk regarding the insurance. A further discussion took place with a range of views expressed, and it was concluded, the Community Council should consider not holding a memorial service if the Community Council are not insured.

9.2 Statement on who signed the leases and legality of them.

A question was asked about the names on the lease agreements. It was explained that there are no names on Poppy Park, or the Memorial as Newport City Council never issued any formal documentation. The former Chair and former Clerk signed the lease for Centenary Park and the Land Registry documents. The Clerk explained that members may recall the Land Registry document had the former Clerk and Chairs names as trustees. There are no trustees as the documents were returned for not being completed correctly.

9.3 Update on decoding laptops.

The Clerk explained the old lap tops cannot be decoded, and they have been reset to factory settings.

9.4 Statement for public about questions and interruptions at meetings.

Cllr M Harring-Burn said that there is an agenda item set in the agenda of every meeting. It was explained that 15 minutes are set for interaction and members of the community to ask the Clerk or elected members questions of local interest. The standing orders say, Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A period of time designated for public participation at a meeting in accordance with Standing Order 3(e) shall not exceed 2 minutes unless directed by the chairman of the meeting. No member of the public can address the council more than once unless directed by the Chairman.

9.5 Social media (LWM) replying on our own website.

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Some detailed discussion took place with a range of views expressed by elected members. It was explained that there are comments made on Langstone Ward Matters, which the Community Council as a corporate body doesn't have the right to reply to. The Clerk being the person who speaks for the Community Council has been blocked access. It was explained that Community Council should use its own social media page to respond and use the notice boards.

9.6 Venue for future meetings

There was some detailed discussion with a range of views expressed by elected members over the cost of the hire. The hire for regular users is £4.00 per hour - Voluntary Groups (clubs & societies) and £4.50 per hour - Commercial Groups. The Clerk was asked what do the Community Council pay. It was explained that the Community Council pay £16.28 per meeting. Not £8.00 or £12.00 pounds. Following further detailed discussion, it was considered that the Community Council should explore other venues.

9.7 Organising local events day trips, afternoon tea etc.

Cllr M Harring-Burn explained that the Community Council should consider arranging more community events, which would alleviate the number of grant applications the Community Council receives. He explained that Community Council held a Christmas Lunch for the older generation in the Community and restricted the attendance only to residents of Langstone. The 2022 lunch was enjoyed by all those who attended, and the Community Council received very good and appreciated feedback. It was said the Community Council should ask for suggestions for the next financial year.

23/480 Agenda Item 10: To consider any verbal or written reports from the Clerk.

The Clerk explained about the number of other matters that are being received and the time it takes to collate and respond. He explained when he is dealing with other matters he not doing the day to day things he should be doing.

23/481 Agenda Item 11: Consider any Planning applications considered or received before the meeting.

Members noted all the Planning Applications that the Clerk had forwarded since the last meeting and no observations have been reported back to the Clerk, therefore it was assumed the Community Council had no comment to make.

23/482 Agenda Item 12: To note finance matters, including Income & Expenditure

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Date	Payment to	Amount	Cheque
30/1/23	Rombourne Ltd	42.00	D/D
09/2/23	Lloyds Bank	17.39	D/D
13/02/23	Micro shade VSM	57.54	D/D
28/2/23	Rombourne Ltd	42.00	D/D
28/2/23	Newport City Council replacement cheque	2808.00	501
28/2/23	Langstone Village Hall	15.00	502
28/2/23	Langstone Village Hall	48.84	503
28/2/23	Reimbursement to Clerk for purchasing (Printer)	275.98	504
28/2/23	HMRC		505
28/2/23	Clerks' salary including back pay from pay award		506
28/2/23	Royal British Legion	132.00	507
28/2/23	Reimbursement to Clerk for purchasing Microsoft renewal	135.36	508
28/2/23	SGH Holder Christmas trees	450.00	509
28/2/23	One Voice Wales renewal	564.00	510
28/2/23	SK Gardens	1,100.00	511
28/2/23	WM Garden Services repairs to play park	3,318.00	512
28/2/23	Reimbursement to Clerk for purchasing goods	20.00	513
28/2/23	Langstone Village Hall (Cancelled Cheque)	0.00	514
28/2/23	Langstone Village Hall (Cancelled Cheque)	0.00	515
28/2/23	Langstone Village Hall	62.03	516
28/2/23	Llandevaud Village Hall	20.00	517
28/2/23	Reimbursement to Clerk for purchasing goods for June 22	367.71	518
28/2/23	Reimbursement to Clerk for purchasing goods	44.99	519
28/2/23	Clerks' salary February		520
28/2/23	HMRC		521
28/2/23	Sam Kellaway replacement cheque for 511	1,100.00	522
28/2/23	Vision ICT	150.00	523

A discussion took place relating to services the Community Council purchase as service packages. The Clerk was asked about the annual cost to the Community Council and could savings be made. The Clerk will provide members with a report at the next meeting.

Proposed: by Cllr Bryant seconded by Cllr J Harring-Burn that the payments are noted and agreed.

All those present noted the payments

23/483 Agenda Item 13: To consider the cost and venues for meeting going forward for Council meetings. (Cllr J Harring-Burn)

Cllr J Harring-Burn asked if the Clerk could provide costings for the hire of meeting rooms the Community Council use. Following an item earlier in the meeting the Community Council pay around £16.00 a meeting plus £15.00 for storage per month to Langstone Village Hall. A discussion took place with a range of views expressed by elected members. The Clerk reiterated that the cost should be around £12.00 per meeting if the costs are the same as on the Village Hall website. Further information will be provided for the next meeting.

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23/484 Agenda Item 14: To Note any miscellaneous items of correspondence received since the last meeting.

Members noted the miscellaneous correspondence that was emailed direct to Members as appropriate. No further comments were made.

**Resolved: to note all correspondence
All those present agreed**

23/485 Agenda Item 15: Reports from members on outside bodies

The chair informed the meeting the Governors meeting was cancelled.

Members noted the comment

23/486 Agenda Item 16: Independent Audit of the Accounts and Governance of Langstone Community Council for the period that the former employees before May 2021. (Emergency agenda item, Cllr J Harring-Burn)

Cllr Harring-Burn asked the Clerk if he can provide further details relating to the expenditure of the Community Council incurred before his employment with the Community Council. The Clerk explained that he's not able to give that information without researching the Community Council ledgers. Following a detailed discussion, it was proposed that the Community Council engage the services of an accountant or someone with accounting skills to Audit the accounts, to provide information relating to costs the Community Council have incurred relating to events, pensions, office rent, reimbursement and traveling costs. A range of views were expressed.

Proposed: by Cllr J Harring-Burn seconded by Cllr J Humphries.

No amendments were tabled and all those present agreed

23/487 Agenda Item 17: Members requests for items for inclusion on the agenda (Motions need to be tabled with the Proper Officer at least 10 clear days before the meeting.)

23/488 Members of the press and public could be excluded for this update 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.

Minute Redacted

It was resolved to note the Clerks verbal report

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The meeting closed at 21:15 hrs and the date of the next meeting 17 April 2023

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