

LANGSTONE COMMUNITY COUNCIL

Chair: Councillor Sharon Davies
Email: sdavies@langstonecommunitycouncil.org.uk

Acting Clerk: Mrs Jacqueline Ford
Tel. No: 07522 859372

Email Clerk: clerk@langstonecommunitycouncil.org.uk
Website: <https://www.langstonecommunitycouncil.org.uk/default.aspx>

MINUTES OF THE FULL COUNCIL MEETING HELD AT LLANDEVAUD VILLAGE HALL ON 18 FEBRUARY 2025 AT 6.30 PM

Councillors: Cllr S Davies (Chair), Cllr R Bevan, Cllr S George, Cllr J Humphries, Cllr L Humphries, Cllr R Lewis, Cllr I Riley, Cllr B Newport, Cllr B Sheppard, Cllr S Voyle.

Apologies received: Cllr J Bryant
City Councillors W Routley and R Mogford

In attendance: J Ford (Acting Clerk)

Members of the Public: 1 member of the public plus 8 on line

25/021 Apologies for absence

Apologies had been received as noted above.

25/022 Declarations of interest (and declarations of Councillors Declarations of Interest Forms)

There was one declaration of interest from J Ford in item 25/028 (x) on the agenda, the grant application for Langstone Ladies Friendship Group.

25/23 To approve the minutes of the Ordinary Meeting held on 21 January 2025.

There was one small inaccuracy that the Council approved and will be noted:

- Agenda item 25/12 (ii) The Chair Sharon Davies (only) and the Clerk have limited access to the Unity Trust Bank.

RESOLVED: That the minutes be adopted subject to the above change.

25/024 Matters arising from the Council Meeting on 21 January 2025

There were no matters arising that were not covered by agenda items.

25/025 To consider any verbal or written reports from the Clerk or Councillors and correspondence received

The Clerk gave a verbal report which highlighted that the Accounts 2022/23 had been sent to Audit Wales and that the accounts 2023/24 were nearing completion. The lack of copy invoices and any detail on payroll were a great cause for concern. A full set of signed Minutes will be required for 2023/2024.

(vii) Approve additional signatories for Unity Trust Bank

Sharon Davies and the Acting Clerk already are signatories to Unity Trust Bank.

RESOLVED: That in addition application would be made to Unity Trust Bank on 19 February 2025 to ask for the Clerk, Jacqueline Ford to be added to Internet Banking as:

VSA View, Submit and Authorise payments

and to be the Administrator of the Council Bank Account which will enable her to:

- 1) Edit individual or organisational payment limits
- 2) Register for Bulk Faster Payments
- 3) Have access to Online Banking user and Account signatory information.

The request would also ask for Dual Authority for Payments for the Chair, Cllr S Davies and the Acting Clerk, J Ford.

ACTION: Cllr S Davies.

RESOLVED: That authorisation required for Unity Trust Bank will be the Chair, Deputy Chair and Chair of Finance. Any two from three to approve payments - Councillors, Cllr S Davies, Cllr S George and Cllr I Riley.

(viii) Steps were being taken to appoint an Internal Auditor as soon as possible to approve the 2023/24 accounts prior to forwarding to Audit Wales.

RESOLVED: That an approach be made to local Community Councils for details of Internal Auditors.

(ix) Approve list for recovery of Remuneration payments overpaid

A list is available for all remunerations paid from 2021/22 to 2023/24. All lists have been forwarded to the Remuneration Panel. A list is needed of Cllrs with their start date and end date as Cllrs that didn't serve a full year and a letter written asking for repayment 2023/24 and 2024/25 only.

(x) Consider and decide on Grant applications (5)

All grants to Llandevaud, Llanmartin and Langstone churches were approved as was the grant for the Langstone Ladies Friendship Group. For all church related grants, the Council made it clear that the grant is specifically restricted for maintenance and upkeep of the churchyard itself.

Discussion took place on the grant for the Llandevaud Hall car park. The car park was a health and safety issue and to complete the project will involve plant hire, fencing and extra surfacing, the cost will be £3,000 - £4,000. It was suggested that for the Llandevaud Hall car park legislation relevant is either LGA 1972 s145 (for facilities that accommodate art classes, social evenings etc or LG (Misc Prov) Act 1976 s19 (Power to provide and equip premises for clubs and other athletic, social or educational organisations) eg play group or art society/club.

Cllr Lewis had sent a document to Llandevaud Hall Committee about potential sources of funding, some of which were accepting applications for 2025/2026. Questions were raised on the level of funding that Llandevaud Church would provide but nothing has been received in the form of a response from the church to date. It was felt that match funding might be a possibility going forward.

RESOLVED: It was proposed and accepted that a grant of £2,000 be awarded to this project.

Discussion took place on the final grant which was funding for the HCPT Group 99 project. The application had centred on a local child who would benefit, but further information was required on the benefits of the grant for a wider community.

ACTION: Cllr S George to approach the organiser to clarify details

(xi) Set up working group to work on items FC25/008, a, b and c was covered in the Finance Committee meeting.

25/029 Community

MOTION: Propose that engage with a local community group or artist(s) to paint the concrete LCC planters

Cllr Voyle had approached the Newport Youth Academy who support youngsters who do not perform well at GCSE level who do workshop activities supervised by professional people. They offered to design, paint, prepare and paint 5 concrete planters with minimum costs.

Cllr Bevan had also approached a company design, paint etc. the estimate for 5 planters - £1,360. £200 extra if a primer is required.

ACTION: Cllr Voyle to approach the Newport Youth Academy for more detail, particularly relating to insurance cover.

MOTION – Recognise the significance of the 80th anniversary of Victory in Europe (VE) Day. The Council propose to support and facilitate community-led celebrations that promote reflection, remembrance and unity within our community.

It was agreed that we register our interest with One Voice Wales. The event is on Bank Holiday Monday and discussions took place on whether we are going to do something as a Council, or support other groups in the area such street parties. It was understood that street party groups would have problems of having to do a constitution, open a bank account etc but the Council could purchase items for their parties.

RESOLVED: To set up an Events' Committee which will comprise of Cllrs B Newport, R Bevan, S Davies, S Voyle and J Humphries. Volunteers were also required and the Council asked whether members of the public would like to help. Volunteers included JC, JW and MOM. The Chair informed Council that large quantities of flags, paper plates etc are all in the lock up and can be used for this celebration.

25/030 Planning Committee/Working Group Update

(i) Consider any planning applications.

There were no planning applications to consider. Cllr J Humphries raised the issue of the Dog Field which was considered in January and questioned the right of way. It was agreed that no further discussion would take place as the response had already been submitted to Newport City Council Planning.

ACTION: The list of relevant planning applications to be placed on any future agendas (**Clerk**) and a link to be placed on the LCC website to Newport City Council website where the community can search for any applications that might be of interest to them within the weekly and monthly applications. (**IT Committee**)

(ii) No report from the Planning Committee.

25/031 HR Committee/Working Group update

- (i) Update on Clerk recruitment process

The job description, person specification and advertisement has been completed. Cllr S Davies is HR committee chair and will move the recruitment along. Cllr R Lewis has circulated to all Councillors and the HR committee need to meet and look at the wording. Costing will need to be discussed. OVW will send it out for free and circulate far and wide. SLCC will advertise for 2 months at a cost of approximately £350.

RESOLVED: That payment be authorised for up to 3 months' spending on advertising with SLCC.

- (ii) Consider recommendation from Finance Committee regarding potential job share and post of Interim RFO.

This item was not discussed as no longer a viable option.

25/032 Parks Committee

- (i) Consider quotes for possible investigative work (SG action from December meeting)

Inspection holes will be drilled in Centenary Park to determine the extent of the problem with drainage. Three quotes have been received in line with the Council's Financial Regulations. Cllr George suggests that someone take responsibility for the project management, Cllr Voyle and Cllr Bevan will take on this task. The question arose on access and Cllr Riley will ascertain whether W M Garden has a key, or speak to NCC. Advance notice to be given regarding the park closure.

RESOLVED: Cllr George has authority to place the order with any of the three companies but to follow the Council's recommendation to use local builders where possible. If the company selected cannot start within 3 months the Council may need to revisit this decision.

- (ii) Lease status (IR action January meeting)

Cllr Riley confirmed that we have two copies of the Park Lease (one signed by NCC and the other by LCC). During inspections NCC have highlighted two items that need urgent consideration, one being the Zip wire which is too low, the chain needs to be adjusted. The shelter is in storage in W M Garden Maintenance at the moment. Recommended we use W M Garden Maintenance to fix the 2 outstanding problems.

If the Council is up to date with inspections with NCC, consideration may be given to using an alternative company.

ACTION: Cllr Ian Riley.

25/033 Policies/procedures/statements

- (i) Confirm volumes of historic minutes to be taken to the Gwent Archive

Historic minutes are to be archived and digitised. They can be taken to Ebbw Vale with proof that we are in a position to gift them. The Chair, Cllr Sharon Davies will take them to the archive with the appropriate minutes of prove authorisation and proof of identify.

ACTION: Cllr S Davies

(ii) Update on reviews and revisions of any policy related documents. Cllr Lewis has asked all Councillors to look at Policies and comment. He will look at other Councils for inspiration and good practice particularly relating to the full update on Financial Regulations.

25/034 15 minutes for public interaction

There were no questions from the members of public present.

25/035 Date of next meeting

The date of the next meeting would be Tuesday 18 March 2025 at 7.30 pm.

MEETING TERMINATED AT 9.30 PM.