LANGSTONE COMMUNITY COUNCIL

MINUTES

Ordinary Meeting held on Tuesday 10 November 2026 at 7.00 pm
Llandevaud Community Hall and remotely via Zoom

		PUBLIC QUESTIONS AND REPRESENTATIONS
		No questions or representations were raised during the opening public participation period. Members of the public attended in person and online.
1		**ATTENDANCE AND APOLOGIES FOR ABSENCE**
	1.1	Cllr S Davies (Chair), Cllr S George (Deputy Chair), Cllr R Bevan, Cllr J Humphries, Cllr L Humphries, Cllr R Lewis, Cllr B Newport, Cllr I Riley, Cllr B Sheppard, Cllr J Smith and Cllr S Voyle. City Councilors Cllr Ray Mogford and Cllr William J Routley Anthony Bird - Outgoing Clerk Alice Vaughan - Incoming Locum Clerk / support for handover Members of the public – 6 present and 3 on Zoom.
2		**DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**
	2.1	No interests were declared at the outset. During item 14.1 Cllr I Riley declared a personal interest as his residence is on Langstone Court Road.
3		**MINUTES**
	3.1	**RESOLVED**: To **APPROVE** the minutes of the Ordinary Meeting held on 13 October 2026 subject to noted amendments It was noted that two votes had been taken under agenda item 26/134 2b at the meeting on 13 October 2026. Members voted to approve the purchase of paint and in a separate vote, approved exploring the pre-application planning option for a gate at Centenary Park. Members noted that typographical errors and incomplete wording had already been brought to the outgoing Clerk's attention. The minutes remained understandable. Members also noted that the outgoing Clerk's pay scale and pay increase had been omitted as mentioned in the Clerk's Report. AB was asked to provide the details so they could be recorded. Members agreed that this meeting could be recorded to assist transcription of the minutes and that the recording would be deleted afterwards (7:06pm)
	3.2	It was clarified that the website had previously displayed the September 2025 minutes instead of the September 2026 minutes. The correct 2026 minutes had now been uploaded.

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5		**UPDATE FROM GWENT POLICE**
	5.1	Members received the circulated police report and discussed residents' concerns about crime and the interpretation of percentage increases where the underlying number of incidents was small. **AGREED**: To invite the police to attend a future meeting, preferably in January, to explain the crime figures and categories and answer residents' questions. The attendance would be publicised.
6		**FINANCE**
	6.1	Update received: i) and ii) The outgoing Clerk AB did not provide the requested Rialtas accounts, bank reconciliations or supporting reports. The incoming Clerk reported that she had obtained access to Rialtas and that no transactions had been entered since April 2025. There has been no independent councilor checking reconciliations as no work on Rialtas has been done. iii) The outgoing Clerk reported that a VAT return had been posted to HMRC for the period April 2025-March 2026 and that no payment had been received in the Council's bank account. The incoming Clerk identified errors in the gross, net and VAT calculations in the spreadsheet supplied shortly before the meeting. The incoming Clerk will enter all transactions from April 2025 onwards into Rialtas and recalculate the VAT return. If HMRC confirms that it did not receive the original return, the incoming Clerk will submit the revised return. iv) Rialtas budget monitoring reports not available. The separate draft budget circulated just before the meeting was considered under item 9.1. **ACTION:** The outgoing Clerk to provide complete financial records for handover. The incoming Clerk to reconstruct and reconcile the records from April 2025, investigate the VAT calculations and submission status, arrange any necessary correction or resubmission, and report back to Council January 2027.
	6.2	**Appointment of Payroll Provider and Correction of Payroll Record** i) **RESOLVED/APPROVED**: To appoint Chepstow Accountancy Services Limited as payroll provider at £30 per month for two employees, with the starter and leaver charges (£20 additional in November and £10 additional in December subject to the final staffing arrangements). ii) **RESOLVED/APPROVED:** All current and future Council employees are to be paid through the appointed payroll provider. iii) **RESOLVED/APPROVED:** To authorise Chepstow Accountant Services to review payroll records from the outgoing Clerk's start date and the necessary backdated PAYE, National Insurance and pension submissions and corrections, at an estimated cost of £690. Members noted that gross wages had previously been paid without deductions and that the PAYE reference used was reported to have expired. iv) **RESOLVED/APPROVED:** Any Amounts due to HMRC/pensions etc were to be established by the provider and paid following its calculations and advice, with the resulting figures and corrections reported to Council in January.
	6.3	**RESVOLED** to **APPROVE** THE BELOW PAYMENTS

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

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		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	£611.04
		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
		Cllr I Riley discussed a reimbursement claim for twelve £30 gift cards (£360) and £40.70 mileage Receipts and supporting information were requested for retrospective approval in January. Late invoices received for Centenary Playpark inspection and Halloween party invoice were referred to item 16.1 for approval			
	6.4	**Mobile Phone Contract - Clerk** The Council's mobile SIM was reported to be inactive. Members considered the available tariffs. **RESOLVED**: To **APPROVE** the 25 GB option on a 24-month contract at £10 per month with Three Business, with subsequent increases to £10.75 in April 2027 and £11.50 in April 2028. The incoming Clerk to arrange the contract and set up direct debit.			
	6.5	**Credit Card/Commercial payment card for Incoming Clerks use** Members discussed the previously approved Council card arrangements and noted that the Financial Regulations approved for cards for the Chair of the Council and the Chair of Finance. **AGREED** to defer issuing a card to the Clerk until a permanent Clerk was in post and to proceed with the previously approved credit card for the Chair of the Council.			
4		**UPDATE FROM NEWPORT CITY COUNCILLORS**			
	4.1	This item was initially deferred pending a City Councilor's arrival from another meeting. The City Councillors reported ongoing investigations into flooding affecting properties along the A48. Dye testing had been done, possible damage to the A48 carrier drains was being investigated. The cause had yet to be confirmed, and a follow-up was awaited after a recent meeting. The City Councillors also reported on the consultation on Newport's Replacement Local Development Plan (RLDP). They highlighted the need to submit local evidence on flooding and encouraged residents to put forward their views, whether in support or objection, by 21 December 2026. Members discussed seeking input from local specialists to help with responses. Langstone Community Council was asked to help arrange and fund a venue for a public meeting for the RLDP. A maximum venue hire budget of £500 was approved subject to venue availability , see under item 13.1 iii)			

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16		**Community Matters**
		Parks The Chair brought forward this part of item 16.1 so that the City Councillors could be present for the discussion before leaving the meeting. The Chair read out correspondence received from Cllr W Routley concerning the proposed gate at Centenary Park. Cllr Routley reported that nearby residents had contacted him for clarification. He raised concerns that the proposal had been discussed at the 13 October 2026 meeting without being specifically listed on the published agenda. He asked for assurance that any discussions with Newport City Council's Planning or Highways teams would wait until the matter had been listed on a published agenda and considered in public. Members clarified that a vote was taken at the meeting it had been approved to explore the option of seeking pre-application planning advice. The proposed gate was intended for emergency vehicles and maintenance access only. Members discussed the need for emergency access in the event of an injury or fire and acknowledged residents' concerns. The Chair confirmed that the matter would be listed on a future agenda so residents would have the opportunity to attend before any formal decision was made. No new resolution was passed on the gate. The Council then returned to item 7.1.
		City Councilors left meeting 8:05pm
7		**WALES AUDIT OFFICE EXTERNAL AUDIT**
	7.1	Council received the qualified external audit report. The qualification concerned an arithmetically incorrect accounting statement. The completion notice had been published on the website and noticeboards. The outgoing Clerk explained that an HMRC VAT repayment had been incorrectly treated as a capital repayment in a loan-related entry. Members noted that the Council had no Public Works Loan. The underlying figures were not available for verification. **ACTION** – The incoming Clerk will reconstruct and reconcile the financial records in Rialtas from April 2025 onwards and present the verified figures and any proposed corrections at the January meeting. The Council will then consider whether to contact Audit Wales. The outgoing Clerk agreed to provide all supporting records. Any restatement of figures will be deferred until the reconciliation is complete and the discrepancies have been fully clarified. The approval and publication status of the annual report was to be checked. Members also discussed the zero asset figure submitted for audit and the asset register. The Asset register was to be reviewed in January, with park equipment information supplied by the Parks Chair.
8		**APPOINTMENT OF INTERNAL AUDITOR FOR 2026 27**
	8.1	**RESOLVED/APPROVED:** To appoint IAC Audit & Consultancy Ltd as independent internal auditor for 2026/27 at £395.00 + VAT.
9		**BUDGET AND PRECEPT FOR 2027 28**
	9.1	Members considered the draft budget circulated by the outgoing Clerk just before the meeting and sought clarification of projected reserves. Members noted the need to include payroll liabilities and charge councillor purchases to the appropriate expenditure codes. **RESOLVED**: To **APPROVE** the precept of £64,325 for 2027/28. AGREED: To defer approval of the detailed budget until January, when reconciled financial information and payroll costs should be available. The incoming Clerk to confirm with Newport City Council's precept submission timetable and submit before deadline.

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10		**STANDING ORDERS**
	10.1	**AGREED:** To defer consideration and adoption of the updated Standing Orders until January, allowing members time to review the draft.
11		**TRAINING PLAN**
	11.1	The incoming Clerk drew attention to the requirement for a training plan. Members distinguished the proposed plan from the existing record of training completed. **AGREED:** To defer the training plan to January. The incoming Clerk to request updated training information from members and prepare a updated training record for review.
12		**OUTGOING CLERKS UPDATE**
	12.1	AGREED: To take the outgoing Clerk's update in the confidential staffing session under item 20.1. Financial handover actions are also recorded under items 6.1 and 7.1.
13		**PLANNING**
	13.1 i)	Members considered the following planning applications: 26/0742 - Oak Tree Cottage, Coed-y-caerau Lane, Kemeys Inferior: Two-storey and single-storey extensions. Council raised no objections. 26/0760 - Site known as Workshop Barn, Chepstow Road: Conversion of barn to a dwelling. Members stated that the site was outside the Council's area; no response needed. 26/0976 - 24 Park End: Partial discharge of conditions 3, 4 and 5 of 25/0757. Members discussed the tree-related conditions and observed that the retaining wall appeared already to have been built. No response needed. 26/0804 - Gayhurst, Upper Road, Llandevaud: Pruning of protected trees. Members considered the photographs unclear and noted that Newport City Council's relevant specialists would assess the proposal. Council raised no objections. 26/0813 - Derry Lodge, Rectory Road, Llanvaches: Alterations and extensions. Members stated that the site was outside the Council's area; no response needed.
	13.1 ii)	**Pre-application consultations** The outgoing Clerk reported that the solar farm pre-application consultation remained outstanding.
	13.1 iii)	**Update on Newport City Council Replacement Local Development Plan** Members and City Councilors discussed the Newport Replacement Local Development Plan consultation closing on 21 December 2026. Technical input was sought on flooding, highways, healthcare and infrastructure to support a considered Council response. **AGREED:** To arrange a meeting for residents and councilors in early December, provisionally 8 December, with relevant local contributors. Date, venue and arrangements remained to be confirmed. A shorter Ordinary Meeting of Council from approximately 6.00 to 7.00 pm was proposed before the RDLP meeting at 7.00 pm. A maximum venue budget of £500 was agreed, subject to availability. Suitable accessible venues and parking were to be investigated. The incoming Clerk would investigate a shared online workspace to organise evidence and contributions. Members also discussed guidance that residents could adapt for their own consultation submissions.
14		**HIGHWAYS AND FOOTPATHS**
	14.1	A member reported that he had advised the transport consultant that funding for the next stage of the project had been approved. The consultant reported that no further progress had been made that month due to workload and would provide an update as soon as possible. Cllr I Riley raised the continuing potholes and poor condition of Langstone Court Road. **AGREED:** To write to Newport City Council asking when the road was last inspected and what maintenance was planned, with photographs to accompany the enquiry. The Declaration of interest is recorded under item 2.1.

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15		**SEMINARS AND OUTSIDE BODIES**
	15.1	No additional reports or training requests were recorded under this item.
16		**COMMUNITY MATTERS**
	16.1	Christmas Carol Service: Preparations were proceeding. Members noted the previously approved £100 banner budget. **RESOLVED:** To **APPROVE** a budget of £150 for approximately twenty A3 posters, including lamination. Members to assist with publicity and distribution. Christmas Older Persons Lunch: Approximately forty attendees were confirmed, with further forms outstanding. Members discussed follow-up, the return deadline and raffle prizes. Christmas Trees: Cllr B Newport confirmed that trees have been ordered, date of delivery to be confirmed. Halloween event: The event was reported to have been a success. Members suggested making it an annual event and considering an allocation for it when preparing the 2027/28 budget. Late invoices received: Members approved to pay invoices: Broxap Limited - Park inspection Invoice - Inv 0000356835 - £574.80 Pearls Party Props and Prints - Halloween Party invoice Inv 005526 - £258.00 Update from Chair of Parks Park maintenance: Servicing of exercise equipment has been completed. **RESOLVED:** To approve quotation for repair - £140.00 - with fitting and labour included in the cost. Park equipment information was to be reviewed for insurance and the asset register. Play surfacing: A quotation has been received for the matting at Centenary Park - £32,100 for wet-pour surfacing and £28,700 for an alternative - together with smaller-area options around £19,000 and £17,000. No expenditure was approved. The Chair of Parks to get three quotations and bring back to a future meeting. Quotes for clearing leaves and brambles around the edge of the park was also discussed and Chair of Parks will bring back to a future meeting. Boundary post on Council land in Centenary Park: **AGREED**: To write to the adjoining property owner about a wooden post reported to be on Council land beside the park boundary and request its removal or resolution. War memorial: Work remained delayed by approximately four to six weeks awaiting granite, with a start anticipated between 8 and 12 December. Proposed commemorative plaques were discussed. No interim payment had been requested. A thank-you letter was suggested to the host of the Council's Remembrance attendance at Magor and Undy Town Council. Community planters: Winter planting had been undertaken and one planter affected by roots removed. Two vouchers remained.

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	16.2	**Any other Community Matters** Cllr J Smith reported a verbal estimate of £2,000 to repair the telephone box, repaint and waterproof it, and install new shelving for books. Members noted that the telephone box also housed a defibrillator. **AGREED** to add the proposal to the January agenda for consideration. Action –Three written quotations will be required for the proposed works before the Council considers awarding the work.
17		**ITEMS FOR FUTURE MEETINGS**
		January business identified included financial reconstruction and VAT, payroll corrections, asset register, detailed budget, Standing Orders, training plan, telephone-box proposal and the gift-card expense claim. Financial Regulations were to return in January or February. The Centenary Park access gate and permanent Clerk appointment were to be clearly included on a future agenda.
18		**DATES OF FUTURE MEETINGS**
	18.1	An additional shortened Ordinary Meeting of Council and RLDP meeting for residents was proposed for 8 December, venue to be confirmed (see item 13.1 iii)). Future Meetings confirmed: • Ordinary Meeting of Council - 8 December 2026 6:00pm-7:00pm (Venue to be confirmed) and by zoom • RDLP Residents Meeting - 8 December 2026 7:00pm (Venue to be confirmed, follow on from Ordinary meeting) • Ordinary Meeting of Council Tuesday 12 January 2027 7:00pm Llandevaud Community Hall and by Zoom • Ordinary Meeting of Council Tuesday 9 February 2027 7:00pm Llandevaud Community Hall and by Zoom • Ordinary Meeting of Council Tuesday 9 March 2027 7:00pm Llandevaud Community Hall and by Zoom • Ordinary Meeting of Council Tuesday 13 April 2027 (To be confirmed) Llandevaud Community Hall and by Zoom • The Annual Meeting of Council – Tuesday 18 May 2027 (time to be confirmed). Llandevaud Community Hall and by Zoom • Ordinary Meeting of Council Tuesday 18 May 2027 to follow on after The Annual Meeting of Council - Llandevaud Community Hall and by Zoom
19		**EXCLUSION OF PRESS AND PUBLIC**
	19.1	The Chair closed the public part of the meeting and thanked the public for attending. The meeting then proceeded in private for staffing business.

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20		HR AND STAFFING UPDATE
	20.1	The Council confirmed that the Outgoing Clerk final date for payroll is 30 November 2026. **RESOLVED** to appoint Alice Vaughan as Locum Clerk and Responsible Financial Officer (RFO), with effect from 2 November 2026, with all Clerk/RFO duties transferred accordingly. The appointment would be at Spinal Column Point (SCP) 28. Mileage for authorised Council business was approved at 55p per mile. **RESOLVED** that the Council's bank mandate be updated to remove Outgoing Clerk and add Alice Vaughan, with the necessary documentation and authorisations to be completed. **AGREED** that the Finance and Policy Committee would consider the permanent Clerk appointment and present its recommendations to the next Full Council meeting

Meeting ended at 9:00pm

Signed by the Chair: _____ Date: _____

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