

**MINUTES OF A MEETING OF LLANSTADWELL COMMUNITY COUNCIL HELD ON TUESDAY
8TH NOVEMBER 2022 AT NEWTON HALL, WATERSTON AT 7.00PM**

PRESENT: Cllr H Dyer (Chair)
Cllr R Diggle
Cllr Mrs J Lloyd
Cllr Mrs J Wilson
Cllr G Wilson

APOLOGIES: Cllr B Evans
Cllr P Roberts

The clerk was in attendance (Jane Clark)

142/22 DECLARATIONS OF INTEREST

None received.

143/22 CHAIRMAN'S ANNOUNCEMENTS

The chair, Cllrs J & G Wilson and Cllr B Evans attended a Dragon LNG Liaison meeting on 17th October and there was nothing to report.

144/22 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 11th October 2022 were proposed and seconded. They were agreed as a true record.

145/22 MATTERS ARISING

The following matters were raised:

- a) Minute 129/22c) No reply from Sean Tilling. Remind him again.
- b) Minute 129/22 g) Warlow's Yard has been cut back but a further cut back to be requested.
- c) Minute 139/22h) Cllr R Diggle gave an update on the St Clements Surgery situation.
- d) Minute 140/22 Cllrs Mrs J Lloyd will check on tree on The Green at Little Honeyborough with ash die-back.

146/22 PUBLIC PARTICIPATION

No public present.

147/22 UPDATE ON ACCOUNTS TO 31ST OCTOBER 2022

The following financial information had been circulated:

- a) Bank Account Reconciliations Summary showing a balance of £13,488.36 in the Current Acct, £15,241.65 in the Saver Acct and £10,775.10 in the United Trust Bank acct.
- b) The Financial Statement – Cashbook showing income of £24,514.87 (gross) and expenditure of £11,210.98 (gross).
- c) The Financial Budget Comparison showing the Budget set, the actual income and expenditure figures and the balance remaining under each heading.

RESOLVED: **That the above financial information be accepted.**

148/222

ACCOUNTS FOR PAYMENT

The following accounts were approved for payment:

| | |
|--|-----------|
| a) Mrs J Clark November salary | £231.80 |
| b) PAYE for November | £57.03 |
| c) RBL Poppy Appeal | £20.00 |
| d) Cllr H Dyer reimb for locking nuts for swings | £10.76 |
| e) PCC Recharge on Hazelbeach Toilets | £1,065.08 |
| f) SLCC Fee for attendance at virtual conference | £54.00 |
| g) D Garland pressure washing of play eqpt at Jord | £225.00 |

149/22

PLAY AREA INSPECTION REPORTS FOR NOVEMBER

The play are inspection reports had been received and the following points raised:

a) Hazelbank –

- That the inspector be asked to remove the trip hazard from the report as PCC are not prepared to repair it.
- The pirate ship has been repaired by Cllrs Dyer and Evans.
- The leg stretch is corroded – Clerk to remind supplier about this.
- A quote was obtained for replacement of the links on the swings of £209.80 plus VAT and to replace the chains for £509.40. It was agreed to have the chains replaced.

b) Waterston –

- The nuts on the swing had been repaired by Cllr Dyer.
- The cradle seat swings have been replaced.
- Bench 3 has been repaired.
- No action on muddy areas or overhanging trees.

c) Jordanston –

- The finger trap on the gate could not be found.
- The garden section will be left as it is for winter.
- The spring rocker is listed as a L/M risk.
- The multi-play unit has a rotten slat which will be repaired by Cllrs Evans and Roberts as well as the rotten platform on aerial slide.

RESOLVED: **That the above matters be actioned.**

150/22 APPROVAL OF COUNCIL POLICIES

The following policies were approved:

- a) Bullying Policy. b) Complaints Policy. c) Data Retention Policy. d) Disciplinary Policy. e) Grievance Policy. f) Freedom of Information Policy. g) Environmental Policy with the following small amendments:
 - i. Amend Chairman's email address in the Complaints Procedure.
 - ii. Amend final paragraph in Data Retention Policy and that all legal documents to be lodged with Price & Kelway solicitors.
 - iii. Small amendment to Grievance Procedure.

RESOLVED: That the above Policies be agreed with the small amendments made and posted on the website.

151/22 NALC PAY AWARD FOR CLERK 2022-23

Details of the new pay award had been received and the Clerk's new hourly rate to increase from £16.10 to £17.10 which equates to a gross monthly increase of £9.00, backdated to April 2022.

RESOLVED: That the pay award be agreed.

152/22 INFORMATION FOR BARCLAYS BANK

A form had been received from Barclays Bank requesting information on the Council's signatories etc. This had been completed by the Clerk and was signed by the Chairman.

RESOLVED: That the completed form be returned to Barclays Bank.

153/22 PLANNING APPLICATIONS

No planning applications had been received.

154/22 TRAINING PLAN FOR COUNCILLORS AND STAFF

A model training plan had been received from OVW which the Clerk would adapt to suit our purposes which would be considered at the December meeting.

RESOLVED: That the modified training plan be considered at the December meeting.

155/22 UPDATE ON MODULES 1 AND 2 OF THE HEALTH CHECK OF THE FINANCE & GOVERNANCE TOOLKIT FOR COMMUNITY & TOWN COUNCILS.

The Clerk suggested that a Council Mission Statement be considered at the December meeting along with several more policies such as Biodiversity,

Code of Conduct for Employees, Capability Policy, Data Protection and Equality and Diversity. Further policies to be agreed in January. This was agreed.

RESOLVED: **That a Mission Statement and the above policies be considered at the December meeting.**

156/22

CORRESPONDENCE

The following correspondence had been received:

- a) PCC (Tim Bullock) Trip hazard entrance to Hazelbank play area – noted.
- b) Welsh Govt Consultation on Electoral administration in Wales – Chair to respond.
- c) PCC (Marc Owen) Parking on Mastlebridge Village Green update – Inform Marc Owen that we do not wish to proceed with prohibiting parking on the Green.
- d) Paul Davies AM Newsletter – noted.
- e) Welsh Govt Report on Community Assets – noted.
- f) Royal British Legion new grant scheme for veterans and families – noted.
- g) Community Health Council newsletter – noted.
- h) OVW Training Dates Oct/Nov/Dec – noted.
- i) OVW Warm Welcome Community Spaces Grants in Pembs – noted.
- j) Boundary Commission Revised Proposals – noted.
- k) Jason Smith – red phone box on Church Road – noted.
- l) Welsh Govt Fuel Support Scheme - posters to be displayed.

157/22

ANY OTHER INFORMATION

The following matters were raised:

- a) That PCC be requested to empty the litter bin at Waterston play park as it is often overflowing.
- b) It was suggested that celebrations for the coronation of King Charles III be discussed in the near future.

158/22

DATE OF NEXT MEETING

The next meeting will be held on Tuesday 13th December at Newton Hall at 7.00pm.

Signed..... Date.....

Signed.....