

Raglan Community Council
Minutes of the Ordinary Meeting held on
25th June 2014 at the Raglan Junior School at
7.30pm

Present

Cllr Dennis Brown
Cllr Ewen Brierley
Cllr Vivienne Compton
Cllr Penny Jones
Cllr Noel Porter

Cllr Richard Moorby
Cllr Trevor Phillips (Chairman)
Cllr Sylvia Price
Cllr Noel Porter
Cllr Helen Williams
Cllr Peter Williams

3641 In attendance:

Adrian Edwards, Clerk to the Council.
One members of the public were in attendance.

3642 Agenda Item 1:-Apologies for absence.

Cllr Ray Parry

3643 Agenda Item 2:-Declarations of interest.

Cllr Ewen Brierley declared an interest in an item relating to planning applications. Any further declarations will be made as and when required.

3644 Agenda Item 3:- 15 minutes set aside for members of public to address the Council with any concerns.

The Chairman invited the member of the public to address the Council with any matters of concern. Mr Watkins gave members a verbal report on the war memorial for the members of the community that fort in the first World War. He explained that he has spoken to one of the local historians regarding the names of those how lost their lives in the War from the Raglan United area. He explained that he has contacted a local company that made the existing place. He explained the Community Council contributed towards the cost of the first plaque.

Mr Watkins explained that he went to a local quarry to find a adduct stone. He would like to see the quarry owners name on the stone has their have agreed to donate the stone to the community. He also explained that the stone is in a local business premises for storage. After some debate it was:

Resolved: *that the stone will be erected close to the existing memorial stone the cost of the erection will be debated at a later date when costs are obtained.*

Mr Watkins asked members to consider an issue relating to a property which is needed for his daughter. He explained that a piece of legislation was past a number of years ago and Monmouthshire County Council (MCC) have considered this and Mr Watkins asked the members

to confirm the following so MCC housing officer can consider the application.

Mr Watkins explained that his daughter needs to have strong community ties and the proposed development must be on the in or on the edge of the settlement, and explained that the property must not be more than 100m² and on a plot more than a one thousand m². If the property is ever sold the sale should not be more than 65% of open market value.

He explained that the housing needs office will need confirmation that the family has lived in the community for more than five years. After some debate it was:

Resolved: *that the Council will write to MCC to confirm that the family has lived in the community for more than five years.*

Mr Watkins thanked members for their time.

3645 Agenda Item 4:- To receive and if appropriate to adopt the Minutes of the Annual General Meeting held on Wednesday 28th May 2014.

Proposed *by Cllr P Williams seconded by Cllr R Moorby that the minutes are signed as a true record.*

All Members Agreed

3646 Agenda Item 5:- Matters to report.

No matters to report.

3647 Agenda Item 6:- To receive and if appropriate to adopt the Minutes of the Community Meeting held on Wednesday 28th May 2014.

Propose: *by Cllr R Moorby seconded by Cllr P Williams that the minutes are signed as a true record.*

All Members Agreed

3648 Agenda Item 7:- Matters to report.

Cllr Jones asked about 3625 and the co-option of members onto the working group with MCC. It was explained that these members are Cllr H Williams and Cllr T Phillips. The Clerk explained gave members a verbal report on minute 3625 relating to the planning application wind turbine, and the planning inspectorate will be hearing the appeal in an informal hearing. The Clerk will confirm the date and venue once the inspector has confirmed it. After some debate it was:

Resolved: *the Clerk will reserve two places for members to attend the hearing.*

The Clerk confirmed that he had delivered cheque to Raglan Village Hall Association (RVHA) Chairman. The Clerk also explained that all the names of Councillors have been removed from

the Charity Commission web site and the log in details have been passed onto the RVHA secretary, so they can update their own password/s

All members agreed.

3649 Agenda Item 8:- To receive and if appropriate to adopt the Minutes of the Ordinary Meeting held on Wednesday 28th May 2014.

Propose: by Cllr R Moorby seconded by Cllr P Williams that the minutes are signed as a true record.

All Members Agreed

3650 Agenda Item 9:-Matters to report.

A member asked about the Big Lunch and has this event taken place. It was explained that RVHA secretary was arranging the Big Lunch and it was part of the Raglan Festival. It was proposed that the Raglan Festival secretary to a meeting to give the Council feedback on Raglan Festival.

A member asked about minute 3633. It was explained that the planning panel meet on the 25th June in relation to planning application DC/2014/00148. Cllr Ewen Brierley declared an interest and left the meeting. Cllr Jones explained the planning panel inspected the proposed development from the highway and properties adjoining the site.

Cllr Ewen Brierley joined the meeting 8.00pm

One member asked about minute 3635. Cllr Jones explained that the highways officer as inspected the location and were unable to find any defects with the highway. It was explained that it's not the highway but the ruts alongside the highway. It was:

Resolved: to write to MCC highways again.

There was concern over the report that a water leak in Llandenny is still leaking and the highway is detreating. it was:

Resolved: to write to MCC highways again.

Cllr Moorby informed members that he used the online complaint service about grass on the junction at Coal Harbour and the junction has been resolved and the work carried out

3651 Agenda Item 9:-Planning applications received.

- **New appeal date relating to** Application No: DC/2013/00469 E6840/A /14/2213760 Lower Pen y Clawdd Farm, Dingestow, Monmouth Installation and operation of a 50kw wind turbine and associated infrastructure on land at the 'Milking Folds' Penclawdd

This item was explained earlier in the meeting.

3652 Agenda Item 11:- Finance Matters.

RECORD OF EXPENDITURE AND BALANCES

for the month of	June	2014
Balance brought forward		£15'728.02
Payee	Amount	Balance remaining
Merlin Waste	£33.90	£15'694.12
Clerk salary		
HMRC		
Balance carried forward		£15'413.62

The figures shown below are amounts agreed in the May meeting

RECORD OF EXPENDITURE AND BALANCES

for the month of	May	2014
Balance brought forward		£15'413.62
Payee	Amount	Balance remaining
Clerk salary		
HMRC		
Merlin Waste	£32.90	
Raglan Music Festival	£1'000.00	
RVHA	£8'817.62	
Llandenny Church	£100.00	
Penyclawdd Church	£100.00	
Raglan Church	£100.00	
Kingcoed Church	£100.00	
Monmouth CAB	£250.00	
Raglan Twinning Ass	£500.00	
Chairman Allowance	£250.00	
Balance carried forward	£3'815.60	
	Income received	£10'045.00
	Balance	£3'815.60
	Total Balance on 25 May 14	£13'860.60

The Clerk explained that a policy should be agreed any grant applied for should be made on the Councils grant application form. A writing application can be made for small amounts this will

enable the Council to have a paper trail all payments.

There was some debate over the outstanding amounts to Raglan in Bloom £500, Raglan Girl Guides, £150 and Raglan Baptist Church £16.25 It was:

Proposed: *and agreed that the payments are granted and paid:*

All invoices were available for inspection at the meeting.

Members considered the programme of works the Council agreed to when the Council set the precept in January 2014. Members considered a number of issues that need addressing. One member asked about the local commons that need cutting, were farmers used to cut the common for winter feed. After some debate it was

Proposed: *that a delegation of members inspects their ward areas and an itemised list is drawn up and the works programme agreed.*

One member asked about the Council asset register in relation with the recreation ground at Prince Charles Close. One member asked about the funding the developers that built Ethley Drive made a contribution to the play area. After some debate it was:

Resolved: *MCC are the owners of the land but the area has been registered with the Queens Jubilee grounds register.*

3653 Agenda Item 12:- Approve the annual return

The Clerk explained that has received a copy of the internal auditors report and he read the internal authors report to members and copies of the recommendation were given to all members.

After considering the report and its content. After some debate it was:

Proposed: *that the auditor's report and recommendations are accepted*

3 SUMMARY OF RECOMMENDATIONS

3.1 *The Council (with the support of One Voice Wales) should continue to prepare for and monitor the proposed introduction of thematic reviews and consider its impact upon the workload of the Clerk and RFO, together with any additional internal audit requirements.*

3.2 *All contractual arrangements made on behalf of Raglan Community Council should comply with the Council's Financial Regulations and be subject to proper standards of governance (including clear and appropriate delegation of duties).*

- 3.3 *The Council should take into consideration the fundamental nature and proper ownership of the balance held in the Business Reserve Account prior to resolving whether it is appropriate and lawful to transfer it to the Raglan Village Hall Association during the 2014-15 financial year (and advise the External Auditor in the event of deciding to transfer).*
- 3.4 *The Council should determine the classification of the Business Reserve Account in the Annual Governance Statement for 2013-14.*
- 3.5 *The Council should receive more regular detailed budget monitoring reports.*
- 3.6 *The Council should continue to undertake due diligence in considering options for local service delivery and service development arising through the localisation agenda.*
- 3.7 *The Council should review the level of the General Reserve during its consideration of the 2015-16 Budget.*
- 3.8 *The Council should consider the use of qualitative factors in future tender evaluation processes for significant value contracts.*

4. **CONCLUSIONS**

- 4.1 *The Council's system of internal control appears to be operating adequately and effectively in many key areas of governance but it has been necessary to highlight a number of concerns in this report. In particular, the Council's Financial Regulations should be adhered to on all occasions unless the Council has carefully considered valid arguments in advance and resolved to waive the regulations for a specific purpose or contract.*
- 4.2 *However, whilst all of the concerns being raised are important, Members will appreciate that some of them relate to issues that are capable of being resolved by relatively straightforward improvements and I would advise the Council to address those issues as soon as possible. Some additional administrative resource capacity may be the solution to a number of issues but this will be for the Council to determine after assessing the associated risks. Council may disagree with some of the recommendations but where statutory requirements are involved, I would urge Members to comply immediately. The Council should also aspire to meet the standards specified in the Practitioners' Guide, 'Governance and Accountability', wherever possible.*

- 4.3 *Whilst I have signed-off Section 4 of the Annual Return ('Annual Internal Audit Report'), my findings suggest that there is room for future improvement in order for the Council to continue to achieve the required standard of the specified control objectives. A requirement for more regular bank reconciliations and budget reporting may attract increased attention in the future under thematic assertions and the Council will also need to bring the Business Reserve Account issue to a satisfactory conclusion.*
- 4.4 *I trust that I have provided sufficient information to the Clerk/RFO during the year to enable the completion of the annual internal audit review.*
- 4.5 *Finally, I would also like to record my gratitude to the Clerk /RFO for the cooperation provided to me during the audit and for assistance in providing information and documents. This was particularly helpful and much appreciated during my initial year as the Council's annually appointed Internal Auditor.*

3654 Agenda Item 13:- Members concerns on highway issues.

One member raised concern over a tree on Castoriy Avenue. It was explained that the tree is overhanging the footpath and is causing a number of issues.

One raised concern over the hedge that has been removed and a access into a field has been made. It was explained that a number of residents are concerned over this matter. After some debate it was:

Resolved: to write to the Highways and Planning Sections of MCC.

3655 Agenda Item 14:- Items of correspondence.

Welsh Government:

1. Welsh Government Nature Fund

Monmouthshire County Council:

2. Email regarding Community Hub in Usk
3. Email regarding boundary review in Monmouthshire
4. Central Monmouthshire Rural Forum agenda
5. Road traffic Regulation (British Cycling Event)

Other Correspondence:

6. Note from the Raglan Church thanking for the grant
7. GAVO Advice and Information session
8. Mr Nick Ramsay AM regarding the Wind Turbine at Pen-y-Clawdd.
9. GAVO Monmouthshire Volunteers achievement awards
10. Monmouth CAB Thank you letter for the grant.

11. Local Government Ombudsman annual report
12. Home Start AGM 15th July

Members noted all the above after some debate in relation to some items

3656 Agenda Item 15:- Clerk reports.

The Clerk had no further points to raise

3657 Agenda Item 16:- Reports from members on outside bodies.

Cllr Compton explained that a number of Councillors meet in relation to the community plan and the action points within it. She explained that she has taken the lead on the community procurement for house hold heating oil. She explained that a number of other points were raised which include as community walks and community orchard/s. After further debate it was:

Agreed: that the Council invite a group to the September meeting which are in this process.

It was also reported that the RVHA as 12 trustees and the group are still meeting with officers from MCC. Cllr Williams explained that the working group is still meeting every two weeks. She explained that there will be two building surveys carried out on both the existing buildings.

3658 Agenda Item 17:- Reports from the County Councillor

Cllr Jones explained that she attended a community engagement meeting with Gwent Police, and a number of issues were raised but the attendance was very low.

3659 The Chairman thanked members for attending. The meeting closed at 9.33 pm. The date of the next meeting is 23rd July 2014

Signed by _____

Chairman Cllr Phillips
Date 23rd July 2014