**GROSMONT FAWR COMMUNITY COUNCIL**

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**13th JANUARY 2020 GROSMONT TOWN HALL – 7.30 P.M.**

 **MINUTES**

**Present:**

C. Cllr. David Hughes Jones (Chair) Cllr Paul Sheridan

Cllr. Peter McVann Cllr. Andrew Farr (Vice Chair)

Cllr. Margie Barker Cllr. Witek Mintowt-Czyz

**In Attendance:** Mrs Frances Lambert (Clerk)

**Before the meeting began the Chair called for a minutes silence to remember Cllr Vernon Jones, a longstanding and valued member of the council who sadly passed away recently. He will be sadly missed.**

1. **To accept apologies for absence:**

Jim Beavan and Martin Davies.

1. **To disclose personal and pecuniary interests in items of business listed below:**

None declared.

1. **Public Forum -** (The meeting will be suspended to permit the Public Forum – 10 minutes only and

each participant limited to 2 minutes. The meeting will then be re-opened.)

Mark Whittaker-(GE redecorating team member)-raised problems of damp they noticed in the Town Hall- can council get a professional in to remedy the damp please so as not to spoil their work.(Discussed under Town Hall item 10).

J Moggeridge- street light still permanently on. **Resolved**: Clerk to request it to be fixed again.

-The town hall piano-can it be tuned or sold or donated elsewhere​ as space is limited? (Discussed under item 10).

Jan Chatfield- Thanks for mending the sticking toilet doors and purchasing supplies for the defibrillator box.

- also the contents of upstairs town hall kitchen area crockery have now been moved downstairs as planned.

-also would it be possible to hold a table tennis club in the hall? Will this be covered on the Council insurance policy? **Resolved :**Clerk to enquire.

Rural futures -please consider supporting this event on Wednesday.

1. **To consider matters relating to the Rural Futures Project including play area at the Castle.**

Update from the now renamed ‘Grosmont Futures’. They have had a successful application for funding for the ‘Grosmont’s got talent’ (a networking event for locals and local business) which is now planned for March. (See email12/12/19)They would welcome a volunteer as judge and MC for the event. Please note the last meeting only had 3 people attending. Plea from Grosmont Futures to please come along and support this group (particularly the Grosmont cllrs).The aim of this important meeting is to form a constitution /organisation to take this forwards. Cllr Mintowt-Czyz asked if GFCC would like to take a table at the networking event. Cllr Farr agreed it was a possibility. Date of network event (early march).

1. **To approve as a correct record the Minutes of previous meetings held –**

Minutes of last meeting were approved and signed.

1. **To consider matters arising from the minutes:**
* Cllrs will discuss which pictures to put up back on the wall. **Resolved:** To keep all the pictures and put them all back up but to add captions for current generations who might not know who some of the faces are.
* Web site disability updating: Clerk has contacted OVW regarding website updates. By law we must have a website (Local government (Wales)democracy act 2013) and it also must be disability accessible by law by September 2020. Therefore we must update ours.

**Resolved:**  Clerk to look into options.

* Sandbags have been requested from MCC and delivered to the Undercroft area(see email 25/11/19).The six that arrived have been taken.**Resolved:** Clerk to request for more to be delivered to Poorscript gardens directly(Alongside the hedge). Cllr McVann to coordinate.
* Request(again) for a camera to investigate Poorscript Garden drains to find out if blocked or insufficient in some other way. **Resolved**: Clerk to chase this up again.
1. **To receive items of correspondence:**
* Letter dated 14/11/19 from MCC: Are the Council happy to continue with MCC cutting the grass bank opposite the Angel, Grosmont in 2020/21? (Four cuts at a cost of £220.77).

**Resolved:** Cllrs unanimously agreed to this.

* Email from Mind Monmouthshire regarding the Farming research project they have undertaken. (sent to cllrs 29/11/19).Do councillors wish to support this financially?

**Resolved:** Clerk to ask for more information from Mind please.

* Additional items for defibrillator have been requested as a result of the recent Heart start first aid course which was well attended. Most of these items have been purchased; small micro fibre towel, razor, for removing chest hair and a CPR Face mask.
It was also suggested we purchase child sized electrode pads. Gerald Rothwell (WAST) does not supply or recommend having child pads in the box as the Resuscitation Council UK advises that adult pads can also be used on children.(See email 27/11/19) Council would therefore have to buy and replace these every 18-24 months at £84 at time. How do the Council wish to proceed?

**Resolved:** Council happy to accept WAST advice and not purchase child pads.

* Email (10/12/19 from Steven Harrhy regarding unmetered electricity supplies**.** Are the council aware of any arrangements that allow access to unmetered supplies off street lighting?

**Resolved:** No.

* Email 10/12/19 regarding the LICENSING ACT 2003 – MONMOUTHSHIRE COUNTY COUNCIL’S DRAFT LICENSING POLICY CONSULTATION (sent to cllrs10/12/19) for any comments. Any comments?

**Resolved**: No comments made.

* Viridor & Prosiect Gwyrdd Community Fund available (grant funding of up to £3000 for Monmouthshire projects-see email 12/12/19). Deadline of March 2020 for applications.

**Resolved:** No interest.

* Email20/12/19 regarding Setting of council tax precept- (see item14).
1. **To consider matters relating to Highways / Rural Roads:**
* Clerk wrote to Mike Collins, MCC about the speed reduction case raised for Cupid’s Hill. His response was as follows “On initial inspection a 30mph speed limit would not be appropriate, given the minimal development within this area. However, your request will be considered fully by officers and a response will be provided ASAP.” (email dated20/11/19).

No further updates have been received.

* Cllr Mc Vann reported potholes on Poorscript lane and solid gullies between Grosmont and Mill farm at the bottom of Cupid’s hill. There was also a query over why there was traffic monitoring on the Hand road.
* Cllr Barker reported two trees hanging down over the road at Duffryn farm nr Skenfrith with the concern they will fall on the road and the observation they are already causing dangerous driving as high vehicles have to drive in the centre of the road to avoid them. Council not sure who owns the land and whose responsibility they are. Clerk to ask highways.
* Cllrr Farr reported that the road sweeper is again required for Trevyr pitch and along many side roads. And drains need cleaning out everywhere in Grosmont please.
1. **To consider matters relating to planning – as listed below:**
* DM/2019/01951 | This application seeks permission to make alterations and improvements to convert five redundant farm buildings that form a part of the former Old Court Farm complex, into residential accommodation associated with the main house, and follows a Pre-App MC /2016/enq/00481, made in July 2016 . The proposal will also facilitate the provision of courtyard and garden areas for the benefit of the main house. Together these changes will move the general setting of Old Court and its associated complex from that of a working farmstead; one now redundant, to that more befitting an important Medieval Court House. | Old Court Farm Old Court Road Llangattock Lingoed Abergavenny Monmouthshire NP7 8NP  **(email20/12/19)**

**Resolved:** Councillors voted unanimously to approve this application.

* DM/2019/02047 Planning Permission Retrospective application following enforcement notice for the holiday let use for the timber cabin. Location: Crossways Farm Crossway Lane Llanvetherine Abergavenny Monmouthshire NP7 8SP (emailed to councillors 7/01/20).

**Resolved:** Cllrs voted to approve this application as long as it is done tastefully.

1. **To consider matters relating to Grosmont Town Hall:**

 Clerk advised that an updated Health and Safety risk assessment update is now required for the hall now that building work has been completed and the fire risk assessment has been done.

**Resolved**: To defer this until the fire risk assessment policy has its new user guide documentation.

(which is still waiting for approval by Fire rite.)

A formal fire risk assessment has been undertaken by Fire rite just before Christmas. The report (emailed to councillors) raised six actions that are required within 30 days(by 28/01/20):

* The emergency lighting system must be inspected and maintained by a competent certified organisation in accordance with BS-5266-8.
* A fire induction training policy for all new employees/volunteers should be devised and implemented.
* Gap in ceiling between lower floor and upper floor in lift shaft (ground floor store room and electrical intake cupboard) needs filling appropriately with appropriate fire resistant materials by a competent person.
* The fire alarm system must be inspected and maintained by a competent organisation in accordance with BS-5839-6.
* Replace fastening device to front door with a simple fastening that can be readily operated from the side approached by persons making an escape. The operation of such a fastening should be readily apparent; without the use of a key and without having to manipulate more than one mechanism.
* The fire alarm system to be extended to provide a smoke detector within the main hall.

**Resolved:**Cllr Mintowt-Cyzy thought the fire risk assessment had gone beyond its brief. Clerk to find out if the report is legally binding and required by insurance and report back.

Other actions required within the next year:

* Signage required for fire doors. (see report for details).
* Fire blanket should be wall mounted.
* Refresher fire safety awareness training to employees/volunteers.
* Monitoring of fire doors monthly and recorded in a fire log. (for detail see report).
* Fire doors require three fire resisting hinges on all fire doors that comply with BS-EN 1935 be fitted by a competent person.
* Fire precaution logbook is to be maintained to include details of fire instructions, fire training and testing, inspection and maintenance of alarm and detection systems, fixed installations and emergency lighting systems.

**Resolved**:Clerk to find out if the report is legally binding and required by insurance and report back.

Damp-this may be related to the roof and the gutter need cleaning out as well.

**Resolved**:Cllr Mintowt-Czyx to ask his builder for a quote and fix the problem if it is small.

Piano- GE have offered and agreed to fund a small portable keyboard for use in the hall.

**Resolved:** It was proposed to accept GE kind offer and Cllrs agreed the piano may be removed. Cllr Farr agreed to ask Dave Price to come and look at it and see if is is worth selling.

Table tennis query-Cllrs are happy for the hall to be used for table tennis club.

**Resolved:** Clerk to enquire of insurance company if there is any reason why this should not happen.

Purchases for Hall-Clerk has purchased items as requested for the hall apart from a draft excluder- Probably require a custom made one?

**Resolved:**Craft club representative kindly agreed to consult with members if they would be so kind as to make one for the front door. (there was also mention made of a reduction of hall hire by way of thanks to craft club)

Cllr Farr reported that he has arranged for the stairgates to be fixed and electrician has turned water temp down.

1. **To consider matters relating to Grosmont Events.**

Cheque to be signed tonight and posted ASAP for the materials required to redecorate the hall recently with thanks.

1. **To agree expenditure and other accounts matters.**
* Do the Council wish Cllr Hughes Jones to be a bank signatory? If so Clerk needs details for Lloyds bank.

**Resolved:**Yes.

* Presentation of accounts to Councillors up to 31.12.19
* Email from Welsh government (26.11.19) stating the Section 137 amount per elector is £8.32 for the financial year 2020-2021.
* Payments for approval for December 2019 and January 2020:

Mrs F Lambert- Salary (December) £211.68

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Mrs F Lambert expenses (November and December -website, stationary, travel,

sanitation bin, wet floor signs, requested items for defibrillator and new urn.) £125.75

Grosmont Events reimbursement for redecoration expenses £438.22

Donation to Heart start for first aid course £50

Fire rite Fire risk assessment of Town Hall £360

BDO Audit fees £241.20

Swalec street lights/public toilets £41.08

Direct Debits:-

Swalec Town Hall electric £205.90

Cllrs approved these figures

* Overdraft was not needed as the VAT refund came back sooner than anticipated. The Council would be unable to get an overdraft on a treasurers account unless the account is upgraded to a business account which would incur charges.(email20/12/19)

**Resolved**: Not to pursue the overdraft.

* Churchyard grants- Would the Council like to proceed as per previous years with these?

**Resolved:** Cllrs agreed to the usual annual £75 grant to churchyards.

1. **To receive and consider any other business: (Items for noting only – matters requiring further consideration will be listed for a future council meeting)**
* Boundary changes- meeting coming up that Cllr Hughes Jones is hoping to attend.
* Pontrilas parkway project meeting in December was very positive. Decision made to move forwards however the process is complicated and lengthy and requires demonstration of commitment of the community and community councils.
1. **Closed session of Council to consider matters arising from the Internal audit.**

**Date of next council meeting MONDAY March 9th 2020 at 7:30pm.**