**GROSMONT FAWR COMMUNITY COUNCIL**

 **9 th September 2019 GROSMONT TOWN HALL – 7.30 P.M.**

**MINUTES**

**Present:**

C. Cllr. David Hughes Jones (Chair) Cllr. Vernon Jones

Cllr. Andrew Farr (Vice-Chairman) Cllr. Paul Sheridan

Cllr. Peter McVann Cllr. Witek Mintowt-Czyz

Cllr Martin Davies.

**In Attendance:**  Mrs Frances Lambert (Clerk).Sara Mason (Community Support Police Officer).

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

 Cllr Margie Barker, Cllr. James Beavan,

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

None declared.

**3. The meeting was suspended by the Chairman, at 7:32pm to permit the Public Forum.**

**Public Forum:** Drain blocked- Town Farm meadow Np7 8EP.**Resolved**: Clerk to report to MCC.

Meeting restarted @19:33.

Report from S Mason the new community police officer who plans to come to meetings and provide crime reports. See separate crime report sheet. The chair thanked S Mason for her attendance. The only local issues raised were that of parking outside Cross Ash Primary School(School will be spoken to and warning leaflets handed out next week) and on 08/08/19 flytipping in Llanvetherine.

**4. To consider matter relating to Grosmont Events:** See under Town Hall point 11.

**5**. **To consider matters relating to the Rural Futures Project**:

Update from recent meetings brought out the short- medium term goals:

1. To improve community meeting and recreational spaces and extend the activities they can support [buildings/ café/ and play space]
2. To raise awareness of existing transport provision and explore whether additional means are necessary. (Note that three community transport schemes already cover the Grosmont area; Bridges car scheme, Dore Community Transport and Grass routes).
3. To improve community communications.
4. To save the village shop.
5. To improve river access and unblock public rights of way.
6. Establish a village forum
7. Develop a Grosmont Place Plan. With longer term goals being:
8. To support the development of proposals for a new railway station in the Pontrilas area.
9. To explore housing needs, solutions and tolerance.
10. To increase community space provision if deemed necessary.

08/08/19 UPDATE: email requesting decision from Council on further development of Town Hall, whether Council wishes involvement of rural futures making this a major focus. Cllr Mintowt-Czyz spoke around the topic of how the Council would like to be involved? Cllrs recognised the importance of community involvement and expressed the concern of wanting to ensure that any project is what the community want and therefore hoping that a community group/ lead person will emerge to ensure this. **Resolved:** Unanimous vote for involving Rural futures and the wider community in the redevelopment of Grosmont Town Hall and as a Council to be involved and supportive of the Rural futures initiative.

**The next Rural Futures meeting will be held on Wednesday the 25th September 7-8:30 pm.**

There was also a request for Rural futures to speak to/negotiate with CADW to possibly advance the play area.**Resolved**: Clerk to email P Willis.

6. **To approve as a correct record the Minutes of previous meetings held – 8th July 2019.**

The Chairman confirmed that members had received the minutes of the meeting and Members agreed that they were a true record.

**Resolved**:That the minutes of the full Council meetings held on the 8th July 2019 be confirmed.

7. **To consider matters arising from the minutes:**

* Reply from Bill Owen of Abergavenny Cycling Festival. Rolling road closures are no longer used on this course due a previous serious accident involving a car on the circuit and the narrowness of the course. They work with Monmouthshire ESAG(Event Safety Advisory Group) which comprises of the emergency services and other organisations who might be affected. The race would be stopped if there was an emergency on the circuit. They were disappointed the Community Councillors did not take the opportunity to attend the event in the village, though pleased with the attendance of Chairman of MCC and that the Village of Grosmont pulled together as a community to support and deliver such an event.
* The cycling festival booked the hall for one day but used the Halls tables and chairs for two days. **Resolved:** Clerk to bill them for two days hire of the Hall.
* £25 for toilet seat no longer required by Cllr Barker.
* CPR training: A 2 hour course covering CPR/Defibrillator and basic first aid is available via Herefordshire Heartstart (affiliated to BHF) run in the Town Hall. No fee but they request a donation from participants or organising body. Currently booking November and into January. **Resolved:**Clerk to arrange a course open to everyone in the community. Dates to follow.

8. **To receive items of correspondence:**

* 12/7/19 and 9/08/19-letters received from Herefordshire Council informing us that a decision has been made to pause and review major transport infrastructure projects, including the Hereford bypass and Southern Link road, to consider alternative low carbon options.**Resolved**: Clerk to reply that their support for station at Pontrilas would be appreciated and is inline with this low carbon policy.
* Email regarding rural broadband from Broadway Partners offering access to full fibre broadband for the area. (sent to Cllrs on31/7/19) **Resolved**: Clerk to enquire further.
* Letter from Lloyds bank confirming Clerk now an authorised banking signatory.
* Email from Sara Mason -notifying that she is again covering the Grosmont ward as Community Support Officer, North Monmouthshire Neighbourhood Policing team.
* Letter from Homemakers 6/8/19 requesting funding for essential sewerage provision to new Abergavenny site. (see email).**Resolved:** In line with the Council’s new policy on grants/donations the Cllrs voted not to give to this cause.
* Email from One Voice Wales(13/8) regarding minor amendments to the Model Financial Regulations- to be considered by councillors. **Resolved:** New updated model financial regulations adopted by Cllrs.
* Email from MCC (19/08/19) regarding BT’s proposed removal of certain specific Public phoneboxes (Not the Grosmont one).**Resolved:** No Action required as the Grosmont phone box is listed and no others are still in use as phone boxes in the wider area.
* Email from Abergavenny Town Clerk enquiring about number of dog waste bins and any contract for emptying.. **Resolved**: Clerk to reply- one dog waste bin- voluntarily emptied. No contract as no company is willing to take on contract.
* Email regarding Community green energy advisory group grant for the Town Hall. Account of money spent required by end of September and any unspent monies to be repaid. £15,000 received as grant.£942.58 Architect fees,£8400 and £7200 Builder’s fees=£16,532.58 total spend so far. **Resolved**: Clerk to respond.

**9.To consider matters relating to Highways / Rural Roads:**

* Cllr M Davies reported the Park road and Wern a Cwm corner drains need cleaning out before winter please.
* Cllr Mc Vann reported that two issues previously reported (ie the edge of road by cupids hill and graffiti) are both still unresolved. Additionally that the gullies in Poorscript lane need cleaning and the drains below the Bower farm also needs clearing.
* A water leak in Poorscript lane pavement was reported.
* Hand road- requires remedial patching/resurfacing.
* Cllr Farr reported that the White house pitch needs resurfacing.
* Skenfrith road closed last week- diversion signage was inappropriate for the vehicles concerned.Narrow roads large vehicles resulting in problems.
* Street lamp knocked off by lorry at Allways. Seems to be in the process of being fixed but not completed yet.
* The footbridge that crosses by llangua church was discussed.

**Resolved**: Clerk to report matters raised to MCC highways dept**.**

1. **10. To consider matters relating to planning – as listed below:**
* **DM/2019/01029** Alterations and improvements to three redundant buildings which form a part of the wider Old Court complex, which will be referred to in the application as Cart Shed (CS), Large Modern Barn (LMB) and Block House (BH). CS upgraded and converted into a gym, LMB reconfigured and upgraded to provide Sui Generis/B1 uses, and BH replaced with a new building to provide garaging, a plant and storage room, and staff accommodation. Location: Old Court Farm ,Old Court Road, Llangattock Lingoed, Abergavenny, Monmouthshire, NP7 8NP **Resolved: Approved.**
* **DM/2019/01328.**Discharge of conditions 4 (landscaping) and 6 (means of enclosure) from planning consent**.** Land at Pant farm, Old Ross Road, Llanvetherine to Treadam, Llanvetherine, Monmouthshire. **Resolved:Approved.**
* **DM/2019/01232.** Retrospective change of use of land for the siting and use of up to 18 caravans for holiday accommodation use throughout the year. Land adjacent Church Cottage, Church Lane, Llanvetherine, Monmouthshire.**Resolved: Approved.**
* **DM/2019/01314.** Proposed livestock building.

Great Birches, Grosmont Road,Abergavenny,Monmouthshire. NP7 8HS.**Resolved:Approved**

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

* Consideration of a refund for those affected by building works/no toilet/ inconvenience at Town Hall. Cllrs discussed the issues and noted that as the building works are to improve the Hall that refunds would be inappropriate. Apologies were expressed by Cllrs for any inconveniences and thanks offered for all the patience and understanding that has been forthcoming. There are two more days of work remaining(the floor needs to dry out) and then work should be finished this week but this cannot be guaranteed. The Chair also thanked Cllr Farr for all his time and hard work on this project.

**Resolved:** No refunds to be issued for inconvenience.

* Clarification of Drama club payments-£10 per session(4.30-6.15). Cllrs noted this may have been a time limited arrangement. **Resolved**: Clerk to check old minutes to clarify.
* Cllr were informed of potential problems with removal and use of tables and chairs from Hall premises without booking. Suggested that key box number should be altered periodically for security and to prevent problems with actual bookings not having equipment available.
* Dates for redecoration are: Saturday 19th October to Sunday 3rd November inclusive. Regular Hall users have been informed that the Hall will be unavailable for hire during this period. Insurers have also been informed and Clerk has asked GE to carry out their own risk assessment prior to the commencement of the redecoration. **Resolved**:Clerk to remind regular users by email of these dates again.
* PAT testing of appliances in hall is required.Two quotes received. **Resolved:** Clerk to arrange with P Jones.
* Fire extinguishers tested on 26th July 2019 at a cost of £ 123.96 as two new fire extinguishers were required to be fitted (the old ones were out of date and old type).**Please note the new ones are NOT to be used on electrical fires(use the fire blanket for electrical fires)**. Had to change from powder to foam type as could cause respiratory problems in confined spaces. May need another extinguisher fitted downstairs. **Resolved**:Clerk to discuss with Fire -rite engineer after building work finished.
* Checking of defibrillator required weekly. Tracie happy to do this.
1. **Garden Club problems/ Health and Safety issues with the Town Hall**:

1.There is still no toilet. When will there be a usable toilet? **Resolved**: See above- this week hopefully.
2. Please can all Hall users remember to leave the Hall in a clean and tidy state.( Dirty cups were found in the sink).
3. We don’t think the urn is working. **Resolved:** Needs testing.(will be checked by PAT testing upcoming)
4.The oven plug with the red switch and light is iffy. When the switch is switched on the light does not seem to stay on properly. **Resolved**: Cllr Farr has tried it out and it worked.
5.Is there a dustpan and brush available for hall users to clean up after themselves?.**Resolved**: Yes there will be in the downstairs cupboard once building work is complete.
6. Could there please be a light over the key box outside? **Resolved**: Once Building work is complete the entrance point to the Hall will change to via the Undercroft- key will be in key safe next to the door there. There is lighting and there are no steps.

7. Also a light on a sensor just outside the doors as those steps are uneven and possibly dangerous and very dark in an evening? **Resolved**: as above.

 **12. To consider fire risk assessment for Town Hall and Town Hall users guide to fire risk and to review the Health and Safety users guide/policy for the Town Hall after the building work has been completed.**

Clerk advised Cllrs that specific safety signage is needed, electrical safety assessment needed every five years by qualified electrician, Fire action/responsibilities for Hall Users guide needed and smoke alarms have been advised. Actions in previous Fire risk policy required to be reassessed and implemented as required.

Clerk advised that a professional Fire risk policy once building work complete is required.

**Resolved:** Cllrs unanimously voted to arrange for a professional fire risk assessment to be carried out on the Hall once the building work is complete. Clerk to action.

**13. To agree expenditure and other accounts matters including donation requests policy.**

Payments for approval sheet for August and September, signed by the chairman & corresponding cheques signed.

Payments for approval August and September were as follows:

Payments for approval for August and September 2019:

Mrs F Lambert- Salary &Exp. (August) £220.12

Mrs F Lambert-Salary (September) £177.88

Garden Club refund for prepaid bookings re cancellations 22/6 and 3/12/19 £30

Additional cleaning required for Town Hall due to building work £36

HMRC quarterly payment £66.60

Part payment to MRP Building Contractors £7200

Fire rite UK Ltd (fire extinguishers annual servicing) £123.96

Direct Debits:-

Swalec (Toilets, July) £11.55

Swalec Electric Town Hall (5/4/19-08/07/19) £211.11

Swalec (Toilet/lights, August) £11.55

Swalec (Toilets/lights September) £11.55

Bank reconciliation 31/07/19,Bank Statement 28/06/19 and 31/07/19,Budget spend control sheet 31/07/19,Statement of reserves sheet 31/07/19,Petty cash accounts sheet up to 31/07/19,Receipts sheet up to 31/07/19 presented by Clerk. **Resolved**: Cllrs voted to approve expenditures and that the Chair should sign the above sheets.

Renewal of electricity contracts for street lighting and the public conveniences.(Email sent out to Cllrs on 6/9/19. **Resolved**: Clerk to clarify which “street lighting, public conveniences” exactly is paid for prior to contract renewal.

**14. To consider the matter of a play area for Grosmont**

No update but discussion around possibly including an outdoor gym in this project to benefit a wider age range of people.

Cllr Mintowt-Czyz reported back from the Place planning course he attended relating to this matter: the place planning process means communities having a voice in how their space is used. Place plans are developed and decided by the community (led by the Community Council) and guides any future development such as play areas/housing etc.

It was noted that this would link in well with the current Rural futures project.**Resolved**: to pursue a place plan for Grosmont and Cllr Mintowt-Czyz accepted the Council’s request that he take the lead on this matter.

**15. To receive and consider any other business:** (Items for noting only – matters requiring further consideration will be listed for a future council meeting).

* Offer of refund of running/maintenance costs from pub discussed again and it was noted that the ownership of the pub is due to transfer on the 22nd September 2019.Cllrs raised concerns over the legal position of accepting the refund, complicated by sale of property.**Resolved**: Clerk to contact MCC and clarify legal position on toilets, specifically if we accept the money does it alter the legal status of the toilets. Clerk also to contact Welsh water and Western Power to check what exactly is being paid for by the Council.
* Cllr Farr enquired about responsibilities for upkeep of the Public Phone box in Grosmont. **Resolved**: Clerk to find out who is responsible for the upkeep.
* Cllr McVann has received a dog fouling complaint from a resident. P.C. Mason advised on this issue that a £70 fine can be issued only if seen by a police officer but offered to write to the person concerned.
* Signage still needed on east end of village of Llanvetherine. **Resolved**: Clerk to remind Highways.

 Chair thanked all for attendance and continued efforts on all matters.

16. **Closed session of council to consider staffing and financial matters arising from the internal audit.**

Meeting closed at 21:39pm

**Date of next council meeting**

Monday 11th NOVEMBER 2019– 7.30 p.m. Grosmont Town Hall– full council meeting.