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### **Meeting Held On Monday 02 October 2017**

**Present:** Chairman Richard Waters, Cllr Ieuan Williams, Cllr Allan Thomas, County Cllr Peter Clarke, Clerk Elizabeth Thomas, Cllr Jim Young, Cllr Tony Chivers and Cllr Lindsay Heath.

**Apologies:** Cllr Dorothy McLeod and Cllr Yvonne Morgan.

**Members Of Public Present** None

**Declaration Of Interest** None

**Minutes of last meeting** Approved by Cllr Young

Seconded by Cllr Williams

### **Matters Arising**

#### **1074/17 Royal Mail Letterbox, Tredunnoch**

Clerk confirmed Royal Mail have a rolling programme for repainting post boxes, and confirmed the letterbox in Tredunnoch will be included in this. Royal Mail were unable to provide a timeframe for the works.

#### **1075/17 Notice Board, Llangattock Nigh Caerleon**

Cllr Young confirmed the above notice board has been repaired and refurbished by Reg Watkins, to an excellent standard. Cllr Young submitted an invoice for the work carried out, to the value of £65. Cllrs approved the works and invoice. Cheque request completed and signed by two Councillors, Clerk to raise cheque and send to Reg Watkins.

#### **1076/17 Celtic Manor**

Chairman confirmed the Celtic Manor Zip Wire Planning Application has been withdrawn. Councillors agreed this was an excellent result. Clerk Thomas shared e-mails from residents of the Llanhennock ward, thanking the Community Council for their support regarding this application. Councillors confirmed this news should be placed on the website.

### **Correspondence**

#### **1077/17 External Audit – Issues Arising Report**

Clerk shared the External Audit report which highlights key issues raised following the Annual Return.

These include:

### **Website Content**

Code Of Conduct to be included on website (this has been arranged).

Audited statement of accounts to be included on website. (To be arranged).

### **Code Of Conduct – Acceptance**

The Community Council must minute its acceptance of the Code Of Conduct each year. (This has been actioned).

### **Employer Status**

Under HMRC guidance the Council must register as an Employer. Clerk to consider this matter.

Clerk to contact Clerks from local Community Councils to discuss the process of establishing the Community Council as an Employer, with HMRC.

The annual return was reviewed in detail by the Councillors and the report findings presented and discussed. Chairman Waters approved and accepted the findings and outcome of the Annual Return. Chairman Waters and all Councillors agreed and approved the Annual Return for the year ending 31 March 2017.

### **1078/17 Llanhennock Parochial Council**

E-mail received from the Parochial Council to confirm they fully understand the rationale for the Community Council being unable to combine the Church and Community Council Christmas Events.

### **1079/17 Leonard Cheshire Disability**

Clerk confirmed the road-side parking outside the Leonard Cheshire Home continues to cause issues for local land-owners and residents using the highway. This is due to people using the Home's swimming facilities parking on the main Llanhennock road. This is causing obstructions for tractors, lorries and cars and impacting on access for emergency vehicles if required.

The Chairman has written to the Manager at Leonard Disability who has responded and confirmed 'no parking' signs have been erected and those using the facilities have been contacted and asked not to use the road-side for parking.

Cllr Chivers offered to write a further letter to the Manager at Leonard Cheshire Disability outlining his responsibilities, as this highway safety issue is arising because of new activities within Leonard Cheshire Disability. Councillors agreed this was an opportunity for the issue to be resolved, before the need to involve the Highway Authority arises.

### **Reports**

#### **1080/17 Police Report**

Clerk confirmed the Police Report has been chased. (This has subsequently been received and will be reviewed at the next meeting).

### **Finance**

### **1081/17 Balance**

Current Balance           £3496.49

### **Planning**

***Peter Clarke declared no involvement in Planning discussions.***

### **1082/17 Planning Permission DC/2017/01055**

Erection of single storey open garage, shed and wood store. Church House, Tredunnoch.

Councillors reviewed the above application and confirmed there were no objections.

### **Local Matters**

#### **1083/17 The Green Bus Service**

In Cllr McLeod's absence, Chairman Waters confirmed Cllr McLeod has requested information regarding the above bus service to make available to residents. Cllr McLeod will provide an update and leaflets on the services offered, at the next meeting.

#### **1084/17 Christmas Meet & Greet 2017**

Councillors confirmed the Community Council Meet & Greet will take place on Monday 11 December 2017, at 7 pm in the Llanhennock Village Hall. The same format will be used as previously, with wine, soft drinks and mince pies available. In addition to all ward residents, invites will be sent to MP David Davies, Police representatives, Reg Watkins and representative from Monmouthshire County Council Highways department.

### **Any Other Business**

None raised.

### **Date Of Next Meeting**

Monday 06 November 2017 at 7 pm, Llanhennock Village Hall.