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**Update Notes at 20th Apr 2020 – Llanelly Community Council**

In view of the COVID 19 outbreak LCC decided to cancel actual Council meetings until further notice. It would nevertheless publish notes updating its situation and any appropriate information/action.

1. **Minutes of meeting dated 9th March**

The draft minutes are attached to these notes; if there are any comments/amendments would councillors pass them to the Clerk by email.

1. **Matters Arising from 9th March meeting**
	1. Minute 3 – the Scouts’ application for an extension had been put on hold during the current crisis. The Clerk had forwarded a response on behalf of the Council to the FOI request from one member of the public.
	2. Minute 5 – the VAT refund for 2018/19 had been received in full from HMRC.
	3. Minute 5 –two dog bins had been sited; one at Ty Mawr Road footpath and one at Station Road near the footbridge. The bin in the Abergavenny Road car park will be moved within the car park for easier access and another bin sited in Clydach after the lockdown.
	4. Minute 5 – all other actions were now on hold.
	5. Minute 8 – Bowls Club – the Council had received the remittance from MCC for the 18/19 costs including the VAT element. Given the recovery of the VAT costs involved in the grounds maintenance for the Club from HMRC, the Chair and Cllr Nelmes agreed that the refund had changed the advice given to the Council at the last meeting. Consequently, they agreed to charge the Bowls Club the VAT exclusive price for the year of £3967.34. As a result the Bowls Club was now in credit for £584.14 as at the end of 2019/20. They agreed however that the Council should seek advice to review its VAT position with this arrangement. **Action: Clerk**
	6. Minute 8 – Tod Security would be completing the fire alarm repair in the Community Centre on 22 April.
2. **Planning:**
* **20/18197/FUL** Demolition and rebuild of conservatory, 9 Bank Crescent, Gilwern, NP7 0DL  ***-* permission had been granted.**
* **20/18256/LBC** addition of a bunded, fire resistant oil tank and external oil boiler at Wesleyan Chapel, Clydach – **permission had been granted**.
* **20/18421/OUT** demolition of existing structures/buildings and constructionof openmarket dwelling at Baytree, Church Road, Gilwern **– no comment had been received up to now; if any councillors had comments please forward them to the Clerk before 5th May.**
1. **Finance:**
	1. **Audit –** BDO had issued the Audit 19/20 paperwork by email as its offices had closed during the crisis. The WAO had issued guidance which recognized the practical difficulties for getting this year’s Audit completed on time, and accepted that , given that the Annual Return would still have to be agreed and signed off at a formal meeting of the Council, delays were inevitable. Having said that the Clerk had put together the necessary documents for this year’s Audit, reconciled the accounts with the Nat West bank and was awaiting confirmation from the Coop bank of the Apr 19 statement figure produced at this time last year before being able to produce a final bank reconciliation. He had agreed with a local firm of accountants in Crickhowell, Catherine A Williams Ltd, to take on the Internal Audit. All the paperwork required for that would be forwarded to them shortly.
	2. **Hope Church –** a team of local volunteers, Gilwern Helpers, had set up to distribute food/medicines etc for the vulnerable in the area; their organisation was being administered by Hope Church and LCC was asked if it wished to contribute. Financial records were to be kept by Hope Church. It was agreed by Cllrs Dixon, Pratt and Nelmes that the Council should make a contribution, and a figure of £500 was agreed; the Council had been made aware of this.
	3. **Cllr Jarvis –** Cllr Jarvis was arranging contributions from local businesses to purchase small food/drink items for those working in the NHS locally. A contribution of a £100 from LCC was agreed by the Chair, Vice Chair and Cllr Nelmes.
	4. **Cheques –** the following cheques had been signed by the Chair and Cllr Nelmes on behalf of the Council since the last meeting:

-Cheque **2860** – J White, locksmith – 77.00; **2861** – Country Bookkeeping Feb - 15.00; **2862** – ADM Services– 278.40(heating grill in library); **2863 -** ADM Services - £3054.00(heating/ducting in Centre); **2864** – EON – 86.78; **2865 -** Tod Security – 108.00; **2866** – Pomegranate Creative – 61.20(names for community board); **2867** – Tod Security – 659.85(deposit for fire alarm repair); **2868** – SWALEC – 1779.09; **2869** – Merlin Waste – 436.80; **2870 –** HMRC –197.40; **2871/2/3 –** Salaries for March – 1065.58; **2874 –** MCC Rates – 1658.50; **2875 –** MCC Rates –304.95; **2876 –** Ellen Keen – 334.00(car parking duties); **2877 –** EON – 38.66; **2878 –** Country Bookkeeping(missed monthly payment 2019) – 15.00; **2879 –** Hope Church(see para 4b) – 500.00; **2880** – Mr G Electrics – 25.00; **2881** – Thomas Waste – 5.20; **2882** – Thomas Waste – 46.00; **2883** – Country Bookkeeping Mar– 15.00; **2884** – City Illuminations(remedial work on lighting columns at Christmas) – 1554.00; **2885 –** Tindle Newspapers – 170.40; **2886** - BT – 199.63; **2887** – Digital Systems -28.00; **2888 –** Llamau Ltd(prof fees) – 21.00; **2889** – DorrellFlooring/Easy Finance Ltd(replacement of cheque 2853 lost by supplier) – 954.00; **2890** – Clydach AFC – 460.00; **2891** – H Jarvis(see para 4c) – 100.00.

**5**. **Personnel**

**a.** The Personnel Committee had met before the lockdown to consider applications for the permanent clerk replacement. They had selected a short list but the process had now been put on hold; the temporary Clerk would remain in post for the time being.

**b.** Given that the Community Centre and the toilets were closed for the foreseeable future members of the Personnel Committee had discussed via email the position of the two members of staff - the cleaner at Llanelly Hill Village Hall and Hall Bookings Coordinator. It had been agreed to retain their services during the lockdown. The cleaning contract for the Centre had been stopped.

**6.** **Website**

The new website was now up and running, and was gradually being brought up to date. If possible during the lockdown it would be helpful if councillors could forward completed Declarations of Interest to the Clerk – there are still a couple outstanding – and also individual photographs.

**7. County Councillor’s Report**

“MCC have been meeting online twice a week and meeting with the Senior Leadership Team of the Council once a week. Informal meetings have been held with Select Committees and a meeting of the Investment Committee is taking place this week. Plans are being put in place by Welsh Government to allow Council Meetings to take place electronically which has required new legislation as the previous legislation is from 1972!

A465 Work is beginning to restart in small amounts but many of the Contractors staff have been furloughed during this crisis but it is restarting and more work is envisaged next week. The road closure due this weekend has been cancelled.

The Household Waste Recycling Centres remain closed and will be for the foreseeable future as it is impossible to keep the public and staff safe and we await Welsh Government guidance before we will reopen. This is the situation throughout the UK. Waste is being collected as normal except for the green waste collection which has been stopped so that we can ensure that other waste is kept clear from the streets to avoid the threat of disease or rats.

There has been evidence of some people burning domestic waste in metal containers. This is to be avoided as we need to keep the air pollution free, this is very important, especially for the people suffering from this disease to aid their recovery. Whilst it is not an offence to have a bonfire in your garden it is an offence to produce pollution or noxious fumes and Officers will take action if they receive complaints from residents. Please try to minimise your waste, only buy what you need and leave those clearing out projects until this crisis is over and you have somewhere to take your waste. There has been very little fly tipping taking place and Officers will be following up any reports and will prosecute where they can.

The Highways department continues to carry out essential works and the grounds staff are ensuring that verges at roundabouts and junctions are kept clear of vegetation for everyone’s safety. Elsewhere you will see wild flowers flourishing and less cutting as only essential work is taking place.

Please do not hesitate to contact me if you have any problems.

Stay safe

Jane Pratt”

RICHARD DIXON NIGEL JAMES

Chair Temp Clerk

20 APR 20