



**CROESYCEILIOG AND LLANYRAFON COMMUNITY COUNCIL**  
**CYNGOR CYMUNED CROESYCEILIOG a LLANYRAFON**  
**Caring for the Community**

**Minutes of the Full Council Meeting held on**  
**Monday 23<sup>rd</sup> June 2025 at 6.00pm**  
**Council Chamber, Woodland Road Sports & Social Centre, Croesyceiliog**

**Present:** Cllr V Crick (Chair) Cllr D Dewar  
Cllr D Williams Cllr N Davies  
Cllr S Matthews Cllr C Crick  
Cllr D Payton

Sian Davies, Clerk  
Kelly Lewis, Administrator

1. **The Appointed Chair to sign the Declaration of Acceptance Office and take charge of the meeting**  
The newly appointed Chair Cllr J Boycott gave her apologies prior to the meeting. Vice-Chair V Crick led the meeting in her absence.
2. **Apologies for absence**  
Cllr M Price, Cllr J Boycott, Cllr L Boycott, Cllr S O'Dobhain
3. **Declarations of Interest**  
Cllr S Matthews – Governor, Croesyceiliog Primary School
4. **Minutes**
  - 4.1 Minutes of the Full Council Meeting held 19<sup>th</sup> May 2025 were approved as an accurate record  
**RESOLVED:** Members approved.  
Proposed by Cllr D Dewar, seconded by Cllr S Matthews: **agreed** unanimously
  - 4.2 **Matters Arising from the Minutes of the Full Council meeting held on 19<sup>th</sup> May 2025.**  
No matters arising
  - 4.3 **Minutes**  
Minutes of the Annual General Meeting held 19<sup>th</sup> May 2025 were approved as an accurate record  
**RESOLVED:** Members approved: **agreed** unanimously
  - 4.4 **Matters Arising from the Minutes of the Annual General meeting held on 19<sup>th</sup> May 2025.**  
It was agreed that the LCRC members could be removed under Outside Bodies as the committee members are already shown within the minutes. It was also agreed that Llanfrechfa Village Association to be removed as the group doesn't currently meet, but will be re-added if the group resurrects in future.
  - 4.5 **To receive draft minutes of Business Planning Committee of 11<sup>th</sup> June 2025**  
Members noted.  
The Chair advised members that during the BP meeting it was agreed to proceed with bulb planting in previously planted areas as well as sites initially identified for seed planting. Members were invited to suggest any additional sites by notifying the Clerk.  
Members also expressed their frustration at the lack of reports received from Gwent Police and lack of attendance at the FC meeting by PCSO's, and expressed that attendance at meetings provides an opportunity to ask questions or raise and discuss any additional concerns. Concerns were also discussed relating to the lack of police surgeries being arranged for the Croesyceiliog ward, as Cllr D Williams advised members there has been several within Llanyrafon, but agreed that the receipt of up

to date reports and attendance would be beneficial to both wards. Due to the Clerk not receiving a reply to recent emails,

**ACTION:** Cllr D Dewar proposed contact is made via the inspector, Cllr C Crick moved: **agreed** unanimously

**4.6 To receive draft minutes of Local Community Resilience Committee of 18<sup>th</sup> June 2025**

The Clerk advised members that draft minutes will be circulated to members once approved by the committee Chair. Members noted.

**5. Financial Reports and Statements**

**5.1 Bank Statements**

Bank Statement and Visa Card Statements. Members were advised that the Clerk will request a refund for the BT account credit as the account is now closed.

**RESOLVED:** Members noted the statements.

Approved by Cllr D Payton, seconded by Cllr S Matthews: **agreed** unanimously

**5.2 Cheque and Direct Debits Payments List**

Cheque and direct debits payments list was received & approved.

**RESOLVED:** Members approved

Approved by Cllr D Williams seconded by Cllr C Crick: **agreed** unanimously

**5.3 To receive the monthly Financial Report up to 23.06.2025**

**RESOLVED:** Members noted.

Approved by Cllr C Crick, seconded by Cllr N Davies, **agreed** unanimously

**6. Presentations & Representations**

**6.1 None**

**7. Chair's Announcements**

Cllr J Boycott attended a flag raising ceremony outside the Civic Centre in the approach to Armed Forces Day

Cllr V Crick also highlighted that the Big Event went well and thanked members for their attendance throughout the day

**8. To receive the Clerk & Administrator Reports**

Members noted.

**9. Planning Applications considered in advance of this meeting of Council:**

TBRA/25/P/0297/HH	Erection of wooden shed to side of property	5 Coldstream Close, Croesyceiliog, Cwmbran	Being considered
CPULLE/25/P/0308/FUL	Installation of solar car ports and associated works	Visitor Car Park , The Grange University Hospital , Caerleon Road	Being considered
SPRI/25/P/0362/HH	New two storey extension to rear elevation of property together with internal alterations	7 Liswerry Drive, Llanyravon, Cwmbran	Being considered

**10. Members Reports – Meetings of Outside Bodies**

- Cllr S Matthews – advised that he and many other members attended the funerals of Harald Thomas and Paul Austin
- Cllr C Crick – advised that he and Cllr N Davies attended an urgent CCYP management committee meeting which was called by the Chair. The meeting was unexpected and the main item related to a trustee's review of current provision. Members were advised there are issues to be dealt with and a subsequent meeting will soon be called, Cllr C Crick and Cllr N Davies will report back following the next meeting.

## 11. Items for Consideration

### 11.1 To receive and note the results of the full external audit for 2023-24 \*

The Clerk advised members that the Internal Auditor (IA) disagrees with the qualifications illustrated within the report received from the External Auditor (EA), and that a response letter will be drafted following a further response from the IA, and once drafted will be sent to members prior to forwarding to the EA.

Members were advised that the audit report will be published on the website and noticeboards, together with the action plan and response from the IA which will provide an explanation.

The Clerk thanked members for their understanding, members reiterated that they had no concerns and that the IA report was very positive. Observations resulting from the EA were accepted and improvements to reporting will be implemented.

- ACTION:** a. decisions are made clearer in minutes **agreed** unanimously  
b. additional overtime to be agreed and minuted at Full Council **agreed** unanimously  
c. notice of completion of Audit to be displayed as directed **agreed** unanimously

### 11.2 To receive and approve the Annual Return for 2024-25 following Internal Audit and prior to external audit submission \*

Cllr V Crick proposed that going forward, given their previous experience, Cllr D Williams and Cllr C Crick to occasionally review the financial reports,

- ACTION:** members unanimously **agreed** the annual return.

### 11.3 To approve the amendment of the ToR for the Business Planning Committee following the AGM \*

- ACTION:** Members **agreed** unanimously

### 11.4 To approve the amendment of the ToR for the Local Community Resilience Committee following the AGM \*

- ACTION:** Members **agreed** unanimously

### 11.5 Croesyceiliog Primary School grant request \*

Members agreed that the email was a late request and that the annual grants which the PTA have applied for in previous years is supportive of events at the school. Cllr D Dewar proposed a small donation of £50 and that the Council's response includes a reminder that in future, the events should be included within the annual grant application process where the budget is considered.

- ACTION:** Cllr D Dewar proposed, Cllr D Williams seconded, **agreed** unanimously.

### 11.6 To approve an additional 7 hours salary each for both the Clerk & Administrator for attendance at the Cwmbran Big Event

Cllr D Dewar advised that the Clerk and Administrator's attendance at the Big Event was much appreciated

- ACTION:** Cllr D Dewar proposed the approval of an additional 7 hours, seconded by Cllr S Matthews. **Approved** unanimously.

## 12. Any Other Business

- Members suggested the member of Neighbourhood Watch who discussed the bleed boxes at the Big Event is invited to a future Business Planning meeting
- Cllr D Williams reiterated Council's concerns to TCBC regarding lack of response to queries, the officer acknowledged there is work to be done and suggested any particular instances are referred to the officer to be followed up. Members noted.

## 13. Date of Next Meetings

Local Community Resilience Meeting – TBA commencing at 5.30pm  
Business Planning Meeting – Wednesday 09.07.2025 commencing 6pm  
Full Council Meeting – Monday 28.07.2025 commencing at 6pm

There being no further business to discuss, the meeting was concluded at 7.15pm

Signed:..... (Chair) – 28.07.25