

# AGENDA LLANBADOC COMMUNITY COUNCIL MEETING

Meeting of Llanbadoc Community Council to be held at County Hall, Usk on **Wednesday 1<sup>st</sup> November 2017 6.00pm**

Dear Councillor

You are hereby summoned to attend the Ordinary Meeting of Llanbadoc Community Council to be held at County Hall, Usk on Wednesday 1st November 2017 at 6.00pm, for the purpose of transacting the following business.

Yours faithfully, Olivia Beaumont CLERK

Members are reminded that they attend this meeting under the provisions of the Community Council's Code of Conduct. Members of the public are invited to address the Community Council for 15 minutes where stated in the agenda.

1. **Apologies for absence:** Cllr. Peter Sutherland
2. **Declarations of interest from members:** Planning Matters - **Cllr. Peter Clarke** has previously declared a prejudicial interest in this item under the member's code of conduct, due to his position on the Planning Committee of Monmouthshire County Council.
3. **Police Report:**
  - a. Local police report for September and October 2017 – awaiting at time of agenda publication
4. **Meeting adjourned and members of the public invited to speak:** (time for this session is at the discretion of the chair)
5. **Adoption of Minutes:** Chair to move to approve minutes of meeting held on Wednesday 4<sup>th</sup> October 2017
6. **Matters Arising from the Minutes / Current Business:**
  - a. Relocation of Picnic Benches at Usk Island
  - b. Glascoed Commons grass cutting & Key holders
  - c. Speeding through Llanbadoc and Monkswood, MCC Speeding Committee - PC
  - d. Give Dog Fouling the Red Card – Dog waste bin and bags - HJ
  - e. Felled tree at Usk Island update
  - f. Ownership of Llanbadoc Island and Glascoed Common Play areas – Asset register and Insurance update
  - g. Triangle of Land in Woodside – Usk in Bloom
  - h. Attendance at OVW Meeting, 5th October 2017 – Report by MR
  - i. Ploughing over Usk Valley walk – Correspondence from Ruth Rourke, MCC
  - j. OVW Module 5 'The Council Meeting' attended by JC on 19<sup>th</sup> October – Summons to meetings, Sub-group reports and Declarations of Interest
  - k. MCC Training on the Code of Conduct attended by JL, PS and JS on 19<sup>th</sup> October
7. **Matters arising from recent correspondence / New Business**
  - a. Council IT Security and Data back-up
  - b. Consultation: Guidance for Principal Councils on the review of Communities (email received from OVW on 03/10/2017)
  - c. Boundary Commission for Wales: Revised Proposals Report 2018 Review (email received from OVW on 17/10/2017)
9. **Planning**
  - a. **MCC Planning Committee Meeting** – Awaiting Agenda for Planning Committee, Tuesday, 7<sup>th</sup> November 2017, 2.00 pm

- b. **Report from the LCC Planning sub group**
- c. **Planning Applications**
- i. **DC/2017/000027** – MR to provide update from residents on ‘RAW WATER PUMPING STATION (RWPS’), PRIORESS MILL LANE, USK
- d. **MCC Enforcement Cases** (confidential)

## 9. Finance

- a. Copy of accounts circulated by email in advance of meeting and all agreed payments from the last meeting made
- b. Responsible Finance Officer Report, including review of the accounts and spending against budget
- c. Passbook balance **£17,607.44** to be confirmed and signed by the chair
- d. Payments
  - i. Individual Councillor remuneration requests
  - ii. **£25.00** Chair’s allowance September 2017
  - iii. **£41.72** Clerk’s expenses invoice September 2017 (including stamps)
  - iv. **£50.00** John Turner Internal Audit fee
  - v. **£40.00** One Voice Wales – Information management course attended by the clerk (no bursary available)
  - vi. **£40.00** One Voice Wales – The Council Meeting attended by JC – **pending** Invoice
  - vii. **£1510.65** MCC Invoice – 3 month’s salaries (July-Sept 2017) and admin fee
  - viii. Merlin Waste – August, September & October collections **pending** invoice
  - ix. **£200** Hire of Digger – JW (approved at meeting held on 7/6/2017)
  - x. **£** Pin board to repair BAE Noticeboard - SW (approved at meeting held on 6/9/2017)
  - xi. **£180.00** Isobel Brown – Hosting fee monthly 12 months from Sept 2017
  - xii. **£150** Isobel Brown – Draft Outline – **Invoice** received
  - xiii. **£200** Isobel Brown – Completion – **pending** invoice Jan 2018

## 10. Reports

### a. (Sub-Group) Procedural and Financial

(Cllr. Hilary Jones, Cllr. Peter Clarke, Cllr. Jo Storey, Cllr. James Lawrence, Cllr. Jenny Carpenter)

To receive a report (if received attached to the agenda – Any matters arising?)

- i. Review of LCC accounting system – Info from OVW and pending meeting with JM, RFO for UTC.
- ii. Adoption of Council Risk Assessment to be carried out annually
- iii. Adoption of Internal Audit Procedure
- iv. Google Group – Notification to residents not going ahead

### b. (Sub-Group) Environment (Cllr. John Wright, Cllr. Steve Waring, Cllr. Hilary Jones, Cllr. James Lawrence)

To receive a report (if received attached to the agenda – Any matters arising?)

- i. BAE noticeboard. Measure and purchase new pin board to replace the existing - SW
- ii. Llanbadoc Island picnic table Insurance claim – Update from the Clerk
- iii. Glascoed Crossroads – Update from the clerk
- iv. Llanbadoc Island potholes and scalping’s
- v. Progress on new Walks leaflet
- vi. Volunteer Risk Assessments – To be completed and sent to clerk for filling
- vii. Future Pathcare Projects, Priority list – SW
- viii. Jenny’s Bushes work specification Autumn 2017 – Morris’s of Usk contacted for quote

### c. (Sub-Group) Website (Cllr. John Wright, Cllr. Steve Waring, Cllr. Jenny Carpenter, Mark Reardon and Cllr. James Lawrence)

To receive a report (if received attached to the agenda – Any matters arising?)

Notes circulated from meeting held on 17<sup>th</sup> October 2017

- i. Financial report document to be published on new website when live
- ii. Full Council photo
- iii. Declaration of Members Interests to be published on new website when live
- ii. LCC Standing Orders and Financial Control documents to be published on new website when live
- iii. Updating Johan Klos
- iv. All Council policies to be published on new website when live

**11. Matters to be considered for the next agenda** (at the discretion of the chairman)

- i. External Audit Themes 2017/2018 – One Voice Wales October 2017 Bulletin
- ii. Appointment of internal auditor (letter of engagement) - One Voice Wales October 2017 Bulletin
- iii. Governance – Preparing for changes in Data Protection Law – Implications for Council - One Voice Wales October 2017 Bulletin
- iv. The Finance Committee will start budget planning shortly as Monmouthshire County Council will require our Precept request early next year. Please can individual and sub group requests for the 18 – 19 budget be sent to HJ by December's meeting please.

**12. Date of next meetings** – Wednesday 6<sup>th</sup> December 2017 & Wednesday 3<sup>rd</sup> January 2018

Olivia Beaumont, Clerk (Proper Officer) / RFO, Llanbadoc Community Council