

# AGENDA LLANBADOC COMMUNITY COUNCIL MEETING

Meeting of Llanbadoc Community Council to be held at County Hall, Usk on Wednesday 2<sup>nd</sup> August 2017 6.30pm

Invited Guests – PC1233 Peter Evans (Rhydian)

1. **Apologies for absence:** Cllr. Steve Waring and County Councillor Val Smith
2. **Declarations of interest from members:** Planning Matters - **Cllr. Peter Clarke** has previously declared a personal and 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. Invitation to PC1233 Peter Evans to attend this meeting
  - b. Local police report for July 2017 – awaiting at time of agenda publication
  - c. Police at Usk Hub on 2<sup>nd</sup> August – PS to attend
4. **Report from County Councillor Val Smith** – Apologies provided in advance of meeting
5. **Meeting adjourned and members of the public invited to speak** (time for this session is at the discretion of the chair)
6. **Adoption of Minutes** – Chair to Move to approve minutes of meeting held on Wednesday 5<sup>th</sup> July 2017
7. **Matters Arising from the Minutes / Current Business**
  - a. Anti-social behaviour – Usk Island - PS
  - b. Inconsiderate parking – Usk Island area - PS
  - c. Coleg Gwent Campus Study – MR
  - d. Container Park – Woodside – PS (correspondence from Paula Clarke, MCC received 19/07)
  - e. LCC Walk 5 in Glascoed – Clerk
  - f. MCC Grounds Maintenance Contract 2017/2018 – (correspondence from Jon Wassel, MCC 11/07)
  - g. Speeding through Llanbadoc - PS
  - h. Give Dog Fouling the Red Card – order bin and bags (correspondence from Sue Parkinson, MCC 20/07)
  - i. Members Interests outstanding for SW, JS and JL, clerk emailed on 21/07 – To be published on website
  - j. Damage to BAE Noticeboard- Action Environment Group (Minutes 10/05/17)
  - k. Damage to Llanbadoc Island Picnic table – Discuss course of action
  - l. Safety at Glascoed Crossroads – JC to report
  - m. Damage to bin outside The Beeches in Llanbadoc and new bin in Glascoed collection information (correspondence from Victoria Camp, MCC on 21/07)
  - n. LCC Standing Orders and Financial Control documents updated as agreed in minutes 7/6/17 – Clerk
  - o. Felled tree at Usk Island – Requested removal – Clerk contacted MCC
8. **Matters arising from recent correspondence / New Business**
  - a. BDO Conclusion of audit on behalf of Auditor General for Wales to be approved and by council – ACTION to display notice of conclusion of audit for 14 days before 30<sup>th</sup> September 2017.
  - b. Invitation to Cefn Ila Open Day – Sunday 3 September 10am – 3pm
9. **Planning**
  - a. **MCC Planning Committee Meeting** – Tuesday 1st August 2pm  
  
Item 4d DC/2017/00035  
CONSTRUCTION OF A NEW VEHICULAR ACCESS FROM THE PUBLIC HIGHWAY INTO PART OF THE WOODSIDE TRADING ESTATE  
WOODSIDE TRADING AND INDUSTRIAL ESTATE, WOODSIDE, LLANBADOC, USK, NP15 1SS  
RECOMMENDATION: APPROVE
  - b. **Report from the LCC Planning sub group**

- c. **Planning Applications** – none received at time agenda was published
- d. **MCC Enforcement Cases** (confidential)
  - i. JC to raise report received from member of the public

## 10. 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 **£14,890.31** to be confirmed and signed by the chair
- d. Receipts received
  - i. **£141.04** Western Power Distribution, Wayleave Payment Ref. 6505859
  - ii. **£50** Reimbursement of Ceilidh Deposit
- e. Payments
  - iii. Individual Councillor remuneration requests
  - iv. **£75.00** Chair's allowance (£25 - May 2017, £25 - June 2017 and £25 - July 2017)
  - v. **£46.70** Clerk's expenses invoice
  - vi. **£6.78** Merlin Waste – July collections invoice
  - vii. **£1,510.66** MCC – Clerk salary and admin costs invoice for April to June 2017
  - viii. **£200** hire of Digger – JW (approved at meeting held on 7/6/2017)
  - ix. **£179.55** External Audit of Accounts 2016/2017 – payable to 'Wales Audit Office'

## 11. Reports

### a. (Sub-Group) Procedural and Financial (Cllr. Hilary Jones, Cllr. Peter Clarke, Cllr. Jo Storey, Cllr. James Lawrence, Cllr. Jenny Carpenter)

Actions from meeting held on 17<sup>th</sup> July

- i. Equality and Diversity Policy for Adoption (circulated by HJ to full council on 18<sup>th</sup> July 2017) – Publish once adopted - OB
- ii. Internal Auditor, John Turner to sign internal audit comments – OB emailed JT on 21/07
- iii. Usk Park Play equipment offered by Park Project -HJ emailed The Park Project on 19/07 to say thank for offer but cost inhibitive
- iv. List all actions from previous meeting on 'Matters arising from the minutes' on the next agenda - OB
- v. Bank Account investigated by JC – to review in September, agenda - OB
- vi. LCC payment of invoices to be made same week as meeting - OB
- vii. Payments agreed in budget to remain ongoing agenda items e.g. clerk's expenses, chair's expenses, Merlin waste, also list approved quotations & spending (list as awaiting payment) – OB
- viii. Draft Agenda to be circulated Monday week prior to meeting for any amendments to be noted, final agenda to be circulated and published 3 clear days prior to meeting (Thursday) – OB
- ix. Draft Minutes to be circulated on the Friday following a meeting for any amendments to be noted, to be published on the Wednesday following the meeting - OB
- x. Cheque payments to be posted week of meeting to ensure prompt payment - OB
- xi. Emails if appropriate to have headings 'Response Required' or 'Action required before' – OB
- xii. Actions from Sub group meetings to be sent to clerk for publication on meeting agenda – Sub Groups
- xiii. Pursue MCC playground safety checks and insurance – OB
- xiv. Risk Assessment to be carried out annually – example document circulated to JC and HJ – Agenda for action
- xv. Review of Internal Audit Procedure – example document circulated to JC and HJ – Agenda for action
- xvi. Councillors remuneration to be listed on agenda under finances at every meeting – OB
- xvii. Declaration of interest forms – any outstanding and for publication on website – OB
- xviii. Google Group – Agenda item - HJ
- xix. Notice of conclusion of audit to be published on LCC website – OB
- xx. MCC Grant assistance for LCC website and tarmacking Llanbadoc Island – HJ

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

- i. Pathcare team volunteer form - JW
- ii. Monkswood Path 362/32/2 – SW

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

Actions from meeting held on Monday 10<sup>th</sup> July 2017 attended by JC, JW, MR, SW, guests: LCC Clerk and Isobel Brown

- i. Financial report document. Still unable to upload in current excel format. We will need to consider further options.
- ii. Full Council photo outstanding
- iii. Looking for full Council approval for Isobel Brown to create a new website for us.
- iv. Chase up possibility of Grant funding

Costs are £350 to design and build the site, with a £20 per month hosting fee discounted to £15 pm for the first year (which would be charged from September as soon as she started work). Any alterations after the initial build would be charged at £20 per hour (a new page would take 3-4 hours) as would any training. Her terms are £150 on presenting a draft outline (November) with the balance upon completion. (January)

- d. **Community Event:** Community Ceilidh held on 22<sup>nd</sup> July 2017 – update including financial report
    - i. **£50** Donation to Multiple Sclerosis Society (profit from LCC Community Event)
  - e. **One Voice Wales Meeting:** Thursday 13<sup>th</sup> July, 7pm Sessions House in Usk
12. **Matters to be considered for the next agenda** (at the discretion of the chairman)
13. **Date of next meetings** – Wednesday 6<sup>th</sup> September 2017 and Wednesday 4<sup>th</sup> October

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