

AGENDA LLANBADOC COMMUNITY COUNCIL MEETING

Meeting of Llanbadoc Community Council to be held at County Hall, Usk on **Wednesday 6th December 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 6th December 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:**
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 - 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 1st November 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
 - e. Triangle of Land in Woodside – Usk in Bloom
 - f. Signage – Glascoed Cross Roads and Woodside approaching Usk River Bridge
 - g. Ploughing over Usk Valley walk – Correspondence from Ruth Rourke, MCC
 - h. DPA -Council IT Security and Data back-up (Council specific email addresses / anti-virus / Cloud storage)
– Contact with Matthew Hammond
 - i. Bank Signatories – removal of Steve Waring
 - j. Appointment of new councillor for Monkswood (1 position advertised, 1 position can co-opt)
7. **Matters arising from recent correspondence / New Business**
 - a. External Audit Themes 2017/2018 – One Voice Wales October 2017 Bulletin
 - b. Appointment of internal auditor (letter of engagement) - One Voice Wales October 2017 Bulletin
 - c. Governance – Preparing for changes in Data Protection Law – Implications for Council - One Voice Wales October 2017 Bulletin
 - d. The Finance Committee will start budget planning shortly as Monmouthshire County Council will require our Precept request early next year. Final call for individual and sub group requests for the 2018/2019 budget be sent to HJ
 - e. Footpaths and Cycle ways – PS
 - f. Evaluation of the Woodland Trust Cefn Ila project, Usk - MR
8. **Planning**

- a. **MCC Planning Committee Meeting** – Agenda for Planning Committee, Tuesday, 5th December, 2017, 2.00 pm (no ward applications)
- b. **Report from the LCC Planning sub group**
 - i. Reschedule date of next meeting as falls on NYD
- c. **Planning Applications**
 - i. Temporary Closure of Footpaths 55 & 56 Llanbadoc. Prioress Mill Lane
- d. **MCC Enforcement Cases** (confidential) No new or closed cases

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 **£15940.07** to be confirmed and signed by the chair
- d. Payments
 - ii. Individual Councillor remuneration requests
 - iii. **£207.85** BT Open Reach cheque received
 - iv. **£25.00 Chair's allowance October 2017**
 - v. **£76.98 Clerk's expenses invoice October 2017** (including paper, stapler, staples, printer ink)
 - vi. **£20.00** One Voice Wales – The Council Meeting attended by JC – 50% bursary applied
 - vii. Merlin Waste – August, September, October & November collections pending invoice
 - viii. **£306.43** Zurich Insurance renewal
 - 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. **£105** Isobel Brown – Hosting fee monthly 7 months from Sept 2017- March 2018
 - xii. **£150** Isobel Brown – Draft Outline, Stage 1 Design and Build
 - xiii. **£200** Isobel Brown – Completion – pending invoice Jan 2018
 - xiv. **£495.80** MCC Grounds maintenance contract 2017 – Invoice pending

10. Reports

- a. **(Sub-Group) Procedural and Financial**
(Cllr. Hilary Jones, Cllr. Peter Clarke, Cllr. Jo Storey, Cllr. James Lawrence, Cllr. Jenny Carpenter)
 - ii. Adoption Internal Audit Procedure Policy
 - iii. LCC Asset Register update
 - iv. Annual Insurance renewal
- b. **(Sub-Group) Environment** (Cllr. John Wright, Cllr. Hilary Jones, Cllr. James Lawrence)
 - i. Awaiting report and actions
- c. **(Sub-Group) Website** (Cllr. John Wright, Cllr. Jenny Carpenter, Mark Reardon and Cllr. James Lawrence)
 - i. See Report – Appendix 1.
- d. **Prison Liaison Meeting** attended by Hilary Jones on 6th November
 - i. See Report – Appendix 2.

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

12. Date of next meetings – Wednesday 3rd January 2018 and Wednesday 7th February 2018

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

Appendix 1.

NOTES MADE FROM WEB GROUP MEETING 13 NOV 2015

Present: Jenny Carpenter, Olivia Beaumont, John Wright

1. The following documents were loaded onto a pen drive which Jenny will pass to Isobel to incorporate onto the new web site :- Social Media policy, Complaints Procedure, Financial Control policy, Freedom of Information policy, Risk Assessment document, Internal audit procedure (note still to be formally adopted by full council), Welsh Language policy, 2016/17 audited Annual Accounts, June to November 2017 agendas (i.e. last 6 months – to be added to monthly until 12 months loaded at which time the first 6 months will be archived), Ditto Minutes, Compliance notices, Notice of electors rights.
2. Olivia will complete a Members Interests document to be uploaded to the new web site when completed.
3. Isobel is to be advised to create a "Councillor Remuneration" heading which we will populate in due course.
4. All councillor profiles are to be checked and updated if necessary.
5. Steve Waring is to be deleted following his resignation.
6. New councillor photographs are required.
7. 8 photographs were chosen for the revolving "HOME" page slide show and Jenny will upload onto the pen drive for Isobel.
8. A further 8 photographs were chosen for the "COMMUNITY" page slide show and again will be uploaded onto the pen drive.
9. 2 new photographs are required for the "ABOUT THE COUNCIL" section.
10. Whilst Isobel has added a red phone box as the council "logo" it was felt that having a box around it similar to the Higher Kinnerton one would be preferred, and Isobel is to be advised accordingly.
11. At the time of the meeting there were a number of suggestions noted at the October 17th web group meeting which hadn't been addressed by Isobel but subsequently we have received an updated web site which will now be considered in the light of the above.

Appendix 2.

Notes made from Prison Liaison Meeting held on Monday 6th November 2017 – Cllr. Hilary Jones

We were given copies of the IMB report which was very informative. It was noted that there is no central dining area for prisoners and that they have to return to their cells to eat.

Usk Prison currently has 276 inmates

Prescoed 224 of which 20 are sex offenders.

There have been no absconds since the last meeting.

Usk Prison (including Prescoed) have recently had an HMP Inspection – they received a very high score. They are using Usk as an example of good practice.

I asked if there was any chance of "man power" to help shift the scalplings at Llanbadoc Island car park and fill the pot holes. The deputy governor agreed that he could provide prisoners as labourers but not the material. Val Smith also complained about the state of the track that surrounds the church and asked if they could help with this. Again the governor agreed he could provide the labour but not the material. I have spoken to John Wright about the car park and he has agreed that he will liaise with the Prison.

Deputy Governor commented on the Prison Sports Day thanking Usk Town Council for their help and saying how successful it had been.

I have been invited to the Prison Carol Service in December which I will attend.

Next Meeting: March 5th 2018 at Prescoed.