

Minutes of meeting of Llanbadoc Community Council to be held at County Hall, Usk on Wednesday 7th March 2018 6pm

Present: Cllr. Hilary Jones (HJ), Cllr. Peter Sutherland (PS), Cllr. Jenny Carpenter (JC) and Cllr. Ed Winter (EW)

Members of the public: 6 members of the public present

Guest Speaker: Paula Clarke, Monmouthshire County Council, Planning Applications & Enforcement Manager

1. **Apologies for absence:** Cllr. Peter Clarke (PC), Cllr. John Wright (JW), Cllr. Jo Storey (JS) and Cllr. James Lawrence (JL)
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.

Cllr. Peter Sutherland declared a prejudicial interest in planning **Application Number: DC/2017/01328** – Based on Location

3. **Police Report:**

- a. Local police report – Council members acknowledged the most recent report received, see below.

Please find below the GWENT Police Report for LLANBADOC Ward for December 2017 and January 2018.

Also note that for the LLANBADOC Ward area, (which also includes the GWEHELOG-Fawr Community Council area), there have been a total of 39 x reports to GWENT Police, these not only cover reports of Anti-Social Behaviour and Crime but reports of concerns for welfare to Road Related Incidents.

On 09/12/17, report received of a suspicious male seen on CEFN-MAWR Lane, MONKSWOOD by a householder who spotted the male outside the residential address in the mid-afternoon. Area search made by Officers of USK NPT with a negative result.

On 14/12/17, report received from a complainant in the MONKSWOOD area that they had been the target of an attempted fraud. Unknown male did state they were from the Ministry of Justice and would need to pay monies to avoid having a Warrant issued for their arrest. No personal details provided, or financial loss incurred.

On 30/01/17, report received of a suspicious vehicle disturbed on the yard of a rural property in the MONKSWOOD area. Vehicle was believed to be a black Audi. When approached, vehicle drove off at speed. This was at approximately 3.30pm, as it was becoming dusk. Nothing reported stolen. Observations passed for the benefit of patrolling Officers.

High visibility patrols conducted in the area by USK Neighbourhood Policing Team resources, as part of Rural Crime Patrols.

ACTION: Clerk Community Council members agreed to remove Gwent now items from the Council correspondence list

4. **Meeting adjourned, and members of the public invited to speak:** (time for this session is at the discretion of the chair)

This item was brought forward to proceed item 3. by the chair

6 members of the public were present to declare their vocal objection to planning application **DC/2017/01328**.

Peter Sutherland also objected to the proposal (as a member of the public) and declared an interest to not act as a Councillor with regards to this application.

During the meeting Paula Clarke received 3 objections in writing for application **DC/2017/01328** from members of the public present.

5 households were represented at the Llanbadoc Community Council meeting and informed by Paula Clarke if they contact MCC directly, 5 or more households objecting would mean the application would go to MCC planning committee. The residents can nominate a spokesperson to speak at Planning Committee.

Signature:

Date:

Page 1 | 6

Paula Clarke confirmed it is an Industrial Site, including employment, storage and distribution with historical access. A local authority can't extinguish a lawful use of a site.

All 6 members of the public left the meeting after this item.

Paula Clarke provided informative advice on the subject of enforcement explaining the process to all councillors present.

The 'new cases' enforcement list includes all potential unauthorised planning breach complaints that have been received by MCC, pending investigation and are therefore confidential.

5. **Adoption of Minutes:** The chair moved to approve minutes of meeting held on Wednesday 7th February 2018. All present in favour. The chair signed the minutes. **ACTION: Clerk** Publish on website as adopted **Done 08/03/2018**

6. **Matters Arising from the Minutes / Current Business:**

Lack of communication

- a. Relocation of Picnic Benches at Usk Island – **ACTION: Clerk** to follow up email sent to Nigel Leaworthy and Johnathan Wassal of MCC on 08/02/18. **Email sent 08/03/18**
- b. Replacement of picnic table at Llanbadoc Island – JC confirmed this has been replaced. **08/03/18 Clerk sent email of thanks to Nigel Leaworthy and Johnathan Wassal of MCC and requested the invoice asap as the insurance company are wanting to process the claim.**
- c. Speeding through Monkswood - **Deferred to next meeting**
- d. Triangle of Land in Woodside - **Deferred to next meeting**
- e. Signage to replace signs at Woodside approaching Usk River Bridge, request for installation costs – Directed to Wayne Hodge, MCC on 08/02 awaiting response. – **Ongoing Email received on 08/03 confirming total costs fwd. to LCC.**
- f. Councillor Vacancies – **noted**
 - Vacancy for Monkswood – Advertised, can co-opt from 4th December 2017
 - Vacancy for Llanbadoc – Advertised, can co-opt from 7th February 2018
- g. Major Gas Works in Usk – Temporary Traffic Regulation Orders received from MCC on 15/02/18 - **noted** Comments from Mike Collins, Senior Traffic Engineer, Monmouthshire County Council on 01/03 regarding HGV's 'In terms of the implications the current gas works in Usk might have on the area, I would advise that it is not considered that this will have a detrimental impact, as temporary signage has been provided to remind HGV drivers to follow the main roads i.e. A (Trunk) Roads as opposed to local roads.'
- h. Responsibility for preservation of ex Railway buildings opposite Usk Island Car Park - **Discharged**
- i. **BAE Noticeboard** – JC has tidied up. Council members agreed to remove the noticeboard as cannot be repaired **ACTION: Environment Group**
- j. Update on Usk Town Hamilton-Baille Report – Usk Town Council have met with Rachel Rawlings from Mon CC with regards to the HB report and are waiting to hear from Roger Hoggins. At that meeting it was also agreed that Usk Town Council's initial thoughts on shared space will be fed into a wider community consultation exercise which will take place in April, Usk clerk to let LCC know when question/survey goes live. - **Ongoing**
- k. Clerk Payroll changes – Play works **ACTION: HJ**
- l. Opening of LCC bank account – **ACTION: Finance Group**
- m. Heavy Goods Vehicles Glascoed Lane – Directed to Graham Kinsella, MCC on 08/02, reply received from Mike Collins, Senior Traffic Engineer, Monmouthshire County Council on 01/03 'The Authority is aware of the problems that HGVs can cause on our highway network, particularly in rural lanes such as Glascoed Road. Nevertheless, providing that the vehicles are suitably taxed, licensed and insured and driving in a manner that would be considered appropriate for the prevailing highway conditions, there is nothing preventing them from doing so. Indeed, it would appear that any HGV using this road, would be using it for legitimate access purposes i.e. deliveries, refuse collections and therefore any signage that we could promote would be of little benefit or effectiveness. It is also considered that the location and topography of Glascoed Road and its surrounding roads, should suggest to motorists that they are predominantly unsuitable for larger vehicles to traverse, given their rural nature and limited carriageway width. Therefore, the responsibility lies with the motorist to consider and assess the prevailing highway conditions before accessing the lane and it is for them to ensure that they drive with due care and attention and not cause damage to highway infrastructure. On this basis, it is not considered appropriate to provide any signage at this time. Finally, and in terms of the concerns raised regarding pedestrians safety whilst using Glascoed Road and its surrounding roads, I would comment that it is the responsibility of the pedestrian in the first instance to identify suitable and safe places to walk, where they do not feel endangered or vulnerable at any time. There is also guidance contained within such articles as the Highway Code, which may be useful in terms of pedestrian safety. **Discharged**

- n. Resurfacing Llanbadoc Island – Directed to Mark Watkins, MCC on 08/02, JW also confirmed he had spoken to Matthew Lewis, Monmouthshire County Council Countryside department to ask him if he could help with proposal to re surface Llanbadoc Island car park. He is going to pursue internally with MCC and respond to JW in due course. **Ongoing**
- o. Commons Tree Survey Report completed – JW has asked Tom Morris for a quote – **Ongoing ACTION: Environment Group**
All council members in agreement that Financial Regulations amounts to be updated with ‘excluding VAT’. **ACTION: Clerk Done 08/03/2018.**
- p. Code of Conduct Training – **ACTION: EW** to complete training slideshow
- q. GDPR AWARENESS FOR TOWN AND COMMUNITY COUNCILS - TUESDAY, 27TH FEBRUARY 2018 AT 6PM in the Council Chamber. JW, HJ, PC, EW, PS, JS and the clerk all attended. Meeting to be confirmed for LCC GDPR Group to discuss further, ICO Toolkit helpful. **ACTION: GDPR Sub Group**
- r. Community Council Newsletter JW suggests end of May/June - **Deferred**
- s. Keep Wales Tidy - Spring Clean Cymru 1st – 4th March - JW proposed a "Litter Picking Day" for Glascoed June or July – promote in LCC Newsletter – **Deferred to next meeting to set up a date**

7. Matters arising from recent correspondence / New Business

- a. OVW March training Sessions circulated and received by councillors present.

8. Planning

- a. **MCC Planning Committee Meeting** – Agenda for Planning Committee on Tuesday, 6th March 2018, 2.00 pm
- b. **Report from the LCC Planning sub group**
- c. **Planning Applications**

Application Number: DC/2017/01328

Application Type: Planning Permission

Description of Proposal: Storage containers, caravans and trailers.

Location: Station Yard, Woodside, Usk NP15 1TJ

The Views of members of the public present included in item 4. were noted

It was also noted correspondence received from Usk Trail Access Group (UTAG) relating to the above application.

See appendix for Planning Sub group notes.

Comments to be submitted to MCC:

- Insufficient information contained in the application
- MCC Highways are fully consulted as the site entrance/exit to the A472 is close to a bend in the road where the speed restrictions reduce from 40 to 30 and directly opposite the entrance to Usk Island car park where there is a permanent “burger van” sited and so is a busy traffic area.
- MCC Environment are consulted as there is reference to use of a septic tank but as there are no buildings on the land this would require explanation.
- As the area is on the main approach to Llanbadoc from the east directly next to the road we are concerned about the visual appearance of a mixed storage site and would request some screening/landscaping around the site be considered to protect the view from the houses opposite and generally improve the area.
- Hours of use and access to the site are clearly defined

Vote: **3 Against**, 1 Abstain, 0 For. Recommend Refusal **ACTION: Clerk Done 08/03/18**

Application Number: DC/2018/00119

Application Type: Planning Permission

Description of Proposal: Renewal of application DC/2013/00096 (dated 22/03/2013).

Location: Area of land to the side of Monkwood Garage NP15 1QB

See appendix for Planning Sub group notes

Comments to be submitted to MCC:

There has been a substantial increase in traffic flow on the A472 over the period since planning was first approved but we note the entrance is not directly on to the A472 but from the lane leading to Glascoed. There were conditions to the

previous applications relating to plant screening and colour of building materials and provided these still remain we have no objections.

Vote: **3 For**, 0 Against, 1 Abstain: **Recommend Approval** **ACTION: Clerk** Done 08/03/18

- d. **MCC Enforcement Cases** (confidential) It was noted 6 new cases for Llanbadoc on report 08/02/18

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 **£17,299.93** confirmed and signed by EW
- d. Payments
 - ii. Individual Councillor remuneration requests - none
 - iii. **£25.00** Chair's allowance - Proposed by PS & seconded by JC
 - iv. **£35.00** Clerk's expenses - Proposed by PS & seconded by JC
 - v. **£79.99** Yearly subscription to Office 365, renew on 9th March 2018 - Proposed by PS & seconded by JC
 - vi. **£107.40** Invoice from MCC, Dog Waste bin at Monkwood - Proposed by PS & seconded by JC
 - vii. **£27.12** Invoice from Merlin Waste Dog waste collections w/c 25/12, 08/01, 22/01 and 05/02 - Proposed by PS & seconded by JC
 - viii. **£105.00** One Voice Wales membership 2018/19 - Proposed by PS & seconded by JC
 - ix. **£380*** Broadway Tree Consultancy - Tree Health and Safety Condition Survey – Lower Common, Glascoed - Proposed by PS & seconded by JC

*Emergency Expenditure as detailed in LCC Financial Regulations.

Prior to the meeting JW informed the clerk and council members that the original query and estimate for £200 as documented in the minutes was to investigate the trees identified by Frank Keef. Bettina Broadway Mann of Broadway Tree Consultancy pointed out that there was other storm damage in the Glascoed commons woodlands, and an estimate to include a fuller survey was obtained for £400. She was asked to go ahead with such a full survey based on making sure that the council insurance cover would not be compromised.

- x. **£200** Isobel Brown, Completion of Community Council website, awaiting invoice.

Payments iii. to ix. posted on 08/03/2018

10. Reports

a. (Sub-Group) Procedural and Financial

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

- Review Effectiveness of the internal Audit
- Review the Councils system for internal financial control
- Review Audit Plan
- Review Terms of reference for the Internal Auditor
- To check that the council has carried out a risk assessment in the last 12 months

See sub-group notes in the appendix

The clerk has updated the asset register to include the new council laptop and Zurich insurance have confirmed this is also now included in the existing cover for no additional premium.

b. (Sub-Group) Environment (Cllr. John Wright, Cllr. Hilary Jones, Cllr. James Lawrence) Not met

Prior to the meeting JW reported 4 separate pot holes on Glascoed Lane, Glascoed. These have been reported to MCC by the clerk and on 07/03/18 MCC replied that the Area Superintendent has advised that the anticipated completion will be within 1 month, but please be advised that this may have to be extended if higher in priority works come in.

c. (Sub-Group) Website (Cllr. John Wright, Cllr. Jenny Carpenter, Cllr. Ed Winter and Cllr. James Lawrence)

Signature:

Date:

Page 4 | 6

- Glascoed Hoard photos – JC has written to Cardiff Museum for information regarding the “Glascoed Hoard” for the new website and the possibility of obtaining a photograph. Their response concluded that there would be a charge for all photography. However, JC has been contacted by the gentleman who found the “Glascoed Hoard”. Website group to liaise with him and intend to make a feature of this on the website in due course.
- Presentation of new website at next meeting **ACTION: EW**

d. Community Meetings

- **MCC Strong Communities** – Notes were attached to the agenda of this meeting.
- **One Voice Wales** next meeting will take place at **7pm on Thursday 19th April 2018** in the Library at the Sessions House, Usk.
- **HMPS Community Liaison** meeting held on Monday 5th March and attended by HJ. The meeting included information on prisoner statistics and a tour of the open prison. HJ raised the issue of litter on local lanes following visiting time, it was agreed that notices would be displayed in the visiting room to remind visitors to dispose of litter correctly. Following recent access to the grit bins due to the cold weather and finding needles etc. Prison wardens to check out grit bins.

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

- Letter of thanks to Paula Clarke **Done 08/03/2018**
- Community Review
- GDPR

12. Date of next meetings – Wednesday 4th April 2018 and Wednesday 2nd May 2018

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

There being no further business the meeting closed at 19.57

Appendix

"Subgroup information is subject to discussion and agreement by full Council reflecting any additional information presented at the Council meeting which may not have been available to the sub group"

LCC Planning Sub Group met on Monday 5th March 2018

Planning application DC/2017/01328

Application states use for storage of caravans, trailers and Containers. It does not state how many or of what type. Area is currently designated as a protected employment site for the following uses

Class B1 (Business):

Use for all or any of the following purposes:

(a) as an office other than a use within class A2 (financial and professional services),

(b) for research and development of products or processes,

(c) for any industrial process,

being a use which can be carried out in any residential area without detriment to the amenity of that area by reason of noise, vibration, smell, fumes, smoke, soot, ash, dust or grit.

Class B2 (General industrial):

Use for the carrying on of an industrial process other than one falling within class B1 above.

Class B8 (Storage or distribution):

Use for storage or as a distribution centre.

There are no objections registered at present.

Only correspondence is from the Usk trail access group who would wish to make a provision for the proposed Little Mill to Usk bike trail to come off the old railway line at this point and cross the A472 onto Usk Island. They have asked whether S106 funding could be requested but as the application is not for a development this would not seem appropriate.

Comments would be

Signature:

Date:

Page 5 | 6

LCC have no specific objections but would ask that

Highways are fully consulted as the site entrance/exit to the A472 is close to a bend in the road where the speed restrictions reduce from 40 to 30 and directly opposite the entrance to Usk Island car park where there is a permanent "burger van" sited and so is a busy traffic area.

Environmental are consulted as there is reference to use of a septic tank but as there are no buildings on the land this would require explanation.

As the area is on the main approach to Llanbadoc from the east directly next to the road we are concerned about the visual appearance of a mixed storage site and would request some screening/landscaping around the site be considered to protect the view from the houses opposite and generally improve the area.

Planning Application DC/2018/00119

The application is in respect of an agricultural building on the land next to Monkswood Garage. In April 2003 an application was initially refused but this decision was overturned on appeal.

A further application was approved in 2008 and then 2013 so it would appear the application is being renewed every 5 years to avoid the application approval lapsing.

This application is to renew application DC/2013/00096 which at the time LCC recommended approving.

Comments would be

There has been a substantial increase in traffic flow on the A472 over the period since planning was first approved but we note the entrance is not directly on to the A472 but from the lane leading to Glascoed.

There were conditions to the previous applications relating to plant screening and colour of building materials and provided these still remain we have no objections.

LCC Finance and Procedural Sub Group met on Monday 5th March 2018

Effectiveness of internal audit.

It was noted that the Internal Audit Plan had been sent to our internal auditor and that his fee had been increased to cover the additional work required. We receive a report from the internal auditor which is signed.

Review the Council's system for internal financial control:

The FAPG were happy with the spreadsheet formula and the checking of the passbook. We noted that different signatories signed the building society slips each month and different councillors sign the passbook.

Audit Plan has recently been drawn up and accepted by the full council, no changes were thought necessary.

Internal auditor has received a copy of our Audit Plan along with an email from Olivia engaging him.

Risk assessment was held today for all the above.

Discussed HSBC account which Hilary has made enquiries into. Hilary to check how far she can complete application on line. To report to full council on Wednesday.