

# Llanbadoc Community Council

Minutes of Meeting held at County Hall, Usk on Wednesday 2<sup>nd</sup> May 2018 6.00pm

**Present:** Cllr. Hilary Jones, Cllr. Peter Sutherland, Cllr. John Wright, Cllr. Ed Winter, Cllr. Jo Storey, Cllr. James Lawrence, Cllr. Peter Clarke

**Members of the Public:** County Councillor Val Smith and 1 member of the public

1. **Apologies for absence:** Cllr. Jenny Carpenter

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.

Planning Application DM/2018/00565 - Cllr. Ed Winter declared an interest **ACTION: Clerk** Add DOI on LCC website

3. **Police Report:**

a. Local police report – awaiting report at time of agenda publication **ACTION: Clerk** to follow up

4. **Meeting adjourned, and members of the public invited to speak:**

A member of public present reported heavier and faster traffic through Llanbadoc by the church, concerns were raised in particular due to moving Ewes in lamb and general livestock on the road. The resident felt it would be beneficial for the speed limit to be extended further down the road, due to slow farm machinery turning on the road. **ACTION: Clerk** Write to highways department and Usk local neighbourhood police. **ACTION: Cllr. Peter Sutherland** to take forward to MCC Strong Communities meetings.

Local Llanbadoc resident, Anne Bowyer declared an interest in the vacancy of Community Councillor for Llanbadoc Ward. Observing the council meeting this evening. To send details of next LCC meeting on 6<sup>th</sup> June **ACTION: Clerk**

5. **Adoption of Minutes:**

- a. The Chair moved to approve minutes of meeting held on Wednesday 4<sup>th</sup> April 2018 – Approved by all present, adopted. The chair signed the minutes **ACTION: Clerk** publish on website
- b. The chair moved to approve minutes of extraordinary meeting held on 16<sup>th</sup> January 2018 – Approved by all present, adopted. The chair signed the minutes **ACTION: Clerk** publish on website

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

a. The clerk has received an update from Monmouthshire County Council on the relocation of Picnic Benches at Usk Island. The picnic tables have been refurbished, need to be treated and installed.

Signature:

Date:

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Bunnings are supplying cement and aggregate for the work. Hopefully will be reinstalled in the next couple of weeks

b. Speeding through Monkswood. **Action: Cllr. Peter Clarke**

c. Councillor Vacancies:

Vacancy for Monkswood – Advertised, can co-opt from 4th December 2017

Vacancy for Llanbadoc – Advertised, can co-opt from 7th February 2018

d. Start times of council meetings and alternative venues if required to attract working people onto council, the clerk has written to MCC ask if they could accommodate a later start and end time for LCC meetings, also contacted the Usk Town clerk to enquire about the availability and cost of hiring the Sessions House in Usk. **ACTION: Clerk** To contact Fellowship Hall for cost of hiring. Await responses Item deferred to next meeting.

e. Opening of LCC bank account at HSBC – Account being processed by HSBC.  
Defer to next meeting

f. Resurfacing Llanbadoc Island car park – Cllr. John Wright reported he has now met with 3 contractors on site, 1 quote received to date. He also met with the MCC Funding Manager who explained that external funding may be a viable option. LCC to consider access for people with disabilities. 6-9 month's timescale for processing of a funding application. Explore the option of a bigger, more improved car park with disability access and park facilities. Council approved to spend up to £500 for a contractor to fill potholes to get through next 12 months, whilst the funding opportunities are explored.

**ACTION: Cllr. John Wright**

g. Commons Tree Survey Report completed, Quotations from Tom Morris

- QUOTATION FOR TREE SURGERY AT JENNYS BUSHES GLASCOED (QUOTATION NO: WRI001/0096) To supply N.P.T.C. trained and certificated tree surgeons, equipment and materials to carry out works as tree report and extra trees, as discussed. All timber to be stacked in habitat stacks. £555.00 plus VAT – Approved by Full Council **ACTION: Cllr. John Wright** to instruct.

- QUOTATION FOR TREE SURGERY AT JENNYS BUSHES GLASCOED (QUOTATION NO: WRI001/0096a) To supply N.P.T.C. trained and certificated tree surgeons, equipment and materials to carry out additional works as tree report and extra trees, as discussed.  
All timber to be stacked in habitat stacks. £95.00 plus VAT – Approved by Full Council **ACTION: Cllr. John Wright** to instruct.

- Quote to be sought from Morris's Ground Maintenance for Tree Surgery work in Glascoed as brought to the attention of the council in January 2018 by a local resident. Following this LCC sought advice from Broadway Mann Tree Consultancy who recommended action be taken within 12 months. **ACTION: Cllr. John Wright**

h. Community Council Newsletter – Meeting arranged for 24<sup>th</sup> May, Glascoed Pub 6.30pm to 8.30pm – **ACTION: All Councillors** to attend

i. Monmouthshire local Development Plan Revision – Consultation on draft delivery agreement, reviewed by Cllr. John Wright and summary included in the agenda for this meeting. Discharged

j. Welsh Government – Funding support available in 2018-19, JW to report.  
Deferred to next meeting.

k. Path by Beaufort Arms – Pub fence broken. **ACTION: Cllr. Ed Winter**

## 7. Matters arising from recent correspondence / New Business

Signature:

Date:

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- a. Fly Tipping – Mr Chapman is believed to be the owner and is aware of the situation according to County Councillor Val Smith. Llanbadoc Council agreed to send correspondence to MCC to request the owner clears the property. **ACTION: Clerk**  
Cllr. John Wright confirmed that a member of the public was litter picking in Glascoed today. The clerk has added an item to the LCC website on a litter pick that took place on Sunday 29<sup>th</sup> April in Llanbadoc and Glascoed by the same person.
- b. Suggestion for a bench to be sited on concrete area at Llanbadoc Island **ACTION: Cllr. John Wright** to include in funding applications for Llanbadoc Island.

## 8. Planning

- a. **MCC Planning Committee Meeting** – Held on Tuesday 1<sup>st</sup> May 2018, No ward applications on MCC agenda
- b. **Report from the LCC Planning sub group** - Met on 30<sup>th</sup> April 2018 - Present: Hilary Jones, John Wright

**Application Number:** DM/2018/00395

**Location:** Brynithel, Baili Golas Road, Monkswood, Usk NP15 1QB

**Description of Proposal:** Replacement of dilapidated retaining walls with new and continuation of wall down to field boundary wall. Terracing of garden with addition of steps up to pre-existing lawn level to replace banked overgrown garden feature. Replacement of dilapidated tin shed with new wooden structure at the front of property.

We note that the application refers to a very low-lying site (below road level) because of which retaining walls are necessary (together with steps to an existing garden). We have noted that some retention work has already been carried out and these proposed works would complete the scheme. Although we haven't been able to find details of the wall materials. The planning group recommend there be no objection to these works. Regarding the garage we note that an old shed is proposed to be replaced with a new garage which we feel should improve the appearance of the site. Again, the group recommend there be no objection to this part of the application. We note that there have been no objections to the case file and that there has been a letter of support from the County Councillor.

**Application Number:** DM/2018/00565

**Location:** Fair Oak, Rumble Street, Monkswood, Usk, Monmouthshire NP15 1QG

**Description of Proposal:** Removal of Condition 3 (Permanency) on DC/2015/01136. Glamping Pods with Utilities

The application requests the removal of a condition of permanency (applied to the approval of several glamping pods) which require the pods to be removed and stored on an annual basis. The applicant claims that such removal will negatively affect landscaping and the visual aspect. We recall that there were considerable objections to the original application in 2016 but that these were somewhat mitigated by the condition for partial occupation. There are several objections on the case file generally being concerned with the matter of permanency. At the time of the 2016 application this council carried out a site visit which indicated that there would be little or no visual impact to surrounding properties. We would have concerns about potential increased traffic but would rely on Monmouthshire County Council Highways to determine this matter.

Having considered these aspects we would recommend that there would be no objection to the "pods" remaining on a permanent basis subject to the original conditions regarding periods of occupancy.

**Application Number:** DM/2018/00587

**Location:** 10 Beaufort Crescent, Monkswood, Usk, Monmouthshire NP15 1QL

**Description of Proposal:** Single storey porch extension and two storey rear extension to provide additional living accommodation and bedroom.

This application relates to a proposed two storey extension at the rear of the property, (which will be overlooked from the rear of buildings in West Road), together with a proposed porch to the front of the property. We note that works and materials are in keeping with the existing property. The group recommends that the application be approved subject to no adverse effect (e.g. no loss of light etc) on adjoining properties. We have found no letters of objection on the casefile.

**c. Planning Applications**

DM/2018/00395 - LCC VOTE: 1 Abstain, 6 For, 0 Against - Recommend Approval

DM/2018/00565 - LCC VOTE: 2 Abstain, 4 For, 1 Against - Recommend Approval

DM/2018/00587 - LCC VOTE: 1 Abstain, 6 For, 0 Against – Recommend Approval

**ACTION: Clerk** to notify MCC of LCC's Comments and recommendations for the above 3 planning applications.

**d. MCC Enforcement Cases** (confidential) – Lists received from MCC on 20/04/18 and circulated by the chair to Llanbadoc Community Council members on 20/04/18

February Lists - 1 new and 1 closed case for Llanbadoc ward

March Lists - 2 new and 0 closed cases for Llanbadoc ward

**9. Finance**

- a. 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 **£14,170.49** confirmed and signed by the chair
- d. Receipts, **£450.00** Insurance payment from Zurich received and included in passbook balance above.
- e. Payments
  - i. Individual Councillor remuneration requests – None
  - i. **£25.00** Chair's allowance – April 2018, proposed by PS and seconded by PC
  - ii. **£40.20** Clerk's expenses – April 2018, proposed by JS and seconded by PS
  - iii. **£100.00** Invoice from John Turner for Internal Audit of LCC 2017-2018, proposed by PS and seconded by PC
  - iv. **£14.28** Invoice no. 3119 from Merlin Waste Dog waste collections w/c 19/03/18 and 02/04/18, Proposed by PS and seconded by JS
  - v. **£532.29** Clerk Salary for May 2018 (Including £10.25 Increment in line with published NJC pay scales to be implemented from 1<sup>st</sup> April 2018 and £20 admin fee payable to Playworks. Proposed by PS and seconded by PC
  - vi. **£10.25** Increment to be backdated to clerk salary for April 2018 (published NJC pay scales to be implemented from 1<sup>st</sup> April 2018) Payable to Playworks. Proposed by PS and seconded by PC – Present at next meeting for signing as failed to get withdrawal form signed. **ACTION: Clerk**
  - vii. Isobel Brown, Completion of Community Council website, webhosting for 12 months and Councillor training - **£445.00**, Item amount increased from amount of £200 as

specified on the agenda due to invoices not received, payment approved by the Chair, under the LCC financial regulations. Proposed by EW and seconded by PS

## 10. Reports

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

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

General Data Protection Regulation – Meeting held on Monday 16<sup>th</sup> April (HJ, JW, PS, and the clerk present) – Full notes from meeting in Appendix.

Correspondence received from NALC on 26<sup>th</sup> April 2018 and circulated to full council. The Government has tabled an amendment to its own Data Protection Bill to **exempt** all community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. However it also states it can be discretionary and may be regarded as good practice.

Based on the advice from NALC, LCC appointed Cllr. John Wright as DPO for the next 6 months.

**ACTION: Clerk** – Confirm who needs to be notified, ICO? Update on website

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

- Remove BAE Noticeboard - **ACTION: EW**

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

### d. Community Meetings

- MCC Litter Champions strategy meeting 18<sup>th</sup> April 2018 – JW was unable to attend
- Independent Remuneration panel for Wales attended by PS 18<sup>th</sup> April 2018 - notes on agenda in appendix
- One Voice Wales meeting took place 19<sup>th</sup> April 2018 attended by JS
- Strong Communities - 24<sup>th</sup> May – PS attending
- The Independent Review Panel on Community and Town Councils are looking to seek more views from members of the public on the future role of Community and Town Councils Pop-up session to be held on 24<sup>th</sup> May 2018 6.30pm - 8.30pm **ACTION: all** to attend **ACTION: Clerk** Advertise

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

- Removal of Wyebridge to GWR, LCC informed there may be complications, Peter Sutherland requested a site meeting to see how could support transfer – **ACTION: Clerk** to send email address to PS **Done 03/05**. Clerk also publish article on website **Done 03/05**
- Apologies for next meeting Cllr. Peter Sutherland **ACTION: Clerk** agenda

## 12. Date of next meetings – Wednesday 6<sup>th</sup> June 2018 6pm start, and Wednesday 4<sup>th</sup> July 2018 6pm start

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

There being no further business the meeting closed at 19.15

### Appendix

Notes made at the GDPR sub group on Wednesday 18<sup>th</sup> April

**Those present:** John Wright, Peter Sutherland, Hilary Jones, Olivia Beaumont

1. Appointment of Data Protection Officer (DPO). It was agreed that we would appoint a councillor as our DPO, rather than employ a DPO. John volunteered, and it was agreed subject to full council approval John would take on this role for six months when this would then be reviewed. **Action:** Financial and Procedural Group, full council approval May 2<sup>nd</sup> 2018
2. Olivia expressed concern that clerk emails were still going into her personal email account. John (DPO) agreed to contact Ed to see if this could be rectified as a matter of urgency. **Action JW – Done.** Ed has sorted this out and all emails to the clerk go into a gmail account clerk@llanbadoc.org
3. It was agreed that Hilary would write up a Data Protection Policy, this is to be reviewed regularly as we become accustomed to the new GDPR. **Action Hilary**
4. All councillors to use their [xxxxxxx@llanbadoc.org](mailto:xxxxxxx@llanbadoc.org) email addresses for all council emails. **Action: JW to contact Ed – Done.** Ed has sorted this out all councillors now have their own councillor address.
5. It was agreed that the DPO would attend Financial and Procedural Group meetings.