

# Minutes of meeting of Llanbadoc Community Council held at County Hall on Wednesday 4<sup>th</sup> April 2018 6.00pm

**Present:** Cllr. Hilary Jones (HJ), Cllr. Peter Sutherland (PS), Cllr. Jenny Carpenter (JC), Cllr. John Wright (JW), Cllr. Ed Winter (EW), Cllr. Jo Storey (JS), Cllr. James Lawrence (JL)

**Members of the public:** County Councillor Val Smith arrived during item 6

1. **Apologies for absence:** Cllr. Peter Clarke

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: The clerk informed the council this had not yet been received

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

Item deferred by the chair to later in the agenda as no members of the public present

5. **Adoption of Minutes:** The Chair moved to approve the minutes of meeting held on Wednesday 7<sup>th</sup> March 2018. Proposed by JC and seconded by PS. All present in favour. The chair signed the minutes. **ACTION: Clerk Done** Publish on website as adopted

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

- a. Update on relocation of Picnic Benches at Usk Island: MCC are awaiting better weather to install - Defer
- b. Update on replacement of picnic table at Llanbadoc Island: Item installed, invoice to be paid and insurance claim being processed - Discharged
- c. Speeding through Monkwood: To be raised at Strong Communities by PS - Defer
- d. Triangle of Land in Woodside - Discharge
- e. Update on signage to replace signs at Woodside approaching Usk River Bridge, received installation costs - Discharge
- f. Councillor Vacancies to be advertised in Usk and Raglan News Dairy - Noted
  - Vacancy for Monkwood – Advertised, can co-opt from 4<sup>th</sup> December 2017
  - Vacancy for Llanbadoc – Advertised, can co-opt from 7<sup>th</sup> February 2018
- g. Council in agreement to co-opt a member of the public onto Environment Group, to become involved in a Glascoed Woodland Management Group, JW to liaise. **ACTION: Clerk Done** Agenda for next meeting to consider alternative venues for LCC monthly meetings to enable more flexibility of meeting start times to attract working people to the council, the council noted this would incur additional costs.
- g. Update on preservation of ex Railway buildings opposite Usk Island Car Park: PS reported to the council that the Gloucester and Warwick Steam Heritage Railway are to dismantle and relocate somewhere else. The council were pleased to hear this news.
- h. Clerk Payroll changes: The payroll process with MCC ceased at the end of the financial year 2017/18. The chair confirmed that Play works will take over this service for 2018/19. A cheque is required for the first payment to Playworks, until Direct debit will be set up via new bank account at HSBC.
- i. Opening of LCC bank account: A bank account for Llanbadoc Community Council to be set up with HSBC on 05/04/2018 (JC and HJ as initial signatories)
- j. Resurfacing Llanbadoc Island – Directed to Mark Watkins, MCC on 08/02 – JW following up with Matthew Lewis, MCC. JW also confirmed that a private contractor has approached the council and is interested in providing quotation, other contractors to be approached for a tender process. Pathcare group has cleared all round Llanbadoc Island, this area is looking much better.
- k. Commons Tree Survey Report completed, awaiting quote from Tom Morris **ACTION: JW**
- l. Community Council Newsletter JW suggests end of May/June – The chair asked for volunteers, all present agreed to participate
- m. Keep Wales Tidy - Spring Clean Cymru 1<sup>st</sup> – 4<sup>th</sup> March - JW proposed a "Litter Picking Day" for Glascoed June or July – promote in LCC Newsletter. The chair informed council members that two Complaints over litter have been brought to her attention, these are near the entrance to HMP Prescoed. – Defer to next meeting for a date to be selected. MCC Litter Champions strategy meeting on 18<sup>th</sup> April to be attended by JW **ACTION: Clerk Done 05/04**

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Page 1 of 4

The chair introduced **Item 4** at this point in the meeting to include County Councillor Val Smith, who had arrived at the meeting.

- n. Community Review – County Councillor Val Smith reported that Monmouthshire County Council have a requirement to submit a document to the Boundaries review regarding the proposals on changes to Town and Community wards. Welsh Government have since issued another proposal about merging county areas, which will impact on the local ward boundary review.

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

- a. Welsh Audit Office – Survey to be completed before 6<sup>th</sup> April ‘How well Local Authorities work with and support Town and Community Councils’: Completed and submitted online by HJ
- b. Green paper ‘Strengthening Local government – Delivering for people’: noted
- c. Welsh Audit Office – Copy of Financial Management and Governance in Local Councils 2016-17 Audit review: noted
- d. Welsh Government – Funding support available in 2018-19 – **ACTION: JW** to review
- e. ICO – GDPR Downloaded toolkit potential dates for subgroup to meet to be circulated by **ACTION: JW**
- f. Independent Remuneration panel for Wales – Meeting in Abergavenny 18<sup>th</sup> April (invitation to clerks – clerk away and cannot attend) PS to attend in place of clerk **ACTION: Clerk** to confirm **Done**
- g. Monmouthshire local Development Plan Revision – Consultation on draft delivery agreement – Postal document. The chair passed to JW for the planning sub group.

## 8. Planning

- a. **MCC Planning Committee Meeting** – No ward applications
- b. **Report from the LCC Planning sub group:** Notes attached in appendix
- c. **Planning Applications**

**Application Number: DC/2017/00508**

Description of Proposal: The supply and installation of 8 new light columns, two lamps on each column around the existing outdoor equestrian arena.

Location: Coleg Gwent Equine Site, The Rhadyr, Usk NP15 1XJ

Planning Group notes in appendix approved by full council to be submitted to MCC

Vote: All 7 Councillors present voted, unanimous approval in favour to approve application.

**ACTION:** to inform MCC with notes. **Done 11/04**

- d. **MCC Enforcement Cases** (confidential) – no new cases

## 9. Finance

- a. Copy of accounts to be circulated by email in advance of meeting and all agreed payments from the last meeting made. New accounts sheet to be set up for 2018/19 financial year, clerk asked for advice on how to record entries where budget and expenditure overlap into different financial years to avoid confusion.
- b. Responsible Finance Officer Report, including review of the accounts and spending against budget – 2018/19
- c. Passbook balance of **£16,540.42** was confirmed and signed by the chair.
- d. Payments
  - i. Individual Councillor remuneration requests
  - ii. **£25.00** Chair’s allowance. Proposed PS and seconded EW **ACTION Done**
  - iii. **£134.67** Clerk’s expenses – Clerk expenses to be attached a copy to the minutes, claim allowances monthly – Proposed EW and seconded JS **ACTION Done**
  - iv. **£522.04** payable to Playworks (£502.04 per month clerk salary plus £20 admin fee) - Proposed EW and seconded JS **ACTION Done**
  - v. **£13.56** Invoice no. 3083 from Merlin Waste Dog waste collections w/c 19/02 and 05/03 Proposed by JW and seconded PS **ACTION Done**
  - vi. **£1481.61** MCC invoice – Clerk salary Jan – March 2018 and admin costs Proposed JC and seconded by JW **ACTION Done**
  - vii. **£660.00** MCC Invoice – Replacement picnic bench at Llanbadoc Island (insurance claim) – Proposed by PS and seconded by JL **ACTION Done**
  - viii. **£200** Isobel Brown, Completion of Community Council website – Awaiting invoice

Signature:

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Page 2 of 4

## 10. Reports

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

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

Met yesterday afternoon

May AGM – The chair to arrange a meeting beforehand with the clerk to confirm AGM agenda

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

- Attended Community Pathcare Group seminar on Wednesday 14<sup>th</sup> March 2018 – notes in appendix.
- Pathcare very busy: Full report next month
- BAE Noticeboard to be removed by Pathcare group **ACTION**

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

- EW provided presentation on new LCC Website, which is now live.
- Website Group Training session booked with Isobel Brown in room M1 at County Hall Usk on the 17<sup>th</sup> April at 12:30 until 13:30.
- JC has spoken to Phil Smith who found the Glascoed Hoard, who will now meet with the website group and provide some further information that can be shared on the website.

### d. Community Meetings

- **MCC Strong Communities** – PS informed council members that the next meeting should be held on 12<sup>th</sup> April, awaiting agenda and confirmation from MCC. PS will attend
- **Give Dog Fouling the Red Card** – Held on 21<sup>st</sup> March, 2pm, Usk. JS attended, it appears some councils have been charged for dog waste collections when they have not taken place. Merlin waste cannot confirm a specific collection day, so that this may be monitored. **ACTION: JC** to look in Ikea for holders for poo bags that can be attached to waste collection bins
- **One Voice Wales** next meeting will take place at **7pm on Thursday 19th April 2018** in the Library at the Sessions House, Usk. – **ACTION: JS** to attend.

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

- JS raised the Path by Beaufort Arms – Pub fence broken (Mr Jones and Mr Patel lease expired on 1<sup>st</sup> April – Owned by finance company. **ACTION: Clerk Done**
- JC provided apologies for May AGM and meeting. **ACTION: Clerk Done**

## 12. Date of next meetings – Wednesday 2<sup>nd</sup> May 2018 (AGM to start at 5,30pm – **ACTION: Clerk** to confirm room availability **Done 05/04**) and Wednesday 6<sup>th</sup> June 2018

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

## Appendix

### PLANNING GROUP MEETING Tuesday 3<sup>rd</sup> April 2018

PRESENT WERE – Cllr H.Jones, Cllr J.Carpenter, Cllr J.Storey, Cllr J.Wright

Application Number DC/2017/00508

The supply and installation of 8 new light columns around the existing outdoor equestrian area at Coleg Gwent Equine Site, The Radyr, Usk.

It was noted that this application was first submitted in April 2017, but pre-application advice had been that an ecological appraisal be carried out.

This has been completed and now forms part of the application and it was noted that an otter survey had been completed in May 2017 as well as a bat survey in Aug/Sept 2017.

Signature:

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Page 3 of 4

The results of these surveys concluded that the extent of light pollution be limited (e.g. by barriers) and by time limits. We noted that there are 2 lamps proposed on each column around the existing ménage area which are “shielded” on one long side by an existing large shed. In addition, we noted that no objections were noted on the MCC case file. Having considered the proposals, plans and surveys the Planning Group recommends that the Application be APPROVED subject to conditions being imposed in accordance with the recommendations of the Ecological Appraisal regarding the mitigation of light pollution from the proposals.

#### **NOTES MADE FOLLOWING COMMUNITY PATH GROUPS SEMINAR HELD AT M.C.C. County Hall on Wednesday 14<sup>th</sup> March 2018.**

Morag Sinton has prepared record notes which are attached herewith.

1. We should let MCC know what work our Path Care group has carried out (as well as work to be carried out) either by email or via their web site (Countryside Access Management System – CAMS). Can we set up a recording system for this perhaps via Hilary or Richard Laking?
2. We should double check our insurance policy (for path care work) specifically for covering the use of power tools : strimmer’s, hedge/brush cutters, chain saws etc. Can we also check how we could also get covered by MCC insurances (for agreed works)?
3. Set up an environment group meeting to address these issues to include risk assessments, forward planning and liaison with MCC to avoid duplication of work. If we record tasks identified for future sessions these may be recorded on CAMS and given a number such that we can then inform MCC and let them know that we intend to carry out task number 3 or 5 etc with likely dates.
4. MCC are going to set up a group leaders training day on May 17<sup>th</sup>. Currently J Wright and Steve Waring will attend.
5. WE can contact Richard Garner MCC (with responsibility for CAMS) direct to arrange training in the use of CAMS.
6. I asked MCC about the use of counters in order that we might monitor walker numbers on our various published walks. Ruth Rourke promised to arrange training for this.
7. Possible sources of path care funding to be investigated.

#### **Item. 9iii Clerk Expenses working for Llanbadoc Community Council**

Date:	Mileage
10th May 2017	NP15 1JH (home) to NP15 1GA (County Hall) return - Ordinary meeting 8
7th June 2017	NP15 1JH (home) to NP15 1GA (County Hall) return - Ordinary meeting 8
5th July 2017	NP15 1JH (home) to NP15 1GA (County Hall) return - Ordinary meeting 8
2nd Aug 2017	NP15 1JH (home) to NP15 1GA (County Hall) return - Ordinary meeting 8
6th Sept 2017	NP15 1JH (home) to NP15 1GA (County Hall) return - Ordinary meeting 8
15th Sept 2017	NP15 1JH (home) to NP26 3EN (Return) - OVW Training at Caldicot 34
4th Oct 2017	NP15 1JH (home) to NP15 1GA (County Hall) return - Ordinary meeting 8
1st Nov 2017	NP15 1JH (home) to NP15 1GA (County Hall) return - Ordinary meeting 8
6th Dec 2017	NP15 1JH (home) to NP15 1GA (County Hall) return - Ordinary meeting 8
19th Dec 2017	NP15 1JH (home) to NP4 0TH (Cllr. Hilary Jones) return - Finance meeting 13
3rd Jan 2018	NP15 1JH (home) to NP15 1GA (County Hall) return - Ordinary meeting 8
16th Jan 2018	NP15 1JH (home) to NP15 1GA (County Hall) return - Finance meeting 8
7th Feb 2018	NP15 1JH (home) to NP15 1GA (County Hall) return - Ordinary meeting 8
27th Feb 2018	NP15 1JH (home) to NP15 1GA (County Hall) return - GDPR Training from MCC 8
7th March 2018	NP15 1JH (home) to NP15 1GA (County Hall) return - Ordinary meeting 8

Telephone & Internet Fibre Contribution for line rental £15.00

Lighting, heating electricity and space £20.00

Stamps purchased on 08/03/2018 £6.72

Mileage at National Joint Council rate 65p per mile x 151 (see above) £98.15  
(As detailed in clerk contract)

**TOTAL £139.87**

**Signature:**

**Date:**

**Page 4 of 4**