

**Minutes of meeting of Llanbadoc Community Council held at County Hall, Usk on
Wednesday 6th June 2018 6.00pm**

Present: Cllr. Hilary Jones, Cllr. Jenny Carpenter, Cllr. Peter Clarke, Cllr. John Wright, Cllr. James Lawrence (arrived at 6.30pm)

Members of the public: County Councillor Val Smith, PC1233 Peter Evans (Rhydian) and Ann Bowyer

1. Apologies for absence: Cllr. Peter Sutherland, Cllr. Ed Winter and Cllr. Jo Storey

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:

The Spring (March, April and May) local police report was delivered in person by PC Peter Evans (Rhydian). A copy of the report has also been emailed to the clerk today for circulation to council members.

In addition to the crime report tickets have been issued for inconsiderate parking in Llanbadoc opposite Usk Island Car Park.

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

County Cllr. Val Smith highlighted the importance of Keeping properties secure when out. Shut gates and secure properties to deter unwanted visitors. **ACTION: Newsletter Group** Add as an item in the LCC newsletter

County Cllr. Val Smith asked if any funds were available to replace the coping tones that went missing some time ago on the parapet at Berthon Brooke **ACTION: Environment Group**

Co-option onto Council

Llanbadoc resident, Ann Bowyer introduced herself to council members and spoke about her time living in Monmouthshire. Council member Cllr. Peter Clarke proposed co-option onto the council and this was seconded by Cllr. Jenny Carpenter.

ACTIONS: Sign acceptance of office, code of conduct, set up council email address, add details to website and councillor contact list. Inform where to access information on standing orders, council policies, remuneration and training that is available.

5. Adoption of Minutes:

a. The Chair moved to approve minutes of LCC AGM meeting held on Wednesday 2nd May 2018 - Proposed by JW and seconded by HJ

b. The Chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 2nd May 2018 - Proposed by JW and seconded by HJ

ACTION: Clerk Publicise as adopted minutes on LCC website

Signature:

Date:

Page 1 of 4

6. Matters Arising from the Minutes / Current Business:

- a. At the AGM held on 2nd May 2018 the appointment of Vice Chair was proposed and seconded to be Jenny Carpenter, but as she was not at the meeting to accept the post and no other nominations were made this was deferred to this meeting where the post was accepted by signing the Declaration of Acceptance of Office.
Jenny Carpenter attended The OVW Chaining Skills course on 4th June 2018
- b. The Picnic Benches are to be relocated at Usk Island by MCC now the weather has improved. **Discharged**
- c. Speeding through Monkwood: An ATC survey is to be undertaken by MCC adjacent to Alexandria Terrace i.e. near to the bus stop, to assist the Authority in being able to determine and quantify vehicle speeds within this area. **Ongoing**
- d. Speeding through Llanbadoc – Michael Collins, Senior Traffic Engineer at MCC will arrange to visit the site to determine where an ATC might be deployed. Depending of availability of street furniture, it will be located as close as possible to the area of concern. **Ongoing**
- e. Councillor Vacancies:
Vacancy for Monkwood: Advertised, can co-opt from 4th December 2017
- f. The council have considered the start times of council meetings and alternative venues if required to attract a wider demographic of the population onto council. The Council agreed that meetings will continue at County Hall and resume to the original time slot of 6.30pm to 8.30pm. The clerk will arrive at 6pm for the next couple of meetings, in the event of anyone turning up, unaware of the change of time. **ACTION: Clerk** to notify room bookings at County Hall
- g. HSBC Bank account: HJ has provided the councils Standing Orders to HSBC as a requirement of the account opening procedure. JW, JC and HJ have been set up as signatories. **ACTION: HJ** to pursue
- h. Welsh Government, Funding support available in 2018-19 – report by JW **Deferred**
- i. Pub fence broken on path by Beaufort Arms: The Council requested that the clerk write to MCC enforcement to contact owners to request improvement to the appearance of the area. **ACTION: Clerk**
- j. Litter Picking Event – **ACTION: Clerk** Contact 'litter champions' to see what could be done in Glascoed area.
- k. Community Event: Ideas and suggestions were discussed. An event could be advertised in Usk and Raglan news diary and a flyer in the LCC Newsletter. The idea of holding another Ceilidh was discussed – **ACTION: JW** to look at Bands availability and discuss with Glascoed pub for available dates. Tickets to cover cost of band with food available to order at the event and paid for separately. To look at viability of proceeding at next council meeting **ACTION: Clerk** Agenda
- l. Velothon on Sunday 8th July, Members of the public to contact Velothon Wales with any issues. List on LCC Website **ACTION: JC**
- m. The fly tipping in Llanbadoc was reported to MCC on 09/05/2018 and Council members confirmed that the white goods have been removed. **Discharged** The waste bin at the crossroads in Glascoed has been removed. **ACTION: Clerk** to notify MCC to request replacement, JC to send photos.
- n. The BAE noticeboard has been removed **Discharged**
- o. GWR Weighbridge, Cllr. Peter Sutherland to update at next meeting **Defer to next meeting**

7. Matters arising from recent correspondence / New Business

- a. Llanbadoc Island – Councillor John Wright provided an update to Council members. 3 Quotes have been sought to fill pot holes in car park. By the end of this week 2 quotes should have been received. Council members agreed unanimously to agree expenditure in advance of up to £1000 plus VAT. **ACTION: Clerk** Public Notice: 21 days' notice shall be given **ACTION: JW** Contract Control Form shall be used. Grant application ongoing for complete resurfacing of Llanbadoc Island Car park, JW informed council members the timescale for work to be completed would be around 9 months, pending outcome of grant application. The clerk has reported anti-social behaviour at Llanbadoc Island to Gwent police. A crime number **438 of 06/06/18** has been provided for the vandalised picnic table at Llanbadoc Island. No replacement picnic tables available from MCC. The Clerk contacted MCC on 15/05 to report the over flowing bin and requested information on frequency and days of collection from MCC, no response received to date.
- b. Postal correspondence from MCC dated 23rd May 2018. Summary - At MCC's full council meeting on the 10th May, councillors approved the final proposals for the review. The full proposals are on the MCC Council website at the link: <https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?Cld=143&Mld=2366> and are part of the agenda for the meeting. A paper copy for the Community can be provided by MCC - The LCC clerk has requested this. The proposals will be forward to the local Democracy and Boundary Commission for Wales for their

consideration and analysis. They will produce a schedule and timetable for consultation into the final proposals that all Community/town councils can respond to directly with any comments they have regarding the final proposals. Proposed changes will take effect at the next election after the proposals receive assent from Welsh Government.

8. Planning

- a. **MCC Planning Committee Meeting** – Planning Committee agenda and site inspections for June circulated to councillors on 25th May.
- b. **Report from the LCC Planning sub group**
(Cllr. John Wright, Cllr. Jenny Carpenter, Cllr. Hilary Jones and Cllr. Jo Storey)
- c. **Planning Applications**

Second extension to Temporary Closure of Footpaths 55 & 56 Llanbadoc. Prioress Mill Lane.

A spokesperson for residents living at Prioress Mill Lane has been contacted and confirmed that work was going well and much less disruptive than initially thought. The footpath diversions are working very well and continued acceptance of the diversion would be the best option. **ACTION: Clerk** notify Shaun Pritchard and ask for an update on when they anticipate the diversion coming to an end.

- d. **MCC Enforcement Cases** (confidential)

9. Finance

- a. Copy of accounts circulated by email in advance of meeting and all agreed payments from the last meeting made. No queries
- b. Responsible Finance Officer Report, including review of the accounts and spending against budget
- c. Passbook balance **£17,523.72** confirmed and signed by the chair
- d. Receipts
£4510.00 Precept payment 30th April 2018
£1524.00 HMRC VAT repayment (cheque received and to be banked)
- e. Payments
 - i. Individual Councillor remuneration intentions for 2018/2019 requests submitted to the clerk -
 - ii. **£25.00** Chair's allowance – May 2018 Proposed by PC and seconded by JW
 - iii. **£55.80** Clerk's expenses – May 2018 (including refreshments of £15.60 provided at Independent review of Community and Town Council event) Proposed by PC and seconded by JW
 - iv. **£15.00** Invoice no. 3155 from Merlin Waste Dog waste collections w/c 16/04/18 and 30/04/18 - Proposed by PC and seconded by JW
 - v. **£532.29** Clerk Salary for June 2018 including £20 admin fee payable to Playworks - Proposed by PC and seconded by JW

10. Reports

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

To meet on Tuesday 12th June at 10.30am

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

Council approved the purchase of a First Aid Kit £10 - £15 **ACTION: JW** to purchase.
Accepted 2 quotations from Tom Morris

- c. (Sub-Group) **Website** (Cllr. John Wright, Cllr. Jenny Carpenter, Cllr. Ed Winter and Cllr. James Lawrence)
- d. (Sub-Group) **GDPR** (Cllr. Hilary Jones, Cllr. John Wright, Cllr. Peter Sutherland and Cllr. Ed Winter)

HJ writing a GDPR policy, meeting to go through the policy and present to full council date TBC.

e. (Sub-Group) **Newsletter** (All councillors)

HJ to email agreed actions from meeting held on 24th May 2018

Community Meetings

- **24th May** – An LCC Pop-in Session for Independent Review of Community and Town Councils was held– **ACTION: Clerk** Post responses
- **11th June** - Training for Community Council and Enforcement Issues, County Hall 5pm – 8.30pm – **ACTION: PC and JC to attend**
- **13th June** - Usk Cluster meeting, 6pm, County Hall. **ACTION: JC and JL to attend**
- **14th June** - Special Meeting of MCC Strong Communities Select Committee – **ACTION: PS to attend**
- **4th June** – Charing Skills Training, Undy – **Attended by Cllr. Jenny Carpenter**
- One Voice Wales Area Committee Meeting – **Date TBC**

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

- PC raised Natural Resources Wales attempted to mow the river bank from Usk Bridge to Usk Island car park. This has been completed to a very poor standard and looks an eyesore. Usk Bridge to Usk Island car park. **ACTION Clerk** to contact NRW. Photos from Jenny
- AB raised an issue with the brook that runs along the road on the Llanbadoc/Llangybi border. A large tree is growing between the brook and road which is starting to erode and crumble the road. **ACTION: Clerk** To notify MCC and copy Graham Rogers in. **ACTION: AB** to send a description of the area and photos which can be sent to MCC
- JC suggested a walk from Llanbadoc Island involving stop at Glascoed pub **ACTION: Clerk** Agenda for next meeting

12. Date of next meetings – Wednesday 4th July 2018 and Wednesday 1st August 2018

There being no further business the meeting closed at 8.00pm

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