

Llanbadoc Community Council

Minutes of meeting of Llanbadoc Community Council held at County Hall, Usk on
Wednesday 3rd October 2018 6.30pm – 8.30pm

Present: Cllr. Jenny Carpenter, Cllr. John Wright, Cllr. Peter Sutherland, Cllr. Peter Clarke, Cllr. Ann Bowyer, Cllr. Jo Storey and Cllr. Paula Clarke

Members of the public: Judith Hopkins and County Councillor Val Smith

Invited Guests:

Tracey Thomas, MonLife, MCC's new company to delivery Tourism, Leisure, Culture and Youth services on its behalf – Provided apologies.

Judith Hopkins, Twyn y Cryn Woodland Management Plan

Due to the resignation of the 2018/2019 Chair of Llanbadoc Community Council, Cllr. Hilary Jones which was implemented with immediate effect at the end of the meeting held on 5th September 2018. Cllr. Jenny Carpenter, the Vice Chair chaired this meeting.

1. Election of Chair – Item deferred to end of meeting

2. Election of Vice Chair – Item deferred to end of meeting

3. Apologies for absence: Cllr. James Lawrence and Cllr Ed Winter

4. Declarations of interest from members: Cllr. Peter Clarke (Planning Matters) 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.

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

- Judith Hopkins (JH) - Twyn y Cryn Woodland Management Plan

Extracts from the verbal presentation provided by Judith Hopkins on a proposal to set up 'Glascoed Community Woodland Management Group'. Personal experience - studied Rural Estate Management, with an emphasis on Woodland Management, and a working Conservation Project Volunteer. Having lived in Glascoed for 8 years noticed a deterioration in the local woodland, namely Twyn y Cryn. Invasive Holly taking over, choking woodland floor. Fallen and felled timber left on woodland floor, stifling fauna. Limbs and trunks blocking footpaths in 10 to 12 locations spread over whole woodland, intention would be to clear footpaths and extract a proportion of dead timber on woodland floor. View to putting up bird boxes, bat boxes, and habitat for dormice etc. actively manage with natural regeneration and planting some saplings to replace struggling trees. Decline in Bluebell population, by opening woodland floor this will encourage Bluebells back again. Initial enquiries indicate as least 10 community volunteers interested, hopefully that number will grow, volunteer group to assist Community Council to maintain woodland, using low impact resources. Outside Resources that maybe available - GWT to survey the Woodland, Welsh Water maybe interested due to Reservoir walk, Coed Cymru may also be interested. Ecological surveys could be available to monitor growth in dormice population and other wildlife etc. Access Community Council Environmental Advisory Group resources, hand tools, low impact basis. Recognise insurance and risk assessment issues, notifications to burn on site, Chain saw licence. Training and first aid would also require investigation. Potential external funding – Welsh Water, MCC, Forestry Commission, Environment Wales, Tidy Towns. Successful Woodland Groups already set up in local areas of Llangattock, Abergavenny that could be consulted.

The chair thanked Judith for her presentation and asked the council members for ideas for a way forward.

ACTIONS

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Date:

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- JW to set up a meeting of LCC Environmental Advisory Group
- Clerk to provide JH with electronic copies of Woodland Management Plan for Jenny's Bushes and Twyn y Cryn **Done 04/10**
- Clerk to confirm Insurance liability **Done 10/10**
- JH to confirm volunteers
- JH to produce business plan of costs
- JH to investigate funding opportunities
- Owners and Commoners rights – Estovers (Clerk to investigate and circulate to council members)

County Councillor Val Smith observed the meeting.

Reported that the Welsh Government are to appraise Governance and Finances of Fire Authorities in Wales.

Drew the attention of the LCC to MCC's Local Development Plan.

Confirmed attendance at MCC's Road Safety meeting on Friday 5th October (LCC Clerk also attending to represent the views of LCC)

6. Adoption of Minutes:

The Chair moved to approve the minutes of LCC Ordinary meeting held on Wednesday 5th September 2018. All those present in favour. The chair signed the minutes. **ACTION: Clerk** Publish as adopted on the LCC Website

7. Matters Arising from the Minutes / Current Business:

- Detailed ATC survey results have now been received and circulated to all councillors. Councillors disappointed that no further action to be taken by MCC, voice concerns at MCC Road Safety Meeting on 5th October.
- LCC, HSBC Bank account – No outstanding actions, HSBC to move it to the next stage where an HSBC agent will review.
- Beaufort Arms, Monkswood – **ACTION: Clerk** Agenda for next month – County Councillor Val Smith to update LCC
- Installation of litter bin at Glascoed – Completed by JW, the acting chair thanked JW – Clerk to publish photo on LCC website **ACTION : Clerk Done 10/10**
- GWR Weighbridge – Item Discharged
- Over hanging branches on trees between Kensington Cottage and turning up to Coed y Paen, by Llanbadoc Church – MCC agreed to act, investigating ownership – County Councillor Val Smith agreed to take forward with MCC
- Stream and road side at Little London Bridge, vegetation alongside and out of retaining wall – response received from MCC, 'Completed visual walk through of the site whilst it is overgrown do not think it poses threat to the structure' – Put on agenda on 6 months **ACTION : Clerk**
- Llanbadoc Island resurfacing grant aid update – JW and EW to meet with Andy Smith, follow up for a meeting date.
- Rachel Rawlings, MCC **ACTION : Clerk ACTIONED**
- Closure of Barclays Bank in Usk October 2018 - Discharged
- Closure of Post Office in Usk in March 2019 - Discharged
- Llanbadoc Noticeboard – Perspex discoloured and obscures contents on display – JW investigated replacement Perspex - £8 a panel, 2 panels required – JW to see if Perspex can be replaced. £50 budget agreed. **ACTION: JW**

8. Matters arising from recent correspondence / New Business

- Review of Community and Town Council Sector in Wales – Outline findings and recommendations (email circulated on 08/08/2018) (Being discussed by Minister Alun Davies at OVW conference 29/09/18) – JW recommended every councillor reads. **ACTION: ALL** - Noted
- Llanbadoc Ward – Community Councillor vacancy advertised – Can co-opt from 28th September 2018 - Noted

9. Planning

- MCC Planning Committee Meeting** – No report
 - Report from the LCC Planning sub group** (Cllr. John Wright, Cllr. Jenny Carpenter and Cllr. Jo Storey)
- Section 106 Agreements – MCC asking for all town and community councils in Monmouthshire to compile registers of existing and potential community projects and aspirations in their localities. (email circulated 30/08) – ideas welcomed. Recirculated on 3/10

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- MCC Local Development Plan – Easy read delivery agreement - Noted

c. Planning Applications

DM/2018/01417 – no objections (submitted to MCC), responses from PC, JC, AB, JW, PS

DM/2018/01086 – Change of Use – no comments, no objections **ACTION - Clerk** Emailed 04/10

d. MCC Enforcement Cases (confidential) 1 new case on August report

10. Finance

- Copy of accounts circulated by email in advance of meeting and all agreed payments from the last meeting made.
- Responsible Finance Officer Report, including review of the accounts and spending against budget. Half yearly review of accounts and spending against budget completed where each heading was individually scrutinised. No areas of concern.
- Passbook balance **£19,193.80** confirmed and signed by the chair
- Receipts **£40.00** incorrect payee on cheque to be paid back in (not included in balance above)
- Payments

Individual Councillor remuneration intentions for 2018/2019 requests to the clerk – none received

 - £25.00** Chair's allowance for Sept 2018 – Payable to Vice Chair/Acting Chair, Cllr. Jenny Carpenter
 - £104.16** Clerk's expenses (including Woodland Trust Membership, white paper and £6.96 12x2nd class stamps) for September 2018
 - £532.29** Clerk Salary for October 2018 including £20 processing fee payable to Playworks
 - £40.00** 'Information Commissioner' Registration with Information Commissioners Office (incorrect payee from last meeting)
 - £30.00** Merlin Waste – July and August collections
 - £18.00** on Postcrete (3 bags@ £6) for the path care group to install a finger post. Payable to John Wright
 - £46.70** Gift to outgoing chair

Items I to vii proposed by Cllr. Peter Clarke and seconded by Cllr. Peter Sutherland **ACTION: Clerk** Done Cheques drawn 04/10

11. Reports (Advisory Groups)

- Procedural and Financial**
(Cllr. Peter Clarke, Cllr. Jo Storey, Cllr. James Lawrence, Cllr. Jenny Carpenter, Cllr. John Wright as DPO)
 - Revised Model Standing Orders circulated – Proposal for adoption Advisory Groups – Email out covering points. **ACTION: Clerk** minor amendments to be made and recirculated by clerk – agenda for next month
- Environment** (Cllr. John Wright, Cllr. James Lawrence, Cllr. Ed Winter)
 - Walk 6 (following feedback from member of the public) – cut back and cleared, MCC fixed fence - Discharged
- Website** (Cllr. John Wright, Cllr. Jenny Carpenter, Cllr. Ed Winter and Cllr. James Lawrence)
 - Commoners and Commoners Rights, article for website – **ACTION: JW** to copy in clerk.
 - Walks to be published on website – Agreed all walks on the website - Discharged
- GDPR** (Cllr. John Wright, Cllr. Peter Sutherland and Cllr. Ed Winter) – Group to merge with Financial and Procedural
 - The DPO report has been started – **ACTION: Clerk** Agenda for next meeting
 - John Wright attending OVW Information Management Training on 24th October.
- Community Meetings
 - MCC Usk Cluster Meeting** Still awaiting new date after postponement of last meeting that was due to take place on 12/09
 - OVW area meeting** 4th October 2018 – JC & AB to attend
 - MCC Road safety workshop** - 10.00 a.m. on 5th October 2018, Shire Hall Monmouth. (PC, AB, JW and JC can't attend) Clerk to attend, councillors to submit thoughts to clerk to convey at meeting **ACTION: Clerk** Done Attended and notes circulated to council members on 05/10
 - BAE visit meeting** 27th September 2018 AB and JC attended, very interesting.

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- **BAE public meeting for residents** 9th October 2018 – PS and Paula Clarke attending

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

- Cllr. John Wright provided Councillors with a copy of the quote for tree surgery work to be carried out as recommended by Broadway Tree Consultancy. Due to the amount of the quote and to meet the council's financial regulations this needs to go to tender and 2 more quotes to be sought, Cllr. John Wright agreed to do this and copy in the clerk to all correspondence. Due to entering the tender process, the quotation received is confidential.
- The clerk suggested that councillors can arrive at 6pm before the start of the ordinary meeting to have a chat and ask questions about anything on the agenda, including planning applications. No decisions will be made at this time.

13. Date of next meetings – Wednesday 7th November and Wednesday 5th December 6.30pm start

Item's 1 and 2

1. Election of Chair

Cllr. John Wright proposed Cllr. Jenny Carpenter, and this was seconded by Cllr. Peter Clarke. There being no other nominations. Cllr. Jenny Carpenter accepted the position of chair with immediate effect.

2. Election of Vice Chair

Cllr. John Wright proposed Cllr. Peter Sutherland, and this was seconded by Cllr. Peter Clarke. There being no other nominations. Cllr. Peter Sutherland accepted the position of chair with immediate effect.

There being no further business the meeting closed at 8.30pm

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