

# Llanbadoc Community Council

Minutes of meeting of Llanbadoc Community Council held at County Hall, Usk on

Wednesday 5<sup>th</sup> December 2018 6.30pm – 8.30pm

**Present:** Cllr. Jenny Carpenter, Cllr. Peter Sutherland, Cllr. John Wright, Cllr. Paula Clarke, Cllr. Ed Winter and Cllr. Ann Bowden and Cllr. Jo Storey

**Members of the public:** County Cllr. Val Smith

**1. Apologies for absence:** Cllr. James Lawrence and Cllr. Peter Clarke

**2. 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.

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

The chair welcomed County Cllr. Val Smith who reported on her work as County Councillor within the ward and provided items of interest for the LCC website.

PC Peter Evans provided his apologies in being unable to attend the meeting and offered to attend the January 2019 meeting

**ACTION: Clerk** Agenda . The Police Report was circulated to Council members which was read out at the meeting. **ACTION: Clerk** Publish on LCC website **Done 07/12**

## 4. Adoption of Minutes:

The chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 7<sup>th</sup> November 2018, Minutes proposed and signed by the chair. **ACTION: Clerk** update declarations of interest table **Done 07/12**

## 5. Matters Arising from the Minutes / Current Business:

- a. LCC, HSBC Bank account – Balance transfer amount £200 agreed. Additional Signatories, clerk to investigate how many. Online banking and print out forms for additional signatures. **ACTION: Clerk** Started process **07/12** Agreed Cllr. Peter Sutherland, Cllr. Paula Clarke, Cllr. Ed Winter, Cllr. Ann Bowden and Cllr. Jo Storey to added as additional signatories in addition to the existing signatories of Cllr. Jenny Carpenter, Cllr. John Wright and the clerk, Olivia Beaumont.
- b. Beaufort Arms, Monkswood – Report from Cllr. Peter Clarke - Deferred to next meeting **ACTION: Clerk** Agenda
- c. Llanbadoc Island resurfacing grant aid update – No response received from Andy Smith, MCC. The chair of LCC along with the Chair of Usk Town Council have been Invited to attend a meeting 'PROVISION OF SUPPORT TO PROGRESS USK (& WOODSIDE) TOWN IMPROVEMENT MASTER PLAN' at County Hall, Usk on Monday, 10<sup>th</sup> December 2018 at 1.30 p.m. with the Council's Head of Operations, Head of Economy and Innovation. **ACTION: Clerk** Agenda for Jan meeting
- d. Llanbadoc Noticeboard – Perspex purchased – JW to install **ONGOING**
- e. Llanbadoc Island Phone box – Cllr. Peter Sutherland has agreed to oversee maintenance of the phone box and report back to full council. A discussion was had around signage for the phone box as an information point. **ACTION: Clerk** to make laminated sign, research appropriate size Llanbadoc Community Council information Hub
- f. Llanbadoc Ward – Community Councillor vacancy advertised – Can co-opt from 28<sup>th</sup> September 2018 – **ACTION: Clerk** Advertise on Facebook and Website. **Done 07/12** The closing date for receipt of expressions of interest is **NOON** on Friday 25<sup>th</sup> January 2019. The Community Council intends to proceed to co-opt and fill this vacancy at its meeting to be held on Wednesday 6<sup>th</sup> February 2019, pending suitable applications.
- g. Tender quotes for Tree Surgery to carry out works as per Broadway Tree Consultancy – 1 quote received, **ACTION: Cllr. John Wright** To send the clerk information for tender request.
- h. 10<sup>th</sup> October 2018 JW notified of tree in the lower section of Twyn y Cryn, appears a risk – Judith Hopkins taped cordon up around the area & provided signage SEE ABOVE ITEM **ACTION: Cllr. John Wright** to include in Tree surgery quotes

Signature:

Date:

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i. Confirmed acceptance of GDPR Policy documents by individual councillors – All Councillors present individually confirmed they have read and understood the LCC GDPR policy documents which are available on the LCC website and confirmed they have read and understood the Privacy Notice. This included Cllr. Jenny Carpenter, Cllr. Peter Sutherland, Cllr. John Wright, Cllr. Paula Clarke, Cllr. Ed Winter and Cllr. Ann Bowden and Cllr. Jo Storey. **ACTION: Clerk** agenda for next meeting for Cllr. James Lawrence and Cllr. Peter Clarke to confirm acceptance. Jo Storey requested a paper copy **ACTION: Clerk** Posted 07/12

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

- a. Acceptance of Insurance quote from 14<sup>th</sup> December 2018 - £257.60 Zurich Municipal 3 year LTA **ACTION: Clerk** Done  
Confirmed and posted cheque to Zurich see item 8vii
- b. Adoption of Budget for 2019/2020 and Reserves policy for 2019/2020 – Agreed by all present, see appendix below
- c. Precept request for 2019/2020 – £14,206.50, 5% / £676.50 increase on 2018/2019 (£13,530) Impact on band D property would see an increase from £28.56 to £29.99 pa **ACTION: Clerk** Send precept request to MCC supply HSBC bank account details.
- d. The clerk and the chair attended OVW Course, Module 6 Local Government Finance training in The Sessions House, 43 Maryport Street, Usk. NP15 1AD on Thursday 29th November, 6.30-9.00pm. £40 per place.  
The chair confirmed that the course was very informative and was reassuring to note the clerk/RFO was following correct financial processes on behalf of Llanbadoc Community Council and some useful learning points.
- 1. LCC GROUPS NEED TO BE REFERRED TO AS ADVISORY GROUPS – ADVISE BUT NO DELEGATED AUTHORITY
- 2. LCC CAN IN FACT BORROW FUNDS FROM THE PUBLIC WORKS LOAN BOARD, APPLICATION VIA ALUN DAVIES AM CABINET SECRETARY FOR LOCAL GOVERNMENT AND PUBLIC SERVICES WHICH WE MAY NEED TO DISCUSS IF NO GRANT APPLICATION IS AVAILABLE.
- 3. LCC CAN ADD A PREFERRED CONTRACTOR TO THE FINANCIAL REGULATIONS. WOULD NEED THEIR INSURANCE DETAILS - ENVIRONMENT ADVISORY GROUP WOULD NEED TO DISCUSS AND MAKE A PROPOSAL TO FULL COUNCIL FOR IT TO BE ADOPTED.
- 4. ASSET REGISTER ITEMS SHOULD BE VALUED AT PURCHASE PRICE E.G. PHONE BOX £1, LCC DO THIS.
- 5. ALL COUNCILLORS HAVE ACCESS TO OVW (ONE VOICE WALES) WEBSITE OLIVIA TO SEND OUT EMAIL REMINDER OF LOGIN DETAILS ONLY CLERK AND CHAIR CAN CORRESPOND BUT ALL HAVE ACCESS. **ACTION: Clerk** Done 07/12
- 6. GOVERNANCE AND ACCOUNTABILITY DOCUMENT FOR GUIDANCE AVAILABLE FROM OVW – **ACTION: Clerk** circulate to all councillors. Done 07/12 and added a link on the LCC website Done 07/12 <https://www.llanbadoc.org/wp-content/uploads/2018/12/Practitioners-Guide-Update-2014-Dec-20141.pdf>
- e. Barking dogs in Glascoed – Contact MCC Environmental Health **ACTION: Clerk**
- f. Glascoed Lane, just of A472 tree root under road, creating a bump in road service – **ACTION: Clerk** Contact MCC Highways
- g. Reported use of a firearms in Jenny's Bushes – Under no circumstances would LCC authorise the use of firearms within the commons. The police have been notified and advice requested via email on 04/12/18.

## 7. Planning

### a. MCC Planning Committee Meeting

### b. Planning Applications

No planning applications received this month

1 application received today, missed the agenda – Request extension to 3<sup>rd</sup> January 2018 due to Christmas period  
**ACTION: Clerk**

The room booking at MCC County Hall on a single Monday in the month was discussed – agreed to continue with booking at present, no further action to be taken at present.

### c. MCC Enforcement Cases (confidential) – MCC list circulated to councillors on 04/12

**ACTION: Clerk** Letter to BAE Systems and on a separate issue correct an address on the enforcement list

## 8. Finance

- a. A copy of the LCC accounts was 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 of **£17,706.76** was confirmed and signed by the chair. Wayleave payment from BT Open received for £207.85 not included in passbook balance, to be deposited.
- d. Payments
  - i. Individual Councillor remuneration requests – none received
  - ii. **£25.00** Chair's allowance for Nov 2018
  - iii. **£47.16** Office expenses for November 2018 – Chair signed Invoice and receipts
  - iv. Clerk Salary for December 2018 including £20 processing fee payable to Playworks
  - v. **£15.00** Merlin Waste – October collection
  - vi. **£40.00** OVW Course – Information Management training for Cllr. John Wright as DPO
  - vii. **£257.60** Council Insurance Renewal (13<sup>th</sup> December 2018 - 14<sup>th</sup> December 2019)
  - viii. **£1220.71** MCC Grounds maintenance contract 2018/2019 (left message for Victoria Camp to query this amount as contract was not fulfilled) Deferred to Jan meeting **ACTION: Clerk**
  - ix. **£214.80** Wales Audit Office - External Audit
  - x. **£200** Payable to Llanbadoc Community Council to deposit into LCC HSBC Account
  - xi. Payments to Woodside Residents – Cllr. Peter Clarke to provide details – Deferred to Jan meeting **ACTION: Clerk**

Items ii, iii, iv, v, vi, vii, ix and x. Proposed for payment by Cllr. Peter Sutherland and seconded by Cllr. Ed Winter **ACTION: Clerk** Done  
07/12 All cheques drawn and posted on 07/12

## 9. Reports

### a. Procedural and Financial Advisory Group

(Cllr. Peter Clarke, Cllr. Jo Storey, Cllr. James Lawrence, Cllr. Jenny Carpenter, Cllr. John Wright as DPO)

Met on 26<sup>th</sup> November

### b. Environment Advisory Group

(Cllr. John Wright, Cllr. James Lawrence, Cllr. Ed Winter)

Meeting required as a matter of urgency to take forward Volunteer Woodland Management Group **ACTION: Cllr. John Wright** to advise on dates

- c. **Website** (Cllr. John Wright, Cllr. Jenny Carpenter, Cllr. Ed Winter and Cllr. James Lawrence)
  - Commoners and Commoners Rights, article for website – JW to report
  - Cllr. Ed Winter provided stats for Facebook and website use
- d. **GDPR** (Cllr. John Wright, Cllr. Peter Sutherland and Cllr. Ed Winter)
  - Final report pending then merge with Procedural and Financial Group **ACTION: Cllr. John Wright**
- e. Community Meetings
  - **MCC Strong Communities** Thurs 6th December – Cllr. Peter Sutherland to attend
  - **MCC Usk Cluster Meeting** Awaiting date after postponement of last meeting
  - **MCC Give Dog Fouling the Red Card** Thurs 14<sup>th</sup> March 2019 2pm.
  - **HMPS Carol Services** – Cllr. Peter Sutherland and Cllr Jenny Carpenter to attend

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

On 12th November MCC Highways maintenance vans were spraying verges in Llanbadoc, windy spotting with rain. Hanging out of window. Potential contamination of watercourses? **ACTION: Clerk** Write to Highways

NEWSLETTER CHANGE FORMAT AS EVERYTHING WE NOW HAVE ACHIEVED IS ON THE WEBSITE.

BUSINESS PLAN

LLANBADOC ISLAND

WOODLAND GROUP

Signature:

Date:

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MONKSWOOD – ANY IDEAS, WHAT CAN WE DO? PLAY AREA, INVITE MONKSWOOD ESTATE MANAGEMENT CHAIR ED  
BAINBRIDGE TO OUR MEETING TO DISCUSS  
SKILLS AUDIT – Agreed 6pm start for next month to discuss preferences and skills audit etc

**11. Date of next meetings** – Wednesday 2<sup>nd</sup> January 2019 (DOCUMENTS FOR THIS MEETING WILL BE PUBLISHED ON 21<sup>st</sup> DECEMBER 2018) and Wednesday 6<sup>th</sup> February 2019 6.30pm start

There being no further business the meeting closed at 20.25

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

Appendix

<b>Llanbadoc Community Council Budget Planning 2019/2020</b>	Budget 2019- 2020	Accrual from 2018/2019
<b>RECEIPTS</b>		
Precept	£14,206.50	
Community Event - WG reimbursement		
VAT Refund		
Gross Building Society Interest		
Western Power Way leave	£141.21	
BT Open reach	£207.85	
Zurich Insurance Claim	£0.00	
Unpaid cheques		
<b>RECEIPTS</b>	<b>£14,555.56</b>	<b>£16,624.49</b>
 <b>PAYMENTS</b>		
<b>Administration</b>		
 Audit Fee (internal and external)	£330.00	£0.00
Insurance (Zurich Municipal)	£300.00	£0.00
Registration with Information Commissioners Office	£40.00	£0.00
Salaries	£6,600.00	£0.00
Office Expenses	£600.00	£0.00
Website - including additional access/training	£240.00	£0.00
Notice Boards	£20.00	£80.00
Chair's Allowance	£300.00	£0.00
Individual Councillor remuneration	£1,500.00	
One Voice Wales (membership)	£110.00	£0.00
Council Training	£200.00	£200.00

**Commons / Environmental**

Signature:

Date:

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Commons (grass cutting MCC contract) hedge cutting	£1,300.00	£0.00
Solicitors fees - Registration of commons	£0.00	£0.00
Woodland	£2,000.00	£0.00
Llanbadoc Island	£400.00	£0.00
Footpaths / signage	£0.00	£0.00
Dog poo bin emptying, Llanbadoc Island & Monkswood	£180.00	£0.00
Woodland Trust (membership)	£48.00	£0.00
Gwent Wildlife Trust (membership)	£36.00	£0.00
Bin for Glascoed Crossroads	£0.00	£0.00

#### **Other Expenses**

Community Event / Donations / Gifts	£150.00	£53.30
Cost of printing Newsletter £500 & Walks leaflets £200	£0.00	£500.00
Walks leaflets	£200.00	£200.00
Traffic Activated Speed Sign	£0.00	£0.00
Monkswood Bus shelter maintenance	£0.00	£50.00
Telephone Box	£0.00	£50.00
Chain of office	£0.00	£0.00
Election Costs (to be included on election years)	0	£0.00

<b>TOTAL PAYMENTS</b>	<b>£14,554.00</b>	<b>£1,133.30*</b>
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#### RESERVES

Anticipated Reserves held at 31 <sup>st</sup> March 2019	<b>£16,624.49</b>
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<b>Carry Forward Accrual</b> – not spent in 2018/2019	<b>£1133.30*</b>
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<b>General Fund Balance</b> ‘working balance’ (Cushion impact of uneven cash flow in 2019-2020 - 4 months precept)	<b>£4510.00</b>
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<b>Insurance Reserve</b> (Insurance Excess if a claim is made)	<b>£100.00</b>
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#### **Earmarked Reserves**

Llanbadoc Island Resurfacing long term project	<b>£7881</b>
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#### **Unanticipated Events not included in Budget**

Emergency Tree surgery (damage in the event of bad weather)	<b>£3000</b>
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