

# Llanbadoc Community Council

## Minutes of meeting held on Wednesday 2<sup>nd</sup> January 2019 6.30pm

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

**Members of the public:** County Cllr. Val Smith, Rhydian Evans Pc1233 and Ed Bainbridge, Director of Monkswood Estate Management Ltd.

The Chair wished everyone present a Happy New Year.

1. Apologies for absence: none received

The chair has received a letter of resignation on 20<sup>th</sup> December 2019 from Cllr. James Lawrence with immediate effect. The clerk has notified John Pearson of MCC to advertise the vacancy.

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.
- Cllr. Paula Clarke declared an interest in planning application **DM/2018/02013**.

3. Meeting adjourned: Guests and members of the public invited to speak: 15 minutes in total is set aside for any members of the public wishing to address the Council.

**County Cllr. Val Smith** reported on events in the area, also providing names and addresses for Woodside residents effected by the flooding in 2018.

Monmouthshire County Council are looking at domestic waste recycling centres in the community, as the service needs to operate more economically. The future of the recycling centres are being scrutinised, potential closures and reduced hours of opening likely. All members of Llanbadoc Community Council support keeping the Usk recycling centre open, as a valuable amenity and requested that County Cllr. Val Smith take their views forward.

**Rhydian Evans Pc1233**, Neighbourhood Ward Manager, Monmouthshire Neighbourhood Policing Team delivered the GWENT Police Autumn 2018 Report for LLANBADOC Ward for December 2018.

Also note that this report for the LLANBADOC Ward area, (which also includes the GWEHELOG-Fawr Community Council area), there have been a total of 13 x reports to GWENT Police, these not only cover reports of Anti-Social Behaviour and Crime, but reports of concerns for welfare to Road Related Incidents.

On 05/12/18, report received of an attempted break into agricultural buildings at USK Agricultural College, the effort was foiled by added security measures and target hardening put in place by the College. Believed in an effort at gaining access to a quantity of Mountain Bikes, and agricultural tools. No witnesses, or CCTV.

On 06/12/18, report received of a shed broken into at USK Rugby Club. An Industrial Steam Cleaner was stolen, along with other pitch maintenance equipment. Believed to have been taken the same evening as the attempted break into USK College some 24-48Hrs previously.

On 06/12/18, additional report received of a break in to USK Agricultural College. Window and a door had been forced. Not known what taken in total. Alarm activated, and Key Holder together with GWENT Police Officers and Dog Unit in attendance. Area search made with a negative result. No CCTV or witnesses.

Signature:

Date:

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On 07/12/18, further report received that the Burger Van adjoining USK Island Car Park had been attacked. Nearby food storage area entered, and a quantity of stock stolen. Scenes of Crime in attendance, but nothing of evidential value recovered.

Following on from Llanbadoc Community Council's concerns over a member of the public using a firearm in Glascoed Commons, as documented in item 6g. of December meeting minutes. The Police can make a joint visit with firearms team to anyone suspected of using firearms on the commons. **ACTION: To liaise with member of the public who reported incident.**

**Ed Bainbridge**, Director of Monkswood Estate Management Ltd. provided a summary of the history and formation of the Estate Management, which he has been involved in since its creation approx. 18 years ago. There are 45 houses on the estate that were purchased from BAE. As part of sale it was agreed to form a resident's association (known as Monkswood Estate Management Ltd.) with responsibilities and election of directors. The council members heard that the Estate Management is a Limited company and can decide what the land is used for, Mr Bainbridge felt that more car parking spaces would be supported. The Company is officially responsible for maintenance of residential pavements, road, drains, lighting and grass cutting. Mr Bainbridge did not consider the white painted fencing was their responsibility, which had previously been raised to Llanbadoc Community Council by one of the residents. The Company set the service charge which is currently £120 per household, it was last increased 7 years ago. The Company spend about £3800 pa. primarily on grass cutting. £1500 - £1600 pa accrual in the bank. Land ownership remains with the factory. **ACTION: Clerk Email details LCC meetings to Mr Bainbridge**

4. Adoption of Minutes: The Chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 5<sup>th</sup> December 2018 – Minutes proposed and signed by the chair. **ACTION: Clerk republish on website as adopted**

5. Matters Arising from the Minutes / Current Business:

- a. Beaufort Arms, Monkswood – fly tipping in car park which has now been removed. **Keep on agenda**
- b. Llanbadoc Island resurfacing grant aid update – Met with Andy Smith, MCC, to submit a National Lottery Awards for all. **ACTION: Clerk Financial & Procedural Meeting on 4<sup>th</sup> January to finalise application.**
- c. Llanbadoc Ward – Community Councillor vacancy advertised – Can co-opt from 28<sup>th</sup> September 2018
- d. Glascoed Ward - Resignation of Cllr. James Lawrence – Notice of vacancy requested from John Pearson at MCC – **ACTION: Clerk Follow up as not yet received**
- e. Tender quotes for Tree Surgery to carry out works as per Broadway Tree Consultancy – 1 quote received. 10<sup>th</sup> October - 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 – **ACTION: Clerk Environment Group Meeting on 4<sup>th</sup> January to pursue tender process.**
- f. Confirm acceptance of GDPR Policy documents by individual councillors – Read and accepted by Cllr. Peter Clarke. All Councillors have now read and accepted the GDPR policy.

6. Matters arising from recent correspondence / New Business

- a. Dog Barking in Glascoed – Reported to MCC Environmental **ACTION: Clerk Follow up**
- b. Van in Monkswood – Letter to resident **ACTION: Clerk and chair**
- c. Bump in Glascoed Lane, caused by tree root – Reported to MCC Highways **ACTION: Clerk Follow up**
- d. Verge Spraying by MCC in Llanbadoc – Reported to MCC Highways **ACTION: Clerk Follow up**
- e. Burger van break in, Llanbadoc Island – Reported to Police and MCC. Roger Hoggins visited site
- f. Usk Town improvement master plan by MCC – In new year to progress, more information required - ONGOING
- g. Woodland Group – **ACTION: Environment Group Meeting on 4<sup>th</sup> January**
- h. Welsh Government – Community and Town Council update email 20/12 - ONGOING

7. Planning

- a. MCC Planning Committee Meeting
- b. Planning Applications

i. Application Number: **DM/2018/01930**

Signature:

Date:

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Description of Proposal: Householder Erection of large split level shed and decked area.

Location: The Nook Glascoed Lane Glascoed Pontypool Monmouthshire NP4 0TX

Vote: 5 in favour of approval, 2 against, 1 abstained **ACTION: Clerk to inform MCC**

ii. Application Number: **DM/2018/02013**

Description of Proposal: Householder Erection of freestanding single storey summer house in garden.

Location: Church View Cottage Cefn Mawr Lane Monkswood Usk Monmouthshire NP15 1PX

Vote: 2 abstained, 6 in favour of approval **ACTION: Clerk to inform MCC**

c. MCC Enforcement Cases (confidential)

Ask MCC for a list of outstanding enforcement cases in the ward **ACTION: Clerk**

## 8. Finance

- a. Copy of accounts circulated by email in advance of meeting & all agreed payments made
- b. Responsible Finance Officer Report, including review of the accounts and spending against budget
- c. Monmouthshire Building Society Passbook balance **£16,582.76** confirmed and signed by the chair
- d. HSBC Bank Account balance £200.00 Statement dated 17<sup>th</sup> October to 18<sup>th</sup> December 2018 confirmed and signed by the chair, details for signatures received for Cllr. Ann Bowyer, Cllr. Ed Winter, Cllr. John Wright and Cllr. Jenny Carpenter. Meeting on 4<sup>th</sup> January to obtain all signatory details
- e. 2019-20 National Pay Agreement - Clerk salary scales from 1<sup>st</sup> April 2019 – provided to Chair, Defer to next month's agenda – **To be discussed at Financial and Procedural meeting on 4<sup>th</sup> January 2019**
- f. Payments

i. Individual Councillor remuneration requests

ii. £25.00 Chair's allowance for Dec 2018

iii. £40.20 Office expenses for Dec 2018

iv. Clerk Salary for December 2018 including £20 processing fee payable to Playworks

v. £15.00 Merlin Waste – 29/10 and 12/11 collections

vi. £80.00 One Voice Wales Local Government Finance Course 29<sup>th</sup> November 2018 attended by Cllr. Jenny Carpenter & clerk

vii. £1220.71 MCC Grounds maintenance contract 2018/2019. **Deferred to next meeting as contract was not fulfilled.**

viii. Payments to Woodside Residents due to flooding in 2018

11 Woodside – Benjamin and Rebecca Hayward £25.00

12 Woodside – Brendon Dean £25.00

13 Woodside – Clare Llewellyn-Bailey £25.00

14 Woodside – Patricia Webb £25.00

Items i. to vi. and item Viii Proposed by Cllr. Peter Clarke and seconded by Cllr. Peter Sutherland

## 9. Reports

a. Procedural and Financial including DPO

Cllr. Peter Clarke, Cllr. Jo Storey, Cllr. Jenny Carpenter, Cllr. Ed Winter, Cllr. John Wright

Precept signed by chair and to be submitted to MCC before 21 January 2019 **ACTION: Clerk**

b. Environment - Cllr. John Wright, Cllr. Ed Winter

**ACTION: Environment Group** to meet on Friday 4<sup>th</sup> January to discuss the following matters:

Unsafe Trees at Llanbadoc Island.

Woodland Group

Signature:

Date:

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Tenders for Tree Surgery as detailed in financial regulations

GWT – Local wildlife site landowner meeting – Sunday 3<sup>rd</sup> February 2019 9.30am to 1.00pm – nominate someone to attend.

Litter picking equipment to be shared with any other councillors.

Pathcare group meeting this Tuesday to do dog stiles and invited by MCC to go on a first aid training course on Jan 25<sup>th</sup>

c. Website - Cllr. John Wright, Cllr. Jenny Carpenter, Cllr. Ed Winter

Commoners and Commoners Rights, article for website – **ACTION: John Wright to liaise to Ed Winter**

d. Community Meetings and Training

- Strong Communities meeting 6<sup>th</sup> December 2018 attended by Cllr. Peter Sutherland and Cllr. Jenny Carpenter – notes circulated. 31<sup>st</sup> January next Strong Communities, **ACTION: Cllr. Peter Sutherland** to attend
- HMPS Carol Services attended by Cllr. Jenny Carpenter and Cllr. Peter Sutherland
- MCC Usk Cluster Meeting Tuesday 29<sup>th</sup> January 2019 at 6pm – **ACTION: Cllr. Peter Clarke and Cllr. Peter Sutherland to attend**
- Cllr. Ann Bowyer to attend OVW training session on Module 19 - Devolution of Services / Community Asset Transfer Wednesday 20<sup>th</sup> February 2019, 6:30pm to 9:00pm, The Sessions House, 43 Maryport Street, Usk. NP15 1AD
- The next meeting of the One Voice Wales Monmouthshire Newport Area Committee will take place at 7pm on Thursday 17<sup>th</sup> January 2019 in the Library , Sessions House, Usk. – **ACTION: Cllr. Jo Storey and Cllr. Peter Sutherland to attend**
- Invitation to Local wildlife site land owner morning – GWT Sunday 3<sup>rd</sup> Feb 2019 9.30am to 1pm, Llanishen Village Hall

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

Give dog fouling the red card – Next meeting Thursday 14<sup>th</sup> March 2pm. Audit of dog bins

Training spreadsheet – **ACTION: Cllr. Jenny Carpenter and clerk to set up**

11. Date of next meetings – Wednesday 6<sup>th</sup> February 2019 and Wednesday 6<sup>th</sup> March 2019 6.30pm start

There being no further business the meeting closed at 20.05

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