

# Llanbadoc Community Council

## Minutes of meeting held on Wednesday 6<sup>th</sup> March 2019

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

**Members of the public:** County Councillor Val Smith

1. Apologies for absence: none received

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. John Wright declared a Personal and Prejudicial Planning in application DM/2019/00235 **ACTION: Clerk**
- Individual Register of Interests – The Clerk has requested the completion of updated forms - Point 15.7 in Standing Orders - The Proper Officer shall hold a copy of every Councillor's Register of Interests. Sent to all councillors with clear guidance on 06.03.19 – requested that completed and returned before 3<sup>rd</sup> April meeting. **ACTION: Clerk** to retain

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 her activities representing the ward.

MCC School catchment review ongoing. Report to be scrutinised by MCC Children and Young People Committee on 22<sup>nd</sup> March at County Hall. Members of the public welcome to attend.

4. Adoption of Minutes: The Chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 6<sup>th</sup> February 2019. Minutes proposed, all in favour and signed by the chair.

5. Matters Arising from the Minutes / Current Business:

- a. Beaufort Arms, Monkswood – **ACTION: Clerk** Illegal advertising to report to Andrew Jones, MCC.
- b. National Lottery Grant update for Llanbadoc Island. LCC Working group to proceed with plan for works and fulfil National Lottery terms and conditions. **ACTION: Working group members: Cllr. John Wright, Cllr. Peter Sutherland, Cllr. Ed Winter and Cllr. Ann Bowyer**
- c. Llanbadoc Ward and Glascoed Wards Community Councillor vacancies **ONGOING**
- d. Tree Surgery work in Glascoed **ACTION: Clerk** Email Mr O'Keefe to confirm work on large poplar tree close to his house to take place on Monday 11<sup>th</sup> March by Tim Murray of Greenworks (weather permitting). Cllr. John Wright to oversee works. Remaining agreed tree surgery work to be completed in the week of the 1st April.
- e. Usk Town Council Survey & Usk and Woodside Town Improvement Plan No further news received. **ONGOING**
- f. Glascoed Woodland Group – **ACTION: Clerk** to write to Judith Hopkins including Health and Safety documentation: MCC Site safety plan risk assessments (document A), MCC Risk assessments numbered CS 13, CS 19, CS 22 and CS 27, Task Record (document B), Risk Assessment Declaration (document C). Document C should be completed and signed by each volunteer and copied to the council for records. A task record will also be required to be completed by Judith prior to any task being undertaken and forwarded to the council for approval 2 weeks before the programmed work. Following completion of the work the remaining sections of the Task Record (B) should be completed noting the work carried out and any points noted and retained for council records. **ACTION: Cllr. Jenny Carpenter and Cllr. John Wright** to meet to ensure this process meets insurance requirements prior to work commencing.

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- g. Changes to Town and Community Councils – **ACTION: Cllr. Peter Sutherland** to produce a summary to be circulated a week before next council meeting
- h. Civic Amenity site in Usk – To be closed 2 days per week, Monday and Tuesday **Discharged**
- i. MCC Local Development Plan – Cllr. Paula Clarke explained that the process is in the early stages, and candidate sites are listed on the MCC website. **Discharged**
- j. Llanbadoc Island, Tree surgery work and fencing. Site visit with Robin Williams, Mark Langley, Cllr, Jenny Carpenter and the Clerk on 28/02, following this meeting the clerk spoke to Mark Langley on 6/3. Tree surgery work and removal of fallen trees remain uncompleted, MCC has asked for a contribution towards additional costs which as yet are unknown, as awaiting quote from MCC contractor. Fencing damaged by contractor works, MCC agreed to repair. LCC voted on agreeing to spend up to £500 plus VAT on any additional tree surgery work required, all in favour. Appears the brook and responsibility for the brook lies with Welsh Water, fallen trees and unstable trees may cause blockages and lead to potential flooding. **ACTION: Clerk** to contact Welsh Water. MCC withdrawing from site responsibilities on 1<sup>st</sup> April 2019. MCC removing buoyancy aid as inadequate and no legal obligation to provide. MCC twice weekly site visits will cease and litter collection maybe required from dropped litter on the ground and emptying of the bin. **ACTION: Cllr. Ann Bowyer** who has kindly volunteered to regularly check the site and report any issues arising. MCC to continue safety checks on park play equipment as owned by them. Boundary inconsistencies on land registry as raised by Robin Williams, Council members agreed to defer until tree work completed.
- k. Loneliness and Isolation in Communities - As no further communications on this. Defer to Cluster/Strong communities/OVW who are all aware and currently discussing. **Discharged**
- l. Litter picking – Coleg Gwent are completing litter picks around their area. LCC to concentrate efforts on Llanbadoc Island. **ACTION: Cllr. Peter Sutherland** to arrange next session.
- m. Phone box signage – Still progressing **ACTION: Cllr. Jenny Carpenter**
- n. Llanbadoc Church Tower roof works - No further need for input by LCC **Discharged**

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

- a. Temporary Closure of footpath 55 & 56 Llanbadoc, Prioress Mill Lane – Extension 3 progressing. MCC did not need LCC approval and have approved anyway. Shaun Pritchard replied that resident's comments were useful.
- b. Glascoed Lane – Large potholes and collapsed road edges from crossroads going west to junction with Jerusalem Lane Reported by email. Reply from MCC on 21/02 Service request # 3297882. The Chair urged all councillors to sign up to the MCC App and report all local issues personally. **Discharged**
- c. Funding support available for joint arrangements 2019-2020 Welsh Government Email 20/02 – noted, not at this time. **Discharged**
- d. Funding available from the Ramblers – **ACTION: Cllr. John Wright and Cllr. Jenny Carpenter** to put together a request for funding for the clerk to submit.
- e. Letter of Engagement Internal Auditor – The Council were all in agreement for the internal auditor to remain as John Turner for 2019/2020 **ACTION: Clerk** to send asap same terms as last year.
- f. Annual Risk Assessment Completed on 4/3 with Cllr. Jenny Carpenter, Cllr. Peter Sutherland and the clerk. Following this meeting, the document was circulated to full council members, comments noted and document updated. Approved by all present. **ACTION: Clerk** retain for records
- g. Annual Review of effectiveness of internal Audit - Completed on 4/3 with Cllr. Jenny Carpenter, Cllr. Peter Sutherland and the clerk. Following this meeting, the document was circulated to full council members, comments noted and document updated. Approved by all present. **ACTION: Clerk** retain for records
- h. Salt bin request for top of Rumble Street – Clerk has emailed the request to MCC Highways – Reply received 27/02 : Service request # 3328855 **ONGOING**
- i. MCC Chairman's Charity Functions - Concert, Fashion show and Tea at Glen yr Afon – The chair encouraged councillors to support
- j. Commonwealth Flag Day - Monday 11 March 10am County Hall – Chair - Cllr. Jenny Carpenter and Vice Chair - Cllr. Peter Sutherland to attend.

#### 7. Planning

- a. MCC Planning Committee Meeting

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## b. Planning Applications

Application Number: **DM/2019/00235** Description of Proposal: Householder Alterations and extension to existing barn.  
Location: Hill Barn Church Lane Glascoed Pontypool Monmouthshire NP4 0UA

Cllr. John Wright left the room whilst this item was being discussed and voted on.

Recommendation Approval Vote 6 for, 2 Abstained. **ACTION: Clerk** to inform MCC

## c. MCC Enforcement Cases (confidential)

Last report received from MCC on 08/02 – No new or closed cases for the ward in the month of January 2019

## 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 **£18,929.10** confirmed and signed by the chair
- d. HSBC Bank Account balance £200.00 Statement 19<sup>th</sup> January to 18<sup>th</sup> February 2019 confirmed and signed by the chair. HSBC Local Authority mandate completed for additional signatories **ACTION: Clerk** to submit to local HSBC branch
- e. Payments

- i. Individual Councillor remuneration requests
- ii. **£25.00** Chair's allowance for Feb 2019
- iii. **£44.22** Office expenses for Feb 2019, including 1<sup>st</sup> class stamps
- iv. Clerk Salary for January 2019 including £20 processing fee payable to Playworks
- v. **£50.00** Chain of office engraving
- vi. **£111.00** OVW renewal of subscription 2019-2020
- vii. **£19.99** Payment to John Wright – Resolva Xtra Tough Tree Stump killer
- vii. **£40.00** OVW Devolution of Services course 20/02/19 attended by Cllr. Ann Bowyer
- viii. Payments sent to Woodside Residents; 3 acknowledgements received, 1 pending – **ACTION: Cllr. Peter Sutherland** to follow up pending acknowledgement **ONGOING**

Item's ii. to vii. Proposed by Cllr. Peter Sutherland and seconded by Cllr. Ed Winter **ACTION: Clerk** to post payments

The clerk and member of the public left the room whilst salary was discussed

Salary increase confirmed **ACTION: Cllr. Jenny Carpenter** to send email to Playworks, payroll provider. Effective from 1<sup>st</sup> April 2019.

## 9. Reports

- a. Procedural and Financial including DPO  
Cllr. Peter Clarke, Cllr. Jo Storey, Cllr. Jenny Carpenter, Cllr. Ed Winter, Cllr. John Wright  
Meeting Chair, Vice Chair and Clerk met on 4<sup>th</sup> March – Review effectiveness of Internal audit and Risk assessment, Items 6f and 6g.
- b. Environment - Cllr. John Wright, Cllr. Ed Winter
- c. Website - Cllr. John Wright, Cllr. Jenny Carpenter, Cllr. Ed Winter  
Maps including ward boundaries and PDF of Walk 8 Leaflet to be published on LCC Website – **ACTION: Cllr. Ed Winter**
- d. Community Meetings and Training
  - OVW training session on Module 19 - Devolution of Services / Community Asset Transfer – 20/02/19 attended by Cllr. Ann Bowyer. Included options and considerations when assets offered to Community Councils from LA.

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- OVW training session on Community Engagement part 2. 26/02/19 Pontypool 6.30-9.00 – cancelled due to no access to building. Cllr. Paula Clarke was due to attend.
- PCL meeting – 4<sup>th</sup> March 2019 2pm to 3.30pm, Prescoed – Cllr. Jenny Carpenter attended
- OVW training session on IT, websites and social media 07/03/19 in Usk – Clerk to attend

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

Invitation to Volunteer Driver Sector – **ACTION: Cllr. Peter Sutherland**

Cllr. Jo Storey gave her apologies as unable to attend the next 'Give Dog Fouling the Red Card' meeting on 14<sup>th</sup> March 2pm County Hall. **ACTION: Cllr. Peter Sutherland** to attend.

- Monmouthshire County Council – Quotation received for 2019 LCC Grounds Maintenance contract £1042.69 plus VAT
- Merlin Waste invoice 21/01 and 04/02 collections £15.00
- Review of Freedom of information policy (5 year review) – **ACTION: Cllr. Peter Sutherland**

11. Date of next meetings – Wednesday 3<sup>rd</sup> April 2019 and Wednesday 1<sup>st</sup> May 2019 6.30pm start

There being no further business the meeting closed at 20.25

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