

Llanbadoc Community Council

Minutes of meeting held on Wednesday 3rd April 2019

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

Members of the public: County Councillor Val Smith, Vicky Pitt and Marianne Piper, Volunteering for Wellbeing, Bridges Centre, Monmouth

Cllr. Peter Sutherland chaired the meeting

1. Apologies for absence: Cllr. Jenny Carpenter and Cllr. Peter Clarke

PC Peter R Evans, Gwent Police did not attend – no police report received

ACTION: Clerk request quarterly Police report

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. Ann Bowyer, item 5h – fencing for field at Llanbadoc Island and item 6f Llanbadoc Island Boundary with adjoining land
- Cllr. John Wright, Application Number: **DM/2019/00236**

ACTION: Clerk update D of I online register

3. Meeting adjourned: Guests and members of the public invited to speak:

Marianne Piper and Vicky Pitt presented to members about the opportunities for volunteer drivers and volunteering in general in Monmouthshire under the 'Volunteering for Wellbeing' scheme. Leaflets to distribute within the Community to promote this initiative and a PDF version of posters to display on LCC FB page and Website **ACTION: Clerk**

County Councillor Val Smith reported on news and activities in the area relating to her role as County Councillor for the ward

4. Adoption of Minutes: The Chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 6th March 2019. Agreed by all and minutes signed by acting chair, Cllr. Peter Sutherland.

5. Matters Arising from the Minutes / Current Business:

- a. Beaufort Arms, Monkswood – The sign based on the trailer has now been removed, **ACTION: Clerk** to ask if notice has been served on the property by MCC and notify of fly tipping which is now falling into the cricket field.
- b. Llanbadoc Island National Lottery Grant – Llanbadoc Island Working Group met on 19/03 attended by Cllr. Ann Bowyer, Cllr. Peter Sutherland and Cllr. Ed Winter, notes have been circulated. A Google drive folder has been set up by Cllr. Ed Winter to contain all documents relating to this project. The layout and surfacing detail have been decided, drawings completed and shared with council members. Suggest a list of 5 potential contractors to complete the work and letter to tender from the clerk to be accompanied by scanned copies of A3 drawings and PDF of specification. Timescales out to tender from 10th April, then tender submissions to be returned to the clerk and opened in presence of the chair. Plan for work to commence mid-May, with an anticipated 2-week work schedule. Council members approved the proposed work plan. **ACTION: Clerk and Cllr. John Wright** Invitation to Tender
- c. Llanbadoc Ward and Glascoed Wards Community Councillor vacancies still available
- d. Tree Surgery work in Glascoed – Work has been completed on the large tree covered in Mistletoe at the end of Glascoed common. The remaining work to be completed, **ACTION: Cllr. John Wright** to follow up.

Signature:

Date:

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- e. Usk Town Council Survey & Usk and Woodside Town Improvement Plan – no further information received – Item discharged
- f. Glascoed Woodland Volunteer Group – Cllr. Jenny Carpenter met with Judith Hopkins and shared health and safety documentation to ensure this process meets insurance requirements prior to work commencing. The clerk has written to Zurich and a response received and circulated 'If they are merely a group of individuals offering to volunteer as a group then you would need to take account of each volunteer, their appropriate certifications to use said tools, and the risk assessments for them to be covered under your Public Liability with us'. If they are an actual volunteer group as in an organisation, then they should investigate obtaining their own insurance. Zurich have their own department that provides insurance to charities and not for profit volunteer organisations, they can be contacted on: Tel: 08009 179420, Email: enquiries@zurichtogether.co.uk. It was noted by council members that the group would only be covered on the Council insurance if the procedures and guidance supplied by Llanbadoc Community Council was followed. **ACTION: Cllr. Jenny Carpenter** to inform Glascoed Woodland Volunteer Group of this, Council in agreement that no power tools should be used.
- g. Changes to Town and Community Councils – Cllr. Peter Sutherland encouraged members to read the full report, paper and comments circulated on 1st April to all councillors. Cllr. Peter Sutherland proposed preparing an annual plan after the AGM, to include aspirational list at the beginning of the year, then a review of the year at the end of the year. **ACTION: Cllr. Peter Sutherland** to lead.
- h. Llanbadoc Island – It has been noted the tree surgery work and repairs to damaged fencing have now been completed by MCC contractors. **ACTION: Cllr. Ann Bowyer** to keep an eye on litter. Prescoed have taken one of the wooden signs, so it appears they are working on a replacement sign for Llanbadoc Community Council.
- i. Phone box signage – completed by Cllr. Jenny Carpenter. Item Discharged
- j. Funding available from Ramblers – Walk 5 requires re writing and printing, several councillors have come forward to walk the route. **ACTION: Cllr. Peter Sutherland**
- k. Internal auditor John Turner accepted position – Collecting paperwork on Monday 15th April
- l. Request for salt bin, Rumble Street – Completed as 2 salt bins installed this week by MCC. Item Discharged

6. Matters arising from recent correspondence / New Business

- a. Geological sites in Llanbadoc – Elen Wharton, email circulated to all councillors on 22/03 – Cllr. John Wright and Cllr. Ann Bowyer would like to meet with Elen to discuss further. **ACTION: Cllr. John Wright and Cllr. Ann Bowyer**
- b. Speeding in local area – Proposed meeting with Roger Hoggins – **ACTION: Cllr. Peter Sutherland and Cllr. Jo Storey** to arrange and attend
- c. Quote for Grounds Maintenance 2019/2020 from MCC £1042.69 plus VAT. A breakdown of this was provided by MCC as: Llanbadoc Island, fenced off play park and surrounding grass areas – x 14 cuts = £133.14. This was unanimously accepted by Council members.
However, they felt 14 cuts of Glascoed Common at £909.06 is not required and 10 cuts through the Spring & Summer 2019 would be enough. Ask MCC to requote. **ACTION: Clerk**
- d. Review of Freedom of information policy – Cllr. Peter Sutherland and Cllr. Jenny Carpenter reviewed, some information outstanding **ACTION: Clerk** to complete and recirculate for adoption at May meeting.
- e. Use of Glyphosate – correspondence received from a member of the public, response sent. Council to look at alternatives if the need arises again. Item Discharged.
- f. Llanbadoc Island Boundary with adjoining land owned by Mr Robin Williams. The clerk has contacted Everett, Tomlin, Lloyd and Pratt solicitors as Martin Everett acted on behalf of Llanbadoc Community Council in 2009 and currently holds the deeds of common land owned by Llanbadoc Community Council. To answer questions regarding ownership and responsibility for Llanbadoc Brook, culvert and out let into the river Usk. Possible boundary discrepancy between the land registry and actual fencing and neighbouring property owner has suggested instructing a chartered surveyor to map the existing fence line and then ask the legal department to amend the land registry maps. Asked to advise on both matters.
The clerk contacted Natural Resources Wales to request clearing of Llanbadoc brook, culvert and outfall pipe into River Usk on 02/04. **ACTION: Paula Clarke and Cllr. John Wright (with support of the clerk)** to review all the above before June council meeting and report back to full council.

7. Planning

- a. MCC Planning Committee Meeting

Signature:

Date:

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b. Planning Applications

Application Number: DM/2019/00406

Description of Proposal: EIA Screening Request Screening request (Variation of condition No. 6 and No. 7 of planning permission DC/2012/00317).

Location: Llandegfedd Water Sports Centre Croes-gweddyn Road Coed Y Paen Pontypool Monmouthshire NP4 0TA

Vote: Unanimously against the application

Comments – Llanbadoc Community Council members continue to object and uphold comments from application DM/2018/01199 the amendment to conditions 6 and 7 of original planning application DM/2012/00317. 'The Council note a number of objections from residents, which focus on the danger of social events close to water's edge, increased traffic in the rural lanes, impact on the local pub and potential noise nuisance. Llanbadoc Community Council note and support the concerns of residents and trust that they will be taken into consideration in determining the application'

ACTION: Clerk inform MCC

Application Number: DM/2019/00236

Description of Proposal: Listed Building Consent Heritage Alterations and extension to existing barn.

Location: Hill Barn Church Lane Glascoed Pontypool Monmouthshire NP4 0UA

Cllr. John Wright declared an interest and left the room when this item was being discussed.

No Objections from Llanbadoc Community Council regarding this planning application.

ACTION: Clerk inform MCC

c. MCC Enforcement Cases (confidential) - 2 new cases noted

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 **£18,106.60** confirmed and signed by acting chair
- d. HSBC Bank Account balance **£10,200.00** - Statement 19th February to 18th March 2019 confirmed and signed by acting chair
- e. Payments

i. Individual Councillor remuneration requests

ii. **£25.00** Chair's allowance for March 2019

iii. **£127.51** Office expenses for March 2019, including 2nd class stamps and renewal of Office 365 (£79.99) shared licence for multiple users – Cllr. Paula Clarke and Cllr. John Wright interested.

iv. Clerk Salary for April 2019 including £20 processing fee payable to Playworks

v. **£15.00** Merlin Waste (collections 21/01/2019 and 04/02/2019)

vi. **£40.00** One Voice Wales - Use of IT, websites and social media – Attended by Olivia Beaumont

vii. Payments sent to Woodside Residents; 3 acknowledgements received, 1 remains pending, unknown if received as residents moved – Contact Building Society to see if cheque banked **ACTION: Clerk**

Items ii, iii, iv, v and vi proposed by Cllr. Peter Sutherland and seconded by Cllr. John Wright.

All payments to be made **ACTION: Clerk**

9. Reports

Signature:

Date:

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a. Procedural and Financial including DPO – GDPR Final Report – **ACTION: Cllr. John Wright**

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

b. Environment - Cllr. John Wright, Cllr. Ed Winter – Keep Wales Tidy Spring Clean event, Woodland Trust Tree offer (Llanbadoc Island) – **ACTION: Clerk** To contact Woodland Trust for further information

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

PDF of Walk 8 Leaflet Published on LCC Website

d. Community Meetings and Training

- OVW training session on Use of IT, websites and social media – Attended by Olivia Beaumont on 7th March, Good course.
- OVW training session, Module 13 on Community Engagement part 2. Cllr. Paula Clarke to attend on 15th May in Usk
- Give Dog Fouling the Red Card – Cllr. Peter Sutherland, Dog bags available from Sue Parkinson, 20 boxes of 5000.
- Strong Communities 21st March attended by Cllr. Peter Sutherland, notes circulated same day. Strong Communities meeting on 18th April Cllr. Peter Sutherland cannot attend, 18th May can attend.
- One Voice Wales Area Committee Meeting – Thursday 4th April – no one can attend unfortunately.

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

Advertising local events – Cllr. Ed Winter

Event to Open Car Park

11. Date of next meetings – Wednesday 1st May 2019 6pm for AGM and Ordinary meeting 6.30pm start

There being no further business the meeting closed at 20.07

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