

Llanbadoc Community Council

Meeting Minutes Wednesday 5th June 2019

Present: Cllr. Jenny Carpenter, Cllr. Peter Sutherland, Cllr Ann Bowyer, Cllr. Paula Clarke, Cllr. Peter Clarke

Members of the public: Oliver Wicks, Ramblers Cymru, Mr and Mrs Hitch, County Councillor Val Smith

Resignation received from Cllr. John Wright on 22nd May 2019, email to the clerk and chair with immediate effect.

ACTION: Clerk Notify John Pearson at MCC, Notice of vacancy in Office of Councillor, emails, banking, transfer of records and responsibilities. **Ongoing**

1. **Apologies for absence:** Cllr. Ed Winter and Cllr. Jo Storey

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 – Planning Applications DM/2019/00235 and DM/2019/00236
- Cllr. Paula Clarke - Planning Application DM/2019/00611

ACTION: Clerk Update register on website **Done 06/06**

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.

Oliver Wicks from the Ramblers Association spoke to Members of the Council regarding how the Ramblers Association could support the Community Council. Funding available from Postcode lottery, via the Ramblers Association. Potential for Community Groups to have insurance under Ramblers. Cllr. Peter Sutherland volunteered to work with Oliver to walk routes and rewrite walk leaflets – A collaboration of People's postcode lottery, MCC, LCC and Ramblers. Await further information from Oliver on how to proceed. The chair thanked Oliver for taking time to meet with the council. The council is looking forward to working together on projects in the future. **ACTION: Clerk** **Ongoing 06/06, Oliver's email circulated.**

Mr and Mrs Hitch wished to inform the Community Council on their concerns over planning application DM/2019/00611. Advised to contact Elizabeth Bennett, Development Management Officer, Monmouthshire County Council to make any observations direct to MCC.

Cllr. Val Smith has yet to follow up with the principal of College Gwent on litter around the college campus in Usk.

4. **Adoption of Minutes:**

Chair moved to approve minutes of LCC AGM held on Wednesday 1st May 2019 – Approved and signed by the chair
Chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 1st May 2019 – Approved and signed by the chair

ACTION: Clerk Publish as adopted **done 06/06**

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

- a. Beaufort Arms, Monkswood, Complaints on Social media from Monkswood Cricket Club – Correspondence received from Phil Thomas at MCC on 15th May 2019 regarding MCC's intentions. **ACTION: Clerk** Follow up progress

Ongoing 06/06 email sent to Phil Thomas and Guy Delamere. Illegal advertising on car parked by Beaufort in Monkswood – **ACTION: Clerk** Emailed Guy Delamere 06/06

b. Llanbadoc Island - National Lottery Grant and response to tenders

Six Tender requests were sent out, four responded within the timescale, one received after the cut off and one did not respond.

Quotes Received

1. £21,584.75 plus VAT
2. £31,707.00 plus VAT
3. £35,640.00 plus VAT
4. £36,291.24 plus VAT
5. £39,353.28 plus VAT

For Commercial Sensitivity the advisory group met on 28th May 2019 and was attended by Jenny Carpenter, Ed Winter, Peter Sutherland, Peter Clarke, Jo Storey, Ann Bowyer and Paula Clarke to formulate a way forward and these are the points to vote on:

1. To accept quote 1. Thomas Bros £21,584.15 / £25,900.98 including VAT, whilst it is the lowest price, it is also the most detailed breakdown of costs and examples of previous work. **VOTE: Agreed, all in Favour** **ACTION: Clerk** to advise all 5 companies and thank them for their quotes. **Done 07/06**

2. That the work should be funded as follows

£10,000.00 Awards for All Lottery Funding received

£7,881.00 Use of reserves which have been previously set aside for this specific purpose

£519.98 From allocated 2019/2020 LCC budget

£7,500 Apply to Welsh Government for a loan of £7,500 with a maximum loan repayment period of 10 years. The Community Council would expect this to be repaid much sooner from existing funds but should be aware this may in the future result in an increased precept to fund repayments. **VOTE: Agreed, all in Favour** **ACTION: Clerk** Clerk and Jenny will put together loan application and submit asap. Decision expected within 25 working days of receipt. Clerk to write to Thomas Bros and advise them that their tender was successful. We are going through due process and will get back to them before the end of June. **Done 07/06** Ed Winter has agreed to take over management of the project and the main point of contact in light of John Wrights resignation from the council. Contract control document to be collected from John. Ann Bowyer will approach Llanbadoc church and advise them of the Community Councils intentions and ask if they would be prepared to contribute to the costs. Need to obtain key for gate before work can commence. **Emailed Mark Langley 06/06**

ACTION: Clerk – Publish Notice of intention to spend **Done 07/06**

3. Llanbadoc Community Council Standing Orders and Financial Regulations to be followed

4. Detailed discussion with successful tenderer to take place re timing of work etc.

5. Once the decisions have been made and a detailed work plan agreed the local Church to be written to and the project plan communicated to them in order that they are "on board"

Cllr. Peter Clarke left the meeting at this point.

c. Three Vacancies on the council 1 x Llanbadoc Ward and 2 x Glascoed Ward – **ACTION: Clerk** to inform MCC of the resignation of Cllr. John Wright and advertise the vacant positions proactively to continue to have a wide range of views and support community effectively. **LCC Facebook, Website and Noticeboard posters 06/06/19**

d. Glascoed Woodland Volunteer Group – Request for funding for equipment £250.27, tree at Pantau bushes – Liaising with Oliver Wicks from Ramblers Cymru. **Ongoing**

e. Andy Karren of Gwent Wildlife Trust completed survey of Twyn y Cryn on 30th April, met by Woodland Volunteer - Judith Hopkins was present **Await report from Andy Karren**

f. Llanbadoc Community Council 2019/20 Annual Plan – Draft Report circulated by Cllr. Peter Sutherland, See below. The Chair asked council members for their thoughts, before the plan is put into its final format.

Draft Annual Plan 2019/2020 (working document)

The Chairs report presented at the AGM in May, looks back on work of the council over the last 12 months.

Looking forward requires the council to set targets and then report back at year end on how these were achieved. Initial Targets of the Council for 2019/2020

- 1) *To proactively seek to recruit to all the existing Councillor vacancies on the Council, having regard to seeking to recruit as wide as representation and skill base as possible reflecting all sectors of our community.*
- 2) *To undertake the major resurfacing and improvement project at Llanbadoc Island car park, with the assistance of a £10k grant from Welsh Government, to provide tangible benefits for our community and to enhance wheelchair access to the area. Also incorporating resurfacing of the adjoining road/track to benefit the adjoining church thus providing further community benefit.*
- 3) *To undertake a minimum of 4 half day "Litter Picks" during the year to assist the County Council and to enhance the area for all our community. These actions to target "hot spots" that either we, or our community, have identified.*
- 4) *To review, quarterly, all walks identified in our walk leaflets and to undertake any necessary remedial works required subject to budget constraints. To ensure our walk leaflets are widely available via the Usk Hub, our "Information Point" adjacent to Llanbadoc church and via our website. (Should we consider leading regular walks?)*
- 5) *Recognising the need to be environmentally conscious to ensure the Pathcare Group is adequately resourced to respond to woodland issues in our area. Including fallen and dangerous trees and ensuring our walks are accessible throughout the year, subject to reasonable weather and budget constraints.*
- 6) *To establish and nurture effective means of communication between the Community Council and the County Council and between the Community Council and our community by exploring the most effective and productive methods of doing so.*

Also to include representation at Community Meetings and Councillor and clerk training

- g. Funding available from Ramblers / re-write of walk 5 – Liaising with Oliver Wicks from Ramblers Cymru **Ongoing**
- h. Revised quote for Grounds Maintenance 2019/2020 from MCC accepted £588.16. Welcome savings, Lower Common, Glascoed being used for small horse jumps. **Noted**
- i. Llanbadoc Island Boundary with adjoining land owned by Mr Robin Williams - Awaiting responses from Everett, Tomlin, Lloyd and Pratt solicitors and Natural Resources Wales. No responses to date. Jenny to collect information from John. **ACTION: Clerk** To write to Robin Williams, advising of fallen tree.
- j. Return of Declaration of Interest forms – Received from Cllr. Peter Clarke. **Discharged**
- k. List of training completed Clerk holds records **Discharged**
- l. Ellen Wharton - Re: Geological sites in Llanbadoc. Attending LCC meeting in July – short presentation **Ongoing – Agenda for July**

6. Matters arising from recent correspondence / New Business

- a. Update LCC Financial Control document and review with LCC Standing orders – Financial management and governance of Town and Community Councils p42-44 email 10/04. Areas of External Audit 2019/2020.
- b. Dog Waste bin collections meeting hosted by Abergavenny Town Council – Representation from LCC not required. Obtain more dog poo bags **ACTION: Clerk** emailed 06/06
- c. Changes to access to Monmouthshire Household waste recycling centres from 1st June 2019 – Permits should now have been received. Correct link on LCC website **ACTION: Clerk** done 06/06
- d. LCC Monthly meetings – Is there a need for meetings in August. Jan 2020 meeting falls on New Years Day, diarise for Wednesday 8th January 2020. All in favour for no August meetings with effect from 2019. **ACTION: Clerk** To publicise **Done 07/06**
- e. Acknowledgement of donation of £500.00 from Nick and Maria Davis, Usk Vale Poultry Ltd, clerk contacted OVW, the chair has sent thank you on behalf of Llanbadoc Community Council. **Discharged**

f. Model Local Resolution Protocol for Community and Town Councils from One Voice Wales – Adopted by full Council.

ACTION: Clerk Add to LCC Policies and Request training from One Voice Wales.

7. Planning

a. MCC Planning Committee Meeting

b. Planning Applications

DM/2019/00563 – No objections noted from 5 Councillors, response submitted to MCC on 13/05

DM/2019/00235 – Re consultation, no further comments noted from LCC – passed deadline on 16/05

DM/2019/00236 – Re consultation, no further comments noted from LCC – passed deadline on 16/05

DM/2019/00611 – Extension for comments approved - Extension and alterations with associated works, and new carport.
Location: Greenways 1 Church Lane Glascoed Pontypool Monmouthshire NP4 0UA.

Amended plans received.

Comments of Community Council: Impact on property to the right, which is at a lower level. No objections to the bungalow extension. LCC note the new position of the car port which whilst helping the property on the left impacts further on the property on the right. The Community Council recommends approval to the extension of the property. However, recommend refusal for the car port based on height, size, position and negative impact on outlook for neighbours.

DM/2019/00627 – Single storey side extension with associated raised decking. Location: Yew Trees Glascoed Lane Glascoed Pontypool Monmouthshire NP4 0TY

No objections

DM/2019/00696 - Single storey glazed extension. Location: Little Coedcae Du Rumble Street Monkwood Usk Monmouthshire NP15 1QG

No objections

ACTION: Clerk to inform MCC of Consultee comments from LCC **Done 06/06**

c. MCC Enforcement Cases (confidential)

Information from MCC circulated by email on 3rd May – 4 closed cases and 3 new cases in the ward.

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 **£16,932.21** confirmed and signed by the chair
- d. Monmouthshire Building Society end of year Statement up to 5th April 2019 **£17,390.00** Confirms with passbook balance on this date.
- e. Monmouthshire Building Society more competitive account and remove Hilary Jones and John Wright as signatories. **ONGOING**
- f. HSBC Bank Account balance **£14,935.00** - Statement 19th April to 18th May 2019 - confirmed and signed by the chair. Cllr. John Wright to be removed as signatory **ACTION: Clerk**
- g. VAT refund submitted to HMRC for **£439.74** for the period of 010418 to 310319 – requested payment to HSBC account.
- h. Payments

i. Individual Councillor remuneration requests

- ii. **£25.00** Chair's allowance for May 2019
- iii. **£48.19** expenses for May 2019,
- iv. Clerk Salary for May 2019 including £20 processing fee payable to Playworks
- v. **£15.00** Merlin Waste (18/03 and 01/04 invoice 3602)
- vi. **£1680.00** Tree surgery work in Glascoed payable to 'Tim Murray' Greenworks
- vii. **£40.00** One Voice Wales Course 'Community Engagement part 2' 15th May 2019 – attended by Cllr. Paula Clarke
- viii. **£600.00** Monmouthshire County Council Tree work at Llanbadoc Island

Items ii to viii inclusive proposed by Cllr. Peter Sutherland and seconded by Cllr. Paula Clarke

Withdrawals from next month to be taken from LCC HSBC account.

9. Reports from Advisory Groups

a. Procedural and Financial

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

No DPO going forward following resignation of Cllr. John Wright

Review Complaints Procedure include Model Local Resolution Protocol (05/03/14) – **ACTION: Cllr. Paula**

Clarke

Review Welsh Language Policy (06/11/13) **ACTION: Ann Bowyer**

b. Environment - Cllr. Ed Winter, Cllr. Paula Clarke – Meeting date tbc.

c. Community Engagement - Cllr. Jenny Carpenter, Cllr. Ed Winter

d. Community Meetings and Training

- **15th May** in Usk - OVW Training, Module 13 on Community Engagement part 2. Cllr. Paula Clarke attended
- Give Dog Fouling the Red Card including possible changes to dog waste bin emptying (correspondence from Abergavenny TC)
- Strong Communities 6th June 2019 – no representation available
- **26th June** Town and Community Council workshop with Matt Phillips, Head of Law and Monitoring Officer, MCC – emailed on 14/05. Councillors cannot attend
- **17th June** – OVW Code of Conduct Training. Booked places for **Cllr. Ann Bowyer and Cllr. Peter Sutherland**
- **Monday 10th June at 1pm** (Previous meeting 29th May cancelled) – Speeding meeting with Roger Hoggins **ACTION: Cllr. Peter Sutherland**

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

It has been reported to the council that work has been undertaken at the end of school road Glascoed on Community Council land. An area appears to have been cleared, which widens the entrance of Yew Tree Farm.

11. Date of next meeting – Wednesday 3rd July 2019 6.30pm

There being no further business the meeting closed at 20.20

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

Signature:

Date: