

Llanbadoc Community Council

Meeting Wednesday 5th February 2020 AGENDA

Dear Councillor

You are hereby summoned to attend the Ordinary Meeting of Llanbadoc Community Council to be held at County Hall, Usk on **Wednesday 5th February 2020 6.30pm**, for the purpose of transacting the following business.

Yours faithfully, Olivia Beaumont CLERK

Members are reminded that they attend this meeting under the provision of the Community Council's Code of Conduct. Members of the public are invited to address the Community Council. 15 minutes in total is allocated for item 3.

Invited guests: **County Cllr. Val Smith and Andrew Jones**

1. Apologies for absence: Cllr. Jude Hopkins to arrive late due to work commitments

2. Declaration of interest from members:

- i. 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.
- ii. Item 5e, Yew Tree Farm – Cllr. Jenny Carpenter
- iii. Item 5d BAE White fencing – Cllr. Paula Clarke
- iv. Item 5g Alexandra Terrace – Cllr. Jo Storey
- v. Containers at Mayfield, Llanbadoc – Cllr. Peter Sutherland

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

Andrew Jones, MCC – Update on planning and enforcement cases within the ward

4. Adoption of Minutes - Chair to move to approve minutes of LCC Ordinary meeting held on Wednesday 8th January 2020.

5. Matters Arising from the Minutes/Current Business

- a. Llanbadoc Ward and Glascoed Ward Community Council vacancies
- b. Clerk vacancy
- c. Llanbadoc Island Project
 - Provision of disabled parking sign at Llanbadoc Island – Cllr. Ed Winter
 - Llanbadoc Island brook and drainage
 - HMP Usk to make signs, correspondence via Cllr. Jenny Carpenter
 - Contribution from St. Madoc's
- d. BAE - White fencing and agreement to publicise permissive path for Geotrail – 28/01 Left message on voicemail for Paul Hemmings, Site Operations Manager to contact me via email at clerk@llanbadoc.org
- e. Yew Tree Farm correspondence
- f. Glascoed Woodland Volunteer Group
- g. A472 Alexandra Terrace, Monkswood – Speed of traffic issues Cllr. Peter Clarke with Roger Hoggins of MCC

- h. Payment for 2019/2020 councillor remuneration
- i. Monkswood Issues – Signage regarding speed limits and parking outside St. Marks Church (from Strong Communities discussions) – Cllr. Peter Sutherland
- j. Lions Message in a bottle scheme - 100 bottles ordered on 28/01 via email, cost £45 including post and packing. Invoice to be paid prior to delivery.
- k. Monmouthshire BS Account – Change to Community Saver – Cllr. Jenny Carpenter, Cllr. Peter Sutherland and Cllr. Jo Storey current signatories
- l. Appointment of Internal Auditor – Engagement letter sent to John Turner 28/01 via email, awaiting return with signature – requested to meet 31st March 2020 to hand over documents
- m. Presentation on review of the electoral arrangements for the county borough of Monmouthshire – Attended by Cllr. Jenny Carpenter, email circulated to full council on 20/01. For discussion with County Councillor Val Smith
- n. LCC Annual Plan – Meeting with Peter Sutherland for 19th March 2020 10am – for completion of Annual Report for 2019/20.
- o. Requested Litter picking signage from MCC – emailed Sue Parkinson on 21/01
- p. Lack of post boxes for Llanbadoc Residents – Investigated emailed findings on 28/01 - Customer Service point 26 Bridge Street can be used, opening times circulated.
https://personal.help.royalmail.com/app/answers/detail/a_id/135/~royal-mails-postbox-network---your-questions-answered
- q. Closure of Usk Civic Amenity Site (raised at Strong Communities by Cllr. Peter Sutherland and an agenda item at MCC Cluster meeting) – Comments from Cllr. Ed Winter and Cllr. Jude Hopkins to take forward to MCC

6. Matters arising from recent correspondence / new business

- a. Concerns over drug dealing/taking at the top end of Glascoed in a small layby and also on Trostra Common
- b. Great British Spring Clean

7. Planning

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

DM/2019/02078 (21 days from 3rd Jan 2020)

Erection of a greenhouse – Glan y Nant, Caerderri, Prescoed, Usk NP15 1PS

6 Councillors responded by email with no objections, clerk informed MCC by email on 27/01/2020

DM/2019/02041 (21 days from 3rd Jan 2020)

Proposed 2 storey extension to the present dwelling replacing the existing removed

New House Farm, Little Mill, Pontypool

Rights of way issues noted by MCC on application

Only JC responded by email, no extension for comments requested by any LCC members

DM/2018/01641 (MCC Planning Committee 3rd March 2020)

Erection of fuel storage building to replace existing open storage compound and relocation of 2 no. porta cabin office buildings together with parking provision

Trostrey Court Farm Buildings, Clytha Road, Trostrey Common, Gwehelog. Monmouthshire

DM/2019/01998 (21 days from 10th Jan 2020)

Retention of temporary rural enterprise worker's dwelling

Hendre Farm, A472 Pantypwyddyn Farm to Little Henrhiw, Monkswood

20/01 Clerk asked for more information about the agricultural enterprise to justify dwelling and an extension for consultation period.

DM/2020/00035 (21 days from 16th Jan 2020)

Mod or removal of conditions

Llandegfedd Reservoir visitor Centre

Removal of condition 6 (remove condition 6 altogether as it contradicts the approved description of development) and to vary condition 7 (the premises shall not be used for the approved purposes outside the times of 6:00am to 00:00am (midnight)).' Relating to planning application DC/2012/00317.

DM/2020/00036 (21 days from 16th Jan 2020)

Mod or removal of conditions

Llandegfedd Reservoir visitor Centre

Modification of condition no. 7 of planning permission DC/2012/00442 (hours of operation)

c. MCC enforcement Cases (confidential)

8. Finance

a. Copy of Accounts circulated by email in advance of meeting and all agreed payments made.

b. Responsible Finance Officer Report, including review of the accounts and spending against budget.

A mid-year budget review took place on 26th November 2019, this was presented to full council on 4th December 2019 and is published on the LCC website under <https://www.llanbadoc.org/annual-accounts/>

2020/2021 Budget agreed at LCC Council meeting on 4th December 2020 published on LCC website under <https://www.llanbadoc.org/annual-accounts/>

c. Monmouthshire Building Society Passbook Balance **£10,154.57** to be confirmed and signed

d. HSBC Bank account balance – *Statement 19th December to 18th January 2020, balance £6,365.86*
Clerk to print online HSBC statement on 5th Feb 2020 to show accurate balance

e. Standing Orders:

02/01/2019 - **£48.19** Office Expenses – paid **Chair to sign off monthly office expenses for 2019/2020**

02/01/2019 - **£554.59** Salary - paid

02/01/2019 - **£25.00** Chair's allowance - paid

f. Direct Payments

Merlin Waste – Awaiting invoice for collections from mid Dec 2019

g. Individual Councillor remuneration requests

£150 Councillor remuneration for 2019/2020 – Date and method of payment to be agreed

h. Invoices

h i. Thomas Bros.

Completion of contract Control document – Consider issues raised by Cllr. Ed Winter in email dated 15/12/19

Invoice 682 £25,900.98 – Partially paid an amount of £23,946.66 on 19/12/2019 matching revised quotation reference 1662 19/05/19 – credit note received for £1953.67, which is incorrect to balance figures - **Awaiting revised credit note for £1954.32**. Revised invoice amount of £23,946.66 signed off agreed by Cllr. Ed Winter and Cllr. Jenny Carpenter on 15/12/19. Invoice amount of £987.36 signed off by Cllr. Ed Winter via email on 22/01/20

Invoice 716 dated 06/12/19 for £987.36 Extra tarmac works – to be paid on production of correct invoice amounts / credit note.

h ii. Tim Murray, Greenworks **£180.00 plus VAT** Tree surgery work at Pantau Bushes – Agreed payment December meeting (agenda item 6d), reduced amount from original quote as work only required on one of the trees. Cllr. Jude Hopkins confirmed tree felled on 12/01/20 via email. Awaiting invoice from Greenworks, emailed Tim on 28.01.20 to request invoice.

h iii. **£20.00** Wreath for Remembrance Day parade, November 2019 – paid by Cllr. Jenny Carpenter

h iv. MCC Invoice 70157380 - **£122.32** including VAT ref: 2019/325 Replacement 519 lock for Llanbadoc Island Grass area – Cancelled by MCC confirmed by David Hudson, MCC on 28/01 in an email.

h v. Lions Message in a bottle **£45.00** Invoice GB484

9. Reports from Advisory Groups

a. **Procedural and Financial** – Cllr Peter Clarke, Cllr Jo Storey, Cllr Ed Winter, Cllr Jenny Carpenter

1. LCC Risk Assessment – Review took place on 15/01/20. Document to be updated with actions
2. FOI – Review took place on 15/01/20. Document to be updated with actions
3. Equality and Diversity Policy – prepared by clerk, circulated on 16th Jan 2020
4. Recruitment policy
5. Annual review of LCC Asset Register
6. Office 365 Renewal 8th March 2020 – to be set up from Llanbadoc 365 account (Cllr. Ed Winter)
7. Annual Review of Effectiveness of Internal Audit to be completed in March 2020

b. **Environment** – Cllr Ed Winter, Cllr Paula Clarke, Cllr Judith Hopkins

1. Environment Box (passed to Cllr. Ed Winter) this contains Pathcare group task records, Copies of historic walks leaflets, Local wildlife information card on Jenny's Bushes completed by GWT, Correspondence from Everett, Tomlin, Lloyd and Pratt solicitors and original Commons deeds, maps of the local area, Registration of commons documents and commons info – including Local Common Guidance and Protection of Common Land documents issued by Welsh Government and LCC Tree Health and Safety survey reports.
2. Consideration and schedule for tree survey reports and interim period minor checks to take place, courses available – plan to present to full council (to include trees at Llanbadoc Play area)
3. Managing volunteers – insurance terms and conditions
4. Wales Biodiversity partnership Section 6 of environment Act – Prepare and publish Community Council statement / report on enhancing biodiversity – details circulated to environment group on 17/01/2020
5. Review of Commons Deeds held – secure location

c. **Community Engagement** – Cllr Ed Winter, Cllr Peter Sutherland, Cllr Jenny Carpenter

1. Set up a Clerk Face Book account – for Administration of the LCC FB page

d. **Community Meetings**

Strong Communities – 23rd January 2020 – Attended by Cllr. Peter Clarke and Cllr. Peter Sutherland who circulated notes from the meeting on 23rd Jan

Usk Cluster Meeting Tue 28th Jan 2020 6pm, Conference room, County Hall – Cllr. Jenny Carpenter and Cllr. Peter Clarke attending. Next Cluster meeting Monday 16th March at 6pm to review the LDP.

Usk Masterplan Council presentation 22nd January 2020 and **Public engagement presentation** 29th January 2020 – publicised on LCC website and FB page **Usk Improvement Masterplan - Next Steps** 19th Feb 2020 10am to 12.00

The Brilliant Bronze Age exhibition, Glascoed Hoard at Abergavenny Museum 5pm to 7pm Thursday 30th January

One Voice Wales Monmouth/Newport Area Committee - Thursday 16th January 2020 - Cllr. Jo Storey attended. The next meeting of the One Voice Wales Monmouthshire/Newport Area Committee will take place at 7pm on Thursday 2nd April 2020 in the Library, The Sessions House, Usk

e. Training

- Individual Councillor Training List
- OVW South Region Training Dates circulated on 13th Jan – All modules available up to July 2020

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

11. Date of next meetings – Wednesday 4th March 2020 and Wednesday 1st April 2020 6.30pm to 8.30pm

Oliver Beaumont, Clerk (Proper Officer) RFO, Llanbadoc Community Council