

# Llanbadoc Community Council

## Meeting Minutes Wednesday 4<sup>th</sup> December 2019

**Present:** Cllr. Jenny Carpenter, Cllr. Ed Winter, Cllr. Paula Clarke, Cllr. Jo Storey, Cllr. Ann Bower, Cllr. Peter Sutherland, Cllr. Jude Hopkins (due to work commitments arrived at 18.55 point 5i)

### Members of the public:

**1. Apologies for absence:** Cllr. Peter Clarke and County Cllr. Val Smith

### 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.

**3. Meeting adjourned and standing orders suspended:** 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. Following this item, meeting to reconvene, members of the public are welcome to remain and observe only.

**4. Adoption of Minutes** – The chair moved to approve minutes of the LCC ordinary meeting held on Wednesday 6<sup>th</sup> November 2019. All in favour to approve and the minutes were signed by the chair. **ACTION: Clerk** republish on website as adopted. **Done 05/12**

### 5. Matters Arising from the Minutes/Current Business

- a. Llanbadoc Ward and Glascoed Ward Community Council vacancies - **ONGOING**
- b. The Beaufort Arms Monkswood – Update received from Andrew Jones, MCC on 11<sup>th</sup> November **ACTION: Clerk** contact Andrew for update on other cases (Cllr. Jenny Carpenter has a list) **Invited Andrew Jones to January meeting**
- c. Llanbadoc Island Project – Work nearly completed. Cllr. Ed Winter has spoken to contractors and will liaise on site for Tarmac on Thursday. Dale has spoken to Jenny, looking to handover on Friday. Pedestrian access is open now. **ACTION: Clerk** Notification on FB and Website, now re opened thanks funding from National Lottery include logo to include before and after photographs. **Done 05/12**
- d. (item postponed and discussed with item k.) Glascoed Woodland Volunteer Group – The paper 'Twyn-y-Cryn Woodland Management proposal key next steps, November 2019' was prepared and circulated by Cllr. Jude Hopkins prior to the meeting and presented to full Council for discussion. The paper was well received and Cllr. Jenny Carpenter proposed the Woodland Group covers all Glascoed Woodlands for funding purposes. Allocation of funds to be set in LCC 2020/21 budget for Woodland Volunteer group. **ONGOING**
- e. Walk Leaflet incorporating Geotrail – Olivia met with Oliver Wicks, Ramblers Cymru and Ruth Rourke of MCC on 14/11 – Notes circulated by Olivia on 25/11. **ACTION: Clerk** Contact BAE about promoting Permissive section of the route also discuss maintenance of white fencing by ROF houses in Monkswood. **Done Phone call to BAE before Christmas and follow up email to Michelle Armour at BAE sent on 30/12, January agenda item 5F**
- f. Gwent Wildlife Trust Survey at Twyn y Cryn – received and circulated on 04/12 **ACTION: Clerk** include in LCC Biodiversity and Resilience of Ecosystems Duty (Environment (Wales) Act 2016 Part 2 – Section 6) – agenda for next meeting. **Done January agenda item 5R**
- g. Llanbadoc Island Boundary with adjoining land owned by Mr Robin Williams - **ONGOING**
- h. Yew Tree Farm, barbed wire along footpath – Raised with Ruth Rourke at MCC on 14/11/19 **ACTION: Clerk** – Follow up email sent on to owners of Yew Tree Farm on 2<sup>nd</sup> December, if no acknowledgement received, send a letter in the post.
- i. Usk Town Improvement Plan Presentation circulated on 25/11 – Meeting 28<sup>th</sup> November 2019 5.30pm (Final draft meeting on 4<sup>th</sup> December at 2pm, which was attended by Cllr. Jenny Carpenter, Cllr. Peter Sutherland and Cllr. Peter

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Clarke. Cllr. Peter Sutherland reported that a Public engagement event will take place on 29<sup>th</sup> January. This will be an all-day event at The Grange in Usk. **ONGOING January Agenda item**

A472 Alexandra Terrace, Monkswood – Speed of traffic issues. Cllr. Jo Storey reported that Mrs Margaret Long has been contacted by MCC. Cllr. Peter Clarke has spoken to Roger Hoggins of MCC to discuss match funding for 2 x speed signs for Woodside and Monkswood. Allocation of funds to be set aside in LCC 2020/21 budget. **ONGOING January agenda item**

- j. Woodland Tree Survey quotations – **ACTION: Environment Group** to arrange meeting for mid Jan 2020 - Cllr. Ed Winter, Cllr. Jude Hopkins and Cllr. Paula Clarke to discuss and consider further. **ACTION: Clerk** Ask how long will these reports will be valid for? **DONE Received response 06/12 Quotes valid for 6 months January Agenda item 5n.**
- k. Llanbadoc Island brook and drains – Recent local flooding caused by poor drainage from the road, MCC are aware.
- l. Trosta Common / Small triangle of land entering Twyn y Cryn - Deeds with solicitors in Newport **ACTION: Clerk** to confirm. **ONGOING**

#### 6. Matters arising from recent correspondence / new business

- a. Budget for 2020/2021 – Budget was presented and discussed by full council – Approved, all in favour **ACTION: Clerk** - publish
- b. Precept for 2020/2021 – The Precept was discussed a 3% increase was agreed by full council – Approved, all in favour **ACTION: Clerk** notify MCC. **DONE 02/01/20**
- c. Clerk vacancy from 1<sup>st</sup> April 2020 – Advertised OVW and circulated to Monmouthshire clerks – Confirm Job description to be circulated to candidates. Current job description, contract and salary scales sent to Paula, Ed and Peter who will form the interview team. Olivia stated that she has a commitment 1<sup>st</sup> to 14<sup>th</sup> February 2020, options: could leave before this, or work 2 weeks with new clerk. **Meeting arranged with Olivia and LCC interview team (Cllr. Ed Winter, Cllr. Paula Clarke and Cllr. Peter Sutherland) to discuss options early January 2020**
- d. Agreement to fell 2 trees that are of concern at Pantau Bushes, Glascoed Commons - under emergency spend – Contractor's contacted for quotes. Agreed Quote Tim Murray **ACTION: Clerk** notify Tim Murray. **DONE 05/12, follow up email sent 02/01**
- e. Quotes received for tree surveys. **ACTION: Environment Group**, see item 5K
- f. Grounds Maintenance 2020 MCC Quote for Glascoed Common, Glascoed Play area and Llanbadoc Island - £602.86 plus VAT – Agreed by full council **ACTION: Clerk** Notify MCC – **DONE 12/12**

#### 7. Planning

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

Application Number: **DM/2019/01818**

Description of Proposal: Planning Permission The development is for a 100 seater football stand that comprises an area of just under 45 square metres.

Location: The Glascoed Pub A472

**ACTION: Clerk** Report to MCC no objections or comments **DONE 05/12**

**Orchard House Llanbadoc** – MCC Planning site visit Monday 2<sup>nd</sup> December

**DC/2017/00993 and DC/2017/00995** Wern Farm Glascoed – Delegated Panel Wed 27<sup>th</sup> 15.10 Officer report available online.

**DM/2019/01447** Ty Newydd- Wooden pods, Holiday accommodation – LCC responded to support application going to delegated panel to address concerns in more informal setting.

- c. MCC enforcement Cases (confidential)

Email update received from Andrew Jones on 11<sup>th</sup> November 2019

#### 8. Finance

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- 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.
- c. Monmouthshire Building Society Passbook Balance **£14,101.23** confirmed and signed
- d. HSBC Bank account balance – *Statement 19<sup>th</sup> October 2019 to 18<sup>th</sup> November 2019, balance £23,687.81* (Cheques 21 £705.79 payable to MCC and 22 £259.45 payable to Zurich not banked at time of statement published) – **Balance £22,722.57**
- e. Standing Orders:
  - 01/11/2019 - **£48.19** Office Expenses
  - 01/11/2019 - **£554.60** Salary
  - 01/11/2019 - **£25.00** Chair's allowance
- F. Direct Payment – Merlin waste **£15.00** Invoice 3868 Collections 30/09 and 14/10
- g. Payments – no other payments this month
- i. Individual Councillor remuneration requests – Received payroll details or completed opt out form for all Councillors. Information required from Councillors for Playworks to administer payments. It was agreed pro-rata payments for Cllr. Jude Hopkins and Cllr. John Wright should they wish to claim.
- ii. Thomas Bros. invoice – Agreed to pay upon invoice based on quotation amount, 2 councillors verifying councillors work completed satisfactorily, contract control to be completed. **ACTION: Clerk** liaise with Cllr. Ed Winter – Invoice paid for £23,946.66, **ONGOING Contract Completion of Contract Control document and remaining invoice deferred to Jan meeting.**
- h. Openreach wayleave payment cheque received £207.85 **ACTION: Clerk** to deposit – **Done 11/12**

## 9. Reports from Advisory Groups

- a. Procedural and Financial – Cllr Peter Clarke, Cllr Jo Storey, Cllr Ed Winter, Cllr Jenny Carpenter
- b. Environment – Cllr Ed Winter, Cllr Paula Clarke, Cllr Judith Hopkins added to the group.
- c. Community Engagement – Cllr Ed Winter, Cllr Peter Sutherland, Cllr Jenny Carpenter
- d. Community Meetings and Training – Cllr. Jenny Carpenter, Cllr. Paula Clarke and Cllr. Peter Sutherland attended the remembrance parade and laid a wreath. **ACTION: Clerk** to contact Dianne at Usk Town Council for a receipt for the wreath, agenda for payment at next meeting.
- i. Usk Town Improvement Plan presentation – 28<sup>th</sup> November 2019
- ii. Strong Communities – 7<sup>th</sup> November 2019 attended by Cllr. Peter Sutherland and secured a site visit on Monkswood issues and asked for attention to road drains in area to Church View Cottages. Clerk requested a date for meeting as nothing heard on 4<sup>th</sup> December.
- iii. Volunteering at Usk Christmas Festival – Attended to Cllr. Jenny Carpenter, good turnout.
- iv. Judith Hopkins – Code of Conduct Training – ONGOING . Members interest's declaration completed and received.
- v. Individual Councillor Training List – Clerk has a copy of training attended by individual councillors

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

Annual Plan – Cllr. Peter Sutherland  
 Risk Assessment  
 Terms and Engagement – Internal Auditor  
 Lack of Post boxes for Llanbadoc Residents – Cllr. Ann Bowyer  
 Biodiversity Statement – Section 6 of the Environment Wales ACT 2016

11. Date of next meetings – Wednesday 8th January 2020 6.30pm to 8.30pm and Wednesday 5<sup>th</sup> February 2020 6.30pm

There being no further business the meeting closed at 20.30

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

Signature:

Date:

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