

# Llanbadoc Community Council

## Meeting Wednesday 4<sup>th</sup> March 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 4<sup>th</sup> March 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**

**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.

**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

**4. Adoption of Minutes** - Chair to move to approve minutes of LCC Ordinary meeting held on Wednesday 5<sup>th</sup> February 2020.

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

- a. Llanbadoc Ward and Glascoed Ward Community Council vacancies
- b. Appointment of new clerk
- c. Llanbadoc Island Flooding update - Zurich Community Council Insurance claim
- d. HMPS making signage for Llanbadoc Island
- e. BAE - White fencing and agreement to publicise permissive path for Geotrail
- f. Geotrail update
- g. A472 Alexandra Terrace, Monkswood speed activated signs
- h. Monkswood Issues – Signage regarding speed limits and parking outside St. Marks Church (from Strong Communities discussions) – Cllr. Peter Sutherland
- i. Lions Message in a bottle scheme - 100 bottles received
- j. Appointment of Internal Auditor – Engagement letter sent to John Turner 28/01 via email, awaiting return with signature – clerk requested to meet 31<sup>st</sup> March 2020 to hand over documents
- k. LCC Annual Plan – Clerk meeting with Peter Sutherland for 19<sup>th</sup> March 2020 10am – for completion of Annual Report for 2019/20.
- l. Requested Litter picking signage from Sue Parkinson, MCC
- m. Closure of Usk Civic Amenity Site
- n. Concerns over drug dealing/taking at the top end of Glascoed in a small layby and also on Trostra Common – reported to Local Police

- o. Llanbadoc Island – Brook diversion request from residents – Contacted NRW

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

- a. Gwent Wildlife Trust – Local wildlife site Newsletter – Landowners Day on 22<sup>nd</sup> March 2020
- b. Monmouthshire Building Society – Community Saver, Cllr. J. Carpenter, Cllr. P. Sutherland and Cllr. J. Storey

## 7. Planning

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

**DM/2020/00185** received 06/02/2020 – comments within 21 days (now passed)

Description of proposal: Fast Track householder demolition of existing single storey rear extension, new 2 storey rear extension and the conversion of the existing built-in garage.

Location: Grey Stone, Coed Chambers Road, Glascoed, Pontypool, Monmouthshire NP4 0TF

Reconsult - **DM/2018/01641** received 07/02/2020 – comments within 21 days (now passed)

Description of Proposal: Erection of fuel storage building to replace existing open storage compound, relocation of 2 no. portable office buildings together with parking provision and internal diversion of nine existing engine exhaust flues to new single 17m flue stack (in lieu of buildings and 17m flue stack previously approved under application DC/2016/01465). Location: Trostrey Court Farm Barns Clytha Road Trostrey Common Gwehelog Monmouthshire

- 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:

1. Review of the accounts and spending against budget.
2. £1,000 received on 9<sup>th</sup> February from the Treasurer of St Madoc's. Covering letter states 'A donation towards the roadworks Llanbadoc Community Council have undertaken around St Madoc's churchyard wall.' Cheque has been deposited in LCC HSBC Account.
3. Following this final LCC meeting of the financial year, clerk to complete VAT claim for 2019/2020
4. Chair to sign for chair's allowance received in 2019/2020
- 5 Individual Councillor remuneration annual payment of £150 for 2019/2020 and councillor remuneration including chairs allowance for 2020/21 – method of payment to be agreed.
- 6 HSBC RFO hand over – change primary online user.
- 7 Review of Effectiveness of Internal Audit – Completed by the clerk
- c. Monmouthshire Building Society Passbook Balance - Passbook still with Monmouthshire BS.
- d. HSBC Bank account balance £5,442.08 – *Statement 19<sup>th</sup> January to 18<sup>th</sup> February 2020*, Clerk to print online HSBC statement on 4<sup>th</sup> March 2020 to show most recent balance.
- e. Standing Orders completed on 02/02/2020

**£25.00** Chair's allowance (For Jan), **£48.19** Office Expenses (For Jan), **£554.59** Playworks – Salary (For Feb)

- Note Admin error – when setting up the standing order for Playworks on 01/11/19 it was set up incorrectly at £554.59, when it should have been £554.60. There is a 4p accumulated discrepancy (1p Nov, 1p Dec, 1p Jan, 1p Feb) The March payment has been set to £554.64 to make up the discrepancy for end of year calculations).

Anticipated Standing Orders - 01/03/2020

**£25.00** Chair's allowance (For Feb) – Cancel Standing order and direct payment end of March (for March)

**£48.19** Office Expenses (For Feb) – Cancel standing order and direct payment end of March (for March)

**£554.64** Playworks – Salary (For March) - Cancel standing order and set up payment for new clerk.

f. Direct Payments

Merlin Waste – Invoice 3992 for collections 20/01/20 and 03/02/20

g. Individual Councillor remuneration requests

See under 8b. RFO report

h. Invoices

hi. One Voice Wales Annual Membership renewal £117.00 for 2020/21

hii. Thomas Bros. - Completion of contract Control document

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 received and awaiting payment.

**Invoice 716 dated 06/12/19 for £987.36 Extra tarmac works**

## 9. Reports from Advisory Groups

- a. **Procedural and Financial** – Cllr Peter Clarke, Cllr Jo Storey, Cllr Ed Winter, Cllr Jenny Carpenter
  - 1. Office 365 Renewal 8<sup>th</sup> March 2020 – to be set up from Llanbadoc 365 account (Cllr. Ed Winter)
- b. **Environment** – Cllr Ed Winter, Cllr Paula Clarke, Cllr Judith Hopkins
  - 1. 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 storage location to be found
- c. **Community Engagement** – Cllr Ed Winter, Cllr Peter Sutherland, Cllr Jenny Carpenter
  - 1. Clerk Facebook account – for Administration of the LCC FB page
- d. **Community Meetings**

**Strong Communities** – Date TBC

**Usk Cluster Meeting** - Monday 16th March at 6pm to review the LDP.

**Usk Improvement Masterplan** – 19<sup>th</sup> Feb meeting, group notes circulated to full council, Project Team Meeting - Usk Improvement Masterplan (next steps) 11th March 10am to 12, Sessions House

**One Voice Wales Monmouth/Newport Area Committee** - 7pm on Thursday 2<sup>nd</sup> April 2020 The Sessions House, Usk

**Give dog fouling the red card working group** - USK COUNTY HALL, Room P4, 2pm, Thursday 5th March 2020

- Training - Individual Councillor Training List

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

**11. Date of next meeting** – Wednesday 1<sup>st</sup> April 2020 6.30pm to 8.30pm

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