

Llanbadoc Community Council

Meeting Minutes Wednesday 8th January 2020

Present: Cllr. Jenny Carpenter, Cllr. Peter Clarke, Cllr. Jo Storey, Cllr. Paula Clarke, Cllr. Ed Winter, Cllr. Ann Bowyer, Cllr. Peter Sutherland and Cllr. Jude Hopkins arrived at Agenda item 5f.

Members of the public: None present

1. Apologies for absence: Andrew Jones, MCC (**ACTION: Clerk** accept offer to attend Feb meeting), Cllr. Jude Hopkins (permanent record that Cllr. Jude Hopkins will arrive after the monthly meeting has commenced 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. Cllr. 6J Peter Sutherland – Containers at Llanbadoc
- iii. Item 5K. Cllr. Jenny Carpenter – Yew Tree Farm

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 – The chair moved to approve minutes of the LCC Ordinary meeting held on Wednesday 4th December 2019. Minutes approved and signed by the chair. **ACTION: Clerk** post on LCC website as approved

5. Matters Arising from the Minutes/Current Business

- a. Llanbadoc Ward and Glascoed Ward Community Council vacancies - ONGOING
- b. Clerk Vacancy – Cllr. Ed Winter, Cllr. Paula Clarke and Cllr. Peter Sutherland met with Olivia on Monday. Advert was circulated prior to Christmas with a 28th Feb closing date of applications. Job description to be rewritten by interview panel and circulated to all council members for approval. Following approval to be submitted to any applicants with a request for a CV application. Interviews to commence asap. - ONGOING
- c. Llanbadoc Island Project – Cllr. Jenny Carpenter and Cllr. Peter Sutherland signed off payment for original invoice prior to Christmas. Second invoice received for additional tarmac, site visit to be arranged with Cllr. Ed Winter and Paul from Thomas Bros. to confirm all job specs met. Invoice to be paid upon satisfactory completion.
- d. 519 MCC lock has been installed – **ACTION: Cllr. Jenny Carpenter** to confirm one of the keys LCC holds fits
- e. Provision of disabled parking sign at Llanbadoc Island – **ACTION: Cllr. Ed Winter**
- f. Llanbadoc Island brook and drainage – correspondence received from Martyn Evans, MCC. Noted.
- g. Glascoed Woodland Volunteer Group – No news to report
- h. Walk Leaflet incorporating Geotrail – Awaiting meeting with BAE **ONGOING**
- i. Gwent Wildlife Trust Survey at Twyn y Cryn - Received and circulated. Reminder to councillors to take a look.
- j. Llanbadoc Island Boundary with adjoining land owned by Mr Robin Williams – Item **to be discharged**, until any further correspondence which maybe received from Mr Williams.
- k. Yew Tree Farm – Letter to be sent in the post. **ACTION: Clerk**
- l. **Usk Town Improvement Plan** – Cllr. Peter Sutherland, Cllr. Peter Clarke and Cllr. Jenny Carpenter have received an email request to meet with MCC and UTC on the morning of 22nd January 2020. Cllr. Jenny

Carpenter to circulate email to full council. Public Exhibition on Usk Town Improvement Masterplan to be held on 29th January 2020 at The Grange, Usk from 11am onwards. **ACTION: Cllr. Jenny Carpenter to respond**

- m. A472 Alexandra Terrace, Monkswood – Speed of traffic issues – ONGOING **ACTION: Cllr. Peter Clarke** with Roger Hoggins, MCC
- n. Woodland Tree Survey quotations – See Environment Group report item 9b.
- o. Pantau Bushes Tree work – quotation received on 12/12/19 for £180 plus VAT, on last inspection no work carried out. Request to Pathcare group to complete minor work emailed on 09/12 **ACTION: Environment Group**
- p. Trostra Common / Small triangle of land entering Twyn y Cryn – Deeds and commons documents to be on electronic **ACTION: Environment Group and clerk** to meet to hand over all paper documentation relating to the Commons. Does a solicitor hold the original deeds?
- q. Payment method for 2019/2020 remuneration – **ACTION: Clerk** Complete HMRC Software package to pay for 2019/20, should chair's allowance also be paid after tax deducted? Ask OVW.
- r. Complete statement / report on enhancing biodiversity – Wales Biodiversity Partnership, section 6 – **ACTION: Environment Group**
- s. Monkswood Issues - Emailed Lisa Dymock on 02/12 – no response. This is regarding issues raised at Strong Communities from a member of the public at a previous LCC meeting. re. Monkswood Issues – Signage regarding speed limits and parking outside St. Mathew's Church (from Strong Communities discussions) **ACTION: Cllr. Peter Sutherland** to attend next Strong Communities

6. Matters arising from recent correspondence / new business

- a. Contacted Michelle Armour BAE Site SHE manager to arrange a meeting in the New Year to discuss repair and maintenance of white fencing by BAE houses, also permission to print permissive footpath section on Geotrail walk leaflet. Email sent 30/12/19 **ONGOING**
- b. Lions Message in a Bottle project – A box of 100 bottles is £35.00 plus £10 carriage – **ACTION: Clerk** Apply for.
- c. Monmouthshire Building Society Account – Change to Community Saver – **ACTION: Cllr. Peter Sutherland, Cllr. Jo Storey and Cllr. Jenny Carpenter** to make an appointment with Monmouthshire as this account can only be opened in branch.
- d. Temporary Closure of Footpaths 55 and 56 Llanbadoc, Prioress Mill Lane Extension 4 – Email response received from local resident on 30/12/19 – **ACTION: Clerk** report to MCC
- e. Appointment of Internal auditor and Engagement letter to be sent and signed. **ACTION: Clerk**
- f. Presentation on the review of the electoral arrangements for the County Borough of Monmouthshire – 16th Jan 2020 at 18.30 – Respond to MCC **ACTION: Clerk** - Cllr. Jenny Carpenter and Cllr. Peter Clarke to attend
- g. LCC Annual Plan – **ACTION: Cllr. Peter Sutherland** to meet with clerk to finalise, prior to presentation at AGM – LCC Litter picks to take place **ACTION: Clerk** Request litter picking sign from MCC
- h. LCC Risk Assessments – To be renewed **ACTION: Finance and Procedures group** – Meeting date tbc
- i. Lack of post boxes for Llanbadoc residents – Request post box outside the Co-op, as post office moved to the Usk hub. Llanbadoc residents do not have a local post box. **ACTION: Clerk** Ask County Cllr. Val Smith to investigate with MCC in obtaining provision of a letter box.
- j. Containers at Mayfield. Llanbadoc – report to MCC enforcement **ACTION: Clerk**
- k. VIRIDOR AND PROSIECT GWYRDD COMMUNITY FUND – No action to be taken at this time. Item to be discharged
- l. MCC consulting on Community Council Precept payment dates – One annual payment on last working day of April or 3 instalments – respond by 06/01/20 – LCC has no strong views either way. Response sent to Mark Howcroft at MCC on 02/01/20 Item to be discharged

7. Planning

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

DM/2019/01447 Ty Newydd- Wooden pods, Holiday accommodation – Delegated panel met on 19th December - MCC Recommending with conditions, road access amended. LCC Comments taken into consideration.

DM/2019/01865 – Circulated by email for comments due to timescales – 4 responses received all no objections – responded to MCC on 30/12/19

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.
- c. Monmouthshire Building Society Passbook Balance **£10,154.57** confirmed and signed by Cllr. Peter Sutherland
- d. HSBC Bank account balance – *Statement 19th November 2019 to 18th December 2019, balance £22,302.64*
HSBC Balance and printed online statement dated 02/01/2020 balance **£6,365.86** (Due to payment to Thomas Bros.) Confirmed and signed by Cllr. Peter Sutherland

e. Standing Orders:

02/12/2019 - **£48.19** Office Expenses - paid

02/12/2019 - **£554.59** Salary - paid

02/12/2019 - **£25.00** Chair's allowance - paid

f. Direct Payments

Merlin Waste – Direct payment for **£45.00** made on 02/01/2020

Invoice 3868 Collections 30/09 and 14/10 £15.00

Invoice 3913 Collections 28/10 and 11/22 £15.00

Invoice 3914 Collections 25/11 and 09/12 £15.00

g. Individual Councillor remuneration requests – 1 annual payment request received; 8 declines received including retired councillor John Wright. **Clerk to action payment**

h. Invoices

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

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 sign off agreed by Cllr. Ed Winter and Cllr. Jenny Carpenter on 15/12/19

Invoice 716 dated 06/12/19 for £987.36 Extra tarmac works (original quote was for 27m2 – paid in original invoice, an additional 34m2 has been billed, same m2 rate of £24.20. – **ACTION: Clerk** Defer payment to next meeting after this has been queried. **ACTION: Cllr. Ed Winter**

hii. 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. On last inspection no work carried out. **ACTION: Environment Group** to confirm work completed and pursue invoice.

hiii. Wreath for Remembrance Day parade, November 2019 – Cllr. Jenny Carpenter – Awaiting receipt from British Legion. Contact Diane Richards via UTC **ACTION: Clerk** to request

9. Reports from Advisory Groups

- a. Procedural and Financial – Cllr Peter Clarke, Cllr Jo Storey, Cllr Ed Winter, Cllr Jenny Carpenter – Next meeting to be held on 15th Jan 6.30pm at Glen yr afon
- b. Environment – Cllr Ed Winter, Cllr Paula Clarke, Cllr Judith Hopkins – Met on 3rd January – Cllr. Ed Winter to contact Tim Murray for quotes for immediate tree work required. Consideration and schedule for tree survey reports and interim period minor checks to take place, there are courses available for a council member to take up this role – **ACTION: Environment Group** to put together a plan to present to full council. To include trees in Play area at Lower Common in Tree Survey reports. Managing volunteers – Email sent on 02/12 to John Wright **ACTION: Clerk** fwd. to Cllr. Ed Winter to follow up. Wales Biodiversity Partnership section 6 Section 6 of the environment Wales ACT 2016. **ACTION: Clerk** to re-circulate to environment Group
- c. Community Engagement – Cllr. Ed Winter, Cllr. Peter Sutherland, Cllr. Jenny Carpenter – Update of photos on LCC website **ACTION: All**
- d. Community Meetings and Training

One Voice Wales Monmouth/Newport Area Committee - **7pm on Thursday 16th January 2020** in the Library, The Sessions House, Maryport Street, Usk. NP15 1AD. **ACTION: Cllr. Jo Storey** to attend – **ACTION: Clerk** Print documents and post to Cllr. Jo Storey

Review of the electoral arrangements for the County Borough of Monmouthshire – **Thursday 16th Jan 2020 at 18.30**, County Hall, The Rhadyr, Usk NP15 1GA – response to MCC required (Agenda item 6F) – **ACTION: Cllr. Jenny Carpenter and Cllr. Peter Clarke** to attend

28th January – MCC Usk Cluster meeting – **ACTION: Cllr. Jenny Carpenter and Cllr Peter Clarke** to attend.

Individual Councillor Training List – **ACTION: Defer to next meeting** Online training courses are available, **ACTION: Clerk** circulate information

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

Closure of Waste and recycling centre in Usk – LCC have an ageing population – write to MCC to reconsider
ACTION: Clerk

New recycle bags from MCC now in operation in Llanbadoc, some residents have not received these – Individuals to report on the MCC App, if experiencing any difficulties with this trial.

11. Date of next meetings – Wednesday 5th February 2020 and Wednesday 4th March 2020 6.30pm to 8.30pm

There being no further business the meeting closed at 20.25

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