

# Llanbadoc Community Council

## Meeting Wednesday 1<sup>st</sup> April 2020 AGENDA

### MEETING CANCELLED DUE TO GOVERNMENT ADVICE ON COVID-19 VIRUS

Dear Councillor

You are hereby summoned to attend the Ordinary Meeting of Llanbadoc Community Council to be held at County Hall, Usk on **Wednesday 1<sup>st</sup> April 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**

Welcome to new clerk – **Beverley Young**

**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.

Chair to move to approve minutes of LCC Ordinary meeting held on Wednesday 4<sup>th</sup> March 2020

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

- a. Llanbadoc Ward and Glascoed Ward Community Council vacancies
- b. Llanbadoc Island Flooding - Zurich Community Council Insurance claim
- c. Llanbadoc Island Flooding - The clerk has contacted NRW and MCC for a joint meeting with residents. Response received from Paul Keeble of MCC. No response as yet from NRW
- d. HMPS making signage for Llanbadoc Island
- e. BAE - White fencing
- f. Geotrail update (BAE, MCC and Ramblers Cymru)
- 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 – Distribution of 100 bottles received
- j. Appointment of Internal Auditor – Engagement letter sent to John Turner 28/01 via email, email agreement received. Awaiting return with signature. Beverley to arrange hand over of documents for audit once External audit paperwork received from BDO. **Postponed Audit Timescales due to COVID 19 See email from Deryk Evans, Audit Manager, Audit Development and Guidance, Welsh Audit Office received on 20<sup>th</sup> March - Welsh Government - FW: COVID-19 and the audit of 2019-20 accounts. Clerk informed internal auditor John Turner on 26/03.**
- j. Requested Litter picking signage from Sue Parkinson, MCC, awaiting at present time.
- k. LCC Annual Plan – 5-page draft copy prepared based on ideas put forward. For circulation to full council for input of content, then adoption at May AGM.
- l. Closure of Usk Civic Amenity Site – MCC ‘Household Waste Recycling Centre Survey’ published on LCC FB page on 17<sup>th</sup> March.

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

- a. Usk Island Bins – Correspondence received from Usk Town Council – fwd. to Nigel Leaworthy, MCC Operations manager Waste and Street Services.
- b. Correspondence from member of the public regarding work NRW intend to carry out in Cefn Mawr Woods
- c. Monmouthshire Replacement Local Development Plan 2018-2033

## 7. Planning

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

**DM/2020/00338** Notified on 10<sup>th</sup> March, 21 day consultation period

**DM/2020/00215** Extension for comments to 1<sup>st</sup> April agreed by Kate Bingham

- 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. VAT claim for 2019/2020 period up to 1<sup>st</sup> April 2019 to 29<sup>th</sup> Feb 2020. Submitted on 12<sup>th</sup> March for **£4564.74** requested funds paid into HSBC account.
  - 4. Chair to sign for chair's allowance received in 2019/2020 - £275 repaid on 9<sup>th</sup> March and £25 received by bank transfer on 9<sup>th</sup> March. £25.00 Total received for 2019/2020.
  - 5 Individual Councillor remuneration annual payment of £150 for 2019/2020 and councillor remuneration including chairs allowance for 2020/21 – **PAYE payment to be set up via Playworks**
  - 6 HSBC RFO hand over – Primary online user application in progress for Cllr. Ed Winter. **Application form printed and with Cllr. Peter Sutherland to obtain 2 signatures. Cllr. Peter Sutherland also has a LCC HSBC Account cheque book.**
  - 7. Monmouthshire Building Society – ‘Beneficial owner supplementary information’ to be completed by Beverley Young as clerk and change of correspondence name and address. **Cllr. Peter Sutherland has this**
  - c. Monmouthshire Building Society Passbook Balance - **£10,154.57** **Passbook to be Given to Bev Young on 30<sup>th</sup> March 2020 as part of handover to new clerk/RFO**
  - d. HSBC Bank account balance – *Statement 19<sup>th</sup> February to 18<sup>th</sup> March 2020. Balance £5884.06*
- Correspondence Address to be changed to Beverley Young new clerk/RFO and Olivia Beaumont as outgoing clerk/RFO to be removed from the account.

e. Standing Orders / Direct Debits

**£400.71** United Kingdom Debt Management Office, Loan Repayment due 03/04/2020 to be debited from LCC, HSBC account

f. Invoices – To be paid by direct online payments or cheque payment

Office Expenses – **£7.99** Olivia Beaumont (Final Instant Ink Invoice for April 2020) **Chair agreed payment on 26/03, made by direct payment 26/03**

Office Expenses – **£79.99** Ed Winter (Office 365 annual subscription) **Chair agreed payment on 26/03, made by direct payment 26/03**

April Office Expenses - TBC Beverley Young

Merlin Waste – Invoice 4038 **£15.00** Collections 17/02 and 02/03 **Chair agreed payment on 26/03, made by direct payment 26/03**

MCC – Invoice 701600, **£167.90** Glascoed common, flail of playing field **Chair agreed payment on 26/03, made by direct payment 26/03**

Thomas Bros. - Invoice 716 dated 06/12/19 for £987.36 Extra tarmac works remains outstanding

## 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
  - 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
- d. **Community Meetings**

Cancelled due to Covid-19 virus

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

## 11. Date of next meeting – TBC

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