



Meeting Minutes

Wednesday 4th April 2020

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

INVITATION ISSUED TO ALL COUNCILLORS AND CLERK TO ATTEND SKYPE MEETING AT 6.30PM

In attendance at skype meeting were, Cllr Jenny Carpenter, Cllr Ed Winter, Cllr Paula Clarke and Cllr Jude Hopkins

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.

Welcome to new clerk – Beverley Young

Cllr Carpenter confirmed she had spoken with outgoing Clerk Olivia to thank her on behalf of the Council for her work. Cllrs made decision to wait to present formal thanks and leaving gift until a later date. We will try to recognise the number of Councillors there has been during Olivia's tenure

1. Apologies for absence Cllr Peter Sutherland who was unable to log on to join the meeting

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 *NO MEMBERS OF PUBLIC PRESENT DUE TO COVID-19.*

4. Adoption of Minutes –

Chair to move to approve minutes of LCC Ordinary meeting held on Wednesday 5th February 2020. Deferred to next full meeting

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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 Correspondence received from Zurich on 31 March 2020. Cllr Ed Winter will contact Zurich to clarify further details

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 Clerk to contact Paul Keeble at MCC to request a contact name at NRW in order that this can progress.

d. HMPS making signage for Llanbadoc Island Nothing further at this stage

e. BAE - White fencing Clerk to write to Monkwood Management Estates and reminder to BAE

f. Geotrail update (BAE, MCC and Ramblers Cymru) BAE requested copy of map which was sent on 11 March 2020 Cllr Carpenter to send further details to Ollie regarding bus timetables and places of interest on the route.

g. A472 Alexandra Terrace, Monkwood speed activated signs Nothing further to report at this stage

h. Monkwood Issues – Signage regarding speed limits and parking outside *St. Matthews* Church (from Strong Communities discussions) – Cllr. Peter Sutherland Revisit at next Strong Communities meeting

i. Lions Message in a bottle scheme – Distribution of 100 bottles received Cllr Jo Storey to distribute when appropriate re Covid-19 restrictions

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 20th 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 17th 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 (for information only) regarding work NRW intend to carry out in Cefn Mawr Woods. Cllr Winter advised that work has already commenced

c. Monmouthshire Replacement Local Development Plan 2018-2033 MCC email 30/3/20 Public consultation postponed and call for sites open for an extended period.

7. Planning

a. MCC Planning Committee Meeting

b. Planning applications

DM/2020/00338 Notified on 10th March, 21day consultation period. No Objections. Response sent to MCC by Jenny 3/4/20

DM/2020/00215 Extension for comments to 1st April agreed by Kate Bingham No objections provided Biodiversity and Ecology issues are resolved. Response sent to MCC by Jenny 3/4/20

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 1st April 2019 to 29th Feb 2020. Submitted on 12th 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 9th March and £25 received by bank transfer on 9th March also repaid Total received for 2019/2020 NIL

5 Individual Councillor remuneration annual payment of £150 for 2019/2020 and councillor remuneration including chairs allowance for 2019/20 – PAYE payment to be set up.

Cllrs present agreed to the setup of HMRC payroll by the Clerk

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 Sutherland and Cllr Carpenter have signed the forms Cllr Ed Winter is to present forms to HSBC together with his ID to avoid any delay in transfer of primary User details

Cllr. Peter Sutherland also has a LCC HSBC Account cheque book. This has been passed to Cllr Carpenter

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. No changes are necessary until CV19 situation is resolved. Funds are reserves and should not be needed in the short term

c. Monmouthshire Building Society Passbook Balance - £10,154.57 Passbook to be Given to Bev Young on 30th March 2020 as part of handover to new clerk/RFO Passbook now with Cllr Carpenter

d. HSBC Bank account balance – Statement 19th February to 18th 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. To be completed by Cllr Ed Winter when he is confirmed as primary user

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

Phil Dye Wotton Tree Consultancy Invoice 0548 dated 9th March for £1000.00. Work complete payment to be made when HSBC handover to Cllr Ed Winter is confirmed

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 – 6th May 2020

In the absence of the Clerk Minutes prepared by Cllr Jenny Carpenter Llanbadoc Community Council

Meeting closed at 19.45