

# Llanbadoc Community Council

## Meeting Minutes Wednesday 4<sup>th</sup> March 2020

**Present:** Cllr. Jenny Carpenter, Cllr. Paula Clarke, Cllr. Peter Clarke, Cllr. Peter Sutherland, Cllr. Ann Bowyer, Cllr. Ed Winter, Cllr. Jo Storey and Cllr. Jude Hopkins

**Members of the public:** County Councillor Val Smith and 6 residents of Llanbadoc

**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

6 residents of Llanbadoc were present at the meeting and collectively came to report on the flooding that occurred on 16<sup>th</sup> Feb 2020 when the river Usk was at its highest levels.

The residents explained their concerns over continual flooding and have some ideas to alleviate this. One being to reinstate the brook to its original course. 6 properties are being flooded regularly, factors also include highway drains blocked and water not draining away and concerns over the recently increased ground levels of 'Orchard Cottage' which may be exacerbating the flooding to neighbouring properties, with water flowing off the site. It was reported at the meeting that as part of the MCC Planning consent ground levels were to be reinstated following development of the property.

The clerk suggested a meeting with all relevant parties, including affected residents, landowners (Llanbadoc Community Council are included in this), Monmouthshire County Council and Natural Resources Wales.

**ACTION: Clerk** to contact Ross Price (Flood Risk Manager, Highways and Flood Management) at Monmouthshire County Council to request that MCC facilitate this meeting. **Done 05/03**

**ACTION: Cllr. Ann Bowyer** to draft letter to NRW Explaining issues, clerk to then circulate to full council for approval to send on behalf of the council

**ACTION: Cllr Jenny Carpenter with Cllr. Ann Bowyer** – To make a list of all affected residents (clerk provided electoral register 04/03)

Following the meeting the clerk published and circulated details on how to access the Discretionary Assistance Flood Compensation provided by the Welsh government.

**4. Adoption of Minutes** – The Chairman does not believe that the minutes of the meeting of the Full Council held on 5<sup>th</sup> February 2020 in respect of item 5h were a correct record but her view could not be upheld as Councillors could not remember the specific details. The Minutes are therefore confirmed as an accurate record of the proceedings

The Clerk left the meeting.

Cllr. Jude Hopkins joined the meeting

## 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. Mathew's Church (from Strong Communities discussions) – Cllr. Peter Sutherland
- i. Lions Message in a bottle scheme - 100 bottles received

The clerk re-joined the meeting. The Clerk was informed by the chair that the above items are ongoing for the purpose of the minutes.

- j. Appointment of Internal Auditor – Engagement letter sent to John Turner 28/01 via email, awaiting return with signature – **ACTION: Clerk** meeting with John Turner on 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 draft of Annual Report for 2019/20. **ACTION: Clerk and Cllr. Peter Sutherland**
- l. Requested Litter picking signage from Sue Parkinson, MCC – awaiting delivery
- m. Closure of Usk Civic Amenity Site – no discussion
- 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 – **ACTION: Clerk Forward Neighbourhood policing contact details to Cllr. Jude Hopkins Done 05/03**
- o. Llanbadoc Island – Brook diversion request from residents – As discussed under item 3

## 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 – Cllr. Jude Hopkins maybe interested in attending
- b. Monmouthshire Building Society – Community Saver, Cllr. J. Carpenter, Cllr. P. Sutherland and Cllr. J. Storey – Standing Orders sent to MBS as requested, awaiting confirmation of account open. **ONGOING**

## 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 withing 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

Apply for an extension to Planning Application **DM/2020/00215** **ACTION: Clerk** Contact MCC Done 05/03 – agreed to by MCC.

c. MCC enforcement Cases (confidential)

Circulated to full council on 3<sup>rd</sup> March 2020

## 8. Finance

a. The Accounts were not circulated in advance of the meeting, **ACTION: Clerk** to circulate Done 05/03

### b. Responsible Finance Officer Report:

1. Review of the accounts and spending against budget – Deferred to April meeting as this will be end of year accounts

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. **ACTION: Clerk** Issue letter of thanks

3. Following this final LCC meeting of the financial year, clerk to complete VAT claim for 2019/2020 - **ACTION: Clerk**

4. Chair to sign for chair's allowance received in 2019/2020 – The Chair declined to sign

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 – **Deferred to April meeting.**

6 HSBC RFO hand over – change primary online user to Cllr. Ed Winter, full council approval **ACTION: Clerk**

7 Review of Effectiveness of Internal Audit – Completed by the clerk – upload document to website **ACTION: 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 printed online HSBC statement on 4<sup>th</sup> March 2020 to show most recent balance of £5814.25. – The Chair declined to sign.

e. Banking 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).

Banking Standing Orders completed on 02/03/2020

**£25.00** Chair's allowance (For Feb) – **ACTION: Clerk** Cancel Standing order and make final payment for March as a banking direct payment

**£48.19** Office Expenses (For Feb) – **ACTION: Clerk** Cancel standing order and make final payment for March as a banking direct payment

**£554.64** Playworks – Salary (For March) - **ACTION: Clerk** Cancel standing order **ACTION: Council** Set up payment method for new clerk from starting date of 1<sup>st</sup> April 2020.

f. Direct Payments

Merlin Waste – Invoice 3992 for collections 20/01/20 and 03/02/20 £15.00 – Agreed payment **ACTION: Clerk**

g. Individual Councillor remuneration requests

See under 8b. RFO report

h. Invoices

hi. One Voice Wales Annual Membership renewal £117.00 for 2020/21 – Agreed payment **ACTION: Clerk** Pay Direct Payment

hii. Thomas Bros. - Completion of contract Control document **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 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 – REMAINS UNPAID**

## 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 **ACTION: Cllr. Ed Winter**

Meeting Monday 9<sup>th</sup> March 6.45pm at The 3 Salmons

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

Cllr. Ed Winter and Cllr. Jude Hopkins provided a presentation to full council, this included Statutory Responsibilities and a table listing dates of tree surveys.

Engaged Phil Dyer to survey all woodlands

Tree Report for Llanbadoc Island completed on 30<sup>th</sup> May 2018 by Jim Keetch of MCC **ACTION: Clerk** Circulate to Environment Group **Done 04/03**

Tree survey course £140 pp. To be booked for Cllr. Ed Winter and Cllr. Jude Hopkins to attend – Council agreed to cover cost under the 2020/21 Training budget. **ACTION: Cllr. Ed Winter and Cllr. Jude Hopkins**

**ACTION: Environment Group** Email notes from environment group that are currently on the LCC Google Drive

c. **Community Engagement** – Cllr Ed Winter, Cllr Peter Sutherland, Cllr Jenny Carpenter

1. Clerk Facebook account has now been set up for administration of the LCC Facebook page

d. **Community Meetings**

**Strong Communities** – Date TBC

**Usk Cluster Meeting** - Monday 16<sup>th</sup> 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) 11<sup>th</sup> 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 – Cllr. Jo Storey apologies **ACTION: Cllr. Peter Sutherland to attend**

**Give dog fouling the red card working group** - USK COUNTY HALL, Room P4, 2pm, Thursday 5<sup>th</sup> March 2020 – Cllr. Jo Storey apologies **ACTION: Clerk notified MCC 05/03**

- Training - Individual Councillor Training List – **ACTION: Clerk** circulate **Done 05/03**

Signature

Date

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

*Usk Town Council meeting 'Pump track' at Usk Island.  
Flooding*

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

There being no further business the meeting closed at 20.30

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