

Llanbadoc Community Council

Meeting Minutes Wednesday 5th February 2020

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

Members of the public: MCC Officer Andrew Jones, County Councillor Val Smith and 1 member of the public - Mr Colin Deakins

1. Apologies for absence: PC Rhydian Evans 1233, Neighbourhood Ward Manager, Monmouthshire Policing Team Cllr. Jo Storey. Cllr. Jude Hopkins and Cllr. Ed Winter 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.
- ii. Item 5e, Yew Tree Farm – Cllr. Jenny Carpenter
- iii. Item 5d BAE White fencing – Cllr. Paula Clarke
- iv. Item 5g Alexandra Terrace – Cllr. Jo Storey
- v. Containers at Mayfield, Llanbadoc – Cllr. Peter Sutherland
- vi. Planning Application DM/2019/02041 – Paula Clarke

ACTION: Clerk Update Members Interests register on LCC Website **Done 06/02**

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

Andrew Jones, MCC – Provided and update on planning and enforcement cases within the ward

County Councillor Val Smith – Update on work within the ward.

Royal Mail declined post box for Woodside, Llanbadoc (letter from Royal Mail Group to Cllr. Val Smith provided to Council)

PC Rhydian Evans 1233, Neighbourhood Ward Manager, Monmouthshire Policing Team was invited to the meeting to present the local police report – Apologies provided, and the Police Report has been circulated to Council members via email.

4. Adoption of Minutes – The chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 8th January 2020, all in favour of adoption and the minutes were duly signed. **ACTION Clerk** re-publish as adopted **Done 06/02**

5. Matters Arising from the Minutes/Current Business

- a. Llanbadoc Ward and Glascoed Ward Community Council vacancies – **ONGOING**
- b. Clerk vacancy: Applications received **ACTION: Clerk** Revised Job description to be circulated to potential applicants. **Done 10/02**
- c. Llanbadoc Island Project

Signature:

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Provision of disabled parking sign at Llanbadoc Island: Cllr. Ed Winter – Defer to next meeting

Llanbadoc Island brook and drainage – Item discharged

HMP Usk to make signs, correspondence via Cllr. Jenny Carpenter – 2 signs have been completed

Promised financial contribution from St. Madoc's – **ACTION: Cllr. Ann Bowyer to pursue**

Council agreed final payment to Thomas Bros. of £987.36 to be retained until correct credit note received and works completed (Agenda Item 8hi)

- d. BAE - White fencing and agreement to publicise permissive path for Ramblers supported Geotrail – 28/01
Left message on voicemail for Paul Hemmings, Site Operations Manager to contact me via email at clerk@llanbadoc.org. Email correspondence received on 30/01/20 from Michelle Armour, Site SHE Manager BAE who has escalated request to estate services **ONGOING**
- e. Yew Tree Farm correspondence: latest correspondence sent in the post on 21st Jan 2020, no response received
- f. Glascoed Woodland Volunteer Group - Remove from agenda until updates available
- g. A472 Alexandra Terrace, Monkswood – Speed of traffic issues Cllr. Peter Clarke & Roger Hoggins of MCC
ACTION: Clerk Contact Roger Hoggins following conversations with Cllr. Peter Clarke. **Email sent 06/02**
- h. Payment for 2019/2020 councillor remuneration – Correspondence from Shan Bowden of OVW received on 20/01/20 circulated to full council. **ACTION Clerk** - Last chair's remuneration payment for 2019/2020 to be made to chair on 1st March 2020 (this will be £25 for Feb 2020 and £25 for March 2020) issue letter with receipt for Chairs allowance to be signed by chair acknowledging the payment is to be declared to HMRC as personal income (as advised by OVW). Bank standing order then to stop and PAYE Payments to be set up from April 2020 for all Councillor Remuneration, excluding travel as advised by OVW. Payment of annual £150 Remuneration to be paid following completion of financial year as a Councillor, if not a full year then to be paid pro- rata. i.e. 2019/2020 - **April 2020 Agenda Item.**
- i. Monkswood Issues – Signage regarding speed limits and parking outside St. Marks Church (from Strong Communities discussions, promised LCC would be written to for a site visit week commencing 23/01/20) – **ACTION: Cllr. Peter Sutherland** to pursue as letter not received.
- j. Lions Message in a bottle scheme - 100 bottles ordered on 28/01 via email, cost £45 including post and packing. Invoice to be paid prior to delivery.
- k. Monmouthshire Building Society Account: Change to Community Saver for higher rate of interest, Cllr. Jenny Carpenter, Cllr. Peter Sutherland and Cllr. Jo Storey current signatories – Application form has been completed and to be handed in with Passbook for existing account **ACTION: Cllr. Jenny Carpenter**
- l. Appointment of Internal Auditor – Engagement letter sent to John Turner 28/01 via email, email confirmation of acceptance, awaiting return with signature. Clerk meeting with John Turner on 31st March 2020 to hand over documents to be audited.
- m. Presentation on review of the electoral arrangements for the county borough of Monmouthshire – Attended by Cllr. Jenny Carpenter, email circulated to full council on 20/01. Correspondence from OVW asking if T&C Councils want to request a fresh review. LCC Unanimous to request a fresh review **ACTION: Clerk** to inform OVW
- n. LCC Annual Plan: Clerk meeting with Peter Sutherland on 19th March 2020 10am for completion of Annual Report for 2019/20. **ONGOING**
- o. Requested Litter picking signage from MCC: Sue Parkinson responded that more signs have been ordered, hopefully will arrive at the end of Feb. **ONGOING**
- p. Lack of post boxes for Llanbadoc Residents, Investigated by clerk and emailed findings on 28/01 - Customer Service point 26 Bridge Street can be used, opening times circulated.
https://personal.help.royalmail.com/app/answers/detail/a_id/135/~royal-mails-postbox-network---your-

[questions-answered](#) County Councillor Val Smith received postal response from Royal Mail on 10th Dec 2019, unable to install. **DISCHARGED**

- q. Closure of Usk Civic Amenity Site (raised at Strong Communities by Cllr. Peter Sutherland and an agenda item at MCC Cluster meeting) – Comments from Cllr. Ed Winter and Cllr. Jude Hopkins taken forward to MCC

6. Matters arising from recent correspondence / new business

- a. Concerns over drug dealing/taking at the top end of Glascoed in a small layby and also on Trostra Common – **ACTION: Clerk** to follow up report of drug use in Glascoed on 30/01/20. **DONE 06/02** emailed Rhydian Evans
- b. Great British Spring Clean – On annual LCC plan to continue with Community Litter picks

7. Planning

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

DM/2019/02078 (21 days from 3rd Jan 2020)

Erection of a greenhouse – Glan y Nant, Caerderri, Prescoed, Usk NP15 1PS

6 Councillors responded by email with no objections, clerk informed MCC by email on 27/01/2020

DM/2019/02041 (21 days from 3rd Jan 2020)

Proposed 2 storey extension to the present dwelling replacing the existing removed

New House Farm, Little Mill, Pontypool

Rights of way issues noted by MCC on application

Vote: 4 For, 3 Abstained **ACTION: Clerk** Inform **MCC Done 10/02**

DM/2018/01641 (MCC Planning Committee 3rd March 2020)

Erection of fuel storage building to replace existing open storage compound and relocation of 2 no. porta cabin office buildings together with parking provision

Trostrey Court Farm Buildings, Clytha Road, Trostrey Common, Gwehelog. Monmouthshire

No further comments, as previous comments stand – **ACTION: Clerk** Inform MCC **DONE 10/02**

DM/2019/01998 (21 days from 10th Jan 2020)

Retention of temporary rural enterprise worker's dwelling

Hendre Farm, A472 Pantypwyddyn Farm to Little Henrhiw, Monkswood

20/01 Clerk asked for more information about the agricultural enterprise to justify dwelling and an extension for consultation period.

Vote: 6 Against, 1 Abstain **ACTION: Clerk** **DONE 10/02** Inform MCC recommendation for refusal, despite request to planning officer, no information received on rural enterprise, not justified. In addition, still does not appear to be an application to regularise the bund and large area of hard standing

DM/2020/00035 (21 days from 16th Jan 2020)

Mod or removal of conditions

Llandegfedd Reservoir visitor Centre

Signature:

Removal of condition 6 (remove condition 6 altogether as it contradicts the approved description of development) and to vary condition 7 (the premises shall not be used for the approved purposes outside the times of 6:00am to 00:00am (midnight)).' Relating to planning application DC/2012/00317.

Vote: 6 Councillors voted, 1 Abstained – Agreed to daylight only opening hours and no alcohol, other than served with food in the visitor café. Drinking of alcohol, near open water in the dark was considered to be high risk for the potential of accidents. **ACTION: Clerk** Done 10/02 inform MCC

DM/2020/00036 (21 days from 16th Jan 2020)

Mod or removal of conditions

Llandegfedd Reservoir visitor Centre

Modification of condition no. 7 of planning permission DC/2012/00442 (hours of operation)

Vote: 6 Councillors voted, 1 Abstained – Agreed to daylight only opening hours and no alcohol, other than served with food in the visitor café. Drinking of alcohol, near open water in the dark was considered to be high risk for the potential of accidents. **ACTION: Clerk** Done 10/02 inform MCC

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.

A mid-year budget review took place on 26th November 2019, this was presented to full council on 4th December 2019 and is published on the LCC website under <https://www.llanbadoc.org/annual-accounts/>

2020/2021 Budget agreed at LCC Council meeting on 4th December 2020 published on LCC website under <https://www.llanbadoc.org/annual-accounts/>

c. Monmouthshire Building Society Passbook Balance **£10,154.57** confirmed and signed – photocopy of passbook held until passbook returned by Building Society.

d. HSBC Bank account balance – *Statement 19th December to 18th January 2020, balance £6,365.86*

HSBC statement printed on 5th Feb 2020 balance **£5,738.08** – Both confirmed and signed by Cllr. Ann Bowyer

e. Standing Orders:

02/01/2019 - **£48.19** Office Expenses – paid

02/01/2019 - **£554.59** Salary - paid

02/01/2019 - **£25.00** Chair's allowance – paid (£50 to be paid 01/03/2020 £25 for Feb and £25 for March 2020 – then standing order to cease and PAYE to be set up for 2020-21 Financial year. **ACTION: clerk**

f. Direct Payments

Merlin Waste – Invoice 3954 for collections 23/12/19 and 06/01/2020 **£15.00** **ACTION: Clerk** Done 06/02

g. Individual Councillor remuneration requests

£150 Councillor remuneration for 2019/2020 – To be paid via PAYE after completion of Financial year 2019/2020. – **ACTION: Clerk** April 2020

h. Invoices

h i. Thomas Bros.

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

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 716 dated 06/12/19 for £987.36 Extra tarmac works – to be paid on production of correct invoice amounts / credit note and completion of work. **Payment deferred to March meeting**

h ii. 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. Cllr. Jude Hopkins confirmed tree felled on 12/01/20 via email. Awaiting invoice from Greenworks, emailed Tim on 28.01.20 to request invoice. Direct Payment agreed – **ACTION: Clerk** **Done 06/02**

h iii. **£20.00** Wreath for Remembrance Day parade, November 2019 – paid by Cllr. Jenny Carpenter Direct Payment agreed – **ACTION: Clerk** **Done 06/02**

h iv. MCC Invoice 70157380 - **£122.32** including VAT ref: 2019/325 Replacement 519 lock for Llanbadoc Island Grass area – Cancelled by MCC confirmed by David Hudson, MCC on 28/01 in an email. Credit note issued by MCC on 04/02/2020 invoice no. 70157455

h v. Lions Message in a bottle **£45.00** Invoice GB484 Direct Payment agreed – **ACTION: Clerk** **Done 06/02**

9. Reports from Advisory Groups

- a. **Procedural and Financial** – Cllr Peter Clarke, Cllr Jo Storey, Cllr Ed Winter, Cllr Jenny Carpenter
 - 1. LCC Risk Assessment – Review took place on 15/01/20. Document to be updated and published on LCC website **ACTION: Clerk** **Done 10/02**
 - 2. FOI – Review took place on 15/01/20. Document to be updated and published on LCC website **Action: Clerk** **Done 10/02**
 - 3. Equality and Diversity Policy reviewed originally circulated to full council on 18th July 2017 and adopted by full council 02 August 2017, re circulated on 16/01/20 – Publish on LCC Website **ACTION: Clerk** **Done 10/02**
 - 4. Recruitment policy – LCC decided against – item discharged
 - 5. Annual review of LCC Asset Register – Remove sign at Usk Island **ACTION: Clerk** **Done 11/02**
 - 6. Office 365 Renewal 8th March 2020 – to be set up from Llanbadoc 365 account **ACTION: Cllr. Ed Winter**
 - 7. Annual Review of Effectiveness of Internal Audit to be completed in March 2020 **ACTION: Clerk** **Prepared on 11/02 Agenda March meeting**

- b. **Environment** – Cllr Ed Winter, Cllr Paula Clarke, Cllr Judith Hopkins
 - 1. Environment Box (passed to Cllr. Ed Winter) this contains Pathcare group task records, Copies of historic walks leaflets, Local wildlife information card on Jenny's Bushes completed by GWT, Correspondence from Everett, Tomlin, Lloyd and Pratt solicitors and original Commons deeds, maps of the local area, Registration of commons documents and commons info – including Local Common Guidance and Protection of Common Land documents issued by Welsh Government and LCC Tree Health and Safety survey reports. Cllr. Jude Hopkins listing individual items. Cllr. Jude Hopkins reported that a single document has been created which

is a Schedule of Land in LCC ownership, noting the original Deeds of transfer and cross referencing them against the Land Registry documentation. It is noted that there are a number of discrepancies. It is unclear what the current legal position is with these incomplete parcels of land. Contact to be made between LCC and solicitors to establish position. **ACTION: Environment Group**

2. 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 considered

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

1. Set up a Clerk Face Book account – for Administration of the LCC FB page **ACTION: Ed Winter**

d. **Community Meetings**

Strong Communities – 23rd January 2020 – Attended by Cllr. Peter Clarke and Cllr. Peter Sutherland who circulated notes from the meeting on 23rd Jan.

Usk Cluster Meeting Tue 28th Jan 2020 6pm, Conference room, County Hall – Cllr. Jenny Carpenter and Cllr. Peter Clarke attending. Next Cluster meeting Monday 16th March at 6pm to review the LDP.

Usk Masterplan Council presentation 22nd January 2020 and **Public engagement presentation** 29th January 2020 – publicised on LCC website and FB page. Boards available to view at Usk Hub up until 14th Feb with comments sheets available. **Usk Improvement Masterplan - Next Steps** 19th Feb 2020 10am to 12.00

The Brilliant Bronze Age exhibition, Glascoed Hoard at Abergavenny Museum 5pm to 7pm Thursday 30th January attended by Cllr. Jenny Carpenter and Cllr. Jude Hopkins

One Voice Wales Monmouth/Newport Area Committee - Thursday 16th January 2020 - Cllr. Jo Storey attended. The next meeting of the One Voice Wales Monmouthshire/Newport Area Committee will take place at 7pm on Thursday 2nd April 2020 in the Library, The Sessions House, Usk

e. Training

- Individual Councillor Training List
- OVW South Region Training Dates circulated on 13th Jan – All modules available up to July 2020

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

11. Date of next meetings – Wednesday 4th March 2020 and Wednesday 1st April 2020 6.30pm to 8.30pm

There being no further business the meeting closed at 20.28

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