

Due to Government guidance in respect of the COVID19 lockdown the meeting was held remotely.

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: No members of the public were present at the meeting due to Government restrictions in respect of COVID19.

1. Public Meeting:

No members of the public were present at the meeting due to Government guidance in respect of the COVID19 situation, and no issues had been raised with the clerk by members of the public.

2. Sign the attendance book:

It was not possible to sign the attendance book as the meeting was held remotely.

3. Apologies for absence:

All councillors were remotely present at the meeting.

4. Declaration of interest from members:

- a. Cllr Peter Clarke (planning matters) has previously declared a prejudicial interest in item 9 under the member's code of conduct due to his position on the Planning Committee of Monmouthshire County Council.

Cllr Paula Clarke declared a prejudicial interest in item 9c under the member's code of conduct due to the location of one of the closed cases.

- b. Councillors were asked to either notify the clerk of any changes to their registered interests or to confirm their registered interests were up to date. **ACTION: All Councillors**

5. Adoption of Minutes:

- a. The chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 6th May 2020, proposed by Cllr Paula Clarke, seconded by Cllr Sutherland, all in agreement. **ACTION: Chair to sign minutes at earliest opportunity.**

6. Clerk's Report

The clerk's report for June had been circulated prior to the meeting for members' consideration, the report was accepted by the meeting. **ACTION: Chair to sign report at earliest opportunity.**

The clerk informed the meeting that the Monmouthshire Building Society had asked what date the "business" commenced. The clerk was asked to respond that a member had been serving since 1978 and that it preceded that time. **ACTION: Clerk to inform MBS.**

The Chair raised concerns that some earlier issues raised may be outstanding. **ACTION: Clerk to check March minutes, Chair to provide Cllr Hopkins with notes on Walk #5 Around Glascoed**

7. Discussion with County Councillor

The County Councillor had been invited to the meeting but was not present.

8. Matters arising from recent correspondence / new business

- a. Gwent Young Farmers

A letter had been received from GYF requesting financial assistance to support their activities. Cllr Bowyer suggested that it was not a current priority for the Council, and that there were other sources of funding available which they may be able to apply for, e.g. Tesco Bags of Help and Awards for All Wales, all agreed.

ACTION Clerk to inform GYF.

b. Local Places for Nature Application

An invitation had been received to apply for a Local Places for Nature Package. The scheme, run by Keep Wales Tidy, aims to reintroduce areas of natural habitat into localities, 26th May 2020 was the deadline for this round of applications. Some councillors felt the criteria, reporting requirements and ongoing time commitment prevented the Council from applying at the current time, therefore no application was submitted on this occasion.

The Chair proposed a working group be established to apply for grants and manage such projects in the future. Cllr Sutherland suggested that individual councillors should be able to commit to such projects. It was agreed to revisit the approach at a later date.

c. Tesco Bags of Help and Awards for All Wales

GAVO had informed the Council of the two funding opportunities above, both schemes making grants available to help with the COVID19 situation in local communities.

The clerk clarified that the GAVO grant remained unavailable to community councils, however Tesco Bags of Help and Awards for All Wales presented other opportunities for community projects.

Cllr Hopkins informed the meeting that a food bank and food kitchen were currently operating in Usk, and that demand was high because of the recent flooding, the COVID19 restrictions and the increase in unemployment due to COVID19. She had passed on the information on the GAVO grant available.

The Chair proposed information about the projects should be published on the Council website and Facebook page to encourage community support. **ACTION: Cllr Hopkins to provide clerk with information. Cllr Paula Clarke to publish on Facebook page and Clerk to publish on website.**

Cllr Sutherland suggested a donation to the project be considered as a use of reserves.

9. Planning

a. MCC Planning Committee Meeting

Nothing to report.

b. Planning applications

Planning Application DM/2020/00402 – Non Material Amendment to application DM/2019/01377 – Proposed replacement dwelling at Orchard House, Llanbadoc. NMA to raise the floor level of studio above level of recent flooding to the site which inundated the structure. Cllr Paula Clarke stated that as the original planning application had been approved any objections to the amendment would not materially affect the decision. Councillors raised concerns that the bank around the garden building had been built up much higher, so if the brook was to overflow again neighbouring residences would be adversely affected.

The Chair moved the application be approved with a condition that the garden levels are checked to ensure they meet the original planning consent, proposed by Cllr Sutherland, seconded by Cllr Hopkins. 5 votes for, 2 votes against and 1 abstention. **ACTION: Clerk to submit recommendation to MCC.**

Planning Application DM/2020/00504 – Proposed double garage, garden store and first floor home office – Grey Stone, Glascoed. Cllr Paula Clarke raised concerns due to the size and location of the proposed building, adjacent to Glascoed Lane. It would be very prominent, not of modest size and it was believed to be in contravention of H6 of the LDP.

The Chair moved the application be refused, proposed by Cllr Paula Clarke, seconded by Cllr Hopkins. 6 votes against and 2 abstentions. **ACTION: Clerk to submit recommendation to MCC.**

c. MCC enforcement cases (confidential)

Circulated to full council on 11th May 2020 and duly noted.

10. Finance

a. Pink Papers for June

The pink paper for June was circulated prior to the meeting for members' consideration. The Chair moved to suspend standing orders to consider two payments due before the next meeting, all in agreement.

Councillor's Allowance payment £120 approved in May net of PAYE, due to tax code provided should be paid gross, £150. Viking Direct payment of £69.18 for office supplies. The chair moved to approve these and the following payments:

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|--------------------------------------|----------|
| Clerks Salary and Allowances June | £ 473.74 |
| HMRC PAYE June | £ 58.00 |
| Merlin Waste June | £ 15.00 |
| Mr J Turner (Internal Audit 2019/20) | £ 100.00 |

The payments were proposed by Cllr Bowyer, seconded by Councillor Winter, all in agreement. **ACTION: Chair to sign paper at earliest opportunity, Cllr Winter to make payments.**

A payment to HMRC in respect of PAYE for April and May had been authorised by the Chairman on 27th May 2020 under delegated powers.

b. Responsible Finance Officer Report:

1. Review of the accounts and spending against budget

The May papers had been circulated prior to the meeting for members' consideration. The balance on the deposit account remained at £10,202, the current account balance at the end of May was £12,336.33

The Chair proposed that the review of accounts and spending against budget should be presented quarterly in future, with bank reconciliations being carried out monthly and reviewed quarterly. This was proposed by Cllr Sutherland, seconded by Cllr Paula Clarke, all in agreement.

2. HMRC Basic PAYE system

The clerk confirmed that all required submissions had now been made and the first payment to HMRC had also been made. Confirmation that Councillors' Allowances are taxable had been received directly from HMRC and from One Voice Wales.

c. Independent Remuneration Panel for Wales; Payments to Community Councillors

The Schedule of payments had been circulated prior to the meeting for members' consideration. The Chair had received a payment of £20 in addition to the £50 on the report. **ACTION: Clerk to amend return, submit it to IRPW and publish it on Council website by 30th September 2020.**

d. Annual Return

1. The audited financial statement for 2019/20 had been circulated prior to the meeting for members' consideration. The chair moved to approve the financial statement, proposed by Cllr Sutherland, seconded by Cllr Winter, all in agreement.

2. The Internal Auditor's report for 2019/20 had been circulated prior to the meeting for members' consideration. The chair noted amendment required to point 4 line 6; should read Llanbadoc Island not Usk Island. The auditor commented on lines 10 to 15; balances carried forward to 2020/21 are excessive. This is explained by the following:

- i. Balance owing to Thomas Brothers of £1,000, awaiting completion of remedial work before payment made.
- ii. Donation of £1,000 received from the church which was not anticipated.
- iii. Councillor remuneration budgeted expenditure £1,000, not used.
- iv. VAT refund of £4,700 was received prior to year-end.
- v. Intentions were that any excess funds may have proved sufficient to purchase Disabled Swing and Two SIDS cameras for Alexandra Terrace and Woodside. These will now be considered in 2020/21 alongside other priorities.

The chair moved to accept the Internal Audit Report, with mitigating circumstances, proposed by Cllr Peter Clarke, seconded by Cllr Winter, all in agreement.

3. Members had received a copy of the Annual Governance Statement prior to the meeting for their consideration. The statement was duly completed by the clerk during the meeting with the members' responses.

4. The Annual Return for 2019/20 had been circulated prior to the meeting for members' consideration. The chair moved to approve the Annual Return, proposed by Cllr Sutherland, seconded by Cllr Paula Clarke, all in agreement.

Signature:

Date:

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ACTION: Chair & Clerk to sign Annual Return and supporting documentation at earliest opportunity. **Clerk** to submit to External Audit by 10th July 2020 and publish 'Notice of Electors Rights' by 16th June 2020.

11. Reports from Advisory Groups

- a. **Procedural and Financial** – Cllr Peter Clarke, Cllr Jo Storey, Cllr Ed Winter, Cllr Jenny Carpenter
Nothing to report.
- 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)**
Cllr Hopkins had circulated the report to all councillors.
 2. **Managing volunteers – insurance terms and conditions**
Nothing to report.
 3. **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**
It has not been possible to progress this due to Government restrictions in respect of COVID19. **ACTION: Cllr Hopkins** to obtain information when possible.
 4. **Review of Commons Deeds held – secure storage location to be found**
It has not been possible to progress this due to Government restrictions in respect of COVID19. are with the solicitors. **ACTION: Cllr Winter** to confirm situation regarding storage with solicitors.
- c. **Community Engagement** – Cllr Ed Winter, Cllr Peter Sutherland, Cllr Jenny Carpenter
Cllr Paula Clarke now has administrative access to the LCC Facebook page.
- d. **Community Meetings**
Nothing to report.

12. Reports from representatives on Other Bodies

- a. **Strong Communities**
No meeting held due to COVID19.
- b. **Usk Cluster Meeting**
No meeting held due to COVID19.
- c. **Usk Improvement Masterplan**
No progress currently due to impact of COVID19.
- d. **One Voice Wales Monmouth/Newport Area Committee**
No meeting held due to COVID19.
- e. **Give dog fouling the red card working group**
No meeting held due to COVID19.

13. Electoral Review of Monmouthshire

The Chair reminded members the Council had objected to the plans for reorganisation of Town and Community Councils for the Llanbadoc area. The plans have now been passed without further consultation. The Chair proposed submitting a response that states the Council had originally objected to the plans but accepts they have been approved, and therefore now believe the current review should ensure that the boundaries tie in. The proposal for Llanbadoc area currently does not.

Cllr Sutherland moved that the Chair and clerk draft a response accordingly and submit by the required date, proposed by Cllr Paula Clarke, seconded by Cllr Bowyer, all in agreement. **ACTION: Chair and clerk** to draft and submit response.

14. Llanbadoc Flooding

It has not been possible to progress this due to Government restrictions in respect of COVID19. **ACTION: Clerk** to agenda for future meetings.

15. Annual Plan 2020/21

A draft Annual Plan had been circulated prior to the meeting for members' consideration. Cllr Sutherland asked for ideas and comments to be forwarded to him by 17th June 2020. **ACTION: All Cllrs to respond, Clerk to agenda in July.**

16. Llanbadoc Island Car Park

a. Options in respect of the damaged surface

The Chair had met Dale Hunt, who is now working independently of Thomas Brothers, he made suggestions as to a way forward and will provide an idea of costs. The Chair suggested going back to Thomas Brothers to arrange for completion of the outstanding work and obtain a cost for remedial works required.

Cllr Bowyer expressed concern over vehicles parking in that area, Cllr Sutherland raised concerns in respect of people using the site suggesting a sign be installed informing the public that they use the area at their own risk. Cllr Winter clarified that the pedestrian gate next to the road gate has been left open as it is common land and cannot be closed to the public.

Concerns were expressed about using Thomas Brothers to carry out any remedial work. Dell Heath and Royston Etheridge were alternatives suggested.

The Chair moved she should approach Thomas Brothers and Cllr Peter Clarke should contact Royston Etheridge to obtain an estimate, proposed by Cllr Sutherland, seconded by Cllr Peter Clarke, all in agreement.

ACTION: Chair to contact Thomas Brothers, Cllr Peter Clarke to contact Royston Etheridge.

b. Insurance Claim in respect of flood damage

The Chair reported that sand and gravel from the car park have gone into the play area, MCC will need to do an inspection before the play area is reopened. The Chair moved that MCC be asked to provide an estimate for the remedial works, proposed by Cllr Sutherland, seconded by Cllr Winter, all in agreement. **ACTION: Clerk to obtain estimate from MCC and request play area is inspected.**

17. Meeting Dates for 2020/21

A schedule of dates had been circulated prior to the meeting for members' consideration.

The chair moved that the schedule be approved and that the Annual Meeting should be held in July if Government restrictions in respect of COVID19 had been lifted, if not it should be held in August, virtually if necessary, proposed by Cllr Paula Clarke, seconded by Cllr Bowyer, all in agreement.

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

Cllr Sutherland – Pumping Station in Llanbadoc.

Cllr Sutherland – contribution to the Food Kitchen.

19. Date of next meeting

Wednesday 1st July 2020, 6.30pm to 8.30pm. Annual Meeting to commence at 6pm if held in July.

There being no further business the meeting closed at 8.30pm

Beverley Young, Clerk/RFO, Llanbadoc Community Council