

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 and Cllr. Jude Hopkins.

Members of the public: No members of the public were present.

1. Public Meeting:

No members of the public were present at the meeting and no issues had been raised with the clerk prior to the meeting 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:

Apologies were received from Cllr Jo Storey and County Cllr Val Smith.

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 Sutherland declared a prejudicial interest in item 8e under the member's code of conduct due to the proximity of his residence.

Cllr Anne Bowyer declared a prejudicial interest in item 9b iv & v under the member's code of conduct due to the proximity of her residence.

5. Adoption of Minutes:

The chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 3rd June 2020, proposed by Cllr Bowyer, seconded by Cllr Paula Clarke, all in agreement. **ACTION: Chair to sign minutes at earliest opportunity.**

6. Clerk's Report

The clerk's report for July 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.**

Cllr Hopkins confirmed the two following outstanding actions had been completed:

1. Tree Survey Report and Plan had been circulated.
2. Section 6 Wales Biodiversity Plan had been drafted.

The clerk was asked to inform highways that the 40mph signs on the A472 at Alexandra Terrace were obscured by overgrown verges, there had been an accident in the vicinity. **ACTION: Clerk to inform Highways.**

7. Discussion with County Councillor

The County Councillor was not able to attend.

8. Matters arising from recent correspondence / new business

a. My Monmouthshire App – to resolve issue with account registration details

Cllr Carpenter informed members that an unknown mobile number was registered on the account. **ACTION: Clerk to contact Emma Jackson at MCC and reset account.**

b. Toxic Smoke Pollution, Glascoed – to consider information

Cllr Hopkins had received a report from a resident that on three occasions black smoke had been seen rising over the hill, in the direction of Beech Farm, Glascoed Lane. **ACTION: Clerk to report to MCC.**

Cllr Bowyer suggested that a reminder of the rules on countryside pollution be added to the Council website. **ACTION: Cllr Winter to update website.**

c. Aneurin Bevan Scrubbers – to receive an update on their work during the COVID19 crisis.

Cllr Hopkins reported that the volunteer group had provided over 1000 scrubs, over 5000 scrub bags, 2300 head bands, 740 hats and 8500 ear protectors within the Aneurin Bevan Health Board area and further afield, throughout the COVID19 pandemic. They were supplied to hospitals, GP surgeries and care homes. 800 volunteers within the ABHB area had worked on the project, the Baptist church hall at Glascoed being used as a base for the sewers to work. **ACTION: Cllr Hopkins to confirm information, Clerk to update website and Cllr Paula Clarke to post on Facebook page.**

d. Donation in respect of Glascoed Telephone Box.

Cllr Carpenter reminded members that the Council decided in November 2019 not to adopt the telephone box. An offer of a donation to save the telephone box had now been received. County Cllr Smith has expressed interest in keeping the telephone box. Cllr Hopkins informed members that a number of residents in the Glascoed Community, identified on WhatsApp, were interested in saving the phone box and perhaps forming a social enterprise group. **ACTION: Cllr Carpenter to respond to donor.**

e. Usk Island – anti social behaviour.

On the night of Wednesday 24th June, a mass gathering occurred at Usk Island which resulted in significant anti-social behaviour and social distancing being violated. Police attended twice. The site was overrun with some 50 cars, parked on the waste ground opposite and on the pavements adjacent to the Island. Damage caused to the environment of the Island and river habitat is also of concern. Signs are ready for erection stating that the car park closes at 8pm and cars will be locked in, once Confirmation of this has been received from Roger Hoggins.

It was suggested that moving the barrier may improve the situation, Cllr Paula Clarke advised that highways regulations require a barrier to be 5m back from the road to allow a vehicle to park while opening the barrier. **ACTION: Clerk to write to Roger Hoggins to confirm the position.**

Cllr Carpenter reported that children were seen jumping off the railway bridge into the river which could lead to serious injury. It was suggested that “pigeon” spikes could be used as a deterrent.

ACTION: Clerk to write to Roger Hoggins requesting their installation.

9. Planning

a. MCC Planning Committee Meeting

Nothing to report.

b. Planning applications

I. To consider and make recommendation in respect of planning application DM/2020/00636

Members were informed that there are two large buildings on the land already, the application is for an additional building of considerable size. Given the seasonal nature of farming, the addition was not believed reasonably necessary for the business of agriculture.

The Chair moved that the application be recommended for refusal, proposed by Cllr Paula Clarke, seconded by Cllr Winter, and agreed by all present. **ACTION: Clerk to submit response.**

II. To consider and make recommendation in respect of planning application DM/2020/00522

There were no objections raised to the proposed development. The Chair moved that the application be recommended for approval, proposed by Cllr Bowyer, seconded by Cllr Winter, and agreed by all present. **ACTION: Clerk to submit response.**

III. To consider and make recommendation in respect of planning application DM/2020/00578

There were no objections raised to the proposed development. The Chair moved that the application be recommended for approval, proposed by Cllr Bowyer, seconded by Cllr Winter, and agreed by all present. **ACTION: Clerk to submit response.**

- IV. To consider and make recommendation in respect of planning application DM/2020/00742
Permission for extensions had been granted as part of the barn conversion application in 2011, the permitted modest extensions had therefore already been done. The current application is not believed to meet Policy H4. The Chair moved that the application be recommended for refusal, proposed by Cllr Winter, seconded by Cllr Hopkins, and agreed by all present. **ACTION: Clerk to submit response.**
- V. To consider and make recommendation in respect of planning application DM/2020/00757
Permission for extensions had been granted as part of the barn conversion application in 2011, the permitted modest extensions had therefore already been done. The current application is not believed to meet Policy H4. The Chair moved that the application be recommended for refusal, proposed by Cllr Winter, seconded by Cllr Hopkins, and agreed by all present. **ACTION: Clerk to submit response.**

c. MCC enforcement cases (confidential)

Circulated to full council on 2nd June 2020 and duly noted.

10. Finance

a. Pink Papers for July and August

The pink papers for July and August were circulated prior to the meeting for members' consideration. The Chair moved to approve the following payments:

July Payments:

Clerks Salary and Allowances July	£ 470.48
HMRC PAYE July	£ 58.20
Merlin Waste July	£ 15.60

August Payments:

Clerks Salary and Allowances August	£ 470.48
HMRC PAYE August	£ 58.20
Merlin Waste August	£ 15.60

The payments were proposed by Cllr Winter, seconded by Cllr Paula Clarke, and agreed by all present.

ACTION: Chair to sign paper at earliest opportunity, Clerk to make payments.

b. Responsible Finance Officer Report:

1. Review of the accounts and spending against budget

The report for the quarter ended 30th June 2020 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 June was £11,454.21.

The chair moved to approve the report, proposed by Cllr Winter, seconded by Cllr Paula Clarke, all in agreement. **ACTION: Chair to sign paper at earliest opportunity.**

Cllr Carpenter suggested that as the format of the report had changed, members take time to review it and contact the clerk with any questions.

2. Merlin Waste

The collection charge had increased from £7.50 to £7.80 so the monthly bill would now be £15.60. This was duly noted.

3. Bank Card Application

Financial regulation 6.20 states that "Personal credit or debit cards of members or staff shall not be used under any circumstances". Some providers do not accept payment by cheque or bank transfer.

The chair moved that an application for a bank card should be made, proposed by Cllr Carpenter, seconded by Cllr Sutherland, agreed by all present. **ACTION: Cllr Carpenter to complete application.**

ACTION: Clerk To confirm when membership of the Woodlands Trust was due to be renewed, and agenda accordingly.

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**
The Pathcare Group believed they were covered by LCC insurance, however that is only the case when they are working on LCC land, and the insurance does not cover them to use power tools. No work has been carried out recently.
 3. **Wales Biodiversity partnership Section 6 of environment Act**
Cllr Hopkins produced a draft report, which had been circulated for consideration as part of the Annual Plan. Cllr Carpenter reminded members that the Section 6 report was a stand-alone document, which would be monitored and reported on separately to the Annual Plan. Members were asked to forward any comments to Cllr Hopkins. **ACTION: Clerk to agenda for September for formal adoption.**
 4. **Review of Commons Deeds held – secure storage location to be found**
The Commons Deeds are held by Cllr Hopkins, with an electronic copy on the Google Drive. It is not clear whether any deeds are held by Everett, Tomlin, Lloyd and Pratt Solicitors. **ACTION: Cllr Winter to confirm situation regarding storage with solicitors.**
 5. Cllr Paula Clarke had requested quotes for the required work. **ACTION: Clerk to agenda for Extraordinary Meeting.**
- c. **Community Engagement** – Cllr Ed Winter, Cllr Peter Sutherland, Cllr Jenny Carpenter
Nothing to report.
- 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 to due 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**
Meeting to be held via Microsoft Teams Thursday 9th July at 2pm. Cllr Storey is unable to participate in an online meeting. Cllr Carpenter and/or Cllr Winter will represent the Council. **ACTION: Clerk to forward meeting papers and details.**

13. Llanbadoc Flooding

- a. **Installation of a Pumping Station**
It has not been possible to progress this due to Government restrictions in respect of COVID9. **ACTION: Clerk to agenda for future meetings.**

14. Annual Plan 2020/21

A revised draft Annual Plan had been circulated prior to the meeting for members' consideration. The Section 6 Biodiversity Plan will no longer be an appendix but will stand in it's own right. **ACTION: Clerk to agenda for September for formal adoption.**

15. Llanbadoc Island Car Park

a. Options in respect of the damaged surface

The Council had tried to secure three quotations for the required work, but had received only one quote, from Royston Etheridge. The Chair moved that Royston Etheridge should be employed to undertake the work, proposed by Cllr Winter, seconded by Cllr Carpenter, agreed by all present.

Cllr Bowyer proposed that Mr Etheridge be asked to break up the surface which has lifted, and use it to fill in the holes in the roadway. It was agreed to keep the car park closed until the play area opens and the work has been completed. **ACTION: Clerk to confirm acceptance of the quote with Mr Etheridge and request to see his insurance certificate.**

No further response has been received from Thomas Brothers in respect of the outstanding remedial work and outstanding bill payment. **ACTION: Clerk to inform Thomas Brothers in writing that if there has been no response by 31st July 2020 the Council will consider the matter closed, and the balance will remain unpaid.**

b. Insurance Claim in respect of flood damage

The Clerk had requested an estimate from MCC and is awaiting a response from Mr J Wassal. **ACTION: Clerk to follow up response.**

16. Applying for Grants

This item was deferred to the next meeting. **ACTION: Clerk to agenda in September.**

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

Cllr Bowyer – Asked for ownership of the land to be established for the area on the road coming towards the church, at the end of Kensington Cottage.

Cllr Carpenter – Red Shed Sales – Rosemary Evans is trying to re-establish the project and is seeking volunteers. The suggestion was made that the Council should support this. **ACTION: Cllr Bowyer to obtain information.**

18. Date of next meeting

Wednesday 2nd September 2020, 6.30pm to 8.30pm. There being no further business the meeting closed at 8.35pm

Beverley Young, Clerk/RFO, Llanbadoc Community Council