

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

Present: Cllr. Jenny Carpenter, , Cllr. Peter Clarke, Cllr. Peter Sutherland, Cllr. Ann Bowyer, Cllr. Jo Storey.

Cllr. Paula Clarke was unavoidably delayed and joined the meeting at 18.50, Cllr. Jude Hopkins joined the meeting at 19.00. County Cllr. Val Smith was in attendance but was called away as the meeting commenced.

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 Ed Winter 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.
- b. Cllr Peter Sutherland declared an interest in item 9b under the member's code of conduct due to the proximity of his residence to the development.

5. Adoption of Minutes:

- a. The chair moved to approve minutes of LCC Annual meeting held on Wednesday 1st July 2020, proposed by Cllr Peter Clarke, seconded by Cllr Bowyer, all in agreement. **ACTION: Chair to sign minutes at earliest opportunity.**
- b. The chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 1st July 2020, proposed by Cllr Peter Clarke, seconded by Cllr Bowyer, all in agreement. **ACTION: Chair to sign minutes at earliest opportunity.**
- c. The chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 1st July 2020, proposed by Cllr Peter Clarke, seconded by Cllr Bowyer, all in agreement. **ACTION: Chair to sign minutes at earliest opportunity.**

6. Clerk's Report

The clerk's report for September 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 Sutherland confirmed the review of the Equality and Diversity Policy had now been completed. **ACTION: Clerk to agenda in October for adoption.**

It was agreed that the issues relating to Usk Island would be reviewed over the winter months.

7. Discussion with County Councillor

The County Councillor had to leave the meeting and was not present for this item.

8. Matters arising from recent correspondence / new business

a. Donation Received – to determine suitable application and approve expenditure.

Two suggestions were made as to how the donation of £300 should be used; Cllr Carpenter proposed it should fund the tree management courses that Cllr Hopkins and Cllr Winter were due to attend, Cllr

Bowyer proposed that it should be used to purchase weed killer to treat areas of Llanbadoc Island where weeds were growing prolifically. The Chair moved that the donation be used for both, with any shortfall being met from the unused tree survey funds, proposed by Cllr Carpenter, seconded by Cllr Bowyer and agreed by all present.

b. Active Travel Consultation – to nominate member to complete survey and attend event.

The Chair moved that Cllr Bowyer should complete the survey on behalf of the Council and attend any event, proposed by Cllr Sutherland, seconded by Cllr Bowyer and agreed by all present. **ACTION: Cllr Bowyer to complete survey and attend event.**

c. Ward Walks – to agree dates for walks around the Council wards.

The Chair informed members that the Glascoed walk had been completed the previous week, and the Monkswood walk had been arranged for Monday 7th September. The Llanbadoc walk was yet to be re-arranged. **ACTION: Cllr Sutherland to arrange Llanbadoc walk and update the walk leaflets.**

d. Establish Ownership of land at the end of Kensington Cottage

Cllr Bowyer reported that a number of trees have fallen on the land, the ownership of which is not known. **Action: Clerk to contact Helen Etherington in Planning Enforcement at MCC to establish ownership.**

Cllr Paula Clarke joined the meeting.

e. Red Shed Sales – Volunteers required to re-establish the project.

Cllr Bowyer had been informed by Rosemary Evans that the flood damage had been claimed against insurance. Work is currently ongoing to reinstate the building to a usable state, therefore sales would not be restarting yet.

f. Electoral Boundary Review of Monmouthshire – to determine response.

County Cllr Smith had informed members prior to the meeting that the proposal was for Llanbadoc Community Council to be combined with Usk Town Council to make a large area with two County Councillors. Cllr Peter Clarke reported that the proposal for Llanbadoc Community Council to take in Little Mill remains. Cllr Carpenter suggested that an extension to the consultation deadline be requested to allow the opportunity to clarify the information. **Action: Clerk to request extension to deadline.**

g. Social Media Policy – to approve and adopt policy following review.

Item deferred to October meeting. **Action: Clerk to agenda in October.**

Councillor Hopkins joined the meeting.

h. Llanbadoc Geotrail – to receive update and agree actions.

The clerk had walked the Geotrail with Oliver Wicks and Ellen. Oliver had subsequently raised some issues, to which the following responses were determined:
Public Transport Information - Bus information had been sent to Oliver but would be forwarded again.
Public Footpath Across Field – Cllr Bowyer had spoken to the owners of the land who, whilst recognising that there is a public footpath across the land, are reluctant to re-establish it.
Pathcare Team – The team operates through MCC but due to COVID19 are not currently working.
Launch – The Council felt that given the current COVID19 restrictions it would not be possible to arrange the launch in the near future. It was suggested that Oliver should contact the local school to see if they were willing to participate and establish a reasonable timescale for all involved.

i. Walk 5 Glascoed – to receive update and agree actions.

Cllr Hopkins had updated the walk leaflet details and suggested that the walks be uploaded onto an app for walkers to use on mobile devices, and to get walk leaflets printed. Additional way markers are needed to clearly mark the walk and some pathways need to be cleared.

Cllr Carpenter reminded members that there is no budget for printing leaflets and suggested updating the walks on the council website would be more useful. **Action: Clerk to contact MCC to obtain way markers and The Ramblers Association to ask for help with installing them.**

9. Planning

a. MCC Planning Committee Meeting

Nothing to report.

b. Planning applications

- I. To retrospectively confirm recommendation in respect of planning application DM/2020/00949.
The application had been recommended for approval. The Chair moved that the recommendation be confirmed, proposed by Cllr Bowyer, seconded by Cllr Carpenter, and agreed by all present.
- II. To retrospectively confirm recommendation in respect of planning application DM/2020/00763.
The application was recommended for refusal for the following reasons:
The building is not thought suitable for anything other than a base for different water sports. The application is seen to be in contravention of Policy RE6, relating to recreation, tourism and leisure facilities, which only promotes small scale and informal facilities and not those which could be intrusive by way of noise, traffic and light etc.
The area is a designated SSSI and the application is seen to be in contravention of policy EP1 in that if approved there would be a detrimental effect on the privacy, amenity and health of occupiers of neighbouring properties, and with regard to policy EP3 the use of external lighting, causing light pollution, would also have a detrimental effect on the area and wildlife within that area.
The Chair moved that the recommendation be confirmed, proposed by Cllr Carpenter, seconded by Cllr Bowyer, and agreed by all present.
- III. To consider and make recommendation in respect of planning application DM/2020/00936
Based on local knowledge there were no objections to the application. The Chair moved that the application be recommended for approval, proposed by Cllr Carpenter, seconded by Cllr Bowyer, and agreed by all present. **ACTION: Clerk to submit response.**

The Chair moved that standing orders should be suspended to consider and make recommendation in respect of planning application DM/2020/01153 as a response was required before the next meeting. Proposed by Cllr Carpenter, seconded by Cllr Bowyer and agreed by all present.

The retrospective application related to a hardstanding area located at Hendre Farm, Monkswood. Agricultural development rights allow a hardstanding area of 365 metres square. The existing hardstanding area exceeds the permitted area. Cllr Paula Clarke suggested that the hardstanding area be reduced to permitted area. The Chair moved that the application be refused, with a recommendation that the area be reduced to 365 metres square, which the Council would approve. Proposed by Cllr Paula Clarke, seconded by Cllr Bowyer and agreed by all present. **ACTION: Clerk to submit response.**

Standing Orders were reinstated at this point.

c. MCC enforcement cases (confidential)

Circulated to full council on 6th August 2020 and duly noted.

10. Finance

a. To approve revised Payroll Payments schedule

This item was deferred to October. **Action: Clerk to agenda in October**

b. To retrospectively approve and confirm authorisation of revised pink paper for August.

A revised pink paper for August was circulated prior to the meeting for members' consideration. The Chair moved the following payments be retrospectively approved:

Clerks Salary and Allowances August	£ 431.31
HMRC PAYE August	£ 53.00
Merlin Waste August	£ 15.60

The payments were proposed by Cllr Sutherland, seconded by Cllr Carpenter, and agreed by all present.

ACTION: Chair to sign paper at earliest opportunity.

c. To approve pink paper for September and authorise payments.

The September pink paper was circulated prior to the meeting for members' consideration. The Chair moved to approve the following payments:

Clerks Salary and Allowances September	£ 451.00
HMRC PAYE September	£ 53.00
NEST (EE's Pension Contributions April to September)	£ 148.09
NEST (ER's Pension Contributions April to September)	£ 222.16
Merlin Waste September	£ 15.60
Information Commissioners Office (Data Protection Fee 2020/21)	£ 35.00

The payments were proposed by Cllr Carpenter, seconded by Cllr Sutherland, and agreed by all present.

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

d. Responsible Finance Officer Report:

1. Review of the accounts and spending against budget

The balance on the deposit account £10,209.05, the current account balance at the end of July was £11,209.93.

2. Woodlands Trust Membership

The membership renewal notification had been received but not the renewal pack. Cllr Hopkins felt that membership would be useful given the woodland work being undertaken by the Council. **Action: Clerk to obtain renewal pack and liaise with Chairman.**

3. Review of Asset Register

Defer to October meeting. **Action: Clerk to agenda in October**

4. Implications of Revised Asset Register on Insurance

Defer to October meeting. **Action: Clerk to agenda in October**

11. Reports from Advisory Groups

a. Procedural and Financial – Cllr Peter Clarke, Cllr Jo Storey, Cllr Ed Winter, Cllr Peter Sutherland

Review of risk assessment is outstanding, following flooding and COVID19.

b. Environment – Cllr Ed Winter, Cllr Paula Clarke, Cllr Judith Hopkins

1. Wales Biodiversity Section 6 Plan for 2020

The plan had been circulated to members for their consideration prior to the meeting. It was agreed that the wording under 1. Should be changed as the Council is not responsible for grass verges. The Chair moved that the plan be adopted, subject to the amendment. Proposed by Cllr Sutherland, seconded by Cllr Paula Clarke and agreed by all present. **ACTION: Cllr Hopkins to amend plan and Clerk to publish on website.**

2. Wales Biodiversity Section 6 Report for 2019

Cllr Hopkins had circulated the plan to members for their consideration prior to the meeting. The Chair moved that the report be approved. Proposed by Cllr Sutherland, seconded by Cllr Paula Clarke and agreed by all present. **ACTION: Clerk to submit to Welsh Assembly and publish on website.**

3. 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.**

4. Tree Survey Quotations

Given that the original quotations were not on a comparable basis the environment group drew up a detailed schedule of works and 5 organisations were approached to submit quotations. The following organisations had declined to submit a quote as due to scheduled workloads they could not meet the required timescale to undertake the work: Monmouthshire County Council; Oliver Field and D. Corran. Tim Murray requested location plans before quoting, no response had been received from Morris of Usk. The Chair raised concerns that time was moving on without the work being completed.

Cllr Peter Clarke reminded members that the work should be awarded to Morris's to comply with standing orders. Cllr Hopkins suggested Morris's should undertake the work originally quoted for, and as there were now 4 trees in a precarious state which require urgent attention additional quotes should be obtained separately for this work. As agreement could not be reached the Chair moved to adjourn this item and to call an extraordinary meeting to resolve the issue. Proposed by Cllr Peter Clarke, seconded by Cllr Bowyer and agreed by all present. **Action: Clerk to call 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 meetings had taken place.

b. Usk Cluster Meeting

No meetings had taken place.

c. Usk Improvement Masterplan

Cllr Carpenter, Cllr Peter Clarke and Cllr Bowyer will be participating in a meeting on Wednesday 23rd September at 10am. **Action: Cllr Sutherland to sign off agreement.**

d. One Voice Wales Monmouth/Newport Area Committee

Nothing to report.

e. Give dog fouling the red card working group

Cllr Winter participated in a meeting on Thursday 9th July but was not present at the meeting to feedback.

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.**

Cllr Bowyer reported that the occupants of Church Cottage and other neighbours hope to move back into their homes shortly. Natural Resources Wales have reinstated the flood bank. Cllr Peter Clarke informed members there will be no further progress until Welsh Government provide funding. Action: Cllr Peter Clarke to pursue the issue.

14. Annual Plan 2020/21

a. Adoption of Annual Plan 2020/21

The Chair moved that the plan be adopted. Proposed by Cllr Sutherland, seconded by Cllr Bowyer and agreed by all present. **ACTION: Clerk to publish on website.**

b. Dates for Litter Picking

The Chair will email members with proposed dates. Prompt responses were requested.

c. Dates for review of walks in Council area

The Chair will email members with proposed dates. Prompt responses were requested.

15. Llanbadoc Island Car Park

a. Update on Work undertaken on the damaged surface

Mr Etheridge has carried out the majority of the work, he is awaiting Modpave from Thomas Brothers to finish the work. If the Modpave is not forthcoming gravel will be used to make good the area.

Thomas Brothers responded in respect of the outstanding remedial work and outstanding bill payment, Cllr Winter had been liaising with them but was not present at the meeting to give an update.

b. Insurance Claim in respect of flood damage

Despite following up on a response from Mr J Wassal at MCC, none has been received yet. **ACTION: Clerk to follow up response and to agenda in October.**

16. Applying for Grants

Defer to October meeting. **Action: Clerk to agenda in October**

17. Website Accessibility Compliance

All public body websites should be compliant with Website Accessibility regulations by 23rd September 2020, or have a plan in place to deal with any areas that are non-compliant. A Website Accessibility Statement must be published on the Council website stating the current compliance.

The clerk is liaising with the website developer to confirm the current status and finalise the statement for publication. **ACTION: Clerk to email statement to Cllrs for approval.**

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

Cllr Storey – police cars driving at excessive speed past Alexandra Terrace without sirens or lights on.

Cllr Carpenter – An untaxed blue car is parked by the church gate at Llanbadoc.

Clerk – NALC National Salary Award 2020-21

19. Date of next meeting

Wednesday 7th October 2020, 6.30pm to 8.30pm. There being no further business the meeting closed at 8.25pm

Beverley Young, Clerk/RFO, Llanbadoc Community Council

Signature:

Date:

Page 6 | 6