

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 lockdown.

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.
- b. Councillor Jenny Carpenter declared an interest in item 10d under the member's code of conduct due to an unresolved issue in respect of the Chairman's allowance for 2019/20.

5. Adoption of Minutes:

- a. The chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 5th February 2020, proposed by Councillor Peter Sutherland, seconded by Councillor Ann Bowyer, all in agreement. **ACTION: Chair to sign report at first meeting not held remotely.**
- b. The chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 4th March 2020, proposed by Councillor Peter Sutherland, seconded by Councillor Paula Clarke, all in agreement. **ACTION: Chair to sign report at first meeting not held remotely.**
- c. The chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 1st April 2020, proposed by Councillor Ed Winter, seconded by Councillor Paula Clarke, all in agreement. **ACTION: Chair to sign report at first meeting not held remotely.**

6. Clerk's Report

The clerk's report for May had been circulated prior to the meeting for members' consideration, the report was accepted by the meeting. **ACTION: Chair to sign report at first meeting not held remotely.**

7. Discussion with County Councillor

The County Councillor was not in attendance due to the COVID19 situation.

8. Matters arising from recent correspondence / new business

a. Walk #5 Around Glascoed Village

A resident submitted some observations to the Council following their recent experience completing the walk. LCC are currently in the process of reviewing all the walks information, which cannot be completed at the current time due to Government restrictions in respect of COVID19. **ACTION Clerk to inform resident.**

b. Mind Monmouthshire

Mr Pritchard provided information on mental health support available in Monmouthshire during the COVID19 lockdown. It was agreed that the link should be advertised on the LCC website and Facebook page. **ACTION: Cllr Winter to update website and Facebook page, Cllr Carpenter to update noticeboards.**

9. Planning

a. MCC Planning Committee Meeting

Due to the COVID19 restrictions no meeting of the MCC Planning Committee had taken place.

b. Planning applications

No planning applications had been received.

c. MCC enforcement cases (confidential)

Circulated to full council on 6th April 2020.

10. Finance

a. Tree Survey Invoice

Wotton Tree Consultancy had submitted their invoice in the sum of £1,000, in respect of the four surveys they had carried out on behalf of the council. The chair moved to approve payment, proposed by Councillor Ed Winter and seconded by Councillor Judith Hopkins, all in agreement. **ACTION: Cllr Winter to make payment.**

b. Pink Papers for April and May

The pink paper payments schedules for April and May were circulated prior to the meeting for members' consideration. The chair moved to approve the following payments:

| | |
|---|------------|
| Clerks Salary and Allowances April | £ 469.15 |
| Merlin Waste (16.3.20 and 30.3.20) April | £ 15.00 |
| Usk Valley Promotions (website hosting & domain name renewal) | £ 240.00 |
| Clerk's Salary and Allowances May | £ 469.15 |
| Merlin Waste | £ 15.00 |
| Mr P Sutherland (Councillor's Allowance 2019/20) | £ 120.00 |
| Wotton Tree Consultancy (Tree condition walk over surveys) | £ 1,000.00 |

The payments were proposed by Councillor Peter Clarke, seconded by Councillor Paula Clarke, all in agreement. **ACTION: Chair to sign both papers at first meeting not held remotely, Cllr Winter to make payments.**

c. Responsible Finance Officer Report:

1. Review of the accounts and spending against budget

The year end accounts for 2019/20 had been circulated prior to the meeting for members' consideration. The clerk informed members that the internal auditor was currently undertaking the audit and the papers would be presented for approval at the June meeting. **ACTION: Clerk to present papers for approval 3/6/20.**

2. HSBC Account changeover to new RFO

The clerk has received login details and is awaiting security device. HSBC need to be informed of change to contact address. Access for clerk to make payments will be authorised on completion of probationary period. **ACTION: Cllr Winter to change contact address.**

3. Monmouthshire Building Society Account

Passbook currently with internal auditor, change of correspondence details to Mrs Beverley Young to be completed once it is returned. **ACTION: Clerk to complete change of address.**

4. HMRC Basic PAYE System

Clerk has installed the HMRC Basic PAYE system on the Council computer and set up LCC on the system as an employer. The Clerk has been set up as an employee. A password is required to submit returns to HMRC, which it has not been possible to obtain due to HMRC restrictions on communications because of the COVID19 situation. **ACTION: Clerk to set up password and submit reports.**

d. Councillor's Allowances

1. A briefing paper on councillor's allowances had been circulated prior to the meeting for members' consideration. The clerk reminded members that determination No. 42 in respect of costs members incur, and determination No.48 in respect of costs of care are mandated payments. Members proposed that determinations No. 44 and No. 50 should not be adopted by the council. Members Proposed that determinations No. 45, No. 46 and No.47 should be adopted, and that determination No. 49 should be adopted £300 being the sum agreed. It was proposed by Councillor Ed Winter and seconded by Councillor Peter Sutherland that the proposals be approved, all in agreement.
2. The clerk confirmed that advice received stated that councillor's allowances were required to be paid through the payroll system as they are taxable, and that payments should be made at the end of the financial year. The clerk reminded members that any member not wishing claim an allowance will need to confirm this in writing to the clerk. Any members wishing to claim an allowance would be asked to provide the necessary details to process the claim. **ACTION: Clerk to write to members in December.**
3. Payments to Community Councillors 2019/20 (to be published by 30th September 2020) **Deferred to 3/6/20**

e. Payroll

The chair moved that Playworks should be notified that LCC would no longer require them to provide payroll Services, proposed by Councillor Ed Winter and seconded by Councillor Peter Sutherland, all in agreement. **ACTION: Chair to write to Playworks.**

f. Annual Return **Deferred to 3/6/20**

11.Reports from Advisory Groups

- a. **Procedural and Financial** – Cllr Peter Clarke, Cllr Jo Storey, Cllr Ed Winter, Cllr Jenny Carpenter
Notes of the meeting held on 9th March 2020 at the Three Salmons, Usk had been circulated to members. Cllr Winter informed the meeting that technical advice from HMRC was that as members are voluntary holders of office councillor's allowances would not be taxable. **ACTION: Clerk to clarify the position.**
- b. **Environment** – Cllr Ed Winter, Cllr Paula Clarke, Cllr Judith Hopkins
Cllr Hopkins informed the meeting that she had reported an incident to the police in respect of teenagers on bicycles causing damage in the woods.
 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 Winter and Cllr Hopkins will attend a course to qualify them to carry out interim checks and will produce a schedule for the 3 yearly surveys. Surveys have not been completed on two of the commons as plans were not accessible due to Government restrictions in respect of COVID19. **ACTION: Cllr Hopkins to update and circulate report.**
 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**
The location of the majority of documents has been identified, confirmation is required that the remainder 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
Councillor Paula Clarke agreed to be responsible for updating and monitoring the LCC Facebook page.
- d. **Community Meetings**
Nothing to report.

12. Reports from representatives on Other Bodies

a. Strong Communities

Date of next meeting to be confirmed.

b. Usk Cluster Meeting

Monday 16th March at 6pm to review the LDP. **CANCELLED**

c. Usk Improvement Masterplan

No progress currently to due impact of COVID19.

d. One Voice Wales Monmouth/Newport Area Committee

Nothing to report.

e. Give dog fouling the red card working group

Nothing to report.

13. Training

Councillors to update clerk on recent training completed. **ACTION: Clerk and Cllrs**

14. Delegated Powers in respect of COVID19 lockdown

The Chair moved that in the current circumstances the Chair, Vice Chair and any two other councillors would have the delegated authority to make decisions on any matters arising and authorise payments, which could not wait until the next council meeting. Proposed by Councillor Peter Sutherland and seconded by Councillor Paula Clarke.

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

Councillor Peter Clarke - Flooding problems in Llanbadoc.

Councillor Peter Sutherland - Draft Annual Plan and Llanbadoc Island Car Park

Councillor Ed Winter - Insurance Claim re Llanbadoc Island Car Park

16. Date of next meeting

Wednesday 3rd June 2020, 6.30pm to 8.30pm.

There being no further business the meeting closed at 8.10pm

Beverley Young, Clerk/RFO, Llanbadoc Community Council