

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

Present: Cllr. Ann Bowyer, Cllr. Jenny Carpenter, , Cllr. Peter Clarke, Cllr Judith Hopkins, Cllr. Peter Sutherland, Cllr. Jo Storey, Cllr Ed Winter.

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 had been received from Cllr Paula Clarke.

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.

5. Adoption of Minutes:

- a. The chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 4th November 2020, proposed by Cllr Winter, seconded by Cllr Bowyer, all in agreement. **ACTION: Chair to sign minutes at earliest opportunity.**

6. Clerk's Report

The clerk's report for December had been circulated prior to the meeting for members' consideration. The following updates were received at the meeting:

- The clerk informed councillors that the debit card and PIN had now been received, the ViewRanger subscription, Woodlands Trust Membership and Land Registry search could now be actioned. Cllr Carpenter asked why the Land Registry search was required, Cllr Bowyer responded that trees on the land were an issue so ownership needed to be clarified. **Action: Clerk to make payments**
- The Chair had responded to residents regarding the overgrown banks at Llanbadoc Island. NRW are responsible for the river issues, MCC will arrange a site meeting to look at the remaining issues.
- Cllr Winter had advised the insurance company that the Council would not be pursuing a claim.
- Cllr Winter had not been able to locate any material promoting countryside pollution rules. **Action: Cllr Bowyer to ask NFU if they are aware of anything.**

ACTION: Chair to sign report at earliest opportunity.

7. Discussion with County Councillor

The County Councillor was not present at the meeting.

8. Matters arising from recent correspondence / new business

a. Ownership of land at end of Kensington Cottage

Now that the debit card has arrived the clerk will carry out the search with Land Registry.

b. Refill Wales

The Chair proposed that this item be considered with agenda item 16.

c. Future Audit Arrangements for Community and Town Councils in Wales

The Greater Gwent Branch of the SLCC held a virtual meeting which the clerk had attended. Deryk Evans from the Wales Audit Office had given a presentation on the new arrangements which would apply from 2020/21 audit onwards.

Wales Audit Office will be carrying out the future audits themselves. There will be a three year programme, two years of which they will undertake an assurance audit similar to the current external audit, in the third year a detailed transaction level audit will be carried out. Councils will be placed in one of three bands, which will determine which type of audit they will receive in each of the three years. Audit costs are expected to remain similar to current costs for the assurance audit, the cost of the transaction audit will be higher, estimated to be £50 more for a council with a budget under £20,000. Formal notification should be received in early 2021.

d. Police report for November

The report had been circulated by the clerk prior to the meeting. It was duly noted.

9. Planning

a. MCC Planning Committee Meeting

Nothing to report.

b. Planning applications

- I. Planning application DM/2020/01609 – Agricultural Shed at Lower Prescoed Farm, Caerderri, Prescoed, Usk. The application was for information only, not for consultation. It was duly noted.
- II. Planning application DM/2020/01640 – The application, at Golden Grove, Estavarney Lane, Monkswood, was for conversion of existing loft space above garage to a dormer, ensuite master bedroom (in keeping with the existing dormer rooms of the property). On the rear aspect (South facing) of the property, inseting a dormer veranda/balcony area (inside the current roof/floor space) with a pitched dormer style over-roof as part of the new bedroom. On the front aspect (North facing) of the property put in 3 new dormer windows for: additional light into the stairwell, existing dormer corridor space and the new bedroom's ensuite bathroom. Windows in keeping with the existing dormers. There were no objections to the application. The Chair moved that the application be recommended for approval, proposed by Cllr Winter, seconded by Cllr Storey, all in agreement. **ACTION: Clerk to submit response.**

c. MCC enforcement cases (confidential)

Circulated to full council on 9th November 2020 and duly noted.

10. Finance

a. Responsible Finance Officer Report

1. Woodlands Trust Membership

Renewal cost had been confirmed at £48, the membership will show the clerk's name but be noted as Llanbadoc Community Council's membership. Payment can be made by bank transfer or debit card. The Chair moved that the membership be confirmed and paid by debit card, proposed by Cllr Winter, seconded by Cllr Bowyer, agreed by all present. **ACTION: Clerk to make payment.**

2. Asset Register

The clerk had received email confirmation from MCC that Glascoed and Llanbadoc Island playground equipment, and fencing around the playgrounds were the responsibility of MCC, and that they insure the play areas and carry out the inspections on them. The fencing/railings around both play areas should therefore, be removed from the LCC asset register. The car park surface at Llanbadoc Island is regarded as an asset and should therefore be added to the asset register at cost.

The commons are registered to LCC and should be recorded in the asset register but as they are a community asset, which due to its nature does not have a market value as it cannot be sold, they are given a nominal £1 value. Information on the commons will be attached as appendices to the asset register.

The Chair moved that these amendments be approved, proposed by Cllr Winter, seconded by Cllr Hopkins, agreed by all present.

The Chair sought clarification on responsibility for the wooden fencing bordering two sides of the play playground. Common land due to its nature would not be fenced in, therefore Cllr Carpenter believes the fence bordering the common would not belong to LCC. Cllr Bowyer understands the remaining fence to be the responsibility of NRW.

3. Implications of revised asset register on Insurance

The insurance renewal quote was £261.35. The clerk had obtained a revised renewal quote based on the above amendments, the revised premium was £318.72. The clerk reminded councillors that the council was in a 3 year long term agreement with the insurance company. The Chair moved that the revised renewal quote be accepted, proposed by Cllr Winter, seconded by Cllr Peter Clarke, agreed by all present.

Action: Clerk to renew insurance.

b. To approve pink paper for December and authorise payments.

The December pink paper was circulated prior to the meeting for members' consideration. The clerk informed councillors that MCC had reduced the Grounds Maintenance contract payment due to the impact of the COVID lockdown, billing for 10 months not 12. As Llanbadoc Island had been closed for several months as a result of the flooding in March, councillors felt that the payment should be further reduced. The Chair moved to approve the following payments, with the MCC payment being withheld until a response had been received

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|---|---------|
| Clerks Salary and Allowances December | £461.15 |
| HMRC PAYE December | £ 55.80 |
| NEST (EE's & ER's Pension Contributions December) | £ 63.42 |
| Merlin Waste (Invoice 4364) | £ 16.90 |
| Monmouthshire County Council (Invoice 70169671 Grounds Maintenance 2020/21) | £602.87 |
| Zurich (Invoice 503548733 Insurance 2020/21) | £318.72 |

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

11. Reports from Advisory Groups

a. Procedural and Financial – Cllr J Carpenter, Cllr Peter Clarke, Cllr J Storey, Cllr E Winter, Cllr P Sutherland.

A meeting had taken place on 12th November, the notes from which had been circulated to Councillors prior to the Council meeting. There were no objections to the proposals made in respect of the 2021/22 budget.

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

1. Review of Commons Deeds held

Cllr Winter will visit the solicitor's office and make a record of documents held there. **Action: Cllr Winter to attend solicitors.**

2. Tree Survey Work

The Environment group had circulated the Tree Schedule from Risk Register B to councillors prior to the meeting for their consideration.

The following preferred list of contractors was agreed, to be used for all future tree work:

- D. Corran
- Tim Murray – Greenworks
- Morris's of Usk
- Monmouthshire County Council
- Oliver Field

The Chair moved that the clerk should obtain quotes for the work identified in Risk Register B for consideration at the January meeting, proposed by Cllr Winter, seconded by Cllr Hopkins, agreed by all present. **Action: Clerk to obtain quotes and agenda January.**

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

Nothing to report.

d. **Community Meetings**

Nothing to report.

12. Budget for Discussion 2021/22

The proposed budget for 2021/22 had been drafted to reflect the recommendations of the Finance and Procedures group. Cllr Carpenter asked why the forecast outturn for 2020/21 in respect of tree surveys indicated that the whole budget was anticipated to be spent when there were no further surveys to be carried out in the current year. It was agreed that the forecast outturn be amended to reflect the actual expenditure. The Chair sought clarification as to whether the donation from the church should be an earmarked reserve. The funds had been attributed to the work carried out on Llanbadoc Island in the current year, and would not therefore, be an earmarked reserve in 2021/22.

The Chair moved that recommendations of the Finance and Procedures group be adopted, and the two amendments discussed be made, proposed by Cllr Peter Clarke, seconded by Cllr Bowyer, agreed by all present.

Action: Clerk to agenda for approval in January.

13. 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 and Cllr Bowyer attended an online meeting on Wednesday 25th November at 10am. Cllr Bowyer had circulated Roger Hoggins notes to councillors following the meeting. The next step is for MCC, Usk Town Council and LCC to indicate their agreement of the plan. Due to COVID19 MCC resources have been redeployed in different areas, and it is likely that they will not be available to fulfil all the recommendations within the plan. The Councils also have limited resources and councillors felt that LCC were not in a position to make any financial commitments. Councillors were reminded that Woodside will merge with Usk in the future. The Chair, with an awareness that resources may not be available to achieve it in its entirety, moved that the master plan be adopted, proposed by Cllr Bowyer, seconded by Cllr Winter, agreed by all present. **Action: Clerk to submit response to Roger Hoggins.**

d. **One Voice Wales Monmouth/Newport Area Committee**

The AGM held in October was not quorate, so will be held again in January, Cllr Sutherland will attend the rescheduled AGM, to be held on 21st January 2021 at 7pm, on behalf of the Council. **Action: Cllr Sutherland.**

e. **Give dog fouling the red card working group**

A virtual meeting was held on Thursday 22nd October at 2pm, the minutes of which had been circulated.

14. Llanbadoc Flooding

a. **Installation of a Pumping Station**

Cllr Peter Clarke informed councillors that a pump needs to be available, so that when a flood risk occurs the pump can be put in place. **ACTION: Cllr Peter Clarke to pursue the matter, Clerk to agenda for future meetings.**

15. Annual Plan 2020/21

a. **Dates for Litter Picking**

The Chair suggested that given the COVID situation and the time of year this should be revisited in the new year. **Action: Clerk to agenda in 2021.**

Cllr Storey reported that some residents have been litter picking between Little Mill and Glascoed. **Action: Chair to write letter of thanks to the residents.**

b. **Date for walk 8**

The Chair suggested that given the COVID situation and the time of year this should be revisited in the new year. **Action: Clerk to agenda in 2021.**

16. Applying for Grants

The Chair will circulate a paper for consideration at the January meeting. **Action: Cllr Sutherland to draft paper, Clerk to agenda January.**

At this point in the meeting the Chair proposed to suspend standing orders to consider the Section 6 Biodiversity Report for 2020.

There is a requirement to submit the report to Welsh Government by the end of December. Cllr Hopkins agreed to draft the report for consideration. The Chair moved that the report be circulated to all councillors for approval prior to submission, proposed by Cllr Hopkins, seconded by Cllr Winter, agreed by all present.

Standing orders were then reinstated.

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

Annual Accounts

Notice of S137 allowance 2021/22

Christopher Latham Police Representative attending

Website Accessibility Compliance

Garden waste bins to replace brown bags – issues of white lines on road in Monkswood and difficulty for elderly residents (Cllr Storey)

Planned cycle path - to note concerns (Cllr Peter Clarke)

18. Date of next meeting

Wednesday 6th January 2021, 6.30pm to 8.30pm. There being no further business the meeting closed at 8.20pm.

Beverley Young, Clerk/RFO, Llanbadoc Community Council