

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. Paula Clarke, Cllr Judith Hopkins, Cllr. Peter Sutherland, Cllr. Jo Storey, Cllr Ed Winter and County Cllr. Val Smith.

**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:

All Councillors were present.

### 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 2<sup>nd</sup> September 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 Extraordinary meeting held on Friday 11<sup>th</sup> September 2020, proposed by Cllr Peter Clarke, seconded by Cllr Winter, all in agreement. **ACTION: Chair to sign minutes at earliest opportunity.**

### 6. Clerk's Report

The clerk's report for October 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.**

### 7. Discussion with County Councillor

The County Councillor informed the meeting that the fire authority had lost four officers. The County Cllr had submitted comments to the County Council regarding the flooding. Cllr Smith reported that the air quality in Usk is currently good.

The Chair offered condolences to the families of the fire officers. Cllr Carpenter asked what the outcome of the Select Committee meeting was in respect of the recycling centre in Usk. Cllr Smith responded that the recommendation to close the recycling centre was approved, based on its usage, and running costs.

Cllr Smith informed the meeting that MCC will provide support to the Red Shed by collecting items that are left outside. The Chair also offered support from LCC. Cllr Carpenter asked how residents would be informed that LCC would be providing support. The Chair suggested that it should be considered at a future meeting.

### 8. Matters arising from recent correspondence / new business

#### a. Active Travel Consultation

Cllr Bowyer had submitted a response, highlighting the following issues:

- I. The footpath running from the church to Morris's of Usk is very narrow and not easily accessible to everyone e.g. someone with a pram.
- II. The suggestion had been made that the footpath could be reinstated following the old railway line towards BAE systems, this would require a new bridge to be installed.

**b. Ward Walks**

The Chair confirmed that walks 1,4,5 and 6 have been completed. The signage needs to be improved in some areas. The walk information will be updated for publication on the LCC website, and it was suggested that it should also be uploaded to ViewRanger, the subscription for which would be £24.99 per annum. The Chair moved that a subscription to ViewRanger should be made, proposed by Cllr Hopkins, seconded by Cllr Paula Clarke, all in agreement. **Action Cllrs to update information, Clerk to arrange subscription to ViewRanger.**

**c. Establish Ownership of land at the end of Kensington Cottage**

Helen Etherington at MCC confirmed that MCC do not own the land, and suggested that LCC do a land registry search. Cllr Bowyer had identified the land on a map, and supplied the clerk with a grid reference. The cost of a search for land without an address is believed to be £29.95. The Chair moved that the search be carried out, proposed by Cllr Peter Clarke, seconded by Cllr Winter, all in agreement. **Action: Clerk to undertake Land Registry search.**

**d. Red Shed Sales**

This item was covered in the discussion with the County Councillor.

**e. Social Media Policy**

The review of the Social Media Policy had been completed; no changes were required. The Chair moved that the policy be adopted, proposed by Cllr Winter, seconded by Cllr Peter Clarke, all in agreement.

**f. Equality and Diversity Policy**

The review of the Social Media Policy had been completed; no changes were required. The Chair moved that the policy be adopted, proposed by Cllr Winter, seconded by Cllr Peter Clarke, all in agreement.

**g. Llanbadoc Geotrail**

**The question was raised as to the benefit of producing leaflets of the Geotrail.** The clerk informed members that from previous experience it had been found that not everyone could access the walk details via a mobile phone or tablet and therefore leaflets would ensure that the information was available to all. Cllr Carpenter suggested that LCC walk leaflets are used alongside the Geotrail leaflets to make use of the supply.

**h. Japanese Knotweed, Glascoed**

Cllr Hopkins had reported the presence of Japanese Knot Weed and confirmed that NRW guidance says the autumn is the best time to treat it. Cllr Bowyer suggested NRW be informed, Cllr Winter confirmed there was no requirement to report it. The Chair moved that Cllrs inform the clerk of any known contractors who could treat it for quotes to be obtained, proposed by Cllr Winter, seconded by Cllr Bowyer, all in agreement. **Action: Cllrs to let clerk know of contractors, Clerk to obtain quotes.**

**i. Playlist for Life**

Playlist for Life is a dementia music charity who provide free services promoting the therapeutic use of musical memories for those with dementia. The charity was asking the council to sign up as a Playlist Community Shielding Help Point, to promote the service to the community, to help carers and relatives create playlists. The Chair moved that the council should sign up and support the project, proposed by Cllr Winter, seconded by Cllr Bowyer, all in agreement. **Action: Clerk to respond.**

**j. Traffic Speed Issues at Alexandra Terrace**

Cllr Storey reported that speed cameras have been placed in the area several times. The Chair asked Cllr Smith to follow up on this issue.

## 9. Planning

### a. MCC Planning Committee Meeting

Nothing to report.

### b. Planning applications

I. Planning application DM/2020/01283 – proposed replacement dwelling at Ashford Cottage, Church Lane, Glascoed. There were no objections to the application. The Chair moved that the application be recommended for approval, proposed by Cllr Winter, seconded by Cllr Bowyer, all in agreement.

**ACTION: Clerk to submit response.**

II. Planning application DM/2020/01290 – refurbishment of existing house with a two-storey rear extension at Grey Stone, Coed-chambers Road, Glascoed. There were no objections to the application. The Chair moved that the application be recommended for approval, proposed by Cllr Winter, seconded by Cllr Bowyer, all in agreement. **ACTION: Clerk to submit response.**

III. Planning application DM/2020/01292 – retention of a temporary rural enterprise worker's dwelling on A472 Pantypwyddyn Farm to Little Henrhiw, Monkwood. In order for the application to meet the criteria required there should be no available dwellings within the area or barns available for conversion. Henrhiw Farm has 5 barns capable of conversion, one of which was granted planning permission in 2017. The Chair moved that the application be recommended for refusal, proposed by Cllr Paula Clarke, seconded by Cllr Bowyer, all in agreement. **ACTION: Clerk to submit response.**

### c. MCC enforcement cases (confidential)

Circulated to full council on 2<sup>nd</sup> October 2020 and duly noted.

## 10. Finance

### a. To approve revised Payroll Payments schedule

This item was deferred to November in light of NALC pay agreement and ongoing pension contribution calculations. **Action: Clerk to agenda in November**

### b. To approve pink paper for October and authorise payments.

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

Clerks Salary and Allowances October	£ 451.00
HMRC PAYE October	£ 53.00
NEST (EE's & ER's Pension Contributions October)	£ 61.71
Merlin Waste Invoice 4277	£ 15.60
Merlin Waste Invoice 4278	£ 16.90

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

### c. NALC National Salary Award 2020/21

The National Joint Council for Local Government Services agreed the new pay scales for 2020/21 to be implemented from 1<sup>st</sup> April 2020. As a consequence, the clerk's rate of pay would increase from £11.22 per hour to £11.53. The new rate will be applied to the November salary payment with an additional sum being paid in November for the backpay to 1<sup>st</sup> April 2020. **ACTION: Clerk to update payroll.**

### d. Responsible Finance Officer Report:

#### 1. Review of the accounts and spending against budget

The quarterly budget monitoring report for the six months to 30<sup>th</sup> September 2020 had been circulated prior to the meeting. There were no issues that needed to be brought to Cllrs attention and there were no questions from Cllrs. At the end of September the balance on the deposit account was £10,209.05, the current account balance was £14,940.80.

## 2. Woodlands Trust Membership

The clerk had contacted the Woodlands Trust and was awaiting the renewal pack and confirmation as to how the Council could hold a membership. **Action: Clerk to arrange membership in liaison with Chair.**  
Cllr Carpenter had spoken to a representative of the Woodlands Trust and they had offered to walk the woodlands with Cllrs when the membership was in place.

## 3. Review of Asset Register

Johnathan Wassal from MCC stated by email that the playground equipment and railings belonged to MCC, they are currently shown on the LCC Asset Register. Cllr Carpenter and Cllr Storey believe that the railings were paid for by LCC. Cllr Winter suggested gifting the railings to MCC. **Action: Clerk to establish ownership and investigate options for a transfer if necessary.**  
Cllr Hopkins suggested the information in the Schedule of Land, produced by the Environment Group in March 2020, should be included in the asset register as there is currently no detail. **Action: Clerk to confirm requirements for reporting the value of Common Land in the Asset Register and Annual Return and agenda in November.**

## 4. Implications of Revised Asset Register on Insurance

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

## 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. The clerk informed the meeting that an Audit Review should be carried out by the Council on an annual basis, looking at the financial reporting to the Council by the RFO, the work of the Internal Auditor and their report, and the report from the External Auditors. The Chair asked the Procedural and Financial Group to undertake the review. **Action: Chair to arrange meeting via the clerk.**
- b. **Environment** – Cllr Ed Winter, Cllr Paula Clarke, Cllr Judith Hopkins
  1. **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. Cllr Winter has emailed and telephoned the solicitors several times but received no response. **ACTION: Cllr Winter to continue to pursue the issue.**
  2. **Tree Survey Quotations**  
Morris's had supplied the clerk with copies of their insurance documents and work was expected to commence w/c 21<sup>st</sup> October 2020.  
  
Cllr Hopkins had contacted Tom Morris with regard to the emergency tree work that is required in addition to the original contract. It was proposed that the trees should be marked with paint to clearly identify them. Two trees had fallen in the preceding 24 hours. Cllr Peter Clarke asked whether the tree officer at MCC had been involved with the emergency work planned. The Environment Group confirmed that MCC involvement was not required.  
The Chair reminded the meeting of the resolution that had been passed at the extraordinary meeting held on 11<sup>th</sup> September 2020 in relation to the emergency tree work. The Chair suggested that any tree believed to be causing more imminent risk should be identified and dealt with under delegated powers as a matter of urgency. **Action: Environment Group to provide clerk with a schedule of emergency work required and identify any trees carrying a more imminent risk. Clerk to obtain quotes for work on the schedule.**
- c. **Community Engagement** – Cllr Ed Winter, Cllr Peter Sutherland, Cllr Jenny Carpenter  
Wales Biodiversity Section 6 of environment Act – upload to Website  
Wales Biodiversity Section 6 of environment Act –report for 2019 upload to website  
Annual Plan 2020/21 – upload to website  
Website Accessibility Statement – uploaded to website by 23<sup>rd</sup> September 2020.
- 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 and Cllr Bowyer attended an online meeting on Wednesday 7<sup>th</sup> October at 10am. Cllr Bowyer reported that Roger Hoggins of MCC had not yet produced the required report, it should be available by December. There is a £10,000 fund available which must be used by March 2021. **Action: Cllr Sutherland to sign off agreement.**

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

Cllr Sutherland participated in an online meeting on 1<sup>st</sup> October and had circulated the following summary of the meeting to Councillors:

- Both AGM and ordinary meeting focused largely on impact of COVID on T and CCs. Confirmed that the LA COVID guidelines allow public participation in meetings only if pragmatic.
- Almost certain that Cllrs Allowance (£150) to be deemed tax free but no other allowances covered. HMRC decision, awaiting final verification.
- Some discussion on dealing with Cllr vacancies during pandemic, zoom interviews mentioned, co-opting.
- Confirmed that despite best efforts from OVW no movement on Boundary review so matter now closed.

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

The next meeting will be held online on Thursday 22<sup>nd</sup> October at 2pm. Cllr Winter will represent LCC.

## 13. Llanbadoc Flooding

### a. Installation of a Pumping Station

Cllr Peter Clarke reported that the matter may now be progressed even if funding is not available from Welsh Government. **ACTION: Clerk to agenda for future meetings.**

## 14. Annual Plan 2020/21

### a. Dates for Litter Picking

The Chair proposed the 25<sup>th</sup> October 2020 for the Little Mill area, 2pm to 3.30pm. **Action: Cllrs to confirm availability.**

### b. Dates for review of walks in Council area

The Chair had suggested walk 2 be reviewed on Friday 16<sup>th</sup> October, starting at 9 30 in the car park of the Halfway House PH. **Action: Cllrs to confirm availability.**

## 15. Llanbadoc Island Car Park

### a. Update on work undertaken by Royston Etheridge

Cllr Winter confirmed work on the car park had been completed. Cllr Paula Clarke asked whether a schedule of work to be carried out was available, in order to confirm that all work had been completed. Cllr Carpenter responded that following the socially distanced meeting at Llanbadoc Island, her email of 7<sup>th</sup> June listed the work outstanding from Thomas Bros and what was required following the flood. Dale Hunt, Del Heath and Royston Etheridge were contacted to provide quotes as agreed at the council meeting. Only Royston Etheridge came back with a detailed quote, forwarded by the clerk on 16<sup>th</sup> June. At the July meeting the Chair moved to accept the quote, proposed by Cllr Winter, seconded by Cllr Carpenter and all in agreement.

Cllr Winter confirmed he was happy to sign off the work. **Action: Clerk to request invoice from Royston Etheridge.**

### b. Update on work outstanding with Thomas Brothers

Thomas Brothers had delivered the remaining Bodpave to Llanbadoc Island which had been used by Royston Etheridge to complete his work. He will store the unused Bodpave. Cllr Winter had received no further response from Thomas Bros regarding completing the remaining work. Cllr Winter proposed that if nothing further is heard by the end of October the matter should be closed. **Action Clerk to agenda in November.**

**c. Insurance Claim in respect of flood damage**

Cllr Winter stated that he believed there was no outstanding work and therefore there was no claim to be made. This was accepted by the meeting. **ACTION: Cllr Winter to close the claim with the insurance company.**

**16. Applying for Grants**

Information on a Grant Writing Workshop had been circulated to Cllrs. Anyone wishing to participate should contact the clerk.

**17. Website Accessibility Compliance**

The clerk had circulated the statement for approval following the last meeting. As required the statement had been published on the website.

The clerk informed Cllrs that the website package was known to have been assessed for compliance by another local community council, and that Usk Valley Promotions were currently identifying any changes that may be required to ensure full compliance. **Action: Clerk to provide update at November meeting.**

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

Remembrance Day – The Chair reported that Usk will not be holding a parade due to COVID restrictions. The Mayor will lay a wreath to mark the occasion.

**19. Date of next meeting**

Wednesday 4<sup>th</sup> November 2020, 6.30pm to 8.30pm. There being no further business the meeting closed at 8.35pm.

**Beverley Young, Clerk/RFO, Llanbadoc Community Council**