

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

Present: Cllr. Ann Bowyer, Cllr. Jenny Carpenter, Cllr Paula Clarke, Cllr Judith Hopkins, Cllr. Peter Sutherland, Cllr. Ed Winter and County Cllr Val Smith.

Cllr Peter Clarke was unable to join the meeting, despite persistent attempts, as a result of IT issues.

Members of the public:

No members of the public were present at the meeting.

The Chair informed Cllrs that agenda item 10b should read February not January. The Chair moved that agenda items 8a and 13a be taken together, there were no objections.

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 Jo Storey.

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 an interest in agenda item 13 due to his residential proximity to residents affected.

5. Adoption of Minutes:

- a. The chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 6th January 2021, proposed by Cllr Bowyer, seconded by Cllr Paula Clarke, all in agreement. **ACTION: Chair to sign minutes at earliest opportunity.**

6. Clerk's Report

- a. The clerk's report for February had been circulated prior to the meeting for members' consideration. The clerk gave the following updates:
The response had been submitted on the Monmouthshire Replacement Local Development Plan 2018-2033 – Growth and Spatial Options.
Confirmation of the payments in respect of the 2021/22 precept had been received.
The Chair moved that the report be accepted, proposed by Cllr Paula Clarke, seconded by Cllr Ed Winter, all in agreement. **Action: Chair to sign report at earliest opportunity.**
- b. Reviews were agreed of the following Council documents, to be reported back to the March meeting:
 - Standing Orders – to be carried out by the Clerk
 - Effectiveness of Internal Control – to be carried out by Cllr Carpenter
 - Model Financial Regulations - to be carried out by the Clerk
 - Internal Audit Policy – to be carried out by Cllr Sutherland
 - Complaints Procedure – to be carried out by Cllr Paula Clarke
 - Freedom of Information Policy - to be carried out by Cllr Sutherland
 - Welsh Language Policy - to be carried out by Cllr Sutherland

Action: Clerk to agenda March

7. Discussion with County Councillor

County Cllr Smith reported that County Cllr Murphy had given an online briefing on 3rd February on Monmouthshire County Council's budget for 2021/22. There would be around 5% increase in the budget overall, the police commissioner's budget would increase by more than 5%, the fire authority budget would also increase as a negotiated pay rise may be more than 1%.

Mr Pearson was due to transfer from the MCC electoral registrations office to Newport, but has reconsidered and will remain with MCC.

County Cllr Smith informed members that a new gate had been installed at Trostra Common.

8. Matters arising from recent correspondence / new business

a. Flooding in Glascoed and at Llanbadoc Brook

Cllr Hopkins confirmed that the Glascoed site meeting had taken place. A resident had filmed the recent Flooding which proved useful. An engineer from MCC visited the area and passed his findings onto MCC Highways department. The area had flooded 3 more times since the site meeting. The drains had now been cleared. A new culvert pipe will be installed during April/May, the resident had been informed.

An engineer visited Llanbadoc Brook on 3.2.21, NRW will not visit the site until COVID restrictions are lifted. Cllr Carpenter reported the during heavy rain two weeks earlier the river had risen, running over the bank into the brook, which was static due to the excess water. Llanbadoc Island car park had again been flooded. There is no clarity as to who is responsible for this area, MCC Highways or Natural Resources Wales. County Cllr Smith propose the Chair write to MCC seeking clarification as to who is responsible.

The Chair moved that he write to MCC Highways, proposed by Cllr Winter, seconded by Cllr Carpenter, all in agreement. **Action: Chair to write to MCC highways.**

b. Review of County Electoral Arrangements for Monmouthshire

Mr John Pearson from MCC had been invited to attend the meeting but was unavailable, he confirmed his availability for the March meeting and clarified the position in relation to the proposal for Llanbadoc merging with Usk at County level, with 2 county councillors.

County Cllr Smith was not supportive of the recommendation, having concerns that the major population would be in Usk and that representing the issues of a town is considerably different to representing rural areas. The recommendations are based on guidance on the population base, which changes. A development of 15 houses in Little Mill is currently being considered by MCC planning, which would fall within Llanbadoc in the future under current recommendations. It had been suggested to Cllr Carpenter by a resident of Little Mill that One Voice Wales be approached for guidance. The Chair moved that a response be submitted after the March meeting to allow further discussion, proposed by Cllr Winter, seconded by Cllr Hopkins, all in agreement. **Action: Clerk to agenda in March.**

c. Police report for January

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

County Cllr Smith commented that despite speeding being a current priority in Usk no improvement had been seen yet. Cllr Winter and Cllr Storey had also raised concerns on this issue. Cllr Winter reported hearing loud engine noise, possibly from the dual carriageway. As the location was difficult to confirm it had not been reported.

Cllr Sutherland informed Cllrs that fraudulent £5 notes had been dispensed from the cash machine at Woodside garage. **Action: Clerk to report to police.**

At this point Cllr Sutherland's remote connection failed and Cllr Winter took over as Chair.

d. NHS, Social Care and Frontline Workers Day 5th July 2021

Notification had been received of a day of celebration and commemoration for those that have worked throughout the COVID19 pandemic without regard to their own safety. Schedule of events for the day:

- Raise a unique flag at 10am
- Two minute silence at 11am
- The Nation's toast at 1pm
- Afternoon tea at 4pm
- Ringing church bells 71 times, each ring representing 1 year in the 71 years of the NHS, at 8pm

Cllr Carpenter pointed out that July 5th would fall within Usk festival week, if it is held this year; Open Gardens would be the preceding weekend and if schools are open, they may celebrate American Independence Day. Cllr's felt it would be difficult to organise the events across the 3 wards, it was suggested that collaborating with Usk Town Council could be explored.

The Chair moved to wait until Usk TC minutes were available before making a decision, proposed by Cllr Bowyer, seconded by Cllr Paula Clarke, all in agreement. **Action: Clerk to agenda March**

At this point the Cllr Sutherland re-joined the meeting and resumed as Chair.

e. Campaign to "Clean up the Community"

Cllr Bowyer suggested a challenge to the community, to raise awareness of pollution and rubbish frequently encountered, and to help keep the area clean. Pollution comes from farmers burning plastic, which was banned in 2005. There is a significant cost to farmers of having it collected. An ECO scheme is due to be established in spring 2021, Cllr Bowyer suggested that when details become available, they are shared on the council website. Cllr Hopkins reported there is an ongoing case in the area, and black smoke has been seen and reported to the authority dealing with the case.

The clerk informed Cllrs that a Spring Clean Cymru event was planned across Wales from 28th May 2021 to 13th June 2021.

The Chair moved that the ECO scheme be publicised when details available and voluntary litter picking be tied in with Spring Clean Cymru event, proposed by Cllr Bowyer, seconded by Cllr Winter, all in agreement.

f. Flooding at Monkwood

The clerk had contacted MCC to establish the cause of the flooding and whether preventative measures were being taken to stop it happening again. No response had been received. County Cllr Smith informed Cllrs that MCC have dealt with the issue and residents are happy with the outcome.

g. LCC Boundary perimeter Rumble Street

Cllr Storey had asked for clarification of the LCC boundary perimeter in Rumble Street, as a triangle area of land at the top of Rumble Street was being eroded. The clerk contacted Helen Etherington at MCC who confirmed they were not responsible for the land. Cllr Winter and Cllr Paula Clarke confirmed the land belongs to the neighbouring cottage and lies outside the LCC boundary. The Chair moved no further action required, proposed by Cllr Winter, seconded by Cllr Paula Clarke, all in agreement. **Action: Cllr Winter to forward a map for confirmation.**

h. Community Consultation

Cllr Paula Clerk suggested that the community, via the council Facebook page, be asked what they would like LCC to do for them. The Chair raised concerns that ideas may be put forward which the Council would not be in a position to achieve. The Chair suggested a list of achievable ideas be put to the community for them to prioritise. The Chair moved a list of ideas be produced for consideration and approval at the March meeting, proposed by Cllr Paula Clarke, seconded by Cllr Hopkins, all in agreement. **Action: Chair to provide list.**

i. Llanbadoc Noticeboard

The condition of the Llanbadoc noticeboard had been raised. Cllr Winter proposed removal of the noticeboard for safety reasons; making use of the telephone box as an information point.

The Chair moved Cllr Winter remove the noticeboard, and information be transferred to telephone box, proposed by Cllr Bowyer, seconded by Cllr Winter, all in agreement. **Action: Cllr Winter to undertake work.**

j. Keep Wales Safe Campaign

Welsh Government have asked for support with an important engagement campaign aimed at promoting vital messages in relation to the ongoing pandemic, including the use of healthcare services in Wales, during these unprecedented times. Supporters are asked to utilise their communication platforms, such as websites and social media and via local notice boards and networks. If physical materials such as posters, leaflets and postcards or further written copy in the form of blog/newsletter posts would be beneficial, this can be requested and it will be looked into. Cllr Carpenter had put some links on the council website, but photographs were in the wrong format for the website. Some information in the links is already out of date, so it would require frequent review. The Chair moved that LCC support the campaign, proposed by Cllr Winter, seconded by Cllr Carpenter, all in agreement. **Action: Clerk to send feedback on out of date information to originator.**

k. Playlist for Life

Cllr Sutherland had attended a music webinar which proved very worthwhile. The following issues were identified:

- How would potential clients be identified?
- How would necessary equipment be sourced?

The Chair moved that he take the initiative forward, proposed by Cllr Winter, seconded by Cllr Paula Clarke, all in agreement. **Action: Chair to progress.**

The Chair moved that items 8 l & m be taken together, there were no objections.

l&m. Land Registry Survey and Land Registry Presentation

Working in conjunction with Welsh and central Government, HM Land Registry has been tasked with registering all public sector body land by 2025, then all privately held land by 2030. To assist the process of collection of data HM Land Registry in conjunction with One Voice Wales have developed a survey which councils are being asked to complete.

Mr Kyle Robinson, Public Sector Delivery Manager, HM Land Registry gave a presentation at the January OVW meeting about the work of the Land Registry, in encouraging Community & Town Councils to register their lands and properties in the Land Register by 2025. A copy of the presentation had been circulated for information. The Chair moved he lead, with the Environment Group, on completing the survey, and make contact with Land Registry, proposed by Cllr Winter, seconded by Cllr Hopkins, all in agreement. **Action: Chair to complete survey and contact Land Registry.**

9. Planning

a. MCC Planning Committee Meeting

Nothing to report.

b. MCC enforcement cases (confidential)

Circulated to full council on 7th January 2021 and duly noted.

10. Finance

a. Confirm completion of Tree Surgery Work and approve payment of Morris's Invoice 34930

Cllr Hopkins had confirmed that all work had been completed, further to questions raised at the last meeting Cllr Sutherland agreed to carry out a site visit, which had not yet been undertaken. The clerk had obtained a credit note for £150 + vat in respect of the work on the tree, at the bus shelter in Glascoed, which was not required. The Chair moved that the invoice be approved for payment, proposed by Cllr Hopkins, seconded by Cllr Bowyer, agreed by all present.

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

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

Clerks Salary and Allowances February	£461.35
HMRC PAYE February	£ 55.60
NEST (EE's & ER's Pension Contributions February)	£ 63.42
Merlin Waste (Invoice 4441)	£ 16.90
Viking (Printer Ink)	£ 38.38
Morris's of Usk (Inv 34930 and Cr Note 35127)	£2544.00

The payments were proposed by Cllr Winter, seconded by Cllr Paula 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.

1. Revised Risk Assessment – this item was deferred to the March Meeting. **Action: Clerk to agenda March.**

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 when COVID restrictions allow. Clerk to agenda when COVID restrictions are lifted.**

2. Update on work progressed

A briefing note on work progressed by the Environment Group had been circulated prior to the meeting. The following recommendations were proposed:

- a. Instruct professional tree inspections/H&S risk assessments on areas of land in LCC ownership where no up to date inspections are held, including Pergoed wood, Llanbadoc Island, Common y Fal & carry out identified works as recommended - Timescale March/April 2021.
- b. Obtain H&S risk assessments for LCC records, carried out by MCC on playgrounds on LCC land, ie Lower Common, Glascoed & Llanbadoc Island - Timescale March 2021 & ongoing.
- c. Specialist advice on a zoned Tree Management Plan allocating high, medium and low use zones and implement the necessary inspection regime. Timescale March 2021.
- d. Implement Planned 3 yearly Cyclical Inspection & Maintenance Programme. Timescale March - April 2021.
- e. Prioritise the budget to cover the inspection and maintenance costs to ensure legal obligations carried out when required. Timescale - February 2021 and ongoing.
- f. Provide appropriate training of key volunteers who know the woodlands to undertake ad hoc inspections and put in place a reporting process which can be acted upon by professionals as necessary. Timescale - Book course following Covid-19 lockdown (Council agreed expenditure Minutes Item 9b March 2020).
- g. Specify all land in LCC ownership on asset register and review in line with H&S inspections, as per Model Financial Regulations 2019 for Wales P.18 Section 14. ASSETS, PROPERTIES AND ESTATES (See Appendix B) - Timescale February 2021 & ongoing.
- h. Include the identified risk of all LCC owned land, including woodlands & Llanbadoc Island together with the mitigations within the LCC risk register and identify appropriate insurance cover for assets/councillors/volunteers. As per Model Financial Regulations 2019 for Wales - Timescale February/March 2021.

It was agreed that responsibility for the tree boundary at Llanbadoc Island playground needs clarification. The Chair thanked the Environment Group for the work undertaken. The Chair moved that the recommendations be approved, proposed by Cllr Winter, seconded by Cllr Hopkins, agreed by all present. **Action: Environment Group to progress actions, Clerk to update Asset Register.**

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

County Cllr Smith confirmed Strong Communities was meeting regularly. **Action: Chair to re-establish link.**

b. Usk Cluster Meeting

No meetings had taken place.

c. Usk Improvement Masterplan

Cllr Bowyer, Cllr Carpenter and Cllr Peter Clarke attended the meeting held on 20th January 2021. Cllr Bowyer circulated a briefing to Cllrs following the meeting, the main issues covered were:

- Bridge Street - town bypass and one-way system were ruled out. The present traffic light system is likely to become permanent, MCC would become responsible for this.
- Unknowns to be considered - volume of traffic once Covid restrictions ease.
 - pollution - do traffic lights move it from Bridge Street to either end of town?
 - necessary activities in Bridge Street - roadside deliveries, maintenance work on buildings in Bridge Street etc
- Recycling area in main car park - Usk TC would like this to be used for community activity rather than additional parking - open air eating and 'marketplace' mentioned.
- Car parking - other options being considered by UTC

Other elements of the Masterplan not discussed further as above considered current priorities.

d. One Voice Wales Monmouth/Newport Area Committee

Cllr Sutherland attend the AGM and ordinary meeting on 21st January 2021, a briefing paper had been circulated prior to the meeting. Several councils had raised concerns that high street banks do not understand the requirements of local councils, and many branches are closing. Many councils present banked with Unity Trust Bank and recommended them. The Chair proposed that LCC look into transferring in the new financial year. **Action: Clerk to agenda April.**

e. Give dog fouling the red card working group

No meetings had taken place.

Cllr Sutherland, having declared an interest, was not present for the next item. Cllr Winter took over as Chair.

13. Llanbadoc Flooding

a. Temporary Flood Pumps

MCC rented two pumps, which had been installed at the culvert by Island House during the recent heavy rainfall. By pumping water out of the culvert flooding had been avoided. The cost of hiring the pumps for 12 weeks from January to the end of March would be £14,400; LCC, whilst supporting the initiative, had notified MCC that the contribution of £7,200 requested was not within the council's resources. Cllr Peter Clarke, who had liaised with MCC on this matter, was not present at the meeting. Cllr Carpenter understood that two donations had been offered by members of the community towards the cost of the pumps. The following concerns were raised:

- There may be a shortfall between the £7,200 to be invoiced by MCC and donations received, which LCC would have to meet.
- It would set a precedent for LCC to be expected to meet future funding requirements of this nature.

The Chair proposed that Cllr Peter Clarke be asked to provide a briefing paper for consideration at the March meeting. **Action: Cllr Peter Clerk to provide briefing paper, Clerk to agenda in March.**

b. Installation of a Pumping Station

This item will be deferred until the temporary trial has concluded and a decision on a permanent solution is required.

Cllr Sutherland re-joined the meeting and resumed as Chair.

14. Applying for Grants

This item was deferred to March. **Action: Clerk to agenda March.**

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

County Cllr Smith asked if the rubbish bin could be relocated from Trostra Common to the bus shelter at Coleg Gwent as rubbish bags currently tied to it look untidy.

Cllr Paula Clarke asked for an update on BAE fencing as no work has been carried out and parts of the fence need repairing.

16. Date of next meeting

Wednesday 3rd March 2021, 6.30pm to 8.30pm. There being no further business the meeting closed at 20.57pm.

Beverley Young, Clerk/RFO, Llanbadoc Community Council