

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. Peter Clarke, Cllr Judith Hopkins, Cllr. Peter Sutherland, Cllr. Jo Storey.

Members of the public:

Resident from Glascoed, Mr C Latham – community engagement officer with the Police and Crime Commissioner's Office.

1. Public Meeting:

A resident of Glascoed attended the meeting to raise concerns regarding flooding. Councillors were informed that drains were being cleared less frequently by MCC, and leaves were also cleared less frequently which worsened the problem with the drains. Heavy rainfall has increased as a result of climate change. The resident asked how a flood control plan could be developed between the community, MCC and Natural Resources Wales. Cllr Peter Clarke responded that he would be willing to meet with the resident to look at the specific issue on site, along with the local councillors. He would then liaise with Ross Price at MCC to take things forward.

Action: Cllr Hopkins to arrange site visit.

2. Have Your Say about Policing in Monmouthshire

Mr Chris Latham is the Community Engagement Officer for the Police and Crime Commissioner's Office. He talked about the Police Community Fund; an annual fund of £50,000 for projects to support young people involved in/or at risk of becoming involved in crime. There is also a Positive Impact Fund, a small fund from which smaller amounts are allocated to projects. Mr Latham spoke about Connect Gwent Victims hub which supports victims and witnesses of crime. The annual survey, "Have Your Say", is currently running giving people the opportunity to indicate what issues are important to them, to help the Commissioner determine where police resources should be allocated.

Cllr Carpenter asked what % the £2 per month increase on a Band D community charge equated to, Cllr Peter Clarke responded 8%. Cllr Sutherland asked what help the Community Council could offer the police.

3. Sign the attendance book:

It was not possible to sign the attendance book as the meeting was held remotely.

4. Apologies for absence:

Apologies had been received from Cllr Winter and County Cllr Val Smith.

5. 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.

6. Adoption of Minutes:

- a. The chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 2nd December 2020, proposed by Cllr Peter Clarke, seconded by Cllr Bowyer, all in agreement. **ACTION: Chair to sign minutes at earliest opportunity.**

7. Clerk's Report

The clerk's report for January had been circulated prior to the meeting for members' consideration. The clerk was waiting for The Woodlands Trust to return a call to renew the Council membership.

Cllr Carpenter had informed the clerk of a vehicle with an advertising sign parked at The Beaufort. When reported to MCC their response was that the vehicle was on private land so no action could be taken.

Cllr Paula Clarke responded that the vehicle had been reported and moved on previously by MCC, and MCC would be able to prosecute for repeat offences. **Action: Clerk to contact Andrew Jones at MCC, Chair to sign report at earliest opportunity.**

8. Discussion with County Councillor

The County Councillor was not present at the meeting but had submitted the following in respect of agenda item 9a; there had been no backing at the previous day's meeting, for her opposition to Llanbadoc joining with Usk under the proposed arrangements. There would still be a chance to object at the Full Council meeting, however she was unsure whether her objections would receive backing there either.

9. Matters arising from recent correspondence / new business

a. Review of County Electoral Arrangements for Monmouthshire

Consultation on the draft proposals commenced on 17th December 2020 and ends on 10th March 2021. Cllr Carpenter asked whether there would be 2 members or 1 under the proposed arrangements, raising concerns that Llanbadoc may be overlooked within Usk, and may not receive fair representation. Cllr Peter Clarke explained that there would be 2 members.

The chair suggested that councillors take another look at the proposals, for further consideration at the next meeting. **Action: Clerk to agenda February.**

b. Monmouthshire Replacement Local Development Plan 2018-2033 – Growth and Spatial Options

Non-statutory Consultation and Engagement commenced on 4th January 2021 and ends 1st February 2021. Cllr Paula Clarke explained that MCC are looking at how much development is needed and where it could go. There are four options being considered, option 2 is the preferred option of MCC, which proposes that development is distributed throughout the county. The main towns have already exceeded their growth capacity, and growth is prevented in some areas by the nature of the land, therefore distributing evenly across the county appears the better option.

Cllr Bowyer asked if the proposals encompass affordable housing requirements. Cllr Paula Clarke responded that option 2 should result in affordable housing being evenly spread too.

The chair moved that the council should support option 2, proposed by Cllr Paula Clarke, seconded by Cllr Bowyer, all in agreement. **Action: Clerk to submit response.**

c. Wales Air Ambulance Charity Emergency Appeal

A request had been received for financial assistance to support the Wales Air Ambulance service.

The chair moved the request be put aside until the end of the year, to be revisited when the year end budget position is known, proposed by Cllr Peter Clarke, seconded by Cllr Paula Clarke, all in agreement.

Action: Clerk to agenda March.

d. Torfaen Replacement Local Development Plan

Due to the Level 4 Covid19 Lockdown in Wales from 20th December 2020, it was agreed to extend the Preferred Strategy Consultation period for a further 3 weeks, ending 12th February 2021.

Cllr Paula Clarke informed councillors that currently there should be no impact on LCC.

e. Save a Life Cymru

One Voice Wales and Save a Life Cymru are working together to promote the importance of learning CPR across Welsh communities. Town and Community Councils are being asked to:

- Upload the SaLC training video onto their website.
- Consider establishing a Community/Town Council Save a Life Cymru Champion in each community to help promote the aims of SaLC.
- Consider funding the placement of a defibrillator/additional defibrillators in their community
- Encourage the sharing and promotion of the training video to their community based organisations and groups
- Encourage their community based organisations and groups to hold face to face CPR training events – only when organisations and groups feel confident enough to do so during/after Covid-19 times.
- Share the leaflet with everyone in their community

Cllr Hopkins suggested that there are a number of retired doctors in the area who may be willing to be a champion. Cllr Carpenter said there is a possibility of installing a defibrillator in the telephone box at Glascoed.

The chair moved that the council support the ideas, and via Facebook ask for interest in being a champion from the community, proposed by Cllr Paula Clarke, seconded by Cllr Hopkins, all in agreement.

f. Police report for December

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

g. Change to MCC Garden Waste Collections

MCC will be replacing the garden waste bags with wheelie bins, which will be collected fortnightly instead of weekly. Cllr Storey raised the following concerns:

- how elderly residents would manage a heavy wheelie bin.
- some properties border a main road edged with a white line, where would the bin be left for collection.

The clerk understood from discussion with a County Cllr that residents would be given the option to retain the garden bags if they were unable to manage a wheelie bin. The comment was made that the floor area taken up by wheelie bin was smaller than that of a garden bag, therefore no problems were foreseen with leaving them out for collection.

h. Planned Cycle Path

Cllr Peter Clarke had previously raised concerns in respect of a planned cycle path as the proposed route would result in cyclists encountering walkers and livestock. He reported the application had now gone through the planning process and received approval, with the inclusion of a clause that the cyclists would work with farmers to ensure safety.

10. Planning

a. MCC Planning Committee Meeting

Nothing to report.

b. Planning applications

- I. [Planning application DM/2019/02034](#) – The application, at Henrhiw Farm, A472 Pantypwyddyn Farm to Little Henrhiw, Monkswood, was to extend the period during which the development may begin to provide an additional 5 years. Cllr Bowyer endorsed the comments made by County Cllr Smith, that if the extension were not approved the buildings would fall into further disrepair. Cllr Paula Clarke reminded the meeting that they were listed buildings and agreed with the comments, but suggested the timescale be shortened to 3 years to ensure the development was carried out before further deterioration occurred. Cllr Carpenter agreed.

Cllr Peter Clerk asked whether permission had been granted on all of the barns yet. Cllr Paula Clarke believes barns 1, 2 and 4 have been approved.

The Chair moved that the application be recommended for approval with a 3 year extension rather than 5, proposed by Cllr Bowyer, seconded by Cllr Carpenter, all in agreement. **ACTION: Clerk to submit response.**

- II. [Planning application DM/2020/01828](#) – The application, at Barn 2, Henrhiw Farm, A472 Pantypwyddyn Farm to Little Henrhiw, Monkswood, was for Listed Building Consent Heritage, replacing stone tiles with slates and to renew consent for conversion to East Barn 2. Discussion and agreement was as above.
- The Chair moved that the application be recommended for approval with a 3 year extension rather than 5, proposed by Cllr Bowyer, seconded by Cllr Carpenter, all in agreement. **ACTION: Clerk to submit response.**

III. **Planning Application DM/2020/01710** – The application at Ty Bryn, Church Lane, Glascoed, was for single storey extensions with alterations of dormers to roof. Increase garage/outbuilding. The application was considered by councillors between council meetings, and was recommended for approval by Cllr Sutherland, Cllr Winter, Cllr Carpenter and Cllr Hopkins. This was duly noted.

c. MCC enforcement cases (confidential)

Circulated to full council on 3rd December 2020 and duly noted.

11. Finance

a. To receive report on Payroll and NEST Pension payments

The clerk had circulated the report prior to the meeting, in order to provide a clear audit trail in respect of payroll payments made. The report detailed the changes within the payroll and HMRC PAYE systems between April and November 2020 and explained why they had occurred. The report also detailed the differences between the NEST pension contributions calculated within the payroll, and those calculated by the NEST system.

The Chair moved that the schedule be accepted and approved, proposed by Cllr Paula Clarke, seconded by Cllr Bowyer, all in agreement.

b. Revised Payroll Payments Schedule

The payroll payments schedule had been revised to take account of the NALC agreed pay award for clerks, and contributions to the NEST pension scheme.

The Chair moved that the schedule be approved, proposed by Cllr Bowyer, seconded by Cllr Paula Clarke, all in agreement.

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

Cllr Hopkins confirmed that all work has been completed, and all emergency tree work has been completed. Too, so both invoices could be paid. Cllr Carpenter pointed out that the detritus had just been left, not stacked tidily. Cllr Carpenter asked whether any work had been carried out on the trees at the end of Glascoed Lane. Cllr Sutherland offered to walk that area and confirm the situation.

The invoice included an amount of £150 for work on the tree at the bus shelter at Glascoed. MCC had completed the required work prior to Morris's commencing the contract. Cllr Hopkins confirmed that no further work had been required. **Action: Clerk to request a revised invoice or a credit note for £150 from Morris's.**

The clerk reminded the meeting that contract control documents were required for the work at Llanbadoc Island car park and for the tree work. **Action: Cllrs Carpenter and Winter to complete document for Llanbadoc Island and the Environment Group to complete documents for the tree work.**

d. Approval of Budget for 2021/22

The proposed budget for 2021/22 had been circulated prior to the meeting. The Chair moved that the budget be approved, proposed by Cllr Hopkins, seconded by Cllr Peter Clarke, all in agreement.

e. Precept for 2021/22

It was agreed in the budget setting process that the precept for 2021/22 should remain at £14,633. The Chair moved that the clerk should submit a precept request of £14,633 for 2021/22 to MCC, proposed by Cllr Peter Clarke, seconded by Cllr Paula Clarke, all in agreement.

f. Councillors' Allowances

The clerk reminded councillors that the allowances for the year ending 31st March 2021 will be paid in March, and asked councillors to supply their bank details and tax codes to facilitate the payments being made. Should any councillor not wish to claim an allowance that they are entitled to, they must inform the clerk in writing by the 31st January 2021. **Action: All Councillors**

g. Section 137 limit for 2021/22

Notice had been received from Welsh Government that the Section 137 limit for 2021/22 had been set at £8.41 per elector. This was duly noted.

h. To approve pink paper for January and authorise payments.

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

Clerks Salary and Allowances January	£461.15
HMRC PAYE January	£ 55.80
NEST (EE's & ER's Pension Contributions January)	£ 63.42
Merlin Waste (Invoice 4404)	£ 16.90
Audit Wales (External Audit 2019/20 Inv 004751)	£346.15
Morris's of Usk (Emergency Tree Work Inv 34931)	£594.00

The payments were proposed by Cllr Paula Clarke, seconded by Cllr Bowyer, all in agreement.

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

Merlin Waste had given notice that from the 1st April 2021 the cost of emptying bins will rise 20p to £4.10 per bin.

i. Quarterly Review of Accounts and Spending Against Budget

The clerk had circulated the monitoring report prior to the meeting. The balance on the deposit account remained at £10,209.05, the current account balance at the end of December was £13,264.07.

The Chair moved that the report be accepted, proposed by Cllr Peter Clarke, seconded by Cllr Paula Clarke, all in agreement.

j. External Audit Report for the Year Ended 31st March 2020

The external audit for 2019/20 had been completed, and the authorised Annual Return received from the external auditors. There were no matters which came to their attention which required the issuing of a separate additional issues arising report. The Notice of Conclusion of Audit had been displayed on the council website from 18th December 2020 for 14 days as required.

The Chair moved that the Annual Return be approved and accepted, proposed by Cllr Paula Clarke, seconded by Cllr Bowyer, all in agreement.

12. 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 February Meeting. Action: Clerk to agenda February.

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 Surgery – Quotes for Work detailed in the Tree Schedule from Risk Register B

The clerk had approached the preferred list of contractors for quotes. Monmouthshire County Council and Oliver Field had replied that due to existing work commitments they were unable to quote for any further work at present. No response had been received from D. Corran or Tim Murray – Greenworks. Morris's of Usk submitted a quote of £500.

The Chair moved that the quote be accepted, proposed by Cllr Peter Clarke, seconded by Cllr Bowyer, agreed by all present. **Action: Clerk to notify Morris's.**

3. Review Biodiversity Report for 2020 against the Biodiversity Plan

The Biodiversity Report is required to be submitted to Welsh Government every three years, not annually as previously thought. Cllr Hopkins had carried out a review against the Biodiversity plan and circulated a report for council monitoring purposes. The Chair moved that the report be approved and accepted, proposed by Cllr Hopkins, seconded by Cllr Paula Clarke, all in agreement.

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

Nothing to report.

d. Community Meetings

Nothing to report.

Signature:

Date:

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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

No meetings had taken place.

d. One Voice Wales Monmouth/Newport Area Committee

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

No meetings had taken place.

14. Llanbadoc Flooding

a. Temporary Flood Pumps

MCC had proposed that two temporary flood pumps be provided for a period of 12 weeks from January to the end of March. They would be a trial as a temporary solution to the issues of flood water being unable to drain into the Usk in the area by Island House and by the Church/Rugby ground when river levels are high. NRW agreement is required, but if agreed the proposal could only proceed with financial support from the community. The total cost for the period would amount to £14,400. The Community Council was being asked to contribute £7,200 towards the cost. If the trial were successful MCC would want to pursue jointly purchasing pumps as a medium-term solution.

Cllr Peter Clarke advised the meeting that only 1 pump would be required. Cllr Bowyer asked how the pump works. Cllr Peter Clarke responded that the pump would be located near the culvert adjacent to Island House and the water would be pumped over the top from where it would run onto the football pitch. Cllr Bowyer raised concerns about the silt lying around the brook, which may be filling the pipe too, and asked whether they should be dredged to clear it. Cllr Hopkins asked what the risk was to the community. Cllr Peter Clarke responded that the flooding affects numerous properties and businesses too, some of whom would be happy to contribute towards the cost of a pump. Cllr Hopkins is seeking clarification that a 2nd pump will not be required at Llanbadoc Church.

Action: Clerk to notify Mark Hand (copied into Paul Matthews and Ross Price) that Cllr Peter Clarke will liaise with them to take the issue forward on behalf of the community council.

b. Installation of a Pumping Station

This item was covered by the previous item for the short term.

15. Applying for Grants

Cllr Sutherland had circulated thoughts for consideration. Cllr Hopkins suggested that a list of projects the council wishes to undertake is drawn up, then suitable grants should be found to fund those projects.

A working group could be established to look at grants which become available, and where suitable submit applications. **Action: Cllr Sutherland and Cllr Hopkins to draft a list of projects, clerk to agenda February.**

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

NHS, Social Care & Frontline Workers Day 5th July 2021 (email 4.1.21)

Cllr Bowyer – Black smoke from fires is often seen in the area, and farm waste (plastics) and other rubbish is frequently encountered. A challenge to the community was suggested, to raise awareness of the issues and help keep the area clean. Cllr Carpenter suggested this should be included in the annual plan, Cllr Hopkins responded that it's within the Biodiversity plan. **Action: Clerk to obtain details of the Keep Wales Tidy clean-up day.**

Cllr Carpenter reported that the Llanbadoc Island rubbish bin is full of household waste and purple bags of recycling had been left at Glascoed crossroads.

Cllr Carpenter raised concerns regarding the recent flooding at Monkswood, which had closed the road for three days. **Action: Clerk to establish from MCC whether the problem had been resolved or whether it could happen again.**

Cllr Storey asked where the LCC boundary ends at the top of Rumble Street. There is a triangular area of land, with a walnut tree on it, that has badly worn away. It is believed to be common land, but the ownership is not known. Cllr Hopkins confirmed that the deeds held and register do not list this area as an LCC asset, there is other paperwork with the solicitors which may relate to it. There is a need to clearly identify the full extent of LCC assets.

Cllr Paula Clarke proposed that the council use Facebook to ask the community what they would like the council to do for them.

Cllr Hopkins raised the issue of awareness of the latest Covid19 rules. The clerk receives regular notifications of the latest rules. **Action: Clerk to send notification to councillors and put a link on the website.**

Cllr Sutherland – Support for the community during lockdown.

17. Date of next meeting

Wednesday 3rd February 2021, 6.30pm to 8.30pm. There being no further business the Chair offered good wishes to Cllr Winter for a quick recovery and the meeting closed at 8.30pm.

Beverley Young, Clerk/RFO, Llanbadoc Community Council