

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. Ed Winter and County Cllr Val Smith.

Members of the public:

There were no members of the public present at the meeting.

1. Public Meeting:

The clerk had been contacted by a resident with land adjacent to Llanbadoc Island land under the responsibility of the community council. They raised concerns regarding the fencing between the areas, which they believe is in need of attention as a result of trees falling on it. They graze livestock on the common and have experienced dog attacks on the livestock, resulting in the loss of animals. They frequently collect quantities of litter left by the public on their land and have found members of the public wandering into their garden with dogs. They asked for signage to be made clearer.

Cllr Carpenter stated that as the Council's land is common ground there is no requirement for it to be fenced, and the grazing rights granted on the common are for cattle. Cllr Bowyer concurred with this. A site visit with the resident was agreed.

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 were received from Cllr 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 Peter Clarke also declared an interest in agenda item 14a as he has property which could be affected and Cllr Peter Sutherland declared an interest in agenda item 14a due to his residential proximity to residents affected. Cllr Bowyer declared an interest in agenda item 14b due to her residential proximity to the area affected.

5. Adoption of Minutes:

- a. Cllr Sutherland proposed the minutes of LCC Ordinary meeting held on Wednesday 3rd March 2021 be approved, seconded by Cllr Bowyer, all in agreement. **ACTION: Chair to sign minutes at earliest opportunity.**

6. Clerk's Report

- a. The clerk's report for April had been circulated prior to the meeting for members' consideration.

BAE Fencing - Cllr Paula Clarke confirmed that work had not been completed. **Action: Clerk to follow up.**

Speed signs for Alexandra Terrace – **Action: Clerk to write to Roger Hoggins at MCC.**

Asset Register – Cllr Sutherland confirmed he could not identify a sign at Usk Island. **Action: Clerk to remove from asset register.**

Ward Walks – Cllr Bowyer has updated the two Llanbadoc walks, Cllr Hopkins has updated walk 5. **Action: Cllrs Bowyer and Hopkins to forward information to Clerk and Cllr Winter. Cllr Winter to update documents and upload to website. Action: Chair to sign report at earliest opportunity.**

7. Discussion with County Councillor

County Cllr Smith was pleased that the speed issues at Alexandra Terrace are being pursued and offered her support to the community council on this matter.

8. Matters arising from recent correspondence / new business.

a. Police report for March

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

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

Cllr Sutherland proposed LCC support Usk TC, should they choose to participate.

c. Litter and Fly Tipping Prevention Plan for Wales

Welsh Government is consulting on its Litter and Fly Tipping Plan for Wales.

A draft Council response had been circulated prior to the meeting. Cllr Sutherland proposed the draft response be approved and submitted, and that Cllr Bowyer and Cllr Carpenter also submit their responses individually, seconded by Cllr Peter Clarke, all in agreement. **Action: Clerk to submit Council response, Cllr Bowyer and Cllr Carpenter to submit individual responses.**

d. Consultation: Local Authority Power to Trade

It was agreed this issue would not affect the council, therefore no response was required.

e. Dates for Litter Picking and Walk 8

COVID19 restrictions remain in place preventing this at the current time. **Action: Clerk to agenda when restrictions are removed.**

9. Planning

a. MCC Planning Committee Meeting

Cllr Peter Clarke reported that there is currently a problem in Wales relating to phosphates. No planning applications can be considered which may result in phosphates getting into water courses.

b. Planning Applications

- I. **Planning application DM/2021/00230** – The application, at Orchard House, Dowlais Brook to Woodside Trading Estate, Llanbadoc, was for Retention of Garden Studio. Councillors concerns regarding the ground levels remained. Councillors agreed the enforcement notice in place should be complied with before any further applications are approved. Cllr Sutherland proposed that the application be recommended for refusal, seconded by Cllr Bowyer, agreed by all present. **Action: Clerk to submit response.**
- II. **Planning application DM/2021/00231** – The application, at Orchard House, Dowlais Brook to Woodside Trading Estate, Llanbadoc, was for retention of dwarf brick retaining walls and gate. Councillors concerns regarding the ground levels remained. Councillors agreed the enforcement notice in place should be complied with before any further applications are approved. Cllr Sutherland proposed that the application be recommended for refusal, seconded by Cllr Bowyer, agreed by all present. **Action: Clerk to submit response.**

c. MCC enforcement cases (confidential)

Circulated to full council on 5th March 2021 and duly noted.

d. MCC Outstanding Enforcement Cases

Circulated to full council on 26th March 2021 and duly noted.

At this point the Chair moved to suspend standing orders to consider and make recommendation on an additional planning application, and to approve Clerk's attendance at a conference.

Planning application DM/2021/00549 – The application, at Barn 1, Henrhiw Farm, A472 Pantypwyddyn Farm to Little Henrhiw, Monkswood, was for modifications of conditions 1 to 23 relating to application DC/2012/00001. Councillors had no objections to the application. Cllr Sutherland proposed that the application be recommended for approval, seconded by Cllr Carpenter, agreed by all present. **Action: Clerk to submit response.**

On May 13th One Voice Wales and the Society for Local Council Clerks are holding a joint conference for Clerks and Councillors, the cost of which is £45 plus VAT per attendee. Cllr Sutherland proposed the Clerk's attendance be approved, with the cost being shared equally between the Clerk's two employing councils, seconded by Cllr Carpenter, agreed by all present. **Action: Clerk to book a place.**

Standing Orders were reinstated at this point.

10. Finance

a. Notice Board for Telephone Box

Cllr Winter proposed a small lockable, tamperproof noticeboard be purchased from Wonderwall Products at a cost of £47.52 incl. VAT, seconded by Cllr Sutherland, agreed by all present. **Action: Clerk to make purchase.**

b. One Voice Wales Membership Renewal for 2021/22

The renewal notice had been circulated prior to the meeting, the membership cost for 2021/22 being £122. Cllr Sutherland proposed that membership be renewed, seconded by Cllr Carpenter, agreed by all present.

Action: Clerk to renew membership.

c. To approve pink paper for April and authorise payments.

The April pink paper was circulated prior to the meeting for members' consideration. A payment to Monmouthshire County Council was provisionally approved in December subject to clarification on work carried out at Llanbadoc Island. A credit note has now been received for the period Llanbadoc Island was closed, the following payment to MCC replaces that provisionally approved.

The Clerk's net salary and payment to HMRC for PAYE have been estimated as a new tax code has been issued for 2021/22 and the HMRC PAYE system did not allow entries to the new tax year at the time the pink paper was produced. **Action: Clerk to confirm these two payments with the Chair before they are processed.**

The Chair moved to approve the following payments:

Clerks Salary and Allowances April	£454.89
HMRC PAYE April	£ 62.06
NEST (EE's & ER's Pension Contributions April)	£ 63.42
Merlin Waste (Invoice 4517) April	£ 17.33
Public Works Loans (3 rd repayment)	£400.71
Monmouthshire County Council (Grounds Maintenance 2020/21)	£361.73
Wonderwall Products (Notice board for telephone box)	£ 47.52
One Voice Wales (Membership 2021/22)	£122.00

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

d. Appointment of Secondary User for HSBC Account

Cllr Sutherland proposed that Cllr Carpenter be appointed as secondary user, seconded by Cllr Peter Clarke, agreed by all present. **Action: Clerk to arrange secondary user access.**

e. To Consider Change of Provider for Banking Services

Now that the banking issues have all been resolved successfully there is no longer a need to consider changing provider.

f. Quarterly Review of the 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 31st March 2021 was £8,127.54. Cllr Sutherland proposed that the report be accepted, seconded by Cllr Bowyer, all in agreement.

g. Unaudited Financial Statements for the Year Ended 31st March 2021

The unaudited statements had been circulated for information prior to the meeting. They were duly noted.

h. Information on Completion of Annual Return for 2020/21

The Auditor General had confirmed that due to the large number of Councils who had not yet submitted their Annual Return for 2019/20, the planned implementation of a new three-year audit cycle would be delayed by 12 months.

The Council is required to approve the 2020/21 Annual Return by 30th June 2021, submitting the return and additional information requested by 1st September 2021 at the latest. 20th September 2021 has been appointed as the date electors can exercise their rights. Notice of Audit must be published by 6th August 2021 and be displayed for 14 days. Accounts must then be available for inspection for 20 days to be completed by 17th September 2021.

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** – Cllr Sutherland reported that further review would be required. **Action: Clerk to agenda in May.**

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

1. Tree Survey Quotes

The clerk had approached 5 contractors requesting quotes. Monmouthshire County Council confirmed they were unable to provide a quote due to existing commitments. A quote had been received from Wotton Tree Consultancy, with clarification being sought on some assumptions made. Cllr Sutherland proposed the quote be accepted, seconded by Cllr Hopkins, agreed by all present. **Action: Clerk to notify Wotton Tree Consultancy.**

2. Llanbadoc Island Inspection and Action Plan

Cllr Sutherland and Cllr Hopkins carried out a Health and Safety risk assessment of Llanbadoc Island car park, access road and picnic area and reported their assessment in the form of the Llanbadoc Island Inspection and Action Plan, circulated to all councillors.

Cllr Bowyer reported that the exit road between the church and the river requires extensive work. Posts in place to prevent vehicles entering the river also require attention.

Cllr Sutherland believed that the donation of £1,000 received from the church was to be used for work on the road at Llanbadoc Island. Cllr Carpenter confirmed that the March 2020 minutes state "A donation towards the roadworks Llanbadoc Community Council have undertaken". Cllr Bowyer confirmed that she had spoken to the church following the flooding and they confirmed they were happy for the donation to be used as originally planned.

Cllr Sutherland proposed the Llanbadoc Island Inspection and Action Plan be approved and progressed, seconded by Cllr Bowyer, agreed by all present.

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

Cllr Paula Clarke and Cllr Sutherland provided a draft Community Consultation Survey for consideration. There were mixed views as to the merits of proceeding, with concerns being raised as to raising expectations and being unable to meet those expectations, and the Council's reputation suffering. In addition, it was proposed no action be taken at present due to Purdah as some of the issues could be deemed political. It was agreed that the issue of community engagement be brought back to the next meeting for further discussion on how it could best be achieved. **Action: Clerk to agenda in May**

d. **Community Meetings**

No meetings had been held.

12. Reports from representatives on Other Bodies

a. **Strong Communities**

Nothing to report.

b. **Usk Cluster Meeting**

Nothing to report.

c. **Usk Improvement Masterplan**

Nothing to report.

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

Next meeting will be held on 15th April 2021, Cllr Sutherland will attend.

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

Cllr Carpenter circulated notes of the meeting held on 18th March 2021. These were duly noted.

13. Council Policies and Procedures

The following documents had been reviewed:

- Review of Effectiveness of Internal Control – Cllr Carpenter carried out the initial review, which was followed up by Cllr Sutherland and the clerk.
- Internal Audit Policy – was reviewed by Cllr Carpenter, Cllr Sutherland and the clerk.

Cllr Sutherland proposed the documents be approved and adopted, seconded by Cllr Carpenter, agreed by all present. **ACTION: Clerk to publish on website.**

14. Llanbadoc Flooding

a. Permanent Flood Pumps at Woodside

The clerk had requested an update on progress from MCC but no response had been received.

Cllr Bowyer having declared an interest was not present for the next item.

b. MCC Service Request 8051975

It was agreed that the clerk continue to pursue this with MCC. **Action: Clerk to pursue with MCC.**

Cllr Bowyer re-joined the meeting.

15. Projects to be Considered for Future Grant Applications

A draft paper had been circulated prior to the meeting for consideration. Cllr Sutherland proposed the document be accepted, seconded by Cllr Bowyer, agreed by all present.

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

- a. Code of Conduct – all Cllrs to read prior to the AM in order to confirm their acceptance at the AM.
- b. Review of Internal Control – to be completed in May prior to approval of 2020/21 Annual Return in June.
- c. Review of Annual Plan for 2020/21 – to be completed prior to Annual Meeting in May.
- d. Footpaths – Some footpaths have been cleared and widened, how does LCC get others done?
- e. Road closure Woodside – Cllr Carpenter reported the businesses at Woodside had not been notified of the closure, and asked about access to the petrol station.
- f. Defibrillator in Little Mill - was required at Alexandra Terrace but the pads we're out of date and battery was flat.
- g. Litter Picking - A resident of Glascoed asked on Facebook for litter picking equipment which Cllr Carpenter provided. Action: Clerk to write letter of thanks to resident.

Cllr Winter gave notice that he would be resigning from his position of councillor at the end of April. Due to new work commitments, he felt that he would not be able to fulfil his councillor role. The Chair thanked Cllr Winter for his commitment and contribution during his time with the council.

17. Date of next meeting

Wednesday 5th May 2021, 6.30pm to 8.30pm. There being no further business the meeting closed at 8.35 pm.

Beverley Young, Clerk/RFO, Llanbadoc Community Council