

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:

2 residents of Little Mill.

1. Public Meeting:

County Cllr Smith does not support the proposed changes in the Review of County Electoral Arrangements for Monmouthshire, as she believes Llanbadoc will be subsumed by Usk and therefore will not be fairly represented as a rural area. Cllr Bowyer expressed mixed views as Woodside is already seen to be part of Usk so the proposal would be appropriate in that respect, however the remainder of the LCC area is rural, with rural issues being very different from those within the town, so the larger part of the LCC area would not sit so easily within a merger with Usk.

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 who was unable to attend due to IT issues.

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 14 as he has property which could be affected and Cllr Peter Sutherland declared an interest in agenda item 14 due to his residential proximity to residents affected.

5. Adoption of Minutes:

- a. Cllr Winter proposed the minutes of LCC Ordinary meeting held on Wednesday 3rd February 2021 be approved, 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 March had been circulated prior to the meeting for members' consideration. The clerk gave the following update:
Cllr Paula Clarke had raised a question in respect of a closed enforcement case. Andrew Jones of MCC informed the clerk a site visit would be made on 5th March and LCC would be notified of the outcome. Cllr Carpenter proposed the report be accepted, seconded by Cllr Bowyer, all in agreement. **Action: Chair to sign report at earliest opportunity.**

7. Discussion with County Councillor

County Cllr Smith reported that there were 31 planning enforcement cases outstanding in her ward. Cllr Smith is liaising with MCC in respect of a safe cycle/walkway, and she questioned why Woodside does not have a 20mph speed restriction as the rest of Usk does. Cllr Smith reminded Councillors that the consultation on the MCC budget for 2021/22 is not yet closed.

8. Matters arising from recent correspondence / new business

a. Review of County Electoral Arrangements for Monmouthshire

Further to the discussion in the public part of the meeting Cllr Carpenter raised concerns that the outlying areas of LCC are some distance from Usk town and wouldn't face the same issues given their rural nature. In light of the proposal that Little Mill would fall within LCC in the future, and given the understanding that Little Mill is likely to see further developments, this would justify retaining a County Cllr for Llanbadoc.

Cllr Carpenter proposed Cllrs, and County Cllr submit their views to the clerk by 7th March for the Chair to determine the Council response based on the submissions, seconded by Cllr Bowyer, all in agreement. **Action: Chair to determine response, Clerk to submit response.**

b. Police report for February

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

The Chair had attended a Prison meeting and reported how successful interagency working between the police and the prison had been throughout the COVID pandemic.

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

Usk TC will make their decision on participating nearer to the event date. This item was deferred until April.

d. Litter and Fly Tipping Prevention Plan for Wales

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

Cllr Sutherland proposed he, Cllr Bowyer and Cllr Carpenter revisit the detail in the report and draft a response for consideration at the April meeting, seconded by Cllr Carpenter, all in agreement. **Action: Clerk to agenda in April.**

e. Relocation of Rubbish Bin from Trostra Common to Coleg Gwent Bus Shelter

County Cllr Smith informed Cllrs that refuse bags were tied to the bus shelter which is unsightly. It was suggested that the rubbish bin on Trostra Common be relocated to the bus shelter. Cllr Carpenter reminded Cllrs that the bin was sited on Trostra Common as it is on the reservoir trail, and it should therefore remain there. Installing a bin at the College bus shelter had been looked at previously but LCC would have to meet the cost rubbish collection.

Cllr Sutherland proposed the clerk inform the college that the issue has been raised with LCC and ask if they would consider installing a bin, given that litter and fly tipping is an issue being looked at by Welsh Government, seconded by Cllr Winter, all in agreement. **Action: Clerk to write to college.**

f. BAE Fencing

The clerk contacted Michelle Armour for an update, but no response had been received. Cllr Paula Clarke suggested escalating it to Paul King at BAE. **Action: Clerk to contact Paul King.**

9. Planning

a. MCC Planning Committee Meeting

Nothing to report.

b. Planning Applications

- I. **Planning application DM/2020/01897** – The application, at Usk Barn, Upper Prescoed farm, Oak Ridge to Llanbadoc, Llanbadoc, was for full planning permission for 3no. pods for tourism accommodation and associated works. Application complies with SPG on planning for tourism accommodation and associated works, and there would be no visual impact. Cllr Carpenter proposed that the application be recommended for approval, seconded by Cllr Hopkins, agreed by all present. **Action: Clerk to submit response.**
- II. **Planning application DM/2021/00010** – The application, at Trychymad, Jerusalem Lane, Glascoed was for new stable block for the keeping of horses to replace an existing barn. No visual impact issues. Cllr Carpenter proposed that the application be recommended for approval, seconded by Cllr Paula Clarke, agreed by all present. **Action: Clerk to submit response.**
- III. **Planning application DM/2021/00146** – The application, at Pant Y Cwcw Farm, Oak Ridge to Llanbadoc, Llanbadoc was for a new building for grain store. This application was for information only and was duly noted.
- IV. **Planning application DM/2021/00200** – The application, at Long Acres, Cefn Mawr Lane, Monkswood was for a rear single storey extension to dwelling, alterations to window openings and siting of temporary caravan for the duration of works. The application falls within permitted development rights, including the caravan. Cllr Winter proposed that the application be recommended for approval, seconded by Cllr Paula Clarke, agreed by all present. **Action: Clerk to submit response.**

- V. **Planning application DM/2021/00135** – The application, at April House, Oak Ridge to Llanbadoc, Llanbadoc was for construction of a wildlife pond 26x12x1.5m in existing paddock/garden lawn boundary with very slight eastern slope. The site is 30m from an oak tree and 10m from soakaway. There would be no hardstanding and no ornamental features: just a hole in the ground in grass surrounding with butyl liner and run-off to a small area of woodland. It will have a grass margin and sloping sides for amphibian access. The grassland to the east is to be rewarded. The site has been visited by agricultural constructors and will be done professionally. Cllr Winter proposed the application be recommended for approval, seconded by Cllr Paula Clarke, agreed by all present. **Action: Clerk to submit response.**
- c. **MCC enforcement cases (confidential)**
Circulated to full council on 15th February 2021 and duly noted. **Action: Clerk to request an update from MCC planning on all current outstanding cases.**

10. Finance

a. **Renewal of Office 365 Subscription**

An electronic notification had been received that the subscription was due for renewal on 9th March 2021, at a cost of £79.99. Cllr Carpenter proposed that the subscription be renewed, seconded by Cllr Winter, agreed by all present. **Action: Clerk to renew subscription.**

b. **To approve pink paper for March and authorise payments.**

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

Clerks Salary and Allowances March	£461.15
HMRC PAYE March	£ 55.80
NEST (EE's & ER's Pension Contributions March)	£ 63.42
Merlin Waste (Invoice 4478) March	£ 16.90
Councillors Allowances for 2020/21	£300.00

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

c. **Asset Register**

The asset register had been updated by Cllr Hopkins to include a breakdown of the in LCC ownership, together with the date of acquisition. Cllr Carpenter asked about a map with CL reference numbers for land registry information. Cllr Hopkins explained the land parcels had been detailed in the full land schedule, cross referencing original deeds and maps against land registry documents. Notation 2 on the asset register refers to the land schedule document. It was agreed to combine both documents.

Cllr Hopkins queried the sign on Usk Island. **Action: Cllr Sutherland to check area to see if sign can be identified.**

Cllr Hopkins proposed that the first aid kit be removed from the register due to its low value.

Cllr Paula Clarke proposed the asset register be approved subject to the above amendments, seconded by Cllr Hopkins, all in agreement. **ACTION: Cllr Hopkins to provide information on commons to clerk, Clerk to amend asset register.**

d. **Appointment of Internal Auditor**

The clerk confirmed that Mr J Turner was willing to act as internal auditor for the council for the year 1st April 2021 to 31st March 2022. Cllr Sutherland proposed that Mr Turner be engaged with the same terms of reference issued previously and for the same fee, seconded by Cllr Carpenter, agreed by all present. **Action: Clerk to issue engagement letter and terms of reference to Mr Turner.**

e. **Utilising Budget Underspend to Fund Charity Requests for Financial Support**

Requests had been received from Wales Air Ambulance Charity, NSPCC, Sparkle and the Urdd National Eisteddfod. The clerk confirmed an estimated budget underspend of £ 2,306. Cllrs felt that donations to nationwide charities were not an appropriate use of funds for the benefit of the Councils' residents. Cllr Hopkins suggested that a local project such as the Usk Food Bank and Soup Kitchen could be considered. Cllr

Sutherland proposed that no charitable donations be made, seconded by Cllr Winter. All Cllrs present voted in agreement.

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 and Cllr Hopkins have worked on the risk assessment, draft to be considered at the April meeting. **Action: Clerk to agenda in April.**

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

1. **Update on work progressed on Land Management Plan recommendations**

Cllr Hopkins asked for clarification on a photograph on Google Maps showing a sign stating Llanbadoc Island is managed by MCC on behalf of LCC. Cllr Carpenter confirmed that management responsibility had transferred to LCC, apart from the playground.

Tree surveys need to be carried out on Pergoed Wood, Llanbadoc Island and Common y Fal, and a tree management plan is required. Cllr Sutherland proposed quotations be obtained and presented for consideration at the April meeting, seconded by Cllr Paula Clarke, agreed by all present. **Action: Environment Group to provide clerk with a checklist of requirements for quotations, Clerk to obtain quotes and agenda April.**

A Health and Safety risk assessment of Llanbadoc Island car park, access road and picnic area is to be completed. Cllr Carpenter believes MCC carried out previous risk assessments. **Cllr Carpenter to circulate previous assessment. Cllr Sutherland and Cllr Hopkins to carry out risk assessment.**

The clerk received confirmation by email from Jonathan Wassal, of MCC, that risk assessments are carried out on playgrounds at Llanbadoc Island and Glascoed. The Insurance company confirmed this is adequate to confer liability to MCC. The clerk received verbal confirmation from the insurance company that the current policy was adequate. Volunteers working on LCC land are covered, providing they are not an organisation in their own right. The policy does not provide personal liability cover for individual councillors, which means if a councillor is aware of a problem, failed to act on it and an incident happens, a case can be taken out against the councillor personally, but the insurers would consider it as a claim against the council not the individual. Legal costs are covered, the claims team have the final say whether a case goes to court or is settled out of court. Insurance cover for assets is based on replacement value. **Action: Clerk to circulate information to Councillors.**

c. **Community Engagement** – Cllr Ed Winter, Cllr Peter Sutherland, Cllr Jenny Carpenter
Covered in agenda item 16.

d. **Community Meetings**

No meetings had been held.

12. Reports from representatives on Other Bodies

a. **Strong Communities**

Cllr Sutherland to attend upcoming meeting. **Action: Clerk to confirm details.**

b. **Usk Cluster Meeting**

No meeting had taken place.

c. **Usk Improvement Masterplan**

Cllr Carpenter reported Transforming Towns Revenue Funding is available, but must be spent by 31st March 2021. A number of projects could be considered for this e.g. traffic lights in Usk, projects in the ARAP report, but insufficient information was available to enable a decision to be made. A further meeting is due to be arranged.

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

Next meeting will be held on 21st April 2021, Cllr Sutherland will attend.

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

Next meeting will be held on 18th March 2021, 11am to 1pm. Cllr Carpenter will attend.

13. Council Policies and Procedures

The following policies and procedures had been reviewed:

- Freedom of Information Policy – No amendments required
- Welsh Language Policy – No amendments required
- Complaints Procedure – Clerks contact details to be updated.
- Model Financial Regulations – No amendments required.
- Standing Orders – Length of meeting clarified as 2 hours, from 6.30pm to 8.30pm, including 15 minutes for public meeting.
- Review of Effectiveness of Internal Control – further review to be undertaken.
- Internal Audit Policy – further review to be undertaken.

Cllr Sutherland moved the following policies be approved and adopted:

- Freedom of Information Policy
- Welsh Language Policy
- Model Financial Regulations
- Complaints Procedure – subject to amendment of clerk's details.
- Standing Orders – subject to amendment of meeting times.

Proposed by Cllr Bowyer, seconded to Cllr Paula Clarke, agreed by all present. **ACTION: Clerk to update Complaints Procedure and Standing Orders and publish on website, Cllrs Carpenter, Sutherland and clerk to further review Effectiveness of Internal Control and Internal Audit Policy.**

Cllr Peter Clarke and Cllr Sutherland, having declared an interest, were not present for the next item. Cllr Winter took over as Chair.

14. Llanbadoc Flooding

a. Temporary Flood Pumps

Cllr Carpenter reported that there is no longer a requirement for LCC to make a financial contribution towards hiring pumps. During the recent heavy rainfall MCC used pumps which they already owned to trial the proposal. The trial was successful and MCC will now take the plan forward to acquire pumps on a permanent basis, applying for grants available to fund the acquisition. Cllr Winter concluded that no financial contribution was required from LCC or community members and the matter was now closed.

County Cllr Smith referred to flooding in Glascoed, where MCC had spent funds previously and now appeared to be repeating the work in the same area. Cllr Smith has asked for clarification of what work is being carried out and why, she will update LCC.

Cllr Peter Clarke re-joined the meeting.

15. Applying for Grants

Cllr Sutherland and Cllr Hopkins are preparing a draft paper and will notify the clerk when it is ready for consideration. **Action: Cllrs Sutherland and Hopkins to produce paper, Clerk to agenda when notified.**

16. Community Consultation

Cllr Sutherland and Cllr Paula Clarke have drafted a proposed list which requires further work. **Action: Cllrs Sutherland and P. Clarke to produce paper, Clerk to agenda when notified.**

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

Cllr Sutherland reported that in regard to flooding at Llanbadoc Brook, a meeting is being arranged between MCC, NRW and residents, and confirmed his attendance on behalf of LCC.

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

There were no issues raised for consideration for the next agenda.

The Clerk was asked to clarify the situation with One Voice Wales, regarding expected changes to Government COVID Restrictions on March 29th 2021.

18. Date of next meeting

Wednesday 7th April 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

Signature:

Date:

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