

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 Jo Storey, Cllr. Peter Sutherland.

1. Public Meeting:

A representative from the Usk Food Kitchen attended the meeting, they outlined the achievements of the past 12 months. Currently 23 volunteers provide meals to residents of Usk and the surrounding area. A number of elderly residents benefit from the service, and this has highlighted the issue of loneliness amongst the elderly. The project is looking to expand to provide social afternoons twice a week to combat the loneliness and isolation of elderly residents. The Council was asked if they could offer support in any form.

Cllr Bowyer asked whether the project was moving away from a support function to a more social function, and what was the criteria used to identify who could benefit. The representative explained that meals were provided to anyone who needed them, for financial reasons or social reasons. The Chair thanked the project for what they do for the community.

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 at the meeting.

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 9b1 as he resides in a neighbouring property. Cllr Bowyer declared an interest in agenda item 13c due to her residential proximity to the area affected.

5. Adoption of Minutes:

- a. Cllr Sutherland proposed the minutes of LCC Annual Meeting held on Wednesday 5th May 2021 be approved, seconded by Cllr Bowyer, all in agreement. **ACTION: Chair to sign minutes at earliest opportunity.**
- b. Cllr Sutherland proposed the minutes of LCC Ordinary meeting held on Wednesday 5th May 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 June had been circulated prior to the meeting for members' consideration.
Save a Life Cymru - It was agreed Cllr Sutherland & Cllr Paula Clarke would liaise with the clerk with regard to provision of a defibrillator. **ACTION: clerk to agenda in July.**
Notice Board for Telephone Box – Cllr Paula Clarke to liaise with the clerk and Amy Longford at MCC to obtain listed consent.
Action: Chair to sign report at earliest opportunity.

7. Discussion with County Councillor

County Cllr Smith was not present at the meeting.

8. Matters arising from recent correspondence / new business.

- a. **Police report for May**
The report had not been received yet but will be circulated by the clerk when it becomes available.

b. Vacancy for School Governor at Usk Primary School

The town clerk from Usk had requested nominations for the vacancy for school governor at Usk Primary School. No Councillors wished to be considered for the position. Cllr Carpenter reminded the meeting that not all children from the LCC area attend Usk primary school, some go to Goytre primary school, therefore it may not be so appropriate for Councillors to consider the vacancy. **ACTION: Clerk to respond accordingly.**

c. The Queen's Green Canopy

The initiative, to mark the Queen's Platinum Jubilee in 2022, invites people across the UK to "plant a tree for the Jubilee". Councillors agreed they would like to support the project. An appropriate area of land where the trees could be planted would need to be identified.

d. Usk Food Kitchen

Cllr Hopkins proposed the Council website and Facebook page be used to seek additional volunteers to help run the extended service. Cllr Sutherland will approach the volunteer driver scheme to see if they can support the project by providing transport for residents attending the social afternoons. **ACTION: Clerk to publish on website, Cllr Paula Clarke to post on facebook.**

e. Bee Initiative Open Day

Penhow Bee Farm are holding an open day to launch their new outside experience. The idea is to show the interaction between nature and the pollinators found in the environment, to help educate, train and develop members of the public. Cllr Carpenter received an invitation to attend and wondered whether beehives could be located on the Common Land. Cllr Bowyer suggested an approach to Gwent Beekeepers would be appropriate. Cllr Hopkins suggested Bees for Development in Monmouth as another group who could be interested. Cllr Carpenter will be attending the Penhow Bee Farm open day and will make enquiries.

f. One Voice Wales – Monmouthshire County Council Review of Community Boundaries

One Voice Wales supplied a briefing on the current position. When Welsh Government sign off the review, orders should be issued giving guidance to those Councils who's areas are to be split up or dissolved. Until that time OVW recommends Councils consider how the implications of the review affect them, and begin conversations with neighbouring councils to identify assets or services that may need to be transferred between them. Once legal orders are issued, if any questions remain unanswered, OVW will provide support to resolve remaining issues.

Cllr Peter Clarke informed the meeting that the announcement is expected on the 8th June.

9. Planning

a. MCC Planning Committee Meeting

Nothing to report.

b. Planning Applications

Cllr Sutherland having declared an interest in the next item did not participate in this part of the meeting.

1. **Planning application DM/2021/00764** – The application, at Island House, A472 Woodside, Llanbadoc was for the demolition of west facing lean-to, to be replaced with new lean-to. Driveway alterations and additions to include entrance 'wing walls', piers and automatic entrance gate. New picket fence atop existing walls. New pedestrian gate. Demolition of timber shed and replace with new timber pergola. New timber structure garden room. Cllr Paula Clarke advised that MCC Highways and NRW had raised no objections, however the proposed amount of roof lights and the picket fence would not fit with the conservation area status of the area, which had been raised as an issue by MCC Heritage. Cllr Paula Clarke proposed that the application be recommended for approval subject to the comments from Heritage being dealt with, seconded by Cllr Hopkins, agreed by all. **Action: Clerk to submit response.**

Cllr Sutherland re-joined the meeting.

2. **Planning application DM/2021/00819** – The application, at Coleg Gwent Agricultural College, A472 Little Henrhiw to The Island, Rhadyr, Llanbadoc was for conversion of agricultural barn to mixed use catering college and restaurants. Cllr Paula Clarke advised the application complied with Policy RE2. Cllr Carpenter raised concerns over the licensing of the restaurant for evenings. Cllr Paula Clarke confirmed that licensing would be dealt with separately and was not a matter for planning consideration.

Cllr Bowyer referred to the current shortage of people in the catering sector and suggested the Council should support the application. Cllr Paula Clarke proposed that the application be recommended for approval, seconded by Cllr Sutherland, agreed by all. **Action: Clerk to submit response.**

c. MCC enforcement cases (confidential)

Circulated to full council on 6th May 2021 and duly noted.

10. Finance

a. To approve pink paper for June and authorise payments.

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

	£'s
Clerks Salary and Allowances June	455.15
HMRC PAYE June	61.80
NEST (EE's & ER's Pension Contributions June)	63.42
Merlin Waste June (Invoice 4591)	17.33
Mr J Turner (Internal Audit 2020/21)	100.00

The payments were proposed by Cllr Sutherland, seconded by Cllr Peter Clarke, agreed by all present.

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

Balance of current account £10,325.70, balance of deposit account £10,250.03.

b. Donation Received

Cllr Bowyer suggested the funds be used to make the road improvements identified in the Llanbadoc Island management plan. Cllr Carpenter believed that the funds should be used as agreed previously to improve the telephone box in Glascoed, now in the ownership of County Cllr Smith. The Chair reminded councillors the donors had stated they had no preference as to how the funds were used. Cllr Hopkins suggested the donation be used to purchase trees to replace those lost, as part of the Queen's Green Canopy project. Some saplings would be available through the Woodlands Trust for the QGC project on a first come first served basis.

ACTION: clerk to write to County Cllr Smith to establish the current position on the telephone box and agenda in July.

c. Accounting Statements for the Year Ended 31st March 2021

The Accounting Statements had been circulated prior to the meeting for councillors' consideration. No questions were raised. Cllr Peter Clarke proposed the Accounting Statements be approved, seconded by Cllr Sutherland, agreed by all.

d. Internal Audit Report for the Year Ended 31st March 2021

The Internal Audit Report had been circulated prior to the meeting for councillors' consideration. The Chair summarised the Council had met its obligations. The auditor commented on the level of reserves, which councillors agreed were held to meet the following:

- Work required at Llanbadoc Island.
- Tree surgery work identified.
- Acquisition of a defibrillator.
- 2022 Election costs.

Cllr Sutherland proposed the Internal Audit Report be accepted, seconded by Cllr Bowyer, agreed by all.

ACTION: Clerk to write letter of thanks to Mr Turner.

e. Review of the Effectiveness of Internal Control for 2020/21

The Review had been circulated to the Finance and Procedures Group, and to full Council prior to the meeting for consideration. It was agreed to amend the document to read "qualified by experience" rather than "unqualified". Cllr Sutherland proposed the Review of the Effectiveness of Internal Control for 2020/21 be Approved subject to amendment, seconded by Cllr Paula Clarke, agreed by all. **ACTION: clerk to amend document and publish on website.**

f. Annual Governance Statement for 2020/21

The Annual Governance Statement was considered by councillors during the meeting, with the clerk duly completing the statement with councillor's responses.

g. Annual Return for 2020/21

Cllr Sutherland proposed the Annual Return for the year ending 31st March 2021 be approved, seconded by Cllr Peter Clarke, agreed by all. **ACTION: Chair and clerk to sign all documentation prior to 30th June, clerk to submit to Wales Audit.**

11. Reports from Advisory Groups

a. Procedural and Financial – Cllr J Carpenter, Cllr Peter Clarke, Cllr J Storey, Cllr P Sutherland.

- 1. Risk Assessment 2021/22** – The Risk Assessment had been updated following the meeting of the Finance and Procedures Group on 4th May 2021, and was circulated for consideration. Cllr Sutherland proposed that the Risk Assessment be approved, seconded by Cllr Peter Clarke, agreed by all. **ACTION: Clerk to publish on website.**

It was agreed the F&P Group would meet mid-June for the first quarterly review. **ACTION: Clerk to arrange meeting and agenda July for feedback.**

b. Environment – Cllr Peter Sutherland, Cllr Paula Clarke, Cllr Judith Hopkins and Cllr Ann Bowyer

- 1. Emergency Tree Work on Oak Tree over hanging The Paddocks, Glascoed** – Residents of The Paddocks had been advised by a tree surgeon carrying out work for them, that an Oak tree in Jenny's Bushes over hanging their property had loose branches which posed a serious risk should they fall. The clerk sought quotations from 6 contractors for the work required. Oli Field submitted a quote of £525 plus VAT for one tree. Steve's Trees quoted £1,500 for work on all trees overhanging The Paddocks. As the quotes were not on a comparable basis Cllr Peter Clarke proposed the quote from Oli Field be accepted and further quotes be obtained for any further work required once clarified, seconded by Cllr Sutherland, agreed by all. **ACTION: Clerk to notify Oli Field and seek further quotes once clarification received.**

c. Community Engagement – Cllr Peter Sutherland, Cllr Jenny Carpenter and Cllr Paula Clarke
Nothing to report.

d. Community Meetings

No meetings had taken place.

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

No meetings had taken place.

d. One Voice Wales Monmouth/Newport Area Committee

The next meeting is on 1st July 2021, Cllr Sutherland will attend.

e. Give dog fouling the red card working group

No meetings had taken place.

13. 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 Peter Clarke raised concerns that Autumn was not far off when flooding would be more likely.

b. NRW/MCC meeting in respect of Llanbadoc Brook Flooding

No further updates had been received.

Cllr Peter Clarke suggested a letter be sent from the Chair to Cllr Jane Pratt on these two issues in order to make some progress. **ACTION: Clerk to draft letter for Chair's approval, Cllr Sutherland to meet with Paul Matthews.**

Cllr Bowyer having declared an interest in the next item did not participate in this part of the meeting.

c. MCC Service Request 8051975

Ross Price confirmed that Highways consider the strip of land outside Cllr Bowyer's property to be adopted highway. Mark Watkins the Highways Engineer responsible for the drainage confirmed he will be investigating the drainage at Yew Tree lane further and programming the necessary cleansing works.

Cllr Bowyer re-joined the meeting.

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

Councillor Vacancy in Monkswood – agenda co-option in July if no request for election.

Blocked drains either side of the Oakfield, Llanbadoc – clerk to report to MCC.

Amalgamation with Little Mill – Cllr Peter Clarke proposed establishing a working group to begin working through issues.

Alexandra Terrace - Cllr Storey reported that police cars and ambulances attending the new hospital site are causing issues as they rush past Alexandra Terrace without sounding their sirens until the last minute, especially at night. Clerk will write to the services requesting that sirens are used.

Spring Clean Cymru - Cllr Carpenter reminded councillors the event runs from 28th May to 13th June. The Chair proposed a litter pick in Monkswood on 27th June at 2pm, meeting in the Beaufort car park.

Supermarket Food – Cllr Carpenter reported that food donations were available from supermarkets in the area and suggested the Usk Food Kitchen may benefit from this. The food would be usable but could not be sold due to the sell by date. Clerk to notify the Food Kitchen.

15. Date of next meeting

Wednesday 7th July 2021, 6.30pm to 8.30pm. There being no further business the meeting closed at 8.05 pm.

Beverley Young, Clerk/RFO, Llanbadoc Community Council