

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 Jo Storey, Cllr. Peter Sutherland.

1. Public Meeting:

No members of the public attended the meeting and no issues had been raised with the clerk 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 were received from Cllr Hopkins who was on holiday, County Cllr Smith and CSO Sara Mason .

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

5. Adoption of Minutes:

- a. Cllr Sutherland proposed the minutes of LCC Ordinary Meeting held on Wednesday 2nd June 2021 be approved, seconded by Cllr Paula Clarke, all in agreement. **ACTION: Chair to sign minutes at earliest opportunity, clerk to publish on website.**

6. Clerk's Report

- a. The clerk's report for June had been circulated prior to the meeting for members' consideration. The clerk was not getting any response from Amy Longford regarding permission to install a noticeboard in the Llanbadoc telephone box. **ACTION: Cllr Paula Clarke to make contact in the first instance, Cllr Peter Clarke to follow up if a response is still not received. Action: Chair to sign report at earliest opportunity.**

7. Discussion with County Councillor

County Cllr Smith was not present at the meeting. Cllr Carpenter offered to contact Cllr Smith to obtain any updates. **ACTION: Cllr Carpenter.**

Cllr Peter Clerk reported that the planning applications for Llandegfedd Visitor Centre and Llandegfedd Water Sports Centre were considered by the Planning Committee on 6th July 2021 and have been placed on hold as the applicant had not provided enough information.

8. Matters arising from recent correspondence / new business.

a. Police report for June

The report had been circulated prior to the meeting and was duly noted.

b. Active Travel Consultation

Monmouthshire County Council are consulting on planned walking and cycling routes, which have been mapped out, to promote cycling and walking as a preferred means of travel. Councillors reported difficulty in accessing the consultation information. Cllr Bowyer had submitted a response in respect of the Llanbadoc area which Councillors agreed with. Cllr Sutherland proposed that Cllr Bowyer's response was satisfactory and no further response should be submitted, seconded by Cllr Paula Clarke, agreed by all.

c. Enquiries from a Llanbadoc Resident Regarding Road Safety and Postal Service

A resident had raised concerns about the speed of traffic coming into Llanbadoc from Pontypool. Having to cross the road in a wheelchair to access the pavement into Usk town, given the speed of the traffic, is making the resident increasingly nervous, additionally the nearest post box is over the bridge in Usk and the resident asked whether it would be possible to have a post box in Llanbadoc.

Cllr Peter Clerk reported that Mark Hand had taken over from Roger Hoggins and he has picked up the speed camera issue, a post box for Llanbadoc has been requested before and turned down. Cllr Paula Clarke reported that due to the COVID19 situation the local postman will take post from residents, Cllr Carpenter also confirmed this. **ACTION: Clerk to forward information to Usk Town Council to pass on to resident.**

d. Vacancy for a Councillor in the Monkswood Ward

The clerk had received notification from MCC that there had been no request for an election, therefore LCC are able to co-opt to fill the vacancy. Cllr Paula Clarke had received an expression of interest in joining the Council from a resident. **ACTION: Clerk to publish a notice inviting anyone interested in becoming a Councillor to observe the September meeting. Cllr Paula Clarke to give resident an insight into how the Council operates.**

e. Update from County Cllr Smith on Glascoed Telephone Box

Cllr Smith was not present at the meeting. Item deferred until next meeting. **Action: Clerk to agenda September.**

f. Update from Cllr Sutherland on Meeting with Local Farmer

Cllr Sutherland circulated briefing notes prior to the meeting. The farmer has agreed to erect fencing to secure the stock. Concerns were raised that it is only the farmer that has grazing rights on the common land and it is believed that the stock grazing there belong to a third party.

g. Update from Cllr Carpenter on Bee Initiative Open Day

Cllr Carpenter and Cllr Peter Clarke attended the open day and informed the meeting that a lottery grant is being sought in order to further their education work, a request was made for a letter of support from the Council. Cllr Peter Clarke had agreed to host beehives on his land, initially one hive will be installed to see if the bees like the area and if they do six will be installed in total. Cllr Paula Clarke suggested hives could be located on BAE systems land and Cllr Carpenter suggested Trostra Common. **ACTION: Clerk to write letter of support.**

h. Consultation on Qualifications of Clerks in Wales Regulations

Cllr Peter Clarke understood that guidance will be issued in due course. Cllr Carpenter pointed out that it relates to becoming a competent council for the purposes of trading.

9. Planning

a. MCC Planning Committee Meeting

The planning applications relating to Llandegfedd Visitor Centre and Llandegfedd Water Sports Centre were considered at the Planning Committee meeting held on 6th July 2021. It had come to the clerk's attention prior to the meeting that LCC recommendation for the application to be refused had been incorrectly reported as an approval in the meeting papers. Planning Committee members were made aware of this prior to the meeting. Cllr Peter Clerk informed the meeting that the application had been placed on hold as the applicant had not supplied enough information.

b. Planning Applications

1. [Planning application DM/2021/01023](#) – The application, at Usk Garden Centre, Dowlais Brook to Woodside Trading Estate, Llanbadoc was for an extension to the retail space (gross external floor area 98m sq.) along with internal and external alterations. Councillors raised no objections. Cllr Sutherland proposed that the application be recommended for approval, seconded by Cllr Bowyer, agreed by all. **ACTION: Clerk to submit response.**
2. [Planning application DM/2021/00271](#) – The application, at The Tryst, A472 Pantypwyddyn Farm to Little Henrhiw, Monkswood was for a single storey kitchen extension to the rear. Councillors considered the application between meetings and had recommended approval of application. Cllr Sutherland proposed the recommendation be retrospectively approved, seconded by Cllr Bowyer, agreed by all.
3. [Planning Application DM/2021/00864](#) – The application at Tynwydd, Rumble Street, Monkswood was for a single storey extension to the rear of the existing dwelling to provide new downstairs toilet and utility room. Councillors considered the application between meetings and had recommended approval of application. Cllr Sutherland proposed the recommendation be retrospectively approved, seconded by Cllr Bowyer, agreed by all.

c. MCC enforcement cases (confidential)

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

10. Finance

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

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

	£'s
Clerks Salary and Allowances July	455.15
HMRC PAYE July	61.80
NEST (EE's & ER's Pension Contributions July)	63.42
Merlin Waste July (Invoice 4627)	25.33
Morris's Gounds Maintenance Ltd (Tree Surgery Work Inv 36068)	600.00
Wotton Tree Consultancy (Tree Surveys Inv 0765)	750.00
Oliver Field Tree Surgery Contractor Ltd (Inv 3572 damaged Oak, Glascoed)	630.00
Viking (Inv 661768 Printer Inks and cash box)	78.56

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 £7,661.44, balance of deposit account £10,250.03.

Cllr Carpenter asked if Steve's Trees had completed the contract awarded. Cllr Sutherland confirmed this was included in the schedule of works arising from the tree surveys.

b. Quarterly Budget Monitoring Report for the 3 months ending 30th June 2021

The clerk had circulated the monitoring report prior to the meeting. The balance on the deposit account remained at £10,250.03, the current account balance at the end of June was £10,389.12.

The clerk advised that after current commitments were taken into account there would be £770 remaining in the Woodlands Surgery and Knotweed budget. Cllr Sutherland proposed the report be accepted, seconded by Cllr Peter Clarke, all in agreement.

c. Suggestions for Use of Donation Received

Deferred to the September meeting. **ACTION: Clerk to agenda September.**

d. Merlin Waste Management Increase in Cost of Emptying Dog Bins

Merlin Waste had notified the council that from 21st June 2021 their charge for emptying the bins would increase from £4.00 per bin to £5.50 per bin. The increased cost was a result of the increase in waste collected during the past 12 months which had incurred higher disposal costs. Monmouthshire County Council advised that the potential alternative contractor had confirmed that they would not be providing this service. The annual cost for the council would increase by £78.00. Cllr Sutherland proposed the increase be approved, seconded by Cllr Peter Clarke, agreed by all. **ACTION: Clerk to notify Merlin Waste Ltd.**

e. Spine Point Increase in Clerk's Salary

The clerk stepped out of the meeting at this point. The Chair circulated a briefing to councillors prior to the meeting. The Chair moved the advancement of the Clerk's Salary from SCP 12 to SCP 13 from the date of the anniversary of appointment. The award of SCP 13 would result in an increase of £121.44 for the year which was within budget. The National Pay Award had not yet been agreed. Cllr Sutherland proposed the award be approved, seconded by Cllr Peter Clarke, agreed by all. **ACTION: clerk to amend payroll accordingly.**

The clerk re-joined the meeting. Cllr Peter Clarke commended the clerk for the way the role had been undertaken and the council for the work that had been achieved, in difficult circumstances in the past 12 months.

11. Reports from Advisory Groups

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

1. Notes from Meeting Held on 21st June 2021 – The Chair had circulated notes of the meeting for consideration. It was agreed the F&P Group would meet in September for the 2nd quarterly review.

ACTION: Clerk to agenda for feedback in October.

b. Environment – Cllr A Bowyer, Cllr Paula Clarke, Cllr J Hopkins and Cllr P Sutherland.

The Chair informed the meeting that a number of smaller outstanding issues would be dealt with over the Summer.

1. **Tree Surgery Work Arising from Tree Survey Reports** – The survey reports from Wotton Tree Consultancy had been circulated prior to the meeting with a schedule of works required. Cllr Sutherland proposed quotes for the scheduled work should be sought over the Summer for consideration at the September meeting, seconded by Cllr Bowyer, agreed by all. **ACTION: clerk to obtain quotes and agenda in September.**

Cllr Carpenter reported another limb had fallen on the bus shelter from the same tree as previously, which indicated the tree may be failing and in need of consideration in the priority work.

2. **Japanese Knot Weed** – The clerk contacted six contractors to obtain quotes following advice received in 2020. Two contractors did not respond. Two contractors advised that a survey should be carried out before a quote for treatment could be provided, this would cost £250 plus VAT. Knotweed Services UK quoted £2,100 plus VAT following a site visit, and Gareth Tucker advised 4 scheduled treatments over 2 years at a cost of £250 per visit, advising additional treatments may be required if further outbreaks occurred. Cllr Carpenter confirmed the Japanese Knotweed budget was within Woodlands Surgery budget. Cllr Peter Clarke proposed the contract be awarded to Gareth Tucker, seconded by Cllr Paula Clarke, agreed by all. **ACTION: Clerk to notify Gareth Tucker and obtain a copy of his insurance certificate.**
3. **Llanbadoc Island: Schedule of Works** – The agreed Schedule of Works identified six matters to be completed within 6 months. The Chair suggested these be concentrated on first. Cllr Bowyer proposed this be approved, seconded by Cllr Peter Sutherland, agreed by all.
The telephone box is already being resolved. It was agreed that Cllr Peter Clarke and Cllr Sutherland would take forward the work required on the area of road. The three remaining matters to be dealt with by the Environment Group, who would supply specific details of the work required to the clerk, in order for quotes to be obtained for consideration at the September meeting. **ACTION: Cllr Peter Clarke & Cllr Sutherland to obtain details of work required on the road area. Environment Group to supply clerk with details of work required. Clerk to obtain quotes and agenda in September.**
4. **The Queen's Green Canopy** - Cllr Bowyer suggested Llanbadoc Island as an appropriate location for trees to be planted to replace the trees which would be felled there. Cllr Sutherland and Cllr Paula Clarke supported the suggestion. Cllr Bowyer reported that an application could be made to the Woodland Trust for trees, they require a map reference for the planting location. Cllr Peter Clarke proposed an application should be made to the Woodland Trust, seconded by Cllr Sutherland, agreed by all. **ACTION: Environment Group to advise clerk of map references, clerk to submit application to Woodlands trust.**

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

Cllr Sutherland will attend the next meeting on 29th July.

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 attended a meeting on 1st July 2021, notes were circulated for information. One Voice Wales minutes were also circulated for information.

e. Give dog fouling the red card working group

Cllr Sutherland attended a meeting on 6th July 2021, the main discussion centred on Merlin Waste Ltd. The General feeling was that as there was currently no alternative contractor providing the service the increased cost of emptying dog bins had to be accepted. This obviously impacted more on larger councils who had more bins.

13. Llanbadoc Flooding

a. Permanent Flood Pumps at Woodside

Cllr Peter Clarke reported that Cllr Pratt announced at a recent meeting that two pumps were located in Raglan ready for use should Llanbadoc flood again.

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

Cllr Carpenter reminded the meeting that a local farmer had suggested a bund be considered to prevent future flooding. Cllr Sutherland agreed to follow that up with Cllr Pratt. Cllr Carpenter suggested that as flood water ran out of the river into the stream and filled up the cattle grid at Llanbadoc Island, a small bund may solve the issue and this could be added to the Schedule of Works. **ACTION: Cllr Sutherland to follow up with Cllr Pratt.**

c. MCC Service Request 8051975

Confirmation had been received that the necessary cleansing works had been carried out.

14. Defibrillator Acquisition

- a. A briefing note encompassing issues to be considered and anticipated costs had been circulated prior to the meeting. There were no charity grants currently available towards the cost. Cllr Sutherland and Cllr Paula Clarke had identified a potential location in Monkswood. Cllr Carpenter said that permission would need to be sought from Monkswood Estates as it was their land. Cllr Peter Clarke believed he may be able to obtain help towards funding a defibrillator. Cllr Bowyer proposed the project should be taken forward by Cllr Peter Clarke, seconded by Cllr Sutherland, agreed by all. **ACTION: Cllr Peter Clarke to liaise with clerk, Clerk to circulate photograph of location.**

15. Monmouthshire County Council Review of Community Boundaries

- a. **Issues Arising from Amalgamation with Little Mill** – Cllr Sutherland reported that the advice from One Voice Wales is to start working through the implications as soon as possible.
- b. **Working Group Membership** – The following members were agreed: Cllr Carpenter, Cllr Peter Clarke, Cllr Sutherland and the clerk.

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

Cyber Security Insurance

Independent Review Panel Wales - Report on Councillor's Allowances 2021/22

Councillors Allowances 2020/21 – approval before publishing by 30th September 2021.

Operation London Bridge

Holding face to face Council meetings

Cllr Paula Clarke passed on thanks to the council from residents for pursuing repairs to the fencing at BAE Systems.

Consultation on MCC Replacement LDP – response required by 31st August 2021 – it was agreed that there was no change to the previous response.

17. Date of next meeting

Wednesday 1st September 2021, 6.30pm to 8.30pm. There being no further business the meeting closed at 8.15 pm.

Beverley Young, Clerk/RFO, Llanbadoc Community Council