

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 Judith Hopkins, Cllr Jo Storey, Cllr. Peter Sutherland. A resident interested in being co-opted as a Councillor attended to observe the meeting.

**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 Peter Clarke.

**4. Declaration of interest from members:**

- a. Cllr Hopkins wrote to the Chair and Clerk prior to the meeting to declare an interest in agenda item 11.b.2 as one of the contractors who quoted for the work was a close family member.

**5. Adoption of Minutes:**

- a. The Chair proposed the minutes of LCC Ordinary Meeting held on Wednesday 7th July 2021 be approved, seconded by Cllr Bowyer, all in agreement. **ACTION: Chair to sign minutes at earliest opportunity, clerk to publish on website.**

At this point in the meeting the Chair welcomed the resident observing the meeting.

**6. Clerk's Report**

- a. The clerk's report for July had been circulated prior to the meeting for members' consideration. The clerk confirmed an application for a Wild Wood tree pack had been submitted to the Woodlands Trust. A response may not be received for several weeks. **ACTION: Chair to sign report at earliest opportunity.**

**7. Discussion with County Councillor**

County Cllr Smith reported that progress had been made on installing a defibrillator in Glascoed. It would be sited on a property near the telephone box, which would provide access to an electricity supply. Cllr Smith continued to express concerns regarding the impact of the Electoral Boundary Reform on Gwehelog Community Council, and thanked Cllr Carpenter for her help with fine tuning the report Cllr Smith submitted to MCC.

**8. Matters arising from recent correspondence / new business.**

**a. Police report for July**

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

**b. Operation London Bridge**

One Voice Wales circulated information on Operation London Bridge, the plans to be followed in the event of Her Majesty the Queen's passing. The Chair proposed a working group comprising Cllr Peter Clarke, the clerk and himself be established to look at this matter, seconded by Cllr Bowyer, all in agreement. **ACTION: Chair to call a meeting of the working group.**

**c. One Voice Wales' Innovative Practice Conference**

The conference will take place on 22<sup>nd</sup> September from 10am to 4.15pm via Zoom. The cost will be £40. As there were no expressions of interest in attending, the Chair suggested a request be made for copies of any presentations. **ACTION: clerk to obtain and circulate copies of presentations.**

**d. Consultation on the Need for a Public Spaces Protection Order on Dog Controls in Monmouthshire**

Cllr Bowyer and Cllr Carpenter had submitted responses as individuals. The Chair proposed that a response from the Council should be submitted, seconded by Cllr Carpenter, all in agreement. **ACTION: All Cllrs to submit ideas to clerk. Clerk to draft Council response for agreement at October meeting.**

**e. Queen's Platinum Jubilee Beacons – 2<sup>nd</sup> June 2022**

In June Buckingham Palace announced the Platinum Jubilee Weekend from 2<sup>nd</sup> June to 5<sup>th</sup> June 2022. The Platinum Jubilee Beacons will form part of the celebrations on 2<sup>nd</sup> June 2022. Cllr Bowyer informed members that a beacon had been lit on her land on a previous occasion, and they may consider hosting another. The issues of public safety and access, amongst others, would need careful consideration. **ACTION: clerk to agenda in October for decision**

**f. Ministerial Advisory Forum on Ageing's Consultation on Priorities for the Sixth Senedd**

The Health and Social Care Committee had identified initial priorities for the Sixth Senedd and were seeking views on those priorities, as well as asking what other key priorities should be considered. The Chair proposed that LCC support the priorities identified, seconded by Cllr Paula Clarke, all in agreement. **ACTION: clerk to submit response.**

**g. Consultation on the draft Local Elections (principal Areas) (Wales) Rules 2021 and draft Local Elections (Communities) (Wales) Rules 2021**

The Chair asked Councillors to forward their responses to the clerk for a draft Council response to be compiled, and circulated for approval prior to submission by the 24<sup>th</sup> September 2021. **ACTION: All Councillors to submit responses to clerk. Clerk to compile draft response for approval, and submit.**

**h. Update from County Cllr Smith on Glascoed Telephone Box**

This had already been covered in Agenda item 7.

**i. Future Location of Council Meetings**

One Voice Wales still advised meetings should not be held face to face unless a hybrid meeting could be facilitated. The clerk contacted Monmouthshire County Council to establish whether County Hall was now available for meetings, and whether the available equipment would facilitate a hybrid meeting. The response was that they were currently looking at facilitating meetings again and would be upgrading their equipment mid-September. **ACTION: clerk to follow up prior to issue of next meeting papers.**

**j. Future Management and Maintenance of Rural Bus Shelters**

Monmouthshire County Council requested information on bus shelters within the Community Council area. The clerk collated the information provided by Councillors. County Cllr Smith reported the Glascoed bus shelter is no longer on a bus route. The Chair proposed the Community Council should not take on ownership and responsibility for ongoing maintenance of the bus shelters, seconded by Cllr Bowyer, all in agreement. **ACTION: clerk to submit information and response.**

**9. Planning**

**a. MCC Planning Committee Meeting**

Cllr Peter Clarke was not present at the meeting.

**b. Planning Applications**

1. [Planning application DM/2021/01307](#) – The application, at HMP Prescoed Young Offenders Institution, Prescoed Hill, Prescoed, Usk was a Demolition Notification for Lester Block, a portacabin/modular building erected over 20 years ago housing 40 inmates. The application was considered by Councillors between meetings and recommended for approval.
2. [Planning application DM/2021/01181](#) – The application, at Yew Tree Cottage, A472 Pantypwyddyn Farm to Little Henrhiw, Monkswood was for a new double garage.
3. [Planning Application DM/2021/00641](#) – The application at Maesmawr, Glascoed Lane, Glascoed was for a proposed extension to existing slaughterhouse and first floor office over.
4. [Planning Application DM/2021/01348](#) – The application at Hill House, Church Lane, Glascoed was for a Freestanding outbuilding to be used as a gym.

The Chair asked whether any of the applications did not meet planning guidelines, Cllr Paula Clarke advised there were no issues she was aware of. No Councillors raised any objections. The Chair proposed the applications be recommended for approval, seconded by Cllr Paula Clarke, agreed by all. **ACTION: Clerk to submit responses.**

**c. MCC enforcement cases (confidential)**

Circulated to full council on 5<sup>th</sup> July 2021 and duly noted.

**10. Finance**

**a. Retrospective confirmation of approval of pink paper for August**

The August pink paper was circulated to councillors for consideration and approval confirmed by email. The Chair moved authorised payments be retrospectively confirmed:

	£'s
Clerks Salary and Allowances - August	493.62
HMRC PAYE - August	71.40
NEST (EE's & ER's Pension Contributions) - August	69.74
Merlin Waste - Invoice 4664 August	23.83
Mr G Tucker - Invoice 1 Treatment of Japanese Knot Weed	250.00

The payments were proposed by the Chair, seconded by Cllr Bowyer, agreed by all. **ACTION: Chair to sign paper at earliest opportunity**

**b. Approval of the Pink Paper for September and Authorisation of Payments**

The September pink paper was circulated prior to the meeting for councillors' consideration. The Chair moved To approve the following payments:

	£'s
Clerks Salary and Allowances - September	462.75
HMRC PAYE - September	63.82
NEST (EE's & ER's Pension Contributions) - September	64.68
Merlin Waste - September	23.83

The payments were proposed by the Chair, seconded by Cllr Bowyer, agreed by all. **ACTION: Chair to sign paper at earliest opportunity, Clerk to make payments.**

Balance of current account £11,129.16, balance of deposit account £10,250.03.

**c. Quarterly Report on Bank Reconciliations**

The Chair had carried out the quarterly check on bank reconciliations. All entries were found to be correct and no issues were identified.

**d. Suggestions for Use of Donation Received**

Cllr Bowyer reminded the meeting she had originally suggested the donation be used towards repairs to the road surface at Llanbadoc Island, however she withdrew the suggestion in order for the funds to be used to acquire a defibrillator for the Monkwood ward. Cllr Carpenter believed the funding should support the provision of a defibrillator in Glascoed. Provision of a defibrillator in Glascoed is a project being run within the community not by LCC, therefore any funding provided by LCC would be a donation. LCC has set a precedent historically of not making donations due to the limited precept.

The Chair proposed the funds be used towards providing a defibrillator in Monkwood, seconded by Cllr Bowyer. A vote was taken, five Councillors voted for and one against. The motion was passed.

**e. Councillors Published Allowances 2020/21**

The report on payments to councillors in 2020/21 had been circulated. The Chair proposed the report be approved, seconded by Cllr Paula Clarke, agreed by all. **Action: Clerk to submit report to IRPW and publish on council website by 30th September.**

**f. Adoption of Councillors Allowances 2021/22**

A briefing paper on Councillor's Allowances for 2021/22 had been circulated prior to the meeting. Following discussion of each non-mandated determination, the Chair proposed determinations 44 to 48 be adopted by the Council and determination 49 not be adopted, seconded by Cllr Bowyer, agreed by all.

The clerk reminded members that if they did not wish to claim an allowance to which they were entitled they needed to confirm it in writing, or the allowance would be paid. **Action: Councillors.**

**g. Cyber Security Insurance**

Information had been received on Cyber Security risks and insurance. The Chair proposed confirmation be sought on cover provided in the current policy and the effect on the premium be established should a change be required, seconded by Cllr Paula Clarke, agreed by all. **ACTION: Clerk to contact insurers and agenda in October.**

**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.** Next meeting to be arranged for late September 2021. **ACTION: Clerk to agenda for feedback in October.**

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

**1. Tree Surgery Work Arising from Tree Survey Reports**

Quotes had been sought from Oliver Field Tree Surgery Contactor Ltd, Morris's Grounds Maintenance Ltd, D Corran Tree Felling and Tree Surgery, Monmouthshire County Council (MCC) and Greenworks. MCC and Greenworks were unable to submit quotes due to committed workload.

Quotes received: Oliver Field Tree Surgery Contractor Ltd	£3,520 excluding VAT
Morris's Grounds Maintenance	£2,665 excluding VAT
D Corran Tree Felling and Tree Surgery	£2,660 excluding VAT

Morris's quote did not include the Poplar T4 at Llanbadoc Island

Dave Corran and Morris's could commence work around the beginning of October, Oliver Field estimated a December start date.

The Chair proposed the quote from D Corran Tree Felling and Tree Surgery be accepted, seconded by Cllr Hopkins, agreed by all. **ACTION: clerk to notify contractors.**

Having declared an interest in the next agenda item Cllr Hopkins left the meeting at this point.

**2. Llanbadoc Island Works**

Quotes had been sought from Hopgrove Construction Ltd, Mr R. Etheridge and Mr C. Bevan. Due to illness Mr Bevan was unable to quote.

Quotes received: Hopgrove Construction Ltd	£4,703.58 excluding VAT
Mr R Etheridge	£6,663.00 excluding VAT

Both contractors could commence works early September, Hopgrove Construction anticipated 3 days to complete and Mr Etheridge expected work to take 2 weeks.

Cllr Carpenter expressed concerns regarding the level of detail provided in the quotes e.g. materials to be used to repair the road. Cllr Bowyer proposed the quote from Hopgrove Construction be accepted, seconded by Cllr Paula Clarke. A vote was taken, three Councillors voted for, one abstained and one voted against. The motion was passed. Cllr Carpenter asked that it be recorded she had voted against the motion as insufficient detail provided in the quotes meant it was not possible to determine which quote was the better option. **ACTION: clerk to notify contractors.**

Cllr Hopkins re-joined the meeting.

**3. Llanbadoc Telephone Box**

It had been suggested the telephone box be cleaned and repainted prior to the new notice board being installed. The Chair proposed the telephone box be cleaned and repainted, seconded by Cllr Bowyer, agreed by all. **ACTION: Environment Group to carry out work.**

**4. The Queen's Green Canopy**

The clerk had submitted an application for a Wild Wood Tree Pack containing 420 saplings.

**5. Litter Picking**

The Chair suggested that future LCC litter picks, from September onwards, are held on the last Sunday before the Council meeting between 2pm and 3.30 pm, and are rotated ward by ward. Holding them on a regular, programmed basis which could be publicised may encourage members of the community to join in. The Chair proposed the arrangement be adopted, seconded by Cllr Hopkins, agreed by all. The clerk reminded Councillors risk assessments would need to be provided. **ACTION: clerk to publicise on website.**

- 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**  
A meeting was held on 29<sup>th</sup> July 2021.
- 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**  
No meetings had taken place.
- e. **Give dog fouling the red card working group**  
No meetings had taken place.

## 13. Llanbadoc Flooding

- a. **MCC Llanbadoc Section 19 Flood Report February 2020**  
The link to the report had been circulated to Councillors. The Chair welcomed the report and proposed a response should be submitted to ensure the Council's view was represented.
- b. **NRW/MCC meeting in respect of Llanbadoc Brook Flooding**  
The clerk followed up on a meeting date with Ross Price at MCC. No response had been received.  
**ACTION: Clerk to continue to follow up.**

## 14. Defibrillator Acquisition

- a. Cllr Paula Clarke had provided a business case for the siting of a defibrillator at Monkwood. Cllr Carpenter reported that the Cricket Club would soon be installing a defibrillator.  
The clerk sought permission from BAE systems to locate the defibrillator on their land. BAE raised the following issues, and suggested a better location should be found:
  - A CAT scan of the area would be required before installing a post as there are gas pipes, redundant water pipes, data cables and electrical cabling in this area.
  - Cars park on the grassed area so there would be a possibility the defibrillator cabinet/mounting post might get struck and damaged.
  - A plan of ongoing maintenance and monitoring of the unit would need to be provided.Turtle Engineering Ltd provided a quote for an outdoor, insulated, unlocked cabinet with pole mount kit and iPad SP1 Fully Automatic Defibrillator of £1,270 excluding VAT. The lead time to supply the iPad SP1 is currently unknown but is likely to be the end of the year. Alternative defibrillators quoted for:
  - Heartsine 360P Fully Automatic Defibrillator with separate Paediatric Pads - £824 excluding VAT
  - Zoll AED Plus Fully Automatic Defibrillator with separate Paediatric Pads - £953 excluding VAT**ACTION: Cllr Paula Clarke and clerk to take the project forward.**

## 15. Monmouthshire County Council Review of Community Boundaries

- a. The clerk to Goytre Community Council forwarded an initial list of assets which would transfer to LCC when Little Mill becomes the 4<sup>th</sup> Ward in May 2022.

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

Speed Cameras at Alexandra Terrace.

## 17. Date of next meeting

Wednesday 6<sup>th</sup> October 2021, 6.30pm to 8.30pm. There being no further business the meeting closed at 8.30 pm.

**Beverley Young**  
**Clerk/RFO**

Signature:

Date:

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