

Due to guidance in respect of COVID19 the meeting was held remotely.

**Present:** Cllr. Jenny Carpenter, Cllr Paula Clarke, Cllr Judith Hopkins, Cllr Jo Storey, Cllr. Peter Sutherland. Mrs Helen Moebus – resident to be co-opted, and CSO Sara Mason.

**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 Bowyer who was away and Cllr Peter Clarke who was unwell.

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

Cllr Hopkins has previously declared an interest in agenda item 12.b.2 as the contractor carrying out the work is a close family member.

**5. Councillor Vacancy in Monkswood**

Mrs Helen Moebus, who had observed the September meeting, confirmed her interest in the vacancy in writing. Her background information had been circulated to councillors for information. The Chair proposed Mrs Moebus be co-opted as a councillor, seconded by Cllr Paula Clarke, all in agreement. The Chair invited Mrs Moebus to join the meeting and welcomed her to the Council. **Action: Clerk to confirm co-option to the Council in writing and forward paperwork.**

**6. Adoption of Minutes:**

The Chair proposed the minutes of LCC Ordinary Meeting held on Wednesday 1<sup>st</sup> September 2021 be approved, seconded by Cllr Paula Clarke, all in agreement. **ACTION: Chair to sign minutes at earliest opportunity, clerk to publish on website.**

**7. Clerk's Report**

The clerk's report for September had been circulated prior to the meeting for councillors' consideration.

Councillors confirmed that no updates were required to walks 2,4 and 7. Walk 8 will be undertaken when weather allows.

Cllr Carpenter gave an update from Strong Communities on behalf of Cllr Peter Clarke; the County Council will be arranging a meeting in respect of Llanbadoc Brook Flooding.

Cllr Carpenter informed Councillors that a large tree inside Glascoed Playground had fallen the previous day and blocked the road, she had reported it via the Monmouthshire app and notified the clerk, who followed up with MCC. MCC had attended and removed the tree.

Cllr Carpenter sought clarification on where responsibility lay for the trees on the riverbank at Llanbadoc Island. They were cut back as part of the tree surgery contract recently let by LCC, but it was not clear whether they were outside the boundary of the common and may come under the fisheries, who have responsibility for the river bank.

**ACTION: Chair to sign report at earliest opportunity.**

**8. Discussion with County Councillor**

County Cllr Smith reported MCC had dealt with the COVID19 pandemic well. Cllr Smith raised concerns that footpaths were disappearing from MCC maps, and they would therefore be lost. Cllr Smith informed councillors that Jane Lee had been appointed as Head of Regeneration, and that the "Usk and Llanbadoc Vision for the Future" makes no reference to Llanbadoc in the contents. Cllr Smith also commented that the appearance of Usk Island had deteriorated and it was in need of attention.

## 9. Matters arising from recent correspondence / new business.

### a. Police report for August

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

CSO Sara Mason informed councillors that it was not possible to conduct speed monitoring at Alexandra Terrace as the speed limit was 40mph and speed cameras only monitor at 30mph. At Woodside it was not possible as there is not a long enough stretch of road with a clear view for the cameras to be used.

Cllr Smith reported that overgrown hedges affected visibility and requested that the A472 be re-assessed as a 40mph zone along the whole length from Usk to Little Mill. Cllr Storey added that MCC not cutting hedges back was worsening the problem, along with obscured road signs and faded road markings.

CSO Sara Mason will feedback the information received and ask for improved road signs, repainting of faded white lines on the road and follow up on hedge cutting. A meeting was suggested involving LCC, MCC and Gwent police.

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

Deferred to next meeting as Cllr Bowyer was not present to give an update.

### c. Future Location of Council Meetings

Confirmation had been received from Monmouthshire County Council that the County Hall was not yet available for meetings, work is due to start on the Council chamber on 11<sup>th</sup> October and will take around six weeks to complete.

Remote meetings will continue until further guidance is received from One Voice Wales.

### d. Consultation on Initial Proposals Published by Boundary Commission for Wales

Cllr Smith stated part of the parliamentary area currently falls within Newport and Torfaen. The proposal provides regulation in that all areas of Monmouthshire will be within the Monmouthshire Parliamentary Boundary.

The Chair proposed the Council submit a response supporting the proposal, seconded by Cllr Carpenter, all in agreement. **ACTION: clerk to submit response.**

### e. Consultation on Proposed Guidance on the Principles of Good Administration and Good Records Management

The Public Services Ombudsman for Wales (PSOW) is seeking views on proposed changes to the Ombudsman's Guidance on Good Administrative practice. The proposal is to split the current Guidance into 2 separate publications: the "Principles of Good Administration" and "Good Records Management". The aim is to provide public bodies and complainants with both clear general principles of good administrative practice and separate specific advice on good administrative practice in relation to records management. A webinar is being held on 15<sup>th</sup> October 2021. The consultation closes at midnight 1 November 2021.

Cllr Carpenter supported the split into two separate documents as they would be more readable, but pointed out not everything was relevant to a small council. The Chair proposed Cllr Carpenter complete the questionnaire on behalf of the Council, seconded by Cllr Carpenter, all in agreement. **ACTION: Cllr Carpenter to complete and submit questionnaire.**

### f. Welcoming the Public to the Countryside and Coast Survey

Following the Countryside Code update earlier this year the Land Managers guidance is to be updated. Natural England are drafting the code and NRW will be involved in the process. Responses to the questionnaire will be shared with NRW and will provide baseline data before the publishing of the land managers guidance in mid-October. Completed questionnaires should be submitted by 13<sup>th</sup> October 2021.

The Chair felt given the Council's ownership of the Commons it was relevant. The Chair proposed the Environment Group complete the questionnaire on behalf of the Council, seconded by Cllr Moebus, all in agreement. **ACTION: Environment Group to complete and submit questionnaire.**

### g. Consultation on Local Taxes for Second Homes and Self-Catering Accommodation

Welsh Government are consulting on the discretionary powers which allow local authorities to levy a higher rate of council tax on second homes and long-term empty properties. Views and evidence on the criteria used to define a property as self-catering accommodation for local tax purposes are also being sought.

Cllr Paula Clarke thought this was more relevant to coastal areas of Wales, and whilst there is some self-Catering accommodation in Monmouthshire it is unlikely to be suitable for affordable housing. The Chair proposed as there was no overall view the Council should not submit a response, but councillors should submit individual responses if they wished to, seconded by Cllr Paula Clarke, all in agreement.

## 10. Planning

### a. MCC Planning Committee Meeting

Cllr Peter Clarke was not present to report.

### b. Planning Applications

No planning applications had been received.

### c. MCC enforcement cases (confidential)

Circulated to full council on 3<sup>rd</sup> September 2021 and duly noted. Cllr Carpenter suggested an update on outstanding cases be requested. **ACTION: Clerk to request update on outstanding enforcement cases.**

Cllr Smith requested an update on the land adjacent to Kensington Cottage. The clerk confirmed that the title search had shown the land was not registered. The Chair requested the overhanging trees on the land be reported to MCC, with a request for them to be cut back. **ACTION: Clerk to ask MCC to cut back trees on land adjacent to Kensington Cottage.**

## 11. Finance

### a. Approval of the Pink Paper for October and Authorisation of Payments

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

	£'s
Clerks Salary and Allowances - October	462.77
HMRC PAYE - October	63.80
NEST (EE's & ER's Pension Contributions) - October	64.68
Merlin Waste - October	23.83
Public Works Loans (4 <sup>th</sup> repayment)	400.71
Mr G Tucker (Inv.2 2 <sup>nd</sup> treatment of Japanese Knot Weed)	250.00

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.**

Balance of current account £10,941.09, balance of deposit account £10,250.03.

### b. Quarterly Budget Monitoring Report for the 6<sup>th</sup> Months Ended 30<sup>th</sup> September 2021

The report had been circulated prior to the meeting for consideration. No issues were raised by Councillors. The clerk will provide a paper on proposed budget virements for consideration at the November meeting.

**ACTION: Clerk to circulate paper with November agenda.**

The Chair proposed the report be accepted seconded by Cllr Hopkins, all in agreement. **ACTION: clerk to publish on website.**

### 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.

The Chair also confirmed the Homeworking Risk Assessment had been completed following the clerk's recent relocation.

### d. Cyber Security Insurance

Following attendance at a webinar on Cyber Security the clerk reported a number of potential risk areas which had been identified, for which the Council may want to confirm that current procedures are adequate. The Chair asked for a checklist be circulated to councillors to identify actions they may need to take. **ACTION: clerk to circulate checklist and feedback information to Finance & Procedures Group for consideration.**

The Council's insurers had confirmed they do not provide Cyber Security insurance. The Chair proposed quotations be sought for Cyber Security Insurance, and memory sticks be obtained to provide additional back up to existing arrangements, seconded by Cllr Hopkins, all in agreement. **ACTION: clerk to obtain quotes and memory sticks.**

## 12. Reports from Advisory Groups

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

1. The Chair circulated briefing notes to councillors following the meeting held on 23<sup>rd</sup> September 2021. Cllr Carpenter asked for an update on progress with uploading the walks to View Ranger. Cllr Hopkins explained View Ranger had been superseded and an alternative free app would be used. **ACTION: Chair, Vice-chair and clerk to progress.**

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

#### 1. Tree Surgery Work

Matthew Corran had notified the clerk all work had been completed except for the Poplar tree at Llanbadoc Island which required a shut down. This was planned for the 20<sup>th</sup> October. The Environment Group had inspected the work completed and confirmed it had been carried out in accordance with the contract.

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

#### 2. Llanbadoc Island Works

Cllr Sutherland met with the contractor on site to confirm details of the work prior to commencement. The Chair suggested that Church Warden, Hilary Morgan, be informed that work will be carried out to the lane. Due to bollards being in short supply the work requiring bollards will be done when bollards become available, the remaining work will commence.

Cllr Hopkins re-joined the meeting.

#### 3. Llanbadoc Telephone Box

It was agreed that the working group would meet on Sunday 10<sup>th</sup> October to begin the work on the telephone box. Weather permitting all work would be completed by the November meeting. **ACTION: Environment Group to clean and paint telephone box and install notice board.**

#### 4. Litter Picking

Cllrs met at Llanbadoc Island on Sunday 3<sup>rd</sup> October, a good quantity of litter was collected. Cllr Moebus and her family regularly litter pick in Monkswood, the venue for the next planned litter pick on 31<sup>st</sup> October 2021, meeting at the Beaufort car park at 2pm. To be confirmed nearer the date. **ACTION: clerk to publicise on website when confirmed.**

Cllr Carpenter informed councillors a gentleman was regularly litter picking on the lane by Cefn Isla lodge so she had given him her high viz jacket.

#### 5. Pathcare Group

The Pathcare Group will commence with Walk 1, meeting at 10am on 7<sup>th</sup> October 2021. They intend to look at the styles and do some cutting back. They will also look at Walk 4. Cllr Paula Clarke reported that ramblers had recently been unable to use the path by the chicken shed as it was so overgrown.

### c. Community Engagement – Cllr Peter Sutherland, Cllr Jenny Carpenter and Cllr Paula Clarke

Nothing to report.

### d. Community Meetings

No meetings had taken place.

## 13. Reports from representatives on Other Bodies

### a. Strong Communities

A meeting was held on 6<sup>th</sup> October 2021. The Chair had submitted issues to be considered at the meeting and was awaiting a response.

### 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

A meeting was held on the 23<sup>rd</sup> September, nobody was available to attend.

#### 14. Llanbadoc Flooding

##### a. MCC Llanbadoc Section 19 Flood Report February 2020

The Chair asked councillors to look at the report and submit their thoughts, to be collated into a response.

**ACTION: All Councillors.**

##### 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.**

#### 15. Defibrillator Acquisition

- a. The clerk had notified BAE Systems that the Council would have responsibility for the ongoing upkeep of the defibrillator. Photographs of alternative locations had also been supplied but no response had been received yet. The Chair proposed the request be escalated to Mr P King, stating if no response by 31<sup>st</sup> October 2021 the Council will assume BAE are happy for the project to progress, seconded by Cllr Paula Clarke, all in agreement. Cllr Smith will also contact Duncan Darling from BAE Systems to ask for assistance with progressing the issue.

**ACTION: clerk to email Mr King.**

- b. Turtle Engineering were the only supplier found who could supply a defibrillator cabinet that did not require an electricity supply. 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

The Chair proposed an iPad-SP1 defibrillator and an insulated, unlocked cabinet be purchased from Turtle Engineering Ltd, seconded by Cllr Paula Clarke, all in agreement. **ACTION: clerk to place order.**

#### 16. Speed Cameras

- a. The clerk had received no response from MCC to enquiries as to who was taking the project forward following Roger Hoggins relocation.

- b. The clerk had obtained an updated quote from Elan City for Evolis Radar Speed signs:

- Mains powered speed sign £1,531.50 excl. VAT
- Solar powered speed sign £1,909.93 excl. VAT

A quote was also obtained from SWARCO:

- Mains powered speed sign £2,374.52 excl. VAT
- Solar powered speed sign £2,697.84 excl. VAT
- Cost to install and commission the 2 signs £723.00

The Chair pointed out that not all current councillors were members of the Council when the issue was originally looked into, he therefore suggested a small group look at the issue again to determine the best solution to the problem. The Chair proposed he, Cllr Peter Clarke, Cllr Carpenter and Cllr Hopkins make up the group, seconded by Cllr Hopkins, all in agreement. **ACTION: Chair to arrange meeting.**

#### 17. Monmouthshire County Council Review of Community Boundaries

- a. The clerk to Goytre Community Council (GCC) had confirmed that a meeting between the working groups of both councils was thought to be a good idea, however GCC felt it was more beneficial to wait until legislation is published, which may clarify what is required. Cllr Sutherland had informed the Finance and Procedures Group that Cllr Peter Clarke will try and progress the issue with Goytre Community Council.

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

Training (Cllr Carpenter).

#### 19. Date of next meeting

Wednesday 3<sup>rd</sup> November 2021, 6.30pm to 8.30pm. There being no further business the meeting closed at 8.25 pm.

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

Signature:

Date:

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