

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

Present: Cllr. Jenny Carpenter, Cllr Paula Clarke, Cllr Judith Hopkins, Cllr Helen May-Moebus, 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 Peter Clarke who was on holiday and Cllr Bowyer was unable to join the meeting due to technical issues.

4. Declaration of interest from members:

Cllr Hopkins had previously declared an interest in agenda item 11.b.2 as the contractor carrying out the work is a close family member.

5. Adoption of Minutes:

The Chair proposed the minutes of LCC Ordinary Meeting held on Wednesday 6th October 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

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

The following updates were received:

Welcoming the Public to the Countryside and Coast - the Environment Group had submitted the questionnaire.

Adoption of Councillors Allowances 2021/22 – a reminder was given that if a Councillor did not wish to claim an allowance they must write to the clerk.

Commons Deeds – Cllr Carpenter offered to contact the solicitor, Cllr Hopkins will write to the solicitor to establish what documents they hold.

Ward Walks – updated walks had been published on the website.

ACTION: Chair to sign report at earliest opportunity.

7. Discussion with County Councillor

County Cllr Smith reported that MCC are analysing food waste in some areas of the county, and reports show that air quality in the Usk area is good.

New Inn fire station is due to be rebuilt, the likely location being adjacent to the Mc Donald's roundabout. Concerns have been raised about access issues given the traffic congestion at this location.

A meeting will be taking place to review flooding issues. The Community Garden facility is being promoted.

Cllr Smith felt that the Llanbadoc area in general is looking tired and neglected, there are a number of smaller issues which contribute to this. The Chair suggested a list of the issues be drawn up to work through.

Cllr Smith reported the Glascoed exchange is moving forward.

8. Matters arising from recent correspondence / new business.

a. Police report for September

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

b. Queen's Platinum Jubilee Beacons – 2nd June 2022

It is understood that Cllr Bowyer had reservations about hosting the event as it would not be dark until around 10pm at that time of year. Given the proposed location it would not be easy to meet all safety regulations. The Chair proposed the Council do not take part in the event, seconded by Cllr Carpenter, all in agreement.

c. Consultation on Updating Earning's Thresholds for Council Tax Recovery

Councillors felt that this was more relevant to County Councils. The Chair proposed the Council respond saying thank you for the opportunity to comment, but the Council has no comment to make, seconded by Cllr May-Moebus, all in agreement.

d. Pilot of Community and Town Councils Self-Evaluation Toolkit

An expression of interest in being involved in the project had been submitted to One Voice Wales. Councillors confirmed their agreement to participating if chosen. Cllr Carpenter raised a concern about the time commitment required in respect of the clerk. The Chair proposed Cllr Carpenter should be the Council's contact for the project, seconded by Cllr Carpenter, all in agreement. **ACTION: clerk to notify Paul Egan.**

e. Amended Model Informal Resolution Protocol

One Voice Wales had issued an updated Model Informal Resolution Protocol. The Chair proposed the Council adopts the amended policy, seconded by Cllr Paula Clarke, all in agreement. **ACTION: clerk to publish on website.**

f. Consultation on Proposed Establishment of an All Through School in Abergavenny

Cllr Carpenter reminded councillors that Glascoed, and Little Mill when the merger takes place in 2022, will be in the catchment area of the proposed school. Cllr May-Moebus confirmed that Monkswood and Llanbadoc wards are in the catchment area for Monmouth Comprehensive school. The Chair proposed Cllr Carpenter and Cllr May-Moebus forward their comments to the clerk to be submitted in response, seconded by Cllr May-Moebus, all in agreement. **ACTION: clerk to submit response.**

g. Correspondence from Outdoor Active

A representative from Outdoor Active approached the Council offering to meet to discuss their website and service provision. Cllr Carpenter shared concerns that using the Outdoor Active app would result in three systems to update as the walk information is already on the Council website and Monmouthshire County Council website. Cllr Hopkins clarified the idea is to have a link to the app on the Council website. The Chair proposed he and Cllr Hopkins meet with Outdooractive on 8th November, seconded by Cllr Hopkins, all in agreement. **ACTION: clerk to confirm meeting arrangements.**

h. Remembrance Day Service

The Remembrance Day service in Usk will take place at 10am on Sunday 14th November. There will be no parade before the service but attendees will march back to the British Legion club after the service. The wreath had been ordered.

i. Co-option to Council Vacancy

An expression of interest in a Councillor vacancy had been received. The Chair had appraised the resident of the changes taking place in May 2022 and that there is currently no vacancy in the Llanbadoc ward. Councillors agreed that no further co-options should be made given the impending changes. The Chair proposed co-option should not be pursued, seconded by Cllr Hopkins, all in agreement.

9. Planning

a. MCC Planning Committee Meeting

Cllr Peter Clarke was not present to report.

b. Planning Applications

i. **Planning Application DM/2021/01598** – the application relating to Island House, A472 Woodside, Llanbadoc was for an Oak gazebo to the rear of the property. No objections were raised. The Chair proposed the application be recommended for approval, seconded by Cllr Paula Clarke, all in agreement. **ACTION: clerk to submit response.**

- ii. **Planning Application DM/2021/01589** – the application relating to 1 Alexandra Place, A472 Pantypwyddyn Farm to Little Henrhiw, Monkwood, was for a single storey extension to rear of building. Cllr Storey reported that 2 Alexandra Place had an extension, so a precedent had been set. The Chair proposed the application be recommended for approval, seconded by Cllr Paula Clarke, all in agreement. **ACTION: clerk to submit response.**

c. MCC enforcement cases (confidential)

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

10. Finance

a. Approval of the Pink Paper for November and Authorisation of Payments

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

	£'s
Clerks Salary and Allowances - November	462.77
HMRC PAYE - November	63.80
NEST (EE's & ER's Pension Contributions) - November	64.68
Merlin Waste – Inv 4761 November	23.83
Viking – Inv 7830434 2 USB sticks	19.06
Monmouthshire County Council – Grounds Maintenance 2021/22	679.74
D L Corran Tree Surgeons – Inv 01397 Work as per Schedule June 2021	3192.00

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

Balance of current account £4,911.21, balance of deposit account £10,250.03.

b. Budget Virements

A schedule of budget virements required, following the mid-year review, had been circulated for consideration. The Chair proposed the budget virements be approved, seconded by Cllr Paula Clarke, all in agreement.

c. Cyber Security Insurance

A premium of £319.20 had been quoted by Gallagher Insurance as a guide. Cllr Paula Clarke stated large fines could be imposed for data breaches. Cllr Smith suggested MCC may be able to help out. The Chair proposed further quotes be sought, seconded by Cllr Hopkins, all in agreement. **ACTION: clerk to obtain additional quotes.**

d. Transfer of Funds from Deposit Account to Current Account

The final precept payment is due at the end of December. Forecast expenditure for December showed a Shortfall of funds in the current account of £1,057.45. The RFO requested a transfer of £1,200 from the deposit account be approved to allow for unforeseen items. The Chair proposed £1,200 be transferred to the current account, seconded by Cllr Hopkins, all in agreement.

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. A meeting of the working group had been arranged for 4th November 2021. The group would be looking at the budget for 2022/23 and the impact on the budget of the merger with Little Mill.

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 now been completed. The Chair confirmed the work had been carried out in accordance with the specification. **ACTION: clerk to complete Contract Control Document.**

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

2. Llanbadoc Island Works

The Chair reported positive feedback had been received from residents on the work carried out to date. The bollards are expected next week which will enable the remaining work to be completed. It was noted that two pot holes need to be filled and a couple of issues need to be finished off.

Signature:

Date:

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Cllr Hopkins re-joined the meeting.

3. Llanbadoc Telephone Box

Cllr Hopkins carried out an initial clean. She reported the telephone box needs painting inside and out, no glass is missing but a few small items are required to complete repairs. Cllr Hopkins suggested the notice board be fitted and removed later for painting. The clerk confirmed that the "Telephone" signs could not be replaced with "Information" signs as they form part of the listing. **ACTION: Environment Group to paint telephone box and install notice board.**

4. Litter Picking

Following advice that litter picking had been done by volunteers in Monkswood, Cllrs met in Glascoed on Sunday 31st October. Two bags of litter were collected. The Chair thanked Cllr May-Moebus and her son for their litter picking in Monkswood. The next litter pick will take place on Sunday 28th November, councillors to make suggestions of the area to be done. **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

The next meeting will be on 25th January 2022.

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 Carpenter attended the meeting held on 21st October 2021 and circulated a briefing following the meeting.

e. Give dog fouling the red card working group

Minutes of the meeting held on the 23rd September 2021 were circulated to councillors.

13. Llanbadoc Flooding

a. MCC Llanbadoc Section 19 Flood Report February 2020

The clerk had emailed the link to the report to four residents but had no contact details for the remaining residents. The Chair suggested delivering letters to them. **ACTION: clerk to write letters, Chair to deliver letters.**

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

Correspondence with Ross Price at MCC had been circulated to councillors. A meeting was not currently on the agenda.

14. Defibrillator Acquisition

a. BAE Systems confirmed the best location for the defibrillator would be the signpost with the snowflake on, near 4 West Road.

b. An order had been placed with Turtle Engineering Ltd for the defibrillator and cabinet. Payment had been made and the equipment will be despatched when stocks of the defibrillator become available.

15. Monmouthshire County Council Review of Community Boundaries

a. The Chair and clerk met with Little Mill councillors and clerk on 2nd November. The meeting was constructive with information being openly shared. An update will be given to the Finance and Procedures group on the 4th November and a briefing note will follow from the Finance and Procedures group.

Cllr Smith was concerned that at the county level Llanbadoc will be represented alongside Usk, and the two Councils will have very differing needs. It will be necessary to ensure that both Councils' needs are represented.

Signature:

Date:

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16. Traffic Activated Speed Signs

a. A meeting of the working group has been arranged for the 4th November 2021.

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

Cllr Carpenter – Training requirements.

Community Boundary Review – Matthew Phillips (MCC) had notified Councils The Monmouthshire (Communities) Order 2021 had been released and he was looking to arrange a meeting for w/c 22nd November 2021.

Local Government and Elections (Wales) Act 2021 Section 47 multi-location meetings – One Voice Wales provided a survey to be completed by 26th November 2021, which would inform dialogue with the Minister of Finance and Local Government in relation to Section 47 of the Act. **ACTION: Cllrs to send responses to clerk by 12th November.**

18. Date of next meeting

Wednesday 1st December 2021, 6.30pm to 8.30pm. There being no further business the meeting closed at 8.18 pm.

Beverley Young
Clerk/RFO