

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

Present: Cllr. Ann Bowyer, Cllr. Jenny Carpenter, Cllr Paula Clarke, Cllr Judith Hopkins, Cllr Jo Storey, Cllr. Peter Sutherland.

1. Public Meeting:

Cllr Colin Deakin was present to observe the meeting. 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 in hospital and Cllr Helen May-Moebus who had no internet access. The Chair wished Cllr Peter Clerk a speedy recovery.

4. Declaration of interest from members:

Cllr Hopkins had previously declared an interest in agenda item 11.b.1 as the contractor carrying out the work is a close family member.

5. Adoption of Minutes:

Cllr Carpenter reported an inaccuracy in the November minutes relating to agenda item 8.i. Co-option to Council Vacancy. The minutes stated "there is currently no vacancy in the Llanbadoc ward" and there is a vacancy in the ward. The Chair moved that in accordance with Standing Order 10.a.1. the minutes be corrected, proposed by Cllr Bowyer, seconded by the Chair, all in agreement. Given that the election is less than 6 months away the Council is Not obliged to co-opt. The Chair proposed the amended minutes of LCC Ordinary Meeting held on Wednesday 3rd November 2021 be approved, seconded by Cllr Bowyer, 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 November had been circulated prior to the meeting for councillors' consideration.

The following updates were received:

The clerk had requested an update on all outstanding enforcement cases, but no information had been received. Subsequently Monmouthshire County Council had circulated an email stating that all requests for information on outstanding cases must include the case numbers. This information is not readily available to the Council.

ACTION: clerk to follow up with MCC.

Cllr Hopkins had confirmed that the notice board had been fitted in the telephone box.

Cllr Hopkins had written to the solicitor asking for confirmation of Council documents they hold.

ACTION: Chair to sign report at earliest opportunity.

7. Discussion with County Councillor

The County Councillor was not present at the meeting.

8. Matters arising from recent correspondence / new business.

a. Police report for October

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

b. Outdooractive Meeting

Cllr Sutherland and Cllr Hopkins met with Matthew Lawrance from Outdooractive on 8th November. The option of embedding the Outdooractive system onto the website was explored, but was not viable due to cost. A free business account can be set up which will allow the Council to upload the walk routes onto the Outdooractive app. The Chair proposed an account be set up, seconded by Cllr Hopkins, all in agreement.

ACTION: Cllr Hopkins to plot routes when walking them and upload to the Outdooractive system.

c. Draft Contract for Dog Bin Emptying

Susan Parkinson from MCC circulated draft contract terms and appendices, for a Monmouthshire wide contact, for consideration along with two options as to how to proceed. Following discussion, the Chair proposed Option 1 be recommended, seconded by Cllr Bowyer, all in agreement. **ACTION: clerk to respond.**

d. Consultation on Draft Corporate Joint Committee (General) (Wales) Regulations 2022

The Chair proposed the Council respond saying thank you for being consulted but the Council has no comments, seconded by Cllr Bowyer, all in agreement. **ACTION: Clerk to respond.**

e. Transport for Wales Application to the Community Woodlands Fund

Transport for Wales were looking to submit an application for funding and were seeking partners to work with them to help identify sites, deliver tree planting and other natural environment enhancements. Cllr Hopkins felt this would be an opportunity for the Council to further the management of the woodlands. Cllr Hopkins proposed the Council respond expressing an interest in working with Transport for Wales, seconded by the Chair, all in agreement. **ACTION: clerk to respond.**

f. Consultation on Planning Legislation and Policy for Second Homes and Short-Term Holiday Lets

Cllr Bowyer raised the point that farmers may have second houses or outbuildings that have been or can be converted, which can provide income as holiday lets, that can be vital in supporting farming through difficult times. Cllr Carpenter thought the point was properties being used as holiday lets could provide permanent residences, which are in short supply. Cllr Bowyer responded that the location of the properties often meant it would not be practical for them to be used as permanent residences. Cllr Paula Clarke explained the current rule enables anyone to use a house as a holiday let, the proposal is to tighten up the legislation by requiring planning permission to be sought to use a property as a holiday let. The Chair proposed the views expressed, being equally valid, be the basis of the Council's response, seconded by Cllr Paula Clarke, all in agreement. **ACTION: clerk to respond.**

g. Technical Advice Note (TAN) 15: Development, Flooding and Coastal Erosion

Climate change poses serious challenges, such as flooding, which require meaningful action to address them. A new version of Tan 15 has been published to ensure the planning system is at the forefront of responding to the climate emergency. The Chair supported Tan 15 and suggested the Council produce a plan for climate change, to go alongside the Biodiversity Plan. **ACTION: clerk to agenda Climate Change Plan in January.**

9. Planning

a. MCC Planning Committee Meeting

Cllr Peter Clarke was not present to report.

b. Planning Applications

i. [Planning Application DM/2021/01721](#) – the application relating to Millbrook Cottage, Berthon Road, Little Mill, Pontypool was for change of use of land from agricultural to residential curtilage and the erection of a garage/storage building. Councillors raised no objections to the application. Cllr Paula Clarke proposed the application be recommended for approval, seconded by the Chair, all in agreement. **ACTION: clerk to submit response.**

ii. [Planning Application DM/2021/01892](#) – the application relating to 4 New Cottages, A472 Little Henrhiw to The Island, Rhadyr, Llanbadoc, was for a two-storey extension, balcony, roof over conservatory and alterations to existing dwelling. Cllr Paula Clarke questioned whether the first-floor balcony overlooked the neighbouring property. Cllr Paula Clarke proposed the application be recommended for approval subject to confirmation that the balcony did not overlook the neighbouring property, seconded by the Chair, all in agreement. **ACTION: clerk to submit response.**

c. MCC enforcement cases (confidential)

Circulated to full council on 2nd November 2021 and duly noted.

10. Finance

The chair moved to taken item 10.b. before item 10.a., all in agreement.

b. Council Insurance Renewal

The insurance renewal is due on 14th December 2021. The three-year long-term agreement (LTA) ends on 13th December 2021. Zurich provided a renewal quotation of £336.44, this would not be under a long term agreement as the premium was less than the minimum required for an LTA of £500. Cllr Hopkins asked for

confirmation to be obtained in writing that the policy would cover risks relating to the use of woodlands and common land. Cllr Bowyer proposed the Zurich quote be accepted, seconded by the Chair, all in agreement.

ACTION: clerk to obtain written confirmation that identified risks are covered and renew the policy.

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

The December pink paper was circulated prior to the meeting for councillors' consideration. The clerk identified an error, the wreath for the Remembrance Service should read £20 not £10. The Chair moved to approve the following payments:

	£'s
Clerks Salary and Allowances - December	462.77
HMRC PAYE - December	63.80
NEST (EE's & ER's Pension Contributions) - December	64.68
Merlin Environmental Services – Inv 4796 December	23.83
Diane Richards (Wreath for Remembrance Service)	20.00
Zurich (Insurance 2021/22) Inv 511259303	336.44

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

Balance of current account £5,139.69, balance of deposit account £9,050.03.

c. Cyber Security Insurance

A premium of £319.20 had been quoted by Gallagher Insurance as a guide. The clerk had contacted a number of insurance companies who provide Local Council insurance, but they do not all provide cyber insurance. Parish Protect work with a broker who have a cyber risk product, and provided a proposal form to obtain a quote along with a table indicating premiums, the lowest of which was £400. BHIB Ltd provided a quote of £299.99 with information on risks covered. As the clerk had no experience in this field Cllr Bowyer will forward information to an insurance contact for feedback. Cllr Carpenter suggested contacting the website developer to establish whether they have insurance in place which would cover risks relating to the website and email addresses. **ACTION: clerk to contact website developer and forward information to Cllr Bowyer, Cllr Bowyer to obtain feedback on proposed cover.**

d. Draft Budget 2022/23

The draft budget had been circulated prior to the meeting. The budget had been based on a review of the forecast outturn for 2021/22 compared to the budget for 2021/22, adjusted for inflation and changes proposed by the Finance and Procedures Group. The budget included anticipated expenditure following the merger with Little Mill in May 2022, it had not been possible to obtain an estimate of reserves to be transferred in respect of Little Mill. The Independent Remuneration Panel for Wales Report mandated a Carers Allowance to be paid to councillors where appropriate, this had also not been quantified as it would be reimbursed at actual cost, which could vary considerably.

Cllr Carpenter suggested the Councillors' Allowance budget could be reduced slightly as there would be 9 councillors following the election. Cllr Hopkins asked whether responses had been received to questions raised in respect of the Little Mill playground inspection report for 2021, as there may be cost implications with regard to issues raised. The Chair suggested an extraordinary meeting be arranged to look at the budget in detail when the information had been received. **ACTION: clerk to arrange extraordinary meeting.**

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. The Chair reported the working group met on 4th November 2021. The group looked at the initial budget for 2022/23 prepared by the clerk, and the impact on the budget of the merger with Little Mill.

The budget meeting was followed by a meeting of the working group looking at Traffic Activated Speed Signs, for which a briefing note had been circulated.

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

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

1. Llanbadoc Island Works

The Chair reported the contractor was still waiting for the bollards to arrive. When in place the Chair will carry out a site visit to confirm all work has been completed. **ACTION: Chair to carry out site visit.**

Signature:

Date:

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Cllr Bowyer reported she had walked Llanbadoc Island that morning and a number of limbs had fallen off trees following storm Arwen. Also, some trees had split and boughs may fall, but no imminent risk was identified. **ACTION: Chair and Cllr Bowyer to conduct site visit w/c 6th December 2021.**

Cllr Hopkins re-joined the meeting.

2. Llanbadoc Telephone Box

Cllr Hopkins had installed the notice board in the telephone box.

3. Litter Picking

a. A litter pick was carried out on 28th November around Monkswood. Cllr Carpenter raised concerns that no risk assessments had been shared yet with Councillors.

b. The next litter pick would be due to take place on 26th December 2021. As this is Boxing Day it was agreed the next litter pick would be on 30th January 2022. Location to be agreed at January meeting.

ACTION: clerk to agenda in January.

12. Reports from representatives on Other Bodies

Prison Liaison Service

a. Cllr Carpenter had circulated a briefing note from the meeting held on 9th November 2021.

b. A request had been received for a contact to be nominated for the Prison Cascade System. Cllr Bowyer agreed to be the contact. Cllr Carpenter suggested a process needed to be agreed for sharing information received by the contact. **ACTION: clerk to notify prison service Cllr Bowyer will be the contact and seek clarification on who any information received should be shared with.**

13. Monmouthshire County Council Review of Community Boundaries

The clerk attended a meeting on 25th November, MCC, Wales Audit, Welsh Government, One Voice Wales, the Society for Local Council Clerks and Monmouthshire Town and Community Councils were present. Matthew Phillips gave a summary of the boundary review process, which was followed by brief talks from each of the lead organisations. Clerks and Councillors raised concerns that no guidance had been issued on the practical issues arising from the review, particularly in relation to employment matters. A check list had been produced as an aid for affected councils, and the organisations present would offer advice where appropriate. Councils were asked to work together to ensure the changes were achieved. **ACTION: clerk to circulate recording of the meeting.**

14. Traffic Activated Speed Signs

a. The working group met on 4th November 2021. The Chair circulated a briefing note to all councillors. Cllr Carpenter had written to MCC and the Go Safe team to ask for an update. Cllr Carpenter's emails to MCC and the Go Safe team were referenced but not discussed by Council.

15. Training

a. The training record had been circulated to councillors. Cllr Hopkins had undertaken Code of Conduct training at the end of 2020 which was not recorded. **ACTION: clerk to update record.**

b. The clerk reminded councillors they were required to update their Code of Conduct training periodically, usually following an election, which will take place in May 2022. It was agreed that councillors also attend one other training session in 2022/23. **ACTION: Councillors to review training schedule and indicate at January meeting which training session they were interested in.**

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

Transition plan for climate change.

17. Date of next meeting

Wednesday 5th January 2022, 6.30pm to 8.30pm. There being no further business the meeting closed at 8.20 pm.

Beverley Young
Clerk/RFO