

**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. Peter Sutherland, Cllr. Jo Storey, Cllr Helen May-Moebus.

**Members of the public:** No members of the public were present.

Prior to the start of the meeting Cllr Sutherland led the Community Council in a minutes silence in respect for the people of Ukraine

### 1. Public Meeting:

No members of the public were present at the meeting and no issues had been raised with the clerk prior to the meeting 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:

County Councillor Val Smith, Cllr Ann Bowyer

### 4. Declaration of interest from members:

none

### 5. Adoption of Minutes:

The chair moved to approve minutes of LCC Ordinary meeting held on Wednesday 2<sup>nd</sup> February 2022, proposed by Cllr Peter Sutherland seconded by Cllr Paula Clarke, all in agreement. **ACTION: Chair to sign minutes at earliest opportunity.**

### 6. Discussion with County Councillor

County Councillor Smith was not in attendance however she had provided notes to Cllr Jenny Carpenter :-

- a. There has to be an external member on the governance and audit committee of MCC and asked whether any member of the community council would wish to attend.
- b. She has completed carbon training which she had enjoyed
- c. She was invited to the ARUP meeting, however she wondered why Llanbadoc CC had not been invited as there are concerns regarding Woodside and traffic. Cllr Sutherland agreed to contact Cllr Smith to find out more information.

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

#### a. To Note Police Report

No report received

#### b. To consider progress of the co-option process for councillor vacancy in Llanbadoc

It was proposed that this item be removed from the agenda. Proposed by Cllr Peter Sutherland and seconded by Cllr Judith Hopkins

#### c. To note election and merger arrangements

information had been received from John Pearson and individual members to pursue independently.

#### d. To receive an update on repairs to Glascoed noticeboard

works are being progressed.

#### e. To receive update on noticeboard in Monkswood {near entrance to BAE systems}

Cllr P Clarke advised that residents had requested that the noticeboard be replaced. It was suggested that the Llanbadoc Island noticeboard could be recycled and relocated to Monkswood.

Cllr Helen May-Moebus offered to put the noticeboard in her shed for safekeeping in the short term. **Action ; Cllrs Clarke and May-Moebus to collect sign.**

**f. To receive update on recruitment of new clerk [Cllr Ann Bowyer joined the meeting]**

The Chair advised the meeting that he has made contact with OVW however the hourly rate for a clerk was too expensive. Council agreed the process for appointing both a temporary RFO and a permanent clerk and RFO.

**g. Consider Office 365 subscription £79.99 [March 9<sup>th</sup> 2022 renewal]**

Cllr Sutherland proposed to renew subscription and will review arrangements at the beginning of the new community council, seconded by Cllr Hopkins.

**h. Consideration of planting a tree in memory of Peter Clarke**

The chair will meet with Jan Clarke to discuss. Proposed by Cllr Bowyer and seconded by Cllr Sutherland. **Action; Chair to meet Jan Clarke**

**i. To note receipt of updated Zurich Insurance Policy documents to include defibrillator and cabinet and inclusion on asset register.**

Noted.

**j. To receive Independent Remuneration Panel for Wales annual report 2022/23**

Noted. To be presented for approval by new community council. Proposed by Cllr Sutherland seconded by Cllr Bowyer

**8. Planning**

**a. MCC enforcement cases [confidential] – to note information**

Nothing to report.

**b. Planning applications**

I Planning application DM/2022/00189 – no reply required

II Planning application DM/2021/02044 – no objection, proposed by cllr Sutherland seconded by cllr Clarke. **Action Cllr Clarke to write to MCC planning**

III Planning application DM/2022/00084 – in response to correspondence from the applicant cllr Clarke has responded on behalf of the council explaining its position

Planning application DM/2022/00067 – **Action Cllr Clarke to write to MCC planning requesting an extension of time.**

**c. LDP Supplementary Planning Guidance Consultation**

Cllr Clarke advised that this concerned guidance regarding house extensions in Torfaen Borough Council and had little relevance to this council.

**9. Finance**

**The chair asked if any councillor wished to take on the role of RFO, no response was received.**

**a. To approve pink paper for October and authorise payments.**

The chair proposed that pink papers cannot be approved in the absence of an RFO, seconded by Cllr Hopkins

**b. To receive update in respect of defibrillator insurance.**

Covered at 7 i.

**c. To approve update of Bank Mandate**

The chair agreed to deal with this issue. Proposed by Cllr Bowyer seconded by Cllr Hopkins. **Action: chair to action**

**d. To note arrangements for Little Mill playground inspection.**

Cllr Hopkins advised that she has spoken to the company and the inspection is scheduled for March. To be reported to next meeting.

**e. Audited accounts for 2020/21**

This item was proposed to be deferred to next meeting by Cllr Sutherland and seconded by Cllr Hopkins

**f. Wales Audit Office conclusion of audit report**

This item was proposed to be deferred to next meeting by Cllr Sutherland and seconded by Cllr Hopkins

**g. To note precept instalments for 2022/23**

Noted

**10. Reports from Advisory Groups**

**a. Procedural and Financial** – Cllr Carpenter, Cllr Hopkins, Cllr Jo Storey, Cllr Sutherland

- 1 The Chair has circulated the Quarterly review of the Annual Plan.
- 2 A number of policy documents have been reviewed.
3. Cllr Carpenter advised that there is a general consensus that the self-assessment toolkit is useful. It is due to be launched next council term with guidance.

**b. Environment** – Cllr Ann Bowyer, Cllr Paula Clarke, Cllr Judith Hopkin, Cllr Peter Sutherland

1. The saplings are due to be delivered to Cllr Sutherland, **Action; chair to pursue with Cllr Bowyer.**
2. Cllr Hopkins advised the meeting that she has submitted the second phase of the application for TfW Woodland funding. It is a combined bid for lottery funding for finance for planting, tools and training.

**11 Reports from representatives on other bodies.**

**a. One Voice Wales Monmouth/Newport Area Committee**

No meeting held

**b. Give Dog Fouling the Red Card working group**

Nothing to report

**12. Options for Speed Reduction**

Cllr Sutherland has chased Paul Keeble in respect of a meeting. **Action: PS to follow up.**

**13. Defibrillator Installation**

Photographs to be put on Facebook and the website in due course.

**14 Matters to be considered for the next agenda (at the discretion of the Chairman)**

The chair advised that he had conducted an exit interview with Beverley Young and is preparing a paper for consideration at next meeting.

**19. Date of next meeting**

Wednesday 6<sup>th</sup> April 2022, 6.30pm to 8.30pm.

**Llanbadoc Community Council**

Signature:

Date:

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