Meeting Minutes
Wednesday 8th June 2022

Present: Cllr Ann Bowyer, Cllr Jenny Carpenter, Cllr Jan Clarke, Cllr Colin Deakin, Cllr Julian Bowen-Sargent, Cllr Jo Storey,
Members of the public: County Councillors Tony Kear and Meirion Howells (part) and Marc Huish.

The Chair welcome everyone to the meeting and thanked Cllr Paula Clarke for taking the minutes at previous meetings, Cllr Jenny Carpenter for acting as clerk in the absence of a clerk and RFO and Cllr Ann Bowyer for taking the minutes of tonight's meeting. The Jubilee Event at Little Mill Hall had been a success and thanks for the donation from the Community Council was recorded.

1. Public Meeting
Marc Huish joined the meeting via Teams as an observer.

2. Sign the attendance book
The attendance book was signed.

3. Apologies for absence
Cllr Paula Clarke and Cllr Helen May-Moebus.

4. Declaration of interest from members
None

5. Adoption of Minutes
10 a and b – Cllrs Sutherland and Hopkins names to be removed as no longer councillors.
Cllr Ann Bowyer proposed the approval of the minutes of LCC Ordinary Meeting held on Wednesday 18 May 2002. Cllr Jan Clarke seconded the adoption of the Minutes, and all were in agreement.

6. Discussion with County Councillor
County Councillor Tony Kear had no specific comments to make but apologised for not attending Little Mill's Jubilee Event as he was working all day.

7. Matters arising from recent correspondence / new business

a. To Note Police Report
It was noted that the Police report should now include Little Mill and not Gwehelog. Cllr Carpenter has written to the police. Noted that the latest report had nothing concerning Llanbadoc.

b. To receive update of noticeboard in Monkswood (near entrance to BAE)
Llanbadoc noticeboard can have new legs and be moved to Monkswood once notified of its location.

c. To receive update on recruitment of new clerk
Two applications have been received. It was proposed by Cllr Jenny Carpenter, seconded by Cllr Jan Clarke and all agreed that Cllrs Julian Bowen-Sargent, Paula Clarke and Colin Deakins should be the interview panel, arrange a date and select a venue. Cllr Colin Deakins will circulate sample interview questions received from OVW.

d. To receive update on siting of defibrillator at West Road Monkswood
Waiting for a reply from Michelle Arbour of BAE.

e. To Consider arrangements for issuing email addresses for new councillors
Cllrs Jenny Carpenter and Colin Deakins have met with Adrian Merritt, Raglan Video Voice. Emails can be setup for all councillors, data can be moved over, Cloud storage can be included and all can be hosted by Usk Valley Promotions at less cost than staying with Google. Cllr Ann Bowyer proposed, Cllr Jan Clarke seconded and all agreed that we proceed with the move.

f. To consider interest in Governor Representative for Usk CiW Primary School
Email has been circulated to Councillors. Applications to be received by 25 June 2022.

g. To receive details of membership of Cyber Resilience Centre (CRC) Wales

Email circulated. Will receive free newsletter.

h. To receive update on the NEST pension arrangements

Proposed by Cllr Jan Clarke, seconded by Cllr Colin Deakins and agreed that Cllr Jenny Carpenter should apply for secondary user access to the scheme.

i. To consider flower planting at Little Mill

Flowers previously planted in front of the stone bus shelter. Work carried out previously by MCC. Cllr Julian Bowen-Sargent to invite Scouts to be involved. £25.00 already budgeted for purchase of wild flower seeds.

Other outstanding actions:

- Write up for Little Mill and words for the website still outstanding
- Contact Details from Cllr LucyAnn Rands still outstanding
- Register of Dog Poo Bins in Little Mill to be completed
- "Information" sign for Llanbadoc phone box needed
- "Goytre" to be removed from Little Mill noticeboard
- Name to be changed on Playground sign
- Playground safety survey needs to be started

8. Planning

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

Nothing to report.

b. Planning applications

- Planning application DM/2020/0076200041 Rose Cottage, Pergoed Lane, Glascoed - turned down before on grounds of being unsuitable for a dwelling - unable to make further comment.
- Planning application DM/2020/00359 – Twyn Oaks, School Road, Glascoed – LCC is of the understanding that no one is living at this address. MCC to be notified. What is being applied for is unclear.
- Planning application DM/2022/00719 – Cwm Bach, Yew Tree Lane, Llanbadoc – Cllr Julian Bowes-Sargent proposed, Cllr Jan Clarke seconded and all agreed that, as no plans are included with the application, no comment could be made.

Queries on previous applications:

- **Brynhyfryd Close, Little Mill** – residents concerned about development at recently sold house.
- **Old Post Office, Little Mill** – planning pending on application that went before Goytre Community Council at the end 2021 – property now in LCC.

Cllr Jan Clarke proposed, Cllr Colin Deakins seconded and all agreed that letters should be sent to MCC Planning on the above.

9. Finance

a. To approve pink paper for June and authorise payments

Proposed by Cllr Ann Bowyer, seconded by Cllr Jo Storey all agreed

	£
Merlin Environmental Services (June)	101.40
Viking Office Supplies (printer ink)	27.52
HSBC charges	5.00
Gareth Tucker (Japanese Knotweed treatment)	250.00
John Turner (internal audit)	100.00

Payments made during the month	£
Little Mill & District Public Hall (hire of buffet room for Annual Meeting)	16.00
Little Mill & District Public Hall (contribution to Jubilee Party in the Parc)	150.00

Standing Orders were suspended while it was noted that payment from 24 March 2022 of £250.00 to the External Auditors had not been made. Cllr Colin Deakins proposed, seconded by Cllr Jo Storey and agreed that the payment should be made. Following this item Standing Orders were reinstated.

b. To note adjustment of Pink Paper for May invoice for Merlin Environmental
Correct amount was £33.80 – Cllr Jenny Carpenter apologies for her error.

c. To note insurance arrangements for Little Mill playground
Proposed by Cllr Julian Bowen-Sargent, seconded by Cllr Ann Bowyer and all agreed to accept invoice for additional charge of £155.59 from Zurich Insurance which has been circulated

d. To approve the Accounting Statements for the year ended 31/3/2022

e. To receive and approve the Internal Audit Report for the year ended 2021/22

f. To complete the Annual Governance Statement in the Annual Return for 2021/22

g. To approve and authorise the Annual Return for the year ended 31/03/2022
Colin Deakins proposed, seconded by Jo Storey and agreed that all actions approved. Cllr Jenny Carpenter thanked for her time and work on the end of year finances. Notice of Electors Rights to be placed on noticeboards and the website.

10. Reports from Advisory Groups

a. **Procedural and Financial** – Cllr Jenny Carpenter, Cllr Julian Bowen-Sargent, Cllr Jo Storey, Cllr Colin Deakins
- Meeting to be arranged to consider
- Review of Risk Assessment
- Annual Plan
- Training Plan (to complete by November) – Matt Phillips will be delivering Code of Conduct Training in July at no cost, either online or in person – all encouraged to attend.

b. **Environment** – all councillors lead by Cllr Ann Bowyer, Cllr Paula Clarke,
- **TfW Woodland Funding application**

Further information needed and detail on insurance, risk assessments and volunteers working on LCC ground.
- **To receive update on Tree Survey reports which are due this year**

Phil Dye has been contacted; response awaited.
- **To consider ongoing work to telephone box at Llanbadoc**

Cllr Colin Deakins to enquire about printing "INFORMATION" sign
- **To receive update of 3rd Japanese Knotweed treatment by Gareth Tucker**

Work delayed by the weather, to be completed this coming weekend.

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
Next meeting 16 June 2022 regarding advertising the contract. Apologies to be sent as no one able to attend.

c. Usk Masterplan Steering Group
Cllr Jan Clarke reported on the meeting she and Cllr Colin Deakins attended this morning. The priority is traffic and parking in Usk. It had been agreed to concentrate on a few items on the plan at a time. Roger Hoggins is speaking to Mike Morran to get an update on the bike track project. Next meeting 7 September 2022 at 10am.

12. Options for Speed Reduction
Teams meeting arranged for 12.30pm on 16 June to discuss further traffic speeds at Alexandra Terrance, Monkswood. Felt a site meeting would be more successful but Cllr Jenny Carpenter offered to take photographs and prepare information to be circulated before this meeting. Discrepancy in speed limits in LCC were noted.

13. Community Engagement

Items to be discussed at the next meeting.

14. Matters to be considered for the next agenda

Community engagement and the possibility of holding surgeries.
Maintenance – roads, etc

15. Date of next meeting

Wednesday 13 July 2022, 6.00pm to 8.00pm.

Llanbadoc Community Council