

## **MINUTES**

### **1. Attendance**

Colin Deakins (Chair), Jenny Carpenter (Vice-Chair), Cllr Julian Sargent-Bowen, Cllr Jan Clarke, Cllr Jo Storey, Cllr Geraint Spacey joined the meeting at 06:56pm

County Councillor Meirion Howells

### **2. Apologies for absence**

Cllr Ann Bowyer

County Councillor Tony Kear

### **3. Declarations of Interest**

No declarations made

### **4. Chair's Remarks**

The Chair welcomed all councillors to the meeting and thanked them for attending the meeting at Little Mill.

### **5. Comments/Questions from the Public**

#### **a. Woodland Group Report**

The Clerk updated councillors on the progress of the Twyn-Y-Cryn woodland project. The Path Care Group have been carrying out work to construct a new bridge and path that will mean walkers no longer have to trapse through the marshy part of the brook. This work has been carried out at the entrance opposite The Lilacs on Glascoed Lane. A copy of the Project Report is available [HERE](#)

### **6. County councillor participation**

County Councillor Meirion Howells was in attendance and reported.

- 1- Speed Watch Llanbadoc. Cllr Tony Kear has written to Gwent Police on this and awaiting response
- 2- Line painting has taken place between Monkwood and Little Mill, further line painting at Alexandra Terrace is due to take place soon.
- 3- Woodside & Usk improvement plan meeting 17<sup>th</sup> May 1030 – Cllr Bowyer or Clarke to attend as Community Council representatives.
- 4- 30mph to 20mph – exception consideration at Little Mill from A4042 up to beginning of Little Mill (past railway bridge) will become buffer zone from 30mph to 20mph. It is anticipated that the existing 40mph speed limit will reduce to 30mph. A Mon CC Meeting will take place on 16<sup>th</sup> May via Teams to clarify any exceptions. - Cllr Julian Bowen-Sargent and Colin Deakins will attend as representatives of Little Mill.
- 5- Little Mill 20mph zone will be effective from 17<sup>th</sup> September 2023
- 6- Bridge Street will be closed May 7<sup>th</sup> for the King's Coronation event.

**Action: There have been no updates from MCC regarding SID – Clerk to email Phaedra and CC County Councillors**

### **7. Approval of Minutes**

Ordinary Meeting 8<sup>th</sup> March 2023 – meeting held online as County Hall was closed due to adverse weather.

Proposed by Cllr Clarke and seconded by Cllr Bowen-Sargent

## 8. Action Points / Clerk Report

Clerk went through action points from previous Minutes with Councillors. It was agreed that a tree at Lower Common (within the playground) had been omitted from the worklist sent to DL Corran and that the Clerk should arrange for the tree to be removed as per the Woodland Report submitted in 2022.

## 9. Finance & Procedure

- a. Note automatic payment:
  - i. Department of Works Loan repayment: 400.71 (03/04/2023)
  - ii. Microsoft Office Subscription: 79.99 (10/03/2023)
- b. **Authorisation of payments to be made**

<b>Merlin Environmental</b> <i>Emptying of 6x dog poo bins</i>	<b>£109.20</b>
<b>Usk Valley Promotions</b> <i>Website &amp; cloud storage annual hosting fees</i>	<b>£360.00</b>
<b>Clerk's Salary</b>	<b>£522.16</b>
<b>MCC Grounds contracts</b> <i>Annual costs to Monmouthshire County Council for groundskeeping in the community – this is not an invoiced amount it is only a quotation for currently proposed works.</i>  <i>This needs to be amended to ask for Glascoed Common to be used as a hay meadow – this would mean the haylage would be cut around July / September for no charge.</i> <i>Rachel Carter (OVW) advised that the site be cut twice a year and the cuttings be removed.</i> <i>Extra strip of hedge cutting at Jenny's Bushes.</i> <i>Chair and or Vice Chair to meet with David Cox and Johnathan Wassel to discuss options with the site.</i> <b>Action: email Sally vis a vis Carter Report and ask for advice</b>  <i>The Chair shared a photograph of Llanbadoc Island to indicate where he would like to see Wildflowers planted.</i>	<b>£2,751.52</b>

<b>Action; arrange Environment Meeting for LCC</b>	
<b>DL Corren Tree Surgery</b> <i>Total cost of the work carried out in woodland following Woodland Report</i>	<b>3450.00</b>
<b>Clerk's Travel allowance @ 45p per mile (2x Little Mill 6x County Hall) 2022/2023</b> <i>[invoice produced]</i>	<b>£187.80</b>
Clerk's Holiday Pay 2022/2023 <i>[1xhour per week from August 2022 – March 2023]</i>  <i>Propose – Cllr Jenny Carpenter seconded by Cllr Jan Clarke. This is accepted for 2022/2023 only. The Council agree to ensure Clerk takes their holidays in the following year.</i>	<b>£385.60</b>
Approve IRPW Chair's Allowance for 2022/2023, this is in addition to the mandatory Community Councillor payment of £150.	<b>£150</b>

- c. **Summary of bank statement and account balances**
  - i. Agree end of year summary 2022-2023
  - ii. Current balance £23,162.74
- d. **Confirm signatories of HSBC (main) account**
  - i. Add Chair to account – paperwork
- e. **Confirm signatories of Monmouthshire Building Society (savings) account**
  - i. Jo & Jenny however Jo is worried that she is not on there and an ex-councillor needs to be removed.
  - ii. **Action; Clerk to take forms to Monmouthshire Building Society to claim interest. Signatory forms to be taken to bank or left with Cllr Carpenter**
- f. **Backup of files**
  - i. Note all LCC files backed up March 2023
    - 1. Clerk has backed up files with Gmail storage and the external hard drive in March 2023.
- g. **Increase of Clerk's HSBC spend limit**
  - i. The current limit for The Clerk is £1,000. It has been agreed to make The Clerk / RFO the primary user which will remove the limit. The Chair will become the secondary user with a limit of £1,000.
- h. **Order debit card for LCC bank account – for Clerk / RFO use.**
  - i. This was agreed proposed by Jan Clarke and seconded by Jo Storey.
- i. **Agree Updated Risk Report (Circulated to councillors)**

- i. Remove points that are not relevant to LCC – Park inspection is ‘visual inspection’ – following this the report can be approved. OVW park inspection courses?
  - ii. **Action:** Contact OVW for check list for defibrillators – Little Mill defibrillator needs custodian – Clerk to action.
- j. **Section 6 Duty Report (Circulated to councillors)**
  - i. Riverbank to be added
  - ii. Lower common reduced cutting plan to allow native plants to set. Himalayan balsam needs to be pulled up.
  - iii. Report to be revisited at Environmental meeting
- k. **Approval of Vexatious Complaints Policy (Circulated to councillors)**
  - i. The council has agreed to withhold enacting the policy at this time.

## 10. Community Correspondence

- a. Note circulation of Young Farmers letter
  - i. Consider donation to Young Farmers
    - 1. LCC are happy to donate £50 to Young Farmers
      - a. Propose Geraint Spacey seconded by Jenny Carpenter
    - 2. LCC would like to ask Young Farmers if any member would like to join LCC

## 11. Maintenance

- a. Report on litter picking session at Llanbadoc Island
  - i. Councillors reported that they had a successful litter pick and would like to thank all members of the public who attended.
  - ii. Members of The Council met with representatives of The Angler’s Association to agree the placement of a ‘Private Fishing’ sign at Llanbadoc Island. Quotations have been sought and forwarded to relevant parties.

## 12. External Reports

- a. Receipt of police Report circulated to councillors
  - i. Received by councillors
- b. Receipt of Cyber Resilience newsletter
  - i. Received by councillors
- c. Little Mill Hall Committee (Cllr. Bowen-Sargent is LCC representative)
  - i. Meeting was held March – Finances £15,000 in bank. Drive for new members / volunteers as treasurer and secretary are standing down at AGM. Campaign put together to encourage volunteers; flyer drop and social media posts. Fire alarm requires inspection so maintenance contract being put together. Complaint received over court lighting being left on over-night (3x residents complained) this was due to the timer not working correctly. AGM on 9<sup>th</sup> May at 1900. **Action; Clerk to write to VH Committee to ask if Minutes of each monthly meeting can be sent to Clerk for council distribution.**
  - ii. Cllr Julian Bowen-Sargent will be stepping down from Little Mill Village Hall Association due to work commitments.

## 13. Planning

- a. Note receipt of enforcement notices
  - i. Received
- b. DM/2023/00434 - Proposed extension to barn 3 to create a self-contained residence
  - i. LCC has no objections to this planning application

**14. Date of next meeting** – Wednesday 10<sup>th</sup> May (AGM to start at 06:00pm and Ordinary meeting to start at 06:30pm and end at 08:30pm) venue Little Mill Village Hall Buffet Room (To allow for extra time needed)

*Agreed by Councillors that the above Minutes are a true record.*

Signed:

Dated: