

## **MINUTES**

### **1. Attendance**

Cllr Colin Deakins, Cllr Ann Bowyer, Cllr Jan Clarke, Cllr Jenny Carpenter

Members of public: County Councillor Meirion Howells

Clerk: Jacob Richards-Powell

### **2. Apologies**

Cllr Julian Bowen-Sargent, Cllr Geraint Spacey

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

No declarations made

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

The Chair welcomed everyone in attendance

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

**No members of public in attendance**

### **6. County Councillor Participation**

Following comments at a previous meeting County Councillor Meirion Howells agreed to investigate the matter of a Glascoed resident at The Apiary who had submitted a pre-planning application to construct an additional property on site. The resident did not hear back from MCC after submitting the pre-application query and subsequent payment (£250 paid in June) – a response has been received since CC Meirion Howells made enquiries to the lack of response.

Cllr Jenny Carpenter said that the response time was not acceptable.

Cllr Ann Bowyer added that she has had no response from planning regarding the K6 telephone box at Llanbadoc Island.

Cllr Colin Deakins asked CC Meirion Howells if he would take the comments made by councillors back to the planning department as councillors are not satisfied with their response times. He agreed to do this.

### **7. Approval Of Ordinary Meeting Minutes**

#### **a. Tuesday 25th July 2023**

- i.** This was deferred at the September meeting as there were not enough councillors present at the September meeting from the July meeting to agree the Minutes.
- ii.** Proposed by Cllr Jenny Carpenter seconded by Cllr Ann Bowyer

#### **b. Tuesday 26<sup>th</sup> September 2023**

- i.** Proposed by Jan Clarke seconded by Cllr Jenny Carpenter

### **8. Community**

#### **a. Remembrance parade invitation**

- i.** Cllr Colin Deakins is happy to attend as they did last year. The wreath costs £20 and can be arranged by RFO.

**b. Woodland**

- i. Members of the woodland group have continued to carry out tree-cutting and tree planting at Twyn-Y-Cryn and are happy to continue doing so.
- ii. The path care group have asked to borrow LCC chainsaw to carry out some path clearing work. Council has no objections but would like to confirm that appropriate insurances are in place.
- iii. The woodland group will drop off the chainsaw and equipment to Cllr Colin Deakins who, if approved will pass it on to the Pathcare group after they have been security engraved.

**9. Finance & Procedure**

- a. Authorisation of payments to be made

<b>Merlin Environmental</b> <i>Emptying of 6x dog poo bins</i>	<b>£109.20</b>
<b>Staff Salary</b>	<b>£522.16</b>
<b>Merlin Environmental – August Invoice 2023</b>	<b>£109.20</b>
<b>HSBC monthly Charge July</b>	<b>£5.00</b>
<b>April – October working from home allowance</b>	<b>£78</b>
<b>April – October travel expenses</b>	<b>£75.60</b>
<b>Remembrance Day wreath contribution to Royal British Legion</b>	<b>£20</b>
<b>Monmouthshire County Council Maintenance Invoice 2023/2024</b>	<b>£3301.83</b>

Councillors agreed to make all payments with exception to the MCC payment as further explanation is required to what services are being provided within the annual maintenance contract. Proposed by Ann Bowyer seconded by Jan Clarke.

- b. Note bank balance of current & savings account

- i. Bank balances given by Clerk
  - 1. Current Account: £29551.82
  - 2. Savings account: £9205.94

- c. Review & agree bank reconciliation for September 2023

- i. Bank reconciliation tallies with September 2023 bank statement and has been accepted

- d. Budget requests for 2024/2025

- i. Councillors were asked to think of any projects or spending avenues for the next budget to be discussed at next Finance Meeting

- e. Note comments of staff appraisal

- i. Vice-Chair shared comments made at appraisal between Council and Clerk and found that the points discussed were found to be satisfactory on both sides.
- ii. SCP increase of 1+ point as per the NALC table was found to be acceptable for The Clerk.

**10. Maintenance**

- a. Upgrade of RAM for clerk laptop

- i. The Chair is happy for The Clerk to pursue any means to improve the Clerk's laptop which has been found to be very slow. This includes purchasing new RAM for the device.

**11. External Reports (if received by meeting)**

- a. Confirm receipt of Police Report for September 2023 – Note any comments

- i. Report received

- b. Confirm receipt of cyber resilience report

- i. Report received – Clerk happy to attend a Cyber Resilience training event online

- c. Confirm receipt of Usk Steering Group Minutes

**12. Planning**

- a. BAE – Pre-planning application Glascoed – application was circulated to all councillors and uploaded onto the website and facebook pages. Notices will be added on boards to ensure as many members of the community see the proposed works.

**13. Date of November Meeting**

- a. **November 28<sup>nd</sup> 2023 at Little Mill Village Hall**