Ordinary Meeting Tuesday 27th February 2024 – Little Mill Village Hall, Buffet Room – 1800 - 2000

MINUTES

1. **Attendance**

Colin Deakins, Jenny Carpenter, Ann Bowyer, Jan Clark, Julian Bowen-Sargent

Meirion Howells & Tony Kear County Councillors

Two Members of public

2. **Apologies**

Jo Storey - Accepted

3. **Declarations of Interest**

Julian Bowen-Sargent – Scouts
Ann Bowyer – The Cedars (planning)

4. **Chair's Remarks**

The Chair thanked everyone for attending the meeting

5. **Clerk's Report**

The Clerk took Councillors through the Clerk's Report and updated Councillors on Actions outstanding

6. **Comments / Questions from the public**

A member of public was in attendance with a view to joining Llanbadoc Community Council.

Mark Malson was in attendance in his capacity as Secretary for Monkswood Cricket Club. He kindly explained to councillors the status of Monkswood Cricket Club following an arson attack that took place in December destroying the Pavilion and all the play equipment kept inside.

The club will be able to play in the league as agreed by South Wales Cricket League but are desperate for cricket play equipment to be doing so.
A planning application has been submitted to MCC along with drawings for the new pavilion. No building will be completed by the time of the season, but the club are hopeful that a pavilion will be ready for next year's season.
The club are in ongoing discussions / dispute with their insurance providers, they may be 'under insured' and do not believe that all of the building contents were covered. Mark explained a torte situation where the club have enough funds to operate but not if they are required to purchase more play item.

Tony Kear explained that the Roger Edwards Trust may be a route to explore for the club in terms of

localised funding options. The Clerk has passed details to Mark for the site manager of BAE who displayed a cursory interest in supporting the cricket club if possible.
The club is also speaking to Panteg's ladies' team to offer their pitch for use as the ladies' team has been struggling for a base of play.
A play equipment list and small grant form has been submitted to LCC by the cricket club.

Mark also commented on the condition of The Beaufort Pub and explained that the fire service have attended the property. There are concerns that the derelict state of the building is encouraging anti-social behaviour in the area which may have resulted in the fire at Monkswood Cricket Club which leases its land from the Beaufort.

7. County Councillor Participation

Tony Kear wrote to MCC enforcement concerning the condition of The Beaufort. He noted to them that there may be someone living in there and that the building is of derelict condition. Enforcement Officers claim that no one is living there and that the building is in better condition than it was previously.

Meirion Howells reports:

Ongoing discussions with the Usk Trail.

Meirion has contacted relevant departments regarding a new bus stop

An MCC councillor would like to circulate a questionnaire to establish the need for affordable housing in the area.

Concerns form residents at Island House Llanbadoc regarding poor visibility from their entrance driveway. Highways has offered to sign write the road with SLOW / ARAF markings. The resident is welcome to put him a sign on their own curtilage.

Comments for the planning amendments for Trostre Weir to allow for fish migration are now open.

Tony Kear received a comment from a resident of Usk that the speed-limit is too high on the road passing the Glan-Y-Afon. Tony refused to take the matter further as it is not possible to overturn the decision at this time. (Trial period of Welsh Government policies)

Meirion has reported that the 20mph sign there is a repeater sign and should be replaced with a sign of the correct size.

Tony was contacted on 27.02.24 regarding 'pavement parking on Green Meadow Lane' he wanted to reiterate that pavement parking is an issue on the lane and that a vehicle has been mounted on the pavement since about November – As Tony sits on the crime & Commissioner panel, he made a complaint that despite having a new inspector there has been little involvement in the area. He has since been offered a meeting with county / town council. Tony thinks it would be of benefit for the inspector to attend a Llanbadoc Community Council meeting.

8. **Approval Of Ordinary Meeting Minutes**
    a. Tuesday 23rd January 2024 – Ann Proposed amended minutes are approved. Jenny to second (include surname of member of public)
9. **Community**
    a. Discuss outcome of meeting with BAE liaison
        i. This was included in the Clerks' Report, please see appendix:
    b. Discuss and resolve proposed National Grid access and site lease at Little Mill Village Hall
        i. More information will be required on where the site is due to be situated
    c. Discuss Glascoed Lane fly-tipping hotspot. Resolve to mitigate waste left there.
        i. The issue was brought up to County Councillors. The cases of fly-tipping at the site are being reported and cleared away but the fly-tip is increasing at the site.
10. **Finance & Procedure**
    a. Authorisation of payments to be made

Merlin Environmental *Emptying of 6x dog poo bins*	**£109.20**
Staff Salary February 2024	**£568.40**
HSBC Monthly Charge January	**£5.00**

Jenny proposed payments seconded by Jan Clarke.

    b. Discuss and resolve grant submission from Monkswood Cricket Club
        i. Following a discussion and speaking to Mark the Council are prepared to support the cricket pitch and will deliberate how at a Finance Meeting in March.
    c. Discuss and resolve grant submission from 1st Scout Group
        i. The Council were happy for Julian to remain at the table during the discussion. The Scouts would like to purchase an Urn for making tea and coffee. The funding request is for £340. The items are stored in Little Mill Annexe. Jenny proposed that the payment be made, and Colin seconded it.
    d. Discuss and agree internal auditor for 2023/2024 audit
        i. Full Council agreement for John Turner to carry out the internal audit
    e. Discuss and agree 'effectiveness of internal audit report'
        i. This is to be deferred until the F&P meeting in March
11. **Maintenance**
    a. Discuss and resolve quotation for bow-top fencing at Llanbadoc Island Park
        i. No decision – awaiting additional quotes
    b. Discuss and agree mole treatment for Little Mill
        i. Ask Jane which pest controller Little Mill use
        P&P charge £150+ VAT and make repeated visits (Tony Kear)
12. **External Reports (if received by meeting)**
    a. Confirm receipt of cyber resilience report
        i. Circulated to councillors prior to meeting
    b. Confirm receipt of Usk Steering Group Minutes

i. The meeting is Wednesday 13th March 2024
   Public Realm meeting is being held on 6th March 2024 – to look at proposals for design of Bridge Street and consultations for timelines.

c. Comments from last Little Mill Village Hall Committee meeting (if received)
   i. Been awarded £5000 from Shared Prosperity Fund to put towards

13. **Planning**
    a. Note acknowledgement of Planning complaint
    b. Note response from planning agent concerning Church Lane

14. Set Date of Next Ordinary Meeting
    a. Tuesday 26th March 2024 in the Usk Room of County Hall

Clerk's Report

Actions

AP08	HMRC account login issues. Incorrect credentials. Unable to access Tax account for Llanbadoc CC	Clerk has spoken to HMRC. Authentication email sent to Clerk from HMRC following assessment. Details returned.	Information has been updated and Clerk can now access the HMRC tax system online in conjunction with PAYE
AP10	Signs and posts to be fitted in Llanbadoc	The signs are ready to be installed but are yet to be fitted	Should council appoint a handyman for the job or request assistance using social media?
AP14	Incorrect safety surface installed at Little Mill Park for new play park equipment	Work order with MCC, completion time unknown. Payment for equipment deferred until work completed	Work not yet completed to install correct safety surface
AP20	Home Working Assessment for Lone Worker	Self-assessment completed by Clerk and submitted to Chair February 2024	Chair to sign and Clerk to file. To be completed annually
AP23	Birdboxes for Twyn Y Cryn	Clerk to speak to David from Chepstow who makes the boxes	David currently putting together some boxes for the woodland on donation basis using remainder of woodland project fund
AP27	Return of chainsaw equipment / clothing to LCC	Chair to arrange collection of equipment from members of path care group	Chair must arrange collection and storage of equipment or can be stored by Clerk

AP32	Completion of Internal Audit Effectiveness Report for 2022/2023	Drafted as complete to be signed off at February meeting	Agree and sign off at February meeting
AP33	Update on ongoing complaint from 2023	Mediator contacted and no further correspondence received from complainant	Decision to re-send information to complainant
AP36	Request for information from Farming Connect	Email sent to Lisa Powell on 21.01.2024 Chase up sent 21.02.2024	Response received 22.02.2024 please see below.
AP37	Quotation for bow-top fencing at Llanbadoc Park	Price requested from MCC Dept. Works	Quotation received please see below
AP38	Website requirement document	Request information from OVW	Clerk emailed OVW response received 30.01.2024
AP39	Police Report January 2024	Circulate to Councillors	Circulated by Clerk 02.02.2024
AP40	Contact Mike Richards regarding survey work on council woodland	Email sent on 22.01.2024 follow up sent 21.02.2024	Response 22.02.2024 request for more information (AP56)
AP42	Quotation for woodland surveys 2024	Quotation request sent to Wotton Tree Consultancy	Quotation returned see below
AP43	Quotations for tree work from surveys carried out 2023	Three firms contacted: Tom Lord Tree Services Lee Symes Tree Services	One quotation returned so far. See below.
AP44	Confirmation of resignation of	Resignation received by Councillor Geraint Spacey	Elections officer notified at MCC. Vacancy advert uploaded to website

	Councillor Geraint Spacey		and sent to Little Mill Councillor
AP45	Grant / Funding / Support Request for Monkswood Cricket Club following arson attack	Clerk has contacted Mark, secretary of cricket club. Mark to send information to Clerk for items required by club to play	List received and circulated to Councillors
AP46	Arrange and attend meeting with BAE liaison	Meeting arranged with Paul Hemmings for 21.02.2024	Clerk attended meeting. Notes below.
AP47	Update from Enforcement Agent W. Hodge regarding Church Lane	Clerk emailed Wayne Hodge, contact also from Tony Kear	Response received from Wayne, see below
AP48	Planning complaints submission	Planning complaints sent to MCC. Awaiting response	Acknowledgement received see below.
AP49	Councillor renumeration payments	Payments to be made in March 2024. Councillors must send updated payment details to Clerk	Clerk will circulate payment detail form. 23.02.2024
AP50	Delisting of telephone box	Email sent on 15.01.2024 with supporting evidence. No response received	Email chase up sent 22.02.2024
AP51	Wildflower Planting Little Mill / Llanbadoc	MCC to be contacted to request planting of wildflowers on 2 sites and provide quotation	Chair to contact MCC
AP52	Email request for new bus stop	Email passed onto County Councillors by Clerk	Meirion to forward to member of planning dept. and report back any correspondence

AP53	Fly-tipped waste on Glascoed Lane to rear of The Beaufort	Seen by Clerk	Reported by Clerk to MCC 21.02.2024
AP54	Information sharing for St. John's Church Llangwm	Meeting information shared via website / social media	Completed by Clerk 21.02.2024
AP55	Grant Request from 1st Y Felin Bach Scouts	Grant form to be circulated to Councillors	Circulated by Clerk 22.02.2024
AP56	Information to Mike Richards	Mike Richards would like maps / tree surveys etc...	Clerk to do this
AP57	Information for National Grid to go back to Little Mill Hall	Chair to update LMVHA on access requirements and easements for National Grid	Unknown
AP58	No longer receiving enforcement notices from MCC	Clerk has emailed enforcement officer to ask what has happened	

2. BAE meeting notes

Clerk attended a meeting at BAE on 21.02.2024 with Paul Hemmings. Paul explained that BAE is one of three remaining munitions plants in the UK and is currently subject to expansion due to increase in global conflict. 80% of munitions manufactured at BAE are used by British military for training exercises.

BAE is a 1000-acre site situated in Glascoed, benefitting a level of protection due to its rural setting. BAE retain ownership of some residential properties, greens, and municipal spaces in Glascoed

BAE are currently aware that they have started construction work on new melt-case furnaces in reaction to increasing pressures from UK government and MOD for provision of large munitions. BAE acknowledge that MCC have yet to provide planning but admit to being in an awkward position understanding that the application could be objected.

Assurances were made that the cascade system is regularly tested with BAE's first contact being emergency services, followed by County Council and so on. Explained that site is spread out in a strategic way to mitigate any major catastrophe.

BAE looking to work with and support local community and organisations where possible. Clerk explained situation with Monkswood cricket club and Paul expressed interest in knowing more. Will pass on secretary's details.

Paul happy to arrange further meetings with councillors, tour, visit to heritage museum OR happy to attend a Council meeting to discuss any matters with councillors or explain more about BAE and the impact on the community.

BAE wary of commercial operations at the farm on the BAE west access road. Concerns over structures being built, increase in traffic and the potential effects it may have on the safety and operations on BAE.

BAE unhappy with the current speed limit through Glascoed on main road in front of RFO houses. BAE would like to see a reduction in speed to 40mph – several incidents have taken place where staff have been involved. One staff member did not return to work following an accident on the junction into the facility – BAE would like to see a roundabout installed as a replacement to the junction. Clerk explained that MCC did not have a strong finance budget and BAE suggested that they would consider meeting costs if it improved their facility.

This is to the fact that the plant is looking to operate 24/7 with an increase in traffic entering / leaving the facility in general.

BAE open burns waste product that cannot be removed from the site. This is monitored in accordance with legislation set out by Welsh Government and National Resources Wales. BAE monitor closely and are looking to improve site carbon footprint / reduce emissions.