

## **MINUTES**

### **1. Attendance**

Ann Bowyer, Colin Deakins (Chair), Jenny Carpenter, Jan Clarke, Hannah Dando, Julian Bowen-Sargent (via Teams)  
Meirion Howells (County Councillor)

### **2. Apologies**

Jo Storey

### **Declarations of Interest**

None

### **3. Chair's Remarks**

The Chair thanked everyone for attending the meeting.

### **4. County Councillor Participation**

- Repair work to Usk bridge has been struck again by vehicle causing damage
- Proposal to change the speed limit on A472 between BAE and Hendre Farm.
- Trostra Common fly-tipping, paper and refuse removed but hedge cuttings still in place
- Cllr Julian Bowen-Sargent commented that he is not receiving responses from MCC planning relating to proposed developments in Little Mill. Meirion will pick this up so enquiries can be answered.
- Cllr Bowyer commented on the state of the pavement from Llanbadoc Church to the Garden Centre and that there was Japanese Knotweed in lay-bys near Yew Tree Lane.

### **5. Comments from Members of the public**

No members of public in attendance

### **6. Clerk's Report & Action Updates**

Clerk took councillors through the ongoing and completed actions.

The issue of the telephone box was raised as the council needs advice on how to proceed with external and repair works. Cllr Dando asked that the last email from CADW stating that the Phone box cannot be moved is shared with Councillors to then decide further actions.

Hannah Dando asked that any outdated or irrelevant images be removed from the website.

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

#### **a. May 2025**

- i Deferred until July meeting to include financial details.

#### **b. Annual meeting May 2025**

- i Proposed by Jenny and seconded by Janet Clarke.

Cllr Bowen Sargent expressed concern that at the AM Cllrs decided there was to be no representative to LMVH meetings, especially as he had now stood down as a Trustee.

## **8. Community**

- a.** Discuss / agree Community Meeting
  - i After discussion no action was agreed.
- b.** Note HMPS Community Liaison Committee Meeting
  - i Members of LCC have been invited to attend a liaison meeting at HMPS USK on Monday 30<sup>th</sup> June 2025 at 9:30am.
- c.** Note Police Report
  - i Police report received by Councillors.
- d.** Consider and approve film crew attending Llanbadoc Island June 30
  - i No objections. Clerk to reply via email.

## **9. Finance & Procedure**

- a.** Chair suspended standing orders to enable invoice for John Turner, Internal Audit £200. to be added. CLERKS SALARY TO ALSO BE ADDED.
- b.** Approve payments for June 2025
  - i Proposed by Ann Bowyer and seconded by Hannah Dando. Please see attached list.
- c.** Note internal audit report
  - i Internal audit accepted.
  - ii Governance Statement accepted. Answers decided via vote: (Governance statement below)
    - 1 Vote 5 for – 1 against
    - 2 Vote 5 for – 1 abstained
    - 3 Vote 5 for – 1 against
    - 4 Vote 5 for – 1 against
    - 5 Vote 5 for – 1 against
    - 6 Vote 5 for – 1 against
    - 7 Vote 5 for - 1 against
    - 8 Vote 5 for – 1 abstained
    - 9 Vote 5 for – 1 abstained
    - 10 Vote – six against
- d.** Note end of year audit statement 2024-2025, chair & RFO to sign
  - i Agreed and signed
- e.** Note and agree S6 Biodiversity Report
  - i accepted
- f.** Agree annual report for publication
  - i accepted
- g.** SLCC conference July 25<sup>th</sup>
  - i Accepted for Clerk to attend and to renew membership with SLCC

## **10. Maintenance & Environment**

- a.** Discuss and agree option for LCC footpath walk 8 – currently overgrown and inaccessible
  - i Clerk to contact Dwr Cymru and Torfaen Council to request assistance with clearing footpath 8.
- b.** Discuss MCC proposal to convert Lower Common play park into community planting garden
  - i The idea has not been accepted by LCC. Clerk to write back to MCC.
- c.** Review quotations for provision of plastic bench for Twy Y Cryn.
  - i Approved to spend up to £660 to include the cost of a new bench from Futurform and the materials required for building an appropriate base for the bench. To be sited in Twyn Y Cryn at an agreed location near the start of the public footpath at the top of the woods. Proposed by Colin Deakins and seconded by Ann Bowyer.

- d. Review quotations received for tidying work at Llanbadoc Island
  - i Following discussion, no action has been agreed until further quotations are received.
- e. Review quotations received for clearing area at Little Mill playing field
  - i Following discussion, it was agreed not to pursue any work on the site. Julian Bowen-Sargent suggested the site may need to be fenced off due to safety issues.
- f. Consider further Japanese Knotweed Monitoring on Trostra Common.
  - i Jenny Carpenter to inspect the site before a decision will be agreed.
- g. Note Little Mill Park inspection report 2025-2026
  - i Loose bolts have been noted on a section of the play park fence. The fence panel is removed annually during the LMVHA firework show. Clerk to write to LMVHA with a reminder that the fence must be correctly replaced if it is removed.
- h. Monthly maintenance review
  - i Following discussion, it was agreed to accept the MCC maintenance schedule with exception to the quotation of works for Glascoed Common which will be sought from alternative suppliers.

Works	Cost (£)
Grounds Maintenance Contract - Glascoed Common, Glascoed play area, Llanbadoc Island.	768.73
Little Mill Open Space. Grounds Maintenance x 14 Grass Cuts	517.85
Little Mill play area annual inspection	194.25
Llanbadoc island Usk Culvert and ditch clear out entrance to park annual in Autumn	171.69
Annual clearance of Cattle Grid (winter) Llanbadoc Island	343.27
Hedge cutting annually / grasss cutting boundary prevent nettle growth of hedge Little Mill	159.42
<b>Total</b>	<b>£2,155.21</b>

## 11. Planning

- a. Comments RE: BAE pre-planning consultation for proposed Energetics Facility
  - i Colin Deakins and Jenny Carpenter to attend a site meeting regarding the application. No comments currently.

## 12. Next ordinary Meeting

- a. Tuesday July 22<sup>nd</sup> – Usk Room – County Hall

**Meeting ended at 20:03**

# LLANBADOC COMMUNITY COUNCIL

## FINANCE PAPER JUNE 2025

£

### Payments for authorisation Other

### VAT Cost centre

#### expenses:

Glascoed Hwb	440.00	BACS	0 GLAS
John Turner (internal auditor)	200.00		
HSBC	5.00		
Merlin Environmental	114.66	BACS	19.11 LCC
97Host	30.00	DD	5 LCC
Salary & PAYE	603.20		

TOTAL	£1392.86
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### Payments made since last meeting

26/05/2025	634.46 SALARY	BACS	LCC
02/06/2025	30.00 Website	DD	LCC
08/06/2025	5.00 HSBC	DD	LCC
13/06/2025	91.93 INK	CARD	LCC
17/06/2025	229.32 dog bins	BACS	LCC
17/06/2025	286.00 Training	BACS	LCC
<b>Total Funds received</b>	<b>1,276.71</b>		

**Total                    0.00**

**End of year balance May 2025 (HSBC)**                    29,413.46

## Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2025, that:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	/		Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	/		Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].	/		Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	/		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	/		Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: <ul style="list-style-type: none"> <li>Effective financial management including the setting and monitoring of the Council's budget</li> <li>Maintenance and security of accurate and up to date accounting and other financial records</li> <li>Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.</li> </ul>	/		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> <li>measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments</li> <li>assessment and management of risks facing the Council</li> <li>an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.</li> </ul>	/		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	/		Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.	/		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
10. <b>General power of Competence</b> – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021		x	Meets the eligibility criteria to exercise the general Power of Competence	E

\* Please include an explanation for any 'No' answers