

**TRELLECH UNITED COMMUNITY COUNCIL
MINUTES OF MEETING**

held at

Pelham Hall, Penallt on Monday 21 March 2016 at 7pm

Councillor	Village	Attendance
John Gooding	Catbrook	Present
Michael Mason	Catbrook	Present
Bob Dagger (Chair)	Llandogo	Present
Ashley Thomas	Llandogo	Present
Martin Blakebrough	Llanishen	Present
George Weston	Llanishen	Present
Steve Coppell	The Narth	Not present
Rosemary Decker-Thomas	The Narth	Present
John Baldwin	Penallt	Present
Tessa Murray	Penallt	Present
Alan Poulter	Trellech	Not present
Ed Rogers	Trellech	Not present
Iain Stokes	Whitebrook	Present
County Cllr Debby Blakebrough	MCC	Not present

Clerk: Ann Davison

PUBLIC MEETING: None

16052 **APOLOGIES FOR ABSENCE:** Cllrs Coppell, Poulter and Rogers and Cty Cllr Blakebrough

16053 **DECLARATION OF INTERESTS**

Item 16062: Cllr Gooding abstained from voting, as he is a governor of Trellech School.

16054 **RURAL HOUSING ENABLER**

David James updated the council on the sites in Trellech and Penallt.

The Trellech development will include 9 affordable houses - 4 low cost shared ownership, and 5 neutral tenure (to rent or to buy). He explained that houses purchased by residents would be under a scheme where residents could initially purchase, for example, a 50% share of the property, and gradually increase their share over time, if circumstances allowed. They would own the property outright; but if/when they decided to sell, this could only be to the Housing Association, for use once again in the local rural allocation. The property could not be sold on the open market.

The full site in Trellech is due for completion in March 2017, but some houses will be available before then. He will inform TUCC when "bidding" dates are known, so that the news can be spread as effectively as possible. He noted that future newsletters should be in A5 format, with information arranged so that they can work as single-sided posters referring to one village.

Penallt: work should start on the site in May.

Llanishen has 2 allocated rural exception sites. David James reported that MCC does not currently have plans to use the one that is in its ownership. It was brought to his attention that the other (opposite the garage) is currently advertised for sale as a building plot. He will follow this up.

Councillors reported a number of problems being caused to residents by the Trellech building site, and some uncertainty over the provision of extra parking for Trellech School as part of the development. He assured councillors that he would pass on any complaints and try to sort out problems. The clerk will provide his email address to councillors.

Clerk

16055 **TO RECEIVE REPORT FROM COUNTY COUNCILLOR BLAKEBROUGH**

Councillor Blakebrough sent apologies.

16056 **TO APPROVE THE MINUTES OF THE MEETING HELD ON 15 February**
The minutes for 15 February were agreed and signed as a true record.

16057 **MATTERS ARISING FROM THE MINUTES OF 15 February**

Item 16034 (16017): Replacement trees at Five Trees, Lydart

Cllr Weston agreed to provide a list of suitable trees for the site, for which MCC could then provide costs.

GW

Item 16032: Rural Development Grants

Councillors had not been able to attend the public meeting held in Monmouth on 16 March. The clerk was asked to invite Mike Powell to a future TUCC meeting to explain the grant system. Village hall representatives could then be invited to the meeting.

Clerk

Item 16034: NHS engagement with local communities

The meeting at Monmouth Town Council was to be held on 21 March, clashing with the TUCC meeting. Both Tintern and St Arvans community councils had indicated an interest in holding a joint meeting on the subject. The clerk was asked to arrange a public meeting to which the two other community councils should be invited. The Babington Centre would be the preferred location.

Clerk

Item 16040: Signatories to bank account

Some of the councillors absent at the February council meeting added their signatures to the form, so that it could be submitted to the bank as soon as possible. **It was resolved** that Section 2 of the form for change of account signatories be signed by the chairman and the clerk on behalf of the council.

Clerk

Item 16048: Annual dinner

The dinner will be held at the Sloop Inn on Thursday, 14 April. Cllr Dagger will circulate a menu.

BD

Item 16050: MCC budget proposals

No discussion is needed at present.

16058 **TO CONSIDER PLANNING APPLICATIONS:**

- 00101, The Narth, The Larches, Pen y Fan, renewal of 2010/00704, granny annex above existing garage. Recommend approval
- 00136, Llandogo, Llecan Beck, new storage and potting shed. Recommend approval.
- 00197, Penallt, Graces Cottage, Tregagle, extension to existing cottage, ref 2007/00734 Recommend approval
- 00205, Whitebrook, Park Farm, removal of condition 8 and 10, planning consent 2015/00776. Recommend approval

Clerk

16059 **FURTHER PLANNING APPLICATIONS RECEIVED:** None

16060 **PLANNING DECISIONS**

- 2014/00902, Llanishen, Adjacent Old Coach House: change of use and extension to domestic garage to 2-storey self-contained dwelling. Refused (by delegation panel)
- 2015/01285, Penallt, The Little Hoop, modification of existing outbuilding. Approved
- 2016/00017, Trellech, Castle Comfort, extension to existing garage. Approved
- 00072, Trellech, Fernlea, amendments to design. Approved
- 00131, Penallt, Ref: 2015/00667, land at Pen y Graig Woods, external staircase substitute stone for timber. Approved
- 000150, The Narth, Single storey extension to rear of dwelling. Approved

16061 **FURTHER PLANNING DECISIONS**

- 2014/01533, Llandogo, Site adjacent to The Lion, detached dwelling with layby parking. Approved.
- 2015/01055, Trellech, Beacon Farm House, 2 storey extn and internal alterations. Approved
- 2016/00055, Llanishen, Well Cottage, Far Hill, extension to outbuilding to create office annexe. Approved

16062 **TRELLECH SCHOOL BREAKFAST CLUB**

It was resolved to make a donation of £50 to the Trellech Primary School Breakfast Club, to be used to replenish their stock of games.

Clerk

16063 **DONATIONS TO CHARITY**

The council budget allows for donations up to £500. **It was resolved** to make a donation of £250 to St Davids Hospice Care and to Macmillan Cancer Support. It was also agreed that the type of charity supported should be reviewed each year, in order to reach different groups. This should be on the agenda each February.

Clerk

16064 **ACCOUNTS FOR PAYMENT**

Current bank balance (less uncashed cheques): £20,412.57

The following accounts were presented and payment agreed:

500447	Came & Co, insurance premium	577.04
500448	Merlin Waste, dog waste collection	61.02
500449	Clerk's expenses	106.78
500450	Trellech School Breakfast Club	50.00
500451	Macmillan Cancer Support	250.00
500452	St Davids Hospice Care	250.00

Clerk

16065 **DEFIBRILLATORS - CABINETS, SIGNAGE etc**

It was resolved to purchase five Aivia 200 cabinets, at the discounted price of £398 including delivery, for the defibrillators that have now been delivered from the British Heart Foundation. Both BHF and the Welsh Ambulance Service recommend unlocked cabinets such as this model. The clerk was also asked to order signs from BHF to make obvious the defibrillators' locations.

Clerk

Cllr Weston will arrange with electricians for their installation at Llanishen, Trellech, Penallt, New Mills and The Narth.

GW

Cllr Decker-Thomas will clarify with the Trellech councillors whether a local charity will contribute to the cost of the defibrillator for Trellech.

AP, RD-T

16066 **MCC GROUNDS MAINTENANCE CONTRACT**

MCC had advised that excluding Llandogo Memorial Green from the grounds maintenance contract would reduce the price by £235.64 - giving a total price of £270.54 for the remaining areas.

It was resolved that the contract should be renewed for 2016-17, but excluding Llandogo Memorial Green.

Clerk

It was noted that volunteers in Llandogo have undertaken to maintain the Memorial Green. **It was resolved** to make a donation of £150 to the Memorial Green Management Committee towards their costs.

Clerk

16067 **REPORT FROM FINANCE GROUP**

A report was received from the Finance Advisory Group, with recommendations for agenda items 16068 to 16072.

16068 **INDEPENDENT REMUNERATION PANEL FOR WALES**

It was resolved to adopt the permissive powers contained in Determinations 46 to 54 of the 2016 Annual Report of the Independent Remuneration Panel for Wales. These allow the council to make payments to councillors for the following items (more details being contained in the Report):

- Up to £100 per annum per councillor for incidental expenses
- Up to £500 to up to 3 members in recognition of specific responsibilities
- A civic allowance for the Chair
- Reimbursement of travel costs for attending approved duties

- Reimbursement of subsistence costs for attending approved duties outside the council area
- An attendance allowance for attending approved duties outside the council area
- A financial loss allowance for approved duties outside the council area
- Reimbursement of costs for care of dependent children and adults
- Reimbursement of costs for care of personal assistance needs.

All councillors have a right to claim these expenses, and will not be required to formally record a choice to forgo that right. In such a case they will simply not put forward a claim. It was noted that details of any payments made to members will be published on the council website by September following the end of the financial year.

16069 RISK ASSESSMENT, ASSETS REGISTER AND INSURANCE COVER

Both the risk assessment and the assets register were reviewed and approved.

It was formally noted that before deciding at the February meeting to take out insurance with Hiscox, council 'packages' offered by four different companies were compared. The cover offered by Hiscox was considered appropriate, given the risk assessment and value of assets.

16070 INTERNAL AUDIT ARRANGEMENTS

It was noted that the Finance Advisory Group had reviewed the internal audit procedure as set out in the "Practitioners' Guide", and had reported that the audits carried out by Mr Graham Boulton met all the requirements.

It was resolved to appoint Mr G Boulton to continue as internal auditor to the council.

16071 CLERK'S SALARY

It was noted that following the determination in minute 13102 the clerk had now reached point 25 of the LC1 scale. Unless the post was substantively revised, this was the maximum that could be paid.

16072 STANDING ORDERS AND FINANCIAL REGULATIONS

The Finance Advisory Group had reviewed and edited the current model documents issued by One Voice Wales. **It was resolved** that the documents supplied to the council be adopted, but changing throughout the term "chairman" to "chair".

The new versions of Standing Orders and Financial Regulations will be added to the council website.

Clerk

16073 CODE OF CONDUCT

It was noted that the model code of conduct issued by the Welsh Assembly had been modified, with effect from 1 April 2016. **It was resolved** to adopt the new code of conduct and to update the council website.

Clerk

16074 ADDITIONAL BUS SHELTER FOR LLANDOGO

Following the request at the February meeting from a member of the public, it was noted that at present there is no bus shelter in Llandogo on the southbound route. The clerk was asked to find out from MCC about possible options and costs.

Clerk

16075 CATBROOK FOOTBALL FIELD: Nothing to report

16076 BABINGTON MEADOW: Nothing to report

16077 OTHER REPORTS:

- Pentwyn Green: GWT have still not filled the potholes, as promised. The clerk was also asked to write to resident at The Orchard, asking them to cut back his hedge which is now overhanging the Green by several feet, and to remove the stones from the dry stone wall which have fallen onto the Green.
- Penallt road between Pelham Hall and Baptist chapel, some potholes have now been filled
- Trellech: water has been running down the road (and through a BT box) since December. Welsh Water and MCC have so far failed to resolve the issue. It started suddenly and water is still running, despite a dry spell, indicating that it is probably a leak from the mains or even from the reservoir. Since it is running along the highway MCC should investigate the matter. The clerk was asked to contact MCC Highways.

Clerk

Clerk

16078 CORRESPONDENCE

The following correspondence was received and noted:

MCC, Provisional tree preservation order on oak trees, Manor Road, The Narth
MCC, G Kinsella, temporary road closure Ninewells Rd, Catbrook, 11 April-9 May, BT works
MCC, M Millership, Giving dog fouling the red card
MCC, Traffic in villages toolkit
MCC, draft MCC Parking Places Order 2016

Babington Meadow, end of year accounts 2014-15 and minutes of committee meeting 25 Feb
BT Openreach, S Ward, report following February TUCC meeting
Charities Commission, confirmation of submission of Babington Meadow accounts
Chepstow Walkers are Welcome Festival, poster advertising walks in Trellech area
S Coppel, copy of letter to MCC Planning about pre-consultation procedure
Independent Remuneration Panel for Wales, annual report
R Morgan, re superfast broadband provision in Penallt area (responded to by D Blakebrough)
Newland Parish Council, updates on planning application for Clearwell/Stowe quarry
One Voice Wales, Area Meeting agenda, 7 April
Planning Inspectorate Wales, Developments of National Significance, new procedure
Trellech Primary School Breakfast Club, request for funding
WAG, Leighton Andrews, Minister for Public Services: letter re Shared Purpose, Shared Future - Statutory
Guidance for the Wellbeing of Future Generations (Wales) Bill 2015
WAG, Local Government Ethical Framework, new code of conduct
WAG, Natural Resources Bulletin, March 2016
WAG, M4 Corridor around Newport, draft Statutory Orders, environmental statement etc
F Wilton, re BT wayleave to broadband cabinet at Broadstone

16079 **ITEMS FOR THE PRESS/NEXT AGENDA**

- MCC consultation on car parking

16080 **DATE OF THE NEXT MEETING:** Monday, 18 April 2016 at The Memorial Hall, Catbrook

Clerk

The meeting closed at 21.10