

TRELLECH UNITED COMMUNITY COUNCIL
MINUTES OF MEETING
held at Pelham Hall, Penallt on Monday 21 May 2018 at 6.30 pm

Councillor	Village	Attendance
John Gooding	Catbrook	Present
Andy Pullan	Catbrook	Present
Bob Dagger	Llandogo	Not present
Lynne Parker	Llandogo	Present
Martin Blakebrough	Llanishen	Present
George Weston	Llanishen	Present
Rosemary Decker-Thomas	The Narth	Present
Larry Stoter	The Narth	Present
John Baldwin	Penallt	Not present
Mary Wakeling	Penallt	From item 18093
Christopher Edwards	Trellech	Present
Alan Poulter (Chair)	Trellech	Present
Iain Stokes	Whitebrook	Present
County Cllr Debby Blakebrough	MCC	Present

Clerk: Ann Davison

PUBLIC MEETING: The formal meeting was preceded by a public meeting (chaired by Cllr Blakebrough) to discuss parking on Pentwyn Green. This was well attended, with about a dozen members of the local community present. The consensus was that there is only occasional parking on the Green, when special events are taking place at the Inn or in the village. For an event such as Art in Penallt, the lack of available parking elsewhere is a big problem. Residents suggested that they might informally marshall parking when such events take place, and ask drivers to park elsewhere if the ground is wet. There was no requirement for the Community Council to take any further action about parking.

A member of the public also raised his concerns about planning application 2018/00528, which he felt contravened several planning rules. (This contribution was taken during an adjournment of the main meeting, between items 18092 and 18093.)

Before the formal meeting started, there was a minute's silence in remembrance of the late Tessa Murray.

18089 CHAIR

Cllr Bob Dagger was elected as chair for 2018-2019

18090 VICE CHAIR

Cllr Alan Poulter was elected vice chair for 2018-2019, and chaired the remainder of the meeting in the absence of Cllr Dagger.

18091 APOLOGIES FOR ABSENCE

Cllrs J Baldwin and Bob Dagger

18092 DECLARATION OF INTERESTS: Cllr Gooding, planning application 00460 (near neighbour)

18093 VACANCY IN PENALLT WARD

It was resolved to co-opt Mary Wakeling to the vacant position of councillor for the Penallt ward. Ms Wakeling signed the declaration of acceptance of office, counter-signed by the clerk, and joined the meeting.

18094 CHAIR'S REPORT FOR 2017-2018

The chair's report for the past year was received, and a copy is appended to these minutes.

18095 STANDING ORDERS AND FINANCIAL REGULATIONS

Both documents were reviewed and approved.

18096 FINANCE ADVISORY GROUP

Cllrs Dagger, Gooding and Poulter were re-appointed to the Finance Advisory Group for 2018-19, and Cllrs Stoter and Decker-Thomas were elected to join the group.

18097 REPRESENTATION ON EXTERNAL BODIES

It was resolved that existing appointments continue, with the following modifications.

- Babington Meadow Committee: Cllr Mary Wakeling appointed to the vacancy
- Monmouth Cluster Group: Cllr Lynne Parker
- Llandogo Village Hall: Cllr Lynne Parker to take the place of Bob Dagger
- Llandogo School Governor: it was reported that Tintern CC had appointed a councillor to this role for a further four years, to 2021. The clerk was asked to write formally to Tintern Community Council and to MCC Education Department, to remind them of the longstanding arrangement that the two community councils should take turns for this appointment. (It was noted that Cllr Dagger is currently a co-opted school governor.)

Clerk

18098 TUCC MEMBERSHIP OF OTHER BODIES

It was resolved that TUCC should continue its membership of One Voice Wales, the Council for the Protection of Rural Wales and the Open Spaces Society. The council will also continue to cover the clerk's membership of the Society of Local Council Clerks.

18099 CLERK'S SALARY

It was noted that the clerk is currently paid at point 25 of the LC1 scale, and unless the nature of the post is substantively revised this is the maximum payable. (See minute 16071).

The clerk's salary falls below the level at which an employer is obliged to provide a pension scheme. The clerk is entitled to ask for a pension scheme to be provided (with no employer contributions), but the clerk does not require such a scheme to be provided.

18100 MEETING DATES AND VENUES FOR 2018-19

The following dates and venues were approved:

18 June	Whitebrook Village Hall
16 July	Llanishen, The Hall
20 August	Trellech, Babington Centre
17 Sep	Trellech, Babington Centre
15 Oct	Llandogo, Millennium Hall
19 Nov	Penallt, Pelham Hall
10 December	Llanishen Hall
21 January	Catbrook, Memorial Hall
18 February	Llandogo, Millennium Hall
18 March	Trellech, Babington Centre
15 April	Catbrook, Memorial Hall

18101 REPORT FROM COUNTY COUNCILLOR DEBBY BLAKEBROUGH

- Parking for Trellech School. Police have been putting 'no parking' notices on cars parked on the road near the school. Parents feel that the new car park is not very safe because children run down towards the road. Cty Cllr Blakebrough has involved the MCC safety assessment office. She will copy future correspondence on the issue to Cllrs Gooding and Edwards, who are both school governors.
- Make Trellech Safe. Signs are due to be installed at the end of May or in early June. She will request a quality check of the whole scheme once it is completed.
- Pen y Garn phone mast – does not work, and is providing a service to no-one. The MCC Planning Department has been asked to enforce Condition 4 of the planning consent, which would require removal of the mast and reinstatement of the land.
- An issue has arisen with school transport, where a child had been excluded because they had an Epipen. The CEO of MCC has been involved in resolving the issue.

- Boundary Commission proposals to alter Community Council boundaries. Despite representations from local members, the full council of MCC has approved the recommendations.
- Whitebrook phone mast: a meeting was held with 11 local people and EE reps. EE have a Home Office contract to upgrade communications for the emergency services, specifically to deal with black spots on the A466 between Redbrook and Llandogo. At the meeting they appeared to accept that more sensitive siting of the mast would still achieve their ends. Within three days of the meeting however contractors arrived and started to dig the ground. MCC Planning Enforcement stopped the work. Proposals for alternative sites are now awaited.

18102 TO APPROVE THE MINUTES OF THE MEETING HELD ON 16 April

The minutes for 16 April were agreed and signed as a true record.

Clerk

18103 MATTERS ARISING FROM PREVIOUS MINUTES

Item 17201, 17173, etc: Street lights

Roger Joy had confirmed that lights in Trellech, Catbrook and The Narth now turn off at midnight. Some of the new LED lights in Llandogo also turn off at midnight. As more lights are replaced with LED versions these will be switched accordingly. He also noted that the LED lights do not throw light upwards. Roger Joy has now left MCC and the new street lighting manager is Steven Harray.

Item 18061: Mobile Post Offices

PO Customer Care apologised for inconvenience caused, and promised that the matter would be taken up with the provider. Details of that correspondence would be confidential however.

Item 18078: Clerk's salary

The National Pay agreement was received in time for the April salary payment to the clerk. The hourly rate has increased from £11.66 to £12.02 from 1 April 2018.

Item 18081: Track across Pen y Fan Village Green

Guy Delamere of MCC planning enforcement has confirmed that the cattle grid has now been removed. The footpaths section of MCC will be in touch concerning the Public Right of Way.

18104 PLANNING APPLICATIONS

- 00460, Catbrook, St Johns Cottage, renewal of lapsed double garage consent M/12065 with amendments. Amended plans. No objection
- 00420, Penallt, The Bowles, Hoop Rd, 1st floor extension on nw elevation. No objection
- 00483, Penallt, White House Farm, The Craig Road, change of use and conversion, existing agricultural building to holiday let. No objection
- 00519, Llanishen, Tyr Ywen, Far Hill, 2 storey extension to replace existing single storey extension. Recommend approval
- 00528, Penallt, Argoed Cottage, Tregagle, replacement dwelling. Recommend refusal. The proposed development is a large, new 2-storey building of around 150m² ground area, compared with the existing 2-storey building of no more than 50m² ground area. Part of the existing building will be retained and will not be incorporated into the new building. LDP: para. 6.1.7 states, "New build dwellings in the open countryside will not be permitted unless justified for the purposes of agricultural/forestry, rural enterprise dwellings or 'one planet development' – as defined in PPW / TAN 6". This development is in open countryside and there is no claim for PPW/TAN6 purposes. As the proposed development breaks new ground, it is new build, consequently LDP Policy H4 is not considered relevant. LDP Policy H5 is considered the principle relevant policy and this application should be refused under this policy:

The original dwelling is "... a traditional farmhouse, cottage or other building that is important

to the visual and intrinsic character of the landscape” and accordingly the proposal should be refused.

The proposed dwelling is large, out of character and oppressive to the local setting and consequently is **not** “of a bulk, size and scale that respects its setting”.

The dwelling is **not** “... of similar size to the replaced.” It is around 3x the ground area.

LDP Policy H6 - Extension of Rural Dwellings is not considered strictly relevant but the proposed development fails to comply: “In order to protect the character of the countryside extensions to dwellings outside village boundaries should be modest and respect or enhance the appearance of the existing dwelling. They will be required to: be subordinate to the existing building; and where the building is of a traditional nature, to respect its existing form, including the pattern and shape of openings, and materials”.

It is considered that this proposal also fails to comply with LDP policies on Landscape and Nature Conservation. Policies LC1 and LC5 are applicable and the proposal fails to comply fully with either. The proposed development is within the Wye Valley AONB and does not comply with LDP Policy LC4 which states “... any development must be subservient to the primary purpose to conserve and enhance the natural beauty of the area”.

- 00567, The Narth, Petersbrooke, Pen y Fan, amendments to approved 2014/00397, detached garage and dependent relative’s annex. Recommend approval, retaining the condition that it not be turned into a separate dwelling in the future.
- 00574, Llanishen, Tyr Ywen, Far Hill, replace existing pole barn with new portal barn with timber cladding. Recommend approval
- 00632, Llanishen, The Oaks, Llanishen Hill Loop, 2 storey side extension. No objection, but noted that the extension is larger than would normally be acceptable – especially since the original cottage has already been extended.
- 00711, Llandogo, Wyeholm Bungalow, side & rear extension and new detached garage. Recommend approval

Clerk

18105 FURTHER PLANNING APPLICATIONS RECEIVED: None

18106 MCC PLANNING DECISIONS

- 2017/01303, Whitebrook, Traligael, 2 storey rear extension & side extension. Approved
- 00174, Penallt, The Croft, Lone Lane, extension to rear. Approved
- 00197, Llanishen, barns adjacent to Quarry Cottage, retention and completion of works to form ancillary living accommodation. Refused

18107 FURTHER MCC PLANNING DECISIONS

- 2017/01272, Llanishen, Sycamore, single storey extension and alterations, and double garage. Approved

18108 DEFINITIVE MAP MODIFICATION ORDER, PRICE’S BRIDGE

The Planning Inspectorate has directed Monmouthshire County Council to determine this application by the 13th November 2018. MCC is calling for any documentary evidence of the status of the disputed paths. **It was resolved** to send a statement of support.

Clerk

18109 ACCOUNTS FOR PAYMENT

Current bank balance (less uncashed cheques): £50,916.45

The comparison between the 2018/19 budget and expenditure to date was noted.

The following accounts were presented and payment agreed.

300051	Pelham Hall Committee, hall hire 21 May & 19 Nov	£32.40
300052	Trellech Babington Ed Trust, hall hire 18 Sep 2017	£30
300053	G Boulton, internal audit	£60
300054	MCC, clerk’s salary Jan-Mar	£1202.37

300055	A Davison, salary April & May	£804.80
300056	Playworks, payroll admin, April & May	£40

- Clerk**
- 18110 ACCOUNTS AND ANNUAL RETURN FOR 2017/18 AND INTERNAL AUDITOR'S REPORT**
The summary accounts and the internal auditor's report were received and noted, and are appended to these minutes. A copy of the Notice of Appointment of Date for the exercise of electors' rights had been displayed on the website and on two notice boards from 7 to 20 May.
- Clerk**
- 18111 ASSETS REGISTER**
It was noted that minor changes had been made to the assets register, as shown on page 6 of the summary accounts. The finance group should fully review the list at its next meeting.
- Finance Group**
- 18112 ANNUAL GOVERNANCE STATEMENT FOR 2017/18**
The council considered in detail the extended Annual Governance Statement and agreed with all statements. The chair duly signed the Statement.
- Clerk**
- 18113 REGISTRATION WITH THE INFORMATION COMMISSIONER'S OFFICE**
It was resolved that TUCC should register with the ICO, as required by law, at an annual cost of £40.
- Clerk**
- 18114 DATA AUDIT AND DATA PROTECTION POLICY**
The data audit was noted and approved. **It was resolved** to adopt the Data Protection Policy, which followed a template supplied by the Society of Local Council Clerks (SLCC).
- Clerk**
- 18115 PRIVACY NOTICE**
It was resolved to adopt the privacy notice, which should be posted on the TUCC website and supplied to all TUCC contractors.
- Clerk**
- 18116 CONSENT TO HOLD INFORMATION**
The form supplied by SLCC was signed by each councillor present. This will be issued to all contractors when correspondence next takes place.
- Clerk**
- 18117 DOCUMENT RETENTION POLICY**
It was resolved to adopt the SLCC-supplied Document Retention Policy, together with Appendix A specifying the periods for which each category of document should be retained. All unnecessary documents should be destroyed in an appropriate manner.
- Clerk**
- 18118 RISK ASSESSMENT FOR 2018**
A section on data protection should be added to this document. The Finance Group was asked to look at this, and present a draft to Council for approval at a future meeting.
- Finance Group**
- 18119 PARKING ON PENTWYN GREEN**
It was noted that residents had made clear that they did not want the Community Council to introduce measures to prevent parking. Any issues that arise will be resolved by the local community.
- 18120 TUCC NEWSLETTER:** postponed to the next agenda
- 18121 CATBROOK FOOTBALL FIELD:** No report
- 18122 BABINGTON MEADOW:** No report
- 18123 OTHER REPORTS**
- River Festival held its grand finale in Llandogo. The event was well attended, but sadly the AONB had not involved TUCC. Andrew Blake has been made aware.
 - Cllr Gooding reported that he had been under investigation by the Ombudsman for the last year. The ombudsman found against Cllr Gooding but had however found that no action needed to be taken.
- Clerk**

18124 CORRESPONDENCE

The following correspondence was received and noted:

MCC, G Delamere, update on track across Pen y Fan Village Green
MCC, R Joy, update on turning street lights off at midnight
MCC, J Keech, notification of tree works, Llandogo
MCC, N Leaworthy, on placing obstacles around Pentwyn Green
MCC, J Pearson, confirmation that no election request for Penallt ward
MCC, J Pearson, confirmation of number of electors (for external auditor)
MCC, M Powell, possible funding for broadband to village halls
MCC, press release, grant funding available for broadband and renewable energy projects
A Bevan CHC, consultation on location of new community hospital in Forest of Dean
AONB, A Blake, invitation to opening of art installation at Tintern Abbey, 14 May
A Burt-Jones, confirmation that willing to remain as TUCC rep on Pelham Hall Committee
CPRW, Brecon & Radnor garden party, 13 May
ICO (Information Commissioner's Office), statement on implementation of GDPR in small councils
Monmouth TC, F Cotton, application lodged for funding for clustering
NALC, data protection fees and registering with ICO
NALC, updates on GDPR
C Nancarrow, query about new mobile phone mast in Trellech
One Voice Wales, A Guide to our Services
One Voice Wales, Monmouth Newport Area Committee, minutes 19 April; next meeting 19 July
One Voice Wales, training sessions in South Wales during May
One Voice Wales, 2018-19 National Pay Agreement
E Palmer, Gwent Public Health Team, survey on village halls and well-being of the community
Post Office, Customer Care, response on mobile post offices
L Seymour, copy of email to County Councillor about traffic speeds in Trellech
L Stoter, copy of MCC document on fast-track planning procedure
Tintern CC clerk, governor appointed to Llandogo School in 2017
S Tyler, comments about parking on Pentwyn Green
Vision ICT, Nigel Hillier, update on GDPR and options offered for website
WAG, Natural Resources Bulletin, May 2018
WAG, Review of Town & Community Councils, pop-in session, Shire Hall, Thursday 24 May, 6-9 pm

18125 ITEMS FOR THE PRESS/NEXT AGENDA: None

DATE OF THE NEXT MEETING: Monday, 18 June 2018 at Whitebrook Village Hall

The meeting closed at 21:50