

**TRELLECH UNITED COMMUNITY COUNCIL
MINUTES OF MEETING
held via Zoom on Monday 18 May 2020 at 7 pm**

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

Clerk: Ann Davison

PUBLIC MEETING: None

20067. CHAIR

Cllr Martin Blakebrough was elected as chair for a second year, 2020-2021

20068. VICE CHAIR

Cllr Alan Poulter was elected vice chair for a third year, 2020-2021

20069. APOLOGIES FOR ABSENCE: Cllrs Parker and Wakeling

20070. DECLARATIONS OF INTEREST: Cllr A Poulter, item 20087 – parking on Trellech Village Green.

20071. CHAIR'S REPORT for 2019-20

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

20072. STANDING ORDERS AND FINANCIAL REGULATIONS

It was resolved that the existing Standing Orders and Financial Regulations remained fit for purpose and did not need revision. It was noted that references to EU procurement rules were no longer valid; but alternative rules had not yet been shared to the sector.

20073. RISK ASSESSMENT

It was resolved to adopt the risk assessment attached to these minutes. It was noted that the impacts of Coronavirus may lead to a need for re-assessment.

20074. FINANCE ADVISORY GROUP

Cllrs Blakebrough, Dagger, Decker-Thomas, Poulter and Stoter were appointed to the Finance Advisory Group for 2020-2021

20075. REPRESENTATION ON EXTERNAL BODIES

It was resolved that existing appointments continue. Two categories were due for review:

- The three trustees appointed to the Catbrook Educational Trust had reached the end of a four year term. Councillors asked that a financial statement for the Trust be obtained and information on its activities.

AP

- The term of the Trellech School governor appointed by TUCC will run out in June 2020. This should be on the next agenda.

Clerk

20076. TUCC's 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.

20077. ACCOUNTS AND ANNUAL RETURN FOR 2019-2020

The summary accounts and the internal auditor's report were received and noted, and are appended to these minutes. Councillors noted that all cheque stubs need to be initialled by those signing cheques.

The Notice of Appointment of Date for the exercise of electors' rights needs to be displayed on the website and on a notice board by 16 June until at least 1 July. A photograph of this notice on a notice board will also be required for the external auditor. The clerk will circulate the notice by email to councillors so that it can be printed off and displayed locally. Cllr Stoter will supply a photo to the clerk.

Clerk, LS

20078. ANNUAL GOVERNANCE STATEMENT

The council considered in detail the Annual Governance Statement and agreed with all statements. The Statement would be posted to the chair for signature. On its return to the clerk the Annual Return will be sent to the external auditor.

Clerk, MB

20079. MINUTES OF THE MEETING HELD ON 16 March: agreed as a true record. Minutes to be posted to the chair for signature.

Clerk

20080. MATTERS ARISING FROM PREVIOUS MINUTES

Item 20005 (19249): Defibrillator status reports

The Circuit regularly requests updated information on the status of defibrillators on their system. Councillors were reminded to check their local defibrillator when nearby, and to report to the clerk whether all seems in order and the expiry date for batteries and pads.

Item 20060: Notice boards

Greenbarnes stopped production due to the lock down for Coronavirus. They are now taking orders again, and plan to restart production in due course. The order for the Llanishen board will now be placed, and the Llandogo board once details have been confirmed by local councillors.

Clerk, BD, LP

20081. PLANNING APPLICATIONS

- 00358, Penallt, Argoed Cottage, variation of condition 2, 2018/00528. Recommend refusal. (Response submitted under delegated powers, see minute 20066)
- 00459, Llandogo, 24 Holmfield Drive, single storey rear extension. Recommend approval, subject to neighbouring trees being retained and protected.
- 00541, Whitebrook, New Mills, single storey extension to outbuilding. Recommend approval

Clerk

20082. MCC PLANNING DECISIONS

- 2019/01503, Trellech, The Firs, retention of gate on agricultural land and new steel agricultural shed. Approved

- 2020/00225, Llanishen, Field adjacent to 1 West View, hard standing track into field to allow easier access. Approved
- 2020/00272, Llanishen, Quarry Cottage, glazed/timber sun room/link. Approved
- 00377, non material amendment to 2019/01733, land north of Rose Cottage, Beacon Rd, change of material to side wall & roof, and addition of solar panels to roof. Approved
- 00383, Penallt, Waterfalls, Hoop Rd, 1st floor extension + single storey conservatory extension. Approved
- 00406, Catbrook, The Gethley, Parkhouse, new single storey garden outbuilding. Approved

20083. FURTHER MCC PLANNING DECISIONS: None

20084. WHITEBROOK VILLAGE HALL GRANT APPLICATION

It was resolved to make a grant of £1500 towards the cost of further replacement windows at Whitebrook Village Hall. This was in accord with the policy stated in minute 19015.

20085. ACCOUNTS FOR PAYMENT

Current bank balance (less uncashed cheques): £61,707.67.

The comparison between the 2020/21 budget and expenditure to date was noted.

It was noted that three cheques had been issued and signed in April to meet ongoing expenses. **It was resolved** to retrospectively approve these payments:

300208	Merlin Waste, March	£97.50
300209	Vision ICT, website hosting	£210.00
300210	Clerk's salary	£415.07

The following accounts were presented and payment agreed.

300211	G Boulton, internal auditor	£87.50
300212	Clerk, salary	£415.07
300213	Merlin Waste, April	£101.40
300214	Whitebrook Village Hall	£1500.00

It was noted that Unity Trust Bank will reduce the interest rate on the Instant Access Savings Account from 21 May 2020 to 0.00%. (Interest on this account in 2019/20 amounted to £43.74.)

Clerk

20086. TUCC WEBSITE

Preliminary feedback is that each additional page added by Vision ICT would cost £150 + VAT; but that it would be easy for the clerk to add "pages, dropdowns and whole new sections" once the site is launched. To add a search function would incur a one-off cost of £75 + VAT. **It was resolved** to add a search function.

20087. PARKING ON TRELLECH VILLAGE GREEN

The solicitor would issue advice shortly. This item to be on the next agenda.

Clerk

20088. ANY OTHER REPORTS: none

20089. CORRESPONDENCE

The following correspondence was received and noted:

- MCC, S Baldwin, further delays to A466 repairs Tintern to St Arvans
- MCC, M Hand, postponement of LDP engagement events
- MCC, S Harris, resurfacing programme on A466
- MCC, R Hoggins, tender document for Wye Valley Villages Project
- MCC, M Mussell, latest news on definitive modifications to footpaths in The Narth
- MCC, C O'Connor, planning service during Covid 19
- MCC, S Parkinson, notes from Dog Fouling meeting, 5 March

MCC, R Rawlings, community response to Covid 19
MCC, P Thomas, limited recommencement of planning service

BDO, Welsh Council Audits, forms and instructions
Citizens Advice Monmouthshire, advice available during Covid 19
CPRW, members' e-bulletin
Gloucestershire County Council, repairs to Bigsweir Bridge completed
IRPW, annual return due
Monmouth Town Council, clerk, documents from training on Responding to Planning Applications
One Voice Wales, support systems during Covid 19
One Voice Wales, financial and governance arrangements during Covid 19
Vision ICT, Anji Morrish, correspondence about new TUCC website
Wales Audit Office, Deryck Evans, Covid 19 and the audit of 2019-20 accounts
G Weston, details of notice board required for Llanishen
Whitebrook VH, A Jordan, application for grant towards replacement windows

20090. ITEMS FOR THE PRESS/NEXT AGENDA

Catbrook Educational Trust; Trellech School; community groups offering support during Covid 19;
support for village halls

20091. DATE OF THE NEXT MEETING:

It was resolved that meetings be held via Zoom until and including September, on the third Monday of the month at 7 pm as normal. The next meeting will therefore be held on 15 June at 7pm, but via Zoom. Members of the public will again be invited to contact the clerk in advance if they would like to join the meeting.

The meeting closed at 20:17