



**Ordinary Meeting Tuesday 28<sup>th</sup>  
November 2023  
Buffet Room – Little Mill Village Hall –  
06:00pm – 08:00pm**

**MINUTES**

**1. Attendance**

Colin Deakins, Jenny Carpenter, Julian Bowen-Sargent, Jan Clarke (via Zoom), Ann Bowyer, Jo Storey

County Councillors: Meirion Howells, Tony Kear

**Jacob Richards-Powell (Clerk)**

**2. Apologies**

The Council accepted an apology from Geraint Spacey who was unable to attend on health grounds.

**3. Declarations of Interest**

CLlr Julian Bowen-Sargent declared an interest in item 9B. He did not take part in the voting but did provide information as a member of the group who submitted the application.

**4. Chair's Remarks**

The Chair welcomed everyone for attending on a particularly cold night

**a. Comments from OVW Area Committee Meeting**

- i. Chair Reported that the meeting lacked a Chair when the meeting began. The meeting was focused on a single contentious issue in that OVW were not prepared to hold hybrid meetings.
- ii. Justin Horrell is OVW new IT consultant – he provided a slide presentation, but this has yet to be shared by OVW. **Action: Clerk to write to Justin Horrell to ask what equipment LCC could purchase to improve hybrid meetings**

**5. Clerk's Report**

**a. Action Points**

- i. Clerk took councillors through the Action Points list (appendix) and added points where required. Clerk to contact David Cox for a maintenance contract breakdown and a schedule of works to improve monitoring of work carried out.

**b. Training / Events**

**i. Cyber resilience training**

1. The Clerk attended Cyber Resilience Training to help identify fraudulent emails and protect information held on the computer, inbox, and website.

**ii. IRPW Consultancy**

1. The Clerk attended an IRPW consultancy held on Zoom. A panel from IRPW gave an overview of changes to the IRPW process for 2024/2025. Namely that individual councillors will no longer need to be named on IPRW reports when claiming remuneration.

**iii. Joint SLCC / OVW Annual Event**

1. The Clerk attended the SLCC / OVW Annual event which included guest speakers from both organisations as well as the Welsh Audit office. The event was an opportunity to find out about upcoming policy changes in Wales which will affect Clerking.

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

- a. No questions were submitted prior to the meeting and no members of public were in attendance.

## **7. County Councillor Participation**

- a. **Tony Kear Reports** the cutting at Alexandra Terrace, removal of Ash Die back and squirrel damaged trees. Hopefully this will allow the SID to operate correctly and improve parking for residents.
  - i. Path from bus stop at Llanbadoc to walkway up the bank is going to be cleared. Part of the path on the bend will not be cleared as it has been deemed unsafe for crossing (the bank side not riverside).
  - ii. MCC liaising with Active Travel as they have the budget to make the pathway near Morris' Garden centre wider. Hoping to make pavement 1.6m wide by extending into the road.
  - iii. 20MPH consensus received to Tony Kear is that 20mph has been welcomed. Both county councillors went with unpopular opinion to change 30mph areas to 20mph areas to see what the outcome would be. Current consensus is that it is working **but** that queues are formed by people driving less than 20mph but overall, the idea is that the village / Community Council got what they wanted in speed restrictions albeit inadvertently.
  - iv. Cllr Bowen-Sargent commented that BAE staff were travelling through the village more than 30/40mph since the speed restriction was established. Namely construction vehicles as part of the new development on the BAE site.
  - v. Cllr Jo Storey remarked that the speed restriction has led to issues crossing the road at Alexandra Terrace to get to their vehicles.
  - vi. Cllr Meirion Howells has asked when SIDS will be re-adjusted. MCC reported that council have compiled a list of devices and that they would be reconfiguring machines in one sweep.
  - vii. The Apiary should have now received their pre-planning Report following significant delays.
  - viii. BAE systems: Councillors attended to see Melt Cast facility; everything looks on track. Issues raised concerning traffic increase and whether hazardous materials were being transported. Is there a traffic management plan? Is there a scheme in place to ensure safety of residents?
  - ix. Cllr Meirion Howells congratulated the winter wonderland aesthetic at the Glen Yr Afon Hotel in Llanbadoc.

## **8. Approval Of Ordinary Meeting Minutes**

- a. Tuesday 24<sup>th</sup> October 2023 – deferred until the next meeting. Amendments required: Change to proposed meeting date and removal of additional payment in payment schedule.

## **9. Community**

- a. Update Councillors on Farming Connect application
  - i. Cllr Bowyer has been successful with the farming connect application and LCC can now take advantage of the farming connect facilities and grant streams.

Even though LCC's land is not used for agricultural use, it is of a suitable size and scale to be eligible. Cllr Bowyer met with Mike Richards at Raglan Market – an email was sent to Chair and Clerk that Coed Cymru is reducing its workload, but Mr Richards is prepared to give a half-day to survey the woodland that LCC uses with a view to creating a management plan. Farming Connect could fund up to 70% of the incurred costs of generating a woodland plan.

- b. Consider small grant application for Christmas selection boxes for Little Mill children's party - £105.
  - i. Cllr Jo Storey wanted to know the coverage of the area. Cllr Bowen-Sargent explained that; The invitation was shared on Facebook and is open to primary school children (up to age 11 (£2 per person to cover present and utilities)) each parent brings a plate of food and Santa Clause visits. Whilst LMVHA uses social media to promote the event it also depends on which residents are on social media as to how many parents will see the promotion.
  - ii. Proposed by Jo Storey seconded by Jenny Carpenter to approve the grant request. Item passed.
    - 1. Clerk to remind Little Mill that it's Little Mill Village Hall & District Village Hall – make payment arrangements to LMVHA.

#### 10. Finance & Procedure

- a. Authorisation of payments to be made

Merlin Environmental (November) Emptying of 6x dog poo bins	£109.20
Merlin Environmental (December)	£109.20
Staff Salary December 2023	£568.40
HSBC monthly Charge December	£5.00
Monmouthshire County Council Maintenance Invoice 2023/2024	£3301.83
Monmouthshire County Council New Swing Installation Invoice	£6747.40
Monmouthshire County Council cattle grid and outlet pipe clean at Llanbadoc	£560.20
SWARCO SID invoice contribution	£2407.70
James Pinder Tree Consultancy	£1020.00

Red = deferred. Yellow = to pay.

Standing orders were suspended to allow an additional James Pinder invoice for Little Mill to be paid upon completion of the works 27/11/2023 – A contingency of up to £300 was approved at the October meeting and the work came to a total of £240.

- b. Note bank balance of current & savings account
  - i. £27,778.82 current account

- ii. £9205.94 savings account
- c. Review & agree bank reconciliation for October 2023
  - i. Deferred for finance meeting as Cllr Jenny Carpenter challenged payments that had been made to balance the books with Merlin Environmental. **Clerk to contact Merlin for clarification.**
- d. Agree date for December Finance Meeting
  - i. 7<sup>th</sup> December 2023

#### **11. Maintenance**

- a. Update councillors on K6 telephone box progress at Llanbadoc
  - i. Ann Bowyer proposed de-listing the telephone box and Jenny Carpenter seconded the motion. **Action: Clerk to submit claim to de-list telephone box.**
- b. Update on meeting with Usk Valley Promotions – website improvement
  - i. Cllr Jenny Carpenter and Clerk attended meeting with website host Usk Valley Promotions. No feedback was received from other councillors. Cllr Julian Bowen-Sargent queried whether the council should look to volunteers to provide feedback / work on website and asked whether the council should be funding a new website entirely.  
Cllr Jenny Carpenter reminded Council that the website is their responsibility, and the work falls to LCC  
Clerk advised a new website was not necessary and costly and that the current one simply needs tidying up / housekeeping.

#### **12. External Reports (if received by meeting)**

- a. Confirm receipt of Police Report for November 2023 – Note any comments
  - i. No comments received
- b. Confirm receipt of cyber resilience report
  - i. Not received prior to meeting
- c. Confirm receipt of Usk Steering Group Minutes
  - i. Cllr Bowyer informed LCC that December Steering Meeting is postponed.

#### **13. Planning**

- a. DM/2023/01482 – Amendment to application (scale of fence decreased to 1m) – **Action: Write to say solid / high fence is not appropriate but a post and rail / bollards / chain fence that does not diminish visibility would be more appropriate.**

#### **14. Date of December Meeting**

- a. **The meeting will be held on 2<sup>nd</sup> January 2024 at County Hall (subject to availability)**
- b. **Meeting closed at 2013**