

**Raglan Community Council**  
**Minutes of the Ordinary Meeting held on Wednesday**  
**22 June 2016 at Raglan School, Station Road, Raglan,**  
**at 7.00pm**

**Present**

Cllr Viviane Compton  
Cllr Richard Moorby  
Cllr Penny Jones  
Cllr Trevor Phillips

Cllr Noel Porter  
Cllr Ray Parry  
Cllr Helen Williams  
Cllr Peter Williams (Chairman)

**4097 In attendance:**

Adrian Edwards, Clerk to the Council.  
PC Rhydian EVANS 1233.  
PCSO Christopher Watkins

**4098 Agenda item 1:-**Apologies for absence.

Cllr's Dennis Brown and Sylvia Price

**4099 Agenda item 2:** Declarations of interest

Cllr Phillips declared a personal interest in **DC/2016/00458**: further declarations will be made at the time  
No further declarations were made at this time.

**4100 Agenda item 3:** To accept copies of members Register of Members Interests following the 2016 AGM. Copy attached to the agenda

Three members returned the member interest forms.

The clerk reminded members that the council adopted a new code of conduct and all declaration must be recorded, and those declarations will be published on the community council website.

**4101 Agenda item 4:** To receive and if appropriate to adopt the Minutes of the Community Meeting held on Wednesday 25 May 2016.

Minutes deferred to the next meeting

**All Members Agreed**

**4102 Agenda item 5:** To receive and if appropriate to adopt the Minutes of the Annual General Meeting held on Wednesday 25 May 2016.

**Proposed:** by Cllr T Phillips seconded by Cllr R Moorby that the minutes are signed.

**All Members Agreed**

**4103**

The chairman welcomed PC Evans and invited PC Evans to address the members of the community council. PC Evans introduced PCSO Christopher Watkins; he explained that PCSO Watkins has become the new officer following the former officer becoming a full time PC and she has now gone into training. PC Evans gave members a verbal report on the crime reported over the last couple of months. He explained since the new service station on the A40 has opened there has been a number of incidents where fuel has been recorded as stolen. He also explained that number incidents have been recorded with cold callers in the Raglan area. He asked members to inform local residents, if residents have concerns with cold callers to call the police on one of the numbers, 101 or 999.

One member asked where the police are traveling from to attend incidents.

PC Evans explained that most of the 999 calls will be responded to from Monmouth station, but officers may also attend from the Abergavenny station. PC Evans explained that he is still based in Usk and if he on

duty he will also respond to any calls made.

One member expressed concern over vehicles parking on the footpaths and junctions in the village and some of the footpaths in the housing estates. It was explained that people with young children and people that are using wheelchairs are on occasions unable to pass vehicles parked on the footpaths.

PC Evans explained that there is some debate over the parking on footpaths; he explained that if a vehicle is parked on the footpath and it's classed as 50/50 the police are not classing that as an obstruction, but PC Evans stated that he and his colleagues will be travelling the community and if they see any parking that is causing concern they will ask for the vehicle to be moved or book that vehicle. He explained that it is an offence to park on road junctions and he and PCSO Watkins will patrol the community and report any incident. He explained if there is a problem or a continuing issue in one location if that problem can be recorded by taking a photograph and sending it him, then he or another officer will visit the locality and take the necessary action.

Both officers left the meeting at 7.40pm

**4104      Agenda item 6:** To receive and if appropriate to adopt the Minutes of the Ordinary Meeting held on Wednesday 25 May 2016.

***Proposed:** by Cllr R Moorby seconded by Cllr P Jones that the minutes are signed.*

**All Members Agreed**

**4105      Agenda item 7:** Matters to report.

Minute 4088, members expressed concern over the number of weeds on the roads and footpaths, and the lack of maintenance the highway authority are undertaking.

Minute 4091, It was reported that the pothole has been filled in but it would appear there is a spring in this location so the pothole will continue to return.

**Action point:** to contact MCC highways and ask if a drain can be installed to divert the water

Minute 4094, Cllr's Phillips and H Williams gave member a verbal report following the last working group meeting, and it was explained that officers from MCC have rejected the Community Asset Transfer (CAT) of the MUGA. Member expressed concern over this matter and the time its taken officers to conclude the transfer. It was explained if officers don't wish to transfer the asset to the community then the adjoining field should not be included in and transfer document.

**Action Point:** Cllr P Jones will contact Officers from MCC and report back

**4106      Agenda item 8:** Planning applications.

- **DC/2016/00458:** 14 The Willows, Raglan. REPLACE CONSERVATORY WITH REAR EXTENSION.

Members considered this application and offered no objection

- **DC/2016/00549:** The Beaufort Arms Hotel, High Street, Raglan, NP15 2DY. Changing of two window openings to door.

Members considered this application and after some debate it was:

**Resolved:** to object to the application as it's not in keeping with the conservation area. Members expressed concern that all the planning applications on this property are all retrospective applications.

- **DC/2016/00600:** Cefn Coed Farm, Kingcoed, Usk, NP15 1DS DISCHARGE OF CONDITIONS 3 AND 4 OF PLANNING PERMISSION DC/2015/00698 (PROTECTED)  
**Approved**

The above application notice was noted

**4107      Agenda item 9:** To note finance matters, including Income & Expenditure.

Payee	Amount
Clerks salary & HMRC April	
Merlin Waste	40.68

*It was: proposed by Cllr T Phillips seconded by Cllr P Jones the invoices are paid*

**All members agreed.**

*All invoices were available for members to inspect*

**4108      Agenda item 10:** Members concerns on highway issues.

Cllr R Moorby expressed concern over the lack of maintenance of the hedge rows in the community and the danger they are starting to become. He explained that a large number of hedges are starting to encroach onto the highway and the junctions are becoming dangerous due to the poor visibility.

**Action point:** to write to MCC Highways expressing concern

One member expressed concern over the current state of the roundabout on the A40. It was explained that the chippings need sweeping again before someone has an accident, similar to the one some 18 months ago.

**Action point:** to write to MCC Highways expressing concern

**4109      Agenda item 11:** Items of correspondence.

**Welsh Government:**

1. Code of Conduct on Workforce matters
2. The planning inspectorate, Appeal decision Old Shop Cottage, Star Hill, Llanishen.
3. Local voices needed for Health Watchdog
4. Appointment to development the arts council 'Member of the Arts Council'

**Monmouthshire County Council:**

5. Nil

**Other Correspondence:**

6. Gwent Police funding provided 2015/16
7. Shelter Cymru

**By Email:**

8. Third Sector Network Forum
9. HLF Committee For Wales HLF are looking for two new members
10. Dwr Cymru
11. National Library of Wales UK Web Archive

*The clerk to find out more information and report back*

12. Community Energy Wales
13. Email from Mrs Powell

*The clerk presented an email from Mrs Powell and members noted its content and the clerk should respond accordingly*

14. One Voice Wales Training
15. Email from MCC Planning officer
16. Letter from Cllr S Price.

*The chairman read the letter from Cllr Price where Cllr Price was unable to attend due to an operation she as just undergone. Members noted the letter and asked for it to be recorded that members wish Cllr Price a speedy recovery*

Members noted the above correspondence

**4110      Agenda item 12:** Clerk reports

Clerks reports attached as an appendix

**4111      Agenda item 13:** Reports from members on outside bodies.

One member raised concern over the MUGA and the time it is taken for the transfer. It was explained that officers from MCC will be submitting a report to MCC cabinet for the transfer to be considered. It was also explained that MCC will be instructing the contractor that built the new school to remove the waste materials left in the adjoining field and level the ground as it was found.

**4112      Agenda item 14:** Reports from the County Councillor

Cllr Jones informed members the street lighting in the new car park has been completed.

It was explained that a number of vehicles that are not road worthy will be removed by the relevant agencies.

Cllr Compton asked if she could report an issue relating to safety. Cllr Compton explained that a tree that was planted on communal land at Ethley Drive has become a danger as the tree is leaning and the land drain that was installed as become silted up, and it not functioning properly as the land has become prone to flooding if there is heavy rain fall.

**Action Point:** Clerk to contact MCC

Cllr T Phillips asked if a letter could be sent to a local farm following the opening of the new play facility, and the number that have attended.

**Members agreed**

**4113**      The Chairman thanked everyone for attending. The meeting closed at 9.08 pm. The date of the next meeting 27 July 2016

Signed by \_\_\_\_\_  
Chairman Cllr Peter Williams  
Date 27 July 2016

**Reports to:- Raglan Community Council**

**Subject:- Notes from joint meeting between Community and Town Councils and the Chief Executive Officer MCC**

**Report:- by the Clerk**

**Date:- 21 June 2016**

These notes are for information Raglan Community Council members following the open meeting between MCC and Community and Town Councils, in Monmouthshire. Mr Matthews asked those present how can community and town councils work collaboratively with MCC. He explained due to the number of changes that have taken place over the last couple of years, he would like to work on an ad-hoc basis. Mr Matthews explained he would like to see cluster groups or working groups set up around the existing town councils this could be classed as five centre points in the county.

Q) One person asked how this would work with the existing area committee's structure.

R) Mr Matthews explained that he would like to see the senior leadership team made up from five senior officers from MCC who would attend cluster meetings three or four times a year.

Q) One person asked about the cluster groups and how does MCC see this working when in the past, Town Councils have dominated meetings and would community councils members turn up to meetings.

R) Mr Matthews explained that he would like to make a difference with the C&TC's and rural groups; he is willing to make a commitment with a management team from MCC. He explained that on occasions the answer may not be the answer some community or Town Councils may want but it is the best way so everyone has an understanding. He explained most complaints that MCC receive is that C&TC's don't receive a reply from the county council.

Q) One person explained that communication between C&TC's and MCC has been or could be classed as very poor.

R) Mr Matthews explained that C&TC's and MCC have a similar role in the delivery of services, so he hopes the communication will improve.

Mr Matthews explained that he is aware that individuals are finding the communications difficult, and he would like to explore the way C&TC's are trying to contact the offices of MCC. He is unsure the way the communications work. Are they through elected ward members or direct contact with the relevant officer or department or via the one stop shop and call centres. He explained that there will be dedicated telephone lines and email address so clerks from C&TC's can contact dedicated officers who will be able to act as an interface between C&TC's and officers. He would like to trial this for a period of six months. He would also like to find out which parts of MCC are

responsive to C&TC's sector.

Q) Will the numbers be dedicated for anything that needs a reply which would include Planning, Highways or Social Services for example?

R) He would like all calls to go through this system so he and the management team can extract information from the calls and the response time from officers of MCC.

Q) One person explained that some officers will respond or you will receive a reply saying the officer is out of the office.

R) He explained that if all calls are directed to the dedicated numbers the management team will be able to look at data generated and the management team will be able to consider the service delivery. Mr Matthews explained if clerks or councillors don't use the dedicated number he may not be able to resolve any time delays or other relevant issues. He also explained that all complaints from C&TC's should be treated in a professional manner.

Q) was asked about the existing One Stop Shops and the impact this will have on them,

R) Mr Matthews explained it is hoped that clerks who represent C&TC's will be the main user of this service. Mr Matthews explained that all clerks will receive information in the next week, and there will be a six months trial.

Mr Matthews explained that there will be different discussions with different groups and clusters. Mr Matthews gave those present an update relating to the changes and the reform of local government. He explained since the last election for Welsh Government members, the current cabinet member for local government will be revisiting the reform process. He explained that there currently are a number of South East Wales projects and collaborative working between councils in the South East Wales area, such as Planning, Housing, transport just to name some collaborative working between South East Wales councils. He also explained that the economy works together.

He explained if this process continues residents of Monmouthshire will still see a Monmouthshire County Council along with local elected members, which will be accountable to the electorate. He explained there is currently the Cardiff Capital City Deal which is ongoing that amounts to around £1.2Billion which is being considered by ten local county councils and the councils are considering the terms and conditions. The investments are achievable and the county council will have a return on their investment. He also believes that C&TC's will be expected to have a greater role in the service delivery in some way, and all C&TC's have the capacity or competence along with the will to take on the service delivery. Mr Matthews explained the duty of competence is in two levels, one being the county level and the other being the C&TC's sector. C&TC's will need to consider the competence test. He explained that there are differences in delivery at all levels of Local Government. He explained that C&TC's should not be fearful of

the changes that are coming.

Mr Matthews raised the point about the local elections which are due to take place in 2017, and it's expected that the outstanding boundary reviews will be made by the Minister in the next couple of week. This may include the boundaries of the existing county councils along with the boundaries of C&TC's. He explained that these changes may have an impact on councillors who sit on both tiers of Local Government. He explained the former Minister was considering reforming the existing twenty two councils to eight, but the current Minister will be considering the current boundaries. Mr Matthews explained this will need to be completed in a very short time span as most county councils will be publishing the electoral registers in December this year, but no guarantees can be given at this time.

Q) A question was asked about the consultation relating to LG (Wales) Measure Bill 2011.

R) Mr Matthews explained that the consultation process was put on hold and never completed. He explained that WG put forward a Bill so that would enable any new administration to move forward if that administration are minded to do so. He also explained that the current Minister can take parts of the Bill forward for change but there is no evidence at this moment in time. He would think a greater proposition would come forward if the Minister is minded to do so.

Q) A question was asked about the piece of work officers from MCC were carrying out some eighteen months ago relating to boundary changes in Monmouthshire.

R) Mr Matthews explained if the Minister is minded to carryout boundary changes that piece work will be reconsidered. Mr Matthews confirmed he thinks the elections will take place in 2017

Mr Matthews gave those present some information relating the new schools project and the investment in schools in Monmouthshire. The current investment is £80m. He explained that the management and cabinet of the council are constantly looking at and working on the structure of the County Council. He explained that an estimated £18m of savings have been made over the last number of years from different departments. He explained that over the last six years the County Council had reduced twelve senior management positions down to three Chief Officers, with a saving of £300K. He explained the County Council are constantly cutting costs.

He made reference to the current LDP and the land bank; he explained that it is important that a five year land bank is available to manage the development within the county. He explained that the proposals for the new M4 relief road may have an impact on the land available. He also explained about the current Local Service Board (LSB) and the management of the LSB. He explained that the LSB will be consulting with the C&TC's sector. He explained that there is a lot of work being undertaken which will have an impact on some local communities.

Q) a question was asked about the future of the LSB.

Mr Matthews asked Mr McLean to answer that question. Mr Mclean gave a verbal report on the current standing of the LSB and the community governance in October 2015. He also explained that one of the area committees has a programme board. He explained that he with a multi member group will look at all the options available, and those proposals will be delivered to a number of local groups, which will also include the C&TC's sector. This was a main part of the group structure

Q) One person explained that rural areas have very different requirements to the towns or larger communities in the county. She asked all members and officers to consider the requirements of the rural communities. She explained that local area committees have made advances with the introduction of a number of services, and she asked officers to remember that in any conclusions.

Mr Matthews explained that the county council cannot have officers servicing group meetings due to the time restraints and cost to departments. The county council will only be publishing action points from any group meeting between C&TC's and MCC

Meeting closed at 7.40pm



**Report to:- Raglan Community Council**  
**Subject: - Raglan Allotments and Mrs S notice to leave.**  
**Report:- by the Clerk**  
**Date:- 22 June 2016**

This report is to provide members with the back ground to the current situation with an existing tenant of an allotment plot who will be known as "Mrs S". Mrs S has been sent a number of letters over the last several months, to which no reply or acknowledgment has been received. Following the last meeting I delivered a letter to Mrs S home by hand on Friday 17 June. This letter was delivered by hand following Mrs S visit to the chairman's home.

Members are reminded that Mrs S and others have been on the allotment site without submitting a renewal application and on that basis Mrs S and others cultivating the allotment site are not covered by the community council insurance. If Mrs S or others cause an accident to a third party and that person suffers from that issue, the community council may find the community councils insurers may refuse to cover the third party or Mrs S.

The background to this current issue is Mrs S has not renewed her application for a tenancy of the allotment plot, and Mrs S still has arrears from 2015. Mrs S has refused to accept the increase in the fee and Mrs S also insists she has not received the renewal form for 2016, but the remaining tenants received the renewals and returned them to the council office. Mrs S is also insistent that she was not aware of the increase in the rent for 2015. Members will see from the extract from the minutes the £15 increase was recorded in minute 3551 on the 29<sup>th</sup> January 2014. Members will note from the renewal for 2015 which is attached as an appendix it is very clear the rent is £15 and all other tenants paid the correct amount.

On a number of occasions tenants and members of the allotment committee have made comment that this allotment plot has been sublet to other residents and the allotment has been divided into three sections. Members will note from the attachments you can see the plot has been divided and cultivated by others, other than the person on the tenancy agreement. Members must be mindful that subletting in any form is not in line with the agreements that tenants are asked to sign, accepting the terms and conditions within the agreement.

Extract from agreement:

- 2.1 to pay the rent hereby received by the last day of February in any year during the continuance of this tenancy without any deductions whatsoever
- 2.6 not to underlet assign or part with the possession of the allotment garden or of any part thereof without the prior consent in writing of the Council;

Mrs S sent the renewal fee by recorded delivery on the 21 June. This renewal fee was not accompanied with the renewal application. Mrs S was informed on the 17 June

by my-self that the renewal application forms are still on the community council's website and an application form could have been downloaded and completed and returned with the renewal fee. Members must also be mindful Mrs S has not paid the outstanding fee from last year.

I understand Mrs S and another person visited the allotment and dog walks committee Chairman at her home regarding the letter that Mrs S received from the community council. I understand the committee chairman explained the current situation fully to Mrs S and the other person.

**In Conclusion:**

- There is an outstanding fee from 2015
- The allotment plot was not cultivated fully in 2015
- An application form has not been received for 2016
- A valid application has not been returned
- A valid agreement has not been signed or returned by Mrs S
- Mrs S and others have cultivated the allotment without consent or agreement

**Resolution:**

All outstanding fees to be paid

The allotment is only to be cultivated by the tenant and no subletting

A application must be returned by Mrs S

A valid signed agreement must be return to the clerk

**All member agreed**