

**Raglan Community Council**  
**Minutes of the Ordinary Meeting held on Wednesday**  
**22 February 2017 at Raglan School, Station Road, Raglan,**  
**at 7.00pm**

**Present**

Cllr Ewen Brierley  
Cllr Dennis Brown  
Cllr Vivienne Compton  
Cllr Penny Jones

Cllr Richard Moorby  
Cllr Trevor Phillips  
Cllr Ray Parry  
Cllr Sylvia Price  
Cllr Helen Williams(Chairman)

**4205 In attendance:**

Adrian Edwards, Clerk to the Council.

Cllr Trevor Phillips explained the chairman has offered his apologies and the vice chair is held help with other commitments, but will join the meeting later. The clerk asked members to appoint a chairman for the meeting. Cllr Brown proposed Cllr Phillips. This was agreed by all present

**4206 Agenda 1:-** Apologies for absence.

Cllr's Peter Williams, Noel Porter.

**4207 Agenda 2:-** Declarations of interest.

No declarations made at this time.

**4208 Agenda 3:-** 15 minutes set aside for members of public to address the Council with any concerns.

One member of the public addressed the council relating to the concerns relating to the pedestrian crossing of the A40. It was explained that over 180 signatures have been received and an online petition has been set up.

One resident asked if the venue for the public exhibition had been confirmed. The clerk explained that the booking clerk from MCC had been contacted and was waiting for confirmation. It was explained by the chairman of RVHA the that the Public Exhibition will need to be finished by 17.45 hrs as there is a longstanding booking, and the exhibition will need to be packed up and moved by 18.00 hrs . He explained the Exhibition could be moved to the middle room of the Old School.

It was explained that the middle room would not be sufficient for the numbers that may attend. It was explained that the council will be looking for an alternative venue. There was some debate over the time restraints and the time should be extended. Cllr Penny Jones explained that the exhibition will have two highway officers in attendance.

The clerk explained Raglan Community Council is not part of the exhibition, but the community council are facilitating the exhibition to allow local residents the opportunity to see the proposals. It was explained the Exhibition must go ahead as the community council, residents along with

businesses have been waiting for these proposals.

A question was asked about the litter on the A40 and the bypass road. Members of the public and residents are disappointed about the amount of the litter.

The clerk confirmed MCC have been giving the responsibility to pick litter from the trunk roads and this can only be carried out when SWTRA allows. The clerk asked would residents be prepared to volunteers to pick litter if the highway is safe.

Cllr Penny Jones asked if the community council had received a reply relating to the A40 crossing. It was proposed that the letter which the community council has received is read out as the public are in attendance. The letter was read out. Members were disappointed with the reply. After some debate it was:

**Proposed:** that the Assembly Member is contacted and invite the cabinet member to a site meeting.

A number of the public left the meeting at 19.20 hrs

**4209      Agenda 4:-** To receive and if appropriate to adopt the Minutes of the Ordinary Meeting held on Wednesday 25 January 2017

**Proposed:** by Cllr Ray Parry seconded by Cllr Sylvia Price that *the minutes are signed.*

**All Members Agreed**

**4210      Agenda 5:-** Matters to report.

- Cllr Phillips informed members that the proprietor of the Beaufort Hotel painted the bus stop opposite the Hotel. It was proposed that a letter of thanks is sent to the proprietor.
- Cllr Phillips informed members the coping stones on the raised flower beds have been reinstated.
- Cllr Moorby asked if the clerk had any further information relating to the replacement notice board. The clerk explained that he's waiting for the estimates to be returned.
- Cllr Price asked about the bench/s at the Dog Walk. The clerk informed Cllr Price the expected delivery date is within the next three weeks.
- Cllr Price also raised concern over the condition of the roads in the village. The clerk explained that MCC direct services have received a works order to undertake the work on the roads identified at the last meeting

**4211      Agenda 6:-** To receive and if appropriate to adopt the Minutes of the Special Site Meeting held on Thursday 2 February 2017

**Proposed:** by Cllr Viv Compton seconded by Cllr Richard Moorby that *the minutes are*

*signed.*

**All Members Agreed**

**4212 Agenda 7:-** Matters to report.

A number of members made reference to the conclusions. The clerk explained that the community council has written to one of the contractors. One member confirmed that PCSO's have been seen patrolling in the community. It was explained that it was proposed that yellow line will be considered for the junctions on the grounds of safety. There was some debate over the parking on footways, and it was explained that Blind Dogs for the Blind are lobbying MPs at the moment relating to parking on footpaths.

Cllr Williams Joined the meeting at 17.35 hrs

**4213 Agenda 8:-** Planning applications.

- **DC/2017/00003/NEW:** Stable & Hayloft West of Cefn-y-Coed Farm King Coed Raglan Non-material amendment to planning permission DC/2013/00358 to; increase the wall plate and ridge height by 850mm. Provision of Velux roof light over stairs and addition of porch to front elevation

The clerk gave members a verbal report and displayed the plans. After some debate it was:

**Resolved** not to offer any objection.

- **DC/2017/00055** 1 Prince Charles Road, Raglan, NP15 2FB TWO STOREY EXTENSION TO EXISTING DWELLING - DEPENDENT RELATIVES ANNEXE
- **DC/2017/00016:** Discharge of condition 3 (Barn owl box provision) from planning consent. At Gwern Eddig Farm, Chepstow Road, Raglan

The clerk gave members a verbal report and displayed the plans. After some debate it was:

**Resolved** not to offer any objection.

- **DC/2016/10379:** Proposed conversion of former Quaker meeting house and attached long agriculture range into two dwellings. Single storey cow byre and lambing barn proposed to be converted into a single dwelling including demolition of timber framed cattle shed. Alterations to structure externally and internally including new roof finishes, windows doors, floors and fittings associated with conversion to residential premises, at the Former Quaker Meeting House, The Cayo, Cayo Farm, Llanvecha Road, Llandenny NP15 1DP

The clerk gave members a verbal report and displayed the plans. After some debate it was:

**Resolved** not to offer any objection.

- **DC/2016/01445:** The Patch Elms Road Raglan NP15 2EX, Certificate of Existing Lawful Use or Development Residential accommodation and related domestic garden

The clerk gave members a verbal report and displayed the plans. After some debate it was:

**Resolved** to offer an objection, in relation to this application.

- **DC/2016/01320:** 4 Castle Road, Raglan, NP15 2JZ the proposal is to make better use of the single storey garage, utility, boiler and store rooms to the side of the property. The plan is to create a new family room, modern utility room and downstairs shower/WC. A new first floor over the existing garage area will have a new study room accessed from the family room below. The footprint of the existing will remain the same. New sliding doors to the rear will improve the aspect from the new family room and provide a better link with the rear garden. Also, a new porch.

The clerk gave members a verbal report and displayed the plans. After some debate it was:

**Resolved** not to offer any objection.

**4214 Agenda 9:-** To note finance matters, including Income & Expenditure

Payments in Jan & Feb	Amount
Clerks salary & HMRC January & February	
Merlin Waste 9 & 23 January	£40.68
Lyn Llewellyn	£130.00
Black Hill Web Design Ltd	£60.00
Merlin Waste outstanding invoice	£40.68
Merlin Waste outstanding invoice	£40.68
Keith Davies Garden Maintenance	£163.00
MCC Grounds Maintenance	£851.74
City Illuminations	£6,096.00
Merlin Waste outstanding invoice	£40.68
Royal British Legion	£36.00
Merlin Waste December	£40.68
Merlin Waste February	£40.68
Wales Audit Office	£245.40
Came and Co insurance	£289.47
ICO 2017	£35.00
Honeycomb printing	£54.00

*It was: proposed by Cllr Trevor Phillips seconded by Cllr Sylvia Price the invoices are paid*

**All those present agreed**

*All invoices were available for members to inspect*

**4215 Agenda 10:-** Members concerns on highway issues.

Cllr Price asked a number of questions relating to the following.

Footpath from Castory Avenue, the sign post directing visitors to the former public conveniences, Seats on the Dog Walk, and the steps to the Allotment site.

CLlr Price also asked about the bus stop on Usk Road. In one direction it has a bus stop but the other side doesn't. It was explained that drivers would be reluctant to drop passengers off if it's not a recognised bus stop. After some debate it was:

**Resolved:** to write to the transport manager at MCC.

CLlr Moorby informed members that one road in Llandenny has a large pot hole and it has become dangerous. After some debate it was:

**Resolved:** to write to MCC Highways.

**4216 Agenda 11:-** Items of correspondence.

**Welsh Government:**

1. A40 in Raglan
2. A40 in Raglan
3. Appointment of Commissioners Ancient and Historical Monuments of Wales

**Monmouthshire County Council:**

4. Community Precept 2017/18
5. Commercial Obstruction in the Carriageway and Verge Sponsorship Policy

**Other Correspondence:**

6. Bobath 25 Years
7. Independent Remuneration panel for Wales meeting
8. GAVO Putting a price in your services 1 March
9. Friends of Llangovan Churchyard
10. One Voice Wales renewal 2017/18
11. Zurich insurance
12. Greater Gwent Citizens Panel Annual Report
13. Gwent Young Farmers
14. Walk for Life 23 April
15. Group meeting 'Give Dog Fouling The Red Card'

The clerk gave members a verbal report relating to the Red Card system.

16. Abergavenny Eisteddfod
17. Mrs A Willott Letter regarding Road Survey round Raglan

The clerk read this correspondence to members.

18. Gwent PCC outcomes from meetings with C&TC's

**Emails**

19. Discharge of Condition 3 from planning consent at Gwern Erddig (DC/2016/00315)
20. Email from Roger Hoggins relating to the Christmas lights
21. Monmouthshire Public Service Board has produced a draft Well-being Assessment
22. One Voice Wales- Monmouth/Newport Area Committee 26th January 2017- Guest Speaker Presentation
23. Email to MCC Planning Dept
24. 21<sup>st</sup> Century Community School for Monmouth Comprehensive
25. Welsh Tree Charter Survey Preview

- 26. Community Workshop 16th Feb – POSTPONED
  - 27. Home Share
  - 28. First World War Centenary Programme Board and commemorative plans for 2018
- It was agreed that the above will be presented to the next council following the elections.
- 29. Abergavenny bus station closure to accommodate crane removal
  - 30. Monmouthshire Third Sector Network
  - 31. One Voice Wales/SLCC Joint Event
  - 32. Good Practice Exchange Programme of Events for 2017/18
  - 33. THE 2018 REVIEW – SECONDARY CONSULTATION PERIOD

All the correspondence was available for members to inspect. Members noted the correspondence received.

**4217      Agenda 12:-** Clerk reports.

**Appendix 1**

The clerk presented his report relating to lack of engagement with the management team from MCC. After some debate it was:

**Resolved:** to write to the WG Cabinet Member

Cllr Penny Jones stated that she will take this up with the monitoring officer.

**Appendix 2**

Report relating to the forthcoming elections. Members acknowledged the report and its content.

**4218      Agenda 13:-** Reports from members on outside bodies.

Cllr H Williams confirmed the School Governing Body has appointed a new Head Teacher, no further details were available at this stage

**4219      Agenda 14:-** Reports from the County Councillor

Cllr Penny Jones gave members a verbal report relating to the Broad Band in the community. Cllr Jones also understands the applicants for the change of use of land from agricultural use to a camping site for 7 temporary Shepherd huts have been distributing leaflets promoting the site.

Cllr Jones also informed members that she has held talks with MCC Highways officers regarding the speed awareness sign on the entry to the village from the A40 Roundabout. Cllr Jones explained that she has been informed the sign will be replaced in the next couple of weeks

**4220**      The Chairman thanked everyone for attending. The meeting closed at 9.15 pm. The date of the next meeting 22 March 2017

Signed by \_\_\_\_\_  
 Chairman Cllr Peter Williams  
 Date 22 March 2017



**Reports to:- Raglan Community Council**  
**Subject:- Correspondence with Officers from MCC**  
**Report:- by the Clerk**  
**Date:- 22 February 2017**

I find it disappointing and uncomfortable that I need to report to members regarding the current situation and communication between the Community Council and the County Council. In the January meeting I was asked to write to the CEO of Monmouthshire regarding the unsatisfactory way officers have been dealing with the CAT process and the time it's taken. I emailed the CEO, on the 27 January; you can see the email below. I spoke to the CEO regarding this correspondence and the CEO confirmed that he would reply in due course. I emailed him again and the community council did not receive a reply. I subsequently emailed the leader of the council and received the reply below. I find the current situation very disappointing that the CEO and leader of the County Council have shown so much contempt for locally elected members, when both leading individuals in the County Council cannot respond in a timely manner.

I can't offer any explanation neither a way forward but as the Clerk and Proper Officer of this Community Council, I find myself in a difficult position where the County Council will not engage with Local Elected representatives. I would recommend that the Community Council consider writing to the Cabinet Member for Communities at the Welsh Government

*Dear Mr Matthews*

*During the community council in Raglan on the 25 January. I was asked to contact you to see if a small delegation of councillors can meet with you regarding the 'CAT' of an asset in Raglan.*

*I spoke to a member of staff on Monday to ask if a meeting could be convened, but at the time of writing this email I've not received a reply. Members have been trying for a number of years to work with MCC on this project but it would seem without a great deal of cooperation from some members of staff.*

*Your help would be most appreciated as members are becoming very frustrated.*

*Dear Mr Matthews*

*Further to my email dated 27 January. I have received a further email from one of the Community Councillors. I think the email is showing the frustration members are feeling.*

*Would you be able to set aside an hour to meet with Raglan Community council members in the next couple of weeks if your diary allows.*



*Dear Cllr Fox*

*It is disappointing that I need to write to you as leader of the County Council. You will see from the email trail below the requests for a meeting as the Community Council has not received a reply nor an acknowledgment.*

*Local members are becoming very frustrated with the current situation. This transfer has been ongoing for almost two years. Members from the community council were told that the documentation was with the Legal Department, but one of the councillors contacted the Head of Legal Services and was told that the Legal Department had not received any documents. Please see below the email from Head of Legal Services.*

*I hope you will be able to arrange an appointment with the CEO and arrange for the documentation to be transferred to the Legal Department.*

*Hello Adrian*

*Thanks for contacting me and can I apologise for the lack of communication. I'll follow this up tomorrow with the Paul Matthews, and hopefully we will see some movement.*

*Regards*

*Peter*

**Reports to:- Raglan Community Council**  
**Subject:- Notes to members regarding the forthcoming Elections**  
**Report:- by the Clerk**  
**Date:- 13 February 2017**

---

On the 4<sup>th</sup> May 2017, elections will be held in Wales to elect Councillors to represent areas at County and Community and Town Council level.

**The Returning Officer / Electoral Registration Officer:**

The Returning Officer is the person who is appointed by the Council to have overall responsibility for the election. The Electoral Registration Officer is the person appointed by Monmouthshire County Council who is responsible for ensuring that the electoral register is as complete and accurate as possible. The Electoral Registration Officer and Returning Officer for Monmouthshire is the Chief Executive, Paul Matthews.

- Notice of Election, No later than 27<sup>th</sup> March 2017
- Delivery of Nominations Day after the notice of election is published 9:30 – 16:00
- **Close of Nominations 4<sup>th</sup> April 2017 16:00**
- Deadline for appointment of election agents 4<sup>th</sup> April 2017 16:00
- Deadline for withdrawal of candidate 4<sup>th</sup> April 2017 16:00
- Statement of Persons Nominated 5<sup>th</sup> April 2017 16:00
- Deadline for registration applications to be included in time for election 13<sup>th</sup> April 2017
- Bank Holiday 14<sup>th</sup> April 2017 Bank Holiday 17<sup>th</sup> April 2017
- Deadline for applications for postal votes 18<sup>th</sup> April 2017 17:00
- Notice of poll 25<sup>th</sup> April 2017 Deadline for proxy applications 25<sup>th</sup> April 2017 17:00
- Deadline to appoint polling and counting agents 26<sup>th</sup> April 2017 Polling day 4<sup>th</sup> May 2017 07:00 – 22:00
- Final day for submission of candidate expenses (Town & Community Council) 2<sup>nd</sup> June 2017
- Final day for submission of candidate expenses (County Council) 9<sup>th</sup> June 2017

**Qualifications and Disqualifications:**

In order to stand as a candidate at local elections, each candidate must submit to the Returning Officer a nomination paper within the prescribed time period. Legislation relating to qualifications of a candidate can be found in Section 79 of the Local Government Act 1972. In order to stand as a candidate at both County and Community level, the person standing must satisfy the following criteria on the day they are nominated and on polling day: The person must have attained the age of at least 18 years and be a British citizen, qualifying commonwealth citizen or a citizen of any other member state of the European Union. The candidate must also meet at least one of the following four qualifications on the day they are nominated and on polling day.

**Community/Town Council Elections:**

The candidate must: Be registered as a local government elector for the parish, Community or Town Council area in which they wish to stand. Have occupied as owner or tenant any land or premises in the parish, Community or Town Council area during the whole of the 12 months before the day they are nominated, have their main or only place of work during the last 12 months within the parish, Community or Town Council area, have lived in the parish, Community or Town Council area.

**The Nomination Paper:**

Any person wishing to stand for election must submit a valid nomination paper. The candidate can submit the nomination paper in English or Welsh. The nomination paper must contain the full name of the person wishing to stand as a candidate. A nomination paper containing initials instead of a full name may be deemed invalid. The nomination paper must also include the candidate's full home address which does not need to be in the area in which they are standing as long as they meet the requirements of standing for election. Each nomination paper must also be signed by registered electors, known as subscribers prior to the submission of the nomination paper.

**Requirements for County and Community/Town are as follows:**

County Council candidates require ten subscribers to support their nomination paper Community & Town Council candidates require two subscribers to support their nomination paper. All information should be included on the nomination paper before electors are asked to subscribe a nomination paper. This ensures that those people who subscribe the nomination paper are aware of who they are subscribing and are aware of whether they are standing for a political party. For

County Council candidates, the ten subscribers must be registered electors within the County ward for which election is sought.

For Community & Town Council candidates the two subscribers must be registered electors from within the Community & Town ward in which election is sought. The elector number, including letters and numbers of the polling district must be entered on the nomination paper alongside the name of the relevant subscriber.

**Entitlement to a copy of the electoral roll:**

Each candidate standing for election is entitled to a copy of the electoral register for the area in which they are nominated. A person will become a candidate, whichever is the earliest, either:

1. On the last day for publication of the Notice of Election if that person or others have declared that person to be a candidate on or before that date;
- or:
2. Otherwise, after the last day for publication of the Notice of Election, on the date on which a person or others declare that person to be a candidate or they are nominated as a candidate at that election. For these reasons it may be difficult to complete and submit the nomination paper with the relevant subscriber information before the deadline for close of nominations. If information needs to be checked a copy of the electoral roll at County Hall, Usk, can be inspected.

**Deadline for receipt of postal, postal proxy and proxy applications:**

The deadline for receipt of applications is 5pm on the following days: Deadline for requests to change or cancel an existing postal vote or proxy vote and applications for new postal votes 18th April 2017, deadline for receipt of applications for new proxy votes 25th April 2017, distribution of postal votes-postal votes cannot be sent out to electors until after the deadline for requesting new and amending existing postal votes which is the 18th April 2017. Postal votes will be issued on the 19th April 2017 and hope to have them distributed by Royal Mail on the 20th April 2017.

**Statutory Notices Notice of Election:**

The Returning Officer must publish a notice of election. This effectively begins the election process and provides details of when the election will take place and how nomination papers can be obtained and delivered. Candidates can submit their nomination paper on any day after the publication of the notice of election up

to the deadline for close of nominations. Statement of Persons Nominated As soon as practicable after the close of nominations the Returning Officer will publish a statement of persons nominated for each area that an election will take place. This will be for both County and Community/Town Council elections.

**Notice of Uncontested Election:**

In areas where insufficient nomination papers are submitted to warrant an election, the Returning Officer will publish a notice of uncontested election which confirms that the candidates who have submitted valid nomination papers are elected. This will be published shortly after the close of nominations.

**Notice of Poll Prior to polling day:**

The Returning Officer will publish a notice of poll which confirms that an election will be taking place and provides details to electors on how they can cast their vote. A list of polling stations and polling districts allocated to them will also be published with the Notice of Poll.

**Members must be mindful the close of nominations is 4<sup>th</sup> April 2017 16:00**