

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

**Present**

Cllr Dave Bevan	Cllr Richard Moorby
Cllr Chris Butler-Donnelly	Cllr Sylvia Price
Cllr Marty Dorey	Cllr Helen Tilley
Cllr Hazel Davies	Cllr Andrew Watkins
Cllr Charlotte Exton	Cllr Brian Willott (Chairman)
Cllr Penny Jones	

**4279 In attendance:**

Adrian Edwards, Clerk to the Council.  
Mr Hoggins and Mr Keeble MCC Highways Dep't  
17 members of the public in attendance

**4280 Agenda 1:-** Apologies for absence.

No apologies offered all members in attendance.

**4281 Agenda 2:-** Declarations of interest.

The clerk explained that he has not received any declarations before the meeting.

**4282 Agenda 3:-** To receive a presentation from MCC Highways officers.

The chairman welcomed Mr Hoggins and Mr Keeble to the meeting. The chairman also explained that the Standing Orders will be suspended to allow members of the public to speak and ask relevant questions. The chairman invited Mr Hoggins to address the meeting. Mr Hoggins explained his role within the County Council. He provided to those present some background information prior to the public exhibition. He explained over the last two years he has met a number of elected members (community and County) including the Cabinet member with responsibility for Highways. The local MP also attended one of the meetings. He also explained that he has also met with some of the local businesses during this process to consider how the traffic safety in the village could be improved. He explained during these meetings a number of issues were raised, from crossing the road, the width of the footpath and the perception of commuter parking along with concern about HGV vehicles travelling through the village. He explained that at that time it was prudent to wait for the completion of the new car park on Chepstow Road. He explained that the exhibition was considered and proposals were drawn up for the public exhibition. He explained he along with other officers received a number of feedback forms and a number of emails.

From the feedback forms that the Highways Dep't received there was very little support for the proposals. He explained that the Highways dep't has accepted the feedback as a key point, as what the local community didn't want, so those proposals will not proceed. He explained that there were some themes which were highlighted in the feedback forms where the traffic management in the village could be improved, which the community could consider.

He gave some examples that were highlighted within the feedback forms and from conversations he has had since the exhibition. One was relating to HGV vehicles and another was relating to waiting restrictions in the village. This would create more movement in the village instead of vehicle's remaining in the village. He explained that car owners who wished to park all day could use the new car park. There was one other point that was highlighted related to no waiting (double yellow lines) on some of the junctions; High Street and Castle Road, along with Fairfax View and High Street.

He explained that there has been a large amount of correspondence and feedback over a number of months, which he and his colleagues are grateful for, when considering what is the best way forward. He explained that there are no records of accidents in the village. Mr Keeble explained that one of the objectives of the exhibition was to try and support the local businesses and stop people parking in the High Street and preventing others from using the local businesses. The Highway Dep't will now consider all of the points raised, Mr Keeble made reference to the issues relating to HGV vehicles and the impact that would have on the A40.

Q One councillor asked Mr Hoggins were MCC ever told that Raglan Community Council wanted yellow lines in the village?

A Mr Hoggins said he had not had representation made to him but Mr Keeble said the parking issues came up through the community plan in 2004. He explained that there was an aspiration to have a car park in the village at that time.

Q One member asked why it was raised again.

A It was raised again by some councillors following parking in Castle Street and other side roads

Q One resident asked if yellow lines are laid in the village who will enforce the restrictions.

A It was explained that would be a Police responsibility to enforce the law. There was some debate over the transfer of parking enforcement from the Police to MCC, but that would be sometime in the next two years.

Q One resident asked about the road sign on Castle Road which has been knocked over for some time, and asked if the sign could be reinstated.

A This will be looked into

Q One member asked about the meetings that were convened between Monmouthshire County Council and Community Councillors. What is the difference between the single and double yellow lines was also asked.

A Mr Keeble explained the difference between single and double lines and other markings on the kerb edge.

- Q One member asked about speeding in the village as the member believes speeding is an issue in the village
- Q It was explained that there is an issue with commuters parking in the village, and a building contractor picking up and dropping off employees who are leaving their vehicles on side streets and other locations.
- A Mr Hoggins explained the Highway Dep't would look at this if any proposals are made.
- Q A member asked if leaflets can be left on the windscreens of these vehicles asking them to park in the car park
- A One member asked about the reduction of the lanes on the A40 from two lanes to one.
- Q A resident stated that one of the officers in the exhibition stated that I would be safer to cross the road if there was only parking on the one side of the Main Street. A point was made about the HGV vehicles travelling towards the A40 roundabout from the Chepstow Road junction due to Dingstow Junction being dangerous. It was explained that she was aware of the parking in Fairfax View, and she had written to the Chairman of the company asking them to instruct their employees to use the car park. One member stated that the contractors are still parking in Fairfax View.
- A A resident stated yellow lines are needed in some locations to allow safety on junctions
- Q A member asked about the venue as some residents were unable to access the exhibition on the first floor.
- A It was explained the community council were unable to hire the Old School and other venues were unavailable for the times required.
- Q A question was asked if themes that have been identified should the Highway Dep't consider the way forward.
- Q A question was asked about holding a meeting where alcohol was served.
- A It was explained it was an exhibition, not a council meeting therefore that rule does not apply. Most exhibitions and conferences are held in hotels and places where alcohol is sold.
- Q A member asked about the surface of the A40 roundabout, as both MCC Highways and SWTRA state it is each other's responsibility. It was asked if this matter could be resolved before someone has an accident
- A Mr Hoggins explained the road surface has been swept in the last week.
- Q A member asked about the consultation process and expressed concern about the lack

of consultation between both councils. It was thought this proposal was so far away from what Raglan village needs.

A Mr Keeble explained consultation with Community Council will be done first next time.

Q It was proposed that the community council will need to look at the issues and make recommendations to the Highway Dep't before any consultation.

Q A member of the public asked what will the time scales be, and can those time scales be confirmed at this meeting.

A The Chairman stated that will be considered following this meeting.

Q A member asked was the disabled bay in Main Street being moved to outside the Chemist

A There is no plan at the moment

There was some debate around the way forward and when a meeting will be convened. It was proposed that a working group should be set up. The clerk recommended that a working group is set up to look at the main points and a committee is convened and MCC Highways with SWTRA invited to consider the proposal. Mr Hoggins agreed that officers from MCC would attend the first meeting and make some recommendations and then leave the meeting for members to consider the proposals. It was agreed the following members would form part of the working group and committee: Cllr's Davies, Watkins and Bevan.

Both officers left the meeting at 19.48 hrs, along with a number of residents

**4283** **Agenda 4:-** 15 minutes set aside for Community interaction and members of the community to ask the Chairman or Council questions of local interest. Any questions should be submitted to the clerk 3 working days before the meeting.

No further points made.

**4284** **Agenda 5:-** Items 10 and 14 below: the press and public under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media are excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**Proposed:** by Cllr Dorey seconded by Cllr Price that the press and public under the Public Bodies (Admission to Meetings) Act 1960 are excluded.

**4285** **Agenda 6:-**To adopt the Minutes of the Annual General Meeting held on Wednesday 17 May 2017. (Minutes circulated at the last meeting)

**Proposed:** by Cllr Bevan seconded by Cllr Davies that the minutes are signed as a true and accurate record following the minor amendment.

**Matters to report:**

Cllr Butler-Donnelly explained that he has made some comments to the clerk about the way members are referred to. He explained that some members are addressed with an initial and others have a full name recorded. He requested that there should be a common theme.

Cllr Butler –Donnelly made reference to the MUGA relating to the transfer and the CAT process.

The clerk explained that minor amendments have been made on the minute that will be signed. The clerk also reminded all members before any meetings are convened he will need to publish an agenda and all members receive a copy. No meeting should be convened without the appropriate summons or agenda.

Cllr Butler-Donnelly stated that the meeting is a Raglan strategy meeting that has been convened for the last two years. He explained that those meetings are coordinated by himself and explained that councillors from Raglan Community Council have attended.

Cllr Watkins explained that he has been co-opted on to a committee. Cllr Watkins asked what the committee was and will it be a daytime or evening meeting. The clerk informed Cllr Watkins the committee is a MCC Cluster group and they are convened in the evening.

The Chairman asked about the clerk report which was included in the minutes. The clerk explained the report was debated and there were actions from the report so the report will need to be included in the minutes.

**4286      Agenda 7:-** To receive and to adopt the Minutes of the Ordinary Meeting held on Tuesday 23 May 2017.

**Proposed:** by Cllr Butler- Donnelly seconded by Cllr Davies that the minutes are signed as a true and accurate record.

**All Members Agreed**

Cllr Butler-Donnelly believes any confidential minute should be an annex to the minutes. The clerk explained that any minutes where a motion has been moved, where the press and public under the Public Bodies (Admission to Meetings) Act 1960 are not included. That minute is redacted before publishing the minute

**Matter to report:**

The clerk explained that any proposed signs will need to be approved by SWTRA before placing an order. There was some discussion on this subject.

Cllr Butler-Donnelly informed members that he has uploaded the Raglan matter facebook page with information about the 100th Anniversary of Armistice. He explained that someone from the community council should take this on board and manage the event. Cllr Price asked Cllr Butler

Donnelly to continue since he volunteered to upload Raglan matters facebook page. Cllr Butler-Donnelly declined the offer due to other commitments. A number of other councillors declined the offer; Cllr Price will consider leading on this 100th Anniversary. Cllr Davies will also be part of the lead. The clerk will work with Cllr's Price and Davies about setting up a working group.

**4287      Agenda 9:-** To receive and to adopt the Minutes of the Special Meeting held on Tuesday 30 May 2017.

**Proposed:** by Cllr Jones seconded by Cllr Price that the minutes are signed as a true and accurate record.

**All Members Agreed**

No matters to report

**4288      Agenda 10:-** To receive and to adopt the Minutes of the Special Meeting held on Thursday 13 April 2017.

The minutes were noted and signed

**Proposed:** by Cllr Jones seconded by Cllr Price that the minutes are noted and signed as a true and accurate record.

**All Members Agreed**

**4289      Agenda 11:-** Planning applications.

- **DC/2017/00618** 16 New Brook, Castle Road, Raglan, To supply and construct Golden Oak UPVC conservatory

The clerk informed members this application has been approved before this meeting

- **DC/2017/00652** College Cottage, Nannys Lane, Kingcoed, Proposed New Annex Building, (to accommodate elderly relative).

*Cllr Moorby asked if this was the correct address for this property. After some debate it was proposed to offer no objection*

- **DC/2016/01221** White House, Pant Y Rheos Road, Gwehelog, 'Existing agricultural building (goat barn) attached to an existing outbuilding'

*After some debate it was proposed to offer no objection*

- **DC/2017/00746** Blue Door Cottage, Primrose Green, Raglan. Demolition of existing cottage, to allow for replacement dwelling

*Members discussed this Planning Application. After some debate it was proposed to offer no objection*

- Planning Appeal Decision - Caxton Tower, Newbolds Farm, Rockfield, Monmouth

*After some debate it was proposed to note the decision*

**4290      Agenda 12:-** To note finance matters, including Income & Expenditure.

Payments in April May & June	Amount
Clerks salary & HMRC April, May & June	£
Macemain & Amstad benches for the dog walk	£698.40
SET Office supplies	£50.40
Black Hill Web Design	£275.14

Merlin Dog Waste June collection	£40.68
Merlin Dog Waste May collection	£61.02
Postage reimbursement	£7.80
Traveling reimbursement to clerk	£101.20
Clerks overtime 46 hrs	£419.52
Mr Lyn Llewellyn Int Audit	£230.00
Grants below awarded at the precept meeting	
Grant application from Raglan Twinning Association	£200.00
Raglan Teas Grant	£500.00
Raglan in Bloom	£500.00
Road Sweeping Raglan in Bloom	£500.00
Raglan Music Festival	£2,000.00
Grant application from Raglan Baptist Church	£3,500.00

A question was asked about the clerk's overtime, and is any overtime payments in retrospect. It was explained that all overtime is in retrospect, and this is due to the number of meetings that have been convened since April up to the end of June. One member stated the work load over the last month and the run up the election is unprecedented. Another member stated without the clerk's overtime the meetings would not have been convened.

The above grant application FROM The Baptist Church was discussed and it was agreed to support this application, when an application for funding is submitted.

Cllr Butler-Donnelly asked about the grant application submitted by Raglan Village Hall Association. The clerk explained that application was approved in the last financial year. After some discussion it was:

**Proposed:** by Cllr Exton seconded by Cllr Jones.

**All members agreed.**

*It was: proposed by Cllr Price seconded by Cllr Exton the invoices are paid*

**All those present agreed**

**4291 Agenda 13:-** Items of correspondence.

**Welsh Government:**

1. Historic Environment update

**Other Correspondence:**

2. Letter from the PSOfW relating to the complaint relating to the allotments.
3. Confirmation of Audit from the internal auditor
4. One Voice Wales area agenda 13 July
5. To accept the Annual Return from the internal auditor
6. To accept questions received from Cllr Davies 3 days before the meeting.

Cllr Davies informed members about a number of concerns local residents have raised with her.

**Concerns:**

- The old Police Station has been an issue for people involved with Raglan in Bloom as it is a bit of an eyesore as one enters the village

**Resolved:** to write to the Landlord.

- A Chepstow Road resident has asked if the 30 mph speed sign could be moved further out of the village to slow traffic sooner, or another sign placed.

**Resolved:** to write to MCC Highways

- The Footway leading to Primrose Green by the British Telecom building is very overgrown and messy with weeds.

**Resolved:** to write to British Telecom

- Speed signs have been requested for Old Monmouth Road coming off the Monmouth Road into Raglan.

**Resolved:** to write to MCC Highways

- At the children's park, could picture signs be placed stating that dogs are not allowed for people who may not be able to read written signs?

**Resolved:** to obtain signs

- A resident from Sunnyvale has a very large tree behind his residence which he feels is dangerous in bad weather.

**Resolved:** to write to MCC Estates & Countryside

- Footbridge behind Ethley Drive needs following up as it has still not been replaced.

**Resolved:** to write to MCC Estates & Countryside

## **Emails**

7. FCFCG Wales Events
8. Email from Shirley Hughes relating to bench outside the Church  
Work on the bench in the above location has been completed.
9. One Voice Wales' Larger Councils and Innovative Practice Awards Conference - 5 July 2017 - Hafod a Hendre, Royal Welsh Showground
10. Welsh Government Workshops for local government representatives on higher activity radioactive waste management and disposal
11. Apply for the Great Place Scheme in Wales
12. OVW Code of Conduct training

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

The press and public under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media are excluded from the meeting at 20.52 hrs

**4292      Agenda 14:-**Consider allotment dispute.

Redacted minute for publication

**4293      Agenda 16:-** Agenda items from members for inclusion on the next agenda as Standing Orders 9 (b)

No items proposed

**4294** The Chairman then thanked everyone for attending. The meeting closed at 21.33 hrs.

The date of the next meeting 26 July 2017

Signed by \_\_\_\_\_  
Chairman  
Date 26 July 2017

**Raglan Community Council  
Action Points from meeting dated. 28 June 2017**

	<b>Action</b>	<b>Allocated to</b>	<b>Date issued</b>	<b>Status</b>	<b>Comments</b>
1	Traffic issues on the A40	Clerk	26 April	Ongoing	SWTRA Waiting Planned programmed works
2	Footpath Surface at Caestory Avenue	Clerk	26 April	Ongoing	Waiting response from MCC
3	Notice board	Clerk	26 April	Ongoing	Notice Board not acceptable and it was rejected
4	Letter to be sent individuals relating to allotments	Clerk	29 May	Ongoing	Email received from the recipient
5	100 <sup>th</sup> Anniversary committee meeting	Clerk	28 June	Ongoing	Meeting date to be confirmed
6	Highways Committee meeting	Clerk	28 June	Ongoing	Meeting date to be confirmed
7					
8					
9					
10					