

Raglan Community Council
Minutes of the Ordinary Meeting held on Wednesday
26 July 2017 at Llandenny Village Hall, Llandenny,
at 7.00pm

Present

Cllr Dave Bevan
Cllr Chris Butler-Donnelly
Cllr Hazel Davies
Cllr Charlotte Exton
Cllr Penny Jones

Cllr Richard Moorby
Cllr Sylvia Price
Cllr Andrew Watkins
Cllr Brian Willott (Chairman)

4295 In attendance:
6 members of the public

4296 **Agenda 1:-** Apologies for absence.

Cllr Helen Tilley, Cllr Marty Dorey, Cllr Jones explained that she would need to leave the meeting at 20.00hrs

4297 **Agenda 2:-** Declarations of interest.

Cllr Dave Bevan declared a personal interest in planning application DC/2017/00778: Cllr Butler-Donnelly declared personal and prejudicial interest relating to Raglan Village Hall.

4298 **Agenda 3:-** 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 requests were received before the meeting. The Chairman allowed one member of the public to address the meeting. The member of the public asked about the road safety report relating to the A40.

Cllr Jones informed the meeting that SWTRA will be undertaking a safety audit following the summer recess.

4299 **Agenda 4:-** Consider allotment dispute 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 Price seconded by Cllr Moorby that the press and public under the Public Bodies (Admission to Meetings) Act 1960 are excluded.

4300 **Agenda 5:-** To receive and to adopt the Minutes of the Ordinary Meeting held on Wednesday 28 June 2017.

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

All Members Agreed

4301 Agenda 6:- Matters to report.

Cllr Watkins made reference to minute 4282 and the condition of the slip roads on the A40 roundabout. Cllr Moorby informed members that there is a budget for community benefit, and could this be put partly towards the cost. Cllr Watkins stated could the budget for the festive lighting be used to this instead of providing festive lighting in the village. After some discussion it was:

Resolved: to write to the Highway Authority and the SWTRA asking for this safety matter to be addressed.

Cllr Butler-Donnelly stated that Cllr Exton was a member of that highway working group.

Cllr Butler-Donnelly made reference to a note he gave the clerk about some of the comments recorded on the minutes. There was some discussion over this matter.

There was some debate over the meeting that was convened to consider the highways issues in Raglan Village, and reference was made to the clerks report. Attached appendix 1

Cllr Davies was aware that a meeting should not be convened in a member's home and she explained that she should enforce that point.

Cllr Jones explained that officers from MCC agreed they that would meet with members to go through the process and then a formal meeting could take place.

One member stated that everyone should be clear about convening meetings. The clerk explained and answered a question from a member; Meetings between former members and officers from the county council should be attended by the clerk so the meeting can be recorded as a true and accurate record. He also explained over the last two years some members of this community council have requested information when they were members of the public, and they were informed that there were no minutes.

Cllr Watkins agreed with the report the clerk made and explained that's why he stood for election so everything could be open and transparent.

Cllr Butler-Donnelly asked if the 100th Anniversary group is a working group, full council or a sub-committee. Cllr Davies explained that she along with Cllr Price are the only two members at present and they will be setting up a working group.

Cllr Butler-Donnelly stated that clerk made a statement '*One member stated the work load over the last month and the run up to the election is unprecedented*'. It was confirmed that this observation was made by Cllr Jones.

Cllr Willott made reference to minute 4292 and he explained that the minutes did not reflect his thoughts. It was explained that Cllr Dorey proposed that it should be the allotment committee, Cllr Davies confirmed

that the proposal was correct.

Cllr Willott requested that the minute should reflect his comment that he proposed to produce a paper on this matter.

Cllr Butler-Donnelly asked if the minutes could be produced shortly after the meeting, A number of members made reference to the hours the clerk works and the comments about the overtime payments. It was also explained that it is not just producing minutes following a meeting it is all the other actions that are required, all to be completed in limited amount of hours.

Cllr Watkins gave members a verbal report following a meeting of the working group that met regarding parking in the Main Street, of Raglan. He explained that local residents don't want double yellow lines in Fairfax and Castle Street. He also believes the signage on the A40 should be a priority. There was some debate over a number of concerns from the questions asked of Mr Hoggins and Mr Keeble MCC Highways officers. There was some discussion. It was:

Resolved: Mr Watkins will contact Mr Keeble and convene a meeting and contact the clerk

Cllr Watkins asked if the road by Ton Lane could be reported due to its condition.

Cllr Bevan raised a concern over the amount of material that allotment holders are putting in the hedge between the allotments and the property below the site. It was:

Proposed: that the allotment committee will look into this

A number of members asked for the following items to be considered and actioned: street lighting in Fairfax View opposite the Crown Public House, the footpath between Ethley Drive and Castory Avenue, the overgrown hedge on Usk Road close to Willowbrook House, and overgrowth from the British Telecom exchange. There was also some concern over the waste bin on the footpath from High Street to Castory Avenue, and the hedge from the allotment site to the dog walk.

4302 Agenda 7:- To receive and to adopt the Minutes of the Special Allotment Meeting held on Thursday 6 July 2017.

Proposed: by Cllr Price seconded by Cllr Davies this meeting was not quorate.

All Members Agreed

Cllr Jones left the meeting at 20.06hrs

4303 Agenda 8:- Matters to report

None

4304 Agenda 9:- To receive the Annual Report from the internal auditor set over from the last meeting.

Proposed: by Cllr Moorby seconded by Cllr Butler-Donnelly that the report is accepted.

4305 **Agenda 10:-** Planning applications. (Please use the links to inspect the applications before the meeting. The Planning Authority do not supply hard copy)

DC/2017/00798: The Manse, Usk Road, Raglan. Single storey extension to rear of existing building.

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

DC/2017/00778: The Coach House, the Old Vicarage, Penyclawdd. Use of Coach House as Holiday Let or annexe for family and the creation of parking, and garden small extensions of curtilage to create garden area.

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

DC/2017/00793: Land at Llandenny, Usk, NP15 1DS Replacement of Existing General Purpose Agricultural Building.

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

4306 **Agenda 11:-** To note finance matters, including Income & Expenditure.

Payments in June & July	Amount
Clerks salary & HMRC July	£
Black Hill Web Design	£106.20
Merlin Dog Waste July collection	£40.68
Clerks reimbursement Hall Hire	£10.00
Clerks reimbursement Postage	£7.80
Raglan Twinning Association	£200.00
Clerks reimbursement Hall Hire	£20.00
Raglan Village Hall Association	£3,500
Chairman's Allowance	£250.00
Petty Cash for the clerk	£200.00
Clerk office allowance	£62.00

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

All those present agreed

4307 **Agenda 12:-** Items of correspondence.

Welsh Government:

1. None

Correspondence Emails

2. Email from Phillip Thomas Re Planning Application DC/2017/00618
3. New Development Management Services
4. GWENT Police Report for RAGLAN Ward
5. Planning Applications
6. OVW Code of Conduct training

7. Welsh Government Workshops for local government representatives on higher activity radioactive waste management and disposal
8. Press Release - Councils green spaces achieve coveted Green Flag Award
9. Introduction and Update - Commercial Manager Monmouthshire County Council
10. Planning Applications
11. Welsh Revenue Authority having access to criminal powers
12. Revised School Organising
13. Monmouthshire Housing Association 'Pitch for your projection Code'
14. New Development Management Services v1

The clerk presented a financial report up to month 4 2017/18 financial year

	1 Apr - 24 Jul 17	Budget	£ Over Budget
Ordinary Income/Expense			
Income			
Allotment Income	0.00	432.00	-432.00
Grant Income	0.00	0.00	0.00
Interest Income	0.15	12.75	-12.60
Precept	11,949.00	35,849.00	-23,900.00
Total Income	11,949.15	36,293.75	-24,344.60
Expense			
Allotments Expenses	0.00	1,500.00	-1,500.00
Bank Service Charges	0.00	25.00	-25.00
Charitable Donations	0.00	250.00	-250.00
Councillor Expenses	0.00	650.00	-650.00
Hall Hire	15.00	376.00	-361.00
Insurance Expense			
General Liability Insurance	0.00	0.00	0.00
Insurance Expense - Other	0.00	850.00	-850.00
Total Insurance Expense	0.00	850.00	-850.00
Office Expense			
Audit	230.00	600.00	-370.00
Consumables	0.00	127.00	-127.00
Copying	0.00	40.00	-40.00
Election Expenses	0.00	600.00	-600.00
Members Training	0.00	350.00	-350.00
Office allowance	0.00	350.00	-350.00
One Voice Wales	0.00	350.00	-350.00
Postage	129.80	185.00	-55.20
Professional Fees	0.00	250.00	-250.00
Rates	0.00	0.00	0.00
Rent	0.00	0.00	0.00
Software	0.00	60.00	-60.00
Staff Training	0.00	150.00	-150.00

Stationery	0.00	120.00	-120.00
Supplies	42.00	0.00	42.00
Travelling Expenses	101.20	0.00	101.20
Website	229.28	160.00	69.28
Office Expense - Other	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Office Expense	732.28	3,342.00	-2,609.72
Staff Costs	1,308.72	5,200.00	-3,891.28
Village			
Christmas Lights	0.00	5,800.00	-5,800.00
Costs of Memorandum	582.00	12,000.00	-11,418.00
Dog Waste Bins	142.38	686.00	-543.62
General Maintenance	0.00	1,200.00	-1,200.00
Ground Maintenance	0.00	1,200.00	-1,200.00
Village - Other	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Village	<u>4,664.38</u>	<u>25,886.00</u>	<u>-21,221.62</u>
Total Expense	6,720.38	38,079.00	-31,358.62

Raglan Community Council Balance Sheet up to month 4

24 Jul 17

ASSETS

Current Assets	
Cash at bank and in hand	
Business Reserve	8,828.72
Current Account	<u>48,954.52</u>
Total Cash at bank and in hand	<u>57,783.24</u>
Total Current Assets	57,783.24
Current Liabilities	
Other Current Liabilities	
VAT Liability	<u>-4,744.76</u>
Total Other Current Liabilities	<u>-4,744.76</u>
Total Current Liabilities	-4,744.76
NET CURRENT ASSETS	62,528.00

It was: proposed by Cllr Davies seconded by Cllr Moorby the above report is noted

All those present agreed

There was some debate relating to the Christmas decorations and what the community council receives for the amount paid.

The clerk presented members with a report relating to on award the community council had made to a local group. Cllr Butler-Donnelly explained that that community council is still a custodian trustee of Raglan

Village Hall Association. Cllr Butler-Donnelly explained if the Raglan Village Hall Association becomes insolvent, the community council will be responsible for the debt, and this has been the case since 1974. He explained the community council has no responsibility for the running of the Association, until the Association becomes insolvent. Cllr Butler-Donnelly handed a report to all members, and asked for the clerks report not to be considered and that the report is withdrawn. After some discussion it was:

Proposed: by Cllr Watkins seconded by Cllr Davies the clerks report is withdrawn.

Resolved: not to accept the clerks report.

4308 Agenda 13:- Reports from members on outside committees

No matter reported

4309 Agenda 14:- Report from the County Councillor (This item was moved forward so Cllr Jones left the meeting)

Cllr Jones gave members a verbal report relating to County Council matters. Cllr Jones informed members that the area committee has appointed a new Chair and it was explained it is expected that the area committee will be convening a meeting in a number of different communities within the central area.

Cllr Jones also thank those members along with members of the public who attended the photo shoot with MP and AM on the A40. Cllr Jones also explained that the petition will be presented to the County Councils Chairman at the next full council meeting of MCC.

4310 Agenda 15:- Consider allotment dispute.

Members of the press and public left the meeting under the Public Bodies (Admission to Meetings) Act 1960. The chairman gave members a verbal report and he explained that he had contacted the PSOfW, and explained that a number of members from the community council had changed in the elections. He explained that the community council should accept the PSOfW report and the recommendations.

Cllr Moorby explained that it's his belief that parts of the draft report are incorrect, and how can Mrs x be given an allotment when Mrs x has not submitted an application for the allotment, therefore the community council could not unfairly deny Mrs x her allotment when she didn't make an application. Concern was expressed if the allotment is returned it is believed that a number of current tenants will be totally disgruntled as the allotment has not been cultivated as the agreement requires. It was suggested that an independent panel is convened. The chairman explained that the community council will need to identify what Mrs x is appealing against. There was some discussion over the PSOfW draft report and the proposed outcome. It was:

Proposed: by Cllr Butler-Donnelly that the chairman write back to PSOfW accepting the recommendations with a caveat relating to section 31 in the draft report, seconded by Cllr Bevan.

All those present agreed:

Proposed: by Cllr Davies that the chairman agrees that the extension of time, and members should see the draft letter before the letter is sent to Mrs x
It was agreed that the following councillors are appointed as the appeal panel. Cllr's Willott and Exton, plus an independent chairman.

The chairman asked if some of the governance documents are reviewed, and Cllr's Tilley, Butler-Donnelly and Watkins look at them and provide some recommendations

The chairman also raised a point regarding the number of hours the clerk works, and this should be reviewed. The clerk explained that there is a mechanism to look at the clerk's role and hours.

4311 Agenda 16:- To agree the Chair and Vice have delegated powers for the recess

Proposed: by Cllr Price *seconded by Cllr Moorby that the* Chair and Vice have delegated powers for the recess.

All Members Agreed

Cllr Butler-Donnelly explained that he had been copied into an email sent to the chairman making a complaint about the clerk. He asked the Chairman if he wished to make any comment. The chairman doesn't wish to discuss this at this time as the complainant does not wish for this name to be made public.

A number of councillors stated if the person making the complaint won't make his name public the matter should not be debated. A question was asked why Cllr Butler-Donnelly knows about this before the remainder of the community council. After some discussion it was:

Resolved: this matter is not considered without names being made public

4312 Agenda 17:- Agenda items from members for inclusion on the Sept agenda as Standing Orders 9 (b)

Cllr Watkins asked for the Christmas lights to be included on the next agenda

4313 The Chairman then thanked everyone for attending. The meeting closed at 21.35 hrs.

The date of the next meeting 27 September 2017

Signed by _____

Chairman

Date 27 September 2017

Reports to:- Raglan Community Council
Subject:- Council meetings
Report:- by the Clerk
Date 26 July 2017

The report is to provide members with an understanding about council, committee and subcommittee meetings. Following the last meeting some members seem to think that meetings can be convened in a member's home or in a private venue. All council meetings are open public events; all the meetings must be advertised and the press and public have a right to observe how the council operates.

A summons/agenda must be published at least three clear days before each council, committee or subcommittee meeting the three clear days is established in law because it is important that members and members of the public and press are notified of items to be discussed. Raglan Community Council is no different from the County Council apart from being a lot smaller than the County Council. If you do not publish an agenda informing every one of the venue and items on the agenda to be discussed the meeting is not lawful.

Members may recall the High Court Judge condemned Chelsea and Kensington Council for trying to hold meetings behind closed doors, over the Grenfell Tower fire. Raglan Community Council is no different under the appropriate Legislation.

**Raglan Community Council
Action Points from meeting dated. 26 July 2017**

	Action	Allocated to	Date issued	Status	Comments
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 th 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	Highways meeting with MCC	Clr Watkins	26 July	Ongoing	Waiting response
8					
9					
10					