

Raglan Community Council
Minutes of the Ordinary Meeting held on Wednesday
27 September 2017 at Raglan School.
at 7.00pm

Present

Cllr Dave Bevan
Cllr Chris Butler-Donnelly
Cllr Hazel Davies
Cllr Marty Dorey
Cllr Penny Jones

Cllr Sylvia Price
Cllr Andrew Watkins
Cllr Brian Willott (Chairman)
Cllr Helen Tilley

4314 In attendance:
3 members of the public

4315 **Agenda 1:-** Apologies for absence.

Cllr's Charlotte Exton and Richard Moorby

4316 **Agenda 2:-** Declarations of interest.

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

4317 **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.

One member of the public asked if the community council had received a reply from the Welsh Government regarding the A40. Cllr Penny Jones explained that she had presented the petition to Monmouthshire County Council.

One member of the public asked about the road markings on Station Road, Raglan. The clerk and Cllr Jones explained that a site meeting was going to be convened with officers from Monmouthshire Highways regarding the safe route for pedestrians.

Cllr Jones explained that she will ask Monmouthshire County Council CEO about the process regarding the petition. There was some debate over the proposed road markings.

4318 **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 Bevan that the press and public under the Public Bodies (Admission to Meetings) Act 1960 are excluded.

All member present agreed

The members of the public left the meeting

The chairman explained that he would like to change the order of the agenda following the acceptance of the last minute.

Those present agreed

The clerk explained that the minutes will need to be accepted as an accurate record, before anything can be considered further.

4319 Agenda 5:- To receive and to adopt the Minutes of the Ordinary Meeting held on Wednesday 26 July 2017.

Cllr Butler-Donnelly stated that the minute 4301 wasn't a true record as he didn't need to declare a Prejudicial interest. The clerk tried to explain when members should declare a Personal and/or Prejudicial Interest.

Members must be mindful, if a member of the public with knowledge of all the relevant facts would think that your judgement of the public interest might be prejudiced, then you have a Prejudicial Interest. The clerk explained, in this case, Cllr Butler-Donnelly is the Chairman of Raglan Village Hall Association, and that indicates that Cllr Butler-Donnelly is not complying with the members Code of Conduct. An objective test indicates if the Code of Conduct has been breached. The clerk read out the objective test that considers if a member has or is a member of:

- *Any land in which you have an interest and which is in your authority's area (this is especially important in all planning matters including strategic plans);*
- *company, industrial and provident society, charity or body directed to charitable purposes,*
- *body whose main role is influencing public opinion or policy,*
- *private club, society or association operating in your authority's area in which you have membership or are in a position of general control or management,*
- *any land in your authority's area which you have a license to occupy for at least 28 days.*

Cllr Butler-Donnelly insisted that he didn't need to do that and he would not be declaring a Prejudicial Interest in this matter. The clerk explained it for the member to make that decision. The clerk explained again to Cllr Butler-Donnelly that he has a Personal and Prejudicial Interest in this matter. Cllr Butler-Donnelly stated that he declared his interest at the councils AGM; the clerk explained that any interest must be declared at every meeting, either before or at the meeting.

Cllr Butler-Donnelly made a statement that he did not declare a Prejudicial Interest.

Cllr Davies, asked for the meeting to move on. The chairman believes Cllr Butler-Donnelly has a Prejudicial Interest in this matter as Chairman of Raglan Village Hall Association. He believes the Code of Conduct is a lunacy, but it would seem the Code of Conduct is what it is.

The clerk explained all members receive a copy of a declaration of interest form with every agenda, so members can declare any Personal or Prejudicial Interest.

After some discussion that clerk explained that he would endeavour to carry out an objective test by the next meeting. It was:

Resolved: that the objective test is carried out.

Cllr Butler-Donnelly requested that the minute should reflect that the clerk informed the Chairman that Cllr Butler-Donnelly has a Prejudicial Interest in an item on the minutes.

Cllr Butler-Donnelly made reference to minute number 4307. Cllr Butler-Donnelly stated that the community council are custodian trustees of Raglan Village Hall Association as per the Public Trustees Act 1906. Cllr Butler-Donnelly stated that no community councillor is responsible as a custodian trustee apart from the community council as a corporate body. He also stated that the assets of Raglan Village Hall could be transferred back to the community council if Raglan Village Hall Association trustees concluded that.

Cllr Butler-Donnelly stated that Raglan Community Council would not be responsible for the debt, as reported in the minute (4307)

Cllr Butler-Donnelly stated that he did not declare a Prejudicial Interest in the last meeting. The chairman made a statement that he believes that Cllr Butler-Donnelly has a Prejudicial Interest as chairman of Raglan Village Hall association. There was some discussion over the members Code of Conduct.

Cllr Butler-Donnelly stated that the minutes should be amended to state, that Cllr Butler-Donnelly did not have a Prejudicial Interest or declare a Prejudicial Interest in the meeting.

Cllr Butler-Donnelly stated that the community council are still a custodian trustee of Raglan Village Hall Association. Cllr Butler-Donnelly said he did not mention anything relating to debt. If the Raglan Village Hall Association becomes insolvent, he stated that no community councillor will be personally liable, but the community council will be liable under the Public Trustee Act 1906 as a cooperate body and this only relates to the property as an asset.

Cllr Butler-Donnelly recommended that the minutes are amended to state that if Raglan Village Hall Association becomes insolvent, Raglan Village Hall Trustees may consider transferring the asset to Raglan Community Council.

Proposed: by Cllr Davies seconded by Cllr Bevan that the minutes are signed as a true record following the amendments.

All Members Agreed

4320 Agenda 6:- Matters to report.

The chairman explained that he would like to return to the allotment dispute.

This part of the minutes are redacted

Cllr Watkins gave members a verbal report relating to the highways matters in the village. Cllr Watkins explained that he has spoken to the head of legal services at Monmouthshire County Council. Cllr Watkins stated that head of legal services informed Cllr Watkins that the clerk should be in attendance at meetings (Full meetings or subcommittee or working group). Cllr Watkins proposed:

The clerk invites officers from MCC Highways to a meeting.

All those present agreed

Cllr Price gave members a verbal report regarding the 100th Anniversary of the first world war. Cllr Price informed members that she has been in contact with the school and the Beaufort Hotel. Cllr Price asked members if they have family or friends that may have archived information that could be used as a basis for the celebrations. After some discussion it was:

Resolved: Cllrs Price and Davies will update members over the next couple of meetings

The clerk reminded members that they must be mindful of the celebrations in 2018, and all of the communities will be holding services on the 11 November 2018.

4321 Agenda 7:- To receive and to adopt the Minutes of the Special Allotment Meeting held on Wednesday 20 September 2017.

The clerk explained that the meeting was not quorate and provided a verbal report. The clerk explained that both members, Cllrs Davies and Willott, attended the meeting and inspected both sites and made some recommendations following the comments made at the last council meeting (26 July). It was recommended that letters are sent to a number of tenants about the debris in the hedges, and the condition of some of the allotment plots.

There was also some discussion over the access path on to High Street from the allotment site. The community council have sought to get tenders without success. After some discussion it was:

Proposed: by Cllr Bevan seconded by Cllr Price that letters are sent the tenants, and it was also agreed that the access footpath is closed during the winter months on the grounds of safety.

All those present agreed

The chairman explained that he convened a meeting to look at a complaint made by a local resident. The chairman informed the meeting an ad-hoc committee was made up from Cllr's Willott, Davies and Bevan and Cllr Willott invited Cllr Butler-Donnelly to advise on the personnel process.

One member asked if this person agreed to make this name public or is this person remaining anonymous. The chairman stated he was very reluctant to have the name published, but has agreed to do so. Cllr Willott informed the members that Cllr Davies chaired this committee and a draft report has been sent to the clerk for consideration. Cllr Willott asked members if the complaint panel can be made up of the following members Willott, Davies and Bevan.

One member asked where is all this information coming from as not all the information would be on the website, so can someone inform the council who's priming the complainant. There was no direct answer.

Another member asked who is looking after the wellbeing of the clerk as an employee, as the community council has a duty of care to all employees.

4322 Agenda 8:- Matters to report

None

4323 Agenda 9:- Planning applications. (Please use the links to inspect the applications before the meeting. The Planning Authority do not supply hard copy)

No planning application received before the meeting

4324 Agenda 10:- To note finance matters, including Income & Expenditure.

Payments in August & Sept	Amount £
Clerks salary & HMRC	
Merlin Waste control 3, 7 and 17 July	40.68
RCS Cutting dog walk	474.00
RCS installing benches on the dog walk	342.00
Clerks overtime reimbursement August 4.5hrs	
Clerks travelling	17.40
Clerks overtime reimbursement Sept 19hrs	

The clerk presented a financial report up to month 6 2017/18 financial year. Cllr Watkins asked about the budget and the councils finances and when does the council receive its precept and are there any limits the council can retain from the budget or does all the precept need to be spent.

It was explained that the precept is received in three tranches, and the council should not overspend intentionally, but budgets can be carried over to fund large projects.

The chairman presented an email he had requested from the clerk, and explained that the clerks pay scale is agreed with the NJC - working week for all Local Government staff of 37 hours. (SCP spinal column point LC1 point 17 to the top of LC1 goes to SCP 27). The chairman explained about the number of hours the clerk has worked from January 2017.

The clerk explained that he is not requesting payment for overtime from the last administration, but this administration may wish to pay an honorarium for any work undertaken.

Month	Contract	Hours	Overtime	Overtime	Payment if	Saving to
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	Hrs P/M	worked	Hrs not claimed	Claimed in Hrs	claimed £	RCC £
Jan 2017	32.5	73	40.5	0	665.76	369.36
Feb 2017	32.5	59	26.5	0	538.08	241.68
March 2017	32.5	53	20.5	0	483.36	186.96
April 2017	32.5	58	25.5	0	528.96	232.56
May 2017	32.5	63	30.5	0	574.56	278.16
June 2017	32.5	81.5	49	46	419.52	27.36
July 2017	32.5	42	9.5	0	383.04	86.64
August 2017	32.5	40	7.5	0	364.80	68.40
Sept 2017 to 20 Sept	32.5	38	5.5+	?		
Total to 20 Sept 17	292.5	507.5	215+		3,958.08	1,491.12

For the 2017/18 financial year the community council set a staff budget of £5,200, to date the claim against the budget is £1,308 plus the tax and NI. So in real terms the community council have a win, win situation. Raglan Community Council has a contract with the clerk for 7.5 hours per week, 390 hours per year and he has worked 507.5 hrs to date. On top of the worked hours the clerk has claimed £110.80 in mileage. After some discussion it was:

Proposed by Cllr Butler-Donnelly seconded by Cllr Davies that the report is accepted, an employment review is undertaken including the current salary.

All those present agreed

It was explained that One Voice Wales along with SLCC have a calculation process.

A number of questions were asked about the accounts up to the 27 September following the chairman requesting the figures for this meeting. Cllr Butler-Donnelly made a statement about the council's papers being sent electronically. The clerk explained that all members should be served with paper copies. Community and Town councils don't have the provision to send agenda and associated papers electronically at this stage.

It was: proposed by Cllr Butler-Donnelly seconded by Cllr Tilley the invoices are paid

All those present agreed

The clerk gave members a verbal report relating to the Christmas lights. He explained that a number of companies have not shown an interest in supplying quotations for the illuminations. Cllr Watkins believes that local businesses could provide illuminations in the village. The clerk explained that an estimated cost per motif is around £250 per column. After some discussion Cllr Watkins will get a bracket made for the front of the fish shop. After some debate it was:

Proposed: that the lights will be installed by the current supplier

4325 Agenda 12:- Items of correspondence.

Welsh Government:

1. Clustering: funding to support the initial setting up joint arrangements
2. National Museum Wales
3. Independent members to a special Health Authority
4. A40 Junction and Entrance to Raglan Village

General Correspondence

5. One Voice Wales AGM Motions 2017
6. Letter from local resident relating to the commemoration of the ending of the Great War
7. Letter requesting grant funding for Churchyard maintenance
8. Royal British Legion
9. SWARCO Traffic Ltd
10. Anerurin Bevan UHB
11. NALC Reform of data protection legislation
12. MCC Solicitor regarding the MUGA
13. Local Resident complaint about play area
14. Heritage Impact Statements in Wales — Reminder
15. Local Resident complaint about Clay pigeon
16. 'Working Together for Safer Communities'
17. Plant a Tree Charter Legacy Tree
18. Module 3 - The Council as an Employer
19. Welsh Government's approach to the future of community safety in Wales,
20. Email from local resident
21. Using alternative delivery models to deliver public services
22. Flood and Coastal Erosion Committee
23. Information Management Training
24. What's Stopping You From Being an Assembly Member
25. Health & Safety Training course
26. MCC Area Cluster meeting
27. Email from local resident, Station Rd markings
28. Email from local resident, regarding Station Road Raglan -2
29. Email from local resident, regarding Station Road Raglan
30. Rural Business Investment Scheme – Food (*Request received by Cllr Watkins*)
31. Sovereign Contact Information
32. Welsh Government Consultation – "Taking forward Wales' Sustainable Management of Natural Resources"
33. MCC Code of Conduct For C&TCs
34. Usk and Surrounding Area Cluster
35. Town and Community Council planning training session
36. GWENT Police Report for Raglan Ward area

The above was noted,

Agenda 13:- Consider the adoption of draft Complaints Policy and Procedure

Cllr Tilley presented members with amended Complaints Policy and Procedures. Those members in attendance agreed to the changes.

4326 Agenda 14:- Reports from members on outside committees

Cllr Butler-Donnelly gave members a verbal report relating to the school governors last meeting.

Cllr Price explained that the old name plate from St Cadocs will be relocated to the new development.

Cllr Tilley asked about the notice board for Llandenny, the clerk explained about the delay.

4327 Agenda 15:- Report from the County Councillor

Cllr P Jones gave members a verbal report that included concerns from local residents from Llandenny Village regarding the clay pigeon shooting on Cefn Tilla.

4328 Agenda 16:- Agenda items from members for inclusion on the next agenda as Standing Orders 9 (b)

Cllr Davies asked about further dog waste bins, on the Raglan Healthy walks on Monmouth Road. Concern was expressed about resurfacing Primrose Green access road. Concern was also expressed over the dog walk.

4329 The Chairman then thanked everyone for attending. The meeting closed at 21.35 hrs.

The date of the next meeting 25 October 2017

Signed by _____
Chairman
Date 25 October 2017

**Raglan Community Council
Clerks report up to Sept 2017**

	<u>1 Apr - 27 Sep 17</u>	<u>Budget</u>	<u>£ Over Budget</u>
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
Miscellaneous	0.00	0.00	0.00
Precept	<u>11,949.00</u>	<u>35,849.00</u>	<u>-23,900.00</u>
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	200.00	250.00	-50.00
Councillor Expenses	250.00	650.00	-400.00
Hall Hire	25.00	376.00	-351.00
Insurance Expense			
Affiliation	0.00	0.00	0.00
General Liability Insurance	0.00	0.00	0.00
Insurance Expense - Other	<u>0.00</u>	<u>850.00</u>	<u>-850.00</u>
Total Insurance Expense	0.00	850.00	-850.00
Miscellaneous Expense	0.00	0.00	0.00
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
Misc	0.00	0.00	0.00
Office allowance	62.00	350.00	-288.00
One Voice Wales	0.00	350.00	-350.00
Postage	137.60	185.00	-47.40
Professional Fees	0.00	250.00	-250.00
Rates	0.00	0.00	0.00
Rent	36.00	0.00	36.00
Software	0.00	60.00	-60.00
Staff Training	0.00	150.00	-150.00
Stationery	0.00	120.00	-120.00
Supplies	242.00	0.00	242.00
Travelling Expenses	101.20	0.00	101.20
Website	317.78	160.00	157.78
Office Expense - Other	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Office Expense	1,126.58	3,342.00	-2,215.42
Staff Costs	1,847.28	5,200.00	-3,352.72
Uncategorized Expenses	0.00	0.00	0.00
Village			
Christmas Lights	0.00	5,800.00	-5,800.00
Costs of Memorandum	4,082.00	12,000.00	-7,918.00
Dog Waste Bins	244.08	686.00	-441.92
General Maintenance	0.00	1,200.00	-1,200.00
Ground Maintenance	0.00	1,200.00	-1,200.00
Misc	0.00	0.00	0.00
Village - Other	3,940.00	5,000.00	-1,060.00
Village - Other	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Village	<u>8,266.08</u>	<u>25,886.00</u>	<u>-17,619.92</u>
Total Expense	<u>11,714.94</u>	<u>38,079.00</u>	<u>-26,364.06</u>

Balance Sheet

Business Reserve	8,828.72
Current Account	<u>43,942.26</u>
Total Cash at bank and in hand	<u>52,770.98</u>
Total Current Assets	52,770.98
Current Liabilities	
Other Current Liabilities	
VAT Liability	<u>-4,762.46</u>
Total Other Current Liabilities	<u>-4,762.46</u>
Total Current Liabilities	-4,762.46
NET CURRENT ASSETS	57,533.44

**Raglan Community Council
Action Points from meeting dated. 25 Sept 2017**

	Action	Allocated to	Date issued	Status	Comments
1	Traffic issues on the A40	Clerk	26 April	Ongoing	Letter from SWTRA received
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
6	Highways Committee meeting	Clerk	28 June	Ongoing	Meeting date to be confirmed
7	Highways meeting with MCC	Cllr Watkins	26 July	Ongoing	Letter from SWTRA received
8	Christmas lights bracket	Cllr Watkins	27 Sept	Ongoing	To obtain a bracket
9					
10					