

Raglan Community Council
Minutes of the Ordinary Meeting held on Wednesday 25 April 2018
at Raglan School
at 7.00 pm

Present

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

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

4433 In attendance: Adrian Edwards Clerk
12 members of the public

4434 **Agenda 1:-** Apologies for absence.

None received

4435 **Agenda 2:-** Declarations of interest.

Cllr Davies declared an interest in a grant application relating to Raglan Festival. Cllr Davies is a committee member. No further declarations were made during or before the meeting.

4436 **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

The clerk informed members that no requests have been received before the meeting, but the chairman invited the members of the public to address the council. One member of the public explained that she had some observations relating to the Junior School. She said that she and a number of other parents have concern over teaching levels. She said that since her son started school in 2015 the school has made ten redundancies and a further two are in the pipe line. She said that she believes the school is over £111k in Deficit. A question was asked is the school intending to make further redundancies.

The member of public expressed concern over the plaza learning within the school. She explained that her son comes home from school saying that pupils can't hear what the teachers are saying. The member of the public made reference to the school being in an amber category. She said the school is not meeting the county council values and the Estyn report also made reference to the delivery of the learning. A question was asked if the community council could convene a meeting with the school.

The chairman, explained in the first instance any concern or complaint must be made to the school. Cllr Butler-Donnelly as a co-opted member of the council on the governing body he explained that complaints need to be made to the head teacher. It was explained that the parent doesn't believe the head teacher can do anything about plaza learning. It was reiterated that the first call is to the head teacher then the school governors, and then the LEA at county council.

A question was asked how the community council can get involved with this matter. The community council are not the education authority, so all complaints need to start with the school and the LEA. There was some

discussion over plaza learning.

Cllr Watkins, made reference to his experience of plaza learning and started it's not the best way of education, as plaza failed him when he was in education. A question was asked of Cllr Watkins what evidence does he have of plaza learning not working. He said that plaza learning is down to cost.

He explained that he raised the matter back in October with the co-opted member from the community council, and he was told that school matters cannot be discussed in open meetings outside the school governors meeting. He believes the community council should receive reports after every meeting. He made reference to an example, and if the example used arose the community council should be made aware of it. He said that the community council will discuss the matter again.

The chairman explained that the community council cannot get involved with matters outside its remit. It was explained that the protocols are on the schools website.

A parent made reference to making an observation with a teacher at a parents meeting, and she was told that the school was unable to do anything. So the question was asked what the next step for those parents to do. She was advised to make a formal complaint to the school. It was also explained that Cllr Watkins has been informed that anyone with concern should contact the school in the first instance.

Cllr Watkins explained that he's concerned that the co-opted member is not reporting back to the community council, and he is fully aware of the confidentiality governors need to agree to. The chairman explained that this will be part of the ongoing programme of dialogue with the school and LEA.

Cllr Butler-Donnelly explained that he only become a governor in May 2017 and he was unable to attend full governor meeting until all of his training had been complete late in the year. Cllr Butler-Donnelly explained that he presents all members with a copy of the annual school report and the clerk also redistributed it.

A resident asked the community council for support relating to the proposed development of land on Monmouth Road, in Raglan. It was explained that the action group needs to purchase signs to be distributed around the community. A request was made for the community council to award a £500 grant. The clerk explained that the community council can award grants to constituted groups with its own bank or building society account. The group will need to have elected officers with a constitution. The clerk highlighted that the community council have restraints on the finances under the relevant legislation.

There was some discussion over the grants that will be presented to the members this evening and the amounts. There was some discussion over the grant to the school for equipment. At the budget meeting in January were the amounts were considered the council agreed to award a grant and not purchase and lend the equipment to the school.

The chairman thanked parents for attending the meeting.

Proposed Planning Application:

There was some discussion over the proposed developments and the community council must be mindful

about considering any Planning Application before a Planning Application has been presented and validated by the Planning Authority.

The clerk explained if the action group were to become a constituted groups with officers and a bank account and the community council receives a grant application the community council would consider it at the time.

Another resident asked if the community council received any further information regarding Planning Application, DC/2018/00096. There was some discussion relating to this application, and when the committee are likely to convene a meeting. The resident thanked the clerk for the council's response to the proposed application.

Members of the public left the meeting at 19.46 hrs

4437 **Agenda 4:-** To receive and if appropriate to adopt the Minutes of the Ordinary Meeting held on Wednesday 28 March 2018

Proposed: by Cllr H Tilley seconded by Cllr Butler-Donnelly the minutes of the previous meeting were accepted and signed by the Chair.

All Members Agreed

4438 **Agenda 5:-** Matters to report.

Cllr Watkins asked for minute 4376 to be amended to say 'the appeal will allow this to be put behind them and drop the matter' and remove the word not.

Cllr Watkins asked about DC/2018/00096 and the report submitted to the Planning Authority. It was explained that the clerk framed a response to the proposed application and the clerk report was sent to members for their agreement. It was agreed that all members are made aware of the Planning Application.

In Conclusion.

The clerk sends the Planning Applications to members so they are aware of the proposed application. All application will be presented to the following meeting.

Cllr Butler-Donnelly asked why the community council are still using the school. Cllr Butler-Donnelly confirmed that the community council can use the Old School free of any charge and a confirmation letter will be sent from MCC to the council.

The chairman gave members a verbal report relating to the MUGA and the current position.

Cllr Jones gave members a verbal report regarding the proposed boundary review, and it was expected that Gwehelog and Llandenny will be represented by two councillors. There was some discussion over this matter. Cllr Watkins asked who makes the decision about making the changes to boundaries Etc. Cllr Watkins asked the clerk to find out who is the officer. The clerk explained that the members were elected on the committee in 2013 to consider the changes. He also explained that Principle Authorities are required to review the boundaries every ten to fifteen years. The clerk explained that he presented a report in February but members didn't wish to make comment at that time. The clerk invited members to make comments so an observation can be returned. Cllr Jones explained that if members contact her she will make arrangements to

meet with the relevant officer.

4439 Agenda 6:- To receive and if appropriate to adopt the Minutes of the Special Meeting with Assembly Member held on Thursday 12 April 2018

Proposed: by Cllr H Tilley seconded by Cllr Butler-Donnelly the minutes of the previous meeting were accepted and signed by the Chair.

All Members Agreed

4440 Agenda 7:- Matters to report.

Cllr Bevan asked for further information about the bottom paragraph about reducing the carriageway into one lane. He asked if this was the Assembly Members suggestion or someone else. The clerk explained that he suggested that for discussion. There was some discussion over this. He also asked about the 50 MPH speed restriction on the road.

4441 Agenda 8:- Planning applications.

- **DC/2018/00201:** The Patch, Elms Road, Raglan, NP15 2EX, Retention of shed, toilet and related land for leisure purposes.

The clerk gave members some background to this application, and the planning application submitted some years ago which was withdrawn. He explained that the proposed property did not have a certificate of occupation at the time of the last application. after some discussion this application was deferred for further information

- **DM/2018/00584:** The Woodlands, Warrage Road, Raglan, Single storey extension to side of existing dormer bungalow

Proposed: by Cllr Butler-Donnelly seconded by Cllr Watkins to offer no objection

- **DM/2018/00428:** Llananant Farm, Elms Road, Raglan, Retention of two yurts and two caravans for volunteer agricultural workers (for 6 workers)

Proposed: by Cllr Butler-Donnelly seconded by Cllr Davies to offer no objection

4442 Agenda 7:- To note finance matters, including Income & Expenditure.

Payments in March & April	Amount
Clerks salary & HMRC	
Black Hill	139.80
Raglan School	252.00
Came & Company	344.73
Merlin Waste	40.68
Clerks affiliation fee to SLCC	320.00
Grant payments for applications received	
March 17) Raglan Baptist Church	3,500.00
Nov 17) Raglan Afternoon teas (Minor Grant)	500.00
Jan 18) Raglan Church in Wales School	2,350.00
Jan 18) Raglan Junior AFC	2,000.00
Jan 18) Raglan Festival	2,000.00
Feb 18) Raglan Twinning Association (Minor Grant)	500.00
April 18) Llandenny Village Hall	1,902.99
April 18 Llandenny Village Hall (Minor Grant)	370.00
Total	13,122.99

The maximum amount the community council can award in any

one year is 12,576.00

Quotation for road signs

There was some discussion over the current grant applications and the clerk would like to see if payments can be made under different legislation.

*It was: **proposed** by Cllr S Exton seconded by Cllr A Watkins the invoices are paid. All invoices were available for inspection*

All those present agreed

4443 **Agenda 8:-** County Councillor/ Community Councillor attending a pre application meeting (Cllr Watkins)

Cllr Watkins asked a number of questions about the attendance of the County Councillor at a meeting with a developer and discussing section 106 funding. Cllr Watkins made reference to correspondence with the clerk about a county councillor attending a meeting of this nature. He explained that he found further information from a Freedom Of Information (FOI) request. Cllr Watkins then explained that members of the community council were informed that they were unable to meet in individual member's properties. He explained that he doesn't see the difference.

Cllr Jones explained that she has been to see the Monitoring Officer over this matter and he is fully aware of the current position. Cllr Jones explained that she was invited to attend a meeting that could be classed as a pre application feasibility study, and she only attended that meeting for ten minutes and was informed what was suggested. It was her understanding that the meeting lasted for a several hours and it was dealing with a private application. She explained that she was asked when leaving the meeting what projects are in the community. Cllr Jones explained that she has a mandate to be informed by officers and anyone submitting a Planning Application of this size in the same way as the community council was informed. Cllr Jones repudiates the allegations that she was negotiating. She explained that she was invited to see the proposals. There was some discussion over this matter.

In Conclusion:

The chairman believes Cllr Jones gave members an account of her early involvement with the proposed project.

Cllr Watkins did not accept Cllr Jones account.

The clerk read out a letter from the Director of Planning at Monmouthshire. *"If planning permission were to be granted, where and when any S.106 planning contribution for increasing primary school capacity would be spent. I can confirm that the S.106 request would be for increasing primary school capacity at Raglan Primary School (nowhere else)".*

"Secondly, a query was raised regarding the scope of the Transport Assessment. The applicant has confirmed that the scope includes traffic counts and junction assessments for:

- Monmouth Rd/A40/Groesenon Rd

- Monmouth Rd/Station Rd/High St (3-arm priority)
- Chepstow Rd/High St/Castle Hill (4-arm priority)
- High St/Usk Rd (3-arm priority)

It was agreed with the Welsh Government that data wouldn't need to be collected for the A40 junction to the west as a formal capacity assessment wouldn't be required there".

Cllr Watkins made a statement that he has been accused of bullying. The clerk informed Cllr Watkins that he has not been accused of bullying and the clerk referred to the letter sent to Cllr Watkins. *"there is a clear distinction between passionate and robust debate and what can be classed as bullying or harassment. Bullying not may be perceived by the person trying to robustly make a point, but everyone must be mindful how bullying and harassment can be perceived by the person or persons receiving it".*

The clerk reminded members of the Nolan Principles as well as the members Code of Conduct. Cllr Watkins defended his position. The chairman explained that everyone has different degrees of sensitivity. He explained that the community council need to move on.

4444 Agenda 9:- School (Cllr Watkins)

This item was deferred following the matter earlier in the meeting

4445 Agenda 10:- Christmas decorations (Cllr Watkins)

Cllr Watkins would like to see different way of looking at the way the community council provides festive lighting. Cllr Davies explained that the proprietor of the Beaufort Hotel would purchase motifs. After some discussion it was:

Proposed: by Cllr Jones and seconded Cllr Dorey that the clerk makes contact with the proprietor.

4446 Agenda 11:- Items of correspondence.

Welsh Government:

1. None

Correspondence:

2. Turley, proposed development on land south of Monmouth Road Raglan
3. UK Government call for evidence to examine how charges or changes to the tax system could tackle the problems associated with single-use plastic waste
4. An Inconvenient Truth – the Importance of External Audit
5. Motions for 2018 Annual General Meeting
6. Email from Mark Hand MCC Director of Planning
7. SECTION 211 TREES IN CONSERVATION AREAS. 27 Barton bridge Close,
8. Email from Brian Willott relating to the MUGA
9. Email from Brian Willott relating to the MUGA
10. Email from Ben Winstanley, Estates Manager
11. Annual Eisteddfod Children & Young People's Competitions
12. Gwent Police monthly report
13. Letter from resident relating to Chepstow Road development

4447 Agenda 12:- Consider the draft Allotments Policy

This item was deferred to the next meeting

4448 Agenda 13:- Clerk reports.

The clerk asked members for a conclusion on the determinations made by the remuneration panel. After some discussion, it was agreed to accept the report. The clerk explained that members must be mindful that any reimbursement payment made to any councillor will need to notify HMRC. Either by each councillor submitting their own information to HMRC or by the community council.

In Conclusion, members accepted the clerks report

See appendix 1

4449 Agenda 14:- Reports from members on outside bodies.

No further reports

4450 Agenda 15:- Reports from the County Councillor

No further reports

4451 The Chairman thanked everyone for attending. The meeting closed at 21.40 hrs.

The date of the next meeting 23 May 2018

Signed by _____

Chairman
Date 23 May 2018

**Raglan Community Council
Action Points from meeting dated. 25 April 2018**

	Action	Allocated to	Date issued	Status	Comments
1	Llandenny Notice board	Clerk	26 April 2017	Ongoing	New notice board ordered awaiting delivery
2	100 th Anniversary committee meeting	Cllr Price	28 June 2017	Ongoing	Ongoing with Cllr's Price and Davies
3	Christmas lights bracket	Cllr Watkins	27 Sept 2017	Ongoing	Cllr Watkins to obtain a bracket
4	Kerbstones in Raglan Village	Clerk	22 Nov	Ongoing	Awaiting reply from Highways
5	Meeting regarding Website	Clerk	22 Nov	Ongoing	
6	Invoice from School for room hire	Cllr CBD	13 Dec	Ongoing	Clerk to contact MCC
7	New laptop and printer	Clerk/Cllr CBD	24 Jan	Ongoing	Cllr's CBD HT and clerk
8	Draft allotment policy	Allotment committee	24 Jan	Ongoing	Ongoing

Reports to:- Raglan Community Council
Subject:- Remuneration of Community and Town Council
Report:- by the Clerk
Date:- April 2018

This report is providing members with information regarding the current changes and remuneration for elected members. The Remuneration Panel has the responsibility for the remuneration of Community and Town Councils under the Local Government (Wales) Measure 2011 amended by the Local Government (Democracy) (Wales) Act 2013. Subsequent Annual Reports have developed ideas for remuneration of Community and Town councillors, allowing flexibility to meet appropriate responsibilities.

The Remuneration Panel recognises the wide variation in the scope and size of the 735 Community and Town Council in Wales, from small Community Councils with relatively minimal expenditure and few meetings to large Town Councils with significant assets and responsibilities. Since producing its last report, the Remuneration Panel met with 68 Community and Town Councils in 4 locations across Wales. This year the Remuneration Panel met in Abergavenny on 18 April at St Michaels Centre.

The Remuneration Panel is determined to form groups of Community and Town Council to reflect these differences. The Remuneration Panel examined a range of measures it could use as the basis for any groupings and it considers that 3 groups based on the level of income or expenditure, whichever is the highest, in the previous financial year, is most appropriate. Using income or expenditure figures better reflects the activity levels of a council than population ratios which the Panel found did not correlate to income or expenditure. It is also easy for councils to understand which group they belong to.

Community and Town Council Group	Income or Expenditure of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

The Remuneration Panel is of the view that Community and Town Councillors are **not volunteers** because further to the democratic process they have accepted formal responsibilities and they all face some degree of liability, in respect of the Council functions they are running. Also, the Panel wants any member who has personal support needs and or caring responsibilities to be able to fulfil their role.

The Remuneration Panel is mandating payment of a contribution to costs and expenses, and reimbursement of the costs of care, in order to compensate elected members of Community and Town Council for expenses and costs involved in carrying out their duties.

The Remuneration Panel has determined Community and Town Councils in Groups A and B **must** make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

The Remuneration Panel has determined Community and Town Councils in Group A **must** make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

The Remuneration Panel has determined Community and Town Councils in Groups B or C are **authorised** to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is claimed.

Where not mandated, each determination requires a formal decision by each of these Community or Town Councils annually. A Council can adopt any or all of the non-mandated determinations but if it does make such a decision, it must apply to all its members.

Community and Town Council are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made. A Community and Town Council are authorised to provide a Deputy Civic Head payment to the deputy Mayor/Deputy Chair of the council up to a maximum amount of £500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.

The Remuneration Panel recognises that there can be significant travel and subsistence costs associated with the work of Community and Town Council members, especially where the Council area is geographically large and/or when engaging in duties outside this area.

Community and Town council are authorised to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.

allowances as opposite

- 20p per mile for bicycles.

If a Community or Town Councils resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

The Remuneration Panel has retained the facility which council may pay as compensation to their members where they suffer financial loss when attending approved duties.

A Community and Town Council is authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as:

- Up to £34.00 for each period not exceeding 4 hours:
- Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hours

Reimbursement of the costs of care.

The Remuneration Panel purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as an elected member of an Authority. The Remuneration Panel believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an Authority or limit their ability to carry out the role.

Community and Town Councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

The following applies to all Authorities including Community and Town Council

The relevant Authority must make arrangements for publication within the Authority area of the total sum paid by it to each member and co-opted member in respect of salary (basic, senior and civic), allowances, fees and reimbursements in a Statement of Payments (in accordance with Annex 4 that sets out the content that must be included in the Publicity Requirements) as soon as practicable and no later than 30 September following the close of the year to which it

relates. It must be submitted to the Panel no later than that date.

In Conclusion:

Members must consider all of the determinations and vote on each one separately. Members will need to consider these by the end of April and a mandate is in place for the next council's Annual meeting in May 2018. Members must be mindful that any reimbursement payment made to any councillor will need to be notified to HMRC either by each councillor submitting their own information to HMRC or by the community council in line with their PAYE responsibilities.

Determination 44: Community and town councils in Groups A and B **must** make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

For or Against

Determination 45: Community and town councils in Group C are **authorised** to make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

For or Against

Determination 46: Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

For or Against

Determination 47: Community and town councils in Groups B or C are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is claimed.

For or Against

Determination 48: Community and Town council are authorised to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as opposite

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

For or Against

Determination 49 If a Community or Town Councils resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

For or Against

Determination 50: Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

- Up to £34.00 for each period not exceeding 4 hours:
- Up to £68.00 for each period exceeding 4 hours but not exceeding 24

For or Against

Determination 51: All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

For or Against

Determination 52: Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

For or Against

Determination 53: Community and town councils are authorised to provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

For or Against

Motion proposed by Seconded by

Date2018