

**Raglan Community Council**  
**Minutes of the Ordinary Meeting held on Wednesday 27 June 2018**  
**at Raglan School**  
**at 7.00 pm**

Present

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

Cllr Penny Jones  
Cllr Richard Moorby  
Cllr Sylvia Price  
Cllr Brian Willott (Chairman)

**4491** In attendance: Adrian Edwards Clerk

**4492** **Agenda 1:-** Apologies for absence.

Cllr Helen Tilley

**4493** **Agenda 2:-** Declarations of interest.

Cllr Butler-Donnelly declared a verbal declaration on two planning applications. The clerk asked Cllr Butler-Donnelly to complete the declaration form but he declined.

**4494** **Agenda 3:-** To receive and if appropriate to adopt the Minutes of the Annual Community Meeting held on Wednesday 23 May 2018

**4495** **Agenda 4:-** Matters to report

4455 Cllr Davies explained that the PCSO was unable to give background information as described in the minute as the officer didn't have any knowledge of any incidents.

Cllr Butler-Donnelly stated that there was a clear action that a crime prevention meeting will be convened by Gwent Police. It was explained that it was recorded in the minute.

4458 Cllr Butler-Donnelly confirmed the date of the meeting will be 10 July.

4459 Cllr Butler-Donnelly asked about the comment made by a resident. Any response needs to be corporate response, not individual responses.

The clerk reminded members that meetings should be contained to the 2 hours 15 minutes as per Standing Orders.

**Proposed:** by Cllr P Jones seconded by Cllr Dorey the minutes of the meeting were accepted and signed by  
the Chair.

**All Members Agreed**

**4496** **Agenda 5:-** To receive and if appropriate to adopt the Minutes of the Annual General Meeting held on Wednesday 23 May 2018

**Proposed:** by Cllr P Jones seconded by Cllr Dorey the minutes of the meeting were accepted and signed by the Chair.

**All Members Agreed**

**4497      Agenda 6:-** Matter to report

Cllr Butler-Donnelly asked if the time on the top of the minute should record the time the meeting started. It was explained that the agenda stated that the AGM would follow the community meeting. No time was recorded on the agenda.

Cllr Butler-Donnelly suggested that agenda minutes 4472 (12.3 & 12.11) become a working group, not a committee. The clerk informed the meeting that members proposed and seconded the item in the minutes therefore the minute cannot be changed if a member believes it should be something else. The minute is an accurate record. The clerk explained that a motion should be submitted to change the resolution agreed. There was some debate relating to this.

**Proposed:** Cllr Davies that both sections should remain as committees. This was agreed by Cllr Jones. It was agreed that a working group is set up in addition.

**Proposed:** by Cllr Davies seconded by Cllr Jones to convene a meeting on the 23 July at 19.00 hrs.

Cllr Davies asked if a community meeting can be convened. After some debate it was:

**Resolved:** that a date in September will be confirmed but the proposed dates would be 18 or 20 September.

**4498      Agenda 7:-** To receive and if appropriate to adopt the Minutes of the Ordinary Meeting held on Wednesday 23 May 2018

**Proposed:** by Cllr P Jones seconded by Cllr Dorey the minutes of the meeting were accepted and signed by the Chair.

**All Members Agreed**

**4499      Agenda 8:-** Matter to report

Cllr Butler-Donnelly asked if his name could be omitted from the payment section, as he is not accepting the £150 remuneration payment.

Cllr Butler-Donnelly asked about the grant funding and the second grant for Llandenny Village Hall. The clerk explained that this is the first time the council has received more financial requests than there is allocated funding. Cllr Butler-Donnelly stated that the grant should be paid. The clerk explained that he is not in a position to pay more than the community council can under the relevant legislation.

Cllr Davies asked the councillor why he didn't ask the clerk to amend the minute before the meeting. Cllr Butler-Donnelly stated that he did not receive the minutes in time. The clerk explained that he and other

councillors had received an explanation by email that was sent to another councillor. The clerk explained again the 1972 Act requires delivery by hand or by post. For Councils in England, it is now lawful to send the summons by email. For councils in Wales, where there is, as yet, no statutory provision for sending the summons electronically, and Cllr Butler-Donnelly would have received his summons and minutes the same way as everyone else. The Cllr Butler-Donnelly would like to receive the minutes in ample time before the next meeting.

The clerk thanked Cllr Butler-Donnelly for raising this matter again. He explained that he has provided the chairman with a breakdown of the hour's worked and the projected hours that should be paid for this role. The clerk informed members again that he is contracted to work 7.5 hours a week, and currently the working week is in excess of this. The chair and vice chairman confirmed that they received the document. The clerk gave members a breakdown of the hourly rate he is getting paid, for the hours worked. The clerk stated if members were going to discuss this he will leave the meeting. The chairman moved the meeting on.

Cllr Butler-Donnelly explained that the data protection policy was accepted in the last meeting following some discussion. Cllr Jones asked about the GDPR and has the community council adopted a policy. It was confirmed that GDPR was accepted by council at the AGM.

Cllr Moorby asked about the notice board in Llandenny. The clerk gave an explanation.

The clerk informed members about the VAS on the High Street and asked if Cllr Jones can contact MCC Street Lighting.

Cllr Price asked members to provide support regarding WW1 commemorations.

#### **4500            Agenda 9:-** Reports from the County Councillor

Cllr Jones gave members a verbal report, about a number of planning applications that are currently going through the planning process.

It is expected that a Planning Application will be submitted shortly for the 111 houses at Monmouth Road.

A site meeting will be convened with MCC Planning Committee on Monday 2 July.

Planning for a dwelling at 26 Sunnyvale has been refused

Cllr Jones also informed members about the networking meeting that will be held in Abergavenny.

#### **4501            Agenda 10:-** Planning applications

- **DM/2018/00949:** Mount Pleasant, Warrage Road, Raglan: Extension to existing bungalow. Conversion of existing integral garage to living accommodation. Removal of existing conservatory. Demolition and re-build of existing double garage. Improvement to existing vehicular access.

The above application was noted and a number of concerns were expressed about over development and size along with access to the property. No objection offered if it complies with planning policy.

- **DM/2018/00769:** Land at Chepstow Road, Raglan. Outline development of up to 45 dwellings with details of access

The above application was noted and a community consultation meeting will be convened.

Cllr Jones declared a personal interest in the following application

- **DM/2018/00902:** The Pantiles, Chepstow Road, Raglan, Change of use from domestic dwelling to bed and breakfast. There was discussion relating to the Planning Application and after some debate it was:

Application was noted and no objection offered

- **DM/2018/00777:** 1 BERSONDY LLANARTH RAGLAN. EXTENSION TO EXISTING SINGLE STOREY

The above application was noted and it was thought that this application is not in the community

- **DM/2018/00778:** Central Stores High Street, Raglan. Relocation of existing shed. 'Amended'

The above application was noted and no objection offered

- **DM/2018/00695:** Raglan Farm Park, Brooks Farm, Chepstow Road, Raglan. Erect 8 New Signs

The above application was noted and no objection offered

- **APP/E6840/X/17/3191589** Appeal Ref: 36 Leechpool Holdings, Portskewett

The above application was noted

**4502 Agenda 11:-** To note finance matters, including Income & Expenditure.

Payments in May & June	Amount
Clerks salary & HMRC	
Reimbursement to clerk for postage	13.92
Merlin Waste 21 May & 6 June	52.50
Black hill	425.92

Cllr Butler-Donnelly expressed concern and objected to pay the website fee, if the community council are going to update the website. It was explained if the website is not paid the website will be taken down on the 7 July. There was some discussion around this. It was:

**Resolved:** the clerk contact the website provide to arrange a meeting with them, Cllr Butler-Donnelly and him.

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

**All those present agreed**

**4503 Agenda 12:-** Items of correspondence.

**Welsh Government:**

1. None

**Correspondence:**

2. One Voice Wales training dates (sent by Email)
3. Allotment Policies (sent by Email)
4. Town & Community Councils proforma (sent by Email)

5. Moncare Co-operative in Monmouthshire with Community Councils and Town Councils (sent by Email)
6. One Voice Wales' Innovative Practice Conference 4 July 2018 (sent by Email)
7. Community Networking Event - Abergavenny Market (sent by Email)
8. Aneurin Bevan CHC Contacts Database (sent by Email)
9. Remembrance Day Silhouette Installation Grants (sent by Email)
10. One Voice Wales Charing Skills (sent by Email)
11. Rental Solar Powered Christmas Trees (sent by Email)
12. Flyer Letter Drop Aboard and Commercial Jan 18(sent by Email)
13. Workshop 17th July 2018 (sent by Email)
14. Temporary Traffic Restrictions A4042 Court Farm to Hardwick Roundabout - Temporary Speed Limit and Prohibition of Overtaking (sent by Email)
15. May and June 2018 Police Report. (OFFICIAL) (sent by Email)
16. Wales Road Safety Conference 2018 (sent by Email)

**4504**        **Agenda 13:-** Consider a report from the allotment committee relating to the draft Allotments Policy

The chairman explained that the council will need to agree this policy. There was some discussion relating to this policy.

**Proposed:** by Cllr Butler-Donnelly seconded Cllr Willott.

**Resolved:** to accept

Cllr Butler-Donnelly asked for the Data Protection Policy to be agreed. After some discussion it was:

**Agreed:** that this will be deferred until the next meeting.

**4505**        **Agenda 14:-** Clerk reports.

No further reports

**4506**        **Agenda 15:-** Reports from members on outside bodies.

Cllr Price gave members an update regarding the 100<sup>th</sup> commemoration on the 11 November. There was some discussion around the events over the weekend. It was hoped that an event will be held in the Old School between 14 hrs and 17 hrs which will include food of the day "jam sandwiches, apple tarts and other traditional foods". It was explained that posters should be published explaining the council are going to commemorate the 100<sup>th</sup> anniversary.

There was some discussion around this, and if the event should have guests and arrange for other entertainment. There was also some discussion about advertising in local papers and local press releases. It was agreed that this will be an ongoing event up to November.

Cllr Davies expressed concern over the condition of the roads in Raglan.

Concern was also expressed about a tree at Sunnyvale. There was discussion over cutting and pollarding the tree.

Grass cutting in the community.

The chairman gave members an update relating to the MUGA, and this was noted by members.

**4507** The Chairman thanked everyone for attending. The meeting closed at 21.35 hrs.

The date of the next meeting 25<sup>th</sup> July 2018

Signed by \_\_\_\_\_

Chairman

Date 25 July 2018

**Raglan Community Council  
Action Points from meeting dated 25 June 2018**

	<b>Action</b>	<b>Allocated to</b>	<b>Date issued</b>	<b>Status</b>	<b>Comments</b>
1	100 <sup>th</sup> Anniversary committee meeting	Cllr Price			
2	Meeting regarding Website	Clerk	28 June 2017	Ongoing	Ongoing with Cllr's Price and Davies
3	Draft allotment policy	Allotment committee	22 Nov	Ongoing	
4	Councillor to return GDPR consent forms	All members	24 June	Ongoing	Ongoing
5	Contact the planning dep't about planning matters	Clerk	23 May 18	Ongoing	
6	Crime prevention meeting	Gwent Police	23 May	Ongoing	
7	Community meeting		27 June	Ongoing	
8	Street Lighting.	Cllr Jones			
9	Road cleaning	Cllr Davies	27 June	Ongoing	
10	Tree at Sunnyvale	Cllr Davies	27 June	Ongoing	
11	MUGA	Clerk & Chair	27 June	Ongoing	

Final draft minutes submitted to council. If the draft minutes of a preceding meeting have been served on the Community Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read. Re SO 12(a)