



## Llangybi Fawr Community Council Meeting Minutes

Monday 7<sup>th</sup> April 2025

Llangybi Village Hall at 7pm

**COED Y PAEN** Cllr Graham Rogers 07775 644527  
**LLANDEGVETH** Chair Lorna Savidge 07809292564  
**LLANHENNOCK** Cllr Neil Statham 07792371624  
**TREDUNNOCK** TBC  
**CLERK** Kate Burdge 07450229019

**LLANGYBI** Cllr Peter Marshall 07415892161  
**LLANGATTOCK N.C.** Cllr Caroline Watts 07779503052  
 Vice Ieuan Williams 07790285572

**Present:** Chair Savidge, Cllr Williams, Cllr Rogers, Cllr Watts, Cllr Statham, Clerk Burdge  
**Apologies:** Cllr Marshall, C. Cllr Bromfield,  
**Declarations of interest:** Chair Savidge for planning application DM/2025/00296  
**Members of the public present:** Roy Etheridge, Gareth Williams, Andrew Studley, Chris Underwood, Andy Hunt  
**Minutes of the last meeting:** Proposed by Cllr Rogers; Seconded by Cllr Watts

Chair Savidge invited members of the public to mention any other issues they wished to discuss prior to the rest of the agenda. Chris Underwood references the upcoming planning applications and the interest in the Community Council response.

01/24: Llangybi Allotments: Following on from the previous meeting, Clerk had invited two representatives from the Llangybi Allotments to sign the revised Memorandum of Understanding (MOU) to permit the use of temporary greenhouses to help extend the growing season to allotment shareholders. Andrew Studley and Gareth Williams both sign the revised MOU and Chair Savidge and Vice Chair Williams signed on behalf of Llangybi Fawr Community Council. Andrew Studley thanks the Community Council and announces the first temporary greenhouse had been installed earlier in the day at the Llangybi Allotments. Clerk to send scanned copy to Llangybi allotments.

### Planning:

02/24: **DM/2025/00239 Little Ton Farm, Tredunnoch:** Llangybi Fawr CC had previously submitted a no objection response prior to the meeting due to the 21 day deadline.

03/24: **DM/2025/00311 Oakfield House, Llangybi:** Cllrs recognised this decision was settled on the 7<sup>th</sup> April 2025 but Llangybi Fawr CC would have given a no objection response.

04/24: **DM/2025/00182 Little Ton Lands, Tredunnoch:** Cllrs recognise there is a holding objection on this application in consideration to the handling of surface water. Councillors were informed a soakaway would be installed to handle surface drainage water. No objections raised

05/24: **DM/2025/00296 Ty Bach, Llandegveth:** Chair Savidge declared interest and took no further part in discussion for this application.

Llangybi Fawr Community Council reflected that this application was an infill earmarked for development. However, councillors unanimously agreed this was an overdevelopment of the site with the application to construct two bungalow properties. Councillors highlighted concerns in regards to the visual impact upon the adjacent neighbouring properties and the close proximity to the boundary line. The extensive development was not in keeping with the village and councillors agreed it to be out of character. The varying levels of the properties were emphasised as well with the concerns of visibility. Councillors recognise there is a holding objection from Monmouthshire County Council in consideration to Sustainable Drainage Systems (SuDS). Councillors determined Monmouthshire County Council will ensure the correct and proper practices are designed and are adhered to; to combat local surface water discharge, and noted the need for foul water discharge within such a confined area.

### Correspondence:

06/24: Merlin Environmental Contract 2025: Clerk presented the revised contract from Merlin Environmental Services with the reduced collections of 3 dog waste bins in Llangybi. Cllrs all agree this is a huge reduction in expenditure for the Community Council. Clerk signs and to return contract to Merlin Environmental Services.

### Policy updates:

All reports were previously circulated prior to the meeting.

07/24: Asset Register: Cllr Rogers recommends the removal of the bus shelter in Coed y Paen as it is no longer in function. Clerk highlights this is represented as a £0.00 expenditure/disposal on the asset register. Clerk questions whether the smart water pens still available should be included in the asset register for Llanybi Fawr CC. Cllrs agree this should be added; a value of £250 was added to the asset register for smart water pens along with the football goals installed at Llanybi Park; providing a total of £31,325.72 in assets for Llanybi Fawr CC.

08/24: Data Protection Policy; Document Retention policy: Chair Savidge explains these are templated models provided by One Voice Wales and are therefore unchanged from previous year. Cllrs approve all policies documents. Clerk to add to the website.

### **Reports:**

09/24: Police reports for March: The police report had been circulated prior to the meeting. Cllrs discuss the individual cases with some Cllrs unaware of the crimes that had occurred in the area. Clerk queries whether Cllrs would like the Clerk to request a visit from the PCSO. Cllr Rogers recommends the June meeting. Clerk to invite local PCSO to June 2025 meeting.

### **Updates & Any Other Information:**

10/24: Biodiversity Section 6 Report: Clerk had attended a webinar prior to the meeting to help understand the requirements needed to complete the Section 6 Biodiversity Report on behalf of the CC. Clerk explains the CC need to create a Biodiversity plan to help combat the decline in local biodiversity. Cllrs relay they have a biodiversity plan updated annually. Clerk agrees this plan can be converted to meet the template provided by One Voice Wales to meet the guidelines. However, the Section 6 Biodiversity Report needs to include proposals and actions for what the Community Council plans to do for the next 3 years with project targets that can be evaluated on their success. Clerk informs the CC all local authorities need to do a Section 6 report by the end of 2025. Clerk to create Section 6 Biodiversity Report and circulate to Community Council.

11/24: Creating a Community Place Plan Meeting: Chair Savidge emphasises the draft questionnaire is of high importance to local residents and feels the questionnaire is almost ready to be circulated within the ward. Since the last meeting in March, Chair Savidge had sent amendments which Clerk had not received. Therefore, Chair Savidge agrees to send the suggested modifications to create the final questionnaire to be circulated once a link has been created. Cllrs discuss the time for residents to provide feedback; Chair Savidge recommends a minimum of 6 weeks in order to collect as much data as possible. Chair Savidge mentions hard copies should be made available; perhaps in the Village Halls and local pubs to ensure as many residents can provide feedback. Clerk suggests the publication within Llanybi Matters as this is delivered to every doorstep in Llanybi and may prove a useful tool to share the links to the questionnaire. Clerk to find out publication dates and finalise the draft questionnaire in order to create a survey link on Survey monkey to be shared on the CC website and social media pages.

12/24: Replacement of Dog Waste Bins: Following on from the previous meeting (point 353, March 2025); clerk provides an update on the status of the dog bin removals. Clerk was in correspondence with MCC Sue Parkinson and emphasises the dog waste bins are too due to be removed, and the litter bin on Caerleon Road is anticipated to be relocated shortly. Clerk confirms the contract with Merlin has been changed to a fortnightly collection but this can be increased if necessary. Cllrs agree this reduction in expenditure will be a great success for the Community Council. Clerk to publish news on social media pages to raise awareness to local residents on the dual purposes litter bins that will replace the dog waste bins on Caerleon Road. MCC would encourage the litter bins to be a second choice for disposal rather than that of a first choice.

13/24: Llanybi Park Play Equipment: Following on from the previous meeting (point 354, March 2025) Clerk reported the surfaces of the play equipment were greatly improved. The surface of the slide had been cleaned and was much less hazardous; and the basketball court appeared to have been replaced with a new surface. C.Cllr Bromfield had informed Clerk prior to the meeting that land drainage was now involved and are looking at ways to alleviate the flooding in the park especially those affected at Kennett Grange. A meeting was to be arranged with MCC officer Sueanne Sanford to confirm if extra drainage could be installed at Kennett Grange. Cllrs agreed this matter needs to be tracked to ensure the longevity of Llanybi Park play surfaces recently repaired by MCC.

14/24: Llanybi Park Biodiversity: Clerk provided an update that all biodiversity enhancements had been added to Llanybi Park included the planting of woodland shrubs, three orchard trees and hedgerow plants. The planting method used had created a natural walkway along the boundary of the park. Clerk had shared photographs prior to the meeting. Prior to the meeting MCC Biodiversity had offered the CC a new minibeast hotel to be added to Llanybi Park. The bug hotel could provide a new habitat for a variety of insects, from ladybirds; solitary bees to woodlice and butterflies. Clerk informs CC the minibeast hotel provided by MCC was yet to arrive and Clerk had given permission for MCC to place it in the most suitable place for biodiversity. Prior to the meeting MCC shared the minibeast hotel could be linked to The Big Bee Hotel Experiment | Buzz Club whereby local children can share a monthly photo of its inhabitants and the linked organisation will identify the different species present. Clerk mentions this is an excellent way to increase communication with local residents to coincide with the project objectives of the Section 6 Biodiversity Report. Clerk to share any updates with CC.

15/24: Litter Bin in Llanhennock: In consideration to Point 353, March 2025; the site visit at Llanhennock took place with Cllr Statham, Clerk Burdge and MCC Sue Parkinson. Sue Parkinson agreed Llanhennock met the criteria requirements to have a litter bin placed at the Millenium Bench due to the high footfall. Following the meeting, Sue had circulated to the CC a charge of £5.60 per empty of this litter bin would be charged to the CC. Cllrs challenged the extra charge applicable as the other rural villages in the ward are not currently expected to cover this expenditure. MCC Sue Parkinson responds that a number of community councils are charged for bin emptying, especially where they have requested litter bins, and MCC have to make a special diversion to undertake this work, and to cover the disposal costs. Cllr Statham had previously communicated this is inequitable and Chair Savidge agreed. Chair Savidge requested to inform C.Cllr Bromfield of this matter in the hopes a sensible solution could be provided. The CC raised concerns individuals pay Council Tax to cover these costs and the roadside litter bin collection would save MCC further funds from accumulating litter; perhaps resulting in a flytipping hotspot on the roadside; which they would be responsible for. Clerk to inform C.Cllr Bromfield and circulate any updates.

16/24: Llangybi Bench: Following on from the last meeting (Point 356, March 2025) Clerk had emailed MCC and MHA (Monmouthshire Housing Association) to determine the ownership of the faulty bench situated at the top of Glan y Nant, Llangybi. Clerk confirms MCC will renew the defective bench.

17/24: Dog Fouling Meeting: In the previous weeks, Clerk had attended the quarterly dog fouling meeting for the Monmouthshire area. Clerk reported during the meeting there were no major concerns in the Llangybi Fawr ward with dog fouling. Cllr Watts highlighted Llangybi is a much cleaner village; the campaign to changing attitudes in consideration to cleaning up after your dog seemed to have been extremely effective. Clerk informed there would be a raising awareness day in Usk at the local cricket club on Friday 11<sup>th</sup> April between 8.30am and 10am. In addition, Clerk informed the CC there is no longer any funding available to the dog fouling campaign in Monmouthshire. Clerk questioned if this would have a negative impact on the purchase of the red dog waste bags acquired from MCC. Chair Savidge shares this is an expense paid by the CC so should not be an issue with the purchase of the red dog waste bags in Llangybi Fawr ward. Clerk shares the next meeting will be Thursday 3<sup>rd</sup> July 2025 between 11-1pm.

### **Local Matters Arising:**

Chair Savidge formally agrees to discuss the councillor vacancy in Llangybi ward.

18/24: Councillor Vacancy: At the last meeting, the Community council was unable to make an appointment for the Councillor vacancy in Llangybi. Two candidates had expressed an interest and were observing the last meeting to gain insight into the role. The CC had subsequently requested brief summaries from each candidate to allow for a more informed decision at this meeting. It was noted that both potential candidates are capable of the role. Further to the Community Council enquiries; if a member of the current CC resigned, they would then be co-opted in to the vacant position in Tredunnoch; this would then provide two vacancies in Llangybi for the presented candidates. Cllr Watts resigns as the Llangybi representative. Next it was agreed to co-opt Caroline Watts as the Tredunnoch representative. Secondly; the Community Council agreed to co-opt Linda Lewis as the Councillor representative for Llangybi. Prior to the meeting, Sean Jones had volunteered to wait until the May meeting in the anticipation a further vacancy arising and subsequent co-option on to the Community Council. Cllr Rogers proposed and Cllr Statham seconded this decision; and all Cllrs unanimously agreed. Clerk to email MCC democratic services for a notice of vacancy in Llangybi ward.

19/24: Mud/Debris on Whitehouse Lane: Prior to the meeting, Clerk had received a further complaint that there was another incident of mud and debris outside a resident's property. C.Cllr Bromfield and Clerk had reported and instructed MCC to sweep the debris on the road. C.Cllr Bromfield had provided an update that MCC Carl Touhig was now dealing with this ongoing matter and MCC are investing in a smaller road sweeper to access the narrow lanes to clear mud and debris. Also, extra signage will be installed, the locations are yet to be approved. The drainage and ditches are due to be reviewed also on Whitehouse Lane.

### **Finances:**

20/24: Budget Review: Clerk had prepared a spreadsheet to display the costs from January 2025 to March 2025. Clerk to circulate after the meeting.

21/24: Raise cheques: the following cheques were raised:

- a) Clerk Burdge Salary for March Inc. holiday pay £957.33 (proposed by Cllr Rogers; Seconded by Cllr Watts)
- b) Website Manager Salary for March £54.11 (proposed by Cllr Rogers; Seconded by Cllr Watts)
- c) Clerk Burdge for the reimbursement of defib pads in Llandegfedd £70.74 (proposed by Cllr Rogers; seconded by Cllr Watts).
- d) HMRC PAYE for January to March 2025 £52.20 (proposed by Cllr Rogers; Seconded by Cllr Watts)

- e) Beverly and Williams Accountants Ltd £137.39 for acct fees (proposed by Cllr Rogers; Seconded by Cllr Watts)
- f) One Voice Wales for annual membership fee £262.00 (proposed by Cllr Rogers; Seconded by Cllr Watts)
- g) Monmouthshire County Council for dog bin relocation in Llangybi £240.00 (proposed by Cllr Rogers; Seconded by Cllr Watts)
- h) Merlin Environmental Services for Dog waste collection for April £216.00 (proposed by Cllr Rogers; Seconded by Cllr Watts)

The cheque for Monmouthshire County Council was agreed to be withheld until the work to remove the dog waste bin and relocate the litter bin from Caerleon Road to Ton Road was complete.

22/24: Bank Reconciliation: Cllr Rogers agreed and signed the accounts prepared in advance of meeting.

**Meeting closed at 8.40pm**

**Date of Next Meeting:** Monday 12<sup>th</sup> May 2025 (AGM) in Llanhennock Village Hall at 7pm.

23/24: Chair Savidge notes the next meeting will be the AGM for Llangybi Fawr CC. Chair Savidge advises her intention to not stand as Chair for Llangybi Fawr CC for the next year but hopes in future years to return. Chair Savidge is happy to stand as vice chair for Llangybi Fawr CC at the AGM. In addition, Chair Savidge invites Cllrs to mention any other business prior to the next meeting of the AGM. Andy Hunt emphasises what a wonderful role Chair Savidge has played throughout the year and Cllr Watts agrees her understanding and awareness to residents was invaluable in difficult discussions.

24/24: Chair Savidge closed the meeting with a farewell to former Cllr Andy Hunt recognising his commitment; hard work and accomplishments within the Llangybi Fawr community.

*All members of the public are welcome to attend meetings. If remote access is required, notify clerk in advance to arrange this.*

*If any members of the public require to see these minutes in Welsh please contact the clerk: [k.burdge@llangybi.org](mailto:k.burdge@llangybi.org)*