

**Minutes of a Hybrid Meeting held in Sessions House
via Zoom conferencing on Monday 10th June 2024 at 6.00pm**

Present Cllr K. Peacock, Cllr. D Harrison, Cllr M. Howells, Cllr A. Ivin Cllr B Thomas,
County Cllr Tony Kear, Town Clerk Mrs T Huxley

3.3 To accept apologies for absence.

All Cllrs present

3.4 Public Open Forum

(15 minutes at the discretion of the Mayor.) Members of the public are invited to address the Council in relation to items on the agenda. A member of the public shall not speak for more than 5 minutes unless directed by the Chair. A question shall not require a response at the meeting nor start a debate on the question. The Chair may direct that a written or oral response be given.

A member of the public enquired as to why the position of the Town Clerk/ Responsible Financial Officer (RFO) has not been advertised locally. Members clarified that there will be an initial temporary/locum position available, and the role will be formally advertised in the near future.

3.5 To disclose personal and pecuniary interest in items of business listed below

Cllr Howells declared an interest in Item 4.6 Planning Application DM/2022/00736 Little Bank 8 Porthycarne Street Usk Monmouthshire NP15 1RY

3.6 County Councillors participation

The following was reported

- Usk Bridge – repairs are currently under way
- Speeding issues -there have been concerns raised regarding speeding in the vicinity of Maryport Street & Burrium Gate. Residents in this area have formally requested the installation of a speed indication sign. C Cllr Kear asked UTC to explore the possibility of relocating the current sign near the bridge, to better address the speeding issues on Maryport Street & Burrium Gate.
- Widening of the Bridge – Cllr Howells will raise with MCC Highways
- Water leaks on Monmouth Rd, Castle St & outside HSBC - despite repairs these still remain and will require further investigation.
- Maryport Street car park - a request for an extra parent/child space
- Sycamore seedlings are becoming a problem in the Owain Glyndwr field – the matter to be raised with MCC

3.7 To approve the Minutes of the Ordinary Meeting held on 13th May 2024

The Minutes were approved as a true and accurate record.

3.8 Matters arising from the Minutes of the meeting held 13th May 2024

There were none

3.9 To approve the Minutes of the Annual Meeting held on 13th May 2024.

The Minutes were approved as a true and accurate record

4.0 To receive a report from the Sessions House Management Committee

See report dated 10th June 2024

4.1 To receive the monthly Finance report for May 2024

See report dated 10th June 2024

Councillor Harrison was thanked for his hard work/contribution to financial matters in the absence of a Responsible Financial Officer (RFO),

Resolved:

- No payments were made outside the normal monthly running costs or not previously agreed.
- The bank reconciliation for May revealed a surplus of £115.99 and a cheque for £180 which UTC is unable to identify the payee
- Usk in Bloom has received an initial payment of £4750, towards their £9,500 donation. The remaining £4,750 is scheduled for July.
- It was agreed staff payroll will be outsourced to Payroll Services UK, for a fee of £20 per month (£240 p.a). This decision aligns with UTC's risk assessment protocols.
- The finalizing of accounts, the appointment of an internal auditor, and the publishing of the annual accounts all need to be completed in order to meet the annual return deadline of June 30th.

Due to these outstanding tasks, UTC will not meet the June 30th deadline. As a result, UTC will need to issue a formal notice stating that the deadline cannot be met. This notice will be displayed on both the noticeboard and the website.

- Christmas Markets UTC is in discussion with UBSE regarding the Christmas Markets

4.2 To receive an update from the Welsh Audit Office

No update on completion. The Clerk has answered a query on staff salary.

4.3 To review and formally adopt the Standing Orders for 2024-2025

The Clerk has updated/reviewed these.

Resolved: Cllr Ivin to form a small working party to review further

4.4 To receive an update on the appointment of an internal auditor

Resolved: Once the temporary Responsible Finance Officer (RFO) is appointed, the accounts can be finalized and an internal auditor can be appointed.

4.5 To consider MCC's countywide forthcoming parking review.

No update from MCC

Resolved: To keep on the agenda. Cllr Howells will minimise the survey

4.6 To receive the following Planning Applications

a) DM/2022/00736

Little Bank 8 Porthycarne Street Usk Monmouthshire NP15 1RY

Two Air Source Heat Pumps, installation of a window to the north west and a sky light

Resolved: UTC considers this to be a very complex case and therefore, will carefully evaluate and determine its response. The application will be presented to the MCC planning

committee for further review.

- b) **DM/2022/00802** 32 Maryport Street Usk Monmouthshire NP15 1AE Kitchen extension at rear of property **Recommend Approval**
- c) **DM/2024/00611** Monmouth House Maryport Street Usk NP15 1AB Remove all vegetation to create car parking for the use of the building. Alternative planting will be located around the site. **Recommend Approval subject to Highways agreement**
- d) **DM/2024/00606**
To alter retaining wall to accommodate roots of established Yew tree. Mulberry House 7 Castle Parade Usk Monmouthshire NP15 1AA **UTC to request a site visit**
- e) **DM/2024/00663**
43 Priory Gardens Usk Monmouthshire NP15 1BB Proposed single storey side extension to existing detached dwelling. **Recommend Approval**

4.7 To receive an update on the Masterplan for Usk

Work in progress. UTC members have attended a meeting with MCC & Passenger Transport where a number of issues were considered

Resolved: UTC will internally discuss and coordinate their response regarding the potential relocation of the buses. The Clerk will request a copy of the modelling brief from Dan Fordham.

4.8 To receive a report from the Groups/Organizations within the Town

- Together for the Climate created "Together for the Wild" with Usk Primary School and had a parade through Usk to raise awareness of local species loss
- A group of final year university students are proposing to undertake a final year project focused on creating a sustainable vision for Usk in the year 2050. The lecturer wishes to address UTC regarding this. Proposed date 8th July prior to the next Full Council Meeting
- Usk Civic Society no meetings have taken place due to illness
- Save the River Usk Festival on Sat 1st June was well attended. It is hoped this will become an annual event.
- UTAG has requested the railway route be included in the Transport for Wales developing paths in this area

4.9 To receive an update on use of the former Usk Household Recycling Centre (UHRC)

Resolved: Cllr Ivin to schedule a meeting early July to discuss the UHRC.

It was reported the UBSE will make a formal request to use the area as a shared business waste/recycling facility

5.0 To receive a report from the Events Committee

Meeting of UTC members scheduled for Mon 17th July 10.30am

5.1 To receive an update on the future of the Town Clock

Resolved: UTC need to examine the procedures including the potential cost in order to facilitate a meeting about the clock

5.2 To receive an update on the appointment of a Locum Responsible Finance Officer

Cllr Ivin has identified a potential temporary Responsible Financial Officer who pending clearance may be available to work 5-10 hours.

Resolved: Cllrs Ivin and Harrison will meet with the potential candidate.

5.3 To receive an update on the recruitment of a Town Clerk

Resolved: An advertisement has not yet been distributed. The job description, role, and pay scale requires review before the position can be formally advertised.

5.4 To receive the Annual Report

Resolved: The report is ready for review but is waiting for the Finance Report from Cllr Ivin before proceeding. Members were reminded the Annual Report is a statutory requirement.

5.5 To notify Members of the Pre-Order Consultation - Path Diversion Glen Oak House.

This was noted by Cllrs

5.6 To receive an update on the Usk Town Councillor vacancies

Resolved: MCC has received 10 requests for an election. Nomination paper must be submitted by 14th June. If any election is contested the poll will take place on 11th July 2024

5.7 To inform Members of Monmouthshire County Council's (Dog Control) Public Space Protection Order 2024

This was noted by Members. The named in Usk areas are

- Maryport Street Play Area
- Trelawney Close Play Area
- Silure View Play Area
- Blestium Drive Play Area
- Usk Church in Wales Primary School

5.8 To appoint members for the General Emergency & Appraisal Committees

The following members were appointed

- Cllr Meirion Howells
- Cllr Dave Harrison
- Cllr Kay Peacock
- Cllr Alison Ivin
- Cllr Ben Thomas

5.9 Matters of Information

The Clerk will create a schedule for the Open Gardens event on Sunday, June 24th.

6.0 Correspondence

- There has been an invitation for Members to visit HMP Usk.
- Date to be confirmed.

There were no further business and the meeting formally ended at 7.55 pm.