In the interests of transparency, minutes will be published in draft form within seven working days of the meeting. Please note that draft form minutes have not yet been formally approved by Councillors as a true and correct record of the meeting.

**Minutes of a Hybrid Meeting by Usk Town Council (UTC) held in Sessions House**

**on Monday 8th April 2024 at 6.00pm**

**Present**, Cllr M. Howells, Cllr G Roderick, Cllr A. Ivin, Cllr. D Harrison, Cllr B Thomas, Cllr K. Peacock, County Cllr Tony Kear, RFO Diane Richards, Town Clerk Mrs T Huxley

**22.3 To accept apologies for absence.**

Steve O’Brien

**22.4 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.**

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

There were none

**22.6 County Councillors participation**

* Potholes Maryport/Old Market/Mill St. - these may be linked with drainage
* Yellow Lines One Stop & Plas Maw - need repainting
* People need to register for Low Cost Home Ownership with Monmouthshire Home search
* Residents in Monmouthshire can now borrow laptops from their local library to help with everyday tasks.
* Home Improvement Loans from MCC partnership for up to £20 000 can be applied for from MCC Partnership
* Burrium Gate Bus Stop still needs to be replaced
* Ash dieback tree removal works are currently being conducted by MCC.
* Businesses are concerned about the new recycling & waste legislation and its implications. There are concerns pavements will be blocked

**22.7 To approve the Minutes of the Ordinary Meeting held on****11th March 2024**

The Minutes were approved as a true and accurate record,

**22.8 Matters arising from the Minutes of the meeting held 11th March 2024**

**Item 21.8 Usk Athletic Club - Path Order Application**

It was confirmed UTC has no objection to the proposal. Cllr Ivin will contact the Assistant Rights of Way Officer directly about her concerns.

**22.9 To receive a report from the Sessions House Management Committee**

It was reported the CADW maintenance funding has not yet been released.

The Sessions House has received two filming enquiries

**23.0 To receive the monthly Finance report for March 2024**

See report dated 6th March 2024

The bank reconciliation for March 2024 showed no erroneous receipts.

No payments were made outside the normal monthly running costs or not previously agreed.

The following payments were agreed:

* Renewal of One Voice Wales Membership 2024-2025 - £519
* Renewal of Merlin Environmental Services contract (dog waste)£7.20 + VAT per bin
* Payment for VAT advice £342
* Sessions House Recycling & Waste contract with MCC £415

**23.1 To receive an update from the Welsh Audit Office on the following**

**a) Full Audit requirements 2022-2023**

**Resolved:** There have been some screening enquiries, work in progress

**b) Basic Audit requirements 2023-2024**

**Resolved:** UTCto complete

**23.2 To inform members of the One Voice Wales Annual Financial Timetable of Actions**

**Resolved:** This was noted by Members

**23.3 To appoint an internal auditor for 2023-24**

**Resolved:** The RFO will make some enquiries about the role/requirements of the internal auditor

**23.4 To consider MCC’s countywide forthcoming parking review**

**Resolved:** Cllr Howells will create a survey for residents.

**23.5** **To receive the following Planning Applications**

1. **DM/2021/01883** 6 Porthycarne Gate Porthycarne Street Usk NP15 1RU Outline application for a single detached dwelling, with all matters reserved (other than access).

**Recommend Approval**

1. **Planning application DM/2022/00736** Little Bank 8 Porthycarne Street Usk Monmouthshire

NP15 1RY Air Source Heat Pump, installation of a window to the northwest and a sky light

UTC does not object to the installation of the Air Source Heat Pump, provided that the heat

pump complies with all relevant regulations.

Further concerns have been raised about the installation of the sky light application

**Resolved:** Cllr Ivin will contact the residents to discuss their concerns

1. **DM/2024/00250** Land Between 21 Four Ash Street And 5 Castle Street Usk Monmouthshire NP15 1BW Proposed detached two storey dwelling with private on-site parking.

**Recommend Approval**

1. **DM/2024/00271** The Gatehouse Adjoining St Mary’s Church, Church Street Usk Monmouthshire Proposed change of use to from residential curtilage accommodation to a detached single-family dwelling.  **Recommend Approval**
2. **DM/2024/00270** Listed Building Heritage Consent. The Gatehouse Adjoining St Mary’s Church Street Usk Monmouthshire. Proposed conversion and alteration of structure to form a single family dwelling. Works to include re-roofing with new underfelt, timber repairs, replacement leadlight windows, removal of timber staircase and re-modelling existing stone staircase, masonry structural repairs, stonework repair/replacement, re-pointing stonework, new internal joinery, construction of new internal, new internal partitions, new floor and ceiling finishes. Insulation of roof and floors. Mechanical & Electrical installations.

**Recommend Approval**

**23.5 To receive an update on the Masterplan for Usk**

**Resolved:** UTC agreed to make a contribution of £13,000 towards the traffic remodelling.

MCC will contribute £40,000

UTC to provide feedback to MCC on the proposals in Bridge Street

**23.6 To receive a report from the Groups/Organizations within the Town**

* “Together for the Wild” project launched at Usk Primary School The aim is to make children and their carers aware of local species loss
* TrydaNi Community Car Club seeking expressions of interest.
* There will be an “Usk Together For the Climate” Info Stall at the River Festival on 1st June.
* Climate Cafe drop in 12 -2 Thursdays at the Hub.
* “Please Eat the Garden” (PEG) is up and running. The project has a page on the UTFTC website (usktogether.org) for more info.

**Save the River Usk**

* Festival will be on Sat 1st June. 10am-3pm Over 80 testers.
* There have been problems with clay pipes in Priory Gardens these have been reported to Environmental Health / Flooding / Planning,
* SRU thanked UTC for their £450 donation from the Usk Participatory Fund

**Usk Civic Society**

* Talk on Wed 10th April State of the Rivers
* Progressing with Salmon mosaic.
* Alfred Russel Wallace Day event beginning of July
* UCS thanked UTC for their £250 donation from the Usk Participatory Fund

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

* Cllrs Howells & Peacock have tidied the area inside the UHRC
* Cllrs shared an idea of a shopping area in shipping containers in Caerphilly through Placemaking funding that may be suitable for the UHRC
* UBSEG /No 49have suggested a possible self-funding commercial recycling centre

**Resolved:** UTC to meet and discuss how best the UHRC can be utilised.

**23.8 To receive a report from the Events Committee**

**Resolved:**

* The Spring Fayre hosted by Green Top Events in Twyn Square had been well received.
* Next Events meeting to be confirmed.
  1. **To receive an update on the future of the Town Clock**

Cllr Kear making some enquiries from MCC, but currently no response

**24.0 To receive an update on access to Little Explorers Nursery & request for UTC’s support**

**Resolved:** This is a private property matter. UTC to respond accordingly.

**24.1 To accept proposals for nominations for Chair 2024/2025**

Cllr Thomas proposed Cllr Peacock as Mayor Elect 2024/2025, this was seconded by Cllr Ivin

**Resolved:** All Cllrs were in favour of this proposal.

**24.2 To accept proposals for nominations for Deputy Chair 2024/2025**

Cllr Ivin proposed Cllr Harrison as Deputy Mayor 2024/2025, this was seconded by Cllr Peacock

**Resolved:** All Cllrs were in favour of this proposal.

**24.3 To approve the Minutes taken in Committee on the 11th March 2024**

These were approved as a true and accurate record

**24.4 Matters of Information**

There were none

**24.5 Correspondence From:**

* Request for funding from Hedgehogs R Us – this will be referred to the next Finance meeting
* Request from a resident for a Town meeting - Cllr Ivin will discuss this request with the resident

There was no further business and the meeting ended at 7.30pm