

Usk Town Council

The Sessions House, Maryport Street Usk NP15 1AD

**Minutes of the Hybrid Meeting held in Sessions House
and via Teams conferencing on
Monday 13th October 2025 at 6.00pm**

MINUTES

PRESENT

Chair: Cllr D. Richards,

Cllr K. Peacock, Cllr G. Howells, Cllr D. Harrison, Cllr M. Howells, Cllr A. Ivin, County Cllr T. Kear,

RFO: D. Nash, Clerk: A. Morgan.

11.3 To accept apologies for absence.

Cllr A. Snelgrove

11.4 Public Open Forum

(15 minutes at the discretion of the mayor.)

Question 1: When will the annual account be published? Cllr A. Ivin and RFO D. Nash confirmed that they are due back from the auditor this week and will be published the following week.

Comment 1: Congratulations on getting the Lottery up and running

Comment 2: Positive feedback on the roadworks on Porthycarne St, resident said the work has been fantastic.

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

None

11.6 County Councillors participation

County Cllr M. Howells

Abergavenny Rd Road Works: Stages 1 and 2 have been completed, work on stage 3 will commence tomorrow. Slight delay due to storm Amy but still on track.

Castle Oak Pond: Project brief has been created to assess the pond and possible new pond creations. Thanks to Martyn Evans for his involvements in this project.

MCC Library Survey: open to the public for completion, this ends this week

<https://www.letstalkmonmouthshire.co.uk/libraries-2025/surveys/library-survey-2025>

MCC Residents Survey: for public to complete on their satisfaction of living in Monmouthshire

<https://www.letstalkmonmouthshire.co.uk/resident-survey-2025>

Monnow Vale Health Centre Assisted Tech Room: set up to support elderly people to live longer independently in their homes <https://www.monmouthshire.gov.uk/social-care/assistedtech/>

Transport for Wales Consultation: This is part of the ongoing project with Usk Trail Action Group regarding the route from Little Mill to Usk on the old railway line. Suggested route on the survey covers the main road and using cycle paths on the pavement. Concerns over safety and narrowing of pavements into Little Mill where the cycle path would go onto roads. Cllr Howells suggested both an Active Travel Route and a Leisure route could be created by utilising the old railway line.

ACTION: Councillors advised to respond to this consultation.

RLDP: A Place Scrutiny was received from over 900 respondents, with over 4,000 responses. Most of the responses were objections or questions; officers have not recommended any changes

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following these responses. The full report will be made available to County Councillors to vote on. The vote is for the full plan and not individual cases.

UTC response remains the same. Concerns were raised over the lack of time given to councillors to read through the responses before decisions are expected.

County Cllr T. Kear

Usk Bridge: Cadw and Heritage discussions are ongoing. The initial response from Cadw suggested that just the main arches are listed, Heritage confirmed that it is also the walls on both sides that are listed. Heritage insisted that it is a problem for Highways. Following further discussions, Heritage have agreed to open a pre-planning app with Highways to look at the potential solutions.

(Cllr K. Peacock left the meeting)

Monmouth Road Crossing: no update.

Carparking Review: no update.

Parking Enforcement: training of new staff is underway and they will be operational by December.

11.7 To approve the Minutes of the Ordinary Meeting held on 8th September 2025

APPROVED

11.8 Matters arising from the Minutes of the meeting held 8th September 2025

1. Pavement outside Shampoooch on Bridge St: Tarmac needs to be replaced with original brick paving following works by Wales & West Utilities. They have 6 months to replace since the date of the work. W&W have replied that they have the original paving blocks and the work will be completed within the timeframe.

(Cllr K. Peacock rejoined the meeting)

11.9 To receive a report from the Sessions House Management Committee

Cllr K. Peacock

Asbestos Update: A report/certificate is needed to ascertain if asbestos is present and provide a management plan. HMPS will not continue painting works until certification is given. Two quotes for survey have been received, and one further quote is being obtained. Asbestos update

Roof & water ingress: Taliesin have been contacted to visit site to inspect roof.

Rear corridor windows: two quotes were obtained, third did not reply. Decision made to contract Dave Turner @ £2900 + VAT

Security: discussions around best service and provide for alarms

RFO provided council with a comparison, Cllr K. Peacock questioned his report – GGG security is £300 less, initial turnover £1500

RFO to research and provide further comparison before the end of October to check like for like

Events:

- HMPS Student celebrations, last one Sept 28th, no more intake
- Dan McGowen performing A Christmas Carol 5th & 6th December
- Girl Guiding AGM 18th October
- Ian Williams Flanders & Swann Concert
- Royal Countryside Fund - Mondays through October

Cottage: Rob Morgan Electrics to visit next week to do a safety check, fit smoke alarms and provide a 5year Electrical Installation Condition Report (EIRC)

Carbon Monoxide detector to be fitted, where gas appliances are present.

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Submeters are to be fitted.

A new cooker from Owen, Digby Turner.

Cllr A. Ivin mentioned issue with suppliers of electricity & another broker who gate-crashed supply & placed caveat with British Gas – this is currently being resolved.

Red Oak

Dead branches are to be removed by Will Morris this week

Cleaning/Caretaking: LP Cleaning are currently working Mon, Wed, Fri for 2 hours. The Caretakers advert is on noticeboards, the website and Facebook.

Applications to be submitted by 25th October 2025

Alison voiced concern with the wording 'competitive salary'

12.0 To receive the monthly Finance report for September 2025

Cllr A. Ivin

All payments and receipts have been reviewed; nothing out of order.

Approved payments:

- Contribution towards a memorial bench for Chris Wilkinson - £250
- Remembrance Day Traffic management fee of £600 +VAT
- Road closure and coning expenses for Christmas on Bridge Street event – £2,070 +VAT
- Contribution towards Twinning meal for Graben-Neudorf visitors - £500

Annual Return: UTC are waiting for the internal auditor to submit his final report. It will then be signed and returned to the Audit Office this week, which is within the extended time frame given.

Lottery Payments: A return has been created for that.

12.1 To receive any Planning Applications

DM/2025/01306

Proposed two storey rear extension to provide master ensuite bedroom and ground floor storage.

Ty Cwrrw, 16 Bridge Street, Usk, NP15 1BG

APPROVED

DM/2025/01232

Change of use of first and second floor of the property only, from Use Class D2 to Use Class C3.

1 Maryport Street, Usk, NP15 1AB

ACTION: Query parking implications for 3-bedroom property

DM/2025/01116

Removal of existing Velux type opening roof light to upper floor bedroom to rear of property and replacement with Velux GDL Juliet style opening roof light.

Beechdene, 17 Maryport Street, Usk, Monmouthshire, NP15 1AB

APPROVED

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12.2 To receive an update on the Improvement for Usk

This has gone MCC for public Consultation. County Cllr T Kear will keep UTC informed of any updates.

12.3 To receive a report from the Groups/Organisations within the Town

County Cllr M. Howells

Usk Civic Society: The unveiling of the Giant Salmon Mosaic unveiling will take place on Conigar riverbank on Saturday 18th October at 11am. Cllr K Peacock to represent the council.

Usk Together for the Climate: 'A Fresh Look at our Future' talk was well attended. The also held a workshop with an initiative called Climate Fresh which looks at Carbon usage and

12.4 To receive a report from the Events Committee

County Cllr M. Howells

- **Tour of Britain** Saturday 6th September was well supported by residents and visitors. Businesses reported to have benefitted from extra trade brought in by supporters.
- **Usk Show** Saturday 13th September. The rain didn't put people off with an attendance of 22,000 visitors. The Mayor awarded Blood Bike Wales best stand
- **Graben Neudorf visit.** Great to see our German friends. They visited Llanllywell House and Eco Garden, St Fagan's Museum, Usk Castle, St Mary's Church, delicious meal at the Wallace Restaurant, King's Head, Usk Show and The Grange for a delicious Pie & Chips. Set off early on Sunday with a fond farewell from a large group of Usk Residents.
- **Usk River Festival** Sunday 14th September. A successful event although the weather put off many visitors.
- **Tour de Gwent** Sunday 14th September. Well supported with the Cricket Club used as a refreshment stop for the St David's Hospice charity riders.
- **CADW Open Doors** Saturday 20 September. Visitors came from near and far and event was well supported. Our thanks to councillors and Glenn Roderick and Alec Leathwood for acting as our expert guides.
- **ARW Guided Walk** Saturday 20 September. Thanks to Stella and David Collard for organising the walk which was supported by 12 attendees.
- **Autumn Fayre** Saturday 11th October. This was a well-attended event run entirely by Green Tops Market with no cost or effort to UTC.

ACTION: Cllr Howells to send a survey to local businesses

Upcoming events:

- **Halloween Midnight Walk** – Friday 31st October midnight along the flood route and hot chocolate and bacon bap back at the Sessions House, raising funds for the Mayor's Appeal
- **Silurian** – Bruce Springsteen Evening, Saturday 22 November at the Legion with food £10, raising funds for the Mayor's Appeal
- **Christmas on Bridge** St Sunday 30 November 2025 8am to 8pm

12.5 To discuss the use of the former Usk Household Recycling Centre (UHRC)

Cllr D Richards

Licence renewal received. To be reviewed by Cllr A Ivin before next meeting.

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12.6 To receive an update on the proposed pump track

County Cllr M. Howells

Progressing slowly, with the planning intended to be submitted shortly. Members continue to meet monthly.

12.7 To receive an update on the proposed Traffic amendments in Usk

Works completed – item to be removed from next month's agenda.

12.8 To discuss UTC SH Lottery Briefing paper

UTC OneLottery fund was launched at the Autumn Fayre. Registration is online and there has been a lot of interest with 25 joining on the day. Councillors have been offering their time on a Wednesday morning to help people to get online to join. Cllr M Howells thanked the clerk for the design of the marketing materials and bunting. 51 tickets sold to date, resulting in £25/week for the Sessions House Restoration Fund. Of the each £1, 50p goes to the cause, 26p goes to local prize money the rest goes to the OneLottery admin and towards the weekly national draw prize of £25,000 Continued marketing online and at the Christmas event on Bridge St.

ACTION: Clerk to send a letter of thanks to Ben for his efforts in setting it up last year.

12.9 Allotment update

Cllr D. Richards

Shed needs removing. Council has agreed to pay for removal. T Kear has offered to take it away.

ACTION: Cllr D Richards to contact T Kear to arrange a date

13.0 Update on surgeries

Surgeries have been poorly attended; lunchtime, afternoon and evening surgeries have been run since April. Plan moving forward is to advertise that councillors are available, just call to make an appointment.

13.1 Street cleansing and bin emptying

This is still under review.

13.2 Armistice Day

Cllr D. Richards

Sunday 9th November, 10am service, St Mary's Church. Councillors have been invited. Finance are covering the cost of the Traffic Management for the march back from the church to The Royal British Legion. Catherine Fookes (MP) and Peter Fox (MS) have accepted invitations from Mayor Diane Richards to attend.

Dedication Service at the Garden of Remembrance, St Mary's is on Friday 31st October at 6pm.

13.3 Bins outside No49

Cllr T Kear has established that MCC are the landowners of the area where the No49 are storing their bins.

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ACTION: clerk to contact MMC including Planning, Heritage, Health and Safety, Estates and County Councillors.

13.4 Christmas Update

Cllr D. Richards

Christmas on Bridge St: Sunday 30th November

The application for road closure has been sent. Risk Assessments are completed. Route plan has also been sent to MCC.

ESAG online form to be submitted once all details are clear.

UBSE to meet later this week. Cllr T Kear's intention is to approach businesses to ask for support, he also agreed that there is value in holding an additional meeting purely for the Christmas event.

Road closure will be different to last year, having learned from the event. There will be no traffic lights and Church St, Priory St and Old Market St will be coned as an urban clearway.

Regarding the bus service, Christian Schmidt has been contacted. UTC have suggested that the service runs via the A449 on that Sunday. UTC to place notices and contact details in bus stops prior to the event. No response received yet.

Decorations: A real Christmas Tree will be erected in the square carpark with fencing around. Warm white lights will adorn the tree and the square.

Country Market: in the Sessions House on 30th November to extend the day's event

13.5 Matters of Information

1) Query regarding The White House, Old Market St. What is the status with the property? Re there any plans with MCC? Could be raised by Civic Society

ACTION: clerk to write to heritage (cc: TK)

2) Bridges Community Centre – lease is up for renewal and intention is to increase rent extensively. Concerns that the support groups and services it offers (such as Taxi services) will be at risk.

ACTION: Clerk to circulate information to councillors

3) Biodiversity Report has been completed following the site visit last month by One Voice Wales' Biodiversity officer, Rachel Carter. It's a comprehensive report with site suggestions. Clerk proposed that UTC set up a Biodiversity Committee to deal with ongoing projects. This was agreed.

ACTION: Create a subcommittee and call 1st meeting

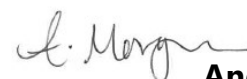
13.6 Correspondence

1) Letter of concern regarding the state of the property next to the Fish and Chip shop. MCC have opened a case on this.

2) Impact statement about The Royal has been circulated to all councillors and planning is available on MCC website

3) Police Report received. Cllr Howells suggested that Cllrs can walk around town with a police officer. Police Commissioner has been invited by T Kear to meet councillors and has agreed.

ACTION: clerk to send formal invitation to Commissioner



Angela Morgan
Town Clerk

Date of next meeting: Monday 10th November 2025 6.00pm