

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL
HELD AT THE PORTSKEWETT INN, PORTSKEWETT
TUESDAY 17th DECEMBER 2019

Councillors present: Mr P Nurcombe (Chair)
 Mr C Archer
 Mrs C Carne
 Miss L Dymock
 Mr S Essery
 Mr T Fawcitt
 Mr A Griffiths

1. **PUBLIC MEETING**

The Chairman of the Cornfield Project thanked the Council for their support over the last 12 months. He informed members that the 2020 Fun Run would be held on the last Sunday of April, and that the committee were hoping to alter the course to encompass Harold's field and the Recreation Hall field if the Council and the Recreation Hall Committee both agreed with the change. Members were happy for Harold's field to be used as part of the course.

2. **SIGN THE ATTENDANCE BOOK**

The Attendance Book was duly signed.

3. **APOLOGIES FOR ABSENCE**

Apologies had been received from Councillor Parker and Councillor Standing.

4. **CO-OPTED COUNCILLORS ACCEPTANCE OF OFFICE AND DECLARATIONS OF INTERESTS**

Miss Dymock and Mr Archer both confirmed their acceptance of being co-opted members of the Council. The Acceptance of Office and Declarations of Interests documents were duly completed.

5. **DECLARATION OF INTERESTS**

Councillor Fawcitt declared an interest in Item 11b on the agenda, as the contact person for the project.

6. **MINUTES OF THE LAST MEETING**

It was proposed by Councillor Fawcitt and seconded by Councillor Carne and agreed that the minutes of the last meeting were accepted as a true record. The Chairman duly signed the minutes.

7. **CLERK'S REPORT**

The clerk's report for December had been circulated prior to the meeting for the councillor's consideration.

The report was accepted by the meeting and the Chairman duly signed the report.

8. **REPORT FROM REPRESENTATIVE ON ARW SCHOOL AND OTHER BODIES**

- a. The Council's representative on the governing body of ARW School was not present at the meeting.

9. **DISCUSSION WITH COUNTY COUNCILLOR**

The County Councillor was not present at the meeting.

10. **NEW CORRESPONDENCE**

a. **Grounds Maintenance Contract with Monmouthshire County Council**

The renewal notice had been received for the 2020/21 contract, the cost of which would be £2,984.84 plus VAT. The budget for 2020/21 was set at £3,000.

It was proposed by Councillor Carne and seconded by Councillor Essery and agreed that the contract should be renewed. **Action BY**

b. **Change of Arrangements for Precept Payment**

Monmouthshire County Council had made a proposal for the precept to be paid as one annual payment on the last working day of April, instead of three instalments being paid at the end of April, August and December.

It was proposed by Councillor Essery and seconded by Councillor Fawcitt and agreed that the Council should accept the proposal. This was agreed by members present. **Action BY**

c. **Mind Monmouthshire**

A request had been received from Mind Monmouthshire for Financial Assistance. The remaining grant budget for 2019/20 amounted to £175.

It was proposed by Councillor Nurcombe and seconded by Councillor Fawcitt and agreed that the limited remaining budget would be better allocated at a more local level.

Planning Applications Approved by Monmouthshire County Council

| | | |
|-------|---|--|
| 01819 | Unit 8, Castle Way, Severn Bridge Industrial Estate, Portskewett | Extension of a steel portal framed building to provide additional workshop floorspace. |
|-------|---|--|

Planning Applications Refused by Monmouthshire County Council

No planning applications have been refused by Monmouthshire County Council this month.

11. **FINANCE**

a. **Pink Paper**

The pink paper for December was circulated prior to the meeting for the councillors' consideration and was duly authorised by the Chairman.

The following payments were proposed by Councillor Carne and seconded by Councillor Fawcitt and unanimously agreed by members present:

| | |
|-------------------------------------|-----------|
| Salaries | £1,153.07 |
| Torfaen CBC – Pension contributions | £ 213.15 |
| HMRC – NIC and PAYE | £ 97.15 |

A transfer of £1,000 from the Unity deposit account to the Unity current account was also approved in readiness for January payments. **Action BY**

b. **Sudbrook Play Park Grant Application**

An application had been received requesting £100 to purchase grass seed to repair the grass at the play park. The remaining grant budget for 2019/20 amounted to £175.

It was proposed by Councillor Archer and seconded by Councillor Nurcombe that the application be approved. This was unanimously agreed by members present. **Action BY**

c. **Portskewett and Sudbrook Good Companions Club Grant Application**

An application had been received requesting £100 grant towards the annual Christmas event organised for residents.

It was proposed by Councillor Fawcitt and seconded by Councillor Nurcombe that the application be approved. This was unanimously agreed by members present.

Action BY

12. **WEBSITE ACCESSIBILITY REGULATIONS**

- a. The clerk reminded members that a plan needed to be produced showing how the Council would achieve compliance with the regulations, including the expected timescale for the work to be carried out.

Contact had been made with Mr Alex Mc Connachie from Monmouthshire County Council, who had agreed to look at the Council website and provide some advice on any potential issues and what work would be required. The Clerk was asked to provide him with the relevant information.

Action BY

13. **BUDGET FOR 2020/21**

- a. The proposed budget had been circulated prior to the meeting for consideration.

It was proposed by Councillor Fawcitt and seconded by Councillor Carne that at the budget be approved. This was agreed by members present.

Action BY

14. **REPORTING ON SECTION 6 – THE BIODIVERSITY AND RESILIENCE OF ECO SYSTEMS DUTY**

- a. The clerk had drafted a report for consideration.

It was proposed by Councillor Fawcitt and seconded by Councillor Nurcombe that the suggested amendments to the report should be made, and the clerk was authorised to submit the report when required to do so.

Action BY

15. **SECTION 106 PLAN**

It was proposed by Councillor Carne and seconded by Councillor Nurcombe:

- that all Members should compile a list of potential projects using their local knowledge to bring back to the January meeting.
- that the Clerk should write to Portskewett and Sudbrook Recreation Hall and the Cornfield Project asking them to provide information on any projects that they would be looking to undertake in the future.

This was agreed by members present.

Action BY and All

16. **ITEMS OF LOCAL CONCERN (FOR INFORMATION ONLY)**

a. Cornfield Project

A letter of thanks had been received from the Chairman of the project in respect of the Oak Grove Community Fund grant allocated to the project.

b. Section 137 Expenditure Limit 2020/2021

Notification had been received that the appropriate sum for 2020/21 is £8.32 per elector.

c. Councillor Resignation

A letter of resignation from position of Councillor had been received from Councillor Hubbard. The clerk had notified the Electoral Registrations Office and the position will be advertised as required.

It was proposed by Councillor Nurcombe and seconded by Councillor Fawcitt that standing orders be suspended for the next two items to facilitate their timely progress.

d. Network Rail Land at Sudbrook

Notification had been received from Network Rail that the licence held by Sudbrook Gardening Club in respect of the land between the crossing gates has now expired, and no activities can

therefore take place on the land currently. If the Community Council wish to work on the land a new licence document, with the Community Council as the licensee, would be required.

It was proposed by Councillor Fawcitt and seconded by Councillor Dymock that a new licence should be looked into. This was agreed by members present. **Action BY**

e. Licence for Use of ARW School for Meetings

A draft agreement had been received from the Headmistress for consideration.

It was proposed by Councillor Carne and seconded by Councillor Dymock that "The Designated Hours" should be changed from 7.00pm until 9.30pm to 6.45pm until 9.30pm, to facilitate setting up time. This was agreed by members present.

The clerk was asked to agenda the revised agreement for approval at the January meeting.

Action BY

Standing Orders were reinstated at this point in the meeting.

f. Village Planters

Councillor Fawcitt and Councillor Parker will tidy up the planters ready for the Spring.

g. Cornfield Fun Run

Councillor Dymock suggested that the Community Council run a Dog Fouling Awareness Stall at the Fun Run, using the promotional materials available, given that the proposed locations are used regularly by dog walkers.

17. **DATE AND TIME OF NEXT MEETING**

The Chairman thanked everyone for attending and gave the date and time of the next meeting as **Tuesday 21st January at ARW School, Portskewett**. The meeting was then declared closed at 20.30pm.