

**MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL**  
**HELD AT ARW SCHOOL, PORTSKEWETT**  
**TUESDAY 19th FEBRUARY 2019**

Councillors present: Mr A Whiteley (Chair)  
Mrs C Carne  
Mr S Essery  
Mr T Fawcitt  
Mr P Fox  
Mr A Griffiths  
Mrs C Hubbard  
Mr G Parker  
Mr I Standing

1. **PUBLIC MEETING**

There were no members of the public present at the meeting.

2. **SIGN THE ATTENDANCE BOOK**

The Attendance Book was duly signed.

3. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

4. **DECLARATION OF INTERESTS**

Councillor Fawcitt declared an interest in Item 15a on the agenda as he was the named contact for Sudbrook Play Park in respect of their grant application for the Oak Grove Community Fund.

Councillor Parker declared an interest in Item 15a on the agenda, grant applications for the Oak Grove Community Fund, as he is the Chairman of the Sudbrook Play Park committee. He also declared an interest in Item 9c on the agenda, Planning Application DM/2018/01828, as he has an easement over his land relating to the proposed development.

5. **MINUTES OF THE LAST MEETING**

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

6. **CLERK'S REPORT**

The clerk's report for February 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.

Councillor Parker informed the meeting that he had looked at the split on the swing seat at Richard's Quest and confirmed that he will carry out repairs as soon as possible.

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

Councillor Standing informed the meeting that the advertisement for the Head teacher position at ARW School had gone out, interviews are planned to be held in March with a view to making an appointment to commence in September.

8. **DISCUSSION WITH COUNTY COUNCILLOR**

The County Councillor reported that Welsh Government have allocated ARW School £640,000 for education and child care provision. This will be used to provide nursery facilities.

He informed the meeting that the LDP process is ongoing and new sites are being sought to meet future housing needs. Also Cabinet would be moving the 2019/20 budget on 20<sup>th</sup> February 2019. Amendments have been made to the initial budget proposed following

feedback received. Monmouthshire has the lowest funding rate per head of population at £1,000 per head, which does not allow for the difficulties encountered in a rural area.

The profile of a Chepstow bypass is being raised once again as a result of the increasing traffic pressures in and around the Chepstow area.

## 9. **NEW CORRESPONDENCE**

- a. Retrospective Confirmation of Planning Application Recommendations document.  
The Retrospective Confirmation of Planning Application Recommendations document was presented to the meeting for authorisation and was duly signed.
- b. Request for financial assistance from the Llangollen International Musical Eisteddfod.  
The request was duly noted, however members felt that given the increasing pressures on the council budget funding should be allocated within the local community.
- c. Amended Planning Application DM/2018/01828  
The application had been circulated to members for their consideration prior to the meeting. Having declared an interest in this item Councillor Parker abstained from the discussion. Members had no objections to the application and the clerk was asked to submit a recommendation for approval. **Action BY**
- d. Planning Application DM/2019/00070  
The application had been circulated to members for their consideration prior to the meeting. Members had no objections to the application and the clerk was asked to submit a recommendation for approval. **Action BY**

### Planning Applications Approved by Monmouthshire County Council

No planning applications were decided on this month.

## 10. **FINANCE**

- a. The pink paper for February was circulated prior to the meeting for the councillors' consideration and was duly authorised.
- b. The clerk presented the following payments for authorisation at the meeting:

Salaries	£1,100.52
Torfaen CBC – Pension contributions	£ 202.82
HMRC – NIC and PAYE	£ 88.95
Viking - Printer Ink, Stamps and Files	£ 63.30
Monmouthshire County Council - Summer Play Scheme 2018/19	£1,000.00

They were proposed by Councillor Hubbard and seconded by Councillor Carne.

- c. Appointment of Internal Auditor for the Year Ending 31<sup>st</sup> March 2019  
It was proposed by Councillor Whiteley and seconded by Councillor Parker that Mr P Murphy should be approached to undertake the internal audit, and this was agreed by the meeting. **Action BY**

- d. Quote for Hire of Equipment for Fun Day  
Funtime Bounce had submitted the following costs:

Rodeo Bull including operator	£395.00
Twin Lane Bungee Run	£215.00
Jungle Slide Bouncer	£ 85.00
2 additional operators (@4 hours)	£280.00
Delivery charge	£103.50
Discount 10%	<b>£107.85</b>
<b>Total Cost</b>	<b>£970.65</b>

Costs include VAT of £194.13.

It was Proposed by Councillor Standing and seconded by Councillor Hubbard that the quote be accepted, as Funtime Bounce would provide operators for the equipment and had the necessary insurance in place. **Action BY**

11. **SUDBROOK PAPER MILL DEVELOPMENT SECTION 106 FUNDING**

Mr Moran had forwarded a summary of the applications received in respect of the above, in order that the council could offer its views on the applications and how the £50,000 funding available should be allocated.

Members considered the information available and it was felt that the funding should be shared equally between the five applicants, each receiving £10,000. The clerk was asked to inform Mr Moran of the recommendation. **Action BY**

12. **STOWBALL COMMON**

The clerk had contacted Mr Bartlett some time ago asking him to provide a quote for cutting footpaths around the common and cutting back the overhanging branches on the trees. Despite following up on the request no response had been received.

Councillor Fawcitt had received a quotation of £300 for cutting back and clearing the current undergrowth.

Mr Bartlett had previously charged £185 for cutting Harold's Field and Stowball Common. The budget remaining for 2018/19 is £315.

It was proposed by Councillor Hubbard and seconded by Councillor Parker that the quote should be accepted as the work needed to be carried out before the 1<sup>st</sup> March. Councillor Fawcitt was asked to arrange this. **Action TF**

13. **CHRISTMAS LIGHTING**

It was agreed by members that the Christmas lighting needed to be improved. Councillor Parker was asked to source better quality lighting. **Action GP**

14. **REVIEW OF COMMUNITY/TOWN COUNCIL ARRANGEMENTS IN MONMOUTHSHIRE**

Following a review of community arrangements by Monmouthshire County Council, the Local Democracy and Boundary Commission had submitted a report of their recommendations to Welsh Government. Councils have until 11<sup>th</sup> March to submit a response to Welsh Government. The report had been made available to councillors for their consideration prior to the meeting.

With regard to the proposal in paragraph 76 on page 39 of Volume 1 of the report councillors raised concerns that there would be no clearly defined boundary as a result of the proposals. Four dwellings would transfer from the Leechpool ward of Portskewett Council area to Caerwent. This would result in very unclear boundary lines, defined only by fencing in fields which is not permanent and could be moved at any time. Members felt that the A48 provided a more natural boundary, which would not be fluid. If the A48 was agreed as the Portskewett council boundary it would result in the four dwellings remaining in the Leechpool ward.

With regard to the proposal in paragraph 111 on page 60 of Volume 1 of the report, which relates to the Severn Bridge Industrial Estate and Castlegate Business Park moving into the Caldicot council area, members felt that this was a more appropriate proposal and that there would be a clearly defined boundary between Portskewett and Caldicot council areas.

The clerk was asked to submit the council's response to Welsh Government. **Action BY**

15. **OAK GROVE SOLAR FARM GRANT APPLICATIONS**

Local Community Groups and Organisations had been notified that funding was available and asked to submit a grant application form for any project they were looking to undertake.

An application had been received from Sudbrook Play Park who requested a grant of £1,422 to acquire 3 picnic tables to be located in the Play Park and Sudbrook Camp area. Previous seating had been damaged and become unsafe, so had been removed leaving no seating.

Councillor Parker and Councillor Fawcitt, having declared an interest in this item, abstained from the discussion.

It was proposed by Councillor Carne and seconded by Councillor Essery that the application should be approved and a grant of £1,422 be awarded. **Action BY**

16. **FUN DAY**

a. Notes from the meeting of the Events Working Group held on 4<sup>th</sup> February 2019

The notes had been circulated to members prior to the meeting. They were duly authorised by the Chairman.

b. Updates on Actions

The clerk confirmed that the Recreation Hall had been book for the 6<sup>th</sup> July 2019. The cost of hiring the hall would be £45. If an electricity supply was required and additional £10 would be payable, and anyone requiring use of a table would be charged £5 per table.

The clerk confirmed that St John Ambulance were available to provide first aid cover for the day.

The Wales Air Ambulance Service will supply promotional material for the event and hope to attend with a stand.

ARW School PTA have confirmed that they will run the BBQ and provide hot and cold drinks. They are also hoping to run some games and provide face painting.

All local clubs and organisations have been contacted inviting them to run a stall or activity.

Poppy's Vintage Ices have confirmed that they will attend with their ice cream van and The Bird Man from Caerwent had also confirmed his attendance.

Councillor Griffiths confirmed that the DJ had been booked at a cost of £60.

Councillor Standing confirmed that ZA Brewery would provide the bar for the event. He will liaise with them regarding the arrangements. **Action IS**

The clerk had contacted the following organisations to provide entertainment and is awaiting their responses:

Caldicot Musical Theatre Group  
Sudbrook Boxing Club  
Severn Tunnel Band  
The Widders  
Wye Gym and Galaxy Cheerleaders

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

Pot Holes - Middle Road, Leechpool

The meeting was informed that there are a number of potholes on Middle Road which would need attention.

Weight Limit Sign – Middle Road, Leechpool

It was reported that the weight limit sign at the junction with the B4245 was bent over and required straightening.

Litter

There has been an increase in the amount of litter along Middle Road, Leechpool and from Pike House going towards Parkwall. Concerns were expressed with regards to the safety aspect of asking the caretaker to clear these areas given the nature of the roads in question. He will be asked to carry out a risk assessment.

Redundant Road Signs

A number of road signs have been left in the vicinity of Sudbrook bridge. They need to be removed as they look untidy.

Police Report

The police report covered the period from the middle of November to the middle of February, and had been circulated to members prior to the meeting. Councillors raised concerns with regard to the increase in the level of incidents over the last three months. Concerns were also raised in respect of the evidence of drug related activities, which also appears to be increasing. Activity at Sudbrook Camp, Black Rock and the Sudbrook Allotments were particularly noted.

St Mary's Place

It was reported that a silver Corsa with a flat tyre had been parked at the entrance to St Mary's Place since Christmas. A concern was raised as to whether it had been abandoned.

Also a large white Western Power Distribution vehicle is parking on the bend, in the evenings and at weekends. Both vehicles are partially blocking the entrance to St Mary's Place and obscuring the view for vehicles entering and leaving.

White lines at entrance to Recreation Hall

The meeting was reminded that the white lines requested at the junction of the Recreation Hall access lane and Manor Way had not been completed.

The clerk informed the meeting that there were three further issues that were also outstanding, dating back to 2016. Each time the clerk followed them up she had been informed that they were planned for completion at some time during the new financial year.

Councillor Fox asked the clerk to follow them up again, forwarding a copy of the correspondence to him.

Gate into Harold's Field

Mr Edwards had informed the clerk that the fence post, supporting the iron gate giving access to Harold's Field from the recreation Hall car park, had rotted away. It was currently chained up to hold it in place. Councillor Parker offered to replace the post.

Dog Bag Holders

The clerk informed members that the dispensers were proving popular with members of the public, with over 100 being picked up in the last two weeks.

March Agenda

Members agreed that the renewal of the One Voice Wales Membership and Feedback from Wales Audit should be included on the agenda for the March meeting.

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

The Chairman thanked everyone for attending and gave the date and time of the next meeting as **Tuesday 19<sup>th</sup> March at ARW School, Portskewett**, the meeting was then declared closed at 9.25pm.