

**MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL**  
**HELD AT SUDBROOK TRINITY PRESBYTERIAN CHURCH, SUDBROOK**  
**TUESDAY 15th JANUARY 2019**

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

1.    **PUBLIC MEETING**

The Chairman of the Cornfield Project attended the meeting to thank the Community Council for the grant that had been made to the project. He also informed members that the Cornfield Project Fun Day would be held on 28<sup>th</sup> April 2019 and requested the use of the council marquee.

2.    **SIGN THE ATTENDANCE BOOK**

The Attendance Book was duly signed.

3.    **APOLOGIES FOR ABSENCE**

Apologies had been received from Councillor Carne and Councillor Essery.

4.    **DECLARATION OF INTERESTS**

There were no interests to declare.

5.    **MINUTES OF THE LAST MEETING**

It was proposed by Councillor Hubbard and seconded by Councillor Parker 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 January 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.

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

Members were informed that Mrs Hamer would move to Magor School in March 2019. A meeting would take place to 23<sup>rd</sup> January 2019 to determine the appropriate salary scale for the new head.

The council's representative on the Portskewett Heritage Centre Committee informed members that work had now commenced on the Heritage Centre.

8.    **DISCUSSION WITH COUNTY COUNCILLOR**

The County Councillor was not present at the meeting.

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.

**Planning Applications Approved by Monmouthshire County Council**

01074	13 Black Rock Road, Portskewett	Change of use of part of field to residential curtilage to accommodate new garage. New timber double garage.
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01023	Red House, B4245 Parkwall to Caldicot, Portskewett	New fabricated timber cabin outbuilding, single storey, wood brown finish. Located at lower garden at north west boundary.
01916	Black Rock Cottage, Black Rock Road, Portskewett	Ground floor single storey entrance hall extension. First floor bedroom extension over existing kitchen.

## 10. **FINANCE**

a. The pink paper for January 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
Mr G Parker – Christmas Lights	£ 72.60

They were proposed by Councillor Fawcitt and seconded by Councillor Nurcombe.

c. National Association of Local Councils' Employment Briefing E02-18 on the 2019-2020 National Salary Award

A copy of the briefing had been received from One Voice Wales and had been circulated to members prior to the meeting; the contents of the briefing were duly noted.

The clerk informed members that it had also been confirmed that the National Minimum Wage Rate would increase to £8.21 per hour from 1<sup>st</sup> April 2019.

The revised salary costs for council employees for 2019/20 would therefore amount to £14,458, the budget had been set at £14,419 based on the information available at the time.

d. Quarterly Report on Bank Reconciliations

Councillor Standing informed members that he had carried out the quarterly check on bank reconciliations on 14<sup>th</sup> January 2019. This covered the third quarter of the financial year 2018/19. Councillor Standing confirmed that all entries were present and correct.

e. Budget Monitoring Report for the 9 months to December 2018

The quarterly budget monitoring report for the nine months ended 31st December 2018 was circulated to members prior to the meeting for their consideration.

The clerk drew to the members' attention the forecast year end balances would be £6,735, assuming that no significant expenditure was incurred on the Unidentified Services Contingency Budget, and that the Sudbrook Community Fund was expended before the end of the year.

Members had no questions for the clerk. The report was duly accepted by the meeting.

## 11. **PLAYGROUND INSPECTIONS**

Some low risk issues had been identified during the weekly playground inspections. The following actions were agreed:

- I. Caretaker to be asked to replace the slats on the rubbish bin at the Quest. **Action BY & MW**
- II. Councillor Parker will assess the split on the swing seat at the Quest and repair if possible. **Action GP**
- III. Caretaker to be asked to rub down and re-stain the damaged area on the bench at the Quest, as long as it is solid and dry. **Action BY & MW**
- IV. Councillor Fawcitt had already contacted Playdale to obtain a replacement fitting for the scramble net.
- V. The pedal on the Hippo at Sudbrook Play Park would be reviewed again at a later date.

12. **SECTION 106 FUNDING**

Monmouthshire County Council had asked the community council to provide a list of potential projects to be considered for any funding that may arise from future developments within the council area.

Members had identified a number of projects which they felt should be given consideration, and the clerk had compiled a list which had been circulated to members prior to the meeting.

It was proposed by Councillor Parker and seconded by Councillor Fawcitt that the list be accepted and approved. This was unanimously agreed by the meeting.

The clerk was asked to forward the list to Monmouthshire County Council.

**Action BY**

13. **VILLAGE FUN DAY**

The village fun day is held biannually and due to take place in 2019. It was proposed by Councillor Griffiths and seconded by Councillor Fawcitt that the fun day should take place on July 6th 2019. This was agreed by the meeting.

It was agreed that a meeting of the Events Working Group would be convened on Monday 28<sup>th</sup> January at 7.30pm at the Portskewett Inn.

**Action BY**

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

A member had noted from the minutes of the County Council meeting that Monmouthshire County Council want to acquire the Dinham Line, and was enquiring for what purpose. Councillor Parker informed that meeting that he understood that it was in connection with the Crick Road Development.

The clerk informed members that letters of thanks had been received from The Cornfield Project and The Royal British Legion for the donations they had received.

The clerk informed members that a response had been received from Monmouthshire County Council, to the enquiry that had been made in respect of the Community Charge and Community Council precept when a major development was being undertaken. The response explained that “the Council Tax Base calculated is based on properties currently on the list plus an estimate for the coming year”. The community council should therefore see an increase in its tax base from last year to take account of the current development.

15. **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> February at ARW School, Portskewett**, the meeting was then declared closed at 19.55pm.