

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL

HELD AT ARW SCHOOL, PORTSKEWETT

TUESDAY 17th MARCH 2020

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

1. **PUBLIC MEETING**

Due to the Corona virus outbreak there were no members of the public present at the meeting. Residents had reported the following issues to the clerk:

Parking in Sudbrook

The owners of 2 white Audis have been parking outside other residents' properties and blocking their access. The cars have also blocked the road due to the way they were parked, preventing the refuse lorry from accessing the lower end of the village, so the refuse was not collected. Vehicles visiting the Old Shipyard site also could not get through.

Old Shipyard Development

There have been some large vehicles delivering to the site which have had difficulty passing residents' parked cars, so residents are frequently being asked to move them. A resident in The Villas had significant damage to their car caused by one lorry, which was reported to Councillor Fox. Residents would like notification of when the vehicles will be coming.

There have also been complaints about the speed at which the lorries have been driving through the village.

Walkers using the coastal path have reported forklift trucks going in and out of the site at speed, not taking due care with regard to people walking in the area.

There is a grey container by the electricity sub-station that is making it difficult for larger vehicles to turn around.

Welsh Water

The pavement opposite the Red Row site entrance has been disturbed again by the recent work Welsh Water have carried out. It has been left quite roughly finished and residents have asked will it be finished properly again.

2. **SIGN THE ATTENDANCE BOOK**

The Attendance Book was duly signed.

3. **APOLOGIES FOR ABSENCE**

Apologies had been received from Councillor Carne, Councillor Standing, Councillor Essery and Councillor Archer.

At this point in the meeting the Chairman proposed to take Agenda Item 12 as the next item. This was agreed by members present.

12. **COUNCILLOR VACANCY**

- a. One application had been received and circulated to members for their consideration prior to the meeting.

Following discussion it was proposed by Councillor Nurcombe and seconded by Councillor Fawcitt and agreed that the applicant should be co-opted to the council.

Miss Howells was then invited to join the meeting, and the agenda resumed.

4. **DECLARATION OF INTERESTS**

There were no interests to declare.

5. **MINUTES OF THE LAST MEETING**

It was proposed by Councillor Fawcitt 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 March 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**

- a. The Council's representative on the governing body of ARW School was not present at the meeting.
- b. Councillor Nurcombe attended the Portskewett and Sudbrook Recreation Hall Committee meeting on Monday 2nd March 2020. He informed the meeting that a new mower had been purchased, and the Community Council were thanked for the grant awarded.
- c. Councillor Nurcombe informed members that Caldicot School were trying to maintain the normal process, given the Corona Virus situation, especially in respect of years 11, 12 and 13.

8. **DISCUSSION WITH COUNTY COUNCILLOR**

The County Councillor reported that Monmouthshire County Council are still working on recovery from the recent floods, and are now also dealing with the impact of Corona Virus. Services are being prioritised and staff redeployed to facilitate provision of the most vital services. Wherever possible staff are working from home. Essential meetings will continue, others may not take place.

The MCC budget has been set and Council Tax determined.

Councillor Dymock will lead on a project to help anyone in need of support as a result of the impact of Corona Virus.

Action LD

9. **NEW CORRESPONDENCE**

- a. **Portskewett and Sudbrook Recreation Hall**

Two responses had been received in respect of projects for future Section 106 funding.

The first project, replacement of the gas boiler would cost of £4,907. The second project, to upgrade toilet facilities would cost in the region of £20,000.

The information was duly noted, the clerk was asked to update the Section 106 Plan accordingly.

Action BY

- b. **Llangollen International Musical Eisteddfod 2020**

A request had been received for financial support for the eisteddfod. The request was duly noted.

Planning Applications Approved by Monmouthshire County Council

01041 Land Development south of Crick Road, Portskewett Reserved matters application for the erection of 269 dwellings with ancillary works

Planning Applications Refused by Monmouthshire County Council

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

10. **FINANCE**

a. **Pink Paper**

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

The following payments were proposed by Councillor Parker and seconded by Councillor Griffiths and unanimously agreed by members present.

Salaries	£1,153.07
Torfaen CBC – Pension contributions	£ 213.15
HMRC – NIC and PAYE	£ 97.15
ARW School – Hire of hall for meeting 17.3.20	£ 20.00
Monmouthshire County Council – Summer play scheme 2019	£1,000.00
Portskewett Church Hall – Hire of hall for defibrillator training	£ 37.50
St John Ambulance – Donation for defibrillator training	£ 50.00

A transfer of £2,500 from the Unity deposit account to the Unity current account was also approved.

Action BY

b. **Appointment of Internal Auditor**

It was proposed by Councillor Nurcombe and seconded by Councillor Fawcitt that Mr Phil Murphy be appointed as the Internal Auditor. This was agreed by members present. The clerk was asked to forward the contract to Mr Murphy.

Action BY

11. **WEBSITE ACCESSIBILITY REGULATIONS**

- a. The clerk had met with Fizzyblox representatives to discuss the requirements for a new website. Fizzyblox were due to attend the March council meeting to present their ideas but due to Corona Virus this was deferred until April.

The clerk reminded members that as the cost of the website would fall between £1,000 and £10,000 3 quotations should be sought. Two companies, Vikatec and Hugo Fox had previously made contact with the council promoting their website design service.

It was proposed by Councillor Parker and seconded by Councillor Fawcitt and agreed that the clerk should approach Vikatec and Hugo Fox for quotations.

Action BY

13. **PLACE PLAN**

- a. The clerk had contacted Caerwent, Caldicot, Mathern and Rogiet councils to establish whether they would be interested in developing a joint Place Plan. The councils will consider the matter at their next council meeting and respond accordingly. The clerk was asked to agenda this for the April meeting.

Action BY

14. **DEFIBRILLATOR TRAINING AND AQUISITION**

- a. The clerk confirmed that a training session had been arranged and advertised for 9th April 2020. The cost of hiring the Church hall would be £37.50. Given current Government advice in respect of Corona Virus it was proposed by Councillor Nurcombe and seconded by Councillor Parker that the training be cancelled.

Action BY

- b. The clerk had obtained costs for an iPad SPI fully automatic defibrillator, the same as currently installed in the villages, which ranged from £1,135 to £1,325 incl vat. British Heart Foundation being the lowest price. Help with funding is available if all the eligibility criteria are met, an online application can be made. A contribution of £600 would be required from the council.

It was proposed by Councillor Nurcombe and seconded by Councillor Parker that the clerk should complete the application.

Action BY

The clerk was waiting until the model of defibrillator had been finalised before obtaining the cost of an appropriate cabinet. The existing cabinets had cost £696 each incl vat.

15. **CHURCHYARD MAINTENANCE**

A neighbouring Council had confirmed that they were making payments to fund maintenance of a churchyard within their area (for which they were not responsible) under Section 214.

The clerk reminded members of the advice issued by NALC in October 2019 "Until such time as a court determines the extent of any prohibition from the 1894 Act, a Council considering making a payment in these circumstances is advised to consider whether it is prudent to take a course of action that it cannot be certain is legally valid."

It was proposed by Councillor Nurcombe and seconded by Councillor Parker that a budget of £250 should be established for 2020/21, funded by virement from the Unidentified Services Contingency Budget. This was agreed by members present.

The clerk was asked to forward a grant application form to the Church for submission after the 1st April 2020.

Action BY

16. **REPLACEMENT LDP**

The clerk was asked to agenda this item for the April meeting given the extended response time due to Corona Virus.

Action BY

17. **VILLAGE BONFIRE EVENT**

It was agreed that all members would identify and evaluate potential venues to facilitate the event being held in 2020. Consideration would be given to having fireworks without a bonfire if necessary. The clerk was asked to agenda this for the April meeting.

Action Councillors & BY

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

Monthly Police Report

The police report had been circulated to members prior to the meeting. It was duly noted.

Coastal Path Emergency Access Route

The meeting was informed that the padlocks were missing on the bollards at the Sudbrook end of the coastal path.

Camp Road, Sudbrook

It was brought to the meeting's attention that the fence which the developers, Redrow, have erected around the boundary of the development is preventing a resident of Camp Road from removing their caravan from the rear of their property, as there is not enough clearance. This has raised concerns with regard to access by emergency vehicles, should they be required.

Gatepost Harold's Field

Councillor Parker was reminded that a new gatepost is required at the entrance to Harold's Field adjacent to the Recreation Hall.

Dog Refuse Bag Dispenser

Councillor Griffiths will install a box on the footpath from The Close to Caldicot Road.

Electoral Registers

None of the councillors had received the Electoral Register for 2020.

Happy to Chat Bench

Hayley Brown from Gwent Police requested permission to put some laminated signs on benches around the area saying “The happy to chat bench, sit here if you don’t mind someone stopping to say hello.” as part of a scheme to tackle loneliness and mental health.

Freedom of Information Request

A follow up had been received on the earlier request stating that the council were “beyond the legal deadlines”. The clerk replied that a response had been given within 2 days and the deadline was 20 days.

Council Insurance

A form had been supplied to be completed in advance of the renewal quotation being issued. Councillor Fawcitt will review the form.

Heritage Centre Opening Ceremony

Due to the Corona Virus the opening ceremony has been postponed until the summer.

Corona Virus

Advice and guidance had been received from One Voice Wales and the Society for Local Council Clerks, and forwarded to members. The clerk will keep members updated as new guidance is received.

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

The Chairman thanked everyone for attending and gave the planned date and time of the next meeting as **Tuesday 21st April at ARW School, Portskewett**. This would be reviewed nearer the time to take account of the latest Government advice in relation to Corona Virus. The meeting was then declared closed at 8.40pm.