

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL

HELD VIA REMOTE ACCESS

TUESDAY 21st JULY 2020

Councillors Present:

Mr P Nurcombe (Chair), Mr C Archer, Mrs C Carne, Miss L Dymock, Mr T Fawcitt, Mr A Griffiths, Mr G Parker, Mr I Standing.

1. **PUBLIC MEETING**

Due to the Government restrictions in respect of COVID19 the meeting was held by remote access and it no members of the public had requested to participate. No issues had been raised with the clerk by members of the public prior to the meeting.

2. **SIGN THE ATTENDANCE BOOK**

Due to the remote nature of the meeting it was not possible to sign the Attendance Book.

3. **APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr Howells, Cllr Essery and Cllr Fox.

4. **DECLARATION OF INTERESTS**

There were no interests to declare.

5. **MINUTES OF THE LAST MEETING**

It was proposed by Cllr Carne, seconded by Cllr Parker and agreed by all present that the minutes of the last meeting were accepted as a true record. **Action: PN to sign minutes.**

6. **CLERK'S REPORT**

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

Network Rail Land, Sudbrook

Claire Hickman from Network Rail had informed the clerk that to go ahead with the Community Licence they would need to carry out 2 consultations, which would take 6 to 8 weeks. The legal document should have been received by the September meeting. **Action: Clerk to agenda in September.**

The report was accepted by the meeting. **Action: PN to sign report.**

Annual Plan

The clerk reminded Councillors they should submit their ideas and priorities for inclusion in the Council's Annual Plan. **Action: All**

Representation on Governing Body of ARW School

Cllr Nurcombe had spoken to the Governing Body and it was agreed that Cllr Carne would be the PCC representative and Cllr Dymock would attend as an observer. An introduction meeting will be arranged and the next meeting of the Governing Body will be held in October.

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

The governing body of ARW School had not met.

Cllr Carne had attended a virtual meeting of the Give Dog Fouling the Red Card Working Group. An awareness day will be held on 1st October in Abergavenny, Portskewett was invited to hold their own on that day. Members felt that midweek was not the most beneficial time to engage the community, it was agreed to hold the event on 5th September in the Cornfield, start time 9.30am. **Action: Clerk to confirm with Cornfield project and forward dog fouling leaflet to Cllr Dymock.**

8. **DISCUSSION WITH COUNTY COUNCILLOR**

The Cllr Fox was not present at the meeting. Cllr Dymock reported that the expected cost to MCC arising from the COVID19 pandemic would be between £5m and £10m.

Chairman's signature

A proposal had been made for free parking in the Counties towns until Christmas, however MCC cannot afford to support this. £480,000 has been received from Welsh Government towards the pandemic costs but no further funding appears to be available. County Council meetings are resuming using remote access.

9. **NEW CORRESPONDENCE**

a. Planning Application DM/2020/00321

The application was to discharge of conditions relating to DM/2018/00696 in respect of land development south of Crick Road, Portskewett.

It was proposed by Cllr Parker, seconded by Cllr Archer and agreed by all present that the application be approved. **Action: Clerk to submit response to MCC.**

b. Planning Application DM/2020/00764

The application was for change of use of premises at Unit 51B, Symondscliff Way, Severn Bridge Industrial Estate, Portskewett.

Responses on the planning portal indicated a 50:50 split between supporters and objectors. Residents were concerned they would be disturbed by patrons of the premises. Members were informed of a similar business in Rogiet which has not led to any disturbance.

It was proposed by Cllr Fawcitt, seconded by Cllr Griffiths and agreed by all present that the application be approved. **Action: Clerk to submit response to MCC.**

c. Planning Application DM/2020/00888

The application was for change of use at Unit 6C, Lodge Way, Severn Bridge Industrial Estate, Portskewett.

Members fully support the organisation and the benefit the project would bring to the community.

It was proposed by Cllr Griffiths, seconded by Cllr Fawcitt and agreed by all present that the application be approved. **Action: Clerk to submit response to MCC.**

d. Defibrillator Training

Due to COVID19 it had not been possible to arrange the planned defibrillator training.

It was proposed by Cllr Nurcombe, seconded by Cllr Parker and agreed by all present that the training provision be reassessed in the new year. **Action: Clerk to agenda in January.**

e. Date for Annual Meeting

It was proposed by Cllr Nurcombe, seconded by Cllr Parker and agreed by all present that the Annual Meeting be held in September. **Action: Clerk to call meeting.**

Planning Applications Approved by Monmouthshire County Council

00516	81 Treetops, Portskewett	Relocation of Garden Wall - demolish existing wall and relocate wall according to proposed site plan. Wall to be built to same style as existing. Exterior coursework to be built using brick reclaimed from old wall. Internal coursework colour and style to be decided later. Wall height to be 1.9m.
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Planning Applications Refused by Monmouthshire County Council

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

10. **FINANCE**

a. Pink Paper July

The pink paper for July was circulated prior to the meeting for the councillors' consideration. **Action: PN to sign.**

The following payments were proposed by Cllr Fawcitt, seconded by Cllr Carne and agreed by all present.

Salaries	£1,187.92
Torfaen CBC – Pension contributions	£ 219.11
HMRC – NIC and PAYE	£ 104.30
Mm Garden Services & Fencing – Cut Harold’s Field & Stowball Common	£ 290.00
Playsafety Limited – Annual Playground Inspections	£ 206.40
Usk Valley Promotions – 1 st Instalment Design & Build Website, & Hosting	£ 650.00
Miss L Dymock – Reimbursement for Zoom subscription May and June	£ 86.32

Action: Clerk to set up payments.

Balances held: Current Account £4,649.67 and Deposit Account £9,552.32.

b. Pink Paper August

The pink paper for August was circulated prior to the meeting for the councillors’ consideration.

Action: PN to sign.

The following payments were proposed by Cllr Fawcitt, seconded by Cllr Carne and agreed by all present.

Salaries	£1,187.92
Torfaen CBC – Pension contributions	£ 219.11
HMRC – NIC and PAYE	£ 104.30
Miss L Dymock - Reimbursement for Zoom subscription July	£ 43.16

Action: Clerk to set up payments.

Estimated Balances held: Current Account £3,095.18 and Deposit Account £9,552.32.

c. Quarterly Report on Bank Reconciliations

Cllr Standing had carried out the quarterly check on bank reconciliations on 17th July 2020. This covered the first quarter of the financial year 2020/21. Cllr Standing confirmed that all entries were present and correct.

d. Budget Monitoring Report for the 3 months to 30th June 2020

The quarterly budget monitoring report for the three months ended 30th June 2020 was circulated to members prior to the meeting for their consideration. Members had no questions on the report.

It was proposed by Cllr Fawcitt, seconded by Cllr Carne and agreed by all present that the report be approved. **Action: Chair to sign report.**

e. SARA Grant Application

A grant application had been submitted by SARA requesting a £200 grant. The grant budget available for 2020/21 was £1,000. Members agreed that the service provided would benefit the community.

It was proposed by Cllr Fawcitt, seconded by Cllr Dymock and agreed by all present that the application be approved. **Action: Clerk to arrange payment.**

f. Monmouthshire CAB Grant Application

A grant application had been submitted by Monmouthshire CAB requesting a £1,500 grant. The budget agreed for 2020/21 was £1,250, an increase of £250 on the previous year. Members considered an additional allocation taking account of the impact of COVID19 on the local community, but agreed that it was not appropriate to overspend the budget when an increase had already been allocated.

It was proposed by Cllr Fawcitt, seconded by Cllr Dymock and agreed by all present that a grant of £1,250 be awarded. **Action: Clerk to arrange payment.**

11. **WEBSITE ACCESSIBILITY REGULATIONS**

a. Draft of New Website

The clerk had circulated a draft of the proposed website to councillors prior to the meeting. Members approved the draft format, the clerk will feedback comments received to the developer. Cllr Archer offered to work with the clerk on website developments.

The clerk informed members that information received from JPAG states “scanned pdf documents do not comply with the Accessibility Regulations 2018. We therefore recommend that you state in your authority’s Accessibility Statement that scanned pdf documents do not comply with the Accessibility Regulations but that these documents can be provided in an alternative format or on alternative media, on request”.

The clerk had obtained a sample accessibility statement from www.gov.uk. It was agreed that a draft statement should be prepared by the clerk and be formally considered and adopted at the September meeting. **Action: Clerk to prepare statement and agenda in September.**

b. Termination of Vikatec Services

The clerk had established that the current website hosting expires on 26th September 2020, and the domain name expires on 9th December 2020. The renewal invoice has been received for the hosting.

It was proposed by Cllr Parker, seconded by Cllr Archer and agreed by all present that Vikatec should be formally notified that they would no longer be required to provide hosting services, and for the domain name to be transferred to Usk Valley Promotions. **Action: Clerk to progress with Vikatec and Usk Valley Promotions.**

12. PLACE PLAN

a. The clerk had contacted neighbouring local councils, Rogiet had confirmed they would like to collaborate, Caldicot had declined, Mathern are producing their own and Caerwent will confirm shortly once a decision has been made.

It was proposed by Cllr Archer, seconded by Cllr Nurcombe and agreed by all present that PCC should commence the process with Rogiet and invite Caerwent to join once training had been arranged.

Action: Clerk to arrange training with Planning Aid Wales & inform Rogiet and Caerwent of agreed date.

13. ELECTORAL REVIEW OF MONMOUTHSHIRE

a. The clerk had circulated the information from MCC prior to the meeting. The consultation commenced on 7th July 2020, responses are required by 28th September 2020.

Cllr Dymock informed members that there are currently 43 councillors in post, which would increase to 46 under the proposed review. Once the housing development s are completed in Portskewett a review will be carried out and it is likely to become a 2 member ward instead of 1.

The current Community Council boundary follows the motorway and A48 and is a clearly defined hard boundary. The changes within the review would result in a soft boundary, defined by fences in farmers’ fields which are not permanent and may move.

It was proposed by Cllr Parker, seconded by Cllr Nurcombe and agreed by all present that the council should reiterate its original response, that the current boundary should be retained. **Action: Clerk to submit response.**

14. BEST KEPT GARDEN COMPETITION

Cllr Dymock informed members that the competition had been launched on Facebook on 20th July 2020, and will run for the week. There are 3 categories:

- Best Kept Garden
- Best Kept Hanging Basket
- Most Wildlife Friendly Garden

2 entries had already been received, and there are currently 77 followers.

Chepstow Garden Centre, Crownhill Nursery and a resident have donated prizes.

Action: Clerk to pass on current plaque holders details to Cllr Dymock.

15. SUDBROOK CAMP

Cllr Archer raised concerns that no progress had been made in respect of the meeting CADW were arranging to discuss the future of the Camp. The clerk confirmed that it had been followed up but lack of progress was due to COVID19. **Action: Clerk to request a virtual meeting be arranged.**

16. **REMOVAL OF PUBLIC PAYPHONE**

A proposal to remove the public payphone from Crick Road, Portskewett had been received. The recorded usage was very low.

It was proposed by Cllr Nurcombe, seconded by Cllr Griffiths and agreed by all present that the removal be approved. **Action: Clerk to respond accordingly, and request that permission be granted for PCC to use the power supply for Christmas Lighting.**

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

Monthly Police Report

The report had been circulated to members prior to the meeting.

Christmas Trees

It was suggested that flagpole Christmas trees be purchased due to the rising cost of real trees, and recent difficulty obtaining them. The clerk made enquiries with the planning department to establish whether planning permission would be required for the flag poles. The Council has access to free pre planning advice. Permission would be required from Red Row to site a flagpole on the land at the entrance to the Mill Meadows estate.

Village Planters

Cllr Parker will approach Gemini Nurseries to establish what plants are available. The annual budget for the planters is £200, £100 for summer plants and £100 for spring bulbs.

Playground Inspection Reports

The reports had been circulated to members prior to the meeting. Cllr Fawcitt noted that the slide at Richard's Quest needs rubbing down and repainting. Clerk will establish if the Caretaker can undertake the work.

Cold Calling Zone - Main Road

A resident of Main Road, Portskewett had made a request for Main Road to be designated a no cold calling zone. Members agreed that the resident would need to contact MCC to pursue this. It was noted that a few residents in other areas have installed no cold calling signs on their properties themselves.

Tree Planting Hill Barn View

A resident had contacted the Council with regard to planting trees on the green area between Main Road, Station Road and Hill Barn View. The idea had been considered previously and members felt that it would not be a good use of this area as it is well used by local children, and there are other areas in the village which were perceived to be more suitable.

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 15th September, venue to be confirmed.** The meeting was declared closed at 8.40 pm.