

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL

HELD VIA REMOTE ACCESS

TUESDAY 16th FEBRUARY 2021

Councillors Present:

Mrs C Carne (Chair), Mr C Archer, Mr S Essery, Mr T Fawcitt, Mr A Griffiths, Mr P Nurcombe, 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 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 Dymock.

4. **DECLARATION OF INTERESTS**

There were no interests to declare.

5. **MINUTES OF THE LAST MEETING**

- a. The Chair moved that the minutes of the last meeting were accepted as a true record, proposed by Cllr Nurcombe, seconded by Cllr Parker, agreed by all present. **Action: Cllr Carne to sign minutes, Clerk to publish on website.**

6. **CLERK'S REPORT**

The clerk's report for February had been circulated prior to the meeting for members' consideration.

The clerk confirmed that the bank card had arrived on 13th February and the PIN code was received on 15th February.

When registering for the NHS, Social Care and Frontline Workers day celebration on 5th July 2021, an indication of which events would be held was required. The following events were agreed:

- 10am raise a flag – to be flown for 7 days.
- 11am 2 minute silence and last post.
- 8pm Clapping for Heroes – in the streets and ringing the church bell (subject to confirmation from the church)

The Chair moved that the report be accepted, proposed by Cllr Archer, seconded by Cllr Parker and agreed by all present. **Action: Cllr Carne to sign report.**

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

Cllr Carne reported that the school was being prepared for the return of foundation phase pupils on 22nd February 2021.

Cllr Essery attended a meeting of OVW Newport/Monmouthshire Area Committee on 21st January 2021. Cllr Essery reported that the discussion concentrated on the exercise being undertaken by Land Registry to get all public sector body land registered by 2025.

Cllr Griffiths believed that there are two areas of land within the council area which are not registered, Laburnham Terrace and two sections of the coastal path, from Black Rock Cottage to the start of the new coastal path and from the end of the coastal path in Sudbrook to the main Sudbrook highway.

Following the recent communication received regarding the Portskewett and Sudbrook Recreation Hall, Cllr Nurcombe approached the management team to offer support in promoting the recent work that had been carried out whilst the hall was under Government COVID19 restrictions. Cllr Dymock took photographs to facilitate promoting on the council Facebook page.

8. **DISCUSSION WITH COUNTY COUNCILLOR**

The County Councillor was not present at the meeting.

9. **NEW CORRESPONDANCE AND MATTERS RAISED**

a. **Land Registry Survey**

HM Land Registry has been tasked with registering all public sector body land by 2025, then all privately held land by 2030. A survey to assist with collection of data had been received, for completion by 26th February 2021. Cllr Griffiths proposed that Cllr Parker complete the survey, seconded by Cllr Nurcombe, agreed by all present. **Action: Cllr Parker to complete survey.**

b. **Connecting with your local community – A Communications Guide for Welsh Community & Town Councillors and their clerks**

The Guide had been circulated prior to the meeting. Cllr Archer confirmed that the council are compliant with the guide.

c. **UK Web Archive**

A request for permission to provide public access to archived copies of the Council's website had been received. Cllr Nurcombe proposed that permission should not be granted at the current time, seconded by Cllr Parker, agreed by all present.

d. **Speeding on Main Road, Portskewett**

An email had been received from a young resident raising concerns about vehicles exceeding the speed limit on Main Road; they suggested that speed bumps be installed. The police have carried out regular speed testing on Main Road and have not recorded any issues; however it is a recurring concern for residents. Following discussion on installing flashing speed limit signs it was agreed to add this to the Section 106 plan. **Action: clerk to respond to resident, notify the police the issue is ongoing and enquire whether there is a mobile flashing sign which could be installed temporarily.**

e. **Consultation – New Draft Guidance Code of Conduct**

The new draft guidance had been circulated for consideration prior to the meeting. Cllr Nurcombe proposed that no response was required, seconded by Cllr Griffiths, agreed by all present.

f. **Planning Application DM/2021/00041**

The application was for a rear single storey extension and detached granny annexe at 5 Walker Flats, Camp Road, Sudbrook. Councillors had no objections to the application. Cllr Archer proposed the application be recommended for approval, seconded by Cllr Parker, agreed by all present. **Action: Clerk to submit response.**

g. **Planning Application DM/2021/00054**

The application was for the conversion of a redundant store on Land off Black Rock Road, Portskewett. Councillors had no objections to the application. Cllr Griffiths proposed the application be recommended for approval, seconded by Cllr Nurcombe, agreed by all present. **Action: Clerk to submit response.**

h. **Planning Application DM/2021/00061**

The application was for the addition of a new extension joining two existing section of building into one unit. Addition of new storage closets on building drive edge. Demolition of small peaked roof at building rear and replacement with a roof lantern. Addition of a short section of boundary wall and garden wall, at Cyndor, 8 Caldicot Road, Portskewett. Councillors had no objections to the application. Cllr Griffiths proposed the application be recommended for approval, seconded by Cllr Archer, agreed by all present. **Action: Clerk to submit response.**

Planning Applications Approved by Monmouthshire County Council

01428 - Severn Tunnel Pumping Station, Sudbrook Road, Sudbrook - Listed Building Consent Heritage Installation of a Radon Extraction System.

01568 - Mimosa, 6 Caldicot Road, Portskewett - Demolition of existing ground floor extension and garage and erection of new single storey extension.

00041 - 5 Walker Flats, Camp Road, Sudbrook - Rear single storey extension & detached granny annexe.

01709 - Black Rock Cottage, Black Rock Road, Portskewett - Ground floor single storey entrance hall extension, first floor bedroom extension over existing kitchen.

00061 - Cyndor, 8 Caldicot Road, Portskewett - New extension joining two existing sections of building into one unit. New storage closets on building drive edge. Demolition of small peaked roof at building rear & replacement with a roof lantern. Addition of a short section of boundary wall & garden wall.

Planning Applications Refused by Monmouthshire County Council

No applications were refused this month.

10. **MEMORIAL DAY FOR COVID19 PANDEMIC**

- a. The 23rd March 2021 is the anniversary of the first day of the first national lockdown due to the COVID19 pandemic. Some areas of the UK are marking the day, with yellow light and floral displays, in memory of all those who have lost their lives during the pandemic. Cllr Nurcombe proposed that the council support the act of remembrance by lighting the trees on the village green with yellow lights and putting a display of knitted yellow flowers on the churchyard railings, seconded by Cllr Parker, agreed by all present.
- b. Cllr Archer proposed a budget of £100 be allocated to purchase lights, wool and netting, seconded by Cllr Nurcombe, agreed by all present. **Action: Cllr Parker to obtain netting, clerk to obtain lights, batteries and wool, and organise knitters. Clerk to produce notices for the memorial.**

11. **GROUNDS MAINTENANCE CONTRACT 2021/22**

The cost of the Grounds Maintenance Contract for 2021/22 with Monmouthshire County Council would be £3,059.46 plus VAT. The council budget for grounds maintenance in 2021/22 is £3,074. Mr J Wassal confirmed the contract covered:

- Grass cutting of "The Quest" on 14 occasions
- Grass Cutting of "Village green" on 14 occasions
- Grass cutting of "Harolds Field" x1 occasion at the end of growing season

Cllr Griffiths pointed out there was no reference to "the Bowl" in Harold's Field which had been cut every two to three weeks in previous years. Clerk was asked to notify MCC that the council was looking to renew the contract but would like clarification regarding "the Bowl" before confirming. **Action: Clerk to notify MCC.**

12. **FINANCE**

a. **Pink Paper February**

The pink paper for February was circulated prior to the meeting for the councillors' consideration.

Cllr Nurcombe proposed that the following payments be approved, seconded by Cllr Parker, agreed by all present.

Salaries	£1,201.45
Torfaen CBC – Pension contributions	£ 225.03
HMRC – NIC and PAYE	£ 114.05
Usk Valley Promotions – website training for clerk	£ 30.00
Viking – printer inks	£ 64.19
Mrs B Young – wool for Memorial day flower display	£ 19.45

Action: Cllr Carne, Cllr Nurcombe and Cllr Parker to sign. Clerk to set up payments.

Balances held: Current Account £7,928.28 and Deposit Account £9,552.32.

Cllr Dymock had confirmed there had been no further charge for the December Zoom meeting as it fell within the November subscription period. The payment of £28.78 approved in January will not therefore be required.

The Chair moved that agenda item 21 be considered with agenda item 12b, all agreed.

b. **Budget Virement for Acquisition of Laptop and Office 365**

Cllr Fawcitt proposed £800 be transferred from the Unidentified Services Contingency budget to the Fixed Assets budget to cover the cost of a laptop, docking station and Office 365, seconded by Cllr Archer, agreed by all present. **Action: Clerk to amend budget.**

c. **Budget Virement to Establish Tree Survey Budget**

Cllr Parker proposed £300 be transferred from the Unidentified Services Contingency budget to establish a Tree Survey budget, seconded by Cllr Nurcombe, agreed by all present. **Action: Clerk to amend budget.**

13. **WEBSITE**

a. **Website Update**

Clerk had received training and would now be able to make routine updates to the website. The website developer confirmed that the Councillor Section would require a new page to be added, which would have to be carried out by the developer as it is not something the clerk would have access to.

The developer anticipated it would take 2.5 to 3 hours work at a rate of £25 per hour. Photographs and narrative would be required in advance to complete the work.

Cllr Nurcombe proposed the work should be undertaken by the developer, seconded by Cllr Archer, all in agreement. **Action: All Councillors to supply photograph and short narrative about themselves by 28th February 2021, clerk to liaise with developer.**

- b. Further work on the website is required to add information and documents which have not yet been uploaded. The developer would charge £25 per hour for doing this and the documents would need to be supplied in the required format by the clerk. Having completed the training the clerk would be able to carry out the work given the time to do so. Cllr Parker proposed 5 hours overtime be authorised initially for the clerk to carry out the work; to be reviewed at the next meeting, seconded by Cllr Griffiths, agreed by all present. **Action: clerk to convert required documents and upload to website.**

14. **PLACE PLAN**

The training is arranged for 22nd February 2021 for Cllr Carne, Cllr Archer and Cllr Parker, along with representatives from Rogiet and Caerwent. The training will cover what a place plan can do and how to set it up. The Councils will then be able to review if it would be appropriate for them, to have a say in future developments.

15. **COUNCILLOR VACANCY**

- a. One application had been received for the vacancy. Councillors had reviewed the application and considered the applicant to be suitable.
- b. Cllr Griffiths proposed the applicant be co-opted to the council, seconded by Cllr Fawcitt, agreed by all present. **Action: Clerk to notify applicant and provide them with relevant documentation and information.**

16. **REQUIREMENT FOR NO SMOKING SIGNS IN PLAYGROUNDS**

- a. The clerk confirmed that the no smoking sign should be a separate sign, not included as part of another sign. MCC will bulk order signs for all organisations within MCC area requiring them. The cost is anticipated to be between £8.50 and £18.50, depending on a grant being available.
- b. A replacement for the Richard's Quest sign was discussed. It was agreed that sign should be straightened out and cleaned. **Action: Cllr Carne to clean the sign and Cllrs Fawcitt and Parker to straighten it out.**

17. **ADDITIONAL PICNIC BENCHES AT RICHARD'S QUEST**

Three quotations had been obtained:

- Robert Dyas £354.99 including VAT per table (length 1800)
- NBB Recycled Furniture £335 plus VAT per table (length 1500)
- Glasdon £518.70 plus VAT per table (length unknown)

Cllr Archer proposed 3 picnic benches be purchased from Robert Dyas, seconded by Cllr Nurcombe, agreed by all present. **Action: Clerk to place order.**

Cllr Griffiths suggested metal plates be fitted to the tables to protect them from damage from BBQ's. **Action: Cllr Parker to make enquiries.**

18. **TREE INSPECTION REPORT**

Dan Sainsbury from MCC carried out tree inspections on 25th January 2021. His report had been circulated prior to the meeting. Work is required on the crown of one tree in Richard's Quest. **Action: Cllr Fawcitt to ask Richard Cornock to make an assessment; clerk to confirm ownership of some areas of land and confirm insurance cover.**

19. CONSULTATION ON PROPOSAL FROM MCC TO INCREASE PRIMARY SCHOOL PLACES

Residents concerns were raised previously with the council with regard to traffic and safety issues at drop off and pick up time at the school. Cllr Carne proposed that the council’s response should ask for the arrangements for management of drop off and pick up times to be carefully considered if numbers are to be increased, seconded by Cllr Archer, agreed by all present. **Action: clerk to submit response.**

20. SECTION 106 PLAN

The clerk had circulated the draft plan prior to the meeting. The following amendments were agreed:

- Quest Play Park - additional picnic tables be removed as funded by PCC.
- Sudbrook Play Park - to be removed as MCC now have responsibility for it.
- Lave Net Fisheries – to be removed as grant awarded.
- Caldicot Musical Theatre Group – remove as grants for demountable seating already awarded.
- Flashing speed signs for Main Road, Portskewett – to be added as frequent concerns raised by residents.

Cllr Archer proposed the Section 106 plan be approved subject to the above amendments, seconded by Cllr Nurcombe, agreed by all present. **Action: Clerk to amend plan and submit to MCC.**

21. IT ISSUE

The clerk reported that the council computer had shown signs of failing and daily back-ups were being made in case of complete failure. As the acquisition of a laptop had already been approved, it was agreed that the current desktop computer would not have to be replaced if a higher specification laptop and docking station were purchased.

22. ITEMS OF LOCAL CONCERN (FOR INFORMATION ONLY)

Rubbish Collections Sudbrook

Cllr Archer reported that refuse from the Enzo Homes development is left outside the estate for collection and gets blown along the coastal path. The refuse lorry is not allowed to enter a working building site. Enquiries need to be made to establish a better arrangement.

B4245 Workshop

Cllr Standing attended the workshop and reported that the main discussion centred around the B4245 from Caldicot to Magor. Cllr Standing has concerns over access between the B4245 and Crick Road with regard to the planned Crick Road development but there was no opportunity to raise this at the workshop.

Caravan at Sudbrook end of Coastal Path

Cllr Carne pointed out that the caravan remains an issue. To be followed up with Cllr Dymock.

Annual Plan

The clerk informed members that from April 2022 councils will have a duty to produce an annual plan. It was agreed to establish a working group to produce a plan for 2021 in readiness for the following year. Working group to be made up of Cllr Carne, Cllr Archer and Cllr Dymock.

Audit Cycle

Notification had been received of the 3 year audit cycle timetable. Portskewett will have a basic audit in 2020/21, a full audit in 2021/22 and a basic audit in 2022/23. The clerk advised the audit budget for 2021/22 should be increased to allow for the additional costs incurred for a full audit.

Police Report

The monthly report had been circulated to members prior to the meeting. There were no issues raised by councillors and the report was duly noted.

23. DATE AND TIME OF NEXT MEETING

The Chairman thanked everyone for attending and gave the date and time of the next meeting as **Tuesday 16th March 2021, via remote access.** The meeting was declared closed at 9.15 pm.

*Mrs Beverley Young
Clerk to the Council*

Chairman’s signature