

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL

HELD VIA REMOTE ACCESS

TUESDAY 19th OCTOBER 2021

Councillors Present:

Mr C Archer, Mrs C Carne, Miss L Dymock, Mr S Essery, Mr T Fawcitt, Mr P Nurcombe, Mr G Parker.

Member of the Public Present: No members of the public were present.

1. **PUBLIC MEETING**

The meeting was held by remote access. No members of the public had requested to participate, and no issues had been raised with the clerk.

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 were received from Cllr Griffiths who was on holiday. Cllr Standing was unable to join the meeting due to technical issues.

4. **DECLARATION OF INTERESTS**

There were no interests to declare.

5. **MINUTES OF THE LAST MEETING**

- a. Cllr Carne proposed that the minutes of the September Meeting be accepted as a true record, seconded by Cllr Parker, agreed by all. **Action: Chair to sign minutes, Clerk to publish on website.**

6. **CLERK'S REPORT**

The report had been circulated prior to the meeting; the following update was received:

Natural Resources Wales Response on Lave Net Fisheries – Cllr Dymock circulated the report.

Future meeting arrangements – to be re-visited in the new year.

Dog Waste Bins – Cllr Parker/Cllr Fawcitt to meet with Merlin to confirm locations.

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

Traffic Issues, Sudbrook

Residents had raised concerns about the speed of vehicles leaving the Mill Meadows estate, particularly in respect of the junction with Sudbrook road. There had also been reports of vehicles going through red lights and jumping red lights, at the Sudbrook traffic lights. Cllr Dymock will inform Highways at MCC and the clerk will notify the police.

Carols on the Village Green

A suggestion had been made on Facebook about holding carols on the Village Green near Christmas.

The Chair of Caldicot Musical Theatre Group offered to see if the group would be available to lead the singing. Cllr Carne suggested providing mince pies and mulled wine afterwards at the Recreation Hall.

Councillor Archer declared an interest in the next item as he lives nearby.

Anti-social Behaviour

Reports had been received of fishermen, night fishing on the pier near the Old Ship Yard development, using the nearby undergrowth as a toilet. The clerk will inform Environmental Health at MCC.

Defibrillator Training

Cllr Archer asked whether the defibrillator training could take place now the COVID alert level has been reduced. The clerk confirmed that it would be arranged when the defibrillator is installed on Crick Road.

Cllr Parker added that anyone would be able to use the defibrillator in the meantime as it gives clear, simple instructions to the person using it.

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

a. ARW School Governing Body

Cllr Carne attended a meeting in September. She reported that it was 20 years since the school had opened. The scarecrow trail had been held during the summer holidays and was very well supported. Open days at the local comprehensive schools had taken place for those moving on to secondary school.

b.i Portskewett Heritage Centre

There was nothing to report.

b.ii Portskewett and Sudbrook Recreation Hall & Playing Fields

Cllr Nurcombe reported that use of the recreation hall is progressing well with lots of bookings made. The initial teething problems the new committee had to deal with were now settling down. A Halloween party has been arranged for the local children.

b.iii Give Dog Fouling the Red Card Working Group

The minutes of the meeting held on 23rd September had been circulated to councillors.

b.iv One Voice Wales – Monmouthshire/Newport Area Committee

The next meeting will be held on 21st October 2021, Cllr Essery will attend. He was asked to clarify the position regarding attendance at meetings by an observer and the latest advice on hybrid meetings.

9. DISCUSSION WITH COUNTY COUNCILLOR

Cllr Fox was not present. Cllr Dymock informed members she will be meeting Michael Gove on 21st October 2021 in respect of the Caldicot levelling up bid, which will extend throughout the Severnside area. Cllr Dymock reminded members of the consultation being undertaken in relation to a Public Protection Order for Dog Controls.

10. NEW CORRESPONDANCE AND MATTERS RAISED

a. Consultation on Proposed Guidance on the Principles of Good Administration and Good Records Management

The Public Services Ombudsman for Wales (PSOW) is seeking views on proposed changes to the Ombudsman's Guidance on Good Administrative Practice. The proposal is to split the current guidance into two separate publications: the "Principles of Good Administration" and "Good Records Management". The aim is to provide public bodies and complainants with both clear general principles of good administrative practice and separate specific advice on good administrative practice in relation to records management. The consultation closes at midnight on 1 November 2021, a questionnaire had been supplied for completion.

It was agreed that Cllr Nurcombe would complete the questionnaire on behalf of the Council. **Action: Cllr Nurcombe to complete questionnaire.**

b. Independent Remuneration Panel for Wales (IRPW) Draft Annual Report February 2022

The IRPW circulated their draft report on the proposals for councillor allowances payable in 2022/23. Councillors agreed that they supported the proposals in the report and a response should be submitted accordingly. **Action: clerk to submit response.**

c. Consultation on Updated Earnings Thresholds for Council Tax Recovery

The information had been circulated to councillors prior to the meeting. It was agreed the Council did not wish to submit a response.

11. PLANNING

a. [Planning Application DM/2021/01386](#) – the application related to 16 The Terrace, Sudbrook, and was for an extension of existing dropped kerb to access driveway. Councillors agreed that it was better for vehicles to be parked off the road, and safer for residents getting in and out of vehicles on a drive. Cllr Nurcombe proposed the application be recommended for approval, seconded by Cllr Parker, agreed by all. **Action: clerk to submit response.**

b. [Planning Application DM/2021/01518](#) – the application related to 30 Leechpool Holdings, Portskewett, and was for 5m x 4m two storey extension to the rear of property to add a bedroom and increase kitchen space. Councillors raised no objections to the application. Cllr Carne proposed the application be recommended for approval, seconded by Cllr Parker, agreed by all. **Action: clerk to submit response.**

- c. [Planning Application DM/2021/01482](#) – the application related to Black Rock Cottage, Black Rock Road, Portskewett, and was for a two storey extension for stair and entrance lobby, first floor bedroom extension over existing kitchen, single storey side extension for wet room and clothes storage. Councillors raised no objections to the application. Cllr Carne proposed the application be recommended for approval, seconded by Cllr Parker, agreed by all. **Action: clerk to submit response.**

The Chair moved standing orders be suspended at this point to consider an additional planning application received after the agenda was published, which required a response before the next meeting.

[Planning Application DM/2021/01609](#) – the application related to the Development site at The Old Shipyard, Sudbrook, and was for the modification of planning decision DM/2018/01828 – condition 1 (Vary the approved plans of reserved matters with updated plan to regularise the as-built position on site. To accord with the updated plan). Cllr Parker proposed the application be recommended for approval, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to submit response.**

Standing Orders were reinstated.

Planning Applications Approved by Monmouthshire County Council
No applications were approved this month.

Planning Applications Refused by Monmouthshire County Council
No applications were refused this month.

12. **FINANCE**

a. Pink Paper October

The pink paper for October was circulated prior to the meeting for the councillors’ consideration. Cllr Fawcitt proposed the following payments be approved, seconded by Cllr Carne, agreed by all.

	£’s
Salaries	1,214.53
Torfaen CBC – Pension contributions	225.03
HMRC – NIC and PAYE	110.16
Lloyds Multipay Card Payment (October)	601.72
Usk Valley Promotions (Invoice 1404 Construction of Councillor Page on website)	75.00

Balances held: Current Account £6,916.69, Deposit Account £9,552.32 and Lloyds Account £5,032.

Action: Clerk to make payments.

b. Quarterly Budget Monitoring Report for the 6 Months Ended 30th September 2021

The report was circulated for consideration prior to the meeting. Councillors raised no issues. The clerk will present a schedule of budget variations to the next meeting for approval. **Action: clerk to agenda in November.**

Cllr Carne proposed the report be approved, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to publish on website.**

c. Quarterly Report on Bank Reconciliations

Cllr Standing was not present so the item was deferred to the November meeting. **Action: clerk to agenda in November.**

d. Cyber Security Insurance

Following attendance at a webinar on cyber security the clerk reported a number of potential risk areas which had been identified, for which the Council may want to confirm that current procedures are adequate.

Cllrs Dymock, Essery, Nurcombe, Parker and Carne agreed to the use of a Council email address for Council business. Cllr Archer already has one. **Action: clerk to contact Usk Valley Promotions to set up the email addresses.**

Not all insurance companies provide Cyber Security cover. The clerk had obtained a quote from the Council’s current insurers, the cost being £319.20. Cllr Nurcombe proposed the Council should not take out cover at the current time, seconded by Cllr Parker, agreed by all.

e. Queen's Green Canopy – Beech Tree

Cllr Parker had obtained the following estimates from Trees Direct for a copper beech tree:

- 175-200cms @£40.00 + delivery £18.50
- 200-250cms @£50.00 + delivery £18.50
- 6-8cm 2.5-3 metres @£100.00 + delivery £75.00
- 8-10cm 3-3.5 metres @£120.00 + delivery £75.00

Cllr Fawcitt proposed a 3-3.5 metre tree be purchased, seconded by Cllr Parker, agreed by all. **Action: clerk to order tree.**

13. BEST KEPT GARDEN COMPETITION

a. Cllr Griffiths had provided the following information:

- Portskewett winner - 32 Main Road.
- Portskewett runner up - 37 Leechpool Road.
- Sudbrook winner - 8 Great Spring Road.
- Sudbrook runner up - 1 The Terrace.

Action: Cllr Griffiths to arrange engraving of the plaques.

14. VACANCY FOR A COUNCILLOR IN THE PORTSKEWETT WARD

a. Two applications had been received and circulated to councillors for consideration prior to the meeting. Cllr Essery was asked to clarify the position at the One Voice Wales meeting, regarding a non-councillor attending meetings. **Action: Cllr Essery to circulate response to councillors.**

b. Cllr Nurcombe proposed councillors submit their candidate recommendation to the clerk by email, seconded by Cllr Carne, agreed by all. **Action: councillors to notify clerk.**

15. LAND REGISTRY SEARCHES

a. The clerk had been unable to contact Debra Hill-Howells to obtain clarification on the land ownership. A response to an email was awaited.

b. Cllr Parker agreed to clarify the position with regard to Land Registration with a solicitor.

16. REMEMBRANCE DAY

a. Service Arrangements

Cllr Dymock had agreed with the Church Warden from St Mary's Church, Portskewett, that the service would take place at 3pm on Sunday 14th November 2021. **Action: clerk to contact County Cllr Fox to confirm his availability for the reading, Cllr Dymock to contact local servicemen in respect of reading out the names of fallen servicemen.**

b. Wreaths and Bugler

Action: clerk to contact brownies and order wreaths, Cllr Griffiths to arrange bugler.

17. CHRISTMAS LIGHTS

a. Update from Redrow on Flagpole and Lights

Cllr Parker met with Reuben Cook, the grounds manager for Redrow. Mr Cook could not see a problem with a flagpole being situated on the green at the entrance to Mill Meadows. Mr Cook was unsure whether the street lighting had been adopted by MCC, permission would be required to take an electrical supply off a streetlight to power the flagpole conelights. **Action: clerk to clarify whether MCC have adopted streetlighting and if so obtain required permission.**

c. Purchase of Flagpole and Lights

The clerk had obtained the following costs:

- flagpole £6m 45.80 from Amazon
- 6m 1200LED Fairybell cone lights £324.96 from Whitestores

Costs had been sought from other suppliers, but stocks were not currently available therefore delivery could not be guaranteed by the required date.

Cllr Parker proposed a flagpole and two sets of Fairybell lights should be purchased, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to place orders.**

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 16th November 2021 at 7pm, to be held remotely**. The meeting was declared closed at 8.25 pm.

*Mrs Beverley Young
Clerk to the Council*