

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL

HELD VIA REMOTE ACCESS

TUESDAY 18th JANUARY 2022

Councillors Present:

Mr J Adams, Miss L Dymock, Mr T Fawcitt, Mr P Holley, Mr P Nurcombe, Mr G Parker, Mr I Standing.

1. **PUBLIC MEETING**

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

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 Carne who was on holiday.

4. **DECLARATION OF INTERESTS**

There were no interests to declare.

5. **MINUTES OF THE LAST MEETING**

- a. Cllr Nurcombe proposed that the minutes of the December Meeting be accepted as a true record, seconded by Cllr Holley, 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 updates were received:

Dog Fouling Awareness Day - Given that from 16th March 2022 the Council will be in purdah, the clerk advised the Dog Fouling Awareness Day should either be held prior to this date or after the election. Saturday 26th February was agreed, event to be advertised on website and Facebook. The clerk was asked to borrow Monmouthshire County Council (MCC) signs, and request leaflets and dog refuse bags.

Code of Conduct Training - Cllr Adams and Cllr Holley were asked to notify the clerk of their preferred dates.

Installation of Defibrillator Cabinet – Cllr Parker reported the contactors who had been approached to carry out the work did not have the certification required in the BT agreement and therefore suggested the company recommended by the Community Heartbeat Trust be asked to complete the installation.

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

Cllr Holley had been asked by a resident for an update on progress with installation of double yellow lines opposite the Portskewett Pharmacy. The clerk confirmed MCC had acknowledged the request, which will be considered by highways.

Cllr Parker reported a pothole in the road over Sudbrook railway bridge.

Sudbrook Trinity Church had provided the electricity to run the cone lights Christmas tree in Sudbrook. Councillors agreed a payment of £50 be made to cover the cost.

The clerk had informed councillors that the council printer had become unusable. Cllr Adams had agreed to look at replacement options. Chair to approve purchase.

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

a. **ARW School Governing Body**

Cllr Carne was not present.

b.i **Give Dog Fouling the Red Card Working Group**

Cllr Carne was not present.

b.ii **One Voice Wales – Monmouthshire/Newport Area Committee**

Cllr Essery was not present to report on the meeting held on 13th January 2022.

Chairman's signature

b.iii Portskewett and Sudbrook Recreation Hall & Playing Fields (P&SRH)

Cllr Nurcombe reported bookings are increasing. People can easily see availability as the booking diary is on the website. The committee are looking to arrange more frequent playground inspections and asked whether the Council caretaker could undertake them. The committee also suggested the Council, the Cornfield and P&SRH organise a combined event for the Queen's Platinum Jubilee.

b.iv Portskewett Heritage Centre

Nothing to report.

b.v Portskewett and Sudbrook Church Hall

Cllr Holley is due to attend the next meeting on 16th February 2021 at 6.30pm in the Church Hall.

9. **DISCUSSION WITH COUNTY COUNCILLOR**

Cllr Dymock reported the Nature isn't Neat campaign will commence soon. This had received mixed reviews in the past. Cllr Parker raised a concern that "the Bowl" in Harold's field was not cut last year due to the campaign which meant it couldn't be used as intended, and the Council grounds maintenance contract had previously been increased to have fortnightly cuts of this area. Cllr Fawcitt raised the same issue in respect of the Quest, where the area outside of the play equipment had not been cut, this area having been made available for use by a local football team.

Cllr Dymock reported there had been no further update on the levelling up fund for Caldicot. Mr Johns will be contacting senior government officials to establish in what areas the application hadn't met the criteria.

Cllr Parker had been asked by residents when the footpath along the Dynham line would be open, as work on it had commenced. Cllr Dymock believed it would not be for a while.

10. **NEW CORRESPONDANCE AND MATTERS RAISED**

a. Consultation on The Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils

Councillors had no comments and it was agreed no response would be submitted.

b. Technical Advice Note (TAN) 15: Development, flooding and coastal erosion

The information had been circulated when received and was duly noted. Cllr Parker reminded members Cllr Griffiths had been the Council representative on coastal erosion and flooding issues, and suggested as these are issues which affect the Council area a new representative should be nominated. The Chair proposed Cllr Archer, seconded by Cllr Parker, agreed by all. **Action: clerk to notify Cllr Archer.**

c. Consultation on Planning Legislation and Policy for Second Homes and Short-term Holiday Lets

It was agreed that councillors submit individual responses.

d. Marie Curie

A letter of thanks was received from Marie Curie for the grant they had received. This was duly noted.

11. **PLANNING**

a. [Planning Application DM/2021/01967](#) – the application related to 1 Sunnycroft, Portskewett and was for a small extension to the scheme approved under ref. no. DC/2021/00155. The application was considered between Council meetings, and recommended for approval by Cllrs Archer, Fawcitt, Nurcombe and Parker. The clerk submitted their response.

b. [Planning Application DM/2021/01943](#) – the application related to 15A Caldicot Road, Portskewett and was for a single storey rear extension and garage conversion and front porch. The application was considered between Council meetings, and recommended for approval by Cllrs Archer, Fawcitt, Nurcombe and Parker. The clerk submitted their response.

c. [Planning Application DM/2021/01734](#) – the application related to Land Development South of Crick Road, Portskewett and was for discharge of condition DOC 2 (Phasing plan, handover & maintenance S38 agreement dated 01.10.2020 and S278 agreement dated 01.10.2020) and 3 (pump station drawing edp5822_sk003) relating to application DM/2019/01041. The Chair had been advised that applications of this type are for noting rather than comment, and therefore proposed the application be noted, seconded by Cllr Parker, agreed by all.

- d. [Planning Application DM/2021/02057](#) – the application related to 75 Treetops, Portskewett and was for proposed replacement boundary, dark walnut, wood grain texture composite fence. Councillors raised no objections to the application. Cllr Parker proposed the application be recommended for approval, seconded by Cllr Adams, agreed by all. **Action: clerk to submit response.**
- e. [Planning Application DM/2021/02095](#) – the application related to 19 Caldicot Road, Portskewett and was for proposal to convert the current three-bedroom dormer bungalow into a four bedroom house. The Chair confirmed there were no objections registered on the planning portal, and the property would be in keeping with neighbouring residences. Councillors raised no objections to the application. Cllr Parker proposed the application be recommended for approval, seconded by Cllr Adams, agreed by all. **Action: clerk to submit response.**

Planning Applications Approved by Monmouthshire County Council
[DM/2021/01482 – Black Rock Cottage, Black Rock Road, Portskewett](#)

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.

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

12. **FINANCE**

a. Grant to MCC for Play Activities 2021/22

The Monmouthshire Play Activities Report for 2021/22 had been circulated and an invoice received in the sum of £1,000. A budget of £1,000 had been allocated for 2021/22. Cllr Parker proposed the grant be approved, seconded by Cllr Holley, agreed by all. **Action: clerk to make payment.**

b. Spare Defibrillator Battery and Pads

Following the use of the Sudbrook defibrillator in December replacement battery and pads were required. Although ordered immediately the defibrillator was unavailable for two weeks. Cllr Parker proposed the decision to keep a spare battery and pads in hand be retrospectively approved, seconded by Cllr Nurcombe, agreed by all.

c. Pink Paper January

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

	£'s
Salaries	1,214.53
Torfaen CBC – Pension contributions	225.03
HMRC – NIC and PAYE	110.16
Lloyds Multipay Card Payment (January)	492.54
Monmouthshire County Council (Grant towards play activities 2021/22)	1,000.00

Balances held: Current Account £9,307.56, Deposit Account £5,352.65 and Lloyds Account £0.

Action: clerk to make payments.

d. MCC Neighbourhood Services – Grounds Maintenance Contract for 2022/23

MCC advised the cost for grounds maintenance works for 2022/23 would be £3,135.95 excluding VAT. A budget of £3,228 had been allocated for 2022/23. Cllr Parker proposed continuation of the contract with MCC in 2022/23, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to notify MCC, and ask for confirmation of which areas will not be cut as part of the “Nature isn’t Neat” campaign, and that payment will be reduced for “No mow May”.**

e. Relocation of Sudbrook Noticeboards

Redrow had given agreement in principle to the noticeboards being relocated to the green in the Mill Meadows estate, opposite the hairdressers. Cllr Parker identified the location using three little words. **Action: clerk to confirm location with Redrow.** New supports would be required for the boards which would need to be cemented in. Cllr Parker proposed a budget of £100 be allocated to cover the costs, seconded by Cllr Holley, agreed by all. **Action: Cllr Parker to arrange relocation of the boards.**

- f. Replacement Washers for Play Equipment at The Quest
Repairs to the Rota Bounce see saw were carried out following damage to the equipment. New washers are required. Cllr Fawcitt proposed a budget of £40, seconded by Cllr Parker, agreed by all. **Action: clerk to place order.**
- g. Quarterly Report on Bank Reconciliations
Cllr Standing had carried out the quarterly check on bank reconciliations. No issues were identified.
- h. Quarterly Budget Monitoring Report for the 3 months to 31st December 2021
The report had been circulated prior to the meeting for members' consideration. Cllr Fawcitt proposed the report be approved, seconded by Cllr Parker, agreed by all present. **Action: Clerk to publish on website.**
- i. Repairs to Gate at Sudbrook Entrance to Harold's Field
Three estimates had been sought. An issue had been identified, power cables underground in the area around the gatepost. A "line search before you dig" enquiry for planned works was being submitted. No estimate had been received from MCC, Paul Watkins declined undertaking the work due to the power cables. Tayman Fencing supplied an estimate of £249.00 which included the cost of a new gate which they advised was required, and were willing to undertake the work given information was provided on where the cables were located and works were permitted. Cllr Parker reported the fence alongside the gate needed new posts, and he may be able to provide a gate.
Cllr Parker proposed the estimate from Tayman Fencing be accepted, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to notify the contractor.**

13. **LAND REGISTRY SEARCHES**

- a. The clerk followed up with Ms Chase by email and by telephone in respect of the Village Green, no response was received. Cllr Parker had identified from Defra maps that Black Rock common includes the area from the kissing gate to the slipway, which is unregistered.
The clerk suggested as confirmation had been received that Stowball common is unregistered, that the Council pursues the registration of the common with a solicitor.

14. **COMMUNITY FUN DAY**

- a. The Council supported the idea of holding a combined event for the Queen's Platinum Jubilee with the Cornfield and P&SRH. The Chair proposed a combined event be held and a working group be established to take this forward, seconded by Cllr Fawcitt, agreed by all. **Action: Cllr Nurcombe to establish working group and arrange a meeting.**

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

The Chair thanked everyone for attending and gave the date and time of the next meeting as **Tuesday 15th February 2022 at 7pm, to be held remotely.** The meeting was declared closed at 8.33pm.

*Mrs Beverley Young
Clerk to the Council*