

**MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL**

**HELD VIA REMOTE ACCESS**

**TUESDAY 19th APRIL 2022**

**Councillors Present:**

Mr C Archer, Mrs C Carne, Miss L Dymock, Mr T Fawcitt, Mr P Holley, Mr P Nurcombe, Mr G Parker, Mr I Standing.

**Members of the Public Present:**

Mrs Y James, Chief Operating Officer, Monmouthshire Citizens Advice Bureau.

**1. PUBLIC MEETING**

Monmouthshire Citizens Advice Bureau

Cllr Archer declared an interest in this item as he is a trustee of the organisation.

Mrs James reported 50 clients from the Council's area received help in 2021/22. Due to the COVID pandemic advice was mostly provided by telephone calls, but the offices are now open. The core funding is provided by town and community councils, and Monmouthshire County Council (MCC). The main aim of the organisation is continuation of the service. During the pandemic the service lost a third of its volunteers so recruitment is a current priority.

Cllr Archer thanked Mrs James for attending and recommended the Council continue to offer financial support to the service, but also promote the need for volunteers. The Chair suggested regular promotion of the need for volunteers. Mrs James offered to supply a link to their website page containing the relevant information.

Cornfield Project Fun Run

The Cornfield Project had asked to borrow the Council's marquee/gazebo for their fun run on 24<sup>th</sup> April 2022, and for help with marshalling the event. Cllr Parker will liaise with Mr Fuller.

Portskewett May Ball

Cllr Nurcombe informed the meeting the Spring Ball would be held at the Church Hall on 14<sup>th</sup> May 2022. The clerk had advertised the event on the website.

Crick Road, Portskewett

A number of complaints had been received regarding the road surface on Crick Road. The clerk will notify Paul Keeble and Mark Hand.

**2. SIGN THE ATTENDANCE BOOK**

As the meeting was held remotely it was not possible to sign the Attendance Book.

**3. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Adams who was on holiday.

**4. DECLARATION OF INTERESTS**

Cllr Archer declared an interest in the presentation by Monmouthshire Citizens Advice Bureau as he is a trustee of the organisation.

**5. MINUTES OF THE LAST MEETING**

- a. Cllr Fawcitt proposed that the minutes of the March 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, there were no further updates.

**7. ITEMS OF LOCAL CONCERN (FOR INFORMATION ONLY NO ACTION CAN BE AGREED)**

Cllr Adams and the clerk trialled a hybrid meeting at ARW School using an O2 dongle. Signal in hall was weak and intermittent so too poor to facilitate a meeting. A phone using EE had full phone signal and full 4G signal, options are therefore to try another provider or find another venue. Cllr Holley will look into the cost of providing Wi-Fi connectivity at Portskewett & Sudbrook Recreation Hall.

Chairman's signature .....

Cllr Parker raised concerns in respect of the new 20mph speed limit introduced on 13<sup>th</sup> April 2022 as existing 30mph signs had not been replaced by 20mph signs. There had been little publicity of the change and residents were not all aware of the change.

Cllr Parker suggested the Council write to MCC asking for dog bins to be installed on the new Dinham Line footpath as part of its development.

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

a. ARW School Governing Body

Cllr Carne had spoken to the Headmistress about the parking issue raised again by a resident. The Head confirmed letters had been sent to parents and the resident had been notified. The police had agreed to increase patrols and the police liaison officer will supply signs promoting thoughtful parking. Pupils were being engaged in finding ideas to help the problem. Cllr Carne reported the school governors had approached Peter Fox AM for help with the problem.

The Chair suggested the Council leaflet the parked vehicles to raise awareness. Cllr Archer proposed that provision of additional parking should be part of the planning conditions imposed on the planned enlargement of the school. As the safety of pedestrians is the main concern, Cllr Archer suggested MCC highways be asked to install barriers on the pavements around the school. **Action: clerk to write to highways and agenda in May.**

b.i Give Dog Fouling the Red Card Working Group

There had been no recent meetings. The Chair proposed the Council arrange a dog fouling month to significantly raise awareness of the issue within the community.

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

The next meeting will be held on 21<sup>st</sup> April 2022. Cllr Carne offered to represent the Council. **Action: clerk to forward meeting papers to Cllr Carne and notify One Voice Wales.**

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

Cllr Nurcombe reported the Annual General Meeting had been rearranged for the 21st April 2022 at 6.30pm. **Action: Chair to forward poster to Cllr Holley to publish on the Facebook page.**

b.iv Portskewett Heritage Centre

Nothing to report.

b.v Portskewett and Sudbrook Church Hall

Cllr Holley had developed a Facebook page and other social media facilities to promote the Church Hall and facilitate bookings. He will present it for approval at the meeting being held on 20<sup>th</sup> April 2022.

9. **DISCUSSION WITH COUNTY COUNCILLOR**

Cllr Dymock reported a team has been set up within MCC to support the Ukrainian refugee crisis, facilitating the housing of refugees within Monmouthshire and providing the support services they will need. A press release had been issued to inform residents who may wish to provide accommodation.

10. **NEW CORRESPONDANCE AND MATTERS RAISED**

a. Parking Issue at ARW School, Portskewett

This item was considered under agenda item 8.a.

b. Dog Fouling at Black Rock Picnic Site

Concerns had been raised regarding the amount of dog waste not cleaned up by dog owners at the picnic site, and the potential health risk to people visiting the site. Merlin Environmental Services had advised a second dog waste bin be installed at this location as the existing one was being overfilled, making it extremely difficult to empty. A sign asking people to use the general rubbish bin if the dog bin was full had been put up. Cllr Parker offered to make larger dog bag dispensers for the Black Rock site.

**Action: Cllr Parker to make dog bag dispensers.**

The Chair had suggested installing CCTV/dummy CCTV. The cost of dummy CCTV ranged from £6.99 to £9.95 plus delivery. This was noted. **Action: clerk to ask MCC to provide second dog bin for Black Rock and request that MCC Dog Wardens visit the site.**

c. The Big Meadow Search

Information on the Big Meadow Search had been circulated. The Chair suggested the information be published on the Council website and Facebook page. **Action: clerk to publish on website, Cllr Holley to share on Facebook page.**

Cllr Archer suggested the Council develop an activity book to encourage village children to visit locations in the Council area and search for plants, insects etc identified in the book.

d. Traffic Issue at Traffic Lights on Sudbrook Road

A response from Monmouthshire County Council (MCC) was received, stating an issue with the traffic detection loops had been identified which would have affected the operation of the traffic lights. A contractor had been engaged to carry out the necessary repairs.

Cllr Parker confirmed vehicles were still going through the lights on red. Cllr Fawcitt added he had experienced this when he came through a green light and a vehicle met him head on on Sudbrook Bridge.

Councillors raised concerns regarding the impact that an accident on the bridge would have, given that Sudbrook Road is the only access route for Sudbrook. **Action: clerk to ask MCC again to install cameras on the traffic lights.**

e. WAST Proposal to Remove RRV's from Parkwall

The response from WAST was duly noted.

f. Installation of a Bench on the Coastal Path

Cllr Parker had approached Hicks Logistics for sponsorship, response awaited.

11. **FINANCE**

a. Minimum Wage Rate 2022/23

The Minimum Wage Rate increased on 1<sup>st</sup> April to £9.50 per hour. Cllr Parker proposed the new rate be adopted by the Council, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to update payroll accordingly.**

b. Society of Local Council Clerks Membership

Membership is due to renew on 1<sup>st</sup> May 2022. The membership cost for 2022/23 would be £171. Cllr Carne proposed the membership be renewed, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to renew membership.**

c. Grant Application from Gwent Young Farmers

Gwent Young Farmers had been asked to complete the grant application form supplied but there had been no further response from them.

d. Grant Application from St Mary's Church, Portskewett

An application for a grant of £500 had been received from St Mary's Church, Portskewett, to help meet the cost of grounds maintenance. The clerk reminded councillors of the advice from NALC regarding payments to churches for grounds maintenance. Cllr Fawcitt proposed a grant of £500 be approved, seconded by Cllr Parker, agreed by all. **Action: Clerk to notify church.**

e. Pink Paper April

The pink paper for April had been circulated for councillors' consideration. Cllr Fawcitt proposed the following payments be approved, seconded by Cllr Holley, agreed by all:

	£'s
Salaries	1,315.17
Torfaen CBC – Pension contributions	252.02
HMRC – NIC and PAYE	145.99
Lloyds Multipay Card Payment (April)	377.28
Merlin Environmental Services (Waste collection April Inv. 1073)	249.60
Society of Local Council Clerks (Membership 2022/23)	171.00

Balances held: Current Account £700.72, Deposit Account £5,355.55, and Lloyds Account £0.

**Action: clerk to make payments.**

f. Speed Indicator Devices for Main Road, Portskewett

The following information and estimates had been obtained from Elan City Radar Speed Signs and Messagemaker (Stock Signs) for Speed Indicator Devices:

**Elan City:** Solar mobile sign – can have permanent location or be moved around, bearing in mind solar panel would need to be moved too. Cost £2,250.

Ultra Mobile sign – battery powered, 7 days usage on average, includes 4 batteries and external battery charger. Cost £2,250.

Recommend additional mounts if signs to be move regularly - £25 each.

Both options provide bi direction traffic data collection and comprehensive data analysis & configuration software, and have a 2 year warranty.

**Messagemaker:** Mains Powered (plug into street light) or battery powered cost £2,100.

Solar Powered cost £2,725

Additional costs: Data capture facility £300.

Extra batteries £72 each.

Battery charger £65.

Extra post mounting plates £100.

Delivery £50, £100 if 2 or more signs purchased.

All options have a 6 year warranty.

Companies usually recommend a sign at either end of a village, in some instances a more central location may work better. Suggested mobile sign(s) may suit the locality better.

**Funding Options:**

Public Works Loan Board – the application would go to Welsh Assembly for approval. Loans are provided over 10, 15, 20, or 25 years. The cost of the loan depends on amount borrowed and for how many years. Loans are usually approved for construction or maintenance of capital assets. As an example, the interest on a fixed rate 10yr loan would be 2.7% to 2.85%.

Police Crime Commissioner’s Fund – there are no specific examples of grants in Wales, in England £200 to £500 grants have been made for events etc supporting minority groups and social issues.

National Lottery Funding – a grant had been awarded to a Council previously for provision of speed signs, so this may be an option.

No other funding sources were identified at this time.

Cllr Archer proposed a quote for two solar powered signs be obtained from Messagemaker, seconded by Cllr Parker, agreed by all. **Action: clerk to obtain quote.**

Cllr Archer suggested MCC be approached to fund 50% of the cost, otherwise the options of Lottery Funding and Public Works Loan be explored.

g. Quarterly Report on Bank Reconciliations

Cllr Standing had carried out the quarterly check on bank reconciliations. He confirmed that all records were correct.

h. Quarterly Budget Monitoring Report for the 12 months to 31<sup>st</sup> March 2022

The report had been circulated prior to the meeting for members’ consideration and was duly noted.

**Action: Clerk to publish on website.**

i. Unaudited Accounts for 2021/22

The unaudited accounts had been circulated for consideration prior to the meeting. Councillors raised no issues.

j. Meeting of the Audit Committee

The audit committee are required to carry out the review of internal control prior to completion of the Annual Return at the May meeting. It was agreed the Audit Committee would meet remotely on 10<sup>th</sup> May 2022 at 3.30pm. **Action: Clerk to publish agenda and papers.**

12. **ANNUAL REPORT FOR 2021/22**

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

13. **QUEEN’S PLATINUM JUBILEE EVENTS**

a. **Update on Progress with Arrangements**

- Funtime Bounce booked - rodeo bull, twin lane bungee run and jungle slide bouncer. They will need four 13amp power supplies, or generators could be provided at £80 each.
- St John Ambulance will provide first aid – they now make a charge (rather than donations) £112
- Zulualpha Brewery will provide bar – electricity supply preferred.
- After School Club/Youth Club will do sweets and cold drinks.
- DJ Peter lock booked – free of charge
- Mike Croft – will do Tug of War etc
- PTA asked if they would run the BBQ – response awaited, After School Club/Youth Club will do BBQ if required.
- Poppy’s Ices contacted – response awaited.
- CMTG contacted to perform medley of songs – response awaited.
- SARA asked to attend – response awaited.
- Beachley Army Base invited to attend – response awaited.
- St Mary’s Church – Gethin – can’t do stall too many people away, will open up Heritage Centre and put display boards inside the Church, and do tea & coffee. Asked for signposting from Harold’s field to Heritage centre so people know it is open.
- Raffle Letters given to Cllr Carne to distribute.
- Cllr Parker has arranged a trailer and a skip.
- The Little Brew Coffee Trailer not available.
- No response from any other local groups or organisations on organising an activity or having a stall.
- No contact details are available for the Caerwent Bird Man.

The Council had become aware the Cornfield Project had arranged their event for 1pm to 3pm, earlier than previously agreed. A joint meeting will be arranged to coo-ordinate arrangements. **Action: Cllr Parker to arrange meeting.**

b. **Flags for Village Children**

The following estimates were obtained for flags to be given to village children:

Amazon - 10 union jacks with picture of queen £6.99, cost of 250 £174.75, estd. delivery May 17<sup>th</sup> to 27<sup>th</sup>.

Amazon - 30 union jacks with purple jubilee logo £12.99, cost of 240 £103.92, estd. delivery May 27<sup>th</sup>.

Amazon - 50 plain union jacks £12.99, cost of 250 £64.95, delivery by end of April.

Other suppliers costs were significantly higher or delivery could not be guaranteed in time for the event.

Cllr Nurcombe proposed 250 plain union jack flags be purchased from Amazon, seconded by Cllr Parker, agreed by all. **Action: clerk to place order.**

14. **ITEMS FOR THE NEXT AGENDA**

No items raised.

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

The Chair thanked everyone for attending and gave the date and time of the Annual meeting as **Tuesday 17th May 2022 at 6.30pm, to be held remotely, to be followed at 7pm** by the May Ordinary meeting.

The meeting was declared closed at 9.25pm.

*Mrs Beverley Young  
Clerk to the Council*