

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL

HELD VIA REMOTE ACCESS

TUESDAY 20th JULY 2021

Councillors Present:

Mrs C Carne, Miss L Dymock, 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. 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**

No apologies had been received.

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 June Meeting be accepted as a true record, seconded by Cllr Griffiths, agreed by all present. **Action: Chair to sign minutes, Clerk to publish on website.**

6. **CLERK'S REPORT**

The clerk's report for July had been circulated prior to the meeting for members' consideration. The following updates were received:

Garden of Remembrance for COVID Pandemic – if a formal garden of remembrance was established in which ashes were buried there is a requirement to keep records and maps of locations as would be done in a churchyard or crematorium. Registered ownership of Stowball Common must still be established.

Land Registry Searches – the application forms had been completed and maps obtained for six areas of land. The fee payable was £24 which the meeting approved.

Adoption of Telephone Box on Crick Road – confirmation had been received that telephone equipment had been removed and the telephone box would be in Council ownership from 20th July 2021. In accordance with the agreement any defibrillator should comply with BS7671 electrical safety standards, and cabinet should comply with BS7671-416/417 in its construction by ISO 9001/2 certified manufacturer. The Community Heartbeat Trust were recommended to supply equipment, they also have written consent from BT to connect equipment. They could supply a fully automatic ipad SP1 defibrillator for £995 plus vat. They offered three options for cabinets:

- an unlocked, heated cabinet with pull tab opening for £450 plus vat.
- A defib safe 2 at £525 plus vat.
- A Century cabinet, double insulated with lined inner for £695 plus vat.

Grass Cutting Harold's Field and Stowball Common – Grass cutting would be completed when mower was repaired. Cllr Griffiths raised concerns that the grass was very dry and could catch fire given the current heat wave.

Signage for the Quest – both signs have been installed.

Active Travel Consultation – Cllr Carne saw a need for a foot/cycle path between Rogiet and Undy, and improved routes between Portskewett and Crick. Cllr Parker and Cllr Carne thought there should be a safe cycle route from Caldicot to Chepstow. Cllr Parker suggested the Dinham Line be developed as a link from Portskewett to Caldicot for walkers and cyclists and that the coastal path should be extended from Black Rock to Chepstow facilitated by installing a bridge, similar to that on the Sudbrook railway bridge, across Mathern Pill, which would enable the coastal path to link through to Bulwark. This was supported by Cllr Griffiths.

Dog Waste Bins – Following the Dog Fouling Working Group Meeting on 6th July 2021 at which the difficulties the service provider was experiencing and the resulting implications for councils were discussed, a list of five options had been circulated to town and community Councils for consideration. It was agreed that a countywide contract covering all councils would be the best option for everyone involved.

Annual Plan – clerk to email Cllr Archer re amended document.

Cllr Fawcitt proposed the report be accepted, seconded by Cllr Parker, agreed by all. **Action: Chair to sign report.**

7. ITEMS OF LOCAL CONCERN (FOR INFORMATION ONLY)

Cllr Parker reported that the footpath from Lodge Way to Norman Way was very overgrown. **Action: Cllr Griffiths to supply footpath number and clerk to report to MCC.**

The Chair reported that Cllr Eason had raised the issue of the Lave Net Fishery with Natural Resources Wales, their response had now been received. **Action: Cllr Dymock to circulate response.**

Cllr Standing reported that people had been asking what the defibrillator numbers were as they are not recorded on the cabinets. Cllr Dymock added that they were not registered. The clerk confirmed they had been registered when first installed and subsequently with the Welsh Ambulance service. **Action: clerk to check registration with relevant authorities and obtain numbers for cabinets.**

Cllr Griffiths informed the meeting that new information boards had been installed on the Village Green and at Black Rock.

Cllr Griffiths reported a dead tree on Crick Road by the village planter. **Action: clerk to report to MCC.**

It was suggested a meeting be arranged with representatives of the Community Council and the new Portskewett and Sudbrook Recreation Hall committee.

A request had been received to borrow the Community Council's marquee and gazebo. It was agreed when the Government restrictions in respect of COVID19 changed on 7th August, the equipment could be loaned out on the understanding that restrictions in place at that time were adhered to. **Action: clerk to notify resident.**

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

a. ARW School Governing Body

Cllr Carne confirmed there was nothing to report.

b.i Portskewett and Sudbrook Recreation Hall AGM 28th June 2021

Cllr Nurcombe reported the AGM was very well attended. Concerns were raised that the hall hadn't been re-opened since it's closure due to the COVID pandemic, also over issues with bookings. A new committee was voted in: Mrs Jo Postle was now Chair, Mr Stuart Cochrane the secretary and Mr Paul Lovell remains Treasurer. Other members of the Executive Committee are Sue Wilkins, Peter Nurcombe, Lisa Dymock and Vicky. The committee meets weekly, and things are moving forward positively.

b.II One Voice Wales branch 1st July 2021

Minutes of the meeting were circulated to councillors. Cllr Essery reported the guest speaker was Mr Richard John, the new leader of Monmouthshire County Council. Mr John spoke of the 20mph speed limit being introduced in the county and how he wants to improve the relationship between MCC and town and community councils. He will be improving the operations of the Highways department. One Voice Wales met with Welsh Government to establish whether funding would be made available for the equipment required to facilitate hybrid meetings.

b.III Give Dog Fouling the Red Card Working Group 6th July 2021

Cllr Carne reported the only discussion was in respect of the situation with the contractor Merlin. There was nothing else to report.

9. DISCUSSION WITH COUNTY COUNCILLOR

Cllr Fox was not present. Cllr Dymock informed the meeting of a number of activities being held over the Summer arranged by MCC. The County Council had submitted a bid for funding to upgrade Caldicot Leisure Centre.

10. **NEW CORRESPONDANCE AND MATTERS RAISED**

a. Active Travel Consultation

This was discussed under agenda item 6. **Action: clerk to submit response.**

b. Consultation on Qualifications of Clerks in Wales Regulations

To obtain General Power of Competency, which would enable a Council to trade, three requirements have to be met, one requirement is for the clerk to hold certain qualifications. Councillors agreed that as the Council was unlikely to trade no response would be submitted.

c. Response on the Monmouthshire RLDP 2018-2033 Preferred Strategy

Councillors confirmed previous concerns that the area is over saturated already and there is a lack of infrastructure to support growth. It also appears the proposals would result in a green belt being lost. Cllr Fawcitt proposed these concerns be re-submitted, seconded by Cllr Parker, agreed by all. **Action: clerk to submit response.**

d. Response on Ownership and Ongoing Maintenance of Bus Shelters

Newport Bus Company are believed to own the bus shelters in the Council area, not Monmouthshire County Council. Cllr Fawcitt proposed the Council should not take on ownership and maintenance of the bus shelters, seconded by Cllr Standing, agreed by all present. **Action: clerk to submit response.**

e. Operation London Bridge

One Voice Wales circulated information on Operation London Bridge. It was duly noted.

f. Planning Application DM/2021/01021

The application related to Unit 5f Castle Way, Severn Bridge Industrial Estate, Portskewett and was for change of use to B2 with A1. Councillors considered the application between council meetings and had no objections to the application. Cllr Dymock proposed the response for approval already submitted be retrospectively confirmed, seconded by Cllr Fawcitt, agreed by all present.

g. Planning Application DM/2021/00849

The application related to 92 Treetops, Portskewett and was for a single storey rear extension. Councillors raised no objections to the application. Cllr Dymock proposed the application be recommended for approval, seconded by Cllr Fawcitt, agreed by all present. **Action: clerk to submit response.**

The Chair moved to suspend standing order 9.b to consider a Street Trading application requiring a response by 5th August 2021.

Street Trading Application STR053 was made by Ultimate Kitchen, a mobile unit wanting to trade on Pill Way, Severn Bridge Industrial Estate, Portskewett, providing a variety of hot and cold food and drinks. Trading would be Monday to Saturday from 7am to 2pm, closing at 1pm on Saturday. Councillors raised no objections to the application. Cllr Fawcitt proposed the application be approved, seconded by Cllr Parker, agreed by all present. **Action: clerk to submit response.**

Standing Order 9.b was reinstated.

Planning Applications Approved by Monmouthshire County Council

00772	73 Main Road, Portskewett, Caldicot, Monmouthshire NP26 5UG	Provision of hardstanding and dropped kerb.
00792	The Old Nursery, 40 Main Road, Portskewett, Monmouthshire, NP26 5SA	Construction of porch, bay window and detached garage.
00863	79 Main Road, Portskewett	Proposed hardstanding and dropped kerb.
00877	67 Main Road, Portskewett	Proposed hardstanding and dropped kerb.
00918	32 Arthur's Court, Gray Hill View, Portskewett	Proposed extension and associated works

Planning Applications Refused by Monmouthshire County Council

No applications were refused this month.

11. **FINANCE**

a. Replacement Plastic for Village Map Display Boards

Cllr Griffiths advised the plastic sheets in the village map display boards be replaced. The cost of £40.55 was authorised by the Chair and clerk. Cllr Fawcitt proposed approval be confirmed, seconded by Cllr Parker, agreed by all present.

b. Pink Paper July

The pink paper for July was circulated prior to the meeting for the councillors' consideration. Cllr Fawcitt proposed the following payments be approved, seconded by Cllr Nurcombe, agreed by all present.

	£'s
Salaries	1,214.53
Torfaen CBC – Pension contributions	225.03
HMRC – NIC and PAYE	110.16
Lloyds Multipay Card Payment (July)	221.69
Pisces Computers (Laptop set up and update, printer set up)	90.00
Usk Valley promotions (website hosting 2021/22)	300.00
One Voice Wales (Code of Conduct training GP,TF,AG,PN)	60.00

Balances held: Current Account £5,689.19, Deposit Account £9,552.32 and Lloyds Account £32.

Action: Clerk to make payments.

c. Quarterly Report on Bank Reconciliations

Cllr Standing had carried out the quarterly check on bank reconciliations. No issues were identified.

d. Quarterly Budget Monitoring Report for the 3 months to 30th June 2021

The report had been circulated prior to the meeting for members' consideration. Cllr Nurcombe proposed the report be approved, seconded by Cllr Dymock, agreed by all present. **Action: Clerk to publish on website.**

e. Provision of IT Support

A couple of issues remained unresolved from the set up of the laptop. The clerk reported a significant increase in the volume of spam email and alerts warning of attack from spyware. An alternative scanner programme had been installed as Epson Scan wasn't functioning. Action: Cllr Dymock to contact Pisces.

f. Financial Regulation 4.1 Financial Limits

Cllr Fawcitt proposed that the limit of £100 be increased to £500.00, and the limit of £1,000 be increased to £5,000, seconded by Cllr Standing, agreed by all present. **Action: Clerk to update Financial Regulations and publish on website.**

12. **BEST KEPT GARDEN COMPETITION**

a. **Action: Cllr Dymock will contact Cllr Archer to progress.**

13. **LITTER PICKING EVENT**

a. The clerk had arranged to borrow the Keep Wales Tidy equipment from the Caldicot hub and completed documentation will be handed over when the equipment is collected on Friday 20th August. Equipment is to be returned on Monday 23rd August. Cllr Dymock has completed the risk assessment and arranged to borrow equipment from Magor and Undy Community Council. The clerk had published the event on the website and put-up posters asking for volunteers.

14. **PROVISION OF DOG WASTE BINS**

a. Monmouthshire County Council had advised delaying the installation of new bins given current issues with waste collection service. Earth Anchors Ltd confirmed they would hold the price quoted. **Action: clerk to agenda September.**

b. The following locations were agreed for the 1st phase:

- By the old mill entrance at the junction of old Sudbrook and Mill Meadows.
- At the end of the footpath on the corner of Sudbrook playpark.
- At bottom of track leading to The Quest (must be roadside so can't be at Quest entrance).
- Stowball Common (next to the bin near the bench).
- At the Sudbrook entrance to Harold's Field.
- At the Recreation Hall entrance to Harold's Field (assuming access for collection via car park).
- At Black Rock end of the coastal path.
- At Sudbrook end of the coastal path.

The remaining locations would be considered for the 2nd phase if the 1st phase proved successful.

15. **COUNCILLORS PUBLISHED ALLOWANCES 2020/21**

The report on payments to councillors in 2020/21 had been circulated. Cllr Fawcitt proposed the report be approved, seconded by Cllr Nurcombe, agreed by all present. **Action: Clerk to submit report to IRPW and publish on council website by 30th September.**

16. **THE QUEST**

- a. The annual playground inspection report had been circulated to councillors. No high risk issues were identified. Low risk issues raised will continue to be monitored.
- b. At the June meeting it was suggested the area containing the playground equipment should be fenced off. Jonathan Wassal from MCC advised most councils do not fence off play equipment areas and there is no requirement to do so. As the Quest boundary is all fenced Councillors saw no need to add additional fencing around the area containing the play equipment. Cllr Fawcitt proposed no fence be erected, seconded by Cllr Parker, agreed by all present. **Action: clerk to ask MCC why fencing is not advised.**

17. **ADOPTION OF COUNCILLORS ALLOWANCES 2021/22**

A briefing paper on Councillor's Allowances for 2021/22 had been circulated prior to the meeting. Cllr Parker proposed the council should not adopt any of the non-mandated allowances for 2021/22, seconded by Cllr Griffiths, agreed by all present.

The clerk reminded members that if they did not wish to claim a mandated allowance to which they were entitled they needed to inform her in writing, or the allowance would be paid. **Action: Councillors.**

18. **VACANCY FOR A COUNCILLOR IN THE PORTSKEWETT WARD**

MCC Electoral Registrations Office confirmed that no request for an election had been received, the community council could now co-opt a councillor. Cllr Standing proposed the vacancy be advertised for co-option, seconded by Cllr Fawcitt, agreed by all present. **Action: clerk to publish advert on website and in notice boards.**

19. **QUEEN'S PLATINUM JUBILEE**

- a. **Queen's Green Canopy Initiative**
Mark Cleaver (MCC) could see no objections being raised to a tree being planted on the Village Green as long as it was outside the boundary of the Scheduled Monument. He advised, that given the climate, an Oak would be the better option.
- b. **Acquisition and Location of Tree**
The clerk informed Councillors an application could be submitted to the Woodlands Trust for trees. Cllr Parker proposed the tree be planted on the site of the old Christmas tree on the Village Green, seconded by Cllr Fawcitt, agreed by all present. **Action: clerk to submit application to the Woodlands Trust.**
- c. **The Queen's Platinum Jubilee Beacons**
In June Buckingham Palace announced the Platinum Jubilee Weekend from 2nd June to 5th June 2022. The Queen's Platinum Jubilee Beacons will form part of the celebrations on 2nd June 2022, beacons to be lit in the UK, Overseas Territories in each of the capital cities of the Commonwealth countries. Pipers will play Diu Regnare at 9.09pm and beacons will be lit at 9.15pm. Cllr Fawcitt proposed lighting a beacon on Sudbrook Camp, seconded by Cllr Parker, agreed by all present. **Action: clerk to register for event and seek permission of landowner.**

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

The Chairman thanked everyone for attending and gave the date and time of the next meeting as **Tuesday 21st September 2021 at 7pm, venue to be confirmed.** The meeting was declared closed at 9.10 pm.

*Mrs Beverley Young
Clerk to the Council*