

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL

HELD VIA REMOTE ACCESS

TUESDAY 17th MAY 2022

Councillors Present:

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

1. **PUBLIC MEETING**

No members of the public were present, and no issues had been raised with the clerk.

2. **SIGN THE ATTENDANCE BOOK**

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

3. **APOLOGIES FOR ABSENCE**

All Councillors were present.

4. **DECLARATION OF INTERESTS**

Cllr Dymock and Cllr Nurcombe declared an interest in agenda item 13.f as they are members of the Portskewett and Sudbrook Recreation Hall Committee. Cllr Holley also declared an interest in agenda item 13.f as he would be acting for the Recreation Hall regarding the Wi-fi system.

5. **MINUTES OF THE LAST MEETING**

- a. Cllr Standing proposed that the minutes of the Audit Committee meeting be accepted as a true record, seconded by Cllr Carne, 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. It was agreed that the Chair's report for 2021/22 would be used as the Annual Report for 2021/22 as it encompassed the relevant information. Cllr Nurcombe proposed Cllr Dymock take the Annual Plan forward in place of Cllr Archer, seconded by Cllr Carne, agreed by all.

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

Cllr Dymock had received a number of calls from residents of Treetops regarding the noise from the Crick Road development, work had commenced as early as 7.40am which was outside the permitted hours. Cllr Dymock had contacted the site manager to raise the issue but had not yet received a response. Residents had also complained that the boundary fence is red, not green as in the plans. Enforcement and planning had been notified.

Cllr Dymock had also received complaints regarding the introduction of the 20mph in the area. It was felt to be unreasonable and the confusing signage in the first weeks did not help the situation.

Cllr Dymock reported complaints regarding the overgrown hedge bordering the houses in Monument Close on the approach to Sudbrook bridge. Cllr Parker confirmed the Council had written to the residents in previous years to no avail.

Leechpool residents had again raised concerns regarding the speed of vehicles using Middle Road. Cllr Dymock will follow up on the request for the speed limit to be reduced on this road.

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

a. **ARW School Governing Body**

Two signs had been provided to deter parking outside the school, the issue would be monitored.

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

Cllr Carne reported the date of the next meeting as 16th June 2022.

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

Cllr Carne attended the meeting on 21st April 2022. Councillors' allowances were discussed, One Voice Wales are working with HM Revenue and Customs to clarify the taxation position.

Chairman's signature

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

Cllr Dymock reported the decision to spend funds on what was necessary to make the building compliant, but not develop it further at the current time. Grant funding would be sought to fund the necessary work.

b.iv Portskewett Heritage Centre

Nothing to report.

b.v Portskewett and Sudbrook Church Hall

Cllr Holley attended the meeting on 20th April, it was agreed to launch social media to improve bookings.

9. **DISCUSSION WITH COUNTY COUNCILLOR**

Cllr Parker congratulated Cllr Dymock on being elected as the County Councillor for Portskewett. Cllr Dymock reported that committee arrangements were currently being worked on following the change of leadership at County level. Cllr Nurcombe asked whether any changes were likely to affect the Community Council. Cllr Dymock believed there would not be any great changes, the number of select committees may be reduced.

10. **NEW CORRESPONDANCE AND MATTERS RAISED**

a. Update on Parking Issue at ARW School, Portskewett

Reported under item 8.a.

b. Installation of a Bench on the Coastal Path

Cllr Parker had approached Hicks Logistics for sponsorship, there was no response yet.

c. Requests to use Harold's Field for Parking for Events

Portskewett and Sudbrook Junior Football Club had approached the Council for permission to use Harold's Field for additional parking for events they are holding. Cllr Dymock informed the meeting the club were now talking to MCC with a view to using the Mitel car park.

d. Caretaker's Annual Leave

The caretaker will be on annual leave from 7th to 17th June 2022. Bins will be emptied on the 6th June and on his return.

e. Free Training Places for Councillors

One Voice Wales notified the Council there are two free places on each of the following training webinars:

- Council as an Employer
- Understanding the Law
- Local Government Finance (Basic)
- Local Government Finance (Advanced)

The clerk suggested that as the Council was required to produce a training plan this year, councillors take advantage of the free places. **Action: Councillors to notify clerk which training sessions they would like to attend.**

At this point in the meeting the Chair proposed standing orders be suspended to consider four planning applications received after the agenda had been published, which required responses before the next meeting.

[Planning Application DM/2021/01734](#) – the application related to the Land development South of Crick Road, Crick Road, Portskewett and was to reconsult following submission of additional details for the pump station. This was noted.

[Planning Application DM/2022/00531](#) – the application related to 2 Camp Road, Sudbrook and was for the siting of a garage within the garden at the boundary, next to land the applicant does not own. The building is 25cm above the height allowed under permitted development. Councillors questioned whether access to the garage was over land not owned by the applicant and commented on the earthworks undertaken by the applicant on land they did not own, which were unsightly. **Action: clerk to submit comments.**

[Planning Application DM/2022/00682](#) – the application related to 19 Caldicot Road, Portskewett and was for an amendment to application DM/2021/02095. There was no change to approved end state plans, the amendment was to fully demolish and rebuild as a new build. Councillors raised no objections to the application. Cllr Parker proposed the application be recommended for approval, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to submit response.**

[Planning Application DM/2022/00697](#) – the application related to 13 Black Rock Road, Portskewett and was for the erection of a conservatory to side elevation. Councillors raised no objections to the application. Cllr Fawcitt proposed the application be recommended for approval, seconded by Cllr Holley, agreed by all. **Action: clerk to submit response.**

Cllr Dymock informed members a neighbouring Council published planning applications via social media. It was agreed that Cllr Holley would publish planning applications on the Council Facebook page.

Standing Orders were reinstated at this point.

11. COUNCILLOR VACANCIES

Following the election two vacancies had arisen, one in the Sudbrook Ward, the other in the Portskewett Ward. The Council may now co-opt to fill those vacancies. It was agreed to advertise the vacancies in the noticeboards, on the website and Facebook page, with a closing date of 10th June 2022 to allow applications to be considered at the June meeting. **Action: clerk to publish advert on website and in noticeboards, Cllr Holley to publish on Facebook page, and clerk to agenda in June.**

12. BEST KEPT GARDEN COMPETITION

- a. Cllr Holley proposed the competition be held in 2022, seconded by Cllr Carne, agreed by all.
- b. The following arrangements were proposed by Cllr Holley, seconded by Cllr Carne, agreed by all:
 - the competition be advertised at the beginning of June
 - judging to take place in July
 - nominations to be made via Facebook and the Council website

It was agreed that Cllr Dymock and Cllr Holley manage the event.

13. FINANCE

- a. St John Ambulance Quotation for First Aid Provision at Queen’s Platinum Jubilee Community Fun Day
The cost of St John providing First Aid cover for the Community Fun Day is £112 plus vat. Cllr Fawcitt proposed the quote be accepted, seconded by Cllr Holley, agreed by all. **Action: clerk to arrange payment.**
- b. Cost of Band for Queen’s Platinum Jubilee Community Fun Day
The charge for Ragged Union to perform at the event will be £250. Cllr Fawcitt proposed the charge be approved, seconded by Cllr Holley, agreed by all. **Action: clerk to arrange payment.**
- c. Pink Paper May
The pink paper for May had been circulated for councillors’ consideration. Cllr Nurcombe proposed the following payments be approved, seconded by Cllr Fawcitt, agreed by all:

	£’s
Salaries	1,260.89
Torfaen CBC – Pension contributions	233.65
HMRC – NIC and PAYE	127.35
HMRC – Rounding carried forward from previous year	.20
Lloyds Multipay Card Payment (May)	124.87
Merlin Environmental Services (Waste collection May Inv. 1099)	312.00
Mr P Murphy (Internal Audit)	200.00
Funtime Bounce (Hire of equipment for QPJ Community Fun Day)	801.50
St John (First aid cover for QPJ Community Fun Day)	134.40
Monmouthshire County Council (Street trading licence fee 10% deposit)	14.20
Monmouthshire County Council (Street trading licence fee 90% balance)	127.80
Ragged Union (Band for QPJ Community Fund Day)	250.00

Balances held: Current Account £11,255.86, Deposit Account £5,355.55, and Lloyds Account £0.

Action: clerk to make payments.

d. External Audit Report for 2020/21

The external auditors report confirmed there were no matters which required the issuing of a separate issues arising report. The conclusion of audit notice had been published on the website and in the notice boards as required. Cllr Fawcitt proposed the report be accepted, seconded by Cllr Carne, agreed by all.

e. Renewal of Microsoft 365 License

The current license is due for renewal on 26th May 2022. The Council has a family license for which the renewal cost would be £79.99. Advice had been received that the Council should obtain a business license, the cost of which ranges from £31.70 to £48.10 per month, plus VAT, an annual commitment is required. Cllr Carne proposed the Business Basic license be acquired, seconded by Cllr Holley, agreed by all. **Action: clerk to renew license.**

f. Funding Request from Portskewett & Sudbrook Recreation Hall for Installation of Wi-fi

The Recreation Hall Committee had considered installing Wi-fi, the installation cost would be £30 and the ongoing service cost would be around £30 per month. The Council had been approached for funding. Cllr Dymock reminded councillors the Council was not able to allocate grants for revenue expenditure, and could therefore only help towards the installation cost. Cllr Fawcitt proposed the Council approve a grant for the installation cost and an agreement be drawn up with the Recreation Hall for the Council to hire a room for the monthly meeting, seconded by Cllr Carne, agreed by all. **Action: clerk to write to the Chair of the Recreation Hall with the proposal and enclose a grant application form.**

14. INSURANCE 2022/23

The clerk contacted the following insurance providers to obtain quotes:

- AJ Gallagher
- Zurich
- National Farmers Union
- Unity Insurance

Zurich were not able to provide a quote as they do not provide cover for inflatable equipment manned by the Council at events.

National Farmers Union were not able to provide a quote as they do not provide cover for playground equipment.

The renewal price from AJ Gallagher was £1,638.20 with Hiscox Insurance. It would be possible to enter into a 3 year long term agreement. The policy would not cover inflatable equipment manned by the Council at events.

The quote from Unity Insurance was £1,318.68 and the policy would cover inflatable equipment manned by the Council at events.

The policy information had been circulated to Councillors prior to the meeting for their consideration, and had been reviewed by Cllr Fawcitt. Cllr Fawcitt proposed the quote from Unity Insurance be accepted, seconded by Cllr Carne, agreed by all. **Action: clerk to inform insurers and make payment.**

15. SPEED SIGNS ON MAIN ROAD, PORTSKEWETT

a. The clerk had obtained two quotations from Stocksigns Ltd (trading as Messagemaker Displays).

- Two solar powered Speed Indicator Devices with 2 additional brackets £6,780 incl VAT
- Two solar powered Speed Indicator Devices with 2 additional brackets and data capture facility £7,500 incl VAT.

The clerk approached Monmouthshire County Council (MCC) to establish whether they would meet half the cost. Mark Hand responded in principle they would be happy to go 50/50 but he felt it best if they procured and installed the devices, then invoiced the Council for their contribution. The clerk sought clarification as to whether this was a definite commitment, and as to what devices would be procured. No further response received. **Action: clerk to forward correspondence to Cllr Dymock & agenda June.**

b. Funding options had not been pursued as response awaited from MCC.

16. QUEEN'S PLATINUM JUBILEE EVENTS

a. The Council will be able to man the inflatable equipment under the Unity Insurance policy which will come into effect on 1st June 2022.

b. Update on Progress with Arrangements

The clerk had circulated an update on progress prior to the meeting. Mrs Adams had offered to organise a stall for children to make crowns. Cllr Holley proposed a budget of £100 to cover the cost of materials, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to notify Mrs Adams.**

Cllr Holley informed councillors the electrical equipment used to provide power at the event needed to be brought up to current standards, the cost of which would be £350. Cllr Parker proposed a budget of £350 be approved, seconded by Cllr Holley, agreed by all. **Action: Cllrs Holley and Parker to progress.**

Cllr Parker reported the cost of supplies for the cream teas provided in the Recreation Hall would be £59. Cllr Carne proposed the purchase be approved, seconded by Cllr Fawcitt, agreed by all. **Action: Cllr Parker to obtain supplies.**

c. Events Working Group Meeting

The next meeting will be held on Thursday 19th May 2022 at 7pm at the Portskewett Inn.

17. **ANNUAL RETURN 2021/22**

a. Internally Audited Accounts 2021/22

The internal auditor had concluded his audit of the accounts for 2021/22, there were no issues raised. Cllr Fawcitt proposed the Internally audited accounts for 2021/22 be approved, seconded by Cllr Holley, agreed by all.

b. Internal Audit Report for 2021/22

The Internal Audit report for 2021/22 raised no issues. Cllr Fawcitt proposed the Internal Audit report for 2021/22 be accepted, seconded by Cllr Carne, agreed by all.

c. Annual Governance Statement 2021/22

The Annual Governance Statement for 2021/22 was considered by councillors and completed by the clerk. Cllr Holley proposed the Annual Governance Statement be approved, seconded by Cllr Carne, agreed by all.

d. Annual Return for 2021/22

Cllr Parker proposed the Annual Return be approved, seconded by Cllr Fawcitt, agreed by all. As the meeting was held remotely the Chair will sign the return after the meeting.

18. **ADOPTION OF COUNCILLORS ALLOWANCES 2022/23**

a. Adoption of Non-Mandatory Councillors Allowances

A briefing paper on councillors' allowances for 2022/23 had been circulated prior to the meeting. Cllr Fawcitt proposed the non-mandatory allowances should not be adopted by the Council, seconded by Cllr Holley, agreed by all.

b. Process for Making Payments

Cllr Dymock proposed the mandatory councillors' allowances should be paid monthly, seconded by Cllr Fawcitt, agreed by all.

The clerk reminded councillors that if they did not wish to claim an allowance to which they were entitled they must notify the clerk in writing. Any councillor wishing to claim an allowance would need to be paid through the payroll system and would be required to provide the relevant information.

19. **ANNUAL PLAN 2022/23**

Cllr Archer had prepared a draft Annual Plan for 2022/23. Cllr Holley proposed the plan be adopted, seconded by Cllr Carne, agreed by all.

Cllr Dymock asked that the invitation for a police representative to attend the Council meeting be reissued.

20. **ITEMS FOR THE NEXT AGENDA**

No issues were raised.

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

The Chair congratulated Cllr Holley on becoming a dad, then thanked everyone for attending and gave the date and time of the next meeting as **Tuesday 21st June 2022 at 7pm**. Venue to be confirmed. The meeting was declared closed at 20.37pm.

*Mrs Beverley Young
Clerk to the Council*

Chairman's signature