

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL

HELD VIA REMOTE ACCESS

TUESDAY 21st June 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.

A Sudbrook resident contacted the clerk to put a suggestion forward in respect of the fence along the cliff edge at Trinity Close. As part of the new footpath had already been closed off to the public, it was suggested the closure be extended further, meaning less fencing would need to be replaced to ensure public safety. Whilst councillors understood the concerns raised, as Monmouthshire County Council (MCC) have not yet adopted the site they cannot take any action, and the developer has complied with approved planning. The clerk was asked to write to the resident outlining the position.

Cllr Dymock had been asked by Portskewett & Sudbrook Junior Football Club to raise the issue of siting a storage container behind the Recreation Hall to house their equipment. Cllr Dymock had received confirmation from MCC that due to the size of the container planning permission would be required, and as the tenant of the land the Community Council would also be required to seek permission from MCC. The clerk was asked to agenda this for consideration in July.

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 Fawcitt who was away and Cllr Adams.

4. **DECLARATION OF INTERESTS**

Cllr Dymock and Cllr Nurcombe declared an interest in agenda item 17.a as members of the Portskewett and Sudbrook Recreation Hall Committee. Cllr Holley also declared an interest in agenda item 17.a as he would be acting for the Recreation Hall regarding the Wi-fi system.

5. **MINUTES OF THE LAST MEETING**

- a. Cllr Holley proposed that the minutes of the Annual meeting be accepted as a true record, seconded by Cllr Carne, agreed by all. **Action: Chair to sign minutes, clerk to publish on website.**
- b. Cllr Holley proposed that the minutes of the May 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. Cllr Dymock confirmed the caretaker's appraisal had been forwarded for his approval on 8th June 2022.

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

Residents of the Treetops estate reported ongoing issues with parking at ARW school, and vehicles not complying with the 20mph speed limit on Crick Road. Cllr Dymock had arranged a meeting with MCC officers.

A resident of Main Road, Portskewett, informed Cllr Dymock they were experiencing difficulty accessing their property due to vehicles parked in an adjacent layby. Highways have been notified.

Cllr Dymock reported the coastal path from Sudbrook Camp to the foreshore was very overgrown.

Cllr Carne received complaints that the 20 mph signs on Black Rock Road were not clearly visible and there are not enough of them.

Residents of Middle Road, Leechpool, raised concerns again that vehicles are speeding dangerously on this road. Cllrs again suggested the speed limit be changed to a residential limit. Cllr Dymock will raise it when she meets MCC officers.

Cllr Holley witnessed a resident narrowly miss being hit by a car when crossing the car park access between the chemist and the Portskewett Inn. Vehicles continue to park outside the Portskewett Inn, Portskewett Pharmacy and on the hill adjacent to the Old School House and Old Doctors Surgery. This has been reported to Highways previously and yellow lines requested.

The coastal path from Sudbrook to Black Rock is overgrown and needs cutting, especially given it is the emergency access route for Sudbrook.

Cllr Carne reported the trees on the boundary of the Church Hall and school path were getting big and overhanging the path.

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

a. ARW School Governing Body

Cllr Carne reported the school continues to be proactive in overcoming the parking issues.

A photograph of a vehicle parked on the pavement at the junction of Oaklands View had been shared on social media by an affected resident. Cllr Dymock suggested purchasing traffic cones for residents to use outside their properties. Councillors felt this would just move the problem to nearby streets. It was agreed to request police cones which could be placed on the corners of the entrance to Oaklands View.

b.1 Give Dog Fouling the Red Card Working Group

Cllr Carne attended a meeting on 16th June 2022. She reported MCC would be holding a dog fouling awareness day Caldicot/Portskewett on 10th November. Cllr Dymock suggested the Council hold one on Saturday 20th August.

MCC had gone out to tender for the Dog Waste Collection Contract and 3 applications were received. MCC officers visited Black Rock picnic site, Cllr Carne attended. All bins will be reorganised into a specific area and new signage will be provided. MCC asked if the Council could provide a second dog waste bin.

b.2 One Voice Wales – Monmouthshire/Newport Area Committee

The next meeting will be held remotely on 7th July at 7pm. Cllr Standing confirmed he will attend.

b.3 Portskewett and Sudbrook Recreation Hall & Playing Fields (P&SRH)

Cllr Nurcombe reported booking had increased 200%. The cream teas went well at the Queen's Platinum Jubilee event, donations of £200 were received.

A new contract would be agreed with the football club. When the club is training parking becomes an issue for other users of the hall. The football club have been asked to park behind the hall.

b.4 Portskewett Heritage Centre

Nothing to report.

b.5 Portskewett and Sudbrook Church Hall

Cllr Holley attended a meeting on 16th June. Bookings are improving. Access to the lower car park at the school for hirers of the hall would be appreciated.

9. DISCUSSION WITH COUNTY COUNCILLOR

Cllr Dymock thanked everyone for their hard work at the Community Fun Day.

Complaints had been received from local fishermen that access to the dock in Sudbrook had been blocked off. Cllr Dymock received confirmation from MCC that there is no right of way. A response from MCC planning department is awaited.

Cllr Holley left the meeting at this point to respond to a work call.

10. NEW CORRESPONDANCE AND MATTERS RAISED

a. Update on Parking Issue at ARW School, Portskewett

This was considered under item 8a.

b. Update on Donations for Installation of a Bench on the Coastal Path
Cllr Parker had not received a response. It was agreed not to pursue this further.

c. Request to Establish a Hardship Fund
Cllr Dymock had been asked whether the Council had a hardship fund to provide help to any residents in need. Cllr Dymock suggested the Council establish a hardship fund to provide help should need arise in the future. The Society for Local Council Clerks advised that a business case should be developed to show how the fund would benefit the whole community, not just individuals. Councillors felt the fund would have to be managed by MCC as it would not be appropriate for the Council to investigate residents' personal circumstances.
It was agreed Cllr Dymock should produce a business case for consideration at the October meeting, and the Council would consider the proposal in the 2023/24 budget setting process. **Action: Cllr Dymock to produce business case and clerk to agenda in October.**

11. PLANNING

- a. Planning Application DM/2022/00776 – the application related to 2 Manor Way, Portskewett and was to demolish attached garage and construct a two-storey side extension and single storey rear extension. Councillors raised no objections. Cllr Dymock proposed the application be recommended for approval, seconded by Cllr Carne, agreed by all. **Action: clerk to submit response.**
- b. Planning Application DM/2022/00726 – the application related to the Disused Railway Line, The Pill, Caldicot and was for a change of use from disused railway line to shared use walking and cycling route, including associated site clearance, earthworks, drainage and landscaping. Councillors raised no objections. Cllr Dymock proposed the application be recommended for approval, seconded by Cllr Carne agreed by all. **Action: clerk to submit response.**

12. FINANCE

- a. Pink Paper June
The pink paper for June had been circulated for councillors' consideration. Cllr Nurcombe proposed the following payments be approved, seconded by Cllr Carne, agreed by all:

	£'s
Salaries	1,260.89
Torfaen CBC – Pension contributions	233.65
HMRC – NIC and PAYE	127.35
Lloyds Multipay Card Payment (June)	277.98
Merlin Environmental Services (Waste collection June Inv. 1126)	249.60
MM Garden Services and Fencing (1 st cut Harold's Field and Stowball Common)	350.00
Monmouthshire County Council (Inv. 70198819 Lease Harold's Field 2022/23)	133.22
Monmouthshire County Council (Inv. 70199009 5 boxes of dog bags)	244.20
Monmouthshire County Council (Inv. 70199252 1 box of dog bags)	46.44
Mrs L Adams (Reimbursement for craft supplies for QPJ crown making)	68.66
RoSPA Play Safety (Inv. 63433 Annual Playground Inspection the Quest)	105.00
One Voice Wales (Inv. 6249 Training Courses Cllrs PH, JA & CC)	35.00

Balances held: Current Account £6,796.05, Deposit Account £5,355.55, and Lloyds Account £0.

Action: clerk to make payments.

- b. Grant Application from Portskewett and Sudbrook Junior Football Club
A grant application had been received for £5,000 to purchase a ride on mower to maintain the field at the Recreation Hall and the Cornfield. The football club's funds of £5,956 are required to meet existing commitments. The grant budget for 2022/23 is £1,000.
Cllr Carne proposed no grant be awarded, seconded by Cllr Standing, agreed by all. **Action: clerk to notify the applicant.**
- c. Purchase of Children's Litter Picking Sets
Cllr Dymock suggested the Council acquire children's litter picking sets. A child's litter picker would cost around £6.99 and high visibility jackets £1.60. Keep Wales Tidy had confirmed they have children's equipment which could be borrowed, as do MCC. Keep Wales Tidy are also looking at acquiring children's equipment for their hubs.

Cllr Parker proposed a virement from the donations budget of £90 to establish a budget to purchase 10 children's litter picking sets, seconded by Cllr Nurcombe, agreed by all. **Action: clerk to update budget and purchase equipment.**

d. Replacement of Goal Posts at Sudbrook Camp

Monmouthshire County Council removed a set of goal posts from Sudbrook Camp several years ago, Cllr Dymock suggested these be replaced. Cllr Parker believed that MCC should replace them, however, he agreed to ask Sudbrook Playing Fields Association if they would be prepared to fund them. Permission would be sought from CADW if funding was available. **Action: Cllr Parker to seek funding, clerk to contact CADW if required.**

13. BEST KEPT GARDEN COMPETITION

a. As the competition had not yet been promoted the decision was taken to revert to the previous format. **Action: Councillors to recommend gardens for consideration.**

14. TRAINING PLAN

- a. The following training courses were requested:
- Cllr Dymock – Code of Conduct 22.6.22 (if available)
Understanding the Law 27.6.22
 - Cllr Parker – The Council as an Employer 28.6.22
Code of Conduct 30.6.22
 - Cllr Standing – Code of Conduct 27.6.22

Action: clerk to book training and circulate July dates when available.

15. COUNCILLOR VACANCIES

- a. One application had been received and was circulated to councillors for their consideration.
- b. Cllr Standing proposed Mr Lillie be co-opted to the Council, seconded by Cllr Nurcombe, agreed by all. **Action: clerk to notify Mr Lillie.**

16. SPEED SIGNS ON MAIN ROAD, PORTSKEWETT

a. Mark Hand confirmed MCC were committed to installing the SIDs, and that they have funding as part of the WG 20mph pilot for two SIDs in Portskewett. Cllr Dymock queried the proposed location on Caldicot Road as a crossing will be put in as part of the Dynham Line Cycle path/Walkway. Cllr Dymock suggested the SID should be located near the railway bridge, as you come into the village. Graham Kinsella from MCC had subsequently said if the council would like to install an additional 2 SIDs, MCC would get quotes for 2 x new solar and 2 x mains powered SIDs (for comparison) to be located 1 x at the west entry into the village just past the railway bridge, and 1 x at the east entry point near the Black Rock Road junction. Councillors confirmed the request was not for additional devices, but for the proposed locations to be changed. The location proposed for the second SID was on Main Road near Laburnham Terrace. **Action: clerk to write to Mark Hand and Graham Kinsella, cc Cllr Dymock.**

17. FUTURE LOCATION OF MEETINGS

a. The Chair of Portskewett and Sudbrook Recreation Hall Committee had confirmed the hall was used on Tuesday evenings by the Youth Club and Caldicot Musical Theatre Society and asked whether the noise would affect a Council meeting in the committee room. Councillors confirmed they were happy to go ahead and use the committee room. The grant application for Wi-fi installation is awaited.

18. QUEEN'S PLATINUM JUBILEE EVENTS

a. The Community Fun Day was well attended, and the event was enjoyed by all. The raffle and name the corgi raised £260.84 for Severn Area Rescue Association. The Chair thanked everyone involved.

19. VILLAGE BONFIRE EVENT

a. Confirmation that the usual location would meet the requirements of the new insurance company is required. **Action: clerk to confirm requirements with insurance company.**
If the location is suitable the landowners permission will be sought. **Action: Cllr Parker.**

20. **OAK GROVE COMMUNITY FUND**

a. It was agreed that letters inviting applications for the 2022/23 fund should be sent out to local community groups. It was agreed the deadline for submission should be 31st August 2022.

Action: clerk to send out letters and application forms.

21. **ITEMS FOR THE NEXT AGENDA**

Any items for the next agenda should be notified to the clerk by 10th July 2022.

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

The Chair thanked everyone for attending and gave the date and time of the next meeting as **Tuesday 19th July 2022 at 7pm**. Venue to be confirmed. The meeting was declared closed at 9.44pm.

*Mrs Beverley Young
Clerk to the Council*