

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL

HELD VIA REMOTE ACCESS

TUESDAY 18th October 2022

Councillors Present:

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

Public Present: Mrs J Carpenter – Redrow Homes Ltd, Mrs J Thomas – Resident.

1. **PUBLIC MEETING**

No issues had been raised by members of the public with the clerk.

Mrs Carpenter attended the meeting to discuss future ownership of Sudbrook Camp and Chapel. Cadw are keen for ownership of the church to transfer to the Community Council as the Community Council would be able to access grants for the future protection of the chapel.

A survey of the chapel has been carried out and the anticipated cost of work required has been identified. Will Davies, from Cadw, will provide information on grants available. Work on the Redrow site is expected to be finished in 12 months, which is when the transfer of ownership would take place.

Mrs Carpenter will forward copies of the survey report and the three proposals for the chapel and Camp. Cllr Dymock suggested 3 representatives from the Community Council meet with Redrow and Cadw, and also invite Colette Bosley and Matthew Lewis from MCC.

2. **SIGN THE ATTENDANCE BOOK**

a. The Attendance Book was duly signed.

3. **APOLOGIES FOR ABSENCE**

a. Apologies were received from Cllr Holley and Cllr Lillie who was unwell.

4. **DECLARATION OF INTERESTS**

a. Cllr Adams declared an interest in Planning Application DM/2022/01452 considered under agenda item 11 as it related to his property. Cllr Standing declared an interest in the same item as a close relative of Cllr Adams. **Action: Cllr Adams & Cllr Standing to complete declaration of interest forms, clerk to update website.**

5. **MINUTES OF THE LAST MEETING**

a. Cllr Nurcombe proposed the minutes of the September meeting be accepted as a true record, seconded by Cllr Carne, agreed by all. **Action: clerk to publish on website.**

6. **CLERK'S REPORT**

a. The report had been circulated prior to the meeting. The following updates were received:

- Mr Ivall, from Merlin Environmental Services, informed the clerk the cost of moving the dog bin at Sudbrook Play Park would be £45 and queried the need to move it. Cllr Parker confirmed he has the required equipment to move the bin and will arrange with the caretaker to move it. **Action: Cllr Parker to move bin.**
- Mr Taylor had confirmed he would carry out the work on the entrance to Harold's Field, on the Sudbrook Road, next week.
- The caretaker's weekly inspection of The Quest playground had identified noisy bearings on the roundabout, it is currently working. **Action: Cllr Parker to review the issue with the caretaker.**
- MCC Highways had informed the clerk Graham Kinsella is the contact for a planter licence, a request has been made for him to supply an application form.

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

No issues were raised.

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

a. ARW School Governing Body

Cllr Carne reported the school are very busy with the new curriculum.

Chairman's signature

b.1 Give Dog Fouling the Red Card Working Group

Cllr Carne reported that some councils were looking at removing dog waste bins and existing smaller rubbish bins; and replacing them with larger combined bins. There is one council in Monmouthshire that has done this.

A dog fouling awareness day has been arranged for the 10th November 2022 by Susan Parkinson at MCC, she has requested that Police Community Support Officers be invited to take part. **Action: clerk to contact PCSO's.**

There were two bidders for the Monmouthshire wide dog bin emptying contract, insufficient information was provided and satisfactory clarification was not received when requested. The options moving forward are:

- To continue with Merlin Environmental without a written 'contract' or agreement.
- To establish a written agreement with Merlin, using Raglan Community Council's agreement as a model, which would tie Merlin into a price and a basic level of service.
- To consider a collective Service Level Agreement between all the Councils and Merlin.
- MCC could re-advertise the tender, but the criteria would be the same, so there is a risk of being in the same position, where the criteria have not been met.

The clerk advised the Council should at least establish a written agreement with Merlin as a way forward. A collective agreement with all the councils and Merlin could be considered for the longer term if other councils wanted to pursue that option. **Action: clerk to request a copy of Raglan Community Council's agreement and agenda in November.**

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

Cllr Standing will be attending a meeting on 20th October 2022.

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

Cllr Nurcombe reported the committee will be meeting on the 19th October 2022. Car parking has been an issue when the Recreation Hall and football pitch are both in use. Cones have been acquired to mark off areas and the situation has improved. The committee will discuss the option of painting parking bays.

The new floor has been laid in the hall and a design for the kitchen layout will be presented for approval at the meeting. Cllr Holley is advising on aspects of food safety etc.

b.4 Portskewett Heritage Centre

There was nothing to report.

b.5 Portskewett and Sudbrook Church Hall

Cllr Holley was not present to report.

9. DISCUSSION WITH COUNTY COUNCILLOR

Cllr Dymock reported a follow up to the seminar which looked at the speed limits on the B4245 would be held on 24th October 2022.

Cllr Dymock had contacted all councils in the Severnside area and the local police regarding the concerns about anti-social behaviour. She had received one response. Cllr Dymock, facilitated by The Zone in Caldicot, wanted to speak to young people in the area to establish what facilities they would like to see.

Cllr Dymock had learned the refurbishment of the skate park in Caldicot will not go ahead. Cllr Dymock is pushing the County Council to seek Welsh government funding to refurbish Caldicot leisure centre, given that other areas have received funding for this purpose.

Cllr Dymock met with the director of the nursing home being built on the Crick Road development, who is keen to support the local community.

MCC Highways have agreed double yellow lines are needed in the vicinity of Portskewett Pharmacy, and this has been added to their forward work plan.

10. NEW CORRESPONDANCE AND MATTERS RAISED

a. Consultation on Public Spaces Protection Order (PSPO) for Dog Controls in Monmouthshire

Monmouthshire County Council (MCC) are considering the introduction of a PSPO to set out dog controls in the county due to the significant number of complaints regarding issues with dogs in public areas. The PSPO would need to cover the following matters:

Chairman's signature

1. **Dog Fouling** - should a provision be made requiring people to clean up after their dogs, which foul on any public space in the county (currently the preferred option); or if there are public spaces which are privately owned which should be exempt.
2. **Dogs on Leads Areas** – should a provision be made stipulating specific public spaces where dogs must be kept on a lead.
3. **Dog Exclusion Areas** - should a provision be made stipulating specific public spaces as dog exclusion areas.

Cllr Carne felt the proposals need careful consideration; there would be cost implications e.g., new signage, and how would the PSPO be enforced?

Cllr Dymock suggested a public consultation to be carried out via social media and on a face to face basis. The following locations were identified for face-to-face consultation: The Cornfield, Black Rock and Stowball Common.

Cllr Parker proposed a working group be established to undertake the consultation, seconded by Cllr Carne, agreed by all. Working group members agreed as Cllr Dymock, Cllr Carne and Cllr Adams.

Action: Cllr Dymock, Cllr Carne & Cllr Adams to undertake consultation, clerk to agenda in November.

11. PLANNING

a. Planning Applications Approved/Refused by Monmouthshire County Council

A schedule of applications had been circulated to councillors. This was duly noted.

b. September Enforcement Cases

The information was circulated to councillors on 7th October 2022. This was duly noted.

The Chair moved standing orders be suspended at this point to consider a planning application received after the agenda was published, which required a response before the next meeting.

[Planning Application DM/2022/01452](#) - the application related to Greystones, Main Road, Portskewett and was for a front single-storey extension replacing and enlarging upon existing porch. A carport on a currently un-utilised side of the existing driveway, which will provide protected parking and EV charging for up to three vehicles, also facilitating enough space for vehicle turning and additional parking if necessary. A garden office/studio which will provide working and creative space. Councillors had no objections to the application. Cllr Fawcitt proposed the application be recommended for approval, seconded by Cllr Carne, agreed by all. **Action: clerk to submit response.**

Standing Orders were reinstated.

12. FINANCE

a. Pink Paper October

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

	£'s
Salaries	1,273.33
Torfaen CBC – Pension contributions	233.65
HMRC – NIC and PAYE	114.91
Merlin Environmental Services (Waste collection October Inv. 1230)	312.00

Balances held: Current Account £6,934.11, Deposit Account £11,368.74, and Lloyds Account £0.

Action: clerk to make payments.

b. Quarterly Report on Bank Reconciliations

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

c. Quarterly Budget Monitoring Report for the six months to 30th September 2022

The report had been circulated prior to the meeting for consideration. Cllr Fawcitt proposed the report be accepted, seconded by Cllr Carne, agreed by all. **Action: clerk to publish on website.**

d. Change of Mandated Signatories on All Council Bank Accounts

The clerk informed the meeting the following people need to be removed from the bank mandates as they are no longer councillors: Mr Anthony Griffiths, Mr Colin Archer and Mr Stephen Essery, and the following new councillors need to be added to the mandates: Mr Bryan Lillie, Mr James Adams and Mr Phillip Holley. Cllr Fawcitt proposed the bank mandates be updated accordingly, seconded by Cllr Adams, agreed by all. **Action: clerk to submit new mandates to the banks.**

e. 2nd Cut of Harold's Field and Stowball Common

Cllr Carne proposed the second cut of Harold's Field and Stowball Common be approved, the cost of which would be £350, seconded by Cllr Nurcombe, agreed by all. **Action: Cllr Fawcitt to arrange.**

f. Grant Application from Portskewett & Sudbrook Youth Club

An application had been received for a grant of £300 to purchase a table tennis table. The remaining grant budget for 2022/23 is £246. Cllr Adams proposed a grant of £246 be approved, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to notify the applicant and make payment.**

g. Budget Virements Required from Mid-Year Review

A paper had been circulated detailing budget virements required following the mid-year review of expenditure against the budget. Cllr Fawcitt proposed the virements be approved, seconded by Cllr Carne, agreed by all.

Virements approved:

- Defibrillator Batteries and Pads budget to increase by £81 funded from the underspend on the insurance budget.
- Litter picking budget to increase by £16 funded from the underspends on the insurance budget and playground inspections budget.
- Miscellaneous budget to increase by £281 funded from the underspends on the playground inspections budget and village events budget.

Action: clerk to amend budget and financial reports accordingly.

h. Hire of Portskewett & Sudbrook Recreation Hall for Meetings

The charge for hiring the committee room is £8 per hour. Cllr Nurcombe proposed the room be booked for 3 hours for each monthly meeting, seconded by Cllr Adams, agreed by all. **Action: clerk to forward booking form.**

13. COUNCILLOR VACANCY

- a. One application had been received and circulated to councillors for consideration. Councillors agreed the applicant was a suitable candidate for co-option.
- b. Cllr Fawcitt proposed the applicant be co-opted to the council, seconded by Cllr Dymock, agreed by all. **Action: clerk to write to applicant and process relevant documentation.**

14. VILLAGE BONFIRE EVENT

- a. The Chair of Portskewett & Sudbrook Recreation Hall had confirmed they would like to be involved in the event, no response had been received from The Cornfield Project.
- b. Two companies were contacted to obtain information on laser displays, one had not responded. Horizon Fireworks recommend a display of 15 minutes. They ask for a soundtrack and design a display to fit the music, they can provide a pa system. They will provide a risk assessment for the event and contact the Aviation Authority. The cost would be in the region of £3,000, awaiting quote.

Issues raised which need to be considered:

- The number of people on site at any one time should be limited to under 1,000 as insurance and safety requirements change above this limit.
- In order to control the number of people on site access to the site would need to be restricted to one entrance.
- One organisation should be responsible for organising the event for insurance purposes.

The event could be held at The Quest as there would be no bonfire and there is only one entrance.

Cllr Fawcitt suggested Sudbrook Camp as an option to consider if transferred to council ownership by November 2023. Cllr Parker added a traditional bonfire and fireworks event could be facilitated at Sudbrook Camp. **Action: clerk to agenda in November.**

15. **STOWBALL COMMON**

- a. Cllr Parker had spoken to a solicitor and established the fee for registering the common would be £150 plus land registration costs. The council would need to provide evidence of ownership. The clerk confirmed original registration documents are on file, and the council has maintained the land for over 20 years. **Action: Cllr Parker to seek further advice from the solicitor.**

16. **STAFF APPRAISAL**

- a. Cllr Fawcitt carried out the Caretaker's staff appraisal. No concerns or issues were raised.

17. **SUDBROOK CAMP AND CHAPEL**

- a. As the Cadw representative was not present at the meeting there was nothing further to consider as this item was covered by the Redrow representative in the public section of the meeting.
b. A multi-party meeting will be arranged as agreed in the public section of the meeting.

18. **REMEMBRANCE DAY**

- a. The remembrance service is due to be held on Sunday 13th November. **Action: clerk to confirm arrangements with the Church warden and arrange readers.**
b. Cllr Parker proposed a wreath be ordered, the cost would be approximately £20, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to order wreath and arrange bugler.**

19. **HARDSHIP FUND**

- a. Cllr Dymock had not been able to finalise the report for consideration as confirmation was awaited from Monmouthshire County Council officers that they would agree to administer the fund.
Councillors raised concerns as to whether this fell within the council's responsibilities; and that as a small community council the funds available would not be sufficient to support the potential need.
The clerk had previously clarified the council has the power to spend in this area, with the caveat that it must be shown to benefit the community as a whole.
Councillors felt the community may not wish to support this via the precept, but other services are provided by the council that not everyone in the community benefits from.
The clerk reminded councillors it had been agreed to consider the business case to inform the budget setting for 2023/24, not for it to be applied in 2022/23.
b. Cllr Parker proposed the business case be finalised and considered at the next meeting, seconded by Cllr Nurcombe, agreed by all.

20. **CONSULTATION ON THE INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT – FEBRUARY 2023**

- a. The report and consultation questions had been circulated to councillors for consideration. The changes outlined, affecting the Council are:
- Councillors' allowance would increase from £150 to £156.
 - Either a payment of £52 p.a. to cover office consumables or reimbursement of actual costs incurred.
- The consultation questionnaire was completed by the clerk with the responses from councillors. Cllr Parker proposed the agreed responses be submitted, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to submit responses.**

21. **ITEMS FOR THE NEXT AGENDA**

No issues were raised.

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 15th November 2022 at 7pm** venue to be confirmed. The meeting was declared closed at 21.14 pm.

*Mrs Beverley Young
Clerk to the Council*

Chairman's signature