

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL

HELD AT PORTSKEWETT & SUDBROOK RECREATION HALL

TUESDAY 13th December 2022

Councillors Present:

Mrs C Carne, Mr B Lillie, Mr G Parker, and Mrs J Thomas. Mr I Standing joined the meeting remotely.

Public Present: No members of the public were present.

1. **PUBLIC MEETING**

No members of the public were present at the meeting.

Apologies were received from Sergeant Hayward, he hopes to attend the January meeting.

A resident from Trinity Close in Sudbrook contacted the clerk to raise concerns regarding the adopted status of the development. Residents were notified of the service charge payable to the management company servicing the development, which was 310% higher than originally indicated. When the charge was questioned, they were told 48% of the increase related to insurance costs for the playground which had not been adopted by Monmouthshire County Council (MCC). They were also told it was a private development therefore streetlighting and green areas had not been adopted by MCC.

The clerk contacted Mr Moran who led the MCC team when the planning application was originally considered. Mr Moran confirmed the information received from the resident did not appear to meet the Section 106 agreement, he will liaise with colleagues at MCC and respond when the situation has been clarified.

2. **SIGN THE ATTENDANCE BOOK**

a. The Attendance Book was duly signed.

3. **APOLOGIES FOR ABSENCE**

a. Apologies were received from Mr T Fawcitt who was away from home, Mr J Adams and Mr P Nurcombe.

4. **DECLARATION OF INTERESTS**

a. No interests were declared.

5. **MINUTES OF THE LAST MEETING**

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

6. **CLERK'S REPORT**

a. 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)**

Complaints had been reported regarding a high incidence of dog fouling on the footpath from the pedestrian bridge over the railway line on Station Road to Southbrook Farm. The footpath runs across fields and is well used. An offer to install a dog bag dispenser box had been made. Councillors accepted the offer with appreciation.

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

a. ARW School Governing Body
Cllr Carne had nothing to report.

b.1 Give Dog Fouling the Red Card Working Group
No meetings had been held.

b.2 One Voice Wales – Monmouthshire/Newport Area Committee
No meetings had been held.

Chairman's signature

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

Cllr Nurcombe was not present.

b.4 Portskewett Heritage Centre

Cllr Nurcombe was not present.

b.5 Portskewett and Sudbrook Church Hall

Due to external commitments Cllr Holley stood down as representative on the committee. The meeting time of 6pm makes it difficult for Councillors to attend, however the Council will endeavour to nominate a new representative.

9. **DISCUSSION WITH COUNTY COUNCILLOR**

The County Councillor was not present.

10. **NEW CORRESPONDANCE AND MATTERS RAISED**

a. Welsh Government Council Tax: Consultations on draft Regulations to extend exceptions to second home premiums and on Guidance

Responses to the consultation questions were determined by Councillors present. Cllr Carne proposed the responses be submitted on behalf of the Council, seconded by Cllr Thomas, agreed by all. **Action: clerk to submit responses.**

b. Monmouthshire County Council Summer Play Provision 2022

The MCC report on Summer Play Provision 2022 had been circulated and was duly noted. A request for a contribution of £1,000 towards the play provision in 2022 was received. The budget provided in 2022/23 was £1,000. Cllr Lillie proposed a contribution of £1,000 be made, seconded by Cllr Carne, agreed by all. **Action: clerk to request invoice.**

c. Consultation on The Future of Welsh Communities: call for evidence

Councillors agreed it was difficult to determine relevant responses to the questions as not being in a Welsh speaking area, and the proximity of England, it wasn't easy to fully appreciate the issues. It was suggested that free Welsh language courses could be provided for adults not in the education system. Cllr Carne proposed a response be submitted reflecting the comments made, seconded by Cllr Parker, agreed by all. **Action: clerk to submit response.**

d. Preferred Strategy Consultation on the Monmouthshire Replacement Local Development Plan 2018-2033

Councillors initial thoughts were as follows:

- There is not enough infrastructure in the Community to support another development.
- Nearby towns are not able to support existing communities.
- The size and location of the proposed development makes it appear like a new village rather than part of the existing one.
- There is no formal pedestrian link to Caldicot.
- The proposed development is too big given the developments that have already been undertaken in Portskewett and Sudbrook in recent years.

As a village consultation has been arranged for 14th January 2023 it was agreed to defer making a formal response until the January meeting.

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. Planning Application DM/2022/01410

The application related to The Old Telephone Exchange, Crick Road, Crick, and was for removal of existing residential caravan. Demolition of converted outbuilding and construction of detached dwelling. Although Councillors had initial reservations in line with responses to earlier applications relating to this site, it was agreed that the occupant had resided at the location for a significant length of time, and given the proposed Revised Local Development Plan it seemed appropriate to approve the application. Cllr Carne proposed the application be recommended for approval, seconded by Cllr Lillie, agreed by all. **Action: clerk to submit response.**

12. **FINANCE**

a. Transfer of Funds from Deposit to Current Account

The responsible finance officer requested a transfer of £2,600 be made from the deposit account to the current account to cover payments due before receipt of the precept. Cllr Lillie proposed the transfer be approved, seconded by Cllr Thomas, agreed by all. **Action: clerk to arrange transfer of funds.**

b. Renewal of Data Protection Registration for 2023

Notification had been received that the renewal fee is due on the 7th January 2023. The amount of £35 will be paid by direct debit. Cllr Carne proposed the payment be approved, seconded by Cllr Thomas, agreed by all.

c. Pink Paper December

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

	£'s
Salaries	1,803.86
Torfaen CBC – Pension contributions	405.87
HMRC – NIC and PAYE	256.21
Merlin Environmental Services (Waste collection December Inv. 1287)	249.60
Lloyds Multipay Card Payment December	19.99
Information Commissioner's Office (Data Protection Registration 2023)	35.00
Unity Trust Bank Charges	18.00

Balances held: Current Account £77.00, Deposit Account £8,768.74, and Lloyds Account £0.

Action: clerk to make payments.

d. Clerk's Annual Pay Award

The annual review of the clerk's salary was due on 1st December 2022. The rate per hour for SCP14 is £13.21, the rate per hour for SCP15 would be £13.45, a salary increase of £57.59 per annum. The salary budget was overspent as a result of the National Pay Award. Councillors felt that with the increasing number of residents and work undertaken due to new and changing regulations the increase was appropriate. Cllr Thomas proposed SCP15 be awarded, seconded by Cllr Parker, agreed by all. **Action: clerk to update payroll.**

13. **DOG FOULING**

a. Draft Agreement for Service Provision from Merlin Environmental Services

A draft contract for 2022/23 had been forwarded to Merlin Environmental Services for their agreement. Merlin responded saying they are in the process of sending out draft contracts for 2023/24 and will be looking to meet with councils in January/February. The clerk confirmed the contract forwarded to them was for 2022/23. A response is awaited.

b1. Community Consultation on Public Spaces Protection Order (PSPO) for Dog Controls in Monmouthshire

Cllr Dymock had forwarded the amended survey to councillors for approval, which had been confirmed. Cllr Dymock was not present to update on the outcome of the survey.

b2. Response to MCC Consultation on Public Spaces Protection Order (PSPO) for Dog Controls in Monmouthshire

Councillors believed it appropriate to have some areas of land where dogs should be kept on lead and other areas where they could be let off. It was agreed that The Quest should be designated an area where dogs be kept on lead to prevent fouling in the children's play and football areas, and to provide a location for people with nervous dogs to go, knowing that any dogs in that area would be on leads. It was also agreed owners walking dogs on Stowball Common should only allow dogs off lead when on the common, not on the access lane to or from the common, due to concerns raised regarding loose dogs running onto Main Road and into residents' property. Cllr Parker proposed this be submitted as the Council's response, seconded by Cllr Carne, agreed by all. **Action: clerk to submit response.**

14. **BUDGET 2023/24**

- a. The clerk had circulated the amended budget for 2023/24 for consideration. Cllr Parker proposed the budget be approved, seconded by Cllr Carne, agreed by all. **Action: clerk to publish budget.**
- b. Cllr Carne proposed the clerk submit the precept request of £46,100 to MCC when requested, seconded by Cllr Parker, agreed by all. **Action: clerk to submit precept request.**

15. **STAFF APPRAISAL**

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

16. **SECTION 6 DUTY – BIODIVERSITY**

a. **Section 6 Duty Report on Biodiversity**

A report covering the three-year period to December 2022 was circulated for consideration. Cllr Lillie proposed the report be approved, seconded by Cllr Thomas, agreed by all. **Action: clerk to submit report and publish on website.**

b. **Preparation of Section 6 Duty Plan for Biodiversity 2023-2025**

A draft plan covering the three-year period to December 2025 was circulated for consideration. Cllr Parker proposed the plan be approved, seconded by Cllr Carne, agreed by all. **Action: clerk to publish on website.**

17. **TREE SURVEYS**

- a. Tree Surveys were carried out in early 2021 so are due in early 2023. The 2021 cost indicates three estimates should be obtained. Cllr Parker proposed the clerk obtain three estimates for consideration at the January meeting, seconded by Cllr Thomas, agreed by all. **Action: clerk to seek estimates and agenda January.**

18. **ITEMS FOR THE NEXT AGENDA**

No issues were raised.

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

The Chair thanked everyone for attending and gave the date and time of the next meeting as **Tuesday 17th January 2023 at 7pm** at Portskewett & Sudbrook Recreation Hall. The meeting was declared closed at 20.34pm.

*Mrs Beverley Young
Clerk to the Council*