

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL

HELD AT PORTSKEWETT & SADBROOK RECREATION HALL

TUESDAY 21st February 2023

Councillors Present:

Mrs C Carne, Miss L Dymock, Mr T Fawcitt, Mr B Lillie, Mr P Nurcombe, Mr G Parker (Chair) and Mrs J Thomas.

Public Present: Mrs D Cullimore.

1. **PUBLIC MEETING**

Mrs Cullimore attended the meeting on behalf of Portskewett and Sudbrook Church Hall Committee.

Mrs Cullimore informed the meeting that the Council's representative had only attended one Committee meeting. The Chair explained that a new Council representative would be appointed following the resignation from the Council of the current representative.

Mrs Cullimore reported the trees between the Church Hall boundary and the footpath leading to the pedestrian entrance to the school need cutting back. The clerk will inform Monmouthshire County Council (MCC) Highways.

Mrs Cullimore expressed the concerns of the Church Hall Committee and users of the hall regarding the proposed installation of yellow lines in the layby in front of the Church hall, prohibiting parking in the layby between 8am and 5am Monday to Friday. The hall is available for use during these hours and often users need to offload equipment. Furthermore, access for disabled users would be prevented if they could not park or be dropped off in the layby. The concerns were noted for consideration under agenda item 10.b.

2. **SIGN THE ATTENDANCE BOOK**

a. The Attendance Book was duly signed.

3. **APOLOGIES FOR ABSENCE**

a. Apologies were received from Cllr Adams.

4. **DECLARATION OF INTERESTS**

a. No interests were declared.

5. **MINUTES OF THE LAST MEETING**

a. Cllr Fawcitt proposed the minutes of the January meeting be accepted as a true record, seconded by Cllr Nurcombe, 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 given:

Gareth Freeman from MCC Highways had been supplied a copy of the existing planter license so that a blank license form could be traced and provided.

The clerk had identified the relevant references in legislation regarding the registration of Village Greens and Commons and would contact Mr Kyle Robinson from HM Land Registration for advice on pursuing the registration of the Village Green and Stowball Common. **Action: clerk to liaise with Mr Robinson.**

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

A resident approached Cllr Dymock about planting a wildflower area on the green between Main Road and Hill Barn View. Councillors had no objections if MCC were prepared to plant and maintain the area but requested that MCC discuss the location with the Council beforehand. As children play in the main area it would need to be located directly behind properties 12 to 18 Station Road. **Action: Cllr Dymock to liaise with Mark Cleaver at MCC.**

Concerns were raised over the location of the SID recently installed on Caldicot Road as it is sited in the middle of the pavement. **Action: Cllr Dymock to liaise with Mark Hand at MCC.**

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
Cllr Thomas attended the meeting on 19th January 2023. Rachel Carter gave an interesting presentation on the Section 6 Duty – Biodiversity. Cllr Thomas confirmed the Council have already implemented most of the items covered.
- b.3 Portskewett and Sudbrook Recreation Hall & Playing Fields (P&SRH)
Cllr Nurcombe confirmed the next committee meeting is being arranged.
- b.4 Portskewett Heritage Centre
Cllr Nurcombe confirmed the Heritage Centre will be open on 7th May for the King's Coronation Community Fun Day.
- b.5 Portskewett and Sudbrook Church Hall
A meeting was held on Friday 3rd February 2023.
- c. Appointment of Representative for the One Voice Wales Area Committee
Cllr Fawcitt proposed Cllr Thomas be appointed as the Council's representative, seconded by Cllr Nurcombe, agreed by all. **Action: clerk to notify One Voice Wales.**
- d. Appointment of Representative for the Portskewett and Sudbrook Church Hall Committee
Cllr Fawcitt proposed Cllr Lillie be appointed as the Council's representative, seconded by Cllr Nurcombe, agreed by all. **Action: clerk to notify the committee secretary.**

9. **DISCUSSION WITH COUNTY COUNCILLOR**

Cllr Dymock reported the MCC budget for 2023/24 would be going to full Council on 23rd February 2023. There are significant pressures on the budget given the current economic situation and there are concerns as to whether the budget will be approved.

10. **NEW CORRESPONDANCE AND MATTERS RAISED**

- a. Consultation on Technical Advice Note 15: Development, flooding and coastal erosion – further amendments
Councillors noted the report.
- b. Consultation on Proposed Traffic Regulation, Speed Limits and Parking Regulations Consolidation Order 2019 (Amendment Order Number 8) 2023
The proposed amendments to traffic orders included the prohibition of waiting at any time on parts of Crick Road, Treetops and Oaklands Park in Portskewett and the prohibition of waiting at specified times/days (8am to 5pm, Monday to Friday only) on part of Crick Road.
Councillors reiterated that additional parking facilities need to be found for Archbishop Rowan Williams School.
Councillors supported the concerns raised in the public part of the meeting regarding the proposal for the layby in front of the Church Hall. Cllr Carne proposed the Council request the proposal be amended to allow loading and disabled access/parking, seconded by Cllr Thomas, agreed by all.
Action: clerk to submit response.

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. Enforcement Cases
The enforcement cases were circulated on 2nd February 2023, and were duly noted.

- c. Planning Application DM/2022/01830
The application related to Castlegate Business Park, Caldicot Road, Portskewett, and was to add a steel canopy over part of the commercial yard area. The application was considered by Councillors between meetings, no objections were raised, and the application was recommended for approval.
- d. Planning Application DM/2022/01782
The application related to Severn Farm Barn, B4245 Parkwall to Caldicot, Portskewett, and was for a porch. The application was considered by Councillors between meetings, no objections were raised, and the application was recommended for approval.

12. **FINANCE**

a. Pink Paper February

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

| | £'s |
|---|----------|
| Salaries | 1,354.57 |
| Torfaen CBC – Pension contributions | 257.38 |
| HMRC – NIC and PAYE | 124.79 |
| Merlin Environmental Services (Waste collection February Inv.1341) | 249.60 |
| Portskewett & Sudbrook Recreation Hall (Inv. 159 Hire of Hall January) | 24.00 |
| Usk Valley Promotions (Additional hosting charge January to June 2023 Inv.1663) | 36.00 |
| Monmouthshire County Council (Lease of The Quest 2022/23 Inv.70212773) | 4.00 |

Balances held: Current Account £9,297.48, Deposit Account £8,803.45, and Lloyds Account £0.

Action: clerk to make payments.

The Chair moved Standing Orders be suspended to consider four additional items.

St John Ambulance submitted Invoice 72716 totalling £134.40 for provision of first aid cover at the Queen's Platinum Jubilee Fun Day in June 2023. Cllr Carne proposed the invoice be approved for payment, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to make payment.**

One Voice Wales submitted the membership renewal for 2023/24. The renewal cost was £460, the remaining budget was £388. The additional cost was attributable to an inflation rate of 8% (3% had been provided for) and an increase of 100 in the number of chargeable dwellings. Cllr Nurcombe proposed the membership be renewed, seconded by Cllr Parker, agreed by all. The shortfall will be met by underspends on other budgets. **Action: clerk to renew membership and make payment.**

Cllr Holley had submitted his resignation, he felt he could not continue as a Councillor due to work and family commitments. This was duly noted. **Action: clerk to notify MCC of the vacancy.**

A problem had been encountered with the printer which was rejecting newly installed ink cartridges and would not therefore print. The suggested actions to correct the problem had not resolved the issue. Cllr Lillie and Cllr Fawcitt offered to seek further solutions. Cllr Carne proposed the purchase of replacement cartridges at a cost of £349.90 be approved if a solution could not be found, seconded by Cllr Thomas, agreed by all. **Action: Cllr Lillie, Cllr Fawcitt and clerk.**

Standing Orders were reinstated.

13. **REPAIRS TO GATE AT ENTRANCE TO HAROLD'S FIELD OFF SUDBROOK ROAD**

- a. Cllrs Fawcitt and Parker carried out a site visit. No further action is required.

14. **TREE SURVEYS**

- a. Two contractors had been provided with the relevant information and asked to submit a quote by 31st January 2023. A quote of £980 plus VAT was received from Treecare Consulting. The available budget is £305. Cllr Parker proposed further quotes be sought, seconded by Cllr Fawcitt, agreed by all. **Action: All Councillors to source additional contractors and provide contact details to clerk by mid-March. Clerk to invite contractors to provide quotes by 7th April 2023 and agenda in April.**

15. **COMMUNITY FUN DAY**

a. **Update on Progress with Arrangements**

An update report had been circulated to councillors. Cllr Fawcitt had found a local business who could provide rides & inflatables for the event. They had been informed a copy of their insurance cover would be required and asked to provide operatives to man the equipment. A quote was requested. Estimates for 250 commemorative medals had been obtained and circulated to Councillors. The Coronation Union Jack Medal was the preferred choice, supplied by Trophiesplusmedals.co.uk. The cost of 250 medals would be £335.

The Events working Group will next meet on 7th March 2023 at 7pm, at the Portskewett Inn.

b. **Temporary Event Notice and Block Day Street Trading Licence**

The cost of a Temporary Event Notice would be £21 and a Block Day Street Trading Licence would cost £142. Cllr Nurcombe proposed the expenditure be approved, seconded by Cllr Carne, agreed by all.

Action: clerk to apply for licenses.

16. **SECTION 6 DUTY – BIODIVERSITY**

a. ARW School and Portskewett & Sudbrook Youth Club confirmed they want to take part in the competition to make nest boxes to support the Make a Home Initiative. The end of March was agreed as the closing date for the competition. Cllr Dymock was asked to judge the entries as County Councillor for Portskewett.

b. Cllr Parker proposed giant easter eggs be given as prizes, seconded by Cllr Carne, agreed by all.

Action: Cllr Parker to obtain the eggs.

17. **ESTABLISHMENT OF WORKING GROUPS**

a. The clerk circulated a summary of the presentations from the Innovative Practice Conference and SLCC/OVW Joint Conference. It was suggested that two working groups be established, an Environment group to work on Climate Change, the requirement to achieve net 0 by 2030 and the Section 6 Duty on Biodiversity, and a Community & Future Generations group to look at The Wellbeing of Future Generations Act 2015 and Community Engagement. Governance is within the remit of the existing Finance & Procedures group.

Following discussion Cllr Parker proposed a community engagement consultation be carried out at the fun day event on 7th May 2023 to establish the community's interest before making a decision, seconded by Cllr Carne, agreed by all. **Action: Cllr Carne to initiate a questionnaire for residents to complete, all Councillors to forward ideas for the questionnaire, and clerk to agenda in May.**

b. Deferred until May.

18. **COUNCILLOR VACANCY**

a. The vacancy in the Leechpool ward had been advertised for co-option. No applications were received. Cllr Fawcitt had received an expression of interest from a resident, he suggested they attend the March meeting as an observer.

19. **PLACE PLAN**

a. Cllr Fawcitt contacted Mr Archer, who during his time as a Councillor had explored the development of a Place Plan, and he has agreed to be part of a working group to see if this could be taken forward. Another resident has also expressed an interest in being involved. Cllr Carne offered to be part of the working group as she had worked with Mr Archer on this previously. Cllr Thomas proposed the Council should pursue forming a working group to develop a Place Plan, seconded by Cllr Lillie, agreed by all.

b. To be confirmed when membership of the working group is finalised.

20. **ITEMS FOR THE NEXT AGENDA**

No issues were raised.

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

The Chair thanked everyone for attending and gave the date and time of the next meeting as **Tuesday 21st March 2023 at 7pm** at Portskewett & Sudbrook Recreation Hall. The meeting was declared closed at 21.12 pm.

Mrs Beverley Young - Clerk to the Council

Chairman's signature