

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL

HELD VIA REMOTE ACCESS

TUESDAY 19th July 2022

Councillors Present:

Mrs C Carne, Miss L Dymock, Mr T Fawcitt, Mrs L Harrison, Mr B Lillie, 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**

Apologies were received from Cllr Adams and Cllr Holley who had been called into work.

4. **COUNCILLOR VACANCY**

- a. An application had been received for the councillor vacancy in Sudbrook. This had been circulated for consideration.
- b. Cllr Fawcitt proposed Mrs Harrison be co-opted to the Council, seconded by Cllr Carne, agreed by all. The Chair welcomed Mrs Harrison to the Council. **Action: clerk to forward required paperwork.**

5. **DECLARATION OF INTERESTS**

There were no interests to declare.

6. **MINUTES OF THE LAST MEETING**

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

7. **CLERK'S REPORT**

The report had been circulated prior to the meeting. The Chair had obtained a quote for a new goalpost and was seeking a second quote. Cllr Dymock confirmed she was pursuing the replacement goalpost with Monmouthshire County Council (MCC) but had not yet received a response.

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

The MCC litter bin, adjacent to the bench on the Village Green, had been removed by MCC. The bin was well used, and a replacement is needed to keep the Green litter free.

The MCC litter bin by the bus stop opposite the Premier store is in a bad state. This had been reported to MCC with a request for a replacement.

There are no streetlights from Southbrook Farm around the bend into Sudbrook, and it is very dark walking this stretch into Sudbrook at night. Cllr Dymock agreed to ask for streetlights in this area.

A new wall had been erected off Harold's field at the rear of a property on Manor Way. Rubble had been left in Harold's Field. Cllr Fawcitt confirmed work had not yet been completed and the rubble would be removed when the job was finished.

The Chair took agenda item 17 next as Cllr Dymock needed to leave early.

17. **SUDBROOK CAMP AND CHAPEL**

The Chair and Vice Chair met with representatives of Redrow and Cadw to consider proposals from Redrow for the future of Sudbrook Camp and chapel.

The representative from Redrow confirmed work on the Mill Meadows site will be finished in 18 months, Redrow will then be looking to transfer Sudbrook Camp and chapel to a public body or resident's group.

Cadw advised they could provide 50/50 grant funding for projects, and other sources of funding were available e.g., the Heritage Lottery Fund. Advice on sources of funding was also available from MCC.

Chairman's signature

Three proposals had been put forward for the future of Sudbrook Camp and chapel:

- Option 1. To make the fencing and chapel ruins safe and protect them from further decay. A wooden walkway could be installed around the Camp and banks built up around the boundary. This would cost £128,000, Cadw would provide £64,000, grants would be required to fund the balance.
- Option 2. To carry out the work in option 1 and rebuild the walls and bell tower of the chapel. This would cost £157,000.
- Option 3. As per option 2, also lowering the floor and installing a walkway through, and installing interactive boards containing historical information. This would cost £215,000.

Grants to cover ongoing maintenance costs would be available from Cadw.

Councillors welcomed the idea of preserving the Camp and growing the area as an asset for both the community and visitors. **Action: clerk to invite representatives from Cadw and Redrow to the October meeting.**

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

a. ARW School Governing Body

There was nothing to report.

b.1 Give Dog Fouling the Red Card Working Group

There was nothing to report from the working group. A revised date of 13th August was agreed for the Dog fouling Awareness Day, councillors to meet in the Cornfield at 10am.

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

Cllr Standing attended the meeting held on 7th July at 7pm. The AGM did not take place as the meeting wasn't quorate. A presentation was given on the Wye Valley. Cllr Standing informed councillors that defibrillators would be available at no cost to organisations able to provide a defibrillator cabinet. It was proposed the Council look to provide a defibrillator for the Leechpool area and a second one for Sudbrook, given the Mill Meadows development.

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

Cllr Nurcombe reported Mr Panacci from Portskewett and Sudbrook Football Club had been co-opted to the Portskewett and Sudbrook Recreation Hall Committee.

It was reported that a fire had occurred at the Recreation Hall overnight on the weekend the Football Club Fund Day was held. There was damage to some of the Football Club's equipment. The fire brigade had attended and it is believed the cause was from unknown people camping in the field. The police had been notified. The guttering and soffits were damaged on an area of the Recreation Hall. MCC had inspected the building and are dealing with insurance.

It was noted that the frame for signs promoting the Football Club event had not been removed from the Village Green. **Action: clerk to inform the Secretary of the Football Club that permission should be obtained from the Community Council to install signs on the Village Green, and request the frame be removed after an event.**

b.4 Portskewett Heritage Centre

Cllr Nurcombe reported the AGM had taken place, and that permission is being sought from the Diocese to install some benches outside the centre.

b.5 Portskewett and Sudbrook Church Hall

Cllr Holley was not present.

10. **DISCUSSION WITH COUNTY COUNCILLOR**

Cllr Dymock met with the head teacher of ARW School. The children are interested in environmental issues so Cllr Dymock suggested this be reflected in the Council's Annual Plan. The children would like to establish a wildflower bed in Harold's field. Councillors suggested that as Harold's field is a protected monument the Cornfield would be preferable, as the Cornfield project are planning a wildflower area.

The Church Senedd had expressed an interest in attending a Council meeting, Councillors were agreeable.

Chairman's signature

Cllr Dymock is working with Will Maclean at MCC regarding the parking issue at the school and road safety work.

Cllr Dymock met with MCC Highways officers, the following issues were discussed:

- The Road Surface on Crick Road.
- Speeding traffic on Crick Road – additional signage will be installed.
- Parking issue at Oaklands View – MCC are looking at double yellow lines on the corners of the junction with Crick Road.
- Vehicles jumping the Sudbrook traffic lights – again requested cameras be installed on the lights.
- 20mph speed limit recently introduced in the area – MCC conducting a review of the B4245.

11. **NEW CORRESPONDANCE AND MATTERS RAISED**

- a. Request to Install Storage Container Equipment at Portskewett and Sudbrook Recreation Hall
Portskewett and Sudbrook Junior Football Club had been offered a storage container for their equipment, and were looking to site it behind the Recreation Hall. Councillors agreed a storage container for the club's equipment could be installed providing planning permission was granted by MCC. Councillors agreed they would not approve storage containers for batteries, the proposal to install a car charging point should not therefore be pursued.

Cllr Fawcitt proposed supporting the Football Club's application for a storage container for equipment, seconded by Cllr Carne, agreed by all. **Action: clerk to notify the Club secretary and write to MCC for Community Council approval as the tenant.**

- b. Consultation on Shaping Wales' Future: Using National Milestones to measure our Nation's progress
Action: Councillors to forward comments to the clerk by 1st August 2022. Chair to approve response before submission. Clerk to submit response.

- c. Request for Welsh Language Street Sign in Sudbrook
Monmouthshire County Council (MCC) had replaced the street sign for Stone Cottages. The sign does not include the Welsh language version of the street name. A resident requested that the sign be updated to include the Welsh language version, in keeping with other signs in the village.

Councillors noted the older signs in the village were not bilingual, only ones in the new development. Councillors felt that for heritage reasons the sign should remain as it is, in keeping with others in the vicinity.

- d. Management of a Hardship Fund
A trustee of Monmouthshire Citizens Advice Bureau had suggested the organisation could help with administering a fund if one were established. This was duly noted.

- e. Getting to Know Your Councillors
Cllr Dymock explained Cllr Holley became aware that residents are not always aware of who their councillors are. Cllr Holley had suggested a competition in the form of a quiz to improve residents' awareness of their councillors and make them more approachable. Councillors agreed Cllr Holley could organise the competition. **Action: Cllr Holley to organise the competition.**

Cllr Dymock left the meeting at this point.

12. **FINANCE**

- a. Retrospective Approval of Reimbursement for Electrical Equipment for Events
Cllr Parker proposed the reimbursement be retrospectively approved, seconded by Cllr Carne, agreed by all.
- b. Retrospective Approval of Grant to Portskewett & Sudbrook recreation Hall for Installation of Wi-fi
Cllr Fawcitt proposed a grant of £30 be retrospectively approved, seconded by Cllr Carne, agreed by all.
- c. Pink Paper July
The pink paper for July had been circulated for councillors' consideration. Cllr Nurcombe proposed the following payments be approved, seconded by Cllr Carne, agreed by all:

	£'s
Salaries	1,273.33
Torfaen CBC – Pension contributions	233.65
HMRC – NIC and PAYE	114.91
Lloyds Multipay Card Payment (July)	205.64
Merlin Environmental Services (Waste collection July Inv. 1152)	249.60
Usk Valley Promotions (Inv 1553 Website hosting 2022/23)	300.00

Balances held: Current Account £4,237.13, Deposit Account £5,360.17, and Lloyds Account £0.

Action: clerk to make payments.

- d. Grant Application from Monmouthshire Citizens Advice Bureau
An application had been received for a grant of £1,500 towards service provision. The budget for Monmouthshire CAB for 2022/23 is £1,500. Cllr Fawcitt proposed a grant of £1,500 be approved, seconded by Cllr Carne, agreed by all. **Action: clerk to notify the applicant and make payment.**
 - e. Licence Fee for Sudbrook Planter
Response to enquiry awaited from MCC.
 - f. Quarterly Report on Bank Reconciliations
Cllr Standing had carried out the quarterly check on bank reconciliations. No issues were identified.
 - g. Quarterly Budget Monitoring Report for the three months to 30th June 2022
The report had been circulated prior to the meeting for consideration. Cllr Parker proposed the report be accepted, seconded by Cllr Fawcitt, agreed by all. **Action: Clerk to publish on website.**
13. **ANNUAL PLAYGROUND INSPECTION - THE QUEST**
The report from RoSPA Playsafety had been circulated to councillors, no serious issues were identified. **Action: Cllr Fawcitt to review minor issues with the Caretaker.**
14. **BEST KEPT GARDEN COMPETITION**
- a. The gardens nominated were 30 Hill Barn View, Portskewett and 8 Camp Road, Sudbrook.
 - b. Councillor Parker proposed the two gardens nominated be awarded the trophies, seconded by Cllr Fawcitt, agreed by all. **Action: Cllr Parker to arrange engraving of trophies.**
15. **TRAINING PLAN**
- a. The Council is required to publish a training plan by November 2022. New Councillors are required to undertake Code of Conduct training and all Councillors are required to undertake Code of Conduct training following an election.
It was agreed that Councillors should each endeavour to undertake one other training module per year. **Action: clerk to prepare draft training plan for approval in September.**
16. **VILLAGE BONFIRE EVENT**
- a. The insurers confirmed they used the requirements of the Health and Safety Executive, there were no additional requirements under the policy. The Chair asked for clarification of the distances specified by the Health and Safety Executive. **Action: Chair and clerk to review information. Chair to seek landowner's permission if requirements can be met.**

Cllr Harrison suggested a laser display as an alternative option. **Action: clerk to establish cost of laser display.**
18. **ITEMS FOR THE NEXT AGENDA**
Any items for the next agenda should be notified to the clerk by 9th September 2022.
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 20th September 2022 at 7pm.** Venue to be confirmed. The meeting was declared closed at 20.30pm.

Mrs Beverley Young, Clerk to the Council

Chairman's signature