

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL
HELD AT PORTSKEWETT & SUDBROOK RECREATION HALL
TUESDAY 16th MAY 2023

Councillors Present:

Mr J Adams, Mrs C Carne, Mr T Fawcitt, Mr G Parker, Mrs I Thomas and Mrs H Wilsher.

1. **PUBLIC MEETING**

No members of the public were present, and no issues had been raised with the clerk.

2. **SIGN THE ATTENDANCE BOOK**

The Attendance Book was duly signed.

3. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Lillie who was working away, Cllr Hubbard, Cllr Hunt and Cllr Nurcombe who joined the meeting later.

4. **DECLARATION OF INTERESTS**

There were no interests to declare.

5. **MINUTES OF THE LAST MEETING**

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

6. **CLERK'S REPORT**

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)**

Portskewett and Sudbrook Junior Football Club will be holding a football festival on 25th and 26th June 2023, with teams attending from across South Wales and some from England as well.

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

- a. ARW School Governing Body
Cllr Carne had nothing to report.
- b.i Give Dog Fouling the Red Card Working Group
No meetings had been held. Cllr Carne had informed Susan Parkinson at Monmouthshire County Council (MCC) that the area identified as The Quest for the Public Spaces Protection order was incorrect.
- b.ii One Voice Wales – Monmouthshire/Newport Area Committee
Cllr Thomas attended the April meeting. The Minutes will be circulated to members.
- b.iii Portskewett and Sudbrook Recreation Hall & Playing Fields (P&SRH)
Cllr Nurcombe was not present.
- b.iv Portskewett Heritage Centre
There was nothing to report.
- b.v Portskewett and Sudbrook Church Hall
Cllr Lillie is unable to attend the meeting on 6th June 2023. **Action: clerk to send apologies.**

9. **DISCUSSION WITH COUNTY COUNCILLOR**

The County Councillor was not present.

10. **PLANNING**

- a. Enforcement Cases

The enforcement cases were circulated on 6th May 2023, and were duly noted.

Chairman's signature

11. **FINANCE**

a. Renewal of Microsoft 365 License

The current license is due for automatic renewal on 26th May 2023. The Council has a family license for which the renewal cost would be £79.99. Cllr Carne proposed the license renewal be approved, seconded by Cllr Parker, agreed by all.

b. Pink Paper May

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

	£’s
Salaries	1,393.41
Torfaen CBC – Pension contributions	238.72
HMRC – NIC and PAYE	133.79
Merlin Environmental Services (Waste collection May Inv. 1420)	336.00
Portskewett & Sudbrook Recreation Hall (Hire of Hall April Inv. 209)	24.00
Joseph Finnemore (JRF Contracting – Tree Survey)	250.00
Mm Garden Services and Fencing (1 st Cut Harold’s Field & Stowball Common)	350.00
Mr P Murphy (Internal Audit of 2022-23 Accounts)	250.00

Balances held: Current Account £15,007.71, Deposit Account £8,844.77, and Lloyds Account £0.

Action: clerk to make payments.

c. St Mary’s Church Grant Application

An application for a grant of £500 had been received from St Mary’s Church, Portskewett, to help meet the cost of grounds maintenance. Cllr Parker reminded councillors of the advice regarding payments to churches for grounds maintenance. Cllr Carne proposed a grant of £500 be approved, seconded by Cllr Wilsher, agreed by all. **Action: clerk to notify church and make payment.**

At this point in the meeting the Chair proposed Standing Orders be suspended to consider a grant application from Portskewett Spring Ball.

The application was for help with the cost of putting on the event, the proceeds of which are shared between Portskewett Church hall and St David’s Foundation. Councillors agreed the grant budget is provided to support local organisations which benefit residents in the council community and St David’s Foundation serves a much wider population. Given the limited budget available organisations may only apply for one grant in the Council year and it was felt that if the Church Hall benefitted from a grant award via this application they would not be able to apply for a further grant in the current year. Cllr Fawcitt proposed no grant be awarded, seconded by Cllr Parker, agreed by all.

Standing Orders were reinstated.

12. **INSURANCE 2023/24**

a. Unity Insurance provided a renewal figure of £1,443.02. The clerk contacted three other insurance providers to obtain quotes, their responses were as follows:

- AJ Gallagher – not able to provide a quote as they do not provide cover for inflatable equipment manned by the Council at events.
- Zurich - not able to provide a quote as they do not provide cover for inflatable equipment manned by the Council at events.
- National Farmers Union - not able to provide a quote as they do not provide cover for playground equipment.

The asset values on which the renewal figure was based were incorrect, the clerk had supplied the correct asset values but a revised renewal notice had not been received. The renewal date, being the 1st June 2023, fell before the next Council meeting. Cllr Parker proposed an extraordinary meeting be held via Teams once the revised information was available, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to arrange extraordinary meeting.**

13. **ANNUAL RETURN 2022/23**

a. **Internally Audited Accounts 2022/23**

The internal auditor had concluded his audit of the accounts for 2022/23, there were no issues raised. Cllr Parker proposed the Internally audited accounts for 2022/23 be approved, seconded by Cllr Carne, agreed by all.

b. **Internal Audit Report for 2022/23**

The Internal Audit report for 2022/23 raised no issues. Cllr Fawcitt proposed the Internal Audit report for 2022/23 be accepted, seconded by Cllr Carne, agreed by all.

c. **Annual Governance Statement 2022/23**

The Annual Governance Statement for 2022/23 was considered by councillors and the clerk recorded the responses. Cllr Carne proposed the Annual Governance Statement be approved, seconded by Cllr Thomas, agreed by all.

d. **Annual Return for 2022/23**

Cllr Carne proposed the Annual Return be approved, seconded by Cllr Thomas, agreed by all. The Chair certified the Annual Return.

14. **ADOPTION OF COUNCILLORS ALLOWANCES 2023/24**

a. **Adoption of Non-Mandatory Councillors Allowances**

A briefing paper on councillors' allowances for 2023/24 had been circulated to members. Cllr Fawcitt proposed the non-mandatory allowances should not be adopted by the Council, seconded by Cllr Carne, agreed by all.

b. **Process for Making Payments**

The clerk outlined the payment options. Cllr Parker proposed the mandatory councillors' allowances be paid annually in March, on a pro rata basis for councillors leaving or joining the Council during the year, seconded by Cllr Thomas, agreed by all. The clerk reminded councillors the allowances would be paid through the payroll system. **Action: clerk to write to all councillors requesting the information required for the HMRC PAYE system.**

15. **TREE SURVEYS**

a. The Tree Survey report from JRF Contracting had been circulated to members for their consideration.

b. The report highlighted some ash die back which does not currently need attention. Cllr Fawcitt confirmed where minor issues were raised the work has been carried out. One Cherry tree on the Village green will be reviewed again when the next survey is due.

Cllr Nurcombe joined the meeting at this point.

16. **COMMUNITY FUN DAY**

a. Due to heavy rainfall in the days preceding the King's Coronation Fun Day, Harold's Field became waterlogged and it was not possible to go ahead with the event. All participants were notified.

b. A number of enquiries were received as to whether a community event would be held in the Summer. The Fun Day budget for 2023/24 was £2,000 and costs incurred amounted to £1,176.78, leaving a budget available of £823.22. The cost of renewing licenses, hiring the Recreation Hall and first aid cover would be approximately £388, leaving £435.22 available to hire rides/inflatables. Cllr Fawcitt proposed the event be rearranged for Saturday 8th July 2023, seconded by Cllr Carne, agreed by all. **Action: clerk to make the necessary arrangements.**

17. **BEST KEPT GARDEN COMPETITION**

a. Cllr Parker proposed the competition be held in 2023, seconded by Cllr Thomas, agreed by all.

b. The following arrangements were agreed:

- competition to be advertised at the beginning of June.
- Judging, front gardens only, to take place in July.
- judging to be carried out by 2022 winners.

Action: clerk to advertise the event.

18. **ANNUAL PLAN 2023/24**

The clerk had circulated a draft Annual Plan for 2023/24. Cllr Nurcombe proposed the plan be adopted, seconded by Cllr Parker, agreed by all. **Action: clerk to publish on website.**

19. **ESTABLISHMENT OF WORKING GROUPS**

- a. It had been agreed to carry out a community engagement consultation at the fun day event on 7th May 2023 to establish the community's interest but unfortunately the event had to be cancelled. Cllr Carne proposed the survey be carried out at the event on 8th July, seconded by Cllr Fawcitt, agreed by all.
- b. Deferred until survey completed.

County Cllr Dymock joined the meeting at this point.

20. **PLACE PLAN**

- a. Expressions of interest had previously been received from Cllr Carne and two residents, both residents have since withdrawn.
- b. It was agreed to establish a working group to take the Place Plan forward. Membership of the group was agreed as Cllr Adams, Cllr Carne, County Cllr Dymock, Cllr Parker and Cllr Wilsher. The group will meet on 13th June 2023 at 7pm at the Portskewett Inn. County Cllr Dymock gave her apologies for that date.

21. **DEFIBRILLATOR**

- a. London Hearts notified the Council of grant funding available for defibrillators and cabinets. They could supply a Mindray C1A defibrillator and external, unheated, unlocked cabinet for a total of £1,095 plus vat. The defibrillator budget for 2023/24 is £800 and the fund was increased by donation of £262.95, so the total available is £1,062.95. A post would be required to mount the cabinet on.
- b. Cllr Parker proposed the Council purchase a defibrillator for the Leechpool/Black Rock area, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to arrange with London Hearts.**

22. **ITEMS FOR THE NEXT AGENDA**

Update from Place Plan working group.

23. **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 June 2023 at 7pm** at Portskewett & Sudbrook Recreation hall. The meeting was declared closed at 7.35pm.

*Mrs B Young
Clerk to the Council*