

**MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL**  
**HELD AT PORTSKEWETT & SUDBROOK RECREATION HALL**  
**WEDNESDAY 17th DECEMBER 2025**

**Councillors Present:**

Cllr C Carne, Cllr T Fawcitt, Cllr Nurcombe, Cllr G Parker (Chair) and Cllr M Patterson. Cllr Dymock attended remotely.

**Members of the Public present:**

No members of the public were present.

**1. PUBLIC MEETING**

No issues had been raised.

**2. SIGN THE ATTENDANCE BOOK**

The Attendance Book was duly signed.

**3. APOLOGIES FOR ABSENCE**

- a. Apologies were received from Cllr Hooper and Cllr Lillie.
- b. No requests had been made for apologies to be approved.

**4. DECLARATION OF INTERESTS**

No interests were declared.

**5. MINUTES OF THE LAST MEETING**

- a. Cllr Parker proposed that the minutes of the November 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. In addition to the report circulated it was reported that the external audit for the year ended 31<sup>st</sup> March 2025 had been concluded. **Action: clerk to agenda in January.**

Cllr Nurcombe and Cllr Patterson joined the meeting at this point.

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

The street lights on Caldicot Road had been fixed following a blackout.

Vehicles parking on Black Rock road have been blocking disabled access to a property. An application is being made for a disabled parking bay.

The pavement outside 4 Station Road, Portskewett has deteriorated and has become a trip hazard.

Ms Bradbury and Mrs Merrick are retiring from running Portskewett and Sudbrook Youth Club after 21 years. It was suggested they be presented with a Special Achievement award.

A pothole on the Sudbrook Road by churchyard corner has reappeared.

**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

Cllr Carne had nothing to report.

b.ii One Voice Wales (OVW) – Monmouthshire/Newport Area Committee

Cllr Nurcombe is the nominated representative for the AGM which will take place on 21<sup>st</sup> January at 6pm. Cllr Carne is the reserve representative.

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

Cllr Nurcombe reported discussions are ongoing regarding the lease renewal. Cllr Dymock met the architect to progress plans and costings for upgrading the toilets and to explore the option of a new hall.

b.iv Portskewett and Sudbrook Church Hall Committee

Cllr Lillie was not present.

Chairman's Signature .....

b.v The Cornfield Project Committee  
Cllr Lillie was not present.

b.vi Severnside Area Committee

Cllr Dymock confirmed Section 106 funds from the Elderwood development were earmarked for recreation facilities, they had been allocated to developing the active travel route along the Dinham line, The Cornfield project, Caldicot Town Team and Caldicot Castle Park.

Monmouthshire County Council (MCC) are looking to use £160,000 of the £400,000 to join up the Dinham line section of the active travel route to the town centre. Cllr Dymock is working to ensure the funds allocated to The Cornfield project are ringfenced. The Cornfield Project committee have indicated they will work with Portskewett and Sudbrook Recreation Hall to provide toilet facilities accessible from the outside, for everyone's benefit.

## 9. **DISCUSSION WITH COUNTY COUNCILLOR**

a. Cllr Dymock informed members MCC full council will meet on 22<sup>nd</sup> January. She will raise any issues notified to her.

## 10. **CORRESPONDENCE**

a. Responses to Motions on OVW Annual Meeting Agenda.

Cllr Parker proposed the following votes be cast on behalf of the council, seconded by Cllr Carne agreed by all:

- Penarth Town Council - Support
- Newtown and Llanllwchaiarn - Support
- Gelligaer Community Council – Not Support
- Arfon Dwyfor Area Committee - Support
- Chepstow Town Council - Support
- One Voice Wales National executive Committee - Support

**Action: Cllr Nurcombe to vote accordingly.**

b. Welsh Government Consultation on the Changes to Local Government Election Rules in Wales  
**Action: Cllr Patterson to submit response.**

c. Consultation on Wales Regional Energy Strategic Plans

**Action: Cllr Patterson to submit response by 16<sup>th</sup> January 2026.**

d. Pre Application Consultation on the Future Energy Llanwern Solar Project

**Action: Cllr Parker to submit response by 15<sup>th</sup> February 2026.**

## 11. **PLANNING**

a. Planning Applications Approved/Refused by Monmouthshire County Council

A schedule had been circulated to members; this was duly noted.

## 12. **FINANCE**

a. December Pink Paper

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

	£'s
Salaries	1,620.85
Torfaen CBC – Pension contributions	301.87
HMRC – NIC and PAYE	309.74
Merlin Environmental Services (Waste collection December Inv. 2216)	485.10
Portskewett and Sudbrook Recreation Hall (Hire of Hall November)	30.00
Unity Trust Bank (Bank Charges 1.11.25 to 30.11.25 Statement 103)	6.00

Balances held: Current Account £3,587.20, Deposit Account £16,847.58.

**Action: clerk to set up payments, Cllr Nurcombe and Cllr Carne to approve online.**

b. Monmouthshire County Citizens Advice Grant Application

A grant of £3,000 was requested to support ongoing service provision. The budget available is £1,500. Cllr Fawcitt proposed a grant of £1,500 be awarded, seconded by Cllr Carne, agreed by all. **Action: clerk to notify applicant and arrange payment.**

c. Data Protection Fee 2026/27

The renewal fee had increased to £52. With a reduction of £5 for payment by direct debit the amount payable is £47 and the budget is £35. Cllr Fawcitt proposed the payment be approved, seconded by Cllr Carne, agreed by all. The overspend will be offset by underspends on other budgets.

d. Increase to the Cash Withdrawal Limit on the Current Bank Account

Cllr Parker proposed the cash withdrawal limit be increased to £1,500, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to write to bank.**

13. **COMMUNITY EVENTS**

a. Carols on the Green

The award presentations went well; the junior award recipient was especially pleased to receive an award. Mr and Mrs Ayres were also very pleased their contribution to the village over many years was acknowledged with an award. Cllr Parker delivered the trophy to the recipient of the Green Community Champion award. It was agreed that for future events the gazebo should be erected, lighting provided and more Carol sheets are needed.

14. **THE QUEST QUARTERLY PLAYGROUND INSPECTION**

a. Three minor issues were noted in the quarterly report:

- One bench is showing wear but currently still safe to use.
- The roundabout is making some noise but runs freely.
- The swing pod seat needs more permanent repair.

The annual report recommended a visual inspection of the Zip Wire with the housing removed.

**Action: Cllrs Parker and Fawcitt to repair swing pod seat with expanding foam and inspect the zip wire and forward a photographic record to the clerk.**

15. **BUDGET 2026/27**

a. Additional Amendment to Budget for 2026/27

The cost of toner cartridges is expected to increase significantly in January 2026, the Printing and Stationery budget was increased to £500 with the Chair's approval.

b. Approval of Budget for 2026/27

Cllr Nurcombe proposed the budget be approved and a precept of £54,951 be requested, seconded by Cllr Carne, agreed by all. **Action: clerk to publish budget and submit precept request.**

16. **RENEWAL OF RECREATION HALL LEASE**

a. Cllr Dymock has requested a copy of the current constitution from MCC.

17. **STAFF APPRAISAL**

a. Deferred to January meeting. **Action: clerk to agenda in January.**

18. **COUNCILLOR VACANCY IN THE SUDBROOK WARD**

a. A second expression of interest had been received from a Portsdown resident; they have been invited to observe the January meeting.

b. Deferred to January meeting.

19. **SECTION 6 DUTY REPORT**

Cllr Carne proposed the report be approved, seconded by Cllr Parker, agreed by all. **Action: clerk to publish on website and forward to One Voice Wales.**

20. **ITEMS FOR THE NEXT AGENDA**

a. 2026-2028 Section 6 Biodiversity Plan.  
External Audit report for 2024/25.

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

a. The Chair thanked everyone for attending and gave the date and time of the next meeting as **Wednesday 28th January 2026 at 7pm** at Portsdown and Sudbrook Recreation Hall. The meeting was declared closed at 8.14pm.

**Mrs B Young - Clerk**

Chairman's Signature .....

