

**MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL**  
**HELD AT PORTSKEWETT & SUDBROOK RECREATION HALL**  
**WEDNESDAY 26th NOVEMBER 2025**

**Councillors Present:**

Cllr C Carne, Cllr Fawcitt, Cllr Hooper, Cllr Lillie, Cllr Nurcombe and Cllr G Parker (Chair). Cllr Dymock attended remotely.

**Members of the Public present:**

Mr M Patterson.

1. **PUBLIC MEETING**

Thanks were received for allowing residents access via The Quest to work on their boundary. The offer of additional planting at The Quest was declined as the area had been cut back to maintain clear access.

20. **COUNCILLOR VACANCIES**

- a. Monmouthshire County Council's (MCC) Democratic Services had confirmed the Portskewett vacancy could be filled by co-option.
- b. Two applications had been received for the vacancies. Cllr Parker proposed Mr Patterson be co-opted to the Portskewett ward, seconded by Cllr Fawcitt, agreed by all. The clerk was asked to ascertain if the second applicant was still interested in the other vacancy. **Action: clerk to issue documentation to Mr Patterson, inform Democratic Services of co-option and contact the other applicant.**

2. **SIGN THE ATTENDANCE BOOK**

The Attendance Book was duly signed.

3. **APOLOGIES FOR ABSENCE**

- a. No apologies had been received.
- 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 Fawcitt proposed that the minutes of the October meeting be accepted as a true record, seconded by Cllr Lillie, agreed by all. **Action: clerk to publish on website.**

6. **CLERK'S REPORT**

- a. The 2025 Oak Grove Grant funding had not yet been received. The clerk suggested that in 2026 the grant application process be started much earlier to ensure successful applicants receive their grants at the earliest opportunity.

The Chair confirmed the Caretaker's appraisal had raised no issues or concerns.

The clerk informed members the latest edition of "Arnold-Baker on Local Council Administration" is available from the Society of Local Council Clerks. The council's current edition is pre 2017.

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

Cllr Carne reported several issues with the council noticeboards which will need attention.

Cllr Hooper reported complaints in respect of a drone flying over properties on Main Road at a low level and outside windows.

Traffic is still entering Portskewett by driving the wrong way through the one way system on Crick Road. Vehicles have been seen doing this in the early morning and late at night.

Cllr Dymock informed members that the temporary traffic lights on the A48 between St Pierre and Pwylmeyric were removed but have been reinstated.

Chairman's Signature .....



Cllr Parker had received complaints with regard to vehicles parking on Manor Way when the football pitch is in use at the Recreation Hall. The additional parked vehicles are causing traffic congestion and make Manor Way difficult to navigate for residents and other road users.

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 reported the feedback from the Dog Fouling Awareness Day was the level of fouling along the Active Travel Route was bad, but other areas had improved.
- b.ii One Voice Wales (OVW) – Monmouthshire/Newport Area Committee  
The next branch meeting will be held in January. The AGM will be held on 21<sup>st</sup> January 2026, 6pm to 8pm via Teams. Each council should nominate two representatives who are briefed on how the council wants to vote on each motion. Cllr Nurcombe and Cllr Carne will represent the council. The motions will be considered at the December meeting. **Action: Clerk to inform One Voice Wales of council representatives and agenda in December. All Councillors to consider motions for December meeting.**
- b.iii Portskewett and Sudbrook Recreation Hall & Playing Fields (P&SRH)  
Cllr Nurcombe informed members the Christmas decorations will be going up on Sunday 30<sup>th</sup> November from 10am, volunteers would be much appreciated.
- b.iv Portskewett and Sudbrook Church Hall Committee  
Cllr Lillie had nothing to report.
- b.v The Cornfield Project Committee  
Cllr Lillie had nothing to report.
- b.vi Severnside Area Committee  
The next meeting will be held early in December. The Caldicot Multi User Route (MUR) is on the agenda, and Cllr Carne raised concerns with regard to the apparent proposal to use Section 106 funding from the Elderwood development in Portskewett, to fund a shortfall in funding for the MUR. The Section 106 funding had originally been allocated for the expansion of ARW School in Portskewett. **Action: Cllr Dymock to seek clarification.**

9. **DISCUSSION WITH COUNTY COUNCILLOR**

- a. Cllr Dymock is currently producing a newsletter to update residents on the next steps for the Revised Local Development Plan (RLDP).

10. **CORRESPONDENCE**

- a. MCC Consultation on the Draft Monmouthshire Cultural Strategy  
**Action: Cllr Carne to respond on behalf of the Council.**
- b. Welsh Government Consultation on the Changes to Local Government Election Rules in Wales  
**Action: All Councillors to review consultation, clerk to agenda in December.**

11. **PLANNING**

- a. Planning Applications Approved/Refused by Monmouthshire County Council  
A schedule had been circulated to members; this was duly noted.
- b. Planning Application DM/2025/01404  
Cllr Fawcitt proposed the application be recommended for approval, seconded by Cllr Parker, agreed by all. **Action: clerk to submit response.**
- c. Planning Application DM/2025/01311  
The application was considered by members between meetings and was recommended for approval.

Chairman's Signature .....





## 12. FINANCE

### a. November Pink Paper

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

	£'s
Salaries	1,609.04
Torfaen CBC – Pension contributions	297.38
HMRC – NIC and PAYE	303.06
Merlin Environmental Services (Waste collection November Inv. 2191)	388.08
Portskewett and Sudbrook Recreation Hall (Hire of Hall October Inv. 690)	30.00
Monmouthshire County Council (Grounds Maintenance 2025/26 Inv. 70267893)	3429.39
St John Ambulance Cymru (First Aid Cover at Laser Event Inv. 12164)	64.80
Unity Trust Bank (Bank Charges 1.10.25 to 31.10.25 Statement 102)	6.00

Balances held: Current Account £4,707.81, Deposit Account £18,847.58.

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

### b. 2025/26 Annual Pay Award for Clerk

Cllr Carne proposed the clerk be awarded SCP18 from 1<sup>st</sup> December 2025, seconded by Cllr Hooper, agreed by all. **Action: clerk to update payroll.**

### c. Transfer of Funds from Deposit to Current Account

Cllr Parker proposed £2,000 be transferred from the deposit account to the current account, seconded by Cllr Carne, agreed by all. **Action: clerk to arrange transfer.**

## 13. COMMUNITY EVENTS

### a. Feedback on Community Laser Display & Barbeque (BBQ)

The laser event was well attended given the weather conditions on the night.

### b. Format of 2026 Bonfire Night Event

As the field adjacent to The Quest may not be available in 2026 the format could not be determined at this time. **Action: clerk to establish Horizon Fireworks availability and look at alternative options.**

The clerk had made initial enquiries regarding the potential use of a card machine for the event. **Action: clerk to agenda increase in cash withdrawal limit in December.**

### c. Feedback on the Remembrance Service

The service went well, around 20 residents attended.

### d. Carols on the Green

The craft supplies for the lantern making had been received and Mrs Adams had confirmed she would run the activity. **Action: clerk to confirm CMTS could provide carol sheets.**

### e. Approval of Risk Assessment and Emergency Plan for Carols on the Green

Cllr Parker proposed the Risk Assessment and Emergency Plan be approved, seconded by Cllr Carne, agreed by all.

## 14. PLACE PLAN

### a. Update from Monmouthshire County Council

The Chief Officer Place and Community Well Being reiterated that it would be more appropriate to progress adoption of the Portskewett Place Plan as Supplementary Planning Guidance (SPG) when the content of the Revised Local Development Plan for Monmouthshire is more certain. The County Council felt the Place Plan needs further work to ensure it meets the requirements for SPG and suggested that consideration be given to engaging a planning consultant to advise on delivering the Place Plan to the required standard for adoption.

### b. Next Steps

Meeting to be arranged with Planning Aid Wales (PAW) officer, PCC Chair and Vice-Chair and Portskewett County Councillor initially, to be followed at a later date by a meeting of representatives from PAW, PCC and MCC. **Action: clerk to arrange initial meeting.**

Cllr Hooper left the meeting at this point.

Chairman's Signature .....



15. **BUDGET 2026/27**

a. **Proposed Budget for 2026/27**

The clerk presented the proposed budget for 2026/27 summarising the bases on which it was drafted.

b. **Amendments to Proposed Budget for 2026/27**

Cllr Carne proposed the following amendments be made to the proposed budget, seconded by Cllr Parker, agreed by all. **Action: clerk to agenda for approval at the next meeting.**

- Information Commissioners Office Fee – increase to £47 based on renewal notification received after draft budget was completed.
- Move £500 set aside for Tourist Information into General grant fund as a grant has not been requested in recent years.
- Reallocate the MCC Summer Holiday Activities provision of £1,000 to the Fixed Assets budget to provide a defibrillator to serve the Crick Road area, as MCC have not requested a contribution to the Summer Playscheme in recent years.
- Increase the Fixed Assets budget by £235 to provide a dog waste bin on Crick Road and increase the Dog Waste Collection Service budget by £395 to meet the cost of emptying the bin.

**Action: clerk to update the budget and agenda for approval.**

16. **RENEWAL OF RECREATION HALL LEASE**

a. **Update on Review of the Constitution**

**Action: Cllr Dymock to meet with interested third party to review the constitution.**

b. **Next Steps**

Portskewett and Sudbrook Junior Football Club have requested a letter confirming their long term use of the Recreation Hall facilities and football pitch is guaranteed. Cllr Dymock has asked the MCC officer dealing with the lease renewal to provide this as the community council are not in a position to do so until the lease has been renewed.

17. **TREE SURVEYS**

a. Quotes were sought from five approved contractors, two quotes were received as follows:

- Black Mountains Tree Consultancy £650.
- Treecare Consulting £980.

Cllr Parker proposed Black Mountains Tree Consultancy quote be accepted, seconded by Cllr Carne, agreed by all. **Action: clerk to notify contractors.**

18. **STAFF APPRAISAL**

a. **Action: Chairman to arrange clerk's appraisal.**

19. **COMMUNITY AWARDS 2025**

a. **2025 Award Winners**

Cllr Parker proposed the Community Volunteer of the Year be awarded to Mr and Mrs Ayres and the Green Community Champion be awarded to Mrs J Chandler, seconded by Cllr Carne, agreed by all.

**Action: clerk to seek nominations for remaining categories from ARW School and Portskewett and Sudbrook Youth Club.**

b. **Arrangements for Presentation of Awards**

The 2025 awards will be presented at the Carols on the Green event on 14<sup>th</sup> December 2025.

Cllr Lillie proposed nominations for the 2026 awards be sought at the 2026 Community Fun Day, Seconded by Cllr Parker, agreed by all.

21. **ITEMS FOR THE NEXT AGENDA**

a. 2026/27 budget for approval.

22. **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 17th November 2025 at 7pm** at Portskewett and Sudbrook Recreation Hall. The meeting was declared closed at 21.10 pm.

Mrs B Young  
Clerk

Chairman's Signature .....