

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL
HELD AT PORTSKEWETT & SADBROOK RECREATION HALL
WEDNESDAY 25th FEBRUARY 2026

Councillors Present:

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

Members of the Public present:

No members of the public were present.

1. PUBLIC MEETING

The Cornfield Project are holding their annual fun run on 26th April 2026 from 11am to 12.30pm. They have asked to use Harold's Field as part of the route and to erect a banner on the Village Green, and for help with marshalling the event. There were no objections to the use of Harold's Field or erecting a banner on the Village Green. Cllr Parker and Cllr Patterson will be available to marshal. **Action: clerk to notify The Cornfield Project.**

2. SIGN THE ATTENDANCE BOOK

The Attendance Book was duly signed.

3. APOLOGIES FOR ABSENCE

- a. Apologies were received from Cllr Nurcombe who had to attend another meeting, Cllr Lillie who was working and Cllr Dymock due to another commitment.
- 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 January meeting be accepted as a true record, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to publish on website.**

6. CLERK'S REPORT

- a. Cllr Dymock had provided the following updates:
 - Caldicot Multi User Route – The Cabinet approved the allocation of £167,000 from the Crick Road S106 offsite recreation contribution to the Caldicot Greenway/MUR project, subject to receipt of funds.
 - Portskewett & Sudbrook Recreation Hall Lease Renewal – I have spoken to Nicholas Keyse and Emily is away from the office, he was speaking to legals to check if there were any actions with them.
 - Councillor Narrative for Website – sent details and photo on 25.02.2026

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

Cllr Carne informed members that year 6 pupils at Archbishop Rowan Williams School are looking at ways of supporting homeless people and are planning a coffee morning to fundraise. They have asked if the Council could help. It was suggested the Council could provide the coffee, milk etc.

Cllr Dymock had provided the following report:

- The kissing gate at the top of Harold's Field - residents have complained about the stone section being hollowed out and water gathering when wet, it requires more stone.
- Trees imposing on the highway in Leechpool (Ifton Hill) - I have highlighted this again with David Licas in Monmouthshire County Council (MCC) Highways department.
- Groups of men hunting with ferrets on the open space on Elderwood Parc - I have informed residents to report this to Gwent Police and I have written to Lovells, Candleston, Gwent Police, Housing and animal health.
- March 21st - action day weeding, tidying up flower beds and litter picking around St Marys Close (Portskewett).

Chairman's Signature 

- Caldicot Road/Sudbrook junction potholes - I reported this at the start of January and have written to head of head highways chasing an adequate repair with edges sealed asap.
- Parking on junction at Trinity Close - complaints received but unfortunately this is a police matter (rule 242) and needs reporting to Gwent Police 101.
- I have raised concerns with Gwent Police and Highways again about people driving down Crick Road the wrong way, I ask residents to keep reporting to Gwent Police with as much information as possible.

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.
- b.ii One Voice Wales (OVW) – Monmouthshire/Newport Area Committee
The next meeting will be held on 16th April 2026 at 7pm at Usk Town Council Offices. Cllr Carne gave apologies as she will not be available. **Action: clerk to forward apologies.**
- b.iii Portskewett and Sudbrook Recreation Hall & Playing Fields (P&SRH)
Cllr Nurcombe was not present to report.
- b.iv Portskewett and Sudbrook Church Hall Committee
Cllr Lillie was not present to report.
- b.v The Cornfield Project Committee
Cllr Lillie was not present to report.
- b.vi Severnside Area Committee
Cllr Carne had nothing to report.

9. **DISCUSSION WITH COUNTY COUNCILLOR**

- a. Cllr Dymock had requested that if there are any points the community council want her to raise on the MCC budget for 2026/27 to let her know as MCC will be debating the budget on Thursday 5th March 2026.

10. **CORRESPONDENCE**

- a. There was no correspondence requiring consideration.

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/2024/01105
This application was being reconsulted on. Councillors raised no objections and a recommendation for approval was submitted.
- c. Planning Application DM/2026/00101
The application related to 71 Main Road, Portskewett and was for the installation of a dropped kerb to the front of the property. Cllrs raised no objections. Cllr Parker proposed the application be recommended for approval, seconded by Cllr Carne, agreed by all. **Action: clerk to submit response.**

12. **FINANCE**

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

	£'s
Salaries	1,621.88
Torfaen CBC – Pension contributions	302.37
HMRC – NIC and PAYE	310.78
Merlin Environmental Services (Waste collection February Inv. 2267)	388.08
Portskewett and Sudbrook Recreation Hall (Hire of room January Inv. 736)	24.00

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Monmouthshire County Council (Lease of the Quest 2025/26 Inv. 70274944)	4.00
Geraint Roberts Associates (Building Conservation Services Sudbrook Church)	6,210.00
Just Mammals (Ecological Report Sudbrook Church)	1,857.48
RV Williams Associates (Structural Survey and Report Sudbrook Church)	1,524.00
ArchaeoDomus (Photogrammetric Survey and Report Sudbrook Church)	2,524.50
Unity Trust Bank (Bank Charges 1.1.26 to 31.1.26 Statement 105)	6.00
Transfer of funds from deposit account to current account	12,115.98

Balances held: Current Account £11,690.45, Deposit Account £4,831.90.

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

The Chair proposed that Standing Order 9.b be suspended to facilitate approval of an additional invoice for payment as it was above the delegated powers limit and required payment before the next meeting:

- Horizon Fireworks Ltd - deposit for the provision of a laser display on 3rd November 2026 £1,620.

Cllr Parker proposed the payment be approved, seconded by Cllr Carne, agreed by all. **Action: clerk to set up payment, Cllr Fawcitt and Cllr Nurcombe to approve online.**

13. COMMUNITY EVENTS

a. Community Fun Day

- The Recreation Hall booking had been confirmed for the 11th July 2026.
- The clerk had requested quotes from Funtime Bounce, St John Ambulance Cymru and Rockbox Roadshow, responses had not been received yet.
- Deferred as no quotes had been received.
- Cllr Parker proposed the clerk be authorised to submit applications for a Temporary Event Notice and a Block Day Street Trading License, seconded by Cllr Carne, agreed by all. **Action: clerk to submit applications.**

14. PLACE PLAN

a. Update on Meeting of the Place Plan Working Group

The group had not met due to members' unavailability. **Action: clerk to arrange meeting.**

15. SUDBROOK CAMP AND CHAPEL

- Contracts had been issued to contractors. Invoices should be received by 28th February 2026. The vegetation clearance and three surveys had been carried out; one survey is outstanding. Living Levels are looking to submit an application for a Heritage Lottery Grant in 2026, which would include the work on Sudbrook Chapel. If approved funding should be available in 2027 and the work would be carried out in 2027/28.

The survey work has identified an issue which Cadw feel needs to be addressed in the short term, Cadw have proposed approaching the current site owner to address the issue, and have also suggested a meeting be arranged with all interested parties with a view to progressing the project.

16. SECTION 6 BIODIVERSITY PLAN 2026-28

- A draft plan was circulated for consideration. Cllr Parker proposed the plan be approved, seconded by Cllr Carne, agreed by all. **Action: clerk to publish on website and forward link to One Voice Wales.**

17. DOG WASTE COLLECTION SERVICE 2026/27

- The cost had increased from £7.35 to £7.65 per bin per week, resulting in a contract cost of £4,375.80. The budget for 2026/27 is £4,290.49. Cllr Patterson proposed the contract be approved with the budget shortfall of £85.31 being funded from the reserve for unidentified service costs, seconded by Cllr Carne, agreed by all. **Action: clerk to forward signed contract to contractor.**

18. RENEWAL OF RECREATION HALL LEASE

- Update given under clerk's report.

19. **ITEMS FOR THE NEXT AGENDA**

- a. Tree Survey Report
- Increase in Living Wage Rate
- Welsh Government Consultation on Draft Strategic Planning Guidance for the Gwent Levels
- Member's Allowances payments
- Review of the Training Plan
- Grounds Maintenance Contracts 2026/27
- Approval to provide supplies for ARW pupils homeless project.

20. **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 25th March 2026 at 7pm** at Portskewett and Sudbrook Recreation Hall. The meeting was declared closed at 20.10pm.

Mrs B Young - Clerk

Chairman's Signature 