

**MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL**  
**HELD AT PORTSKEWETT & SUDBROOK RECREATION HALL**  
**WEDNESDAY 20th MAY 2026**

**Councillors Present:**

Cllr C Carne (Chair), Cllr L Dymock, Cllr T Fawcitt, Cllr B Lillie, Cllr P Nurcombe and Cllr M Patterson.

**Members of the Public present:**

No members of the public were present.

1. **PUBLIC MEETING**

A representative from M Group had informed the clerk they were looking to complete the work previously notified to the culvert in Harold's Field. Phase 1 would be undertaken at the end of June/early July, and phase 2 towards the end of September/ early October. They confirmed measures would be taken to prevent any ground rutting should the weather be unfavourable. They were informed the council were holding an event on July 11<sup>th</sup> in the field so this date should be avoided.

2. **SIGN THE ATTENDANCE BOOK**

The Attendance Book was duly signed.

3. **APOLOGIES FOR ABSENCE**

- a. Apologies were received from Cllr G Parker who was on holiday.
- 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. The minutes of the April meeting were approved at the Annual Meeting.

6. **CLERK'S REPORT**

- a. A report had been circulated prior to the meeting. The clerk had since received confirmation from St John Ambulance Cymru that first aiders would be attending the Community Fun Day, the cost of which would be £162.

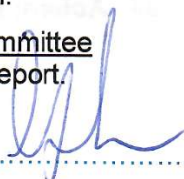
7. **ITEMS OF LOCAL CONCERN (FOR INFORMATION ONLY NO ACTION CAN BE AGREED)**

Cllr Patterson informed the meeting that the verges along the B4245 between the Crick Road junction and the Leechpool junction were overgrown, forcing pedestrians to walk in the road. An accident had recently occurred as a result of this issue.

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**  
No meetings had been held.
- b.iii **Portskewett and Sudbrook Recreation Hall & Playing Fields (P&SRH)**  
Cllr Nurcombe had nothing to report.
- b.iv **Portskewett and Sudbrook Church Hall Committee**  
Cllr Lillie attended the meeting held on 20<sup>th</sup> May 2026. He reported the new led lights had been installed at the church hall and the committee is looking to submit a grant application for the installation of new flooring in the hall.
- b.v **The Cornfield Project Committee**  
Cllr Lillie had nothing to report.

Chairman's Signature .....



b.vi Severnside Area Committee

The next meeting is on Thursday 11th June 2026 at 5.00pm and will be held at the Caldicot Town Council Office. Cllr Carne confirmed she is now able to attend.

10. **CORRESPONDENCE**

a. Proposals to Discontinue the Local Authority Nursery at Durand Primary School

Members had no response to the proposal.

b. Memorial Tree for Mr John Woods

A representative of Wales in Bloom had informed the council of plans to commemorate Mr Woods by planting a tree or shrub in Portskewett as the village meant a lot to him. Members agreed an appropriate location would be on the Village Green near the entrance to Harold's Field.

**Action: clerk to inform the representative.**

c. One Voice Wales (OVW) 2026/27 Biodiversity Packages

A range of biodiversity packages are available from OVW to help deliver councils' Biodiversity Action Plans. There will be four rounds of applications commencing in May and ending in November 2026. Members felt there were no suitable locations to take advantage of the packages.

11. **PLANNING**

a. Planning Applications Approved/Refused by Monmouthshire County Council

A schedule had been circulated which was duly noted.

b. Planning Applications Received

No planning applications had been received.

12. **FINANCE**

a. Rejected payment to Lloyds Bank

A bank transfer was made on 30th April 2026 to clear the outstanding balance on the card relating to expenditure incurred with Defib World. The bank transfer was rejected by Lloyds Bank as their account details had changed but the council had not been informed. The direct debit payment taken in May included the amount relating to Defib World, so no further action was required.

b. May Pink Paper

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

	£'s
Salaries	1,642.75
Torfaen CBC – Pension contributions	242.12
HMRC – NIC and PAYE	319.89
Merlin Environmental Services (Waste collection May Inv. 2342)	403.92
Portskewett and Sudbrook Recreation Hall (Hire of room April)	24.00
Monmouthshire County Council (Repairs/replacement gates H.F. Inv.70279481)	1,128.44
Unity Trust Bank (Bank Charges 1.4.26 to 30.4.26 Statement 108)	7.00

Balances held: Current Account £34,941.29, Deposit Account £16,761.34.

**Action: Cllr Fawcitt and Cllr Nurcombe to approve online.**

c. Purchase of an Additional Award Trophy for a Youth Club Leader

The clerk had been informed of a third youth club leader who had been helping run the club for 15 years. Cllr Fawcitt proposed a third trophy be purchased, seconded by Cllr Carne, agreed by all.

**Action: clerk to order an additional trophy.**

d. Unity Insurance Policy Renewal 2026/27

The renewal invitation from Unity Insurance Services required updating and the revised quote had just been received. Quotes from alternative providers were not sought as no one else was able to provide cover for inflatable equipment manned by council members at events.

The premium quoted for 2026/27 was £1,403.45, the budget is £1,411.81. Cllr Fawcitt proposed the quote be accepted, seconded by Cllr Nurcombe, agreed by all. **Action: clerk to accept the quote and arrange payment.**

Chairman's Signature .....

- e. Microsoft 365 Subscription Renewal 2026/27  
The cost of renewing the Microsoft 365 Family Classic (without AI) licence would be £79.99. The cost of this licence from other suppliers e.g. Amazon or Currys, would be £104.99, and the cost of a Microsoft Personal licence from Amazon, Currys or Microsoft online would be £84.99. Cllr Fawcitt proposed the subscription be renewed for the Microsoft 365 Family Classic Licence, seconded by Cllr Nurcombe, agreed by all. **Action: clerk to renew subscription.**

### 13. COMMUNITY EVENTS

#### a. Community Fun Day

##### i. Approval of Revised Invoice from the Bike Battle Ltd Display Team

The council had been notified that the original invoice received did not include the cost of travelling Expenses, a new invoice had been provided. The travelling expenses totalled £120 including VAT. Cllr Fawcitt proposed the additional cost be approved and a total payment of £600 be made by the due date, seconded by Cllr Carne, agreed by all. **Action: clerk to make payment.**

##### ii. Update on Arrangements

A meeting of the events working group will be held on 27<sup>th</sup> May 2026 at 7pm, at the Portskewett Inn.

The clerk had arranged to borrow public safety barriers from Monmouthshire County Council (MCC).

The Cornfield Project will organise a golf game for the event and the After School Club will organise a tombola. Confirmation of availability is awaited from Puppy Lane, a small business supplying dog accessories.

### 14. PLACE PLAN

#### a. Update on Meeting of the Place Plan Working Group

Cllr Lillie had circulated the latest updates and was awaiting feedback from group members.

**Action: Cllr Lillie to arrange a working meeting in early June.**

Cllr Dymock joined the meeting at this point.

### 9. DISCUSSION WITH COUNTY COUNCILLOR

- a. Cllr Dymock was liaising with local police as residents had increasing concerns regarding speeding on Caldicot Road.

Cllr Dymock will be meeting with a highways engineer from Monmouthshire County Council (MCC) to carry out site visits relating to potholes on Sudbrook road, Station road, Main road, Laburnum Terrace and Middle Road, Leechpool.

There are number of outstanding issues relating to the Mill Meadows development. Cllr Dymock has chased up Redrow to ensure they are resolved.

The design for the link between Elderwood Parc and the active travel route still has to be agreed. Cllr Dymock has chased up MCC active travel officers and Lovells to agree the design so that work can be completed, as currently there is no safe route for residents of Elderwood Parc and pedestrians are using the road.

### 15. SUDBROOK CAMP AND CHAPEL

- a. Cadw have been chasing up the outstanding surveys, along with an estimated cost of the more immediate work. Once the estimate is available a meeting will be arranged with Redrow.

### 16. RENEWAL OF RECREATION HALL LEASE

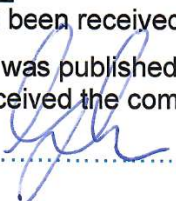
- a. **Action: Cllr Dymock to review the latest response from MCC and respond.**

Cllr Dymock informed members that MCC had filled the pot holes in the car park temporarily but the result was unsatisfactory. The Recreation Hall committee would seek quotes for a permanent repair and apply for grant funding to meet the cost.

### 17. COUNCILLOR VACANCY

- a. A letter of resignation had been received from Cllr Hooper; this was duly noted.
- b. The MCC vacancy notice was published on 13<sup>th</sup> May 2026. If by 3<sup>rd</sup> June 2026 ten requests for an election have not been received the community council may co-opt to fill the vacancy.

Chairman's Signature .....



18. **BIODIVERSITY PLAN 2026/28**

- a. Cllr Fawcitt had reviewed the Welsh Government Nature Recovery Action Plan aims and new Section 7 Species and Habitat lists and informed members that no updates to the Biodiversity Plan were required.

19. **ADOPTION OF MEMBERS' ALLOWANCES 2026/27**

a. **Adoption of Optional Members Allowances 2026/27**

A schedule of optional allowances had been circulated to members. Cllr Fawcitt proposed adoption of the optional allowances, seconded by Cllr Carne, agreed by all.

b. **Payment of Allowances 2026/27**

Cllr Lillie proposed allowances be paid as follows, seconded by Cllr Patterson, agreed by all:

- Mandatory allowances to be paid in March 2027 on a pro-rata basis if a councillor has not been a council member for the full year. If a member resigns during the year payment to be made at the time of resignation.
- Optional allowances to be paid after expenditure has been incurred, upon provision of receipts or other evidence of expenditure.

20. **ANNUAL REPORT AND ANNUAL PLAN**

a. **Approval of 2025/26 Annual Report**

Cllr Carne proposed the Annual Report for 2025/26 be approved, seconded by Cllr Dymock, agreed by all. **Action: clerk to publish on website.**

b. **Annual Plan 2026/27**

Cllr Carne proposed the Annual Plan for 2026/27 be approved, seconded by Cllr Dymock, agreed by all. **Action: clerk to publish on website.**

21. **ITEMS FOR THE NEXT AGENDA**

- a. Agenda items to be forwarded to the clerk.

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

- a. The Chair gave the date and time of the next meeting as **Wednesday 17<sup>th</sup> June 2026 at 7.00pm** at Portskewett & Sudbrook Recreation Hall. The meeting was declared closed at 8.00pm.

**Mrs B Young - Clerk**

Chairman's Signature .....

