

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL

HELD AT PORTSKEWETT & SUDBROOK RECREATION HALL

WEDNESDAY 15th JULY 2026

Councillors Present:

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

Members of the Public present:

No members of the public were present.

1. PUBLIC MEETING

No issues had been raised by members of the public.

2. SIGN THE ATTENDANCE BOOK

The Attendance Book was duly signed.

3. APOLOGIES FOR ABSENCE

- a. All councillors were present.
- b. No requests had been made for apologies to be approved.

4. DECLARATION OF INTERESTS

Cllr Carne declared an interest in agenda item 20 Oak Grove Grant Fund Applications, as she is a committee member of Portskewett and Sudbrook Women's Institute. Cllr Dymock also declared an interest in item 20 as she is a committee member of Portskewett and Sudbrook Recreation Hall.

Action: clerk to publish on website.

5. MINUTES OF THE LAST MEETING

- a. Cllr Nurcombe proposed that the minutes of the June council 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. 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)

Concerns were expressed regarding the ongoing situation with Travellers in the area. The Chair suggested writing to Monmouthshire County Council (MCC) to ask what they intend doing to safeguard the green areas within Portskewett and Sudbrook.

Cllr Dymock raised concerns regarding the lack of maintenance of a hedge and verges on Caldicot Road in the vicinity of the entrance to Arthur's Court. She is liaising with MCC on the matter.

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 July at Usk Town council offices at 7.pm.
- 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 had nothing to report.
- b.v The Cornfield Project Committee
Cllr Lillie had nothing to report.
- b.vi Severnside Area Committee
No meetings had been held.

Chairman's Signature

9. **DISCUSSION WITH COUNTY COUNCILLOR**

- a. Cllr Dymock had submitted two questions to MCC's full council for the meeting on the 8th July 2026. The first was for an update on progress with the Section 106 funding identified for Archbishop Rowan Williams school in Portskewett. The second was to establish the cost of cleaning up the site used by the Travellers on their previous stay in Caldicot.

10. **CORRESPONDENCE**

- a. Monmouthshire County Council (MCC) Consultation on the Active Travel Network Map
Members raised no issues.

11. **PLANNING**

- a. Planning Applications Approved/Refused by Monmouthshire County Council
No planning applications had been approved or refused.
- b. Planning Applications Received
No planning applications had been received.

12. **FINANCE**

- a. July Pink Paper
The pink paper for July had been circulated for councillors' consideration. Cllr Nurcombe 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 July Inv. 2392)	403.92
Portskewett and Sudbrook Recreation Hall (Hire of room 10 th & 17 th June Inv. 815)	32.00
St John Ambulance Cymru (First aid provision at fun day Inv. 20758)	162.00
Audit Wales (External Audit 2023/24 Inv. 015270)	200.00
Unity Trust Bank (Bank Charges 1.6.26 to 30.6.26)	7.00

Balances held: Current Account £25,465.38, Deposit Account £16,842.83.

Action: Cllr Fawcitt and Cllr Parker to approve online.

- b. August Pink Paper
The pink paper for August had been circulated for councillors' consideration. Cllr Nurcombe 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 August)	504.90
Portskewett and Sudbrook Recreation Hall (Hire of room 15 th July)	24.00
Unity Trust Bank (Bank Charges 1.7.26 to 31.7.26)	7.00

Action: Cllr Fawcitt and Cllr Parker to approve online.

- c. Norton Antivirus Licence
The renewal cost for a standard licence for one device is £24.99. The available budget is £58.86. Cllr Parker proposed the licence be renewed, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to renew the licence.**

The Chair proposed Standing Order 9b be suspended at this point to approve an additional payment which was more than £500 and could not wait until the September meeting.

The payment was to Redlynch Leisure Installations Ltd for the supply and installation of a climbing track at The Quest Playpark and was for the sum of £17,940. Written confirmation had been received that the equipment and surfacing had been designed and installed in accordance with EN1176. The Village Caretaker had also inspected the equipment and confirmed that it met required standards. Cllr Nurcombe proposed the payment be approved, seconded by Cllr Carne, agreed by all. **Action: Cllr Fawcitt and Cllr Parker to approve online.**

- d. Quarterly Bank Reconciliation Check
Cllr Patterson had carried out the quarterly bank reconciliations check and found everything in order.
- e. Quarterly Budget Monitoring Report for the 3 months ending 30th June 2026
The report had been circulated prior to the meeting for consideration. The clerk reported the outstanding Wales Audit fees for 2023/24 and 2024/25 had now been invoiced and there is a budget surplus of £291.65. Cllr Parker proposed the report be approved, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to publish on website.**
13. **COMMUNITY EVENTS**
- a. Community Fun Day Feedback
Cllr Fawcitt reported the event had been enjoyed by those who attended and local community groups were pleased with the funds they raised through their stalls.
- b. Events Working Group meeting for Laser Display
It was agreed the Events Working Group would meet on Thursday 13th August 2026 at 7pm, at the Portskewett Inn.
14. **PLACE PLAN**
- a. Update from meeting of the Place Plan Working Group
Action: clerk to arrange meeting of the Place Plan working group and agenda in September.
15. **SUDBROOK CAMP AND CHAPEL**
- a. Will Davies from Cadw informed the clerk he had secured funding of £150,000 towards the Phase 1 work, and he is chasing up the survey reports and costings.
16. **RENEWAL OF RECREATION HALL LEASE**
- a. Update on Lease Renewal
Cllr Dymock sought advice on any potential liabilities for trustees of the Recreation Hall, and although MCC had confirmed the draft lease in the Recreation Hall committee's name offered the same protection as the existing lease with the community council, the Recreation Hall committee would prefer the lease to be renewed with the community council. **Action: Cllr Dymock to notify MCC.**
- b. Determine Continuance of Existing Lease Arrangements
Cllr Parker proposed the lease remain with the community council, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to notify MCC.**
17. **COUNCILLOR VACANCIES**
- a. Feedback from Interviews
Cllr Nurcombe informed the meeting that all four candidates had interviewed very well. The interview panel recommended the following appointments:
- Mr Jonathan Keohane
 - Mrs Eleanor Bayliss
 - Mrs Claire Rockcliffe-Fidler
- As Mr Thompson has expressed a strong interest in Portskewett and Sudbrook Recreation Hall it was suggested that he might pursue an active role with the Recreation Hall committee and support the council in an advisory capacity.
- b. Determine Co-option of Councillors
Cllr Fawcitt proposed the following co-options be made, seconded by Cllr Parker, agreed by all:
Councillor for Portskewett – Mr Keohane
Councillor for Portskewett – Mrs Jones
Councillor for Sudbrook – Mrs Rockcliffe-Fidler
Action: clerk to notify applicants and MCC.
18. **THE QUEST ANNUAL PLAYGROUND INSPECTION**
- a. Councillors and the caretaker had reviewed the inspection report and the issues raised were low risk. The caretaker will replace missing caps on bolts. It was agreed no further action is required.

19. **OVERGROWN TREE AT THE QUEST PLAYPARK**

a. **Quotations Received**

Quotations had been sought from the following contractors:

- Monmouthshire County Council
- Robert Lewis
- JR Finnemore Contracting

Monmouthshire County Council (MCC) provided a quote of £393.42 plus vat, to lift the canopy and pull back encroachment of the holly tree from the neighbouring property. The cost would be met from the reserve for unidentified service costs.

- b. Cllr Fawcitt proposed the quote from MCC be accepted, seconded by Cllr Carne, agreed by all.

Action: clerk to notify contractor and issue contract.

20. **OAK GROVE COMMUNITY GRANT FUND 2026**

a. The following applications had been received:

- Portskewett & Sudbrook Womens' Institute requested £1,231.20 to purchase a commemorative plaque for their centenary year, to be installed on the outside wall of the Church hall.
- Portskewett & Sudbrook Recreation Hall requested £500 towards the cost of repairs to the car park.
- Caldicot Musical Theatre Society requested £1,535 to meet the cost of the performance licence and rights for their next production.
- Portskewett with Sudbrook Church Hall requested £749 to purchase a fridge freezer for use by users of the hall.
- The Cornfield Project requested £1,000 to purchase a pergola and guttering to provide a water supply on site, and £6,000 to purchase a replacement ride on mower for grounds maintenance.

- b. Councillor Nurcombe proposed the following grants be approved, seconded by Cllr Fawcitt, agreed by all:

- Portskewett & Sudbrook Womens' Institute £1,231.20
- Portskewett & Sudbrook Recreation Hall £500
- Caldicot Musical Theatre Society £1,535
- Portskewett with Sudbrook Church Hall £749
- The Cornfield Project £984.80

Action: clerk to notify applicants and submit invoice to Monmouthshire County Council for the funding.

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 16th September 2026 at 7.00pm** at Portskewett & Sudbrook Recreation Hall. The meeting was declared closed at 7.20pm.

Mrs B Young - Clerk