

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL
HELD AT PORTSKEWETT & SUDBROOK RECREATION HALL
WEDNESDAY 17th JUNE 2026

Councillors Present:

Cllr C Carne, Cllr L Dymock, Cllr P Nurcombe, Cllr Parker (Chair) and Cllr M Patterson.

Members of the Public present:

Mr J Keohane and Mrs E Bayliss attended the meeting.

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. Apologies were received from Cllr Fawcitt 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. Cllr Nurcombe proposed that the minutes of the Annual Meeting be accepted as a true record, seconded by Cllr Carne, agreed by all. **Action: clerk to publish on website.**
 - b. Cllr Carne proposed that the minutes of the May council meeting be accepted as a true record, seconded by Cllr Nurcombe, agreed by all. **Action: clerk to publish on website.**
 - c. Cllr Parker proposed that the minutes of the Audit Committee 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. The clerk confirmed the trophies for the special achievement award had been ordered and delivery is due by 2nd July. A reminder was given to councillors with outstanding actions.
7. **ITEMS OF LOCAL CONCERN (FOR INFORMATION ONLY NO ACTION CAN BE AGREED)**
Complaints had been made in respect of tree branches overhanging Sudbrook Playpark. Play equipment is being made unusable as a result of bird droppings. Monmouthshire County Council (MCC) have been informed and Cllr Dymock is working with officers to resolve the 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
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 informed members that the committee is working hard to attract new committee members.
 - 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.

Chairman's Signature

b.vi Severnside Area Committee

Cllr Carne attended the meeting on 11th June 2026. Discussion centred on the active travel route from Caldicot to Severn Tunnel Junction.

10. CORRESPONDENCE

a. Cardiff Capital Region Strategic Development Plan Call for Strategic Candidate Sites

The information was duly noted.

Cllr Dymock joined the meeting at this point.

b. Monmouthshire County Council (MCC) Consultation on the Active Travel Network Map

A drop in session will be held at Caldicot library on Thursday 25th June 2026 from 9.30am to 4.30pm, it was therefore agreed to defer the item to the July meeting. **Action: clerk to agenda in July.**

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. June Pink Paper

The pink paper for June had been circulated for councillors' consideration. Cllr Dymock 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 June Inv. 2367)	504.90
Portskewett and Sudbrook Recreation Hall (Hire of room May Inv. 797)	24.00
Mm Garden Services and Fencing (1 st cut Harold's Field and Stowball Common)	500.00
Mr P Murphy (Internal Audit 2025/26)	310.00
Unity Trust Bank (Bank Charges 1.5.26 to 31.5.26)	7.00

Balances held: Current Account £28,800.81, Deposit Account £16,761.34.

Action: Cllr Nurcombe and Cllr Parker to approve online.

b. Quarterly Bank Reconciliation Check

Cllr Parker proposed Cllr Patterson be appointed to carry out the quarterly bank reconciliations check, seconded by Cllr Carne, agreed by all.

9. DISCUSSION WITH COUNTY COUNCILLOR

a. Cllr Dymock informed members the trees overhanging Sudbrook playpark have Tree Protection Orders on them; it is understood they are on land owned by Redrow. Cllr Dymock is working with MCC officers to resolve the matter of cleaning the play equipment.

MCC's highways engineer carried out site visits with Cllr Dymock to inspect issues at the following locations:

- Wedgewood Drive, Portskewett.
- Laburnum Terrace, Portskewett – this is an unadopted road so repairs are the responsibility of the residents. Cllr Dymock will provide residents with information to help facilitate the required repairs.
- Middle Road, Leechpool – patch repairs have been done but will not last long term. The road should be in the planned maintenance programme for permanent repairs to be made.
- Station Road, Portskewett - This should also be in the planned maintenance programme for permanent repairs to be made.
- Junction of Sudbrook Road and Main Road – This also needs to be in the planned maintenance programme for permanent repairs to be made.
- Crick Road, Portskewett – funding had been set aside to repair Crick Road but it was diverted to Monmouth following the flooding there, so there is no funding currently available for Crick Road.

Cllr Dymock will set up a petition for residents to fight for funding to be made available. It was agreed that this could be promoted at the Community Fund Day.

Chairman's Signature

Cllr Dymock reported that she had chased up the funding for Archbishop Rowan Williams School in Portskewett with the cabinet member.

MCC Highways have been asked to check the trees on Crick Road near the Church Hall, as there are concerns about them affecting cables in their vicinity.

Residents had asked why signs had been removed from bus stops in the villages. Cllr Dymock informed members it was in readiness for new real time signs to be installed, however they have been delayed. Cllr Dymock felt a general tidy up of the bus stops is needed to improve the appearance of the village, as currently there are loose cables and peeling paint.

Cllr Dymock had submitted statements relating to two traveller sites, but due to the delay in attending hearings to give evidence she will now submit statements for additional sites.

Cllr Dymock reported that counters on the multi-user route have been vandalised and the lights on the handrails may not be working, MCC have been asked to check this and Cllr Dymock will also confirm. Work is required to tidy up the Active Travel Route.

Cllr Dymock questioned whether a wall had been knocked down on Crick Road by the developers. Cllr Parker believed there was a fence in the location, not a wall. Cllr Dymock will follow up.

The Chair reported that the stone wall along the old Sudbrook road, which MCC is now responsible for, is crumbling in new sections and needs repair. He also reported that the footpath from the railway bridge off Station road in Portskewett to Southbrook Farm in Sudbrook is very overgrown and needs clearing.

Cllr Dymock confirmed that £133,000 of Section 106 funding has been allocated for the improvements to the Recreation Hall toilet facilities.

13. **COMMUNITY EVENTS**

a. **Community Fun Day Update on Arrangements**

Cllr Parker confirmed a skip and trailer have been booked for the event. The clerk has asked food and drink suppliers to provide copies of their food hygiene rating and insurance certificate and Extreme Bike Battle have been asked for a copy of their risk assessment for the event and their insurance. It was agreed that members would carry out community engagement at the event to inform the future plans of the council and promote dog fouling awareness.

14. **PLACE PLAN**

a. **Update from meeting of the Place Plan Working Group**

Deferred to July meeting as Cllr Lillie was not present. **Action: clerk to agenda in July.**

15. **SUDBROOK CAMP AND CHAPEL**

a. There were no further updates.

16. **RENEWAL OF RECREATION HALL LEASE**

a. The Recreation Hall Committee are reviewing the information from Mr Rogers at MCC. **Action: Cllr Dymock to liaise with Mr Cochrane.**

17. **COUNCILLOR VACANCY**

- a. Confirmation had been received from MCC that the council could co-op to fill the 2nd vacancy in the Portskewett Ward.
- b. Four expressions of interest in the councillor vacancies had been received, along with background information from each candidate. Cllr Parker proposed interviews be held w/c 29th June 2026, seconded by Cllr Carne, agreed by all. Interview panel to be made up of Cllrs Parker, Carne and Fawcitt. **Action: clerk to arrange interviews.**

18. **INTERNAL AUDIT**

- a. Cllr Parker proposed the Scope of Audit for the internal auditor be updated in line with the model Good Practice Work Programme given in Appendix 4 of the Auditor General for Wales's report "Internal Audit Arrangements at Town and Community Councils in Wales" from January 2019, seconded by Cllr Carne, agreed by all. **Action: clerk to update the Scope of Audit.**

Chairman's Signature

19. **ANNUAL RETURN 2025/26**

a. **Approval of Internally Audited Annual Accounts for 2025/26**

The internal auditor had concluded his audit of the accounts for 2025/26; there were no issues raised. Cllr Carne proposed the Internally Audited accounts for 2025/26 be approved, seconded by Cllr Parker agreed by all. **Action: clerk to publish on the website.**

b. **Acceptance of the Internal Audit Report for 2025/26**

The Internal Audit report for 2025/26 raised no issues. Cllr Carne proposed the Internal Audit report for 2025/26 be accepted, seconded by Cllr Parker, agreed by all.

c. **Completion of the Annual Governance Statement for 2025/26**

The Annual Governance Statement for 2025/26 was considered by councillors and the clerk recorded the responses. Cllr Parker proposed the Annual Governance Statement be approved, seconded by Cllr Carne, agreed by all.

d. **Approval of the Annual Return for 2025/26**

Cllr Parker proposed the Annual Return be approved, seconded by Cllr Carne, agreed by all. The Chair certified the Annual Return.

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

- a. A holly tree in The Quest playpark has become very overgrown and is overhanging the rear of a property on Main Road. Cllr Dymock proposed the clerk obtain quotes from the council's approved contractors for cutting back the tree, seconded by Cllr Carne, agreed by all. **Action: clerk to obtain quotes.**

21. **COASTAL PATH EROSION**

- a. Concerns had been raised regarding the erosion of a section of the coastal path as you leave Black Rock picnic site heading towards Chepstow. MCC had carried out remedial works previously but a permanent solution is needed to prevent further erosion. MCC have indicated they would prefer to close this section of the path, diverting the public to use an existing footpath slightly further inland. **Action: Cllr Dymock to follow up with MCC's Public Footpath officer and Countryside department.**

22. **ITEMS FOR THE NEXT AGENDA**

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

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

- a. The Chair gave the date and time of the next meeting as **Wednesday 16th July 2026 at 7.00pm** at Portskewett & Sudbrook Recreation Hall. The meeting was declared closed at 20.39pm.

Mrs B Young - Clerk

Chairman's Signature

