

MINUTES OF THE EXTRAORDINARY MEETING OF PORTSKEWETT COMMUNITY COUNCIL

HELD VIA TEAMS

WEDNESDAY 2nd SEPTEMBER 2026

Councillors Present:

Cllr C Carne, Cllr L Dymock, Cllr E Jones, Cllr J Keohane, Cllr P Nurcombe and Cllr G Parker (Chair).

Members of the Public present:

No members of the public were present.

1. SIGN THE ATTENDANCE BOOK

The clerk recorded attendance as the meeting was remote.

2. APOLOGIES FOR ABSENCE

- a. Apologies were received from Cllr C Rockliffe-Fidler due to a family emergency and Cllr T Fawcitt and Cllr M Patterson due to other commitments.
- b. No requests had been made for apologies to be approved.

3. DECLARATION OF INTERESTS

Declarations of interest were made when considering the respective agenda item.

4. GRANT APPLICATION FOR EQUIPMENT TO MAINTAIN PORTSKEWETT & SUDBROOK RECREATION HALL PLAYING FIELD

Portskewett & Sudbrook Junior Football Club had approached the council to apply to Cymru Football Foundation for a grant of £22,000 to purchase a compact tractor, a front loader and bucket and a rear trailer. The funding would be donated to the junior football club for them to procure the equipment, which would be kept in a locked storage container on site and would be owned and insured by the club.

Cllr Parker proposed the council submit an application for a grant of £22,000, seconded by Cllr Carne, agreed by all. **Action: clerk to liaise with the junior football club and submit grant application.**

5. PORTSKEWETT AND SUDBROOK RECREATION HALL LEASE

- a. At the April meeting of the council the following motions were approved:
 - 22.4.26 18.b – approval for the council to act as guarantor on the new lease, which would be in the name of the Recreation Hall committee.
 - 22.4.26 18.c – approval for the council to submit a deed of surrender, in order for the new lease to transfer to the Recreation Hall committee.

The Recreation Hall committee had later determined that being the leaseholder would not be sustainable.

Councillors were informed, and in accordance with Standing Order 7.a, members had subsequently requested that a special motion to revoke the previous resolutions be considered enabling the council to continue as leaseholder.

Cllr Parker proposed resolutions 22.4.26 18.b & c be revoked, seconded by Cllr Carne, agreed by all.

- b. Cllr Keohane proposed the Portskewett and Sudbrook Recreation Hall Lease be renewed by the council, seconded by Cllr Carne, agreed by all. **Action: clerk to notify Monmouthshire County Council and the Recreation Hall Committee.**

6. 2026/27 OAK GROVE GRANT PAYMENTS

Cllr Carne declared an interest in this agenda item as she is a committee member of Portskewett and Sudbrook Women's Institute. Cllr Dymock also declared an interest in this item as she is a committee member of Portskewett and Sudbrook Recreation Hall. **Action: clerk to publish on website.**

A schedule of payments had been circulated to members. Cllr Keohane proposed the following payments be approved, seconded by Cllr Jones, agreed by all:

	£'s
Portskewett and Sudbrook Women's Institute	1,231.20
Portskewett and Sudbrook Recreation Hall	500.00
Caldicot Musical Theatre Society	1,535.00
Portskewett with Sudbrook Church Hall	749.00
The Cornfield Project	984.80

Action: Cllr Carne and Cllr Parker to authorise payments online.

7. **SUDBROOK CAMP AND CHAPEL**

The clerk had circulated a briefing note following the meeting held on 21st August 2026 with representatives from Cadw, Redrow and Geraint Roberts Associates. The information was duly noted.

Action: clerk to agenda in September for approval to submit a grant application.

The meeting was declared closed at 7.25pm.

Mrs B Young - Clerk