

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL

HELD AT PORTSKEWETT & SUDBROOK RECREATION HALL

WEDNESDAY 16th SEPTEMBER 2026

Councillors Present:

Cllr C Carne, Cllr T Fawcitt, Cllr E Jones, Cllr J Keohane, Cllr B Lillie, Cllr P Nurcombe, Cllr G Parker (Chair) and Cllr C Rockcliffe-Fidler. Cllr L Dymock joined the meeting 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. Apologies were received from Cllr M Patterson who was on holiday.
- b. No requests had been made for apologies to be approved.

4. **DECLARATION OF INTERESTS**

Cllr Dymock declared an interest in Agenda Item 12.d. as she is a member of the Portskewett & Sudbrook Recreation Hall committee.

5. **MINUTES OF THE LAST MEETING**

- a. Cllr Carne proposed that the minutes of the July council meeting be accepted as a true record, seconded by Cllr Nurcombe, agreed by all. **Action: clerk to publish on website.**
- b. Cllr Carne proposed that the minutes of the September Extraordinary Meeting be accepted as a true record, seconded by Cllr Keohane, 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)**

Cllr Fawcitt informed the meeting there had been five responses to the request for new members to support the Portskewett & Sudbrook Recreation Hall committee. He will pass the contact details on to the committee.

Cllr Keohane reported concerns raised by parents of pupils who use the X74 bus in the morning to get to school. Cllr Keohane and Cllr Dymock had both written to the MCC officer in charge of public transport but there had been no response yet. Cllr Dymock informed the meeting that other local councils had also raised the same issues with the bus company.

A group of parents had complained about the smell from the dog bin near the footpath at the pedestrian entrance to ARW School. The bin is a litter bin but is used by residents for dog waste. If the litter bin is moved, as requested, it is believed litter would become an issue again. It was suggested that a dog bin be installed on the verge adjacent to the vehicular entrance to the school, this will be considered at the October council meeting.

Cllr Dymock informed members that the report on pot holes will be going to the Monmouthshire County Council (MCC) meeting taking place next week. Cllr Dymock will be speaking at the meeting.

Cllr Dymock attended the Traveller hearing on 16th September 2026. She had a limited option to speak at the hearing and will submit a report for the next meeting as she will not be able to attend.

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 minutes of the meeting held on 16th July will be circulated when received.
- b.iii Portskewett and Sudbrook Recreation Hall & Playing Fields (P&SRH)
Cllr Nurcombe reported the committee will follow up with the parties interested in supporting the committee. Cllr Dymock informed members the AGM will be held within the next three weeks.
- 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 Sevenside Area Committee
Cllr Carne will attend the meeting taking place on Thursday 17th September 2026.
9. **DISCUSSION WITH COUNTY COUNCILLOR**
a. Cllr Dymock had nothing further to report.
10. **CORRESPONDENCE**
a. There was no correspondence to be considered.
11. **PLANNING**
a. Planning Applications Approved/Refused by Monmouthshire County Council
No planning applications had been approved or refused.
- b. Planning Applications Received
Planning application DM/2024/01105 had been circulated for a second reconsultation due to updated supporting documentation being submitted. Cllr Nurcombe proposed the application be recommended for approval, seconded by Cllr Carne, agreed by all. **Action: clerk to submit response.**
12. **FINANCE**
a. Implementation of 2026/27 Local Services Pay Agreement
The agreed rates of pay were circulated to members along with the resulting cost implications for the council. Cllr Keohane proposed the pay award be approved, seconded by Cllr Rockliffe-Fidler, agreed by all. **Action: clerk to implement the pay award.**
- b. Approval of Overtime Payment
Between 1st April and 31st July 2026 the clerk had worked an additional 15 hours collating the papers required for the transaction level audit on the 2025/26 financial year, and completing work not undertaken while on annual leave. The overtime budget for 2026/27 is £100. Cllr Carne proposed the overtime payment be approved, seconded by Cllr Nurcombe, agreed by all. The budget shortfall will be met from the underspend on the Community Fun Day budget. **Action: clerk to arrange payment.**
- c. September Pink Paper
The pink paper for September had been circulated for councillors' consideration. Cllr Carne proposed the following payments be approved, seconded by Cllr Nurcombe, agreed by all:
- | | |
|--|----------|
| | £'s |
| Salaries | 1,966.34 |
| Torfaen CBC – Pension contributions | 344.06 |
| HMRC – NIC and PAYE | 520.37 |
| Merlin Environmental Services (Waste collection September Inv. 2442) | 403.92 |
| Unity Trust Bank (Bank Charges 1.8.26 to 31.8.26) | 7.00 |
- Balances held: Current Account £22,739.15, Deposit Account £16,842.83.
Action: Cllr Fawcitt and Cllr Parker to approve online.
- d. Portskewett and Sudbrook Recreation Hall Grant Application
A grant of £1,425 was requested to fund repairs to the car park. A grant of £500 from the Oak Grove Community Fund had already been awarded towards the work, so the balance required is £925. The available grant budget is £1,348.04. Cllr Keohane proposed a grant of £925 be awarded, seconded by Cllr Rockliffe-Fidler, agreed by all. **Action: clerk to make payment.**

e. Three Year Budget Forecast

The clerk informed members that based on the current year forecast outturn an increase to the 2027/28 precept of £7,161 would be required to achieve a balanced budget whilst maintaining reserves at 25%, this is attributable to:

- Inflation costs of £2,597.95.
- VAT already reclaimed in 2026/27 reducing 2027/28 income by £2,242.42.
- Year-end reserves for 2026/27 are forecast to be £2,920.03 lower.

These are expected to be offset by an overall reduction in budgets of £589.40.

The financial position will be reviewed again in November when the 2027/28 draft budget is considered. Cllr Fawcitt proposed the three year budget be accepted, seconded by Cllr Carne, agreed by all.

f. Changes to Bank Mandate

Cllr Parker proposed the following amendments to the mandated signatories be approved, seconded by Cllr Carne, agreed by all:

Councillors to be removed: Cllr Hooper

Councillors to be added: Cllr Jones, Cllr Keohane and Cllr Rockliffe-Fidler.

Action: clerk to update bank mandate.

g. Training

Cllr Rockliffe-Fidler had asked to undertake the following training sessions:

- New Councillor Induction
- Introduction to Community Engagement I and II
- Wellbeing of Future Generations

Training costs £44 per session, however there is a bursary available where 50% of the cost can be claimed up to a total of £100. Cllr Lillie proposed the training be approved, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to agree dates and book training.**

h. Replacement Parts for Swings at Portskewett & Sudbrook Recreation Hall Play Area

A briefing note had been circulated prior to the meeting. Two junior swing seats needed to be replaced. The following quotes had been obtained:

- Wicksteed – cost of 2 seats excl. vat £105.38
- GB Sports and Laisure – cost of 2 seats excl. vat £94
- Adventure Playground Wales – cost of 2 seats with chains (will only supply with chains) £312

Cllr Fawcitt proposed the quote from Wicksteed be accepted as the existing seats are Wicksteed so the size should be correct, seconded by Cllr Carne, agreed by all. **Action: clerk**

13. COMMUNITY EVENTS

a. Community Laser Display and BBQ

- An update had been circulated prior to the meeting.
- An application for first aid cover had been submitted to St John Ambulance Cymru and the quote received is for £54 excl. vat. The uncommitted budget for the event is £2,077.39. Cllr Fawcitt proposed the booking be confirmed, seconded by Cllr Keohane, agreed by all. **Action: clerk to confirm booking.**
- The following quotes had been obtained for 10 high vis vests with Marshal on the back and Portskewett Community Council on the front:
 - Axent Workwear – £94.80 incl. vat
 - V Safety - £111.60 incl. vat
 - SafetecDirect.co.uk – £108.35 incl. vatThe cost would be met from the Community Laser and BBQ budget. Cllr Jones proposed the quote from Axent Workwear be accepted, seconded by Cllr Rockliffe-Fidler, agreed by all. **Action: clerk to place order.**
- When the clerk forwarded the details of the event to the insurance company they responded saying an additional premium of £74.63 plus IPT would be payable, this was later reduced to £60.19 plus IPT. Following an enquiry as to why there was an additional premium payable this year when there had not been a requirement for additional insurance for the event in previous years, the fee was waived. Revised insurance documents have been received.

v. The costs of glowsticks had been obtained from the following suppliers and circulated to members:

- Glowsticks.co.uk
- Amazon
- The Glow Company

It was agreed that 100 glowsticks and 100 glow necklaces be purchased. Cllr Fawcitt proposed an order be placed with Glowsticks.co.uk, the cost of which would be £79.20 plus delivery, to be funded from the Laser Display and BBQ Event budget, seconded by Cllr Carne, agreed by all. **Action: clerk to place order.**

vi. Cllr Carne proposed a budget of £500 be set for BBQ supplies, seconded by Cllr Keohane, agreed by all. **Action: Cllr Parker and clerk to purchase supplies.**

b. Remembrance Service

- i. The service has been confirmed for 3pm on Sunday 8th November at Portskewett Church. Mr Bray has confirmed availability to play the organ and the bugle. Cllr Dymock will read the lesson and Peter Fox AM will be asked to read the list of servicemen. Cllr Dymock suggested Caldicot Male Voice choir be invited to attend. **Action: Cllr Dymock to contact Peter Fox and Caldicot Male Voice choir.**
- ii. The budget for the remembrance service is £25.88. The wreath will cost £27. Cllr Carne proposed the clerk order a wreath, seconded by Cllr Fawcitt, agreed by all. The budget shortfall will be met by underspends on other budgets. **Action: clerk to place order.**

14. **PLACE PLAN**

a. Update on the Place Plan

Cllr Lillie had finished mapping the Place Plan to the Revised Local Development Plan. He suggested the working group meet to review the actions in the plan as they need updating. A meeting was arranged for the 23rd September 2026 at 7pm at the Portskewett Inn. **Action: clerk to agenda in October.**

15. **SUDBROOK CAMP AND CHAPEL**

a. Update from Cadw and Redrow

Will Davies from Cadw had confirmed the deadline for the grant application to be submitted had been Extended, with no date specified. Mr Cooke had informed the clerk Redrow would offer a maximum of £20,000 funding towards the cost of the works required. Payment would be arranged on receipt of an invoice from the council. It was agreed an invoice would be sent when confirmation of the Cadw grant had been received.

b. Submission of Cadw Grant Application

Cllr Parker proposed a grant application should be submitted to Cadw to fund Phase 1 of the required Works, seconded by Cllr Carne, agreed by all. **Action: clerk to submit grant application .**

16. **RENEWAL OF RECREATION HALL LEASE**

a. Update on Lease Renewal

Mr Rogers from MCC is awaiting an update from Emily Hayes as to whether she will need to prepare a further delegated powers report to authorise a lease to the Community Council rather than Portskewett & Sudbrook Recreation Hall Committee.

b. Draft Lease

Mr Rogers had forwarded a draft lease for the council to consider. He does not yet have authority to complete the lease.

c. Authorisation to Complete the Lease

Cllr Fawcitt proposed the Chair and proper officer be authorised to sign the lease when notified by Mr Rogers to proceed, seconded by Cllr Nurcombe, agreed by all. **Action: Chair and clerk to sign lease.**

17. **LITTER BIN IN HAROLD'S FIELD**

- a. Cllr Dymock had been informed that a litter bin in Harold's Field had been vandalised. The slats on the bin are loose due to the age of the bin and cannot be replaced. A repair has been carried out and the bin is usable, the council also has a spare bin available. Cllr Parker proposed that when the slats have completely deteriorated they are removed as the metal bin will remain usable, seconded by Cllr Carne, agreed by all.

18. **STREET LIGHTING IN SUDBROOK**

a. **Update on Adoption by Monmouthshire County Council**

Cllr Dymock had followed up with MCC who informed her parts are awaited from Western Power. Once the parts are available the adoption can be progressed.

Cllr Carne asked if the dog bag dispenser by The Cornfield entrance off Southbrook View could be moved to the entrance for the Active Travel route in The Cornfield as it isn't being used where it is.

Action: Cllr Parker to arrange with The Cornfield.

b. **Location for the Sudbrook Christmas Tree**

As the site at the chapel is no longer available it had been agreed that the Sudbrook Christmas tree will go on the green between Sudbrook Road and Great Spring Road as a power supply has been confirmed.

19. **STAFF APPRAISAL**

a. The Village Caretaker's annual appraisal is due. **Action: Chair to arrange with Caretaker.**

20. **BEST KEPT GARDEN COMPETITION 2026**

a. The winners of the 2026 competition were 23 Hill Barn View in Portskewett and 8 Lave Way in Sudbrook. **Action: Cllr Parker to present the trophies to the winners.**

21. **ITEMS FOR THE NEXT AGENDA**

a. Updated Standing Orders

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

a. The Chair gave the date and time of the next meeting as **Wednesday 21st October 2026 at 7.00pm** at Portskewett & Sudbrook Recreation Hall. The meeting was declared closed at 8.07pm.

Mrs B Young - Clerk