



18th March 2021

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Rogiet Community Council which will be held on Wednesday 24th March 2021 at 7:15pm via Zoom video conferencing, for the transaction of the business specified in the following agenda.

Yours faithfully

Catherine Baker

Clerk to Rogiet Community Council

AGENDA

01	TO RECEIVE APOLOGIES FOR ABSENCE To receive, and consider for approval, apologies for absence and reason given.
02	INTERESTS DECLARED To receive declaration of interest in any items listed in this agenda. Interests may also be declared at any point in the meeting if the need arises.
03	EXCLUSION OF PRESS AND PUBLIC To consider and agree any items requiring to be heard without press and public present under section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, where transaction of business is considered confidential, the disclosure of which would be prejudicial.
04	CHAIRMAN'S UPDATE To receive any relevant updates from the Chairman.
05	BIODIVERSITY To consider request from Rogiet Wildlife Friendly Village group to site the shed provided to them under the Keep Wales Tidy grant at the pavilion site (adjacent to school fence) for the short term for easy access to tools for maintenance and if approved, consider providing a key for the main gate padlock to Laura Spuffard.



06	PLANNING To approve revised Rogiet Community Junction parking plan (revised at the request of MCC Highways to include a further two car parking spaces).
07	GOVERNANCE
07a	To review the following documents and agree any changes needed or actions required: <ol style="list-style-type: none">1. Standing Orders2. Insurance policy3. 2019-2020 Internal Audit recommendation document4. Code of Conduct
07b	To Consider And Adopt: <ol style="list-style-type: none">1. Financial Risk Assessment2. Publication Scheme3. Legionella Management Plan4. Asset Register
07c	To note the following policies not yet prepared, to be put in place ahead of the Annual Meeting: <ol style="list-style-type: none">1. Grant Funding Policy (in progress)2. Virtual Meeting Policy (in progress)3. Fire Risk Assessment (in progress)4. Recruitment and Retention Policy
07d	To note that the clerk continues to work on the Biodiversity Policy, begun in September 2019 and put on hold during the Covid-19 pandemic.
08	STAFFING To approve job advert for Grounds and Facilities Officer and locations for displaying the advert
09	Recommendations from Committees
09a	To agree to allow advertising in the Windmill Post, at an agreed cost per ¼, ½ and whole page.
09b	To consider holding a virtual surgery each month with councillors taking turns on a rota basis (voluntarily for councillors wishing to take part)
10	CLERK'S REPORTS
10a	To receive the clerk's report of updates deferred from 10 th March 2021, and agree any action.



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10b	To review the clerk's report of the meeting of 23 rd October 2019 of suggested improvements at the playing fields site (and quote received from MCC) that were put on hold during the Covid-19 pandemic, and agree any action
11	CLERK'S CONFIDENTIAL REPORT ON STAFFING MATTERS
11a	To receive Clerk's confidential report on staffing matters and agree action.
11b	To approve staff contracts
12	NEXT MEETING To note the next Ordinary Meeting will take place on Wednesday 14 th April 2021 at 7:15pm via Zoom video conferencing, and accept items for the agenda.

Join Zoom Meeting

<https://us02web.zoom.us/j/82907572455?pwd=Zk4vMjRIQTZuYWVBNQVlSGoyYmUzQT09>

Meeting ID: 829 0757 2455

Passcode: 105986

Dial by your location

+44 131 460 1196 United Kingdom
+44 203 051 2874 United Kingdom
+44 203 481 5237 United Kingdom
+44 203 481 5240 United Kingdom
+44 203 901 7895 United Kingdom



Clerk's Report (deferred from meeting of 10th March 2021)

Biodiversity

On Wednesday 24th February I met with Tom Ward-Jackson of Keep Wales Tidy at the playing fields, where we planted 265 trees as per Council agreement. 60 of these are willow and have been planted at the lower end so this will hopefully have some small positive effect on the water logging in that area. Cllr R Stallard met with us, and with Laura Spuffard and Charlotte New of the Rogiet Wildlife Friendly Village group to assist with planting, and for Tom to approve the location (at the side of the MUGA, as per Council agreement) for the siting of the Keep Wales Tidy grant package that the group have been successful in obtaining. Cllr Stallard went on to plant more trees with Tom near the church, and around the school.

Fruit bushes ordered have been delivered and will be planted by the RWFV group in the next week. The willow tunnels and domes will also be delivered this week and will soon be planted by the volunteers.

Nigel Leaworthy (MCC) will make arrangements to meet with the biodiversity working group to agree a grass cutting schedule for the playing fields that is suitable as a bee-friendly area. Nigel is a 'Bee Champion' and can advise on the appropriate cutting and planting regime to encourage biodiversity (and make the area suitable to be registered as a Bee Friendly Village as part of the Welsh Government Wales Biodiversity Partnership).

Play Park

The invoice has been received for the play park equipment and it should be delivered to and installed by MCC very soon. MCC have not yet inspected the roundabout yet in terms of potential refurbishment.

Maintenance Person Role

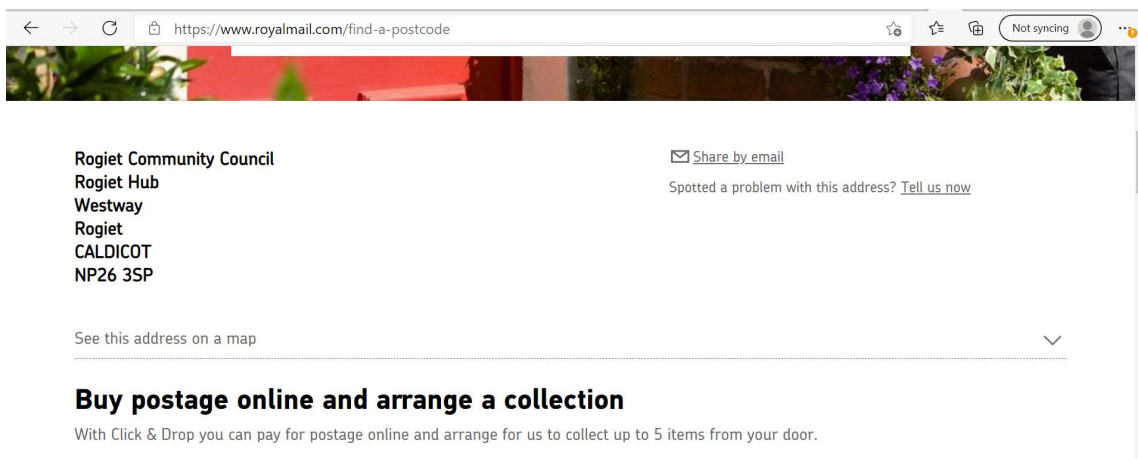
I have produced a written statement of employment (a legal requirement to be provided before an employee starts work) and am now working on an application pack with the job description and other relevant information. The job advert will be complete next week ready to advertise the role. Thank you to Cllr Ellwood for taking photographs of our land and most notable assets which will be included in the pack. This will be ready for Policies and Contracts to approve by the end of April.



Land And Buildings Update

Further to enquiry from Cllr Ellwood following a presentation on the matter at a OVW conference, I can confirm that all land and buildings are currently registered with HM Land Registry as belonging to RCC, but the documents need to be updated to reflect the new council address. This was delayed last year due to Covid restrictions making it impossible to have a form and photograph signed by the required professional.

The postbox initially purchased did not fit due to the shape of the fence. This has been returned and a new postbox has now been bought and fitted on the fence, and the first postbox returned. A postbox has been installed at the pavilion and the building is now registered on the MCC gazeteer, and MCC have passed on the relevant request for registration to Royal Mail. The Rogiet Hub address is now live on the Royal Mail system (see screenshot below).



No further progress has been made with internet installation. I have approached other providers who say their normal process would be to register the initiation of a contract and that would trigger the request to Openreach to carry out the necessary installation work. However, they say there is little point in going through this if BT have already done this twice and have twice had the installation refused by Openreach.

Openreach are very difficult to speak with as they usually only deal with service providers and attempts to contact by phone has proved unsuccessful. I have managed to access a help form and have registered the query about this installation and asked them to contact me to advise us.



Police Reports

I have had a detailed conversation with Sergeant Damian Waite and he has provided us with further information regarding the crime reports and discrepancies against the national recordings. Essentially, crime reporting (on the national database) does not entirely correspond with the categories used by the police unfortunately. As an example, antisocial behaviour is not available as a crime reporting category on the national database and as such instances are often reported as assault, therefore often giving an unrealistic picture of what is happening in any area.

Sergeant Waite also explained that the majority of sexual offences being reported across the Gwent area (including Rogiet) are of a historic nature, which has come about by a change in attitudes and encouragement for victims to come forward. He reassured me that if there were any concerns that residents might be in danger this would be relayed to the general the public. Very rarely a new case is recorded, however these are usually domestic in nature so again there is no threat to the public in general.

Sergeant Waite apologised for the lack of police presence at our meetings. He only recently received an invitation personally from me and was unaware that the PCSOs were regularly invited to the meetings prior to lockdown but never attended. He has assured me that he will be attending our next meeting, but has unfortunately informed me that he will be leaving his current role in two weeks. His role is currently being advertised internally and there will be a full handover with his successor.

There is currently a task force under way to target off-road biking, but this is particularly difficult to deal with as the police have no jurisdiction to enter and arrest anyone for behaviour on private land where the owner is unknown or has not raised a complaint.

Rob Campbell of Gwent Police is overseeing a new Speedwatch initiative. He is currently working with a Speedwatch group set up by residents in Magor and Undy and has been carrying out road-side speed checks on the B4245 in Magor and Undy in the week beginning 1st March and will be moving on to a Rogiet location for speed checks shortly.

Attendance at external meetings, and community updates

Caldicot Community Fridge

Over the past two months I have attended meetings of the Caldicot Community Fridge, which is in the early days of set-up. Wye Gymnastic have been mentoring the group which includes Caldicot Town Council councillors, Monmouthshire Housing Association, GAVO and other organisations. A community fridge is a scheme whereby local shops, cafes and other food outlets can donate food that is not needed (perhaps because of overstock, or expiry date imminent) on a regular basis for members of the community to



take. A central Caldicot location has been identified to house this Community Fridge and the group are keen that residents of Rogiet are aware of its existence when it opens, and that they are welcome to come and collect food from there. This is not designed to target people on low incomes or benefits, community fridges aim to tackle the problem of food waste and the part it plays in climate change. The group are looking for ways to promote the scheme when it opens and Cllr Fowler has had discussions with the group about some exciting projects with her craft group that can raise awareness and interest in this.

Library of Things

I was invited to attend a meeting with Hazel Clatworthy (Sustainability Policy Officer, MCC) due to our council's commitment to tackling climate change. This led to being offered the opportunity to be involved with a Monmouthshire 'Library of Things', a scheme in the early stages which will involve a variety of equipment being made available for loaning at a small cost. The former Caldicot PTU building (next to the library) has been identified as a location for a Caldicot base, with a larger site elsewhere in the south of the county which will store equipment such as gazebos, sound equipment, lighting etc. for community groups to loan for at an appropriate cost. I was informed that there was money available for smaller libraries for smaller libraries. This seemed like a perfect match for the Rogiet Community Junction group – the volunteers have always been very encouraging of the community to gain new cooking skills. The RCJ were delighted with this idea and have now been introduced to Hazel and a list of items to purchase has been drawn up which MCC will shortly be purchasing for them. Included in the list is an ice-cream maker, fish kettle, jam-making saucepan, electric food mixer, mixing bowls and other kitchen items. The group may need storage space for the items when they are not being loaned, and this is something that we may consider within the pavilion building.

Bridges Centre – Keep in Touch Service

During the summer of 2020 whilst I was volunteering with Covid-related assistance I tested an idea for helping someone without a computer, internet or any related skills to receive a video call with family members. There was a great deal of interest in this from MCC and the Welsh Government and I was requested to write a protocol for delivering this service. At the end of 2020 I was contacted by the Bridges Centre, a volunteer organisation that covers the whole of Monmouthshire, for permission to adopt this service to their current list of offerings to residents. I have had several meetings over the months with the Bridge Centre team and they have now been able to purchase three laptops for use in the south of the county, plus the necessary internet-ready dongles, and have volunteers already enlisted. They will roll this service out once they are assured of safety regarding Covid. They are keen that the first call to be made will be a Rogiet resident and via the RCJ group we have a couple people ready and waiting. The poster they have produced for this scheme is attached to the agenda documents, and includes



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the Rogiet Community Council logo by way of acknowledgement of the work done to devise this service.

SLCC Gwent Area Branch Meeting

A presentation was delivered on changes coming in the next year. This includes the ability for councils in Wales to obtain the General Power of Competence if they meet the eligibility criteria. Changes coming also mean that draft minutes will need to be available on council websites within seven days of a meeting.