



Cyngor Cymuned Rogiet Community Council

Clerk/Clerc: Miss Catherine Baker, 3 Seymour Way, Magor, Monmouthshire, NP26 3GF

Email/Ebost: clerk@rogietcommunitycouncil.co.uk Tel/Ffon: 01633 547980

5th June 2021

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Rogiet Community Council which will be held on Thursday 10th June 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

Public Forum

Members of the public are invited to address the Community Council for approximately 10 - 15 minutes (dependent upon the business of the day).

AGENDA

012	TO RECEIVE APOLOGIES FOR ABSENCE To receive, and consider for approval, apologies for absence and reason given.
013	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.
014	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.
015	CHAIRMAN'S UPDATE To receive any relevant updates from the Chairman.
016	MINUTES To adopt as a true record the minutes of: <ul style="list-style-type: none">• Ordinary Meeting of 22nd April 2021• Annual Meeting of 12th May 2021



017	POLICE REPORT																					
017.1	To receive police reports from April 2021 and May 2021.																					
017.2	To note next meeting with Sgt Chris Butt will take place on Thursday 20 th September 2021 at 9am via Teams.																					
018	AUDIT																					
018.1	To receive internal audit report for 2020-2021.																					
018.2	To receive the Annual Return Accounting Statement for 2020-2021 as certified by the RFO.																					
018.3	To approve the Annual Return Accounting Statement for 2020-2021																					
018.4	To approve the Annual Return Governance Statement for 2020-2021 (for signature by Chairman as soon as possible after this virtual meeting).																					
019	FINANCE																					
019.1	To discuss and agree hire fees for use of: <ul style="list-style-type: none">• Pavilion main room• Changing rooms• MUGA• Sports pitch																					
019.2	To ratify payments made since last meeting of: <table><tr><th>Payee</th><th>Detail</th><th>Amount</th></tr><tr><td>Staff, HMRC, Pension</td><td>April salaries</td><td>£1976.50</td></tr><tr><td>Came & Company Insurance Brokers</td><td>Insurance</td><td>£1021.20</td></tr><tr><td>Chepstow Accountancy Serviced Ltd</td><td>Payroll (new client setup, and April payroll)</td><td>£70.00</td></tr><tr><td>Chepstow Accountancy Services Ltd</td><td>Payroll (May)</td><td>£20.00</td></tr><tr><td>Vision ICT</td><td>Email hosting</td><td>£21.60</td></tr><tr><td>Staff, HMRC, Pension</td><td>May salaries</td><td>£1899.46</td></tr></table>	Payee	Detail	Amount	Staff, HMRC, Pension	April salaries	£1976.50	Came & Company Insurance Brokers	Insurance	£1021.20	Chepstow Accountancy Serviced Ltd	Payroll (new client setup, and April payroll)	£70.00	Chepstow Accountancy Services Ltd	Payroll (May)	£20.00	Vision ICT	Email hosting	£21.60	Staff, HMRC, Pension	May salaries	£1899.46
Payee	Detail	Amount																				
Staff, HMRC, Pension	April salaries	£1976.50																				
Came & Company Insurance Brokers	Insurance	£1021.20																				
Chepstow Accountancy Serviced Ltd	Payroll (new client setup, and April payroll)	£70.00																				
Chepstow Accountancy Services Ltd	Payroll (May)	£20.00																				
Vision ICT	Email hosting	£21.60																				
Staff, HMRC, Pension	May salaries	£1899.46																				



	To approve payment of the following invoices:		
019.3	Payee	Detail	Amount
	Auditing Solutions Ltd	2020-2021 internal audit	£801.00
	To note the following payments using the council credit card:		
019.4	Payee	Detail	Amount
	Gemini Plants	Plants for Station Rd roundabout and village planters	£120
	Gemini Plans	Compost for planters	£48
019.5	To approve payment of £45 to Rogiet Community Café for provision of refreshments to volunteer litter pickers at the community litter pick on Saturday 12 th June 2021.		
020	PLANNING		
020.1	Application no. DM/2020/00817		
	Description of Proposal: A new car park on land to the south of Severn Tunnel Junction station		
	Location:	Station Road Rogiet Monmouthshire NP26 3WF	
	Amendment:	1/4/21, 29/4/21, 4/5/21	
020.2	Application no. DM/2021/00724		
	Description of Proposal: Proposed new build detached dwelling to side of No. 2 Ifton Road		
	Location:	Ty Newydd Ifton Road Rogiet Monmouthshire NP26 3WF	



020.3	<p>Application no. DM/2021/00822</p> <p>Description of Proposal: Change of use of area of land to industrial use</p> <p>Location: Adj Manor Garage Rogiet Road Rogiet</p>
021	Community Engagement
021.1	To consider requesting a stock of recycling bags from Monmouthshire County Council for councillors (those who wish to) to hold for collection by residents in Rogiet.
021.2	To agree councillors, date, and time for councillor surgery.
022.2	To agree on initial community consultation process on architect plans and business plan for the community building rebuild (suggested that this takes place at the community litter pick on Saturday 12 th June 2021 now restrictions on organised gathering has been relaxed).
022	COMMUNITY BUILDING
	To agree to instruct chartered surveyor to provide a valuation of potential lease value of a commercial nursery room based on the three architect plans, in order to inform the business case.
023	PLAYING FIELDS
023.1	To discuss possible play/exercise item purchases for older children/adults and to agree on pieces in order to obtain quotes, maintenance schedules, insurance and inspection costings.
023.2	To discuss and agree action on the need for repair, replacement, or removal of damaged benches on the playing fields (report from Cllr Ellwood).
023.3	To consider request from members of public to purchase a litter bin for the bottom of the playing fields for users of the picnic benches (see Appendix 1).
023.4	The future of the dugouts following a further vandalism attack.
023.5	To consider request from member of public via Rogiet Wildlife Friendly Village to plant a home grown magnolia tree near the willow domes/tunnel.
023.6	To approve donation of redundant second set of football goalposts to Caerwent Football Team, for the benefit of Caerwent and Rogiet children of the Caerwent football teams.



024	OFFICE EQUIPMENT To approve purchase of a thermal binding machine (as recommended by internal auditor) and required accessories in order to bind each year's minutes, and other documents as and when needed (see Appendix 2).
025	CLERK'S REPORTS To receive the clerk's report and agree any action.
026	CORRESPONDENCE (Circulars already distributed from MCC/OVW etc.) To receive and consider the following items of note (See Supporting documents): <ul style="list-style-type: none">• Facebook message regarding: concern for overgrown hedges, dog waste bins and grass cutting.• Facebook message regarding: play park equipment.
027	COUNCILLOR VACANCY To note that a casual vacancy in the office of councillor has arisen. Monmouthshire County Council have provided the appropriate legal notice of vacancy, which is displayed in our noticeboard and on the council website.
028	NEXT MEETING To note that due to CiLCA coursework commitments there will be no Ordinary Meeting in July. The next Ordinary Meeting will take place on Wednesday 11 th August 2021 at 7:15pm via Zoom video conferencing. Any items for inclusion in the agenda to be sent to the clerk by Monday 2 nd August 2021.

Join Zoom Meeting

<https://us02web.zoom.us/j/81180668601?pwd=U1JiR0NWaTlWdIV1UTdxSFVlRmFHUT09>

Meeting ID: 811 8066 8601

Passcode: 306387

Dial by your location

+44 203 901 7895 United Kingdom



Cyngor Cymuned Rogiet Community Council

Clerk/Clerc: Miss Catherine Baker, 3 Seymour Way, Magor, Monmouthshire, NP26 3GF

Email/Ebost: clerk@rogietcommunitycouncil.co.uk Tel/Ffon: 01633 547980

+44 208 080 6591 United Kingdom

+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom



Clerk's Report for the Ordinary Meeting of 10th June 2021

AUDIT

The 2020-2021 audit has found no issues of concern and the report will be available shortly. It should be noted that although the 2021-2022 precept was discussed and a workshop held, no full council resolution was recorded to approve this, so this requires ratification at this meeting.

INTERNET

Openreach have submitted a pole erection notification to Monmouthshire County Council, for which they have 28 days to respond. BT were due to update us on 24th May 2021 as to the status of the job request with the Openreach team. Unfortunately no contact has been received since this date. To follow up with BT.

PAYROLL

The April and May payroll was made via the new system, using the new payroll company with myself setting up the payments to staff, HMRC and the pension fund, with two councillors authorising payments. This all ran smoothly.

Rogiet Community Council's three year pension auto-enrolment date was 30th April which involved a great deal of administrative work to ensure the council re-submitted all relevant information to the Pensions Regulator to determine that we are meeting our obligations regarding pensions. Pension information (including monthly earnings, employers and employees contribution, accumulated contributions for the tax year etc.) must now be entered monthly by the clerk onto the i-Connect pension system, which again brings an extra time burden.

PLAY PARK

One item of play park equipment remains to be installed – the calabassa. This is being chased up with MCC and Hags as there is some uncertainty as to whether this item was delivered to the MCC depot.

I have also reported to MCC again the issue of exposed concrete as the sides of the slide in the play park. MCC covered this over with sand a few weeks ago after my previous report of concerns, however the same issue has returned. I have requested they consider appropriate safety matting to cover the concrete.



Cyngor Cymuned Rogiet Community Council

Clerk/Clerc: Miss Catherine Baker, 3 Seymour Way, Magor, Monmouthshire, NP26 3GF

Email/Ebost: clerk@rogietcommunitycouncil.co.uk Tel/Ffon: 01633 547980

DOG FOULING

Cllr Fowler and myself met with Sue Parkinson of MCC to agree the locations of three new dog waste bins. A fourth bin will be held for us while we agree a location for it. The new locations are – outside Rogiet Primary School/rear of Seaview Terrace, Old School Gardens, and near the old brickworks.

PAVILION

The electrical reports on the pavilion have been received (provided in supporting documents). Emergency lighting repairs are required (quote provided); smoke detector installation and fire alarm remedial work required (quote provided).



Appendix 1 – HIRE CHARGES

MUGA and Sports Pitch:

Currently £1.50 per hour for MUGA and sports pitch. Recommend it stays at this price for individuals and not-for-profit groups. Suggest this is raised for hire by businesses. Council to discuss and agree on new rate.

Pavilion hall:

Currently £10 per hour. Council to consider whether reduced rates should be applied for not-for-profit groups.

Changing rooms (including showers):

No current charge agreed – currently (pre-Covid) only the football team use the changing rooms and they are charged £12.50 per weekend match for use of pitch and changing rooms, with no charge for mid-week training.



Cyngor Cymuned Rogiet Community Council

Clerk/Clerc: Miss Catherine Baker, 3 Seymour Way, Magor, Monmouthshire, NP26 3GF

Email/Ebost: clerk@rogietcommunitycouncil.co.uk Tel/Ffon: 01633 547980

Appendix 2 - Litter Bin Options

Fitting Options

Please see the following link for information on the type of fittings available for litter bins:

[Guide to Fixings for Litter and Recycling Bins \(glasdon.com\)](#)

[Sentinel 120 litre bin open top bin \(225a\) \(earth-anchors.com\)](#)

Available in: black, green, red, blue, yellow, grey, brown, galvanised only.



Colour + Fastdek Rootfast fixings £603 + VAT

[Rustic 120 litre bin \(242\) \(earth-anchors.com\)](#)



With Fastdek Rootfast fixings £612 + VAT



Cyngor Cymuned Rogiet Community Council

Clerk/Clerc: Miss Catherine Baker, 3 Seymour Way, Magor, Monmouthshire, NP26 3GF

Email/Ebost: clerk@rogietcommunitycouncil.co.uk Tel/Ffon: 01633 547980

Appendix 3 – Book/Booklet Binding Machine

https://www.viking-direct.co.uk/en/fellowes-helios-60-manual-thermal-binding-machine-600-sheets-p-4927350?utm_source=google&utm_medium=organic&utm_campaign=surface_google&cm_mmc=Google- -pla_gen_google-shopping_desktop-essentials_gosc- -desktop-essentials-gosc- -4927350&gclid=EAIaIQobChMI2PPuiL7z8AIVFxxkGAB3ugQC0EAQYAABEgI8Qfd_BwE&gclid=aw.ds

The screenshot shows a web browser window with multiple tabs. The active tab is titled 'Fellowes Helios 60 Manual Thermal Binding Machine 600 Sheets'. The URL in the address bar is https://www.viking-direct.co.uk/en/fellowes-helios-60-manual-thermal-binding-machine-600-sheets-p-4927350?utm_source=google&utm_medium=organic&utm_campaign=surface_google&cm_mmc=Google- -pla_gen_google-shopping_desktop-essentials_gosc- -desktop-essentials-gosc- -4927350&gclid=EAIaIQobChMI2PPuiL7z8AIVFxxkGAB3ugQC0EAQYAABEgI8Qfd_BwE&gclid=aw.ds. The product page features a large image of the Fellowes Helios 60 binding machine. To the right of the image, the price is listed as 'Only £117.00 Each' with a crossed-out price of '£140.40 incl. VAT'. Below the price, it says 'Shipped directly from supplier'. There is a quantity selector set to '1' and a blue 'Add to basket' button. Below the button is a link '+Add to a list'. Further down, there are three green checkmarks indicating benefits: 'Nectar points – 2 points per £1', 'Free delivery on orders over £30', and '25 years experience and expertise'. At the bottom of the product section, there are links for 'Delivery Information' and 'Payment methods'. A Nectar banner at the bottom of the page states 'Earn 2 Nectar Points for every £2 you spend' with a link to 'Terms and Conditions'. On the right side of the page, there is a vertical orange bar with the text 'Support & Feedback'. At the bottom right, there is a star rating of 4.34/5.00 with the word 'Good' and a circular logo.

<https://www.amazon.co.uk/Fellowes-Binding-Thermal-Presentation-5256801/dp/B002MFW8J2>



Cyngor Cymuned Rogiet Community Council

Clerk/Clerc: Miss Catherine Baker, 3 Seymour Way, Magor, Monmouthshire, NP26 3GF

Email/Ebost: clerk@rogietcommunitycouncil.co.uk Tel/Ffon: 01633 547980

The screenshot shows an Amazon UK product page for 'Fellowes Binding Thermal Presentation Covers, 3/4 Inch, Black, 180 Sheets (5256801)'. The page includes a large image of the product, a price of £22.58, and a promotional offer for a £20 Amazon Gift Card. The product is described as having a durable, heavy gauge material and a transparent front cover. The page also features a 'Buy Now' button and a 'Share' link. The browser's address bar shows the URL: https://www.amazon.co.uk/Fellowes-Binding-Thermal-Presentation-5256801/dp/B002MFW8J2. The Windows taskbar at the bottom shows the date and time as 09:29 31/05/2021.

Fellowes Binding Thermal Presentation Covers, 3/4 Inch, Black, 180 Sheets (5256801)

Visit the Fellowes Store
★★★★★ 35 ratings

Price: **£22.58**
Pay ~~£22.58~~ **£2.58**: get a £20 Amazon Gift Card on approval for the Amazon Platinum Mastercard. Terms apply.

Colour Black
Brand Fellowes
Item dimensions L x W x H 30.2 x 2.8 x 23.5 centimetres

About this item

- Thermal binding covers feature durable, heavy gauge material
- Transparent front cover highlights title page
- Elegant back cover available in Glossy White, Blue Grain, or Linen-Textured Black
- Sizes available for 2-240 page documents
- Compatible with most thermal binding systems

[See more product details](#)

[Compare with similar items](#)

FREE delivery: June 17 - 26
[Details](#)

Select delivery location

Only 4 left in stock.

Quantity: 1

[Add to Basket](#) [Buy Now](#)

[Secure transaction](#)

Dispatched from and sold by **supermart USA**.

[Add to List](#)

[Share](#) [Facebook](#) [Twitter](#) [Pinterest](#)

TUKA-i-AKUT 20x A4 6 mm Thermal Binding Cover, 6 mm Spine Width - 60 Sheet Capacity, Transparent...