



## Cyngor Cymuned Rogiet Community Council

**Minutes of the Ordinary Meeting of Rogiet Community Council held on  
Wednesday 21<sup>st</sup> February 2024 at 6:30pm at the Pavilion and by Zoom**

### Ordinary Meeting

	<p><b>Open Forum</b></p> <p>No attendance at 6:30pm. Resident joined meeting on Zoom 7:00pm until 7:45pm.</p>
<b>01</b>	<p><b>ATTENDANCE &amp; APOLOGIES FOR ABSENCE</b></p> <p>Cllrs Ellwood, Wilson, Winskill, Cawley, Trow and Cromwell. Cllr Fowler attended for parts of the meeting, on Zoom. County Cllr Strong (left at 8:00pm). Clerk/RFO - Alice Vaughan.</p>
<b>02</b>	<p><b>INTERESTS DECLARED</b></p> <p>None.</p>
	<p><b>EXCLUSION OF PRESS AND PUBLIC</b></p> <p>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.</p> <p>None.</p>
<b>03</b>	<p><b>Minutes of Meetings of Council: Ordinary Meeting of 10th January 2024 and Extraordinary meeting 31st January 2024</b></p> <p><b>Resolved:</b> Minutes approved.</p>
<b>04</b>	<p><b>Monthly Police Report</b></p> <p>Report for January 2024 noted. Clerk to put notice on Facebook about motorcycles.</p>
<b>05</b>	<p><b>County Councillor Report</b></p> <p>COUNTY COUNCILLOR REPORT TO ROGIET COMMUNITY COUNCIL FEBRUARY 2024</p> <p>In addition to normal casework, committee meetings and duties as MCC Armed Forces Champion I have raised a number of issues over the last month.</p> <p><b>BUDGET</b></p> <p>Most council meetings over the last few weeks have been mainly concerned with setting the annual budget. Members will be aware that the financial situation facing MCC</p>



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becomes more challenging each year. The financial settlement received from the Welsh Government this year increased by only 2.3%, well below the increase in costs due to inflation and increased demand for our services (particularly social care and children's services). This leaves us with a shortfall of over £14 million. There is the possibility of an extra £600,000 as a result of extra money being made available by the Westminster Government, but this is likely to be eaten up by last minute issues. Last year we were able to meet part of the shortfall by drawing on reserves, but these are so low that we cannot prudently do the same this year. Therefore the shortfall has to be met through a combination of:

- \*increased council tax (raising £5.4 million)
- \*increased fees (e.g. for parking) (raising 0.8 million)
- \*savings and efficiencies (£8.5 million)

An increase of 7.5% will not be popular, but is necessary if we are to provide a reasonable degree of protection for our key services. It is of course true that there is not necessarily a relationship between council tax band and disposable income. However, the system is not in the control of MCC. Welsh Government has been consulting on reforming the system but any changes are unlikely to do much to lessen the overall burden. It should also be remembered that 36% of households get a council tax dispensation (in whole or in part).

### RECYCLING

In response to the MCC budget consultation, a resident raised the question of whether it would be worth reducing recycling (purple and red bags) from weekly to fortnightly. I took the opportunity to raise this at a meeting of the Performance and Overview Committee. In response it was stated that it was important to make it as easy as possible for residents to recycle because we have targets that have to be met or we will face sanctions (fines over around £100,000 for every percentage point we fall below our target). The target for 2024/5 will be 70%. Last year we achieved 72% so can't afford fall off. Red and purple bag collections will therefore remain weekly. (Reported in the South Wales Argus 30<sup>th</sup> January). There is a concern that because food waste bags will no longer be free, people will put food waste into black bags. This is under review. Clearly it is in everybody's interest to recycle as much as possible.

### OLD SCHOOL GARDENS

Some residents have raised the issue of the unkempt state of the open land on the corner of Old School Gardens and Station Road, with a particular concern that it was becoming a breeding ground for rats and mice. It seems that the land is "part of the footprint" of Rogiet School. The school would find it difficult to budget for its maintenance. While clarity for responsibility is being sought, MCC have agreed to mow the area during the spring.

### DENTISTRY

Along with several other local councillors, I responded to correspondence from Bridges Dental Practice, Caldicot, about the negative impact of the way NHS dental contracts are being implemented, by raising the matter with John Griffiths MS. He subsequently spoke on the issue in the Senedd. Inadequate access to NHS dental care in our area remains a major issue.

The situation regarding NHS dentistry is worse than ever with Bridges Surgery in



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<p>Caldicot fully withdrawing from NHS contracts at the end of March. I conducted a small survey and found that locals are travelling as far as Abergavenny for treatment. The situation is particularly serious for children. I have again written to ABUHT to voice my grave concern. I received a reply explaining the situation but it gave me no confidence that provision would improve in the near future.</p> <p><b>SPEEDING</b></p> <p>I received a message from a resident about the excessive speeds witnessed as vehicles enter the village at Ifton. I contacted GoSafe to ask about the possibility of a speed van suggesting a suitable parking place but they again denied there was a problem and stated that the suggested place was unsuitable. I spoke to local police and asked them to get officers or CSOs to occasionally visit the area with speed guns.</p> <p>I attended a 'Teams' seminar on Community Road Safety partnerships. GoSafe run training sessions for volunteers. There used to be a scheme in Caldicot (although I never witnessed one in action). If there was an interest in establishing one it would seem to be sensible for the Severnside town and community councils to join together.</p> <p>Peter Strong 15th February 2024</p>
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<b>06</b>	<b>FINANCE</b>		
06.1	<b><u>Resolved:</u> To approve the following payments</b>		
	<b>Company</b>	<b>Service</b>	<b>Amount</b>
	Monmouthshire County Council	INV70227630 Ifton lane (on hold from previous OM)	£67.28
	Merlin Environmental	INV 1649 February 2024	£336.00
	Office Tech Solutions	INV 5056 February 2024	£66.00
	Blackwood Fire	INV 123853 (annual Fire extinguisher checks)	£200.46
	Tower Leasing	INV 396211 (2 <sup>nd</sup> Payment DD)	£1062.95
	Woodstock way Waste Disposal	INV 34349	£228.00
	PW Heating Ltd	INV 3608 (Gas cooker service repair)	£168.00
	Monmouthshire County Council	INV 702312528 (Gas Boiler Maintenance)	£201.20
	Chepstow Accountancy	Processing February Payroll	£30.00
	Chepstow Accountancy	Pension Regulator Reenrolment (every 3 years)	£75.00
	Payroll/HMRC/Pensions	February 2024	Estimate £2500
<b>07</b>	<b>FINANCE - Barclaycard - To approve payments:</b>		
	<b><u>Resolved:</u> To approve the following payments:</b>		
	<b>Company</b>	<b>Service</b>	<b>Amount</b>
	HP Ink	Ink monthly subscription	£9.99



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<b>08</b>	<b>Banking Arrangements – to review mandate and online banking</b> Current arrangements, put in place in late 2022 and noted as still current at the AM on 4 May 2023 were reviewed to take account of changes of personnel. <b>Resolved:</b> Mandate/Cheque Signatory – <u>remove</u> Cllr JD; <u>add</u> Cllr Trow. Online Banking – <u>remove</u> Cllr JD; <u>add</u> Cllr Winskill. Independent member – <u>keep</u> Cllr Fowler as the nominated member, with Cllr Cawley as deputy. <b>Action:</b> Chair to raise the necessary forms, get signed and send to bank.
<b>09</b>	<b>Appoint Internal Auditor for 2023/24</b> <b>Proposed:</b> to appoint IAC Audit and Consultancy Ltd as our Internal Auditor for 2023/24, at cost of £395 + VAT (unchanged from last year). <b>Resolved:</b> to appoint IAC Audit and Consultancy Ltd as proposed.
<b>10</b>	<b>MCC Grounds Maintenance 2024 - to confirm additional work to be done and agree cost</b> <b>Proposed / Resolved:</b> to accept MCC's additional cost of £77.06 per visit x2 per annum for the hedge cutting at the back of Ifton Terrace. Clerk to advise MCC accordingly.
<b>11</b>	<b>Proposed Reconfiguration of Pavilion</b> A fee quote from Mistral Architects and Surveyors was considered. <b>Resolved:</b> RCC accept quotation from Mistral Architects and Surveyors for feasibility designs for reconfiguring the existing Rogiet Community Council building. £2500.00 + VAT. <b>Action:</b> Chair to contact Mistral to advise our acceptance of the fee quote.
<b>12</b>	<b>Rogiet Community Council Update/ Review of Policies</b> Sickness Absence Policy Staff Privacy Policy/ General Privacy Policy Disciplinary Procedures Policy Equality and Diversity Policy Expenses Policy Grievance Policy Lone Working Person Policy <b>Deferred:</b> until to next Ordinary Meeting.



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<b>13</b>	<b>Notice of Intention from MCC – traffic order 20mph</b> Noted. This is just an administrative action. (No change to limits or signage).
<b>14</b>	<b>Pavilion Maintenance</b> (Note: the original agenda item description had been written as ‘Cooker at the Pavilion’ in error and has now been expanded and subdivided to agree with the several maintenance subjects that we had already agreed to discuss in the meeting). <b>14.1 Gas Cooker</b> A recent service and repair had highlighted that owing to the age and type of the cooker certain expected safety features (anti-tip safety chain, plus automatic shut-off of gas when not lit) were absent, plus some age-related defects. A quote had been provided for remedial action but the value of doing that work on an old device was questionable. <b>Resolved:</b> To not repair the cooker but remove it from use with immediate effect and get it disconnected by a qualified person. <b>Actions:</b> (1) Clerk to put up a ‘Not to be used’ sign and inform all users. (2) Clerk to get prices for a new electric cooker and installation as a probable safer option and look at any alternatives (for next OM). <b>14.2 External and Emergency Lighting</b> To be able to go forward in repairing the three defective external lights, council needs to find out and understand how the current external and emergency lights are controlled; and then what the problem is with external lights; and then what needs to be done to rectify. MCC had suggested to raise an order with their contractor EF-S to investigate, assess, and provide costings for any repair / replacement work. <b>Resolved:</b> To instruct MCC to raise an order for EF-S to investigate, assess, and provide us with a breakdown of repair / replacement works needed and the costs of those works. <b>14.3 Fire Risk Assessment</b> Clerk to email and find out about our Fire Risk assessment from names given to us by Steve Harris (Head of Electrical Maintenance for MCC). <b>14.4 Legionella Risk Assessment</b> Clerk to enquire with Trident about review and refreshing our current Legionella Risk Assessment. Review is due to change of personnel and a small change in the hot water system. Management plan to be reviewed.



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<b>15</b>	<p><b>Condition of Hire for the Pavilion / Hub - Update</b></p> <p>A contract needs to be finalised for Little Tigers Nursery and Clerk needs to get in touch with Severn Tunnel Football Club again about signing their current contract.</p> <p>Little Tigers requested that the Football Club photos and pictures be removed so they can have the wall space for the Nursery.</p> <p><b>Resolved:</b> For all Severn Tunnel Junction Football Club photos / plaques / pictures to be taken down from the nursery room by the Chair. These will be stored safely for possible displaying in the future.</p>
<b>16</b>	<p><b>Location of Memorial Bench</b></p> <p><b>Resolved:</b> Permission granted for Memorial Bench to be sited in the wildlife area next to the MUGA. Recommendations to be given to the family to have a recycled plastic bench, like others in the public area. The family to be advised that a concrete base will be needed for the bench to be secured to (at their own cost).</p> <p><b>Action:</b> Chair to inform and advise the enquirer family.</p>
<b>17</b>	<p><b>MUGA Lighting - Update</b></p> <p>RCC have had an informal response from MCC Planning stating that Planning Permission is not needed if we comply with conditions about not increasing light spillage and not increasing the number and height of the lamps. Formal response to the same effect expected in due course.</p> <p><b>Action:</b> Chair to confirm with contractors (EF-S) that they can comply with MCC's conditions.</p> <p><b>Resolved:</b> to accept the quotation of £6225.00 + VAT from EF-S to convert the current (majority broken) lamps to LED. (Subject to EF-S acceptance of MCC's conditions).</p>
<b>18</b>	<p><b>CCTV</b></p> <p>Prior to the meeting Cllr Ellwood had proposed installing an extra camera, to cover the Rogiet Playing Fields Car Park and its boundary with the allotments. A quote had been requested and received from Griffiths Security.</p> <p><b>Resolved:</b> Quotation from Griffiths Security for £474.16 + VAT approved. Chair to email the Allotment Society to check with them that it is OK for the camera to overlap and record on their land / users. Once confirmation is received from the Allotments Society, Griffiths Security will be instructed to install.</p>
<b>19</b>	<p><b>Mon Life Play</b></p> <p>RCC had a meeting with Mon Life Play Team to find out what they can offer for sessions in the summer holidays for children in Rogiet.</p> <p>Mon Life provided costs for different types of play sessions. RCC are very interested - but more enquiries are going to be made before any approval of council.</p>



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<b>20</b>	<p><b>Planters</b></p> <p>Audit of how many currently, cost and how many new would be needed.</p> <p><b><u>Deferred:</u></b> to next Ordinary Meeting</p>
<b>21</b>	<p><b>Councillors Surgery</b></p> <p>RCC want to provide Councillor Surgeries once per month. One month the surgery would be in the daytime and the following month in the evening. Clerk to check with Church Hall for a 2-hour slot that can be booked up regularly, to be brought back to Council at next OM.</p>
<b>22</b>	<p><b>D-Day 80-Year Anniversary in 2024</b></p> <p><b><u>Resolved:</u></b> A small service at the War Memorial to be organised, with tea and coffee at the Pavilion afterwards. The theme will be reflection, not celebration.</p> <p>Clerk to get in contact with RBL and enquire about specialist wreaths and if they would like to be part of the service.</p>
	<p><b>With reference to Standing Order 3.v. we resolved to extend the meeting by 30 mins.</b></p>
<b>23</b>	<p><b>Youth Council</b></p> <p>RCC want to set up a Youth Council – Cllr Trow to work with the school to see how they set up their Youth Councils in school and how they empower students to be involved.</p> <p>Clerk to contact One Voice Wales to see if they can put RCC in contact with any other small Community Councils that have already set up a Youth Council.</p> <p>Updates to be discussed at next meeting.</p>
<b>24</b>	<p><b>Recommendations for Agenda Items for next Ordinary meeting</b></p> <p>All other polices that weren't on agenda OM 21.02.24 to be reviewed.</p> <p>Any Deferred Items.</p> <p>Mon Life Play.</p> <p>Pavilion Maintenance.</p>
<b>25</b>	<p><b>NEXT MEETING(S)</b></p> <p><b>13<sup>th</sup> March 2024 – Ordinary Meeting – Pavilion and Zoom – 6:30pm</b></p> <p><b>10<sup>th</sup> April 2024 – Ordinary Meeting - Pavilion and Zoom – 6:30pm</b></p> <p><b>1<sup>st</sup> May 2024 – <u>Annual Meeting of Council</u> - Pavilion and Zoom – 6:30pm</b></p> <p><b>8<sup>th</sup> May 2024 - Ordinary Meeting - Pavilion and Zoom – 6:30pm</b></p>
	<p><b>Meeting finished 9:00pm.</b></p>