



Cyngor Cymuned Rogiet Community Council

Minutes of the Ordinary Meeting of Rogiet Community Council held on
Wednesday 13th March at 6:30pm at the Pavilion and by Zoom

Ordinary Meeting

	<p>Open Forum</p> <p>No attendance.</p>
01	<p>ATTENDANCE & APOLOGIES FOR ABSENCE</p> <p>Cllrs Ellwood, Fowler, Winskill, Cawley, Trow and Cromwell. Clerk/RFO - Alice Vaughan. Apologies Accepted: County Cllr Strong, Cllr Wilson</p>
02	<p>INTERESTS DECLARED</p> <p>None.</p>
	<p>EXCLUSION OF PRESS AND PUBLIC</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>Item 10.4 – discussion of quotes.</p>
03	<p>Minutes of Meetings of Council: Ordinary Meeting of 21st February 2024</p> <p>Resolved: Minutes approved.</p>
04	<p>Monthly Police Report</p> <p>No report received.</p>
05	<p>County Councillor Report</p> <p>MARCH 2024</p> <p>In addition to normal casework, committee meetings and duties as MCC Armed Forces Champion, I have been involved in a number of matters over the last month.</p> <p>BUDGET</p> <p>The MCC budget for 2024/25 was approved at the February 29th meeting of the council. Some additional funding plus an increase in council tax from the originally proposed amount of 7.5% to 7.8% meant more funding to could go to schools (funding the teachers' pay ward in full), continuation of free food waste bags and extra funding for</p>



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filling pot holes and other road safety measures.

FLOODING ON THE B4245

I called out the out-of-hours team to deal with flooding on the B4245 at Ifton. On a follow-up visit the highways team jet-blasted the two drains near the filling station. The problem occurs because of water flowing from the quarry on to the private side road. There is a drain on the private road but it seems unable to cope when there are particularly prolonged periods of rain.

ROAD SAFETY

A resident contacted me to point out that there used to be a flashing speed limit sign on the B4245 approaching Rogiet from Caldicot. He wondered if it could be restored. I have been informed that this was only ever meant to be a temporary sign. I will continue to push for a zebra crossing or other pedestrian crossing aid near the junction of the B4245 and Chestnut Drive.

SEVERN TUNNEL JUNCTION MURAL

I continue to liaise with Monlife about the possibility of securing the return of the mural from Gloucester. This seems to be largely a matter of going through the necessary transfer of assets paperwork at the Gloucester end. If we secure possession Monlife will be looking for grants to renovate, protect and locate it. There will need to be discussions with all interested parties about suitable locations.

Peter Strong



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06	FINANCE																									
06.1	<u>Resolved:</u> <i>To approve the following payments</i>																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Company</th> <th style="text-align: left;">Service</th> <th style="text-align: left;">Amount</th> </tr> </thead> <tbody> <tr> <td>Merlin Environmental</td> <td>INV 1681 March 2024</td> <td>£336.00</td> </tr> <tr> <td>Office Tech Solutions</td> <td>INV 5187 March 2024</td> <td>£66.00</td> </tr> <tr> <td>John Reece Farmer</td> <td>INV 240304 x2 Christmas trees</td> <td>£672.00</td> </tr> <tr> <td>Mistral Architects and Surveyors</td> <td>Feasibility work for Pavilion Reconfiguration</td> <td>£3000.00</td> </tr> <tr> <td>Cllr Philip Ellwood</td> <td>Reimbursement: postage</td> <td>£6.10</td> </tr> <tr> <td>Chepstow Accountancy</td> <td>Processing March Payroll</td> <td>£30.00</td> </tr> <tr> <td>Payroll/HMRC/Pensions</td> <td>March 2024</td> <td>Estimate £2500</td> </tr> </tbody> </table>	Company	Service	Amount	Merlin Environmental	INV 1681 March 2024	£336.00	Office Tech Solutions	INV 5187 March 2024	£66.00	John Reece Farmer	INV 240304 x2 Christmas trees	£672.00	Mistral Architects and Surveyors	Feasibility work for Pavilion Reconfiguration	£3000.00	Cllr Philip Ellwood	Reimbursement: postage	£6.10	Chepstow Accountancy	Processing March Payroll	£30.00	Payroll/HMRC/Pensions	March 2024	Estimate £2500	
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07	FINANCE - Barclaycard – To approve payments: Statement dated February 2024 – no statement received. To be approved at next OM.																									
08	Independent Remuneration Panel for Wales Annual Report Report noted. No change to remuneration rates but a new reporting template is to be used – available September 2024. Payments will continue to be made annually in arrears and through our payroll provider, as per our current policy.																									
09	Proposed Reconfiguration of Pavilion – Update Council discussed the draft plans that we have received from Mistral Architects. It was noted that a few points will need to be raised with Mistral. 1) Natural light is needed in the sleeping area – maybe a half glass fire door could be installed? 2) If we didn't have bifold doors, what would the alternative be? 3) What will the sports changing cabin be made of? <u>Action:</u> Cllr Ellwood to email Mistral with feedback and questions.																									



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10	<p>Pavilion Maintenance</p> <p>10.1 <u>Cooker</u></p> <p>As agreed at the last OM, the gas cooker has been removed and the supply made safe.</p> <p>An estimate for establishing wiring and controls for a new electric cooker had been requested. Council decided to delay that work and the purchase of any new cooker until we know the design layout and timeline of our pavilion refurbishment.</p> <p>10.2 <u>External and Emergency Lighting</u></p> <p>The wall lights by the entrance of the nursery and at the entrance of the football club have been checked / fixed / renewed and are now fully operational. They are controlled together by a timer (and photocell, currently defective). These lights also function as emergency lights in cases of power failure.</p> <p>The small black floodlights are to be renewed, and the photocell for the wall lights is to be replaced and relocated to a more maintainable location. Cllr Ellwood to request quotation for this additional work and write a report for our knowledge base.</p> <p>10.3 <u>Fire Risk Assessment</u></p> <p>Clerk is in contact with Forest Fire Prevention and will chase site visit.</p> <p>10.4 <u>Legionella Risk Assessment</u></p> <p>Quotes received only from Trident and Morgan Environmental. (WCS Group were invited but no quote received).</p> <p>Resolved: To appoint Morgan Environmental to do our Legionella Risk Assessment at a cost of £450.00 + VAT plus samples at £70.00 + VAT.</p>
11	<p>Condition of Hire for the Pavilion / Hub - Update</p> <p>Draft contract for Little Tigers to be reviewed with a few amendments – to be on agenda for next OM.</p> <p>Contract for STJFC to be signed – Clerk to chase.</p>
12	<p>Rogiet Community Council Update/ Review of Policies</p> <p>Adopted: all polices below, which had been updated and circulated before the meeting(s).</p> <p>12.1 <u>Deferred from last OM:</u></p> <p>Sickness Absence Policy</p> <p>Staff Privacy Policy</p> <p>General Privacy Policy</p> <p>Disciplinary Procedures Policy</p> <p>Equality and Diversity Policy</p> <p>Expenses Policy</p> <p>Grievance Policy</p> <p>Lone Working Person Policy</p>



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12.2	<p><u>Tabled at current OM:</u></p> <p>Health and Safety Policy (new policy)</p> <p>Concerns and Complaints Policy</p> <p>Social Media Policy</p>
13	<p>Muga Lighting - Update</p> <p>RCC still waiting for the start date for works to be completed.</p>
14	<p>CCTV - Update</p> <p><u>New camera to cover the car park and some areas of the allotments:</u></p> <p>Cllr reported that following a successful negotiation with RALGS (Allotment Society) to check with them that it would be OK for the proposed camera to overlap and record on their land / users, the order was placed with Griffiths Security, as approved at last OM. The installation date for this work is 6th April 2024. New CCTV signs to be purchased.</p> <p><u>Existing field cameras:</u></p> <p>These need to be repositioned slightly. Cllr Ellwood to ask Griffiths to do this on their visit on 16th April.</p>
15	<p>Give Dog Fouling the Red Card</p> <p>Cllr Cawley provided a report from the Working Group with MCC.</p> <p>Public Space Protection Orders (PSPO) will be coming into force later this year.</p> <p>MCC 'Give Dog Fouling the Red Card' will also be having an Enforcement/Awareness Day on 27th June in Chepstow and Caerwent.</p> <p>RCC are going to do their own Awareness Day on the same day outside the Pavilion in Rogiet (times TBC) and we will be providing information / maps of dog bins / free dog poo bags / dog treats etc.</p> <p>Also, RCC have noted that the dog waste bins at the Rogiet Countryside Park are always overflowing. Council <u>proposed</u> to ask MCC to install another normal waste bin (to be installed at MCC expense) with a view to it also acting as an extra dog waste bin.</p>
16	<p>Mon Life Play</p> <p><u>Deferred:</u> to next Ordinary Meeting.</p>



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17	Planters <p>Rogiet Wildlife Friendly Village group are having volunteer days; and this includes tidying up the planters in the village.</p> <p>RCC are going to advise Rogiet Wildlife Village that they are going to take over the work / planting for the 3 planters on the main road and the one on the corner of Slade Road and Station Road</p> <p>At next month's OM, RCC will assess all the other planters and see if any repairs are needed. Also, to decide what plants are needed to purchase for the 4 that we will be taking over.</p>
18	Lane behind Seaview Terrace <p>County Councillor Peter Strong is looking into this agenda item.</p>
	With reference to Standing Order 3.v. we resolved to extend the meeting by 30 mins.
19	Councillor Surgeries <p>Councillor Surgeries have been confirmed:</p> <p>Monday 3rd Jun 2024 – 9:00am-11am at the Church Hall.</p> <p>Monday 1st July 2024 – 6:00pm-8:00pm at the Pavilion.</p> <p>Monday 5th August 2024 – 9am-11am at the Church Hall.</p>
20	D -Day 80 Year Anniversary in 2024 <p>RCC will be having a small service at the War memorial – times TBC.</p> <p><u>Approved</u>: to purchase a specialised wreath from RBL - £25.00.</p> <p>Council agreed that no beacon or lamp is to be purchased or arranged.</p> <p>Cllr Ellwood to contact Rogiet school and see if they would like RCC to purchase a D-Day anniversary flag for their flagpole.</p> <p><u>Approved</u> - cost of £30.00 for the purchase, if required.</p> <p>Council to check prices and availability of fitting a new Commemorative bench - to be updated at next OM.</p>
21	Youth Council <p>Cllr Trow to request that this agenda items goes onto the next School meeting.</p>
22	Flooding - Allotments and bottom of RCC land , adjacent to football field <p><u>Action</u>: Clerk to contact Network Rail to get them to check that the culverts under the railway are open and not blocked. Also, to contact National Resources Wales and the Internal Drainage Board about the reen, to see if there is anything else that needs doing.</p>



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23	Windmill Post Summer edition to go out in June 2024. Working Group to be set up.
24	Hedgehog Highway Project RCC supports Hedgehog Conservation. <u>Approved:</u> To purchase 1 box of 50 Hedgehog Highway project kits – to be given out at our Councillors Surgeries. (LGA 1972 s137)
25	Recommendations for Agenda Items for next Ordinary Meeting Youth Council Windmill Post Dugouts Planters
26	NEXT MEETING(S) 10th April 2024 – Ordinary Meeting - Pavilion and Zoom – 6:30pm 1st May 2024 – <u>Annual Meeting of Council</u> - Pavilion and Zoom – 6:30pm 8th May 2024 - Ordinary Meeting - Pavilion and Zoom – 6:30pm 12th June 2024- Ordinary Meeting - Pavilion and Zoom – 6:30pm 10th July 2024 - Ordinary Meeting - Pavilion and Zoom – 6:30pm August 2024 – No meeting
	Meeting Ended 9:10pm