



Cyngor Cymuned Rogiet Community Council

**Minutes of the Ordinary Meeting of Rogiet Community Council held on
Wednesday 10th April 2024 at 6:30pm at the Pavilion and by Zoom**

Ordinary Meeting

	Open Forum No attendance.
01	ATTENDANCE & APOLOGIES FOR ABSENCE Cllrs Ellwood, Fowler, Winskill, Cawley, Trow and Cromwell. County Cllr Strong. Clerk/RFO - Alice Vaughan. Cllr Wilson – Apologies accepted.
02	INTERESTS DECLARED None.
	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. None.
03	Minutes of Meetings of Council: Ordinary Meeting of 13th March 2024 Resolved: Minutes approved.
04	Monthly Police Report – February and March 2024 Reports for February and March 2024 noted.
05	County Councillor Report <u>APRIL 2024</u> In addition to individual casework and the usual round of MCC meetings, I have been involved in a number of matters over the last month. <u>IFTON QUARRY</u> The problem of flooding from Ifton Quarry on to the B4245 (see my report for March) was discussed at Severnside Area Forum. I am grateful to members of RCC who investigated the problem further, took photographs and forwarded these to MCC.



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ROAD SURFACES

Following a number of complaints, I asked MCC Highways about prospects for resurfacing Station Road. I received a detailed reply explaining that, as with all roads in the county, a machine based condition survey had been carried out on the road. This is used, along with a number of other criteria, to decide which roads need to be prioritised. At present Station Road does not qualify for resurfacing in 2024/25. A further survey is planned to take place over the next 6 months. It is possible that the impact of heavy construction traffic on the road will have changed the situation. It is important to understand that one of the additional criteria is the number of complaints received on 'My Monmouthshire' (via the app or the website). Residents should therefore report issues whenever they arise.

B4245/M48 LINK ROAD

A letter from me was published in the South Wales Argus arguing the case for the link road and inviting Ken Skates, the new Minister for Transport in the Welsh Government, to visit Rogiet to view the situation for himself.

RUGBY FIELD

I welcome the work carried out on paths around the rugby field and look forward to a bench being placed on the site.

VETERANS HUB

In my capacity as MCC Armed Forces Champion I was delighted to attend the first meeting of Caldicot Veterans Hub. It was attended by at least one veteran from Rogiet and I hope more will join as the hub goes from strength to strength. Details can be found on the Caldicot Veterans Hub Facebook page.

SEVERN VIEW CARE HOME

With other councillors I visited the new MCC care home at Portskewett and was extremely impressed. Considerable thought has gone into the design of the building to make it feel like a real home for the residents.

PARKING

I made several visits to Old School Gardens at school closing time to check for any parking issues. There didn't appear to be any problems but I will continue to monitor the situation.

Peter Strong



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06	FINANCE		
06.1	Bank Reconciliation of the Council's Bank Accounts January 2024 –March 2024 (Rialtas Report) Noted and adopted.		
06.2	VAT reclaimed form (Rialtas) - Noted.		
06.3	Budget - Detailed Receipts and Payments (Rialtas Report) Noted and adopted with one virement for 2023/2024. Resolved: to vire £100 from Misc. budget (4530/170) to Poppy wreaths s137 budget (4335/170)		
06.4	Resolved: To approve the following payments:		
	Company	Service	
	Amount		
	Merlin Environmental	INV 1707 April 2024	£432
	Office Tech Solutions	INV 5309 April 2024	£66.00
	Monmouthshire County Council	INV 70233368 Playpark inspections 2022-2024	£673.20
	PW Heating	Disconnect gas cooker	£96.00
	One Voice Wales	Membership 2024/25	£321.00
	Rialtas	INV SM30170 Software Licence and support	£230.40
	Cllr Bev Cawley Reimbursement	D-Day 80-year Anniversary Wreath	£25.00
	Vision ICT	Annual – Hosted email, June 2024 – May 2025	£168.00
	Chepstow Accountancy	Processing April Payroll	£30.00
	Payroll/HMRC/Pensions	April 2024	Estimate £2800



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07	<p>FINANCE – Barclaycard – To approve payments:</p> <p>Statements dated February and March 2024 – Approved.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Company</th> <th style="text-align: center;">Service</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">February 2024</td> <td>Cleaning supplies/equipment, SLCC Membership, Ink</td> <td style="text-align: right;">£310.31</td> </tr> <tr> <td style="text-align: center;">March 2024</td> <td>Cleaning Supplies/equipment, Office stationery, Ink</td> <td style="text-align: right;">£74.32</td> </tr> </tbody> </table>	Company	Service	Amount	February 2024	Cleaning supplies/equipment, SLCC Membership, Ink	£310.31	March 2024	Cleaning Supplies/equipment, Office stationery, Ink	£74.32
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08	<p>Remuneration Payments 2023-2024</p> <p>To be noted that no members/councillors had payment for 2023-2024.</p> <p>Noted.</p>									
09	<p>National Wage increase and Clerk’s SCP scale and office allowance</p> <p>Annual pay increases awarded:</p> <ul style="list-style-type: none"> • National Wage increase for Cleaner and Litter Picker. • SCP scale increment award and increase in office allowance for Clerk. <p>Noted and adopted.</p>									
10	<p>Proposed Reconfiguration of Pavilion – Update</p> <p>Revised plans and answers to queries received from Mistral Architects. The points that RCC raised have been implemented in the second draft plans or answered by email.</p> <ol style="list-style-type: none"> 1) Kitchen window <u>added</u>. 2) Window and fire exit door for nursery sleep room <u>added</u>. 3) Question about Bi-fold doors vs French doors answered. Noted: the advantages of staying with Bi-fold doors, per the architects’ recommendation. 4) Question about adequacy of turning space for wheelchairs answered: adequate. 5) Question about phased construction works with partial closures answered: architect advises that partial closures are not recommended. Exception: the new sports changing outbuilding could be constructed first, before closing the main building. <p>Noted: temporary closure notices will be required for all users during the build stage.</p> <p>Members raised a new question: could a slim window and external door be added to the Clerk’s Office? Action: Cllr Ellwood to email Mistral to ask for this change.</p>									



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11	<p>Pavilion Maintenance</p> <p>11.1 <u>External and Emergency Lighting</u></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 chase quotation for this additional work and write a report for our knowledge base. Cllr Ellwood to also request a quote for repair / replacement of the timer in the Pavilion. Update next meeting.</p> <p>11.2 <u>Fire Risk Assessment</u></p> <p>x2 quotes received. Clerk to obtain one more quotation and Contact Jeff Berriman at OVW and update next meeting.</p> <p>11.3 <u>Legionella Risk Assessment</u></p> <p>Morgan Environmental have done the site visit and water sampling. No report or results received, as yet. Update next meeting.</p>
12	<p>Condition of Hire for the Pavilion / Hub/Rogiet Fuel - Update</p> <p>A draft contract for Little Tigers has been reviewed and adopted. Clerk to arrange with Little Tigers to sign Contract after the Annual Meeting of Council, when the rates will also be reviewed. Contract still needs signing for STJFC - Clerk to chase.</p> <p>Lucinda Lund draft contract for bootcamps has been reviewed and adopted – cost will be £5 per hour. Clerk to liaise With LL to get contract signed.</p>
13	<p>MUGA Lighting - Update</p> <p>Work to replace the old lighting with new LED lighting completed on 20 March 2024.</p> <p>Actions remain to:</p> <ol style="list-style-type: none"> 1) Create operating procedure for the token-operated timer. 2) Promote the MUGA to local sports organisations and coaches.
14	<p>CCTV - Update</p> <p><u>New camera to cover the car park and some areas of the allotments:</u> New camera to be installed 16th April 2024. New CCTV signs to be purchased.</p> <p><u>Existing field cameras:</u> These need to be repositioned slightly. Cllr Ellwood to ask Griffiths to do this on their visit on 16th April 2024.</p>
15	<p>Dugouts</p> <p>Members agreed that the dugouts should be repaired or rebuilt. Clerk to get quotes for both repair and rebuild.</p>



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16	<p>Mon Life Play</p> <p>Quotes have been received from MonLife Play for various play sessions for children in the school holidays. Members agreed to book a batch of ‘Stay and Play’ sessions.</p> <p>Approved: to appoint MonLife Play for four ‘Stay and Play’ sessions for total of £837.00, under LG (Misc Prov) Act 1976 s.19.</p> <p>Clerk to advise MonLife Play that we want to book 4 consecutive weeks starting the first week in August 2024.</p> <p>Resolved: to vire £850 from General Reserves to new separate Play Provision Budget.</p>
17	<p>Planters</p> <p>RCC have advised Rogiet Wildlife Village that they are going to take over the work / planting for the planters on the main road (bus stops), the one on the corner of South Grove and the main road, and the one on the corner of Slade View and Station Road. (Four planters in total).</p> <p>Cllr Ellwood will be doing any repairs that are needed and Cllr Cawley will be doing the planting.</p>
18	<p>D-Day 80-Year Anniversary in 2024 - Update</p> <p>Cllr Ellwood has contacted Rogiet School, and they have confirmed would like RCC to purchase a D-Day 80-year anniversary flag for their flagpole and they will raise the flag on Rogiet Community Council’s behalf.</p> <p>Flag size and fixing type confirmed: 5ft x 3ft, eyelet fixing, at cost of £24.00 + VAT (LGA 1972 s137). Clerk to purchase.</p> <p>RCC will confirm with the school when to raise and lower flag. (Mon 3 - Mon 10 June).</p> <p>Time of service confirmed for 2:00pm on the 6th June – refreshments to follow at the Pavilion – to be advertised.</p> <p>Clerk to email RBL about service details, bugler etc. – will update next meeting.</p>
	<p>With reference to Standing Order 3.v. we resolved to extend the meeting by 30 mins.</p>
19	<p>Youth Council</p> <p>Deferred, pending Cllr Trow discussing the subject at next School Governors’ meeting.</p>
20	<p>Windmill Post</p> <p>The following arrangements discussed and approved:</p> <p>WP Summer edition to go out at the end of June 2024, target of 20-28 pages.</p> <p>A draft plan has been set up by Cllr Ellwood.</p> <p>Working Group to be set up for offline working and one Zoom meeting on 5 June 2024.</p> <p>Final approval of content for publication to be done at the OM on 12 June 2024.</p>



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21	Items added onto Asset Register 2023/2024 Christmas lights, vacuum cleaner, CCTV equipment, tennis posts and nets. Noted and approved.
22	Lease Arrangement for Rogiet Community Junction RCC had correspondence from RCC solicitors (John Rogers, MCC Legal Services) who had received correspondence from RCJ's solicitor who in turn has received some questions from the National Lottery (NL) - the main funder for RCJ's Community Shop/Cafe. NL are requesting some changes to the proposed leasing arrangement between RCC and RCJ. Members agreed generally that the points raised by our solicitors should be accepted under their advice, with as many safeguards as possible built in, and subject to proof of full funding before signing lease to RCJ. Cllr Ellwood to advise RCC solicitors.
23	Recommendations for Agenda Items for next Ordinary Meeting Youth Council Windmill Post Dugouts Planters Councillors Surgeries
24	NEXT MEETING(S) 1st May 2024 – Annual Meeting of Council – Pavilion and Zoom – 6:30pm 8th May 2024 – Ordinary Meeting – Pavilion and Zoom – 6:30pm 5th June 2024 – Working Group for Windmill Post – Zoom only – 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 9:00pm