



Cyngor Cymuned Rogiet Community Council

Minutes

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

Ordinary Meeting

	<p>Open Forum</p> <p>None.</p>
01	<p>ATTENDANCE & APOLOGIES FOR ABSENCE</p> <p>Cllrs Ellwood (Chair), Cawley, Fowler and Cromwell. Clerk/RFO – Alice Vaughan (Zoom). Cllr Wilson, Trow, Winskill and County Councillor Strong– apologies accepted.</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>None.</p>
03	<p>Minutes of Meetings of Council: Ordinary Meeting of 12th June 2024</p> <p>Resolved: Minutes approved with an amendment for Item 23 – added another power to spend: Section 137.</p>
04	<p>Monthly Police Report June 2024</p> <p>Not received.</p>
05	<p>County Councillor Report</p> <p><u>COUNTY COUNCILLOR REPORT TO ROGIET COMMUNITY COUNCIL</u> <u>JULY 2024</u></p> <p>Many MCC meetings were cancelled due to the election. In addition to individual casework and those MCC meetings that went ahead, I have been involved in a number of matters over the last month.</p> <p>HOME SCHOOL TRANSPORT</p> <p>A consultation is about to be announced on the MCC Home School Transport Plan to be introduced in September 2025 (not 2024). The plan has to be agreed by MCC by 1st October 2024. The proposals contained in the consultation are likely to have a significant</p>



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impact on many families in Rogiet. Councils across England and Wales are finding that the costs of transporting pupils to school are growing very rapidly. In these circumstances the choice before MCC is between:

*reducing free provision. (It should be noted that our current provision is more 'generous' than the statutory requirement and of the provision in most Welsh counties).

*adding the additional cost to council tax.

*making savings (i.e. cuts) from elsewhere. If these savings were to be made from the education budget these might involve, for example, employing less teaching assistants.

None of these options is likely to be popular. It is therefore important that as many people as possible take part constructively in the consultation.

B4245/M48 LINK ROAD

Ken Skates, the Minister for Transport in the Welsh Government, was due to visit Rogiet in June to view the road situation around Severn Tunnel Junction. The visit was cancelled due to the election but is being rearranged.

DOG EXCLUSION ZONES

I took the opportunity at a meeting of MCC Performance and Overview Committee to ask how and when these would be enforced. Although they came into force on June 1st, they will not be enforced until proper signs have been erected. Enforcement will be 'intelligence led' i.e. following up leads (excuse the pun) where there have been reports of problems in specific places or with specific owners.

CALDICOT POST OFFICE

It is welcome news that a new Post Office is due to open in Caldicot in September. The process has been assisted by MCC using a grant from the Welsh Regeneration Fund. Unfortunately, there seems to be no immediate prospect of the Post office Van returning to Rogiet.

ROGIET SCHOOL

I was pleased to speak to Class 5 at the school about the history of the Severn Tunnel and to attend the Summer Fair. I also visited children from the school who, along with other local school, were taking part in a day of activities at Caldicot Leisure Centre.

REPRESENTING MONMOUTHSHIRE COUNTY COUNCIL

As Vice-Chair I represented MCC at a British Citizenship ceremony, at the presentation of a British Empire Medal and at D-Day commemorations in Abergavenny. As Armed Forces Champion I took part in D-Day commemorations at County Hall, Monmouthshire Veterans Armed Forces Day barbeque, the Armed Forces Day flag raising at County Hall and represented MCC at the Wales Armed Forces Day event in Swansea, receiving the official 'handover' flag and announcing that next year the event will be held in Monmouthshire (at Caldicot Castle and Country Park). This will be a large-scale event that will bring many visitors to the area.

Pete Strong

7th July 2024



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06	FINANCE		
06.1	Bank Reconciliation of the Council's Bank Accounts April 2024-June 2024 (RIALTAS Report). Noted and adopted.		
06.2	VAT reclaim form up to 30 th June 2024 (RIALTAS) produced. Noted.		
06.3	Detailed Receipts and Payments up to 30 th June 2024 (RIALTAS Report). Noted and Adopted.		
06.4	Resolved: To approve the following payments:		
	Company	Service	Amount
	Merlin Environmental	INV 1786 July 2024	£432.00
	Office Tech Solutions	INV 5949 July 2024	£66.00
	EFS Systems UK Ltd	INV 17858	£679.20
	Audit Wales	INV 011312 2022/2023 Audit Fees	£634.00
	A & S Bricklayers	Quote 2 – Repair of Dugouts	£2135.00
	A & S Bricklayers	Additional quote for delivery charge missed on above quote	£80.00
	Cllr P Ellwood	Reimbursements - replacing plants on war memorial (2 receipts)	£7.98 + £6.00= £13.98
	Chepstow Accountancy	Processing July Payroll	£30.00
	Payroll/HMRC/Pensions	July 2024	Estimate £2800
	Chepstow Accountancy	Processing August Payroll	£30.00
	Payroll/HMRC/Pensions	August 2024	Estimate £2800



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07	<p>FINANCE – Barclaycard – To approve payments:</p> <p>Statements dated June and July 2024: Approved.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Company</th> <th style="width: 40%;">Service</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td>June 2024</td> <td>Cleaning Supplies – descaling showers (legionella) ink</td> <td style="text-align: right;">£87.47</td> </tr> <tr> <td>July 2024</td> <td>Cleaning supplies for cupboards, Windmill Post Printing, New Padlock and copying of keys for all users.</td> <td style="text-align: right;">£460.80</td> </tr> </tbody> </table>	Company	Service	Amount	June 2024	Cleaning Supplies – descaling showers (legionella) ink	£87.47	July 2024	Cleaning supplies for cupboards, Windmill Post Printing, New Padlock and copying of keys for all users.	£460.80
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08	<p>Internal Audit Observations</p> <p>Formula for Clerks Pay: Resolved: to adopt the Internal Auditor’s recommendation for the formula.</p>									
10	<p>Pavilion</p> <p>10.1 <u>Proposed Reconfiguration of Pavilion</u></p> <p>Council discussed the various points about Use Classes, anonymity of room descriptions, signage, and imagery on perspective views. Council agreed that the drawings for MCC Planning purposes should change as follows:</p> <ul style="list-style-type: none"> Make the room labels non-descriptive (Room 1, Room 2, etc.) Remove Little Tigers signage and have Rogiet Hub signage at both ends of the building. Leave the imagery of children and play equipment in. <p>Use Classes: council agreed that we should seek D1 Non-residential Institutions plus D2 Assembly and Leisure to cover the anticipated usage. Question to be asked to Mistral if B1 Business might be necessary. Update next meeting.</p> <p>10.2 <u>Pavilion Maintenance</u></p> <p>10.2b <u>Fire Risk Assessment update</u></p> <p>The Fire Risk assessment has been completed by UK Fire Risk Assessments; Cllr Ellwood has a query with regards to “electrical heaters or appliances” as all radiators are powered by the boiler in the plant room. Query to be sent to company. Update next meeting.</p> <p>10.2c <u>Legionella Risk Assessment – Update</u></p> <p>Proposal: To get all associated works with Risk Assessment started August 2024</p> <p>Approved: Estimate/quotation from PW Heating accepted, to be paid for out of General Reserves - until later date when finance committee / full council will review budgets.</p> <p>10.3 <u>Any other related items</u></p> <p>None.</p>									



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10	Councillors Surgery – Monday 5th August 2024 9:00am-11:00am at Rogiet Church Hall Confirmed attendance of Cllrs Ellwood, Cawley, Fowler and Cromwell.
11	Grass Cutting Clerk to request that the pathways through the grass be cut to a minimum of 2m wide and that the pathways are cut around the perimeter of RCC land. Also, that the full length of the path from the top of the allotments to the car park and the edge of the car park (boundary to allotments) be trimmed / cut back.
12	CCTV Signage Approved: to order two new signs for the refurbished dugouts as other signage damaged - £21.18 (including VAT and delivery). War Memorial Area Council agreed to get an estimate for an additional camera to be placed on the Pavilion to cover the area facing the War Memorial. Finance committee / full council to look at budget in October 2024. Allotment Society Request RCC received a request from the allotment society to extend the current CCTV system to cover the top path and boundaries of the school and allotments. Council did <u>not</u> agree to go ahead with this request at present, as we do not have enough funds in the CCTV budget for the expense of an additional camera, power source, Wi-Fi sender / receiver, etc. We will review this when we go through our annual budget and precept setting exercise at the end of this year (for FY 2025-26). Also, council had concerns about the Allotment Society request and would need to investigate this further with regards to processing much more imagery of data subjects to counter a fairly low-level problem on the allotments. As well, there are no RCC assets to protect along that area. As a public body, council must take great care that decisions to install surveillance devices and process data strike the right balance between people’s basic right to privacy and the needs of the organisation to protect public property, detect and deter crime, etc.
13	Rogiet Community Café Mural fixing: RCC have no specific requirements on location or fixing system for the RCJ mural other than that the item must be well secured so as not to present a hazard to the public. Gates and Gateposts: Approved: request to leave the gate and gateposts uninstalled after the build of the Café/Shop. RCC to investigate further, as to how will we dispose of the metal items, and if there will there be any scrap value to consider - or if we should sell locally.



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14	Land in front of Rogiet Primary School Ownership Waiting for MCC answers. Deferred to next OM.
15	Severn Tunnel Junction Mural Waiting for MCC answers. Deferred to next OM.
	With reference to Standing Order 3.v, council resolved to extend the meeting by 30 minutes.
16	Five Year Working Plan - update Working Group document taken as read and recommendations accepted. Cllr Cawley's proposed update of our Development Plan (Version 2024-2029) accepted.
17	Annual Report 2023-2024 Final draft version with added photos / graphs to be brought to next OM in September 2024.
18	Recommendations for Agenda Items for next Ordinary meeting War memorial – plaque Planters Roggiett Hotel
19	NEXT MEETING(S) August 2024 – No meeting 11th September – Ordinary Meeting – Pavilion and Zoom – 6:30pm (Apologies received from Cllr Fowler) 25 th September – Working Group for Five Year Plan – Pavilion only – time TBC 9 th October – Ordinary Meeting – Pavilion and Zoom – 6:30pm 23 rd October 2024 – Finance Committee meeting – Zoom only – 7:00 pm