



# Cyngor Cymuned Rogiet Community Council

## Minutes

**Minutes of the Ordinary Meeting of Rogiet Community Council held on  
Wednesday 9 April 2025 at 7:00pm at the Pavilion Rogiet and by Zoom**

### Ordinary Meeting

	<p><b>Open Forum</b></p> <p>Message from Undy and Magor Horticultural Society Secretary - they are delighted to be invited to judge the Rogiet in Bloom competition later in the year.</p>
<b>01</b>	<p><b>ATTENDANCE &amp; APOLOGIES FOR ABSENCE</b></p> <p>Cllrs Ellwood (Chair), Cawley, Castree, Trow, Winskill (7:08pm) and Cromwell, (7:15pm). Apologies accepted from Cllr Wilson.</p> <p>Clerk/RFO – Alice Vaughan.</p> <p>County Councillor Strong (7:40pm)</p>
<b>02</b>	<p><b>INTERESTS DECLARED</b></p> <p>Item 06.4 – Reimbursement to Cllr Cawley.</p> <p>Item 09 – Planning Application – Cllr Cawley, who left the room for this item.</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>Item 14 - Clerk Appraisal.</p>
<b>03</b>	<p><b>Minutes of Meetings of Council: Ordinary 12<sup>th</sup> March 2025</b></p> <p><b>Resolved:</b> Minutes approved.</p>
<b>04</b>	<p><b>Monthly Police Report February and March 2025</b></p> <p>Only February 2025 report received. <b>Report Noted.</b></p>
<b>06</b>	<p><b>FINANCE</b></p> <p>06.1 Bank Reconciliation of the Council's Bank Accounts January 2025 to March 2025 (RIALTAS Report). <b>Noted and Approved.</b></p> <p>06.2 VAT reclaimed for period January 2025 – March 2025 (RIALTAS): <b>Noted.</b></p> <p>06.3 Budget – Detailed Receipts and Payments 31.03.25 (RIALTAS Report): <b>Noted and Approved.</b></p> <p>06.4 To approve the below payments except for the MCC INV 70255374 for PSPO signs, which are not yet installed: <b>Approved.</b></p>



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	Company	Service	Amount
	Merlin Environmental	INV 2015 - April 2025	£352.80
	Office Tech Solutions	INV 7307 - April 2025	£66.00
	One Voice Wales	Membership 2025-2026	£337.00
	One Voice Wales	Model Appraisal Scheme	£25.00
	MCC (Not approved until signs installed)	INV 70255374 No dog signs	£190.50
	MCC	INV 70255052 – install memorial bench	£282.00
	Griffiths Security	INV 3972 - call out charge	£108.00
	Cllr Bev Cawley	Flowers for Planters	£16.00
	Chepstow Accountancy	Processing of April Payroll	£30.00
	Payroll/HMRC/Pensions	April 2025	Estimate £2900
<b>07</b>	<b>FINANCE – Barclaycard – To approve payments: Statements dated April 2025 – NO STATEMENT RECEIVED</b>		
	<b>Company</b>	<b>Service</b>	<b>Amount</b>
	April 2025		£TBC
<b>08</b>	<b>Planning DM/2025/00272</b> Dig up concrete of current garage floor and replace with larger size with a damp proof membrane. Erect concrete pre-fabricated garage. Location: 9 Ifton Road, Rogiet, Monmouthshire, NP26 3SS <b>Resolved:</b> No objections - email to be sent to MCC Planning.		
<b>09</b>	<b>Planning DM/2024/00969</b> Demolition and disposal off site of existing concrete sectional garage measuring 5m x 2.65m. Demolition of existing unusable stone garage measuring 6.4m x 3.6m with recovered stone being used elsewhere on site. Construction of proposed 6m x 5m double garage in the position currently occupied by stone garage. Garage to be single skin blockwork with internal piers rendered with sand and cement render painted in Johnstone colour pecan to match the house. Roof to be Marley cement fibre tiles to		



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	<p>match house. Soffits and fascia to be anthracite grey UPVC to match the house.</p> <p>Location: Mount Pleasant House, Bencroft Lane, Common Y Coed, Magor, Monmouthshire, NP26 3AX</p> <p><b><u>Resolved:</u></b> No objections - email to be sent to MCC Planning.</p>
<b>10</b>	<p><b>Fire and Legionella Risk Assessment.</b></p> <p>To be noted that both were previously accepted and adopted, in July 2024 and May 2024 respectively.</p> <p><b><u>Noted and Approved.</u></b></p>
<b>11</b>	<p><b>Hire of Football Field for Fitness Classes</b></p> <p>Charge to stay the same as last year at £5.00 per hour. Contract to be sent to the Hirer.</p>
<b>12</b>	<p><b>Items added onto Asset Register 2024-2025</b></p> <p>To minute the fact that these items have been added to the Asset Register:</p> <ul style="list-style-type: none"> <li>• Additional CCTV camera – installed April 2024.</li> <li>• Additional CCTV camera – installed October 2024.</li> <li>• Additional CCTV data storage capacity – installed December 2024.</li> </ul> <p><b><u>Approved.</u></b></p>
<b>13</b>	<p><b>Pavilion</b></p> <p>13.1 <b>Proposed Reconfiguration of Pavilion / Planning updates</b> RCC Planning Application is now on the MCC Planning Portal, in the consultation phase. Cllr Ellwood to do a Facebook and Website post.</p> <p>13.2 <b>Broken lights Pavilion – Quotes</b> Two quotes received for replacing a light in the nursery area and one in the Away changing room. Quote accepted from Redwick Electrical, £130.00 + VAT.</p> <p>13.3 <b>Any other related items</b> Noted: Legionella Water sampling was done on 07.04.25.</p>
<b>15</b>	<p><b>Performance Review Policy</b></p> <p><b><u>Proposed:</u></b> to adopt the One Voice Wales Model Appraisal Scheme, with one small amendment to the reporting arrangements to reflect the small size of our council. Policy <b><u>Approved and Adopted.</u></b></p> <p><b><u>Proposed:</u></b> to ratify the formation on 07.04.25 of an HR Committee comprising Cllrs Ellwood, Cawley and Castree, for the purpose of overseeing the Clerk's performance appraisal on 08.04.25. <b><u>Ratification Approved.</u></b></p> <p>Committee terms of reference to be reviewed at the AM on 07.05.25.</p>



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### County Councillor Report

APRIL 2025

#### 9 ST MARY'S CRESCENT

I attended a site meeting with members of MCC Planning Committee and the formal Committee meeting itself to make a case against granting permission for a three bedroom house to be converted into flats. RCC and a number of residents had also lodged objections. The main objections related to lack of parking for the potentially larger number of vehicles associated with the flats. I also argued that with only five houses in the cul de sac, mainly family homes, three one bedroom flats in the middle of the row could change the whole character of the community in that row. Planning Officers accepted that the width of the land between the house and the pavement was only 4.2 metres; 600mm short of the 4.8 metres required by regulations but did not regard this as sufficient to reject the application. They pointed out that under the regulations the parking requirement for three one bedroom flats is no different than for a three bedroom house. In spite of the opposition, the plans were passed by 10 votes to 4.

#### MOORGATE FARM ROAD

This is the track running from the B4245 to the railway line between Rogiet and Undy. It has been the site of off-road biking and considerable fly tipping. The land is owned by MCC. MCC has taken out a Public Safety Protection Order which allows it to place a padlocked gate across the track to prevent access other than to authorised users (e.g. Network Rail).

#### ROAD SAFETY

An officer from MCC and a police officer will be visiting Rogiet in May to discuss road safety issues along the B4245.

#### SEVERNSIDE AREA FORUM

The following points of interest came out of the meeting of the Severnside Area Forum on 3rd April:

Although Rogiet Youth Club closed down, largely as a result of the unsuitability of the building, most former members are now attending in Undy or Caldicot. The meeting heard a presentation from Monmouthshire Youth Service outline the wide range of activities they are involved in.

The Cabinet member for highways agreed to urgently contact the project manager of the work on Woodstock Way Caldicot to review the safety arrangements for children attending Caldicot Comprehensive School.

The plan for The Rifles and Queens Dragoon Guards to move into a new base at Caerwent in 2027 has been postponed for at least two years.

A small part of the area of the Gwent Levels for a proposed solar farm is in Monmouthshire, the great bulk being in Newport. MCC is committed to protecting the Gwent Levels from development but the decision maker on this scheme will be the UK Government, not local councils.

A consultation is currently underway for the Regional Transport Plan for South East Wales. Residents are encouraged to make their views known, particularly in relation to services from Severn Tunnel Junction, the proposed station at Magor and the need for



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	<p>link road between the B4245 and the M48. The feedback form can be found on <a href="https://regionaltransportplancr.wales/feedback/">https://regionaltransportplancr.wales/feedback/</a> . The consultation closes on 19th May.</p> <p>ARMED FORCES DAY CYMRU</p> <p>I have attended a number of planning meetings for Armed Forces Day Cymru, which will be held at Caldicot Castle and Country Park on Saturday 28th June (11 am-4pm). This is a major national event. Entry is free but tickets will be needed. These can be obtained through the MCC website or from Caldicot Library.</p> <p>LET'S TALK MONMOUTHSHIRE</p> <p>MCC has launched a new digital platform, called 'Let's Talk Monmouthshire' for improving engagement and consultation with residents. All residents are encouraged to register to get regular newsletters and opportunities to respond. Details on the MCC website.</p>
14	<p><b>Clerk Appraisal</b></p> <p>The Clerk's performance appraisal interview was carried out on 08.04.25 at the Pavilion, with Chair and Clerk present. The results were shared confidentially with the other members of the HR Committee and recommendations were agreed. Clerk and Chair have finalised and signed the report.</p> <p>The HR Committee recommended to Council the following:</p> <ol style="list-style-type: none"> <li>1. That the Clerk is awarded an annual increment in pay scale from SCP 27 to SCP 28.</li> <li>2. That the Council should fund some specific training; and attendance to a Practitioner conference or Joint OVW-SLCC Conference.</li> </ol> <p><b>Approved:</b> Pay scale increase from SCP27 to SCP28; and costs for recommended training and conference attendance, as noted in the appraisal report.</p>
16	<p><b>Training Plan 2025</b></p> <p><b>Adopted and Approved:</b> Version 2. To be published on website.</p>
17	<p><b>Windmill Post</b></p> <p>Work in progress and completed draft on target for completion in 2 weeks' time. Council agree that Instantprint will be used for printing the publication as we have been very happy with their previous work and price.</p> <p>Confirmed dates for Councillors surgery which will be published in this edition.</p> <p>3<sup>rd</sup> June 2025: 10-11am at Church Hall</p> <p>1<sup>st</sup> September 2025: 6-7pm at Pavilion</p> <p>2<sup>nd</sup> December 2025: 10-11am at Church Hall</p> <p>2<sup>nd</sup> March 2025: 6-7pm at Pavilion</p>
18	<p><b>VE DAY 80 8th May 2025 - Update</b></p> <p>Service at Rogiet War Memorial has all been planned – 8<sup>th</sup> May 2025 at 2pm.</p>



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<b>19</b>	<p><b>Magor with Undy Placemaking Plan</b></p> <p>Concern was expressed about proposed improvement to Caldicot and Magor-Undy towns under MCC’s Placemaking Plan scheme, with no equivalent for Rogiet.</p> <p>It was explained that Placemaking Plans are initiatives to improve town centres. These centres serve the residents of the towns and their surrounding villages. As Rogiet is not a town, it is served indirectly by the Placemaking Plans of Caldicot and Magor-Undy.</p> <p>It was further explained that community councils can establish their own ‘Place Plans’, which are for a different purpose - to document the needs and aspirations of the community and for that to be considered by the local authority in the planning application process.</p> <p>RCC will have this subject as an agenda item in June 2025, to discuss the setting up a Place Plan for Rogiet. A Working Group will also need to be set up.</p>								
<b>20</b>	<p><b>Bus – 75 Service</b></p> <p>MCC are still having correspondence with Newport Bus to see if the timetable can be updated. No update at the moment.</p>								
<b>21</b>	<p><b>Rogiet Community Café/Shop</b></p> <p>Build coming along well, no updates.</p>								
<b>22</b>	<p><b>Recommendation’s for Agenda Items for Next Ordinary meeting</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Annual Report 2024-2025</td> <td>VJ DAY</td> </tr> <tr> <td>Five Year Plan</td> <td>Rogiet Hotel</td> </tr> <tr> <td>Digital Health Maturity Report</td> <td>MUGA Lighting</td> </tr> <tr> <td>MCC Mobile Team</td> <td>Bus shelter report</td> </tr> </table>	Annual Report 2024-2025	VJ DAY	Five Year Plan	Rogiet Hotel	Digital Health Maturity Report	MUGA Lighting	MCC Mobile Team	Bus shelter report
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<b>23</b>	<p><b>NEXT MEETING(S)</b></p> <p>7th May 2025: Annual Meeting of Council – Pavilion and Zoom – 7:00 pm</p> <p>14th May 2025: Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p>11th June 2025: Ordinary Meeting – Pavilion and Zoom – 7:00 pm (apologies from Cllr Winskill)</p> <p>9th July 2025: Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p>August 2025: no meetings</p>								
	<p><b>Meeting ended 8:52pm</b></p>								