



Cyngor Cymuned Rogiet Community Council

Minutes

**Minutes of the Ordinary Meeting of Rogiet Community Council held on
Wednesday 14th May 2025 at 7:00pm at the Pavilion Rogiet and by Zoom**

Ordinary Meeting

	Open Forum No attendees.
01	ATTENDANCE & APOLOGIES FOR ABSENCE Cllrs Ellwood (Chair), Cawley, Castree, Cromwell, Trow, Wilson and Winskill (7:10pm) Clerk/RFO – Alice Vaughan. Apologies accepted from County Councillor Strong.
02	INTERESTS DECLARED Item 06 – Reimbursement to Cllr Ellwood.
	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 9th April 2025 <u>Resolved:</u> Minutes approved.
04	Monthly Police Report March and April 2025 No Police reports received.
05	County Councillor Report MAY 2025 ROAD SAFETY I joined RCC Chair Phil Ellwood to accompany John Crandon, MCC Community Safety Lead, on walk around Rogiet, looking mainly at road safety on the B4245 through the village. The need for either a traffic refuge or zebra crossing near Ifton filling station was highlighted. Given the nature of the road layout it was agreed that a traffic refuge was probably the most practical approach. This would be taken back to MCC Highways for consideration, although the many other demands on resources meant that there was no guarantee of changes in the near future. The lack of enforcement was discussed. It was pointed out that GoSafe Cymru had



Cyngor Cymuned Rogiet Community Council

Minutes

	<p>claimed that there was no safe location for a mobile speed camera to be parked in the village. It was agreed that GoSafe Cymru would be asked to carry out a site visit. It was stressed that it is very important that residents formally report any incidents they witness to GoSafe in order to provide evidence of need.</p> <p>The problem of off-road motorbikes was discussed. This was ultimately a police matter.</p> <p>REGIONAL TRANSPORT PLAN</p> <p>I responded to the consultation on the Regional Transport Plan emphasising the need for a link road between the B4245 and M48 to ease congestion at Magor and Chepstow, calling for urgent work to build the promised footbridge at Severn Tunnel Junction and the shared path between Undy and Rogiet.</p> <p>CALDICOT SCHOOL</p> <p>2024 Key Stage 4 results (e.g. GCSEs) were discussed by MCC's Performance and Overview Committee. For the purpose of analysing results each school is placed in a 'family' of ten schools with a similar economic and social profile. Caldicot was placed sixth out of ten in its 'family' -clearly room for improvement but, in my view, given the problems the school has been through in recent years, a reasonable outcome. The school clearly has ambitions to improve considerably on this. Analysis shows that the 'top' two-thirds of pupils (in terms of GCSE results) achieve slightly above average while the lower third perform slightly below.</p> <p>DOMICILIARY CARE</p> <p>Some controversy has been generated over changes to contracts to agencies providing domiciliary care. One local agency providing care in Severnside lost some of its contracts, although it continues to hold the contract for Rogiet.</p> <p>REPORTS TO MCC</p> <p>A missing street sign on South Grove and a pothole on Westway were reported to MCC. An earlier report on the need for fresh road markings at Llanfihangel is still 'under review' (i.e. in the queue).</p> <p>ARMED FORCES DAY</p> <p>As MCC Armed Forces Champion I continue to be involved in planning for Armed Forces Day Cymru, to be held at Caldicot Castle and Country Park on Saturday 28th June (11.00-4.00). This will be a major family friendly event with lots of activities. The event is free but tickets will be needed. These are available from the MCC website. Those who don't have internet access can obtain tickets from Caldicot Library.</p> <p>LOCAL EVENTS</p> <p>I was pleased to attend the open day held by Rogiet Art Group, the annual concert of Caldicot Male Voice Choir, Caldicot School's performance of 'Our House', the VE Day street party in Buzzard Close and RCC's VE Day event at the war memorial.</p> <p>Peter Strong</p>
--	---



Cyngor Cymuned Rogiet Community Council

Minutes

06

FINANCE

To Approve the below payments - Approved

Company	Service	Amount
Merlin Environmental	INV 2043 May 2025	£352.80
Office Tech Solutions	INV May 2025	£66.00
MCC	INV 70255374 No dog signs	£190.50 (Postponed from last OM)
Audit Wales	INV ARINV/013212 Fees 23/24	£200.00
Morgan Environmental	INV 3572 Legionella Sampling	£210.00
Vision ICT	INV 19980 Hosted email June 25 - May 26	£192.00
Rialtas	INV SM32425 Finance Software	£243.60
Tower Leasing	INV 641349 (Quarterly Invoice)	£1009.27
Redwick Electrical Services Ltd	INV0778 Pavilion light unit replacement	£156.00
Cllr Ellwood	Reimbursement: Rogiet in Bloom Flyers	£35.00
IAC Audit and Consultancy Ltd	INV 1973 Internal Audit 2024-25	£474.00
Chepstow Accountancy	Processing May Payroll	£30.00
Chepstow Accountancy	Processing Year End 2025	£45.00
Payroll/HMRC/Pensions	May 2025	Estimate £3000



Cyngor Cymuned Rogiet Community Council

Minutes

07	<p>FINANCE – Barclaycard – To approve payments:</p> <p>Statements dated April and May 2025 – statements not received.</p> <p>Clerk to chase statements and will be on next OM.</p>
08	<p>Internal Audit & Annual Governance and Accounts Return for Year Ending 31st March 2025</p> <p>08.1 To receive the Internal Audit Report from IAC Audit and Consultancy Ltd and consider any recommendations.</p> <p><u>Resolved:</u> To adopt the Internal Auditor’s section of the Annual Return. Council reviewed the recommendations and the agreed actions, which will be sent to the Auditor.</p> <p>08.2 To receive the Annual Accounts Return for the Year Ended 31 March 2025.</p> <p><u>Resolved:</u> To adopt the Annual Accounts Return for the year ended 31 March 2025.</p> <p>08.3 To consider the Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2025.</p> <p><u>Resolved:</u> To adopt the Annual Governance Statement (Parts 1 & 2).</p> <p>08.4 To approve the Annual Accounts Return and Annual Governance Statement for submission to Wales Audit Office.</p> <p><u>Resolved:</u> To approve the Annual Accounts Return and Annual Governance Statement for submission to the Wales Audit Office.</p> <p>08.5 Chair to sign the Annual Return and Annual Governance Statement.</p> <p><u>Resolved:</u> Chair signed the Annual Accounts Return and Annual Governance Statement.</p> <p>08.6 Notice of appointment of the date for the exercise of electors’ rights - 1st July 2025- 28th July 2025.</p> <p><u>Approved:</u> Clerk to put on website and notice boards.</p>
09	<p>Internal Auditors Observations</p> <p>09.1 Review tender levels in Financial Regulations and Standing Orders.</p> <p>To be reviewed at next OM – advice from OVW needed first.</p> <p>09.2 Review Internal Controls</p> <p><u>Reviewed and Approved:</u> Internal Control Policy and Statement of Internal Control and Annual Review of Effectiveness of Internal Control. To be published on website.</p> <p>09.3 Schedule of Fees</p> <p><u>Reviewed and Approved.</u> To be published on website.</p> <p>09.4 Restated Asset Value for 2024</p> <p><u>Approved:</u> Asset value for 2024 restated.</p>



Cyngor Cymuned Rogiet Community Council

Minutes

10	<p>Insurance – 1st June 2025</p> <p>Clerk had requested three quotations but only had received two by the time of the meeting. Council compared and reviewed the costs between the two companies.</p> <p>Approved: To renew with Current Provider – Hiscox (Gallagher) at a cost of £2,192.08 per annum, on a 3-year fixed price contract.</p>
11	<p>Planning DM/2025/00470</p> <p>Change of use of the land for the storage of aggregates and soil and construction of stone roadway. Location: Land Adj Crownhill Topsoil Ifton Quarry Caldicot Road Rogiet Monmouthshire NP26 3TF</p> <p>Resolved: Email to be sent - No objections to the development, but RCC have concerns with regards to flooding and to the current loss of the PRW stile. RCC would expect the stile to be reinstated at the earliest opportunity and for it to be a modern, accessible design. Also RCC will express concerns about the stone trackway that has been constructed in the field. This trackway is not currently connected to the approach road from the B4245 but council fears that it would be unsafe if that link were to be made.</p>
12	<p>Pavilion</p> <p>12.1 Proposed Reconfiguration of Pavilion / Planning updates</p> <p>Cllr Ellwood reported that the concerns about parking that MCC Highways had previously registered had now been withdrawn, after we had supplied further information on alternative arrangements (Playing Fields car park, School car park).</p> <p>12.2 Letterbox Sign</p> <p>Approved: A sign to be purchased for the Letterbox - cost c.£25.</p> <p>12.3 Legionella Sampling Results</p> <p>Sampling had been done in April – no Legionella detected.</p> <p>12.4 Any other related items</p> <p>Request from Little Tigers to increase their hours 9:00am-3:00pm – Approved.</p> <p>Door Risk Assessment to be done at the Pavilion by Clerk.</p>
13	<p>Annual Report 2024-2025</p> <p>Adopted and Approved.</p>
14	<p>Environment (Wales) Act 2016 Part 1 Section 6</p> <p>The Biodiversity and Resilience of Ecosystems Duty Report 2025</p> <p>Training with One Voice Wales proposed for Clerk.</p> <p>Approved: Clerk to do Biodiversity Training - OVW and the Section 6 Webinar - Council to pay for the costs. To be on agenda in September/October.</p>



Cyngor Cymuned Rogiet Community Council

Minutes

15	MUGA Lighting Still awaiting solution and costs. Deferred to next OM.
16	Windmill Post - Summer 2025 Edition <u>Approved:</u> To approve the previously circulated final draft for publication; and to use Instantprint for printing at a cost of £384.11 for 850 copies.
17	VJ DAY 80 <u>Confirmed:</u> VJ Day 80 Remembrance / Celebration Service will be held at Rogiet Memorial at 2.00 pm on Friday 15 th August 2025. Special VJ DAY 80 flag to be purchased at £24.00 (not including delivery) for Rogiet Primary School to fly. <u>Action:</u> Clerk to arrange booking of Minister, RBL representatives and bugler. <u>Action:</u> Cllr Ellwood to arrange participation of school.
18	Notice of Making of Public Footpath no 163 Noted.
19	Planters <u>Approved:</u> Budget of £20 for plant troughs by the memorial and £60 for 4 other planters, for summer bedding plants.
20	Digital Health Maturity Report (One Voice Wales) <u>Deferred</u> to next OM. Clerk to send the OVW materials to members.
21	Bus – 75 Service Still awaiting details from Newport Bus – to be put back on agenda when information received later on in year.
22	Bus Shelter Report Bus shelter audit report was circulated by Cllr Ellwood before the meeting and was accepted as read. Three damaged bus shelters (missing glazing) have been reported to MCC.
23	Rogiet Community Café/Shop No updates other than observation of good progress of the build.



Cyngor Cymuned Rogiet Community Council

Minutes

24	Recommendation's for Agenda Items for Next Ordinary meeting Five Year Plan Rogiet Hotel MCC Mobile Team
25	NEXT MEETING(S) 11th June 2025: Ordinary Meeting – Pavilion and Zoom – 7:00 pm (apologies in advance from Cllrs Winskill and Trow) 9th July 2025: Ordinary Meeting – Pavilion and Zoom – 7:00 pm August: no meeting.
	Meeting ended 8:50pm