



Cyngor Cymuned Rogiet Community Council

Minutes

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

Ordinary Meeting

	Open Forum x2 residents, who made a representation on Item 10.
01	ATTENDANCE & APOLOGIES FOR ABSENCE Cllrs Ellwood (Chair), Cawley (Zoom), Castree, Cromwell, Trow, Wilson (Zoom) and Winskill (7:05pm) Clerk/RFO – Alice Vaughan. Apologies accepted from County Councillor Strong.
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.
10	Planning DM/2025/00707 Outline planning for one dwelling. Location: 1 Woodland View Rogiet Monmouthshire NP26 3SY Resolved: Objection and concerns email to be sent to MCC Planning. Our objection is the size of the dwelling for the size of the plot. Our concerns are about creating parking stress opposite a row of terraced houses, on a narrow street. We noted also MCC Highways concerns about insufficient parking provision for a 3-bedroom dwelling.
03	Minutes of Meetings of Council: Ordinary Meeting 11 June 2025 Resolved: Minutes approved.
04	Monthly Police Report June 2025 No report received. Noted next Police Surgery at the Pavilion 11 July 2025, 4-5pm.



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<p>05</p>	<p>County Councillor Report</p> <p>JULY 2025</p> <p>CASEWORK</p> <p>I dealt with a number of pieces of casework in response to requests from individual residents. Issues involved included planning, adult social care, potholes, council tax and safeguarding.</p> <p>MCC</p> <p>At its meeting on 26th June MCC approved reorganisation of its Senior Management Team, making a saving of £100,000.</p> <p>A motion was passed calling upon the Welsh Government to introduce legislation making it possible to prosecute the registered owners of cars for litter thrown from vehicles rather than needing to identify the specific individual who threw the items. This is already the law in England but not in Wales.</p> <p>Another motion called upon the Welsh Government to push ahead as soon as possible with the Magor Walkway railway station.</p> <p>MCC Cabinet members and officers met with ministers from the Westminster and Welsh Governments to press the need for urgent action to mitigate the impact of the ban on vehicles over 7.5 tons on the old Severn bridge. The opportunity was taken to emphasise MCC's support for the construction of a link road from the B4245 to the M48.</p> <p>CHAIR'S DUTIES</p> <p>As Chair of MCC I have represented Monmouthshire at a number of events including Armed Forces Day (a great day), a British Citizenship Ceremony, a ceremony for the presentation of a British Empire Medal, a concert given by Caldicot Male Voice Choir in aid of the Alzheimer's Society, an 'Ascot Day' at Chepstow Racecourse in aid of the Noah's Ark appeal, a football event involving youngsters and police, and a 'Playmakers' Festival' involving local primary schools, including Rogiet.</p> <p>ROGIET SCHOOL PTA</p> <p>I am informed that Rogiet School Parent Teacher Association is in need of more volunteers to assist in its work in support of the school. If you are interested or would like to know more, contact the school.</p>
<p>06</p>	<p>FINANCE</p> <p>06.1 Bank Reconciliation of the Council's Bank Accounts April 2025-June 2025 (Rialtas Report). Noted and adopted.</p> <p>06.2 VAT reclaimed form up to 30th June 2025 (Rialtas). Noted.</p> <p>06.3 Detailed Receipts and Payments up to 30th June 2025(Rialtas Report). Noted and adopted.</p> <p>06.4 Resolved: To approve the below payments (*with the exception of One Voice Wales Invoice - Clerk to dispute)</p>



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	Company	Service	Amount
	Merlin Environmental	INV 2093 July 2025	£352.80
	Office Tech Solutions	INV 7868 July 2025	£66.00
	SJ Roofing	Fix roof tile and ridge	£100.00
	One Voice Wales	Practitioners Conference - 2 July 2025, Cllr Cawley	£67.00* (clerk to dispute, not to be paid)
	Chepstow Accountancy	Processing July 2025 Payroll	£30.00
	Payroll/HMRC/Pensions	July 2025	Estimate £3000
	Chepstow Accountancy	Processing August 2025 Payroll	£30.00
	Payroll/HMRC/Pensions	August 2025	Estimate £3000
07	FINANCE – Barclaycard – To approve payments: Statements dated April, May and June 2025 - Approved		
	Company	Service	Amount
	April 2025	Lights for Pavilion, Stationery, cleaning items, Ink.	£89.63
	May 2025	Antivirus, Ink, Stationery, Cleaning supplies, Toilet rolls, hand towels, paper.	£158.47
	June 2025	Legionella probe for temperature, WP printing, Ink, Prime membership £11.99 for one year, new phone delivery cost, case/holder and plug.	£536.48



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08	<p>SLCC Bootcamp Wales – Clerk attendance</p> <p>Clerk to attend 16.07.25 in Llandrindod Wells (free space for Welsh Clerks). Council approved for mileage to be paid in July salary (136 miles).</p>
09	<p>Innovative Practice Conference – Wednesday 2 July 2025 – Cllr Cawley Attendee.</p> <p>As per Agenda item 06.4 Clerk to dispute invoice – Cllr Cawley did not attend as she was not sent any joining instructions.</p>
11	<p>Rogiet Hub Refurbishment Project</p> <p>Next Stage of Project – Business Case Development</p> <p>RCC will need to prepare a comprehensive business case for the next stage of the project. Members have been assigned to research potential organisations or consultants who can assist with this.</p> <p>Actions:</p> <p>Cllr Ellwood to contact Mistral.</p> <p>Cllr Cawley to contact MUSLA.</p> <p>Cllr Wilson to contact the Cooperative Society.</p> <p>Clerk to contact GAVO.</p> <p>Findings from these enquiries to be reported back at the Ordinary Meeting in September.</p>
12 12.1	<p>Pavilion</p> <p>Any other related items</p> <p><u>Little Tigers Update</u></p> <p>It was noted that the wooden battens previously requested for removal have now been taken off the doorframe.</p> <p>The Clerk informed the Council of a request to remove the walls outside the rear fire door/garden area. The Council agreed that this work could possibly be considered as part of the future refurbishment, but not at the present time.</p> <p>The Clerk is to follow up on the outstanding repair of two damaged bricks on the wall.</p> <p><u>Contracts of Hire</u></p> <p>The Clerk is to follow up on the signing of the contracts for both Little Tigers and Severn Tunnel Football Club. Both contracts commenced on 1st July 2025.</p>
13 13.1	<p>Village Matters</p> <p><u>Overgrown bush removal at back of 13 Westway – quote</u></p> <p>Council Approved the quote of £153.88 from MCC for the proposed work, which is to be carried out in the Autumn, following the end of the bird nesting season.</p>



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13.2	<p><u>Tennis - MUGA</u></p> <p>Council Approved for Clerk to have a budget of £40 for July and August 2025 to buy replacement tennis racquets and balls if needed.</p>
13.3	<p><u>Defibrillator</u></p> <p>Defibrillator at Church Hall – replacement with new items.</p> <p>It was reported that the defibrillator and cabinet at the Church Hall have been damaged due to rainwater ingress and/or condensation, resulting in the destruction of the pads and other components.</p> <p>The Council approved the purchase of a new defibrillator and cabinet for the community. The Clerk presented a range of options and prices for consideration.</p> <p>Approved Option:</p> <p>IPAD SP1 Fully Automatic Defibrillator With Defibsafe Cabinet</p> <p>Total cost: £1,319.99 + VAT</p> <p>A total budget of £2,000 + VAT was approved to cover the purchase, delivery, and installation.</p> <p>Note: the old equipment is to be kept in storage, with a view to repair and refurbishment and possible re-use at another location.</p>
13.4	<p><u>Any other related items</u></p> <p>MUGA lights: the push button for operating the lights has now been installed and is fully functional. Pressing the button will activate the lights for a one-hour period. If additional time is needed, the button can be pressed again. Operating hours are between 7:00am and 10:00pm.</p> <p>Action: Cllr Ellwood to publish an informative Facebook post to update the community.</p>
14	<p><u>Zipwire Inspection</u></p> <p>Cllr Ellwood to chase the cost for 6-monthly inspection of the zip wire.</p> <p>The Council is also awaiting quotes for the repair of the safety matting beneath the zip wire and the nest swing.</p>
15	<p><u>Remuneration to Council Members</u></p> <p><u>April to June 2025 / Annual payments – Opt in or Opt out</u></p> <p>Councillors have signed their declarations for 2025-2026.</p> <p>IRPW Working from Home payment:</p> <p>All Councillors confirming their intent to opt out for 2025- 2026. The council website will be updated accordingly.</p> <p>Consumable Allowance Claims for 2025-2026:</p> <p>Cllr Ellwood and Cllr Castree have opted to claim the set consumable allowance of £52.00 each, to be paid in March 2026.</p>



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16	<p>Financial Regulations update</p> <p>A recommended update had been received from One Voice Wales, already embodied in their Model Financial Regulations, to include reference to the Procurement Act 2023 and the Procurement (Wales) Regulations 2024. Council discussed adopting the change into our council's Financial Regulations. Adopted and Approved.</p>
17	<p>Christmas 2025</p> <p>The Clerk contacted three companies regarding the hire, installation, dismantling, plant, and labour for one set of Christmas tree lights for the main road in Rogiet. Only City Illuminations – our current provider – was able to supply a quote. The other two companies declined, citing that they do not quote for a single tree. (Financial Reg. 5.9).</p> <p>Approved: To appoint City Illuminations for the provision of Christmas tree lights at a fixed cost of £840 + VAT per annum under a fixed 3-year agreement.</p> <p>Note: City Illuminations also services surrounding communities, ensuring continuity and reliability.</p>
18	<p>Rogiet in Bloom - arrangements, prizes, etc.</p> <p>11 applications have been received to date.</p> <p>The closing date for entries is Friday 8th July 2025.</p> <p>Approved: A total of £250 in National Gardening Vouchers will be awarded as prizes, to be distributed across the categories entered.</p> <p>Judging will take place at the end of July, with a second round in September specifically for the Tallest Sunflower Category.</p> <p>Prizes will be awarded before the Ordinary Meeting on 8th October 2025 at 6:00pm.</p>
19	<p>CCTV</p> <p>The CCTV leasing agreement is due to end on 27 July 2025.</p> <p>Griffiths Security will initiate the closure process with Tower Leasing and arrange for the title of the equipment to be transferred to RCC.</p> <p>The CCTV system remains covered under the original 3-year manufacturer's warranty, with 1 year of warranty remaining.</p> <p>An updated maintenance proposal will be provided by Griffiths Security and is scheduled for discussion at our next Ordinary Meeting in September.</p>
20	<p>VJ Day 80th Anniversary</p> <p>RCC confirmed all arrangements for a special remembrance event to mark VJ-DAY 80 – Friday 15th August 2025 – 2:00pm at Rogiet Memorial.</p> <p>Flag will be given to Rogiet Primary School.</p> <p>Rev Gilly Hubby, RBL and Bugler have confirmed attendance.</p> <p>JF has kindly offered to help with refreshments and bunting.</p>



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21	<p>Rogiet Community Café/Shop</p> <p>RCJ has confirmed they will cover the full cost of painting the white line to mark the boundary between the pavement and road where the gatepost previously stood.</p> <p>RCC has agreed in principle to contribute 50% of the cost for painting the parking space lines as this is a shared area.</p> <p>The Council is currently waiting to see costs for both these works.</p>
22	<p>Recommendation's for Agenda Items for Next Ordinary meeting</p> <p>Five Year working Plan .gov.uk domain name</p> <p>MCC Mobile Team CCTV</p> <p>Governor Vacancy at Rogiet Primary School</p>
23	<p>NEXT MEETING(S)</p> <p><u>August</u></p> <p>11th August 2025 - Police Surgery – 4:00-5:00pm – Pavilion</p> <p>No Ordinary Meeting in August.</p> <p><u>September</u></p> <p>1st September 2025 – Police Surgery – 4:00-5:00pm – Pavilion – TBC by PCSO</p> <p>1st September 2025 – Councillor Surgery – 6-7pm – Pavilion (Cllr Ellwood, Castree , Wilson and Winskill have confirmed attendance)</p> <p>10th September 2025 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><u>October</u></p> <p>8th October 2025 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><u>November</u></p> <p>12th November 2025 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><u>December</u></p> <p>2 December 2025 – Councillor Surgery – 10:00am-11:00am – Rogiet Church Hall</p> <p>10th December 2025 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><u>March 2026</u></p> <p>2nd March 2026 – Councillor Surgery – Pavilion</p>
	<p>Meeting ended 9:00pm</p>