



## Cyngor Cymuned Rogiet Community Council

### Minutes

**Minutes of the Ordinary Meeting of Rogiet Community Council held on  
Wednesday 10<sup>th</sup> September 2025 at 7:00pm at the Pavilion Rogiet and by Zoom**

#### Ordinary Meeting

	<p><b>Open Forum</b></p> <p>None.</p>
	<p><b>Chair's Announcements</b></p> <p>To receive any update and feedback in respect of meetings, functions, events or matters arising.</p> <p>Looking back over the summer period I would like to mention that we held a fitting and respectful VJ-Day 80 Service on Sunday 15 August. This went well, with reasonable public attendance considering the time of year plus the fact that it fell on a weekday, and the very hot weather on the day. I think we did Rogiet proud.</p> <p>Also over summer, I think we provided free tennis facilities again – though consumption of racquets and balls was an issue!</p> <p>A new defibrillator and cabinet were purchased and commissioned on 18 July. (The old ones were found to have been damaged by water ingress).</p> <p>Finally, Rogiet in Bloom attracted a reasonable number of entries, and the judging panel enjoyed their task. We look forward to hearing the results - at the prizegiving ceremony next month. (6:00 pm on Wednesday 8 October, at the Pavilion).</p> <p>Meetings and functions attended:</p> <ol style="list-style-type: none"><li>1. MCC Severnside Forum and One Voice Wales Quarterly Meetings.</li><li>2. MCC Severnside Forum Meetings about new Caldicot Castle Multi-User Route (x 2).</li><li>3. Hire Contract signing with Severn Tunnel Football Club and Little Tigers.</li></ol>
<b>01</b>	<p><b>ATTENDANCE &amp; APOLOGIES FOR ABSENCE</b></p> <p>Cllrs Ellwood (Chair), Cawley, Castree, Cromwell, Trow, Wilson (Zoom 7:22pm) and Winskill (Zoom).</p> <p>Clerk/RFO – Alice Vaughan.</p> <p>Apologies accepted from County Councillor Strong.</p>
<b>02</b>	<p><b>INTERESTS DECLARED</b></p> <p>None.</p>



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	<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><b>None.</b></p>									
03	<p><b>Minutes of Meetings of Council: Ordinary Meeting 9 July 2025</b></p> <p><b>Resolved:</b> Minutes approved.</p>									
04	<p><b>Monthly Police Report August 2025</b></p> <p><b>Report Noted.</b></p>									
05	<p><b>COUNTY COUNCILLOR REPORT</b></p> <p>JULY-AUGUST 2025</p> <p>A relatively quiet period since MCC does not hold formal meetings in August.</p> <p>CASEWORK</p> <p>I dealt with a number of pieces of casework in response to requests from individual residents. Issues involved included home to school transport, Flying Start provision, grass cutting (particularly for fire breaks) surface water drainage, mowing regime at Rogiet Country Park, hedge cutting.</p> <p>CHAIR’S DUTIES</p> <p>As Chair of MCC I have represented Monmouthshire at a number of events including the opening of an exhibition of local paintings at the Shire Hall, Monmouth, ‘Food and Fun’ holiday sessions at Caldicot Comprehensive School and Thornwell Primary School and the Civic Service for the new mayor of Abergavenny. On 15th August I attended VJ Day events at Usk (County Hall), Caldicot and Rogiet. The Chair’s summer raffle raised over £500 for the ‘Little Troopers’ charity. Many thanks to those who bought tickets. (Two of the prize winners were from Rogiet!)</p> <p>ARMED FORCES CHAMPION</p> <p>As MCC Armed Forces Champion I visited veterans’ hubs at Abergavenny and Caldicot.</p>									
06	<p><b>FINANCE</b></p> <p>06.1 <b>Resolved:</b> To approve the below payments:</p> <table><tr><th>Company</th><th>Service</th><th>Amount</th></tr><tr><td>Redwick Electrical</td><td>Fit new defibrillator</td><td>£90.00 (already paid)</td></tr><tr><td>Merlin Environmental</td><td>INV 2118</td><td>£352.80</td></tr></table>	Company	Service	Amount	Redwick Electrical	Fit new defibrillator	£90.00 (already paid)	Merlin Environmental	INV 2118	£352.80
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		August 2025	(already paid)
	Office Tech Solutions	INV 8062 August 2025	£66.00 (already paid)
	One Voice Wales	INV 9752 Biodiversity Part 1 - Clerk	£42.00 (already paid)
	Merlin Environmental	INV 2143 September 2025	£441.00
	Office Tech Solutions	INV 8229 September 2025	£66.00
	One Voice Wales	Innovative Practice Conference 02.07.25 – Cllr Cawley	£67.00
	One Voice Wales	Biodiversity Part 1 – Cllr Cawley 07.08.25	£21.00
	One Voice Wales	INV 9934 Biodiversity Part 2 – Cllr Cawley 20.08.25	£42.00
	Vision ICT	INV 20572 Website hosting Oct 2025 – Sept 2026	£175.76
	Monmouthshire County Council	INV 70261028 (Boiler faults / service packs)	£762.53
	Chepstow Accountancy	Processing September 2025 Payroll	£30.00
	Payroll/HMRC/Pensions	September 2025	Estimate £3400.00
<b>07</b>	<b>FINANCE – Barclaycard – To approve payments:</b> Statements dated July and August 2025 - <b>Approved</b>		
	<b>Company</b>	<b>Service</b>	<b>Amount</b>
	July 2025	Ink and Flag VJ Day	£51.59
	August 2025	Box MUGA, stationery, tennis balls, ink	£59.76



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<b>08</b>	<p><b>NJC Pay scale increase 2025-2026 – Staff</b></p> <p>Clerk/RFO's and Litter Picker's salaries will be increased in line with the National Pay Award announced in July 2025 and backdated to 1<sup>st</sup> April 2025.</p> <p><b>Resolved:</b> To increase the Clerk/RFO's and Litter Picker's salaries in accordance with current NJC pay scales, backdated to cover the period from 1 April 2025.</p>
<b>09</b>	<p><b>Planning Application DM/2025/00707</b></p> <p>Noted that RCC has already responded with an Objection to re-consultation during the summer break, based on sufficient approvals from members by email.</p>
<b>10</b>	<p><b>Car Park Profit Share 2024-2025</b></p> <p>It was noted that the Profit Share for 2024–2025 amounted to £4,278.48 and that payment had been received. Members agreed that RCC will retain the same budget figures at the next budget review, in order to monitor whether this increased figure is sustained in future years.</p>
<b>11</b>	<p><b>Rogiet Hub Refurbishment Project</b></p> <p>A Working Group was arranged for 17th September at 7.00pm via Zoom for all members to attend. Cllr Wilson will follow up with the Cooperative Society to obtain further information. The Clerk will circulate the Zoom link to all members.</p>
<b>12</b>	<p><b>Pavilion</b></p> <p>12.1 <u>External Lights (Sports Entrance)</u></p> <p>Cllr Ellwood has fixed the light himself (just lamp change) – no further action needed.</p> <p>12.2 <u>Any other related items</u></p> <p>None.</p>
<b>13</b>	<p><b>Village Matters</b></p> <p>13.1 <u>MUGA Hire/ MUGA Lighting</u></p> <p>It was noted that the MUGA lighting had recently tripped a circuit breaker, which Cllr Ellwood reset. Members agreed that the situation will be monitored.</p> <p>MUGA Hire - Council discussed the potential hire of the MUGA facility by residents. The Clerk will draft a booking form and consult with the Council's insurance company regarding any implications. A report will be brought back to the next Ordinary Meeting.</p> <p>13.2 <u>Accessibility for all – Paths etc.</u></p> <p>Access from Rogiet Playing Fields Car Park to Play Park, Pavilion and new Café:</p> <p>The Clerk and Councillors met with South Wales Sports Ground to discuss how the path from the Car Park to the Pavilion could be improved to ensure accessibility for all. SWSG will provide a proposal for the works. The Clerk will also seek quotations from two additional providers. Council will check whether planning permission or SuDS (Sustainable Drainage Systems) approval may be required. Subject will be on future meetings when information received.</p>



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	<p>Pavement Access – Westway to Green Close:</p> <p>County Council Strong has contacted MCC Highways regarding improvements.</p> <p>Path (Public Right of Way) from Seaview Terrace to Pavilion and new Community Café: County Cllr Strong has contacted MCC regarding improvements.</p> <p>Access Road to Railway Station and Traffic Management Impact: Clerk has contacted Network Rail. Clerk to chase response.</p>
13.3	<p><u>Zip wire and safety matting inspection</u></p> <p>Inspection / visit expected this month (MCC).</p>
13.4	<p><u>Christmas Tree(s)</u></p> <p>Council approved the purchase of a Christmas tree for the main road, and the Clerk will email the provider to confirm arrangements. It was noted that Rogiet Community Junction may apply for a grant to cover the cost of a tree outside the new café, subject to approval. (A quote had been obtained by RCC on behalf of RCJ and passed to RCJ).</p> <p>Council further agreed that the RCC Christmas lights previously used on the tree by the Pavilion may be donated to RCJ if they wish to have them. The lights must be PAT tested before use by RCJ and will become the responsibility of RCJ for installation and observance of safety precautions.</p>
13.5	<p><u>Councillor Surgeries</u></p> <p>The next Councillor Surgery will take place on 2nd December 2025, 10:00–11:00 am at Rogiet Church Hall. The Clerk will liaise with Rogiet Community Junction closer to the date to explore the possibility of hosting the surgery in the café, owing to low attendance at recent sessions.</p>
13.6	<p><u>Any other related items</u></p> <p>Overgrown bush behind Westway: Clerk to chase MCC for removal date.</p> <p>Orchard Packages Offer: information to be passed to Rogiet Wildlife Friendly Village.</p>
14	<p><b>CCTV</b></p> <p>Griffiths Security has sent us an invoice for £150 to be paid to initiate the closure and title transfer process of the ownership of the leased CCTV equipment to RCC.</p> <p><b>Approved:</b> To pay £150 invoice for transfer of title to RCC.</p> <p>Council discussed a quote from Griffiths Security for a preventative maintenance contract for the CCTV equipment, at a cost of £229 + VAT per visit, at a frequency to be decided by us.</p> <p><b>Agreed and Approved</b> by council to have a preventative maintenance contract with Griffiths Security at £229 + VAT per visit (one planned visit per year). Clerk to sign the maintenance agreement. The first visit is to be arranged for November 2025.</p>
15	<p><b>Tender Level - Audit/ Financial Regulations</b></p> <p>Clerk had some information but not a definitive answer – will bring back to next OM.</p>



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<b>16</b>	<p><b>Rogiet Primary School</b></p> <p>Minor Authority Governor Vacancy: no volunteers from members at present. Subject will be on January 2026 OM agenda.</p>
<b>17</b>	<p><b>Code of Conduct Policy Review</b></p> <p>Members discussed the review of the Council's Code of Conduct Policy. It was noted that the policy requires reference to the relevant legislation rather than guidance. It was also noted that some use cases were not covered. The Clerk will update the policy accordingly and bring it back to the next Ordinary Meeting for approval.</p>
<b>18</b>	<p><b>Asset Register</b></p> <p>Adding on New Defibrillator and Cabinet, and Clerk's iPhone 14.</p> <p>Removal of Old Defibrillator Cabinet and Old Defibrillator (to be recycled).</p> <p><b>Approved:</b> To add and remove the above from Asset Register.</p>
<b>19</b>	<p><b>.gov.wales – Quotes</b></p> <p>The Clerk reported that three quotations had been obtained for changing the Council's domain name and emails to rogiel-cc.gov.wales. Following consideration, members agreed that the quotation from Vision ICT for a fully managed package be approved.</p> <p><b>Resolved:</b> To appoint Vision ICT to provide a fully managed package for the Council's domain name and email services at rogiel-cc.gov.wales.</p>
<b>20</b>	<p><b>Five-Year Plan</b></p> <p>Cllr Ellwood remarked that the current document is fine and still topical, but going forward, some more community involvement is required, plus monitoring and delivery of actions. Working Group set up for 22<sup>nd</sup> October 2025, 7:00pm, by Zoom for all members.</p>
<b>21</b>	<p><b>Remembrance Sunday</b></p> <p>9<sup>h</sup> November 2025 at 2:00pm confirmed for Remembrance Service at Rogiet Memorial.</p> <p>Clerk to purchase x 2 Poppy wreaths from RBL Poppy Shop.</p> <p>Clerk to check attendance by CiW Netherwent Ministry. Cllr Ellwood to check attendance by RBL representatives.</p>
<b>22</b>	<p><b>Windmill Post Winter Edition</b></p> <p>Cllr Ellwood had circulated a work schedule plan by email prior to the meeting. Plan approved by council.</p> <p><u>Approved:</u> the plan for the schedule of works.</p> <p>Working Group to be formed: Cllrs Ellwood, Wilson, and Winskill, plus resident JF. WG meeting set up for Wednesday 24<sup>th</sup> September 2025 at 7:00pm via Zoom.</p> <p>Results of the WG activity will be brought back to council at next OM for approval.</p>



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<b>23</b>	<b>One Voice Wales - Annual Conference &amp; AGM on 1 October 2025</b>
23.1	<p><u>Consider our Council's representation at OVW Conference and/or AGM.</u></p> <p>Chair – Cllr Ellwood to attend Conference and AGM and be RCC's nominated representative for all voting matters. Cost for Conference is £95.00. <b>Approved</b> to be paid. <b>Approved</b> also to pay Cllr Ellwood mileage rates.</p>
23.2	<p><u>Consider proposed amendments to OVW Constitution - to be voted upon at the AGM.</u></p> <p>The council discussed and proposed to support the previously circulated amendment to the OVW constitution.</p>
23.3	<p><u>Consider an AGM Motion from Chepstow Town Council - calling upon One Voice Wales to lobby the Welsh Government to consider increasing and extending the financial threshold for free school meals in Wales to secondary school children in line with other devolved governments in the United Kingdom. Chepstow Town Council has requested our support to second and vote for this Motion.</u></p> <p>Council agreed to second and support the motion submitted by Chepstow Town Council at the OVW Conference. Cllr Ellwood to liaise with Chepstow TC's representative.</p>
<b>24</b>	<p><b>Grant Applications</b></p> <p><u>Grant Application Policy</u></p> <p>A new policy document had been prepared and circulated by the Clerk.</p> <p><b>Approved and Adopted:</b> the policy document.</p> <p><u>Grant Applications received</u></p> <p><b>Approved:</b> a Grant for £300 for Caldicot Foodbank, for Christmas parcels. It was noted that a considerable number of families in Rogiet had benefited from these, last year.</p> <p>(Power to spend - Section 137)</p>
	<p><b>With reference to Standing Order 3.v, council resolved to extend the meeting by 30 minutes.</b></p>
<b>25</b>	<p><b>Citizen Advice Impact Report</b></p> <p>Report received and Council noted as read then approved a donation of £825.00, which had already been anticipated in the council's 2025-26 budget.</p> <p>(Power to spend – Local Government act 1972 s142).</p>
<b>26</b>	<p><b>Notice of Making of a Definitive Map Modification Order – Public Footpaths 27 &amp; 27A Rogiet</b></p> <p><b>Noted. No Objections.</b> (No response required).</p>





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<b>27</b>	<p><b>Rogiet Community Café/Shop</b></p> <p><b>Ogi Broadband - Wayleave</b></p> <p>It was noted that a wayleave agreement had been entered into with OGI on 08 August 2025 After due consideration, it was RESOLVED that the execution of the said wayleave agreement be and is hereby retrospectively approved, ratified, and confirmed.</p>
<b>28</b>	<p><b>Recommendation's for Agenda Items for Next Ordinary meeting</b></p> <p>Rogiet in Bloom                      Section 6 Report                      (November OM)</p> <p>Windmill Post</p>
<b>29</b>	<p><b>NEXT MEETING(S)</b></p> <p><u>September</u></p> <p>17<sup>th</sup> September 2025 – Working Group – Hub Project – Zoom – 7:00 pm</p> <p>24<sup>th</sup> September 2025 – Working Group – Windmill Post – Zoom – 7:00 pm</p> <p><u>October</u></p> <p>8<sup>th</sup> October 2025 – Rogiet in Bloom Prizegiving – Pavilion – 6:00 pm</p> <p>8<sup>th</sup> October 2025 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p>22<sup>nd</sup> October 2025 – Working Group Five Year Plan – Zoom – 7:00 pm</p> <p><u>November</u></p> <p>12<sup>th</sup> November 2025 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p>26<sup>th</sup> November 2025 – Finance Meeting for Budget &amp; Precept 26/27 – Zoom – 7:00 pm</p> <p><u>December</u></p> <p>2 December 2025 – Councillor Surgery – Rogiet Church Hall – 10:00-11:00 am</p> <p>10<sup>th</sup> December 2025 Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><u>March 2026</u></p> <p>2<sup>nd</sup> March 2026 – Councillor Surgery – Pavilion – 6:00-7:00 pm</p>
	<p><b>Meeting ended at 9:26pm.</b></p>