



Cyngor Cymuned Rogiet Community Council

Minutes

**Minutes of the Ordinary Meeting of Rogiet Community Council held on
Wednesday 8th October 2025 at 7:00pm at the Pavilion Rogiet and by Zoom**

Ordinary Meeting

	Open Forum None.
	Chair's Announcements Rogiet in Bloom prizegiving ceremony took place at 6:00 pm on Wednesday 8 October, at the Pavilion. Seven prizes were awarded to six participants. The winners of each category were given a certificate and a £40 National Garden Gift Card. (Runners-up: certificate and a £20 gift card). Other meetings and functions attended: 1. MCC Severnside Area Forum on 2 October 2025. 2. Rogiet Community Junction 'soft launch' on 8 October 2025. The One Voice Wales Conference and AGM on 1 October at Builth Wells, to which I had committed to attend, was cancelled.
01	ATTENDANCE & APOLOGIES FOR ABSENCE Cllrs Ellwood (Chair), Cawley, Cromwell, Trow, Wilson and Winskill. Clerk/RFO – Alice Vaughan (Zoom). County Councillor Strong.
02	INTERESTS DECLARED 13.5 – Rogiet in Bloom – Cllr Ellwood – reimbursement.
	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 10 September 2025 <u>Resolved:</u> Minutes approved.
04	Monthly Police Report September 2025 No report received.



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COUNTY COUNCILLOR REPORT

CASEWORK

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, planning enforcement, footways and verge cutting.

ROAD RESURFACING

I was very pleased to see that the B4245 through Rogiet has been resurfaced. Several residents have been in touch to point out that the resurfacing of Station Road is long overdue. I fully agree and have reported the issue. It is regularly assessed. Nevertheless, I would encourage residents to report the issue by using the ‘My Monmouthshire’ app.

CHAIR’S DUTIES

As Chair of Monmouthshire County Council, I was pleased to invite guests, including the Deputy Lord Lieutenant of Gwent, mayors of local towns and representatives of town and community councils to Rogiet the Monmouthshire County Council Civic Service. My thanks to the Reverend Gilly Hubbard for leading the service and to Fay Baxter for her help at the reception in the Church and Community Hall.

Over the last month I have represented Monmouthshire at a number of events including the Civic Services for the new mayors of Monmouth and Newport. I was asked to judge trade stands at Usk Show, which gave me a chance to talk with staff from Estuary Oils. (They had an excellent stand but weren’t allowed to win because they won last year!) I also attended a ‘Music For Memory’ event at Chepstow Hospital, a British Citizenship ceremony, and a concert by Caldicot Male Voice Choir.

ARMED FORCES CHAMPION

I was privileged to meet former soldier Darren Foote on his way through Monmouthshire as part of an epic walk from the Somme in France to Ebbw Vale to raise funds for limbless ex-service personnel.

Peter Strong

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FINANCE

06.1

Bank Reconciliation of the Council’s Bank Accounts July 2025-September 2025 (Rialtas Report). **Noted and adopted.**

06.2

VAT reclaimed form up to 30th September 2025 (Rialtas). **Noted.**

06.3

Detailed Receipts and Payments up to 30th September 2025 (Rialtas Report)

Noted and adopted. Also approved to vire £300 from Grants to s137 on Rialtas – for the Grant in September to Caldicot Foodbank.

06.4

Resolved: To approve the below payments:

Company	Service	Amount
Merlin Environmental	INV 2167 - October 2025	£352.80



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	Office Tech Solutions	INV 8438 - October 2025	£66.00
	EFS Systems UK Ltd	INV 21357 - MUGA Light switch	£498.00
	One Voice Wales	Biodiversity Training Part 2 for Clerk	£42.00
	Chepstow Accountancy	Processing October 2025 Payroll	£30.00
	Payroll/HMRC/Pensions	October 2025	Estimate £3400.00
07	FINANCE – Barclaycard – To approve payments: Statements dated September 2025 - Approved		
	Company	Service	Amount
	September 2025	Tennis sets x2, cleaning items, ink	£49.25
08	Banking To be noted that resigned councillor RC has been removed from banking. Noted.		
09	Co-option Update Confirmation received from MCC that RCC can now co-opt a Community Councillor. Expression of Interest forms to be put on noticeboards, RCC website and Facebook with a closing date of 7 th November 2025.		
10	External Audit 2024-2025 Noted/Approved: The External Audit Report for the Financial Year 2024-2025 by Wales Audit Office has been completed and there are no issues of concern. Unqualified Audit issued. Necessary paperwork has been put on website and the noticeboard.		
11	Rogiet Hub Refurbishment Project		
11.1	<u>Update from Working Group.</u> a. RCC asked CC Strong if he wanted to join WG – declined. Other Working Group recommendations taken as read: b. Advertise for interested residents to join the WG. (Windmill Post, RCC web site and Facebook). c. Advertise for a professional Business Case writer. Seek quotes and any available advice. (Windmill Post, RCC web site and Facebook). Also, try MCC’s Community Development Team, MHA, and Lloyds Bank.		



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11.2	Target: start preparing now, for completing the BC in Spring/Summer 2026. d. Start canvassing potential hirers of the Hub (personal networks, Windmill Post, RCC web site and Facebook). Target: now – this is a key input into the BC Cashflow Forecast. e. Research current hire charges of local facilities in Rogiet, Caldicot and surrounding villages. Target: now – this is a key input into the BC Cashflow Forecast. f. Study forms and results of 2023 survey and check for suitability for a new survey, or adapt as needed, with the aim of conducting a fresh survey – including door to door – around two months ahead of the Business Case production. Target: prepare now, for materials to be available in time for the Summer 2026 Windmill Post and for the results to be included in the BC. Council accepted the WG's recommendations and approved them for action. <u>Any other related items.</u> None.
12 12.1 12.2	<u>Pavilion</u> <u>Little Tigers and Rogiet Community Junction (shop/café) proximity – residents' concerns about privacy and security.</u> Residents' concerns noted and replies sent explaining that RCC is just the landlord of the Pavilion and any concerns need to go to the hirers / café directly. RCC would have no objections to a privacy screen being fitted, if LT wish to do so. RCC provides security to LT by way of the green fence with lockable gate, plus CCTV. <u>Any other related items.</u> Little Tigers requested to purchase a new heavy-duty padlock and have spare keys cut. Approved: LT authorised to purchase a new lock and have spare keys cut. RCC requires 8 copies of the new key. RCC to remove all of our plates/cups etc from one cupboard and Clerk to produce form for cleaner to sign after weekly and monthly cleans. A LT request for use of an Air Fryer to be discussed at next meeting. LT to supply RCC with PAT Testing records of all electrical items that they use.
13 13.1	<u>Village Matters</u> <u>Ifton Lane - NGM Garage query</u> RCC agree that Ifton Lane belongs to RCC and is a Public Right of Way. It is an un-adopted track / green lane / byway and there is no duty to tarmac it. RCC to get costs for stone & dust to fill potholes to rough track standard. Quotes to be on a meeting in the future once costs have been received. RCC to contact MCC legal department for advice.



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13.2	<u>Muga Hire – booking form/costs etc – Port and Sud JFC Booking</u> Approved: Hire form for MUGA and hourly rate £6 per hour – to be sent to Port and Sud JFC.
13.3	<u>Accessibility for all – Paths etc.</u> Proposal from South Wales Sports Ground not yet received. Cllr Ellwood to find out if we need MCC Planning approval for the improvements to path from Rogiet Fields car park to the pavilion. County Councillor Strong to chase response from MCC about drop kerb on Westway; and the Seaview Terrace to MUGA path. Clerk to chase Network Rail about report made about the bollards on way to station. It has been noted that at the Countryside Park (far end) that the path is washing away - County Councillor Strong to do a site visit and report if needed.
13.4	<u>Zip wire inspection/ Safety Matting Park Area</u> Zip wire was inspected by MCC in September – invoice to follow. Quote for repair of safety matting from MCC to follow.
13.5	<u>Rogiet in Bloom</u> Rogiet in Bloom 2025 prizes (National Garden Gift Cards): 4 x £40 card for category winners 3 x £20 card for category runners-up Approved: Reimbursement to Cllr Ellwood - £220 – for purchasing the gift cards. Winners' Ceremony took place before OM. List of winners as follows: <u>MOST COLOURFUL GARDEN</u> Runner-Up: Mrs G & Mrs R Hayes Winner: Terry Bessant <u>BEST CONTAINER AND/OR HANGING BASKET DISPLAYS</u> Runner-Up: Mr S P Jones Winner: Louisa Smith <u>MOST INSECT/WILDLIFE FRIENDLY GARDEN</u> Runner-Up: Jane Bate Winner: Terry Bessant <u>TALLEST SUNFLOWER</u> Winner: Phil Ellwood
13.6	<u>Severn Tunnel Mural</u> Currently at Gloucester Station. Council agrees to express an interest to get this piece of Rogiet history back to Rogiet. RCC will explore further.



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13.7	<u>Litter Forum Working Group with MCC</u> Cllr Cawley will be attending WG on behalf of RCC.
13.8	<u>Any other related items</u> A resident had mentioned to a Councillor their concerns about late working at Estuary Oils – RCC agree that the resident would need to contact MCC Environmental Health.
14	CCTV A Preventative Maintenance Agreement has been signed and sent to Griffiths Security. Awaiting date for First Maintenance to take place. Also noted that only 27 days of footage is being recorded/kept. Cllr Ellwood to query with Griffiths Security.
15	Tender Level - Audit/ Financial Regulations <u>Resolved:</u> to adopt Standing Orders with minor amendments as discussed (exc. vat).
16	OWV Wales National Conference/ AGM Noted that this was cancelled.
17	Remembrance Sunday – update Service 9th November 2025 at 2:00pm – confirmed day and time. Awaiting confirmation of who will take service from Netherwent Ministry. RBL have confirmed attendance and will arrange bugler. Refreshments will be provided after the service. Clerk to Invoice County Councillor Strong and Penhow Community Council for Poppy Wreaths that have been purchased on their behalf.
18	Windmill Post Winter Edition Updates from Working Group – work plan and quote from printer agreed by Council. To be on next OM for approval of booklet content to go to print.
19	RCC Christmas Tree - Main Road Quote accepted / approved for one Christmas Tree at £290.00 + VAT.
20	Grant Applications Grant Approved for Rogiet Community Junction for a Christmas tree - £150.00. (Power to spend – Local Government Act 1972 s145 entertainment and arts).



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21	Rogiet Community Café/Shop
21.1	<u>Parking Spaces</u> Council discussed the parking spaces that have been lined out by RCJ contractors – currently now have one less space. RCC will see how this works out over the coming months once Café is open and then review with RCJ.
21.2	<u>Any Related items</u> RCJ had soft launch on 08.10.25
22	Recommendations for Agenda Items for Next Ordinary Meeting Section 6 Report Severn Tunnel Mural Five-year Plan Co-option applications
23	<u>NEXT MEETING(S)</u> <u>October</u> 22nd October 2025 – Working Group Five Year Plan - Zoom 7:00pm <u>November</u> 12th November 2025 Ordinary Meeting – Pavilion and Zoom – 7:00 pm (apologies received from County Councillor Strong) 26th November 2025 – Finance Meeting (Full Council) for Budget & Precept 2026/27 – Zoom – 7:00 pm <u>December</u> 2nd December 2025 – Councillor Surgery – 10:00am-11:00am – Rogiet Church Hall 10th December 2025 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm <u>January</u> 14th January 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm <u>February</u> 11th February 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm <u>March</u> 2nd March 2026 – Councillor Surgery – Pavilion 11th March 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm
	Meeting ended at 9:00pm.