

**Minutes of the Ordinary Meeting of the Community Council held on Wednesday 12<sup>th</sup> February 2020, which commenced at 7:00pm in the Village Sports Pavilion, with a presentation from Grand Union Trans at 6:30pm.**

**Councillors Present:**

Cllr H Bennett (Vice Chair), Cllr J Dyderski, Cllr M Hunter, Cllr G Haywood, \*\*\*Cllr L Guppy, \*\*\*Cllr R Stallard, \*\*\*Cllr J Stallard

**In Attendance:**

Catherine Baker (Clerk), Maureen Williams (RFO)  
Members of the public – Ian Yeowart (Grand Union Trains), Cllr John Crook (Magor with Undy Community Council), Paul Turner (MAGOR), Ted Hand (MAGOR), Cllr Frances Taylor (County Councillor for Magor), Pam Curtis (Little Tigers Day Care)

Ian Yeowart of Grand Union Trains gave a presentation to the council and members of the public present. Grand Union Trains have put forward a tender for services from Severn Tunnel Junction railway station and are awaiting a decision from the railway regulator. Their proposal will involve an increase in the number of trains travelling to London from STJ and a multi-storey car park on the south side of the railway. Access route to the car park has not yet been decided. Grand Union Trains are awaiting a decision by the railway regulator for their proposal. Mr Yeowart expressed a wish to work with RCC and the community of Rogiet to decide the most suitable options should they be awarded the contract. He was also supportive of the Magor with Undy Walkway Station, which will alleviate traffic travelling to Severn Tunnel Junction for local journeys.

\*\*\*Cllr R Stallard expressed his concern that Rogiet (Station Road) could potentially become a motorway junction as the area is not fit for such quantity of traffic. These concerns were echoed by other councillors.

7:00pm – Those attending for the presentation left the building. Pam Curtis arrived for the main meeting.

**Public Forum**

Pam Curtis of Little Tigers explained that the nursery have children with additional needs who sometimes need some quiet time, as well as being required to have a sleeping room for children to nap in. She requested use of the council's current 'admin room' as a sleeping/rest room for children. The chair thanked Mrs Curtis for coming to talk to the councillors to explain the needs of the nursery and that the matter would be discussed as per agenda item and a decision would be made. The clerk will inform Mrs Curtis of the decision.

**MIN**

**2019.20**

**10/160 Apologies**

**None**

**10/161 Declaration of Interests**

RS and JS contracts for cleaner/caretaker Min 177.1

**10/162 Chairman's address**

CLlr Stallard expressed his great concern and upset that the war memorial has been damaged again. A dog waste bag holder had also been taken from outside the pavilion and there had been vandalism at the allotments. The chair voiced frustration at the current spate of crimes and wonders if it is time to put CCTV surveillance in place. CLlr Stallard requested that CLlr Bennett write an article for the Windmill Post to let the community know about the incidents and the cost to rectify.

**10/163 To approve minutes of previous meetings:**

**10/163.1 Of the Ordinary Meeting of 30<sup>th</sup> January 2019**

Minutes approved and signed by Chair

**10/163.2 Of the Ordinary Meeting of 15<sup>th</sup> January 2020**

Minutes approved and signed by Chair

**10/164 To receive Local Police Report (when in attendance Police to be received at the beginning of the meeting)**

The clerk updated council on a phone call with PCSO Maddern following the receipt of the police report. PCSO Maddern informed the clerk that the police have been given the go-ahead to set up an 'allotment watch' for Rogiet, Magor and Undy allotments, and they have been given the contact details for the secretary of the RALGS. The police have been spending time at The Zone youth club in Caldicot where they have identified that a number of Rogiet children attend. They are keen to look at extending provision (i.e. the number of nights) of availability of youth club in Rogiet and will liaise with MCC Youth Services regarding this. Although the number of recorded 'assaults' was high this month, it was explained that this isn't exclusively physical assault, but includes verbal assault such as text messages/social media messages.

The chair stated that he would like to work with the police in the future and would like to see them in attendance at our meetings. He also suggested that other venues might be possible for occasional youth club activities.

**10/165 Financial matters:**

**10/165.1 Financial correspondence**

A letter of thanks was received from St Mary's Church, Rogiet.

A donation request was received from Wales Children's Air Ambulance. The clerk had information suggesting this was not an acceptable spend owing to it being funded by central government and falling into the 'medical equipment' category.

Resolved: To defer this to a future meeting and obtain clarification.

Quarterly account for quarter ending 31/12/2019 were received.

The RFO informed Council that the accounts are looking healthy. This year the balance of precept is £29,223.

#### 10/165.2 Schedule of accounts

**Payments were approved:**

2093	Blackwood Fire -	Goods & Services	£130.95
2094	Vision ICT -	Remaining 50% Website a/c	£390.00
2095	Merlin Waste -	Doggy Bins 16 & 12 Dec 2019	£90.00

**Resolved:** For cheques to be signed as per schedule of accounts.

*Cheques signed by Cllr R Stallard and Cllr Bennett*

#### 10/165.3 Renewal letter for One Voice Wales membership for 2020-2021 was received after compilation of the agenda.

**Resolved:** to continue membership this year. Cheque was signed for this. OVV training Finance MW, salaries.

#### 10/165.4 Income received since 15<sup>th</sup> January 2020

**To note income received:**

Little Tigers	-	Hire of Hall	Nov/Dec 2019	£932.00
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It should be noted that still no further monies have been received from the S.T.N.P. FC since 12<sup>th</sup> November. To-date only £125.00 have been received for the 2019/2020 Season.

#### 10/166 To receive the Welsh Audit Office's Financial Management and Governance – Community and Town Councils 2018-2019 report, published February 2020 and note Exhibit 9, p37:

- a. The focus of the 2019-2020 audit will be the 'Recording of meetings' (appropriateness, detail and publication)
- b. The focus of the 2020-2021 audit will be on the 'Employment of Staff' and 'Wellbeing of Future Generations' (staff contracts, terms and conditions, PAYE, Wellbeing of Future Generations published reports)

Noted

**10/167 To receive estimate from architect regarding a proposal to extend the sports pavilion and agree any action.**

It was noted that at the meeting the extension size discussed was 4metres but the quote is for 5 metres. Council requested that the clerk double checks this measurement with the architect.

***Resolved:** to arrange meeting of councillors to decide on wish list for extension and let Mark Harry know we will be in touch to further discuss and arrange drawing of plans and planning application.*

***Resolved:** For Cllr Bennett to write an article for the Windmill Post to enquire from the residents, if we were to extend the pavilion would they use the building and suggestions of what they might use it for.*

There was a suggestion of whether solar panels may benefit the pavilion building and this can be looked at when the councillors meet.

**10/168 To receive update on advice, quote and meeting from solicitor regarding Ifton Lane access and agree action.**

***Resolved:** for Cllr Dyderski, Cllr Hunter and Cllr Bennett to attend if the appointment is at a convenient time for them. Clerk to try to schedule an appointment with Twomlows for Monday 24<sup>th</sup> February 2020.*

**10/169 Following an invitation from Rogiet Community Junction for Cllr Dyderski to join their steering group, to approve Cllr Dyderski's representation on this group**

***Resolved:** for Cllr Dyderski to represent the council on the steering group.*

**10/170 To receive update of the Land and Building working party from Cllr Dyderski, including but not limited to agreeing action on:**

**10/170.1 The offer from the football teams that they would be happy to clear out the gutters in lieu of payment of building use fees**

Cllr Dyderski updated from his working group meeting that the football team representatives did not attend. The offer of clearing gutters was made some months ago. The draft contract has been sent and there had been no response and no money paid or information given on how many matches have been played.

***Resolved:** To defer issue of clearing gutters in lieu of payment.*

**10/170.2 Resolved:** For Cllr Dyderski too contact football club one week from today we have had no response or payment by then and let them know that they have 28 days notice to communicate with us and pay for any outstanding matches and discuss the contract, or locks will be changed to the building.

**10/170.3 Resolved:** To remove table from changing room.

**10/170.4 Resolved:** To request RFO to purchase two First Aid Kits

**10/170.5 Request from Little Tigers that a new lock be installed on the room they use as their nappy change and storage space (as no key for the current lock can be located)**

Ask locksmith if they can provide a key for the lock/change the lock/swap the first aid room lock.

**Resolved:** to approve any action up to the value of £50.

**10/170.6 Suggestion from Little Tigers that CCTV be considered at the pavilion in view of current vandalism**

Councillors suggested we would need to liaise with Little Tigers to ensure GDPR/Safeguarding for Little Tigers isn't breached. Suggestion that CCTV covering the MUGA, the entrance to the sports pavilion building, and the war memorial should be considered. Councillors would like to meet with a consultant. It was suggested that the RCJ group may want to think about this as well.

**Resolved:** to ask RFO to get quotes for CCTV installation and running.

**10/170.7 To decide who will unlock and lock the token box for the lighting at the MUGA, and at what times each day – the available times needs to be on display on the token box, along with Rogiet School contact details for purchasing tokens.**

**Resolved:** For clerk to speak with headmaster at Rogiet Primary School to ask if the school will allow the box to remain open. If this is not acceptable request whether a deposit scheme for keys could be arranged, with RCC purchasing up to 10 keys for the school to sign out and back in.

Cllr Haywood left room 20:45, returned 20:48

Cllr Hunter left room 20:48, returned 20:50

**10/170.8 Query from members of Rogiet School PTA – can members of the public use the courts for tennis and netball, and if so how do they arrange for the nets/goal posts to be put in place for them?**

We do not currently have netball hoops and tennis nets are in poor condition.

**Resolved:** to look into costs of netball posts and repair or replacement of tennis nets.

**10/170.9 Information from Pam Curtis following a Rogiet School PTA meeting that they are interested in working with us to obtain a grant to improve the MUGA**

**Resolved:** to ask PTA when school might like to use the MUGA and whether this would be regular use. What are their thoughts for improvements? We would be interested in their ideas.

**Resolved:** to find prices of fold-down tables for the pavilion.

**Resolved:** for Cllr Dyderski to talk to Little Tigers and Youth Club about wall space so Youth Club can put up pictures.

**Resolved:** to obtain quote and availability for putting chairman's board on the wall.

**Resolved:** to allow Little Tigers to use the admin room for sleep space for the children.

**Resolved:** to request MCC to install a light switch for the admin room.

Cllr R Stallard proposed and all agreed that Cllr Dyderski could cut the lock off the old youth club shed (as no key available and shed is no longer used) and purchase a new lock. Cllrs R Stallard, Hunter and Dyderski will try to clear out the shed in the next two weeks (the shed is believed to currently hold Board Club games and some youth club items no longer wanted).

**10/171 To receive planning applications/permissions/amendments, including but not limited to:**

**Application no.** DM/2019/02079 (deferred from meeting of 15/01/20 due to problems accessing documents)

**Description of Proposal:** Construction of two detached dwellings and external works (relocation plot 12)

**Location:** Land adjacent to former Ifton Manor Farm, Chestnut Drive, Rogiet

**Resolved:** that council have no objection to this application.

**Resolved:** to make enquires with MCC about S106 money.

**Resolved:** to obtain a copy of the LDP and find out when the next LDP will be put in place.

**10/172 To receive update from Cllr J Stallard on plans for VE day anniversary celebrations and agree action, including funding for the event**

Cllr J Stallard has spoken with Fay and Ilona of Rogiet Community Junction group. They are very enthusiastic for us to work together and would like to make it a very big event, possibly with the marquee like at their summer fete. A suggestion of £150 was made, which was agreed as a suitable sum by all, but that RCJ costs should be requested first.

**Resolved:** For Cllr J Stallard to ask RCJ for an estimate of costs for the event so that RCC can consider their donation.

**Resolved:** to approve 'yarn bombing' project for the celebrations, organised by Janet Fowler.

**10/173 To approve the new logo for use on any council materials, including the new website**

**Resolved:** to approve new logo, for use immediately on any relevant materials, including the Windmill Post.

**10/174 Updates of ongoing matters:**

**10/174.1 Dog fouling**

Cllr R Stallard informed council that dog fouling in the area has been getting worse, especially at the countryside park. He has obtained more chalk spray from MCC and will mark dog fouling with the spray. One of the dog waste bag holders was stolen recently from the bin outside the pavilion.

**Resolved:** to order 20,000 dog waste bags next time. Purchase 10,000 dog waste bags as soon as possible if MCC order is not yet available. Purchase replacement plus more bag holders for bins.

Cllr J Stallard told council about a scheme in Magor in the past that was successful, where details were taken of people picking up their dog waste, and those people would be entered into a prize draw competition.

Councillors feel this would be good to trial for six months, with a prize every other month. The prize should be a £10 Asda voucher. Councillors will identify dog walkers they see picking up waste.

**Resolved:** for clerk to contact Magor with Undy Community Council and the PCSO to see how their scheme worked previously.

**Resolved:** for the clerk to request more 'red card' notices from the PCSO for display around the village.

**10/174.2 The Windmill Post**

Suggestions for articles for the next edition:

Terrence Canning talk (brother died from sepsis) – Hazel to put info on sepsis in Windmill Post and advertise the sepsis run by Caldicot Choir Runners.

Fareshare information

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Little Tigers  
Post Office van times and services  
Parking enforcement MCC contact email address  
Next issue planned to be ready by end of the February

**10/174.3 Parking problems in Rogiet – verbal complaint to Cllr Dyderski regarding parking on Old School Gardens**

*Resolved: to provide parking enforcement MCC contact email address in Windmill Post*

**10/175 To note the availability of the OVW training module ‘Understanding the Law’ on Monday 24<sup>th</sup> February 2020 at 6:30pm in Undy, covering Statutory duties and powers; Ultra Vires; The Powers of Delegation; Welsh Language Act; The duty to promote Equal Opportunities; Data Protection and FOI Act; and Sources of advice, and to accept names for attendance booking**

No councilors available to attend.

**10/176 To receive and consider miscellaneous correspondence as set out in the Correspondence Schedule.**

*Resolved: for clerk to promote the Keep Britain Tidy campaign on Facebook and ask the community to be involved.*

Cllrs Dyderski and Hunter have experience of similar financial systems to that offered by Rialtas Business Software and feel this would be very beneficial to the council and at low cost.

*Resolved: for clerk to arrange a demonstration for the Alpha software (for Cllrs Dyderski and Hunter and RFO to receive demonstration if possible).*

*Resolved: for clerk to inform RALGS that RCC are unable to help with a grant but we are looking into CCTV for the pavilion area, which may deter vandalism at the allotments, and suggest RALGS talk to MCC (who own the allotments) to consider installing CCTV.*

**10/177 By virtue of section 1(2) of the Public Bodies (Admission to Meetings Act) 1960. Press and public are excluded from discussions on the following item as the business transacted is considered confidential, the disclosure of which would be prejudicial.**

**10/177.1 To receive update and agree actions on staff matters and contracts**

Cllrs R Stallard and J Stallard declared an interest in the cleaner/caretaker role and were not involved in discussions.

Council informed that litter picker has returned from sick leave.

Cllr Bennett updated from the extraordinary meeting that she will be sending the clerk and RFO contracts to OVW for scrutiny before bringing back to council for approval

*Resolved: for clerk to speak with cleaner/caretaker about current hours and role, due to increasing need for caretaker time and duties. To be discussed at a future meeting.*

**10/177.2 To receive update and agree actions on facility contracts**

Building user contracts have not yet been finalised.

*Resolved: to defer to a future meeting.*

**10/178 To note that the next Ordinary Meeting will be held on Wednesday 11<sup>th</sup> March 2020 at 7:00pm at Rogiet Sports Pavilion.**

Noted.

**Meeting closed at 9:40pm**

Signed: ..... Chair/Vice Chair

Date: .....

**(\*\*\* Addition at authorisation of minutes on 4<sup>th</sup> May 2020. Min 2020/21 1/004.3)**