



**Minutes of the Ordinary Meeting of the Community Council held on Wednesday 8<sup>th</sup> July 2020, which commenced at 6:30pm via video conferencing.**

**Councillors Present:**

Cllr R Stallard (Chair), Cllr J Stallard, Cllr H Bennett, Cllr J Dyderski, Cllr M Hunter, Cllr G Haywood, Cllr L Guppy, Cllr P Milmine, Cllr S McVicker-Orringe, Cllr A Wilson

**In Attendance:**

Catherine Baker (Clerk)

**MIN**

**2020-21**

**025 Apologies**

None

**026 Declaration of Interests**

Cllr R Stallard – minute no. 036 relating to the role of the cleaner/caretaker during Covid-19  
Cllr J Stallard – minute no. 036 relating to the role of the cleaner/caretaker during Covid-19

**027 Chairman's address**

The Chairman welcomed Sebastian, Peter and Anna to the council and is looking forward to working with them.

**028 To approve minutes of previous meetings:**

**028.1 To approve minutes of the Extraordinary Meeting of 17<sup>th</sup> June 2020**

***Resolved:** to approve the minutes as a true record of the Extraordinary Meeting of 17<sup>th</sup> June 2020. The Clerk will obtain the Chair's signature on the minutes at a future date, due to the meeting taking place virtually.*

**028.2 To approve minutes of the Extraordinary Meeting of 24<sup>th</sup> June 2020**

***Resolved:** to approve the minutes as a true record of the Extraordinary Meeting of 24<sup>th</sup> June 2020. The Clerk will obtain the Chair's signature on the minutes at a future date, due to the meeting taking place virtually.*

**0.29 To consider co-option applications onto Rogiet Community Council and agree action:**

**029.1 To approve the co-option of Peter Milmine**

***Resolved:** for Peter Milmine to be co-opted to the council.*



Due to the meeting being conducted online, the Declaration of Acceptance of Office was signed on camera and witnessed by the Council and Clerk. The form was photographed and sent through to the Clerk via email. The Clerk printed and also signed on camera. The original form will be obtained in due course and stored with the printed version.

**029.2 To approve the co-option of Sebastian McVickery-Orringe**

*Resolved: for Sebastian McVickery-Orringe to be co-opted to the council.*

Due to the meeting being conducted online, the Declaration of Acceptance of Office was signed on camera and witnessed by the Council and Clerk. The form was scanned and sent through to the Clerk immediately via email. The Clerk printed and also signed on camera. The original form will be obtained in due course and stored with the printed version.

**029.3 To approve the co-option of Anna Wilson**

*Resolved: for Anna Wilson to be co-opted to the council.*

Due to the meeting being conducted online, the Declaration of Acceptance of Office was signed on camera and witnessed by the Council and Clerk. The form was photographed and sent through to the Clerk immediately via Messenger. The Clerk printed and also signed on camera. The original form will be obtained in due course and stored with the printed version.

**030 Financial matters:**

**030.1 To approve the following payments:**

<u>Cheque number</u>	<u>Detail</u>	<u>Amount</u>
002130	Merlin Waste (dog waste collection June 2020)	£148.20

*Resolved: to approve the above payment.*

**031 To approve use of RCC grant request form as drawn up by the Clerk, with any suggested changes**

*Resolved: to approve use of the grant request form, with the addition of 'charity number' field, addition that the applicant's bank account must require two non-related signatories, and a tick-box to agree to the council publicising successful grant applications.*

**032 Consideration of the following grant requests (deferred from last meeting in order to obtain advice from auditor).**



The Clerk gave the council information from the auditor regarding which grant applications fell under the council's spending powers.

**032.1 Rogiet Community Junction - £384 to fund 1 year subscription to Survey Monkey for various surveys of the local community to support their projects**

*Resolved: to approve the award of £384 to Rogiet Community Junction for one year of Survey Monkey (Local Gov. Act 1972 s.137)*

**032.2 Gwent Federation of Young Farmers – £153 for purchase of equipment for team building activities**

*Resolved: to approve the award of £153 for purchase of team building activity equipment (Local Gov. Act 1972 s.137)*

**032.3 Unspecified donation to Tenovus**

*Resolved: to reject this request on the basis of council having no spending powers to authorise a payment of this kind.*

**032.4 Unspecified donation to Marie Curie**

*Resolved: to reject this request on the basis of council having no spending powers to authorise a payment of this kind.*

**033 To consider the working document of internal auditor's recommendations and agree any changes or actions, including but not limited to:**

**033.1 Recommendation 1**

**To consider the Clerk undertaking two modules of online training with SLCC (Minutes module and Agendas module) at a total cost of £60 + VAT**

The Clerk responded to a prior enquiry from Cllr McVicker-Orringe as to whether this course was needed if the CiLCA was undertaken, or whether there would be a duplication if both course were undertaken. The Clerk informed council that the CiLCA is a portfolio based course which will include submission of minutes and agendas, but the SLCC modules will provide the information needed to produce minutes and agendas to an appropriate standard to feed into the CiLCA submissions, as well as to optimise council records in the future

*Resolved: for the council to approve the Clerk undertaking the SLCC Minutes and Agendas module online training.*



**To consider the Clerk undertaking the Certificate in Local Council Administration (CiLCA) qualification. Costs at time of agenda: registration £350 + VAT, 4 day course £340 + VAT and 5 x module webinars at £20 + VAT per module**

***Resolved:** For council to authorise the Clerk to enrol on the CiLCA course and for the Clerk to be paid at the normal hourly rate for the set courses. For the Clerk to try to fit the course into her normal working hours, but if this is not possible, to discuss with Chair whether overtime is required.*

**033.2 Recommendation 2**

**To consider the purchase of the newest edition of the Charles Arnold-Baker 'Local Council Administration' book – current cost £112, next edition due in September but cost not yet known.**

***Resolved:** for the Clerk to purchase the next edition of the Charles Arnold-Baker 'Local Council Administration' book when it is released in September.*

**033.3 Recommendation 7**

**To consider purchase of council email addresses for all councillors, in line with GDPR regulations.**

Cllr Dyderski stated he did not wish to have another email account and would rather continue using his own. The Clerk explained the information that she had received, that councillors using their own email accounts for council business must register as Data Controllers with the Information Commissioners Office.

Cllr Milmine queried the cost of the email accounts as email accounts are often free with domain registration as part of hosting packages. McVicker-Orringe suggested the cost might be related to enhanced security provision in line with government requirements.

**Zoom session timed out and was restarted. Cllr Dyderski not present at point of resolution.**

***Resolved:** for the Clerk to ask Vision ICT for more information regarding the security and the cost of the email accounts.*

**034 Regarding land and buildings**

**034.1 To approve hirer contract for tennis coaches wishing to hire the MUGA/tennis court**

Cllr R Stallard said it was nice to see the MUGA being used. Cllr Haywood proposed that council approve the hirer contract with a charge of £1.50 per hour for the first three months due to limited numbers of students allowed on the court at any time, then review cost. Cllr Bennett seconded and all agreed.



**Resolved:** To approve hirer contract for £1.50 per hour, cost to be reviewed in three months.

**034.2 To agree on appropriate blocks of time for coaches and/or organisations to hire the MUGA and any other criteria**

**Resolved:** that 4 hour blocks during weekdays would be an acceptable block booking time, with time of day to be varied throughout the week. Bookings to be made on a maximum two-weekly basis.

**034.3 To approve hirer contract for non-profit groups wishing to hire the MUGA**

**Resolved:** to approve use of the hirer contract for non-profit groups, with cost for hire to be discussed at a future meeting.

**034.4 To consider the offer from Kari Davies of providing a booking system for the MUGA, at no cost to the council, through her membership of the Lawn Tennis Association**

**Resolved:** for council to trial use of the booking system with Kari Davies. Appropriate signs should be placed on the MUGA to notify court users of the system once it is in place.

**034.5 To consider allowing Kari Davies use of the sports pavilion toilets when using the MUGA**

Cllr Guppy queried whether different legionella testing was required now as the building had been empty for some time. The Clerk informed council that the cleaner/caretaker has been undertaking flushing of all water outlets weekly since the building has been empty. This was as per advice given by Monmouthshire County Council at the start of the coronavirus pandemic. Cllr Bennett confirmed that the last full external water testing took place in 2011, which she organised, and she believes the building would be due another external survey and testing.

**Resolved:** that it is not appropriate at present for anyone to use the building, and for the Clerk to work on a COVID-19 Building Use Policy.

**Resolved:** for the Clerk to find out whether any additional legionella testing will be required in order to re-open the building, and obtain information and costings for external specialist legionella survey and testing.

**035 To receive and consider planning applications/permissions/amendments, including but not limited to:**

**035.1 Application no.:** DM/2020/00817



**Description of Proposal:** A new car park on land to the south of Severn Tunnel Junction Station.

**Location:** Station Road  
Rogiet  
Caldicot  
Monmouthshire  
NP26 3WF

**Resolved:** *that the Clerk responds to this application with a request to not give permission until further ecological studies, as advised in the Preliminary Ecological Assessment have taken place, and ask that MCC consider concerns addressed to Christian Schmidt at his attendance at our Ordinary Meeting last summer, when he attended to give details of the planned car park.*

**035.2 Application no.:** DM/2020/00756

**Description of Proposal:** Demolish two tyre bays and construct two MOT bays.

**Location:** Unit C  
Ifton Industrial Estate  
Caldicot Road  
Rogiet  
Caldicot  
Monmouthshire  
NP26 3TA

**Resolved:** *that the Clerk requests further information regarding this proposal, specifically the indication in the planning drawings that HGVs and coaches would be using this facility, as there is no appropriate turning space on site and council are concerned about vehicles reversing onto the B4245/reversing from B4245 into the garage.*

**035.3 Application no.:** N/A  
Public Path Diversion Order 2020  
Highways Act 1980, Section 119  
Monmouthshire County Council

**Description of Proposal:** Footpath commences at point A(ST4482089358) on Restricted Byway 17 and continues at a width of 2m in a West South Westerly direction a distance of 98m to point B(ST4472989322). From point B the Footpath continues at a



width of 2m in a North North Westerly direction a distance of 23m to Footpaths Nos. 4 and 11 at point C(ST4470889327).

**Location:** Public Footpath No. 11 (part), Rogiet

**Resolved:** *That the Council have no issue with this footpath diversion.*

**036 To receive Clerk’s updates and agree any action**

**Meeting connection lost and Cllr Hunter did not re-join the meeting.**

Cllr McVicker-Orringe has some background on the Wellbeing of Future Generations Act and has read further regarding the partnership issue, and informed council that the partnership relationship referred to in the Act would not be relative to the Council working with a community organisations, the context relates to the Council working with other Public Service bodies. RCC are also not obliged to work to the Wellbeing of Future Generations Act as its precept is behold the set threshold.

**Resolved:** *to inform the RCJ group that they do not feel that the Council working in partnership with an organisation is appropriate as the council may be viewed as not being objective, but are happy to use the term ‘supported by’.*

**037 To note the next meeting, to be an Extraordinary Meeting, for the purpose of discussion committees and other working groups/project groups.**

**Resolved:** *that the meeting scheduled for Wednesday 22<sup>nd</sup> July 2020 at 18:30 be moved to Friday 24<sup>th</sup> July 2020 at 18:30.*

**Meeting closed at 8:45pm**

Signed: ..... Chair/Vice Chair

Date: .....