

Minutes of the Meeting of the Community Council held on Wednesday 10<sup>th</sup> April 2019 which commenced at 7:00pm in the Village Sports Pavilion.

**Councillors Present:** Cllr Mr R. Stallard (Chair); Cllr Mrs J. Stallard; Cllr Mr J. Dyderski; Cllr Mr M. Hunter; Cllr Mr T. Lynch; Cllr Mrs L. Guppy; Cllr Mrs S. Oliver Holland

**In Attendance:** Maureen Williams (RFO); Catherine Baker (Clerk)

**Members of the Public:** 1 (+ 1 at 8:15-8:35pm)

**Public Forum**

One member of the public was present and stated her intention to apply for one of the council vacancies. Clerk to send relevant paperwork to the candidate.

**12/3215 Apologies**

Cllr H. Bennett; Cllr M Oliver

**12/3216 Declaration of Interests**

Cllr R. Stallard and Cllr J. Stallard declared an interest in discussion of salaries in item 5 (Financial Report). The Clerk declared an interest in the same item.

**12/3217 Chairman's Address**

**12/3217.1** The Chair informed the Council that there had been recent vandalism reported to the MUGA with a panel being broken. This has been reported to the police and the panel has now been repaired.

**12/3217.2** The Chair attended a recent Red Card for Fouling meeting and informed the Council that at present there is a particular problem with dog fouling at Rogiet Countryside Park.

**12/3218 To confirm the Minutes of the monthly meetings held on 30<sup>th</sup> January 2019 and 13<sup>th</sup> March 2019**

The minutes of 13<sup>th</sup> March 2019 were signed by the Chair.

**12/3219 To consider Financial Matters and the Schedule of Accounts**

**12/3219.1** A thank you letter has been received from St Mary's Church in respect of the donation made by RCC to St Mary's.

**12/3219.2** No revenue has yet been received from Monmouthshire County Council in respect of car parking charges (approximately 18 months of revenue due).

**12/3219.3 To approve salary increases – Caretaker/Cleaner and Litter Picker (£8.21 per hour living wage as from 01/04/19)**

**Resolved:** to defer discussion of salaries until the end of the meeting for exclusion of member of public.

**12/3219.4 2018/2019 Pay Scales RFO and Clerk – To approve a starting salary scale pay point for new Clerk**

**Resolved:** to defer discussion of salaries until the end of the meeting for exclusion of member of public.

**12/3219.5 Matters arising after preparation of Agenda.**

Insurance policy due for renewal on 1<sup>st</sup> June 2019. Current provider has given a quote with extra discount available for a three year tie-in.

**Resolved:** for RFO to obtain two further quotes.

**12/3219.6 Schedule of Accounts dated 10<sup>th</sup> April 2019**

Approved and signed by the Chair.

**12/3220 To receive Action/Progress Report**

**To receive Local Police Report**

**Matters ongoing**

**12/3220.1 B4245**

Cllr Dyderski has had no response as yet from email to Deb Davies. He will make further contact.

**12/3220.2 Appointment of Internal Auditor**

The RFO will meet with the accountant on Thursday 11/04/19 and will arrange audit following this.

**12/3220.3 MCC Dog Fouling Initiative**

Cllr R. Stallard and Cllr J. Stallard fed back that this was a well-attended meeting and very informative.

**12/3220.4 Co-option onto RCC**

Jill Haywood would like to apply for one of the vacancies

**Resolved:** for the Clerk to forward the necessary paperwork to Ms Haywood for completion and return.

**12/3220.5 Windmill Post**

All councillors were happy with the content of the recent edition. Cllr S. Oliver Holland informed the Council that a new heavy duty printer would soon be needed to replace the current one which is a number of years old and beginning to fail.

**12/3220.6 BHF Defibrillator**

Cllr Lynch has been raising public awareness on this but as yet only one member of the public has put their name forward for this. It was discussed that having a Rogiet Community Council Facebook page would be useful for this and other public information, as well as updating the Rogiet Community Council website. Jill Hayward said she would be happy to work with Cllr

Lynch at the Rogiet Community Café to try to get more members of the public to commit to attending a CPR session as she has been involved with similar in the past.

**12/3220.7 GDPR**

***Resolved:*** for Cllr Hunter to meet with Maureen Williams and Catherine Baker at an agreed date and time to go through GDPR checks on historic files. A policy will need to be put in place for future information held.

**12/3220.8 Community Shop Project**

Cllr Hunter informed the Council that he had asked some specific questions which have yet to be answered. Cllrs discussed concerns that only 200 houses have been surveyed regarding the shop and it's proposed location and the demographics given are age-specific with no location-specific data. A meeting has already been planned with the Rogiet Community Junction for 17<sup>th</sup> April 2019.

Some local residents have contacted the Clerk to express concerns at news that the Community Shop would be erected 'imminently'.

On the current site Little Tigers have asked for permission to 'overspill' into the changing rooms Monday to Friday as demand for childcare at her nursery is increasing and made enquiries into possibility of extending the building.

***Resolved:*** for Cllr Hunter to send the Clerk a list of questions and information needed from the Rogiet Community Junction group and the Clerk to email the group to request that this information be sent ahead of the meeting next week (17<sup>th</sup> April 2019).

***Resolved:*** for Clerk to liaise with Rogiet Community Junction to arrange an agenda for the meeting of 17<sup>th</sup> April 2019.

***Resolved:*** that RCC request that Rogiet Community Junction send surveys to all homes in the village to get a better idea of people's opinions and likelihood of using the facility. Rogiet Community Junction will be requested to produce this survey themselves and councillors are happy to hand deliver these at the same time as the Windmill Post, but collection/return of surveys will need to be coordinated and carried out by Rogiet Community Junction group.

**12/3220.9 Ifton Lane**

Councillors identified the property in question on a Land Registry map showing Rogiet Community Council boundaries. They identified the start of Ifton Lane is hardstanding intended for vehicular access but this terminates approximately two properties before the rear of the resident's property and therefore the land behind these properties is not intended for vehicular access.

***Resolved:*** to take legal advice from One Voice Wales as to Rogiet Community Council's legal position regarding people driving vehicles on this section of land and to any signage that can be placed at the point where the vehicle access ends.

**12/3220.10 VSH/Playing Fields Issues**

Cllr Dyderski attended the first meeting of the Sports Facility Management Committee last night and fed back to the Council. All stakeholders had been invited to the meeting on 10/04/19 and those who attended were the representatives of Little Tigers Nursery and the

building caretaker/cleaner. No representatives of the Youth Club or the men's or women's football teams were present.

Cllr Dyderski informed the council that the main issues brought up were damage, waste and stakeholders accessing the building outside of their allotted time whilst in use by other groups, some minor repairs required and abandoned kit in the changing rooms. Gaynor Hudson requested a list of fixtures so she could schedule cleaning. Some basic maintenance required. Councillors questioned whether RCC has a handyman. Maureen Williams confirmed they do not, although they have tried to find one in the past. Pam Curtis had enquired as to the possibilities of expanding her usable area in any way inside the pavilion or outside.

Pam Curtis had approached the Community Council for permission to use the changing rooms Monday to Friday as overspill classrooms as demand for her nursery has increased.

**Resolved:** to refuse permission for Little Tigers to overspill into changing rooms.

***8:15pm Sian Rees (women's football team coach) joined the meeting.***

Sian agreed to attend the next meeting of the Management Committee. Councillors congratulated her on the success of the women's football team and wished them luck for their forthcoming match on 28<sup>th</sup> April 2019. Cllr Oliver Holland suggested that the Women's World Cup this year and the success of the Rogiet Women's Football Team could be used to encourage more interest from girls in the community. Sian was very happy to discuss ideas further in the future. Cllr Dyderski invited Sian to contribute any items to future agendas via email to him.

***8:35pm Sian Rees left the meeting.***

Cllr Dyderski informed the Council that Pam will cover for Gaynor in cleaning the building while Gaynor is away. Stakeholders would prefer a better method of purchasing consumables than purchase and reimbursement.

**Resolved:** for Cllr Dyderski to buy consumables in bulk and be reimbursed by the Council.

**Resolved:** for the Clerk to try to find a local handyman to carry out small maintenance jobs at the Pavillion building.

PAT testing needed for the for items in the Pavilion.

**Resolved:** for the Clerk to find out who carried out PAT testing last year to get retesting this year.

**12/3220.11 MUGA**

After the vandalism at the MUGA Pam Curtis (Little Tigers) was asked to lock the courts at 5pm each night.

**Resolved:** to ask Pam to lock the MUGA at 8pm until the next RCC meeting, at which this time will be revisited. Jill Hayward is happy to take turns at this duty, including unlocking on Saturday and Sunday mornings at 8am and locking at 8pm. Jill and Pam to liaise to share this.

**Resolved:** to ask Pam for a copy of the key for the MUGA padlock.

**12/3220.12 Police Report**

None received.

**12/3221 To consider improvements to Rogiet Playing Fields including footpaths/park benches.**

Cllr Guppy is awaiting replies from Mike Moran and Nigel Leaworthy regarding play equipment. Money in Reserves could be allocated for this. Cllrs R. Stallard and Oliver Holland reported incidents of trips/falls on the worn footpath and expressed that they feel this needs urgent attention for health and safety. There are also 5 benches that require restorative work. There are two posts in the ground at the playing field with no signs on.

***Resolved:*** to prioritise the restoration of footpath, possibly with a border so grass could not overgrow it.

***Resolved:*** for the Clerk to contact Nigel Leaworthy at MCC for a quote for fixing the footpath and look for more quotes from other contractors.

Cllr J. Stallard requested permission to replant the planters around the war memorial and also the other planter located elsewhere in the village.

***Resolved:*** for Cllr J. Stallard to purchase and plant the flowers and provide the RFO with receipts for reimbursement.

***Resolved:*** for the Clerk to contact Nigel Leaworthy and Mike Moran for information on suitable play equipment, and to share any information such as brochures with Cllr Oliver Holland.

**12/3222 To consider car parking around the village**

There have been a number of concerns about parking, including drivers blocking driveways. Some of these appear to be parents dropping off/collecting children from the school. Old School Gardens has not yet been adopted by the County Council, therefore no parking restrictions can be placed there. Parking fines will shortly be taken over by MCC.

***Resolved:*** for the Clerk to contact MCC about progress on road adoption and parking issues at the bottom of Station Road (opposite Elizabeth Sparkes Close) and at Old School Gardens with view to placing parking restrictions at these locations.

**12/3223 To consider introducing a School Competition to be sponsored by RCC**

A colouring competition had been placed in the Windmill Post with three age categories.

***Resolved:*** to sponsor the competition by way of a £10 Love to Shop voucher in each of three age categories.

**12/3224 To note receipt of correspondence and any additional since the despatch of this Agenda.**

Noted.

**12/3225 To note receipt of Planning Applications/Permissions and any additions since the despatch of this Agenda**

**12/3225.1 Planning Application No. DM/2019/00487**

**Description of Proposal: Discharge of conditions 3 and 11 of planning permissions.**

**Location: The Bungalow, Ifton Manor, Caldicot Road, Rogiet, NP26 3SZ**

**Recommendation:**                    **No objections**

**12/3225.2 Planning Applications No.    DM/2019/00328**

**Description of Proposal:**        Part conversion of garage but keeping the front section of the garage as storage maintaining original garage door. The other section is conversion to kitchen.

**Recommendation:**                    **No objections**

**12/3225.3** Councillors discussed local concerns about the height and tiles of bungalow at 62 Caldicot Road, Rogiet.

**Resolved:** *for the Clerk to make a planning enforcement enquiry regarding 62 Caldicot Road, Rogiet.*

**12/3225.4** Councillors discussed local concerns over scaffolding and works to the rear of Sabrina House, Rogiet.

**Resolved:** *for the Clerk to register a complaint with MCC regarding work being undertaken on Sabrina House.*

**9.25pm Member of public left the meeting.**

**12/3219.3 Returned to approval of salary increase for Caretaker/Cleaner and Litter Picker, and Starting Salary Scale Pay Point for new Clerk.**

**9:25pm Cllr R. Stallard, Cllr J. Stallard and Miss C. Baker left the room for the discussion.**

Members approved the living wage salary increases to £8.21 per hour as from 1/4/2019 for the Caretaker/Cleaner and Litter Picker.

Members approved the 2018/2019 Pay Scales and new gradings for the RFO and Clerk. All in favour, motion passed.

The RFO reported on the advice received from OVW regarding the starting Salary Scale Pay Point for the new clerk. Following discussion it was proposed and second that the new Clerk should be placed on Salary Scale Pay Point 9 of the LC1 Grade ranging from point 5 – 17, with the matter open for review. All in favour, motion passed.

**Resolved:** *to award the Living Wage to the Caretaker/Cleaner and Litter Picker.*

**Resolved:** *to award Salary Scale Pay Point 9 of LC1 Grade to the Clerk.*

**Cllr R. Stallard, Cllr J. Stallard and Miss C. Baker were invited back into the room at 9:30pm**

**12/3226 To confirm arrangements for the Annual Meeting to be held on Wednesday 8<sup>th</sup> May commencing at 7:00pm, followed immediately afterwards by the monthly meeting.**  
Confirmed.

The meeting closed at 9:35pm

Signed:..... Chair/Vice Chair  
Date: .....