



# Cyngor Cymuned Rogiet Community Council

## Minutes

**Minutes of the Ordinary Meeting of Rogiet Community Council held on  
Wednesday 13 May 2026 at 7:00pm at the Pavilion Rogiet and by Zoom**

### Ordinary Meeting

	<p><b>Open Forum</b></p> <p>x2 residents concerned with vegetation issues on Seaview Terrace.</p>
	<p><b>Chair's Announcements</b></p> <p>Meetings, events and matters arising since last Ordinary Meeting:</p> <ol style="list-style-type: none"><li>1. Attended One Voice Wales area quarterly meeting at Usk on 16 April.</li><li>2. Performed a minor repair to a garden wall at the pavilion on 18 April.</li><li>3. Together with the Clerk, attended a National Lottery Funding Workshop at Magor and Undy Hub on 28 April. See Item 12.</li><li>4. Completed compilation and editing of Windmill Post Summer 2026 Edition.</li></ol>
<b>01</b>	<p><b>ATTENDANCE &amp; APOLOGIES FOR ABSENCE</b></p> <p>Cllrs Ellwood (Chair), Cawley, Cromwell, Pickin and Winskill (Zoom). Clerk/RFO – Alice Vaughan. Apologies – Cllr Trow and Wilson, County Councillor Strong.</p>
<b>02</b>	<p><b>INTERESTS DECLARED</b></p> <p>Item 6: Cllr Ellwood – Reimbursements. Item 16: Cllr Cawley – Rogiet in Bloom.</p>
	<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>None.</p>
<b>03</b>	<p><b>Minutes of Meetings of Council: Ordinary Meeting 8 April 2026</b></p> <p><b>Resolved:</b> Minutes approved.</p>
<b>04</b>	<p><b>Monthly Police Report – April 2026</b></p> <p>Report received and noted – will be published on website.</p>
<b>05</b>	<p><b>County Councillor Report – May 2026</b></p> <p>CASEWORK</p>



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I dealt with a number of issues in response to concerns from individual residents. These included overgrown hedgerows, trees, anti-social behaviour, parking and fly-tipping.

Following complaints on social media about new parking regulations at the Asda store in Caldicot, meaning that residents could be fined if they drove into the car park when the sort is closed, I spoke to a manager at Asda who pointed out that the store had no control over parking arrangements since these were contracted out to Parkingeye. I contacted Parkingeye but received no reply. I have therefore contacted Asda head office to point out several issues including that signage showing open hours is inadequate. This is a particular problem on a Sunday when residents may need to use the cashpoint out of hours. I have yet to receive a reply, but replies to other residents indicate that there is a 15 minute 'period of grace' before restrictions apply.

#### MCC MEETINGS

There have been no full meetings of MCC since my previous report. The meeting scheduled for 23<sup>rd</sup> April was cancelled due to the 'pre-election period of sensitivity'.

Most committee meetings continued as normal and I attended meetings of the Governance and Audit, Performance and Overview, and Democratic Services Committees.

#### FIVE YEAR ACTION PLAN

I attended the meeting of the RCC Five Year Action Plan Working Group, which discussed a number of issues involving MCC (e.g. M48 to B4245 and STJ link road, Undy-Rogiet shared path). This proved to be a very useful meeting.

#### OTHER MEETINGS

On 18 April I joined members of Caldicot area U3A at a 'Speaker Saturday' meeting. The speaker was Rhian Bowen-Davies the Older Persons' Commissioner for Wales. This was an informative session allowing U3A members to raise concerns and ask questions.

On 23 April I attended an 'Age Friendly Monmouthshire' Community Event at the Palmer Centre. There were various groups and organisations present giving advice and information about services and support across the County.

On 1 May I visited Haberdashers' School in Monmouth for a meeting with pupils from the Amnesty International Human Rights groups at Haberdashers and Monmouth Comprehensive. Several MCC councillors attended and were quizzed on MCC's approach to a number of issues.

As MCC Armed Forces Champion I attended the annual 'Gallipoli Day' commemoration in Chepstow on 25 April and the Caldicot Veterans' Hub on 29 April.

#### MCC CHAIR'S DUTIES

Over the last month I have carried out a number of engagements as Chair of Monmouthshire County Council. These included a British Citizenship ceremony, an oratorio performed by Gwent Bach Choir and a concert by Caldicot Male Voice Choir, the inauguration of the new High Sheriff of Gwent and a concert by Caldicot Male Voice Choir.

My term as Chair will end on 14<sup>th</sup> May.



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### FINANCE

06.1

**Resolved:** To **approve** the below payments except for Monmouthshire County Council Business Rates due to not receiving up-to-date invoice.

Company	Service	Amount
Merlin Environmental	INV 2344	£367.20
Office Tech Solutions	INV 9731	£66.00
Vision ICT	INV 21804 Hosted Email June 2026-May 2027	£192.00
Vision ICT	Invoice 21693 SSL certificates postponed from OM on 08.04.26	£60.00
Gallaher Insurance - AJG Community Schemes	Insurance 1 <sup>st</sup> June 2026- 31 May 2027 (year 2 of 3)	£2244.53
Monmouthshire County Council <b>DEFERRED to next OM</b>	<b>Business rates 2026-2027</b>	<b>£1520 (figure is estimate - will update when new invoice received or postpone to next meeting)</b>
Cllr Phil Ellwood	Reimbursement - flowers for memorial	£15.96
Cllr Phil Ellwood	Reimbursement – Extension reel for RCC Meetings	£19.99
Cllr Phil Ellwood	Reimbursement – Instantprint Rogiet in Bloom flyers	£24.19
Cllr Phil Ellwood	Reimbursement – Carcare – mortar to repair wall	£9.00
Rialtas	INV SM33937 Finance Software and support for 2026-2027	£252.00
Chepstow Accountancy	Processing May 2026 Payroll	£35.00 (increased as per OM 11.03.26)
Payroll/HMRC/Pensions	May 2026	Estimate £3400.00



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<b>07</b>	<p><b>FINANCE – Barclaycard – To approve payments:</b></p> <p><b>Statement May 2026 – statement not received so deferred to next OM.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Company</th> <th style="width: 33%;">Service</th> <th style="width: 33%;">Amount</th> </tr> </thead> <tbody> <tr> <td>May 2026</td> <td></td> <td></td> </tr> </tbody> </table>	Company	Service	Amount	May 2026		
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May 2026							
<b>08</b>	<p><b>Internal Audit &amp; Annual Governance and Accounts Return for Year Ending 31st March 2026</b></p> <p><b><u>Deferred to next OM – materials not received before meeting.</u></b></p> <p>08.1 To receive Internal Audit Report from IAC Audit and Consultancy Ltd and consider any recommendations.</p> <p>08.2 To receive Annual Accounts, return for the Year Ended 31 March 2026.</p> <p>08.3 To consider Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2026.</p> <p>08.4 To approve Annual Accounts, Return and Annual Governance Statement for submission to Wales Audit Office.</p> <p>08.5 Chair to sign the Annual Return and Annual Governance Statement.</p> <p>08.6 Notice of appointment of the date for the exercise of electors’ rights - 6 July 2026 - 31 July 2026.</p>						
<b>09</b>	<p><b>Internal Auditor Observations</b></p> <p><b><u>Deferred to next OM – materials not received before meeting.</u></b></p>						
<b>10</b>	<p><b>Annual Report 2025-2026</b></p> <p><b><u>Adopted and approved</u></b> – with a few minor amendments as discussed in the meeting.</p>						
<b>11</b>	<p><b>Planning DM/2026/00385</b></p> <p>Single storey rear extension to match neighbours’ rear extension. Rendered walls and slate roof finish to match the existing house.</p> <p>Location: 8 Meadowcroft Rogiet NP26 3SR</p> <p><b><u>Resolved:</u></b> – No objection – email to be sent to planning.</p>						
<b>12</b>	<p><b>Rogiet Hub Refurbishment Project</b></p> <p>12.1 <u>Update from National Lottery meeting</u></p> <p>The Clerk and Cllr Ellwood attended a National Lottery Funding Workshop on 28 April. The following key points were noted:</p> <p>A gap analysis is required to establish what facilities and services already exist locally and to ensure that any proposed project clearly addresses an identified unmet need.</p>						



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12.2	<p>Under new UK Government guidance, 50% of National Lottery Community Fund grants must be directed towards initiatives that address Cost of Living issues. This also fits well with One Voice Wales current projects and guidance.</p> <p>The establishment of a Community Interest Company (CIC) is a prerequisite for applying for Welsh Government funding. Local Councils are not eligible.</p> <p>The National Lottery welcomed the fact that we are building our own financial contribution, which will strengthen any future funding application.</p> <p>Council agreed the need to ensure that our new Hub facilities should focus on wellbeing, social needs, and cost of living issues; and be on a modest scale for small groups; and be relevant to people who live in the village and can't or don't wish to travel outwards to other places like Magor and Caldicot.</p> <p>To be discussed further at next Hub Working Group meeting.</p> <p><u>Any other related items.</u></p> <p>Noted that next Working Group meeting is on 27 May 2026, 7:00pm, by Zoom only.</p>
13	<p><b>Pavilion</b></p> <p>13.1 <u>Legionella: Annual Work for the Pavilion</u></p> <p>Clerk awaiting quotation for annual work and will bring to next meeting when received.</p> <p>13.2 <u>Any other related items.</u></p> <p>Noted that Cllr Ellwood did the minor repair to the wall outside the rear fire exit door on 18 April 2026.</p>
14	<p><b>Village Matters</b></p> <p>14.1 <u>Ifton Lane – update</u></p> <p>Cllr Ellwood had emailed MCC Legal Team who in turn are consulting PROW Team and we are still awaiting a joint opinion. To be on next OM.</p> <p>14.2 <u>Accessibility for all - Paths</u></p> <p>Network Rail – Bollards on Station Approach Road removed, possibly a year ago.</p> <p>MCC Reported Paths: All path issues previously reported to MCC are still under review and we will await response from County Councillor Strong at the next OM.</p> <p>14.3 <u>Fences – RCC land by Reens</u></p> <p>Awaiting reply from Vistry (Bovis) and MCC Legal Team.</p> <p>14.4 <u>Health and Safety Training and PPE for Litter Picker – update</u></p> <p>Clerk has confirmed that all necessary PPE has been bought and issued to litter picker. Health and safety training course has also been bought from High-Speed Training (£36.00) and is awaiting litter picker to complete.</p> <p>14.5 <u>Muga Resurfacing funding update</u></p> <p>Clerk reported that she had explored potential funding options for the resurfacing of the MUGA.</p>



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14.6	<p>An enquiry was made to Sport Wales, but as a council we are not eligible to apply directly for their funding.</p> <p>The Clerk also investigated the availability of Section 106 funding. There is no S106 money currently available, but some may become accessible in 2027.</p> <p>RCC will continue to set aside funds to build up the required contribution for the resurfacing project.</p> <p><u>Any other related items</u></p> <p>None.</p>
<b>15</b>	<p><b>Windmill Post Summer Edition</b></p> <p><b>Approved:</b> To approve the previously circulated final draft for publication; and to use Instantprint at a cost of £460.55 (VAT exempt) for 850 copies.</p>
<b>16</b>	<p><b>Rogiet in Bloom 2026</b></p> <p>We have received 2 entries so far. Leaflets have been left in RCJ Café and Adam &amp; Eve hairdressers.</p>
<b>17</b>	<p><b>Five Year Plan</b></p> <p>To consider the Six-monthly Review Report and updated Development Plan 2025-2030 drafted by the Clerk, and the recommendations from the Working Group.</p> <p><b>Working Group Recommendation 1:</b> That the Council approves the change of name for the Development Plan document to the Five Year Action Plan.</p> <p><b>Working Group Recommendation 2:</b> That the Council notes the progress made to date on the Five Year Action Plan and endorses the continued delivery of all ongoing actions as outlined in this report.</p> <p><b>Working Group Recommendation 3:</b> Support continued partnership working with local organisations.</p> <p><b>Working Group Recommendation 4:</b> Sustain community engagement through events and communications.</p> <p><b>Working Group Recommendation 5:</b> Incorporate funding implications into Finance Meeting November / December 2026.</p> <p><b>Working Group Recommendation 6:</b> Adopt this as the official Six-Monthly Review with updates bi-annually.</p> <p><b><u>Draft documents and recommendations approved and adopted.</u></b></p> <p>Clerk to publish the new version of the Five Year Action Plan 2026-2031 on the Website.</p> <p>The next Working Group meeting is planned for 26 October 2026.</p>
<b>18</b>	<p><b>One Voice Wales Civility and Respect Pledge</b></p> <p><b><u>Noted and approved.</u></b> Will be sent to One Voice Wales.</p>
<b>19</b>	<p><b>Recommendations for Agenda Items for Next Ordinary meeting</b></p>



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	<p>Local Government Pension Scheme (LGPS) (Miscellaneous Amendments) (Member Benefits) Regulations 2026</p> <p>Station Road (surface, speeding, hazards).</p> <p>Map board of Rogiet.</p>
<b>20</b>	<p><b>NEXT MEETING(S)</b></p> <p><b><u>May 2026</u></b></p> <p>27 May 2026 – Hub Working Group – Zoom only - 7:00pm</p> <p><b><u>June 2026</u></b></p> <p>2 June 2026 – Councillor Surgery – 10-11am (location tbc) (Clerk has given apologies)</p> <p>10 June 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><b><u>July 2026</u></b></p> <p>8 July 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p>August 2026 – No meeting</p> <p><b><u>September 2026</u></b></p> <p>7 September 2026 – Councillor Surgery – 6-7pm at Pavilion</p> <p>9 September 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><b><u>October 2026</u></b></p> <p>14 October 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p>26 October 2026 – Five Year Action Plan Working group – Zoom only 7:00pm</p> <p><b><u>November 2026</u></b></p> <p>11 November 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><b><u>December 2026</u></b></p> <p>1 December 2026 – Councillor Surgery – 10-11am (location tbc)</p> <p>9 December 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><b><u>January 2027</u></b></p> <p>13 January 2027 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><b><u>February 2027</u></b></p> <p>10 February 2027 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><b><u>March 2027</u></b></p> <p>1 March 2027 – Councillor Surgery – 6-7pm at Pavilion</p> <p>10 March 2027 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p>
	<p><b>Meeting ended at 8:38 pm.</b></p>