



## Cyngor Cymuned Rogiet Community Council

### Minutes

**Minutes of the Ordinary Meeting of Rogiet Community Council held on  
Wednesday 14<sup>th</sup> January 2026 at 7:00pm at the Pavilion Rogiet and by Zoom**

#### Ordinary Meeting

	<p><b>Open Forum</b></p> <p>None.</p>
	<p><b>Chair's Announcements</b></p> <p>Meetings and functions attended since last Ordinary Meeting:</p> <ol style="list-style-type: none"><li>1. Cleaned the STJ mural on 18 December, with the artist.</li><li>2. Organised and hosted – together with C Cllr Strong – a pop-up event and then the collection of the mural by artist on 14 January.</li><li>3. Attended a Severnside Area Forum / MonLife briefing concerning the Severn Tunnel Links project, on 11 December. Planning to give feedback to MCC Active Travel Officer on 16 January, after discussion in RCC OM on 14 January.</li></ol>
<b>01</b>	<p><b>ATTENDANCE &amp; APOLOGIES FOR ABSENCE</b></p> <p>Cllrs Ellwood (Chair), Cawley, Cromwell, Trow, Wilson and Winskill.</p> <p>Clerk/RFO – Alice Vaughan.</p> <p>Apologies – County Councillor Strong.</p>
<b>02</b>	<p><b>INTERESTS DECLARED</b></p> <p>None.</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 10 December 2025</b></p> <p><b><u>Resolved:</u></b> Minutes approved</p>
<b>04</b>	<p><b>Monthly Police Report December 2025</b></p> <p>No report received.</p>



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**05**

### **COUNTY COUNCILLOR REPORT**

A quiet period due to the Christmas and New Year break.

#### **CASEWORK**

I dealt with a number of pieces of casework on behalf of individual residents.

#### **ELIZABETH SPARKS CLOSE**

Following my article in the Windmill Post which referred to the spelling of Elizabeth Sparks Close, I spoke to the MCC officer responsible for street names. She confirmed that it should be spelt without the 'e'. However, the Post Office use the 'e'.

#### **BUS STOPS**

Good to see that 'real time' electronic display boards have been installed on the X74 route in Rogiet.

#### **MCC FULL COUNCIL**

There hasn't been a meeting of the full council since the last RCC meeting. The next meeting is on 22<sup>nd</sup> January.

We are now moving into the period for preparing MCC's budget for 2025/26. The draft budget will be published on 13<sup>th</sup> January. There will be a consultation period for 22<sup>nd</sup> January until 18<sup>th</sup> February before the final budget is put to the full council on 4<sup>th</sup> March. Residents should visit the MCC website to see how they can participate in the consultation process.

#### **MCC CHAIR'S DUTIES**

Over the last month I have carried out a number of engagements as Chair of Monmouthshire County Council. These included, presenting MCC long-service awards, British Empire Medal presentation ceremony, British Citizenship ceremony, Christmas concerts at several schools, carol service at St Mary's Church Tintern.

#### **CONGRATULATIONS**

Congratulations to Sebastian McVicker-Orringe, a former member of Rogiet Community Council, who was awarded an MBE in the New Year's Honours List for his work tackling offshore tax non-compliance as Portfolio Lead, Risk and Intelligence Service, HM Revenue and Customs.



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<b>06</b>	<p><b>FINANCE</b></p> <p>06.1 Bank Reconciliation of the Council’s Bank Accounts, October 2025 - December 2025 (Rialtas Report): <b>Noted and adopted.</b></p> <p>06.2 VAT reclaim form for period up to 31st December 2025 (Rialtas): <b>Noted.</b></p> <p>06.3 Detailed Receipts and Payments up to 31<sup>st</sup> December 2025(Rialtas Report) <b>Noted and adopted.</b></p> <p>06.4 <b>Resolved:</b> To approve the below payments:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Company</th> <th style="text-align: left;">Service</th> <th style="text-align: left;">Amount</th> </tr> </thead> <tbody> <tr> <td>Merlin Environmental</td> <td>INV 2243 January 2026</td> <td>£352.80</td> </tr> <tr> <td>Office Tech Solutions</td> <td>INV 8998</td> <td>£66.00</td> </tr> <tr> <td>SLCC Membership</td> <td>01.02.26 – 31.01.27</td> <td>£200.00</td> </tr> <tr> <td>Chepstow Accountancy</td> <td>Processing January 2026 Payroll</td> <td>£30.00</td> </tr> <tr> <td>Payroll/HMRC/Pensions</td> <td>January 2026</td> <td>Estimate £3400.00</td> </tr> </tbody> </table>	Company	Service	Amount	Merlin Environmental	INV 2243 January 2026	£352.80	Office Tech Solutions	INV 8998	£66.00	SLCC Membership	01.02.26 – 31.01.27	£200.00	Chepstow Accountancy	Processing January 2026 Payroll	£30.00	Payroll/HMRC/Pensions	January 2026	Estimate £3400.00
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<b>07</b>	<p><b>FINANCE – Barclaycard – To approve payments:</b></p> <p>Statements December 2025 – <b>Approved.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Company</th> <th style="text-align: left;">Service</th> <th style="text-align: left;">Amount</th> </tr> </thead> <tbody> <tr> <td>December 2025</td> <td>Cleaning items, Instantprint – Windmill Post, Ink</td> <td>£408.18</td> </tr> </tbody> </table>	Company	Service	Amount	December 2025	Cleaning items, Instantprint – Windmill Post, Ink	£408.18												
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<b>08</b>	<p><b>Laptop Purchase Clerk</b></p> <p>To approve cost for new laptop, Microsoft windows, and antivirus software as Clerk laptop screen is damaged and operating on windows 10.</p> <p>Clerk provided a report detailing the costs for three laptop options along with pricing for antivirus software and Microsoft Windows.</p> <p><b>Approved:</b> The Council agreed that the Clerk should proceed with purchasing Option 1 – HP Omnibook 5 at £499.16, McAfee Total Protection at £9.15, and Microsoft 365 Business Standard at £104.15 (all prices excluding VAT). The Clerk noted that final costs may vary slightly as the website prices had decreased shortly before the meeting.</p>																		
<b>09</b>	<p><b>Clerk Pay Date January 2026</b></p> <p>27th January instead of the 31st January 2026 (at Clerk’s request). <b>Approved.</b></p>																		



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<b>10</b>	<p><b>Co-option Update</b></p> <p>No applicants. Vacancy to be re-advertised on Facebook and in RCJ Café, with closing date of Friday 6 February 2026.</p>												
<b>11</b>	<p><b>Planning Application DM/2025/01555</b></p> <p>Erection of new steel-framed commercial building (9.1m x 12.2m), finished in anthracite box-profile cladding and associated works.</p> <p>Location: Ifton Industrial Park, Ifton Industrial Estate, Caldicot Road, Rogiet, NP26 3TA</p> <p><b>Resolved:</b> No Objection –Clerk to inform MCC Planning.</p>												
<b>12</b>	<p><b>Ground Maintenance Contract 2026</b></p> <p>Contract for 2026-2027 reviewed, noting an increase of 3.2% this year. <b>Approved.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Works</th> <th style="text-align: right;">Cost (£)</th> </tr> </thead> <tbody> <tr> <td>Maintenance: Amenity grass, football pitch and cut collect round consist of 14 visits, and Ifton Lane is 2 cuts</td> <td style="text-align: right;">3,985.67</td> </tr> <tr> <td>Annual Bin visits for two Bins with 78 bin visits, weekly from October to March and twice weekly through April to September</td> <td style="text-align: right;">994.72</td> </tr> <tr> <td>Hedge cutting 1 visit at the back of Ifton Terrace</td> <td style="text-align: right;">82.38</td> </tr> <tr> <td>Grass cutting land in front of Rogiet Primary School, entire area to be cut</td> <td style="text-align: right;">274.19</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>£5,336.96</b></td> </tr> </tbody> </table>	Works	Cost (£)	Maintenance: Amenity grass, football pitch and cut collect round consist of 14 visits, and Ifton Lane is 2 cuts	3,985.67	Annual Bin visits for two Bins with 78 bin visits, weekly from October to March and twice weekly through April to September	994.72	Hedge cutting 1 visit at the back of Ifton Terrace	82.38	Grass cutting land in front of Rogiet Primary School, entire area to be cut	274.19	<b>Total</b>	<b>£5,336.96</b>
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<b>13</b>	<p><b>Rogiet Hub Refurbishment Project</b></p> <p>13.1 Any other related items.</p> <p>Noted that we have not yet received any applications for Hub Working Group member, nor for Business Case Writer. Adverts to be repeated.</p> <p>Next Hub Working Group meeting: 28 January.</p>												
<b>14</b>	<p><b>Pavilion</b></p> <p>14.1 Any other related items.</p> <p>CCTV – noted that 30 days of recordings are being achieved again.</p>												



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<b>15</b>	<b>Village Matters</b>
15.1	<p><b>Ifton Lane</b> - quotes for stone dust for potholes</p> <p>The Clerk reported that quotes had been requested from four companies. One quote has been received, one company declined to quote, and the Council is awaiting responses from the remaining two companies.</p> <p>It was agreed that if the outstanding quotes are not received by 22 January 2026, the Clerk is authorised to proceed with the quote valued at £450 + VAT.</p> <p>If any of the remaining quotes are received before 22 January 2026, an Extraordinary Meeting will be arranged for 28 January 2026 to review and approve the preferred option.</p>
15.2	<p><b>Accessibility for all</b></p> <p><b>Paths, dropped kerbs, bollards, bollards, etc.</b></p> <p>Noted that several residents and a councillor have raised concerns regarding the condition and status of the path / track behind Seaview Terrace and adjoining paths. County Councillor Peter Strong is aware of the issue and has previously reported it. Cllr Cawley will follow up, specifically on the Seaview Terrace path, which is currently not a definitive footpath or footway.</p> <p>Cllr Ellwood raised the possibility of seeking the Council's support to recommend that this path be designated as a Public Right of Way. Council agreed to support this recommendation. Proposal to be passed to County Councillor Peter Strong for forwarding to MCC Countryside Access Team.</p> <p>Dropped kerb in front of Café – Quote received from MCC for remedial work to this kerb - £97.92. <b>Approved:</b> Clerk to instruct MCC to go ahead with this work.</p> <p>Bollards on Severn Tunnel Junction station approach road - Council received a response from Network Rail regarding the bollard on the road leading down to Severn Tunnel Junction. Network Rail confirmed that they do not intend to take any action at this time. RCC finds this response unacceptable.</p> <p><b>Action:</b> The Clerk to email Network Rail to state that the RCC considers this response unacceptable and insists that the issue is addressed.</p>
15.3	<p><b>Playground Inspections</b> - Safety Matting Park Area - update</p> <p>MCC have advised that no work is required for now and it will be monitored for future wear.</p>
15.4	<p><b>Severn Tunnel Mural</b> – update</p> <p>Mural was displayed outside the Café in a pop-up event on 14 January 2026 for residents to have a brief look at it before it was taken away for restoration work to be done by the original artist. Council to discuss where the Mural should be sited at a later date. Clerk to add the mural onto asset register, for a nominal value of £1.00.</p>
15.5	<p><b>Golden Jubilee Bench</b> – quotes for refurbishment / new bench</p> <p>Quote received for refurbishment (to re-galvanise and powder coat) existing bench.</p> <p><b>Approved:</b> Quote from KRL Services for £350 + VAT.</p>



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15.6	<p><b>Muga Refurbishment – quote</b></p> <p>A quotation was received from South Wales Sports Grounds for the refurbishment of the MUGA. Two options were provided regarding the playing surface: Basic Cleaning; and Tarmac Overlay. Both options include replacing the current kickboards on the lower half of the fencing.</p> <p>Council agreed that should the project proceed, it would be for the Tarmac Overlay option, including new kickboards.</p> <p><b>Action:</b> The Clerk is to identify and apply for relevant grants (e.g Tennis Wales, MCC, MonLife, Sport Wales, etc.). If the grant applications are successful, RCC will be required to obtain a further two quotations in accordance with Financial Regulations and issue a tender via Sell2Wales.</p>
15.7	<p><b>Damaged Fences – RCC land by Reens</b></p> <p>Cllr Ellwood has asked MCC Legal Services for advice and assistance regarding contacting Bovis Homes to see if it is their responsibility to repair the damaged fences. Will await their response and be on a future OM.</p>
15.8	<p><b>Bollards/posts by Pavilion Carpark</b></p> <p>RCJ has informed RCC that some users of the Café have hit the posts in the carpark when manoeuvring their cars. These posts are there to keep cars off the grass and keep pedestrians safe, so they can't be removed, but RCC will paint a line with Hi Viz paint on each post in the turning area to make them more visible.</p> <p><b>Approved:</b> To purchase x 3 Hi Viz paint from Amazon at £5.33 per pot and then Cllr Trow will do the painting.</p>
15.9	<p><b>Chewing Gum Task Force and Local Litter-Picking Stations (MCC Grants)</b></p> <p>The Council agreed not to accept the chewing gum litter pods offered through the MCC grant scheme. It was also noted that there are no suitable local storage locations (such as redundant phone boxes) for storing litter-picking equipment.</p> <p><b>Action:</b> Clerk to inform MCC of the Council's decision.</p>
15.10	<p><b>Any Other Related Items</b></p> <p><u>Magor Rugby Club – Use of Football Field</u> Magor Rugby Club made enquiries about holding both training and matches on the football field. The Council agreed that as the area is a designated football pitch and has been for a significant length of time it would not be suitable for rugby matches. However the club would be welcome to book training slots. <b>Action:</b> Clerk to inform the club and advise them to contact MCC regarding the old Rugby Field as an alternative option.</p> <p><u>Potholes – Station Road</u> Potholes on Station Road to be reported to MCC.</p> <p><u>Potholes – Common-y-Coed</u> Cllr Cawley discussed potholes on the route up to Common-y-Coed, which have been reported to MCC. The Council expressed full support for Cllr Cawley complaints.</p> <p><u>Potholes –Rogiet Playing Fields Car Park</u> Cllr Ellwood reported significant potholes on the car park, near the ramp from the road. As MCC is responsible for maintenance Cllr Ellwood will report the issue to them.</p>



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	<p><b>With reference to Standing Order 3.v, council resolved to extend the meeting by 30 minutes</b></p>
<b>16</b>	<p><b>Severn Tunnel Junction Links scheme</b></p> <p><u>Phase 2 – Top of Station Road to STJ Station</u>            Cllr Ellwood had attended an Active Travel stakeholder consultation meeting with MCC and then discussed the proposed plans with the Council, including the potential routes the Active Travel path could take. The Council agreed at this stage to favour the Blue Route, noting the Preference for an off-road route as far as possible.</p> <p>This Blue route should bring foot and pedal access to the centre of the village, close to the Hub/Pavilion (soon to be refurbished), sports and play facilities and the new community shop/café.</p> <p>Choosing the Blue Route could also help fund accessibility improvements already identified for certain footpaths particularly the path between the MUGA and Rogiet Playing Fields car park.</p> <p><u>Phase 3 – STJ Station to Caldicot Station</u>            The Council favoured the Red Route as it is at railway level and less susceptible to flooding, making it a more practical and reliable option.</p> <p>Cllr Ellwood to give the Council’s feedback - including option preferences and concerns identified - to the MCC Active Travel Team.</p>
<b>17</b>	<p><b>Citizens Advice Report</b></p> <p>To consider donation for Financial Year 2026-2027 (already anticipated in budget) following receipt of a letter from Citizens Advice.</p> <p>Deferred to April 2026 Ordinary Meeting.</p>
<b>18</b>	<p><b>Code of Conduct Policy – Review</b></p> <p>Deferred to next Ordinary Meeting.</p>
<b>19</b>	<p><b>Rogiet Primary School – Governor Vacancy</b></p> <p>Minor Authority Governor Vacancy: no volunteers from members at present.</p>
<b>20</b>	<p><b>Future Energy Llanwern Solar Project - Pre planning consultation</b></p> <p>Discussed briefly, but response decision deferred to next Ordinary Meeting.</p>
<b>21</b>	<p><b>Recommendation’s for Agenda Items for Next Ordinary meeting</b></p> <p>Court Farm, Llanvihangel Rogiet - Council to agree if to contact Welsh Government.</p> <p>Windmill Post and Rogiet in Bloom – launch Summer 20026 campaigns.</p> <p>Community Litter Pick.</p> <p>Contract review for Pavilion and Sports Users (April 2026 OM).</p>



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<b>22</b>	<p><b><u>NEXT MEETING(S)</u></b></p> <p><u>January 2026</u></p> <p>28 January 2026 – Extraordinary Meeting – Zoom only 7:00pm (if needed)</p> <p>28 January 2026 – Hub Working Group – Zoom only – 7:00pm</p> <p><u>February 2026</u></p> <p>11 February 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><u>March 2026</u></p> <p>2 March 2026 – Councillor Surgery – Pavilion – 6:00-7:00pm</p> <p>11 March 2025 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><u>April 2026</u></p> <p>8 April 2026 - Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p>22 April 2026 – Five Year Plan Working Group – Zoom only – 7:00pm</p> <p><u>May 2026</u></p> <p>6 May 2026 - The Annual Meeting of Council – Pavilion and Zoom – 7:00 pm</p> <p>13 May 2026 - Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p>
	<p><b>Meeting ended at 9:30 pm.</b></p>