



# Cyngor Cymuned Rogiet Community Council

## Minutes

**Minutes of the Ordinary Meeting of Rogiet Community Council held on  
Wednesday 11<sup>th</sup> March 2026 at 7:00pm at the Pavilion Rogiet and by Zoom**

### Ordinary Meeting

	<p><b>Open Forum</b></p> <p>x3 members of the public in person and x4 online – Planning Application Item 8.</p>
	<p><b>Chair’s Announcements</b></p> <p>Meetings and events attended since last Ordinary Meeting:</p> <ol style="list-style-type: none"><li>1. Site Meeting on 3 March with MCC Solicitor and representatives from Vistry (Bovis Homes) and RALGS to view the state of the fencing on the northern side of the reen running between the allotments and the station approach road, and at the southern end of the willow and adjacent fields. Cllr Pickin also attended.</li><li>2. Windmill Post Working Group on 25 February: Summer 2026 campaign launched.</li><li>3. Commonwealth Day Service, St Mary’s Church, Magor, on 9 March.</li><li>4. Monmouthshire Transport Forum on 11 March morning.</li></ol>
<b>01</b>	<p><b>ATTENDANCE &amp; APOLOGIES FOR ABSENCE</b></p> <p>Cllrs Ellwood (Chair), Cawley, Cromwell, Pickin, Trow, Wilson and Winskill. Clerk/RFO – Alice Vaughan. Apologies – County Councillor Strong.</p>
<b>02</b>	<p><b>INTERESTS DECLARED</b></p> <p>Cllr Ellwood – Item 6 – Reimbursement. Cllr Trow – Item 8 – Planning.</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>



## Cyngor Cymuned Rogiet Community Council

### Minutes

<p><b>08</b></p> <p><b>08.1</b></p>	<p><b>Planning Application: DM/2026/00202</b></p> <p>Listed Building Consent for the conversion, alteration, and extension of a Grade II listed barn into two dwellings, including associated landscaping, parking, and an ancillary store to serve the proposed dwellings.</p> <p>Location: Manor House Farm, Churchmead, Rogiet, NP26 3UQ</p> <p><b>Planning Application: DM/2026/00201</b></p> <p>Full Planning Application for the conversion, alteration, and extension of a Grade II listed barn into two dwellings, including associated landscaping, parking, and an ancillary store to serve the proposed dwellings.</p> <p>Location: Manor House Farm, Churchmead, Rogiet, NP26 3UQ</p> <p><b>Resolved/Approved:</b> For both planning applications - RCC to submit an Objection and concerns on to the MCC Planning Portal (response now on the portal).</p>
<p><b>03</b></p>	<p><b>Minutes of Meetings of Council: Ordinary Meeting 11 February 2026</b></p> <p><b>Resolved:</b> Minutes approved.</p>
<p><b>04</b></p>	<p><b>Monthly Police Report – February 2026</b></p> <p>Report received and noted.</p> <p>Councillors commented that the report lacks sufficient detail and that the numerically does not appear to be logical or consistent.</p>
<p><b>05</b></p>	<p><b>County Councillor Report – March 2026</b></p> <p>CASEWORK</p> <p>I dealt with a number of pieces of casework on behalf of individual residents including housing, planning, drainage, potholes and environmental health.</p> <p>I attended a police surgery at Caldicot Library to raise the issues of speeding through Rogiet and the use of offroad motorbikes.</p> <p>I also attended an RCC Councillors’ Surgery.</p> <p>I continue to review the condition of the lane behind Sea View Terrace.</p> <p>I was pleased to see a number of potholes being filed on Station Road in a prompt response to reports from residents. This does not alter the need for a proper resurfacing of much of the road.</p> <p>MCC FULL COUNCIL</p> <p>MCC passed the 2026/27 budget at its meeting on 5th March. Council Tax will rise by 5.95% to allow for protection of exiting services plus additional real terms expenditure on social services, education, and libraries.</p> <p>Following the concerns raised by residents in the consultation an additional £2 million capital expenditure was added to the highways budget, in addition to the £5.5 million</p>



## Cyngor Cymuned Rogiet Community Council

### Minutes

	<p>included in the draft budget. New teams will be put into place for 'hot filling' of potholes and new machines are to be acquired for gully cleaning.</p> <p><b>LOCAL GROWTH FUND</b></p> <p>Provisional details were announced of the allocation to MCC under the new Local Growth Fund. This replaces the Shared Prosperity Fund which in turn replaced EU funding. Whereas last year the division was 70% revenue, 30% capital, the new allocation will be reversed to 70% capital (£1.2 million) 30% revenue (£523,000). All the funding must be aimed at stimulating economic growth. Plans for use of the fund in Monmouthshire include:</p> <ul style="list-style-type: none"><li>*establishment of a skills centre, working with private providers to train young people in vital skills;</li><li>*a fund to support businesses seeking to develop employment premises e.g. in high streets and business parks);</li><li>*support for food based businesses;</li><li>*support for the tourism sector.</li></ul> <p><b>SAFER SCHOOLS TEAM</b></p> <p>Councillors attended a seminar led by Sergeant Gareth Jenkins of Gwent Police to give details of the Safer Schools Scheme. The scheme replaces the arrangement where there were school liaison officers who only did school work with an arrangement in which neighbourhood officers and CPSOs are linked to schools in their neighbourhoods. The scheme gives police greater flexibility and seems to be working satisfactorily. Schools have been fully informed.</p> <p><b>MCC CHAIR'S DUTIES</b></p> <p>Over the last month I have carried out a number of engagements as Chair of Monmouthshire County Council. These included a British Citizenship ceremony and the opening of a new exhibition at Chepstow Museum. As MCC Armed Forces Champion I visited the veterans' hubs in Caldicot.</p>
<p><b>06</b></p> <p><b>06.1</b></p>	<p><b>FINANCE</b></p> <p><b>Rialtas report for budget/ reserves review - 2025-2026 (before year end)</b></p> <p>The Council acknowledges that certain budget lines have been exceeded due to increased costs in gas, insurance, IT unplanned maintenance, memberships and staffing. The Council resolved to Vire funds from the General Reserves to the budget lines listed below.</p> <p>The Council will review next year's budget at the Annual Meeting in May.</p> <p>The Council <b>noted and accepted</b> the recommendations set out in the report.</p> <p><b>Approved</b> to:</p> <p>Vire £220.00 from General Reserves to IT Unplanned Maintenance.</p> <p>Vire £192.00 from General Reserves to Insurance.</p> <p>Vire £316.00 from General Reserves to Gas.</p>



# Cyngor Cymuned Rogiet Community Council

## Minutes

Vire £25.00 from General Reserves to One Voice Wales.

### Staff Expenditure

Reduce Budget for Net wages to £23,398 (decreasing budget by £2795.00).

Vire £2795 from Net wages to Tax and NI.

Vire £603 from General Reserves to Tax and NI.

Vire £300.00 from Staff Miscellaneous to Pensions.

Vire £1117 from General Reserves to Pensions.

New Overall Budget for Staff Expenditure - £35,200 (instead of £33,489.00 original budget – due to NCJ scales and increases in wages).

Vire from Rogiet Hub Feasibility Project - £2,000 to EMR Rogiet Hub Refurbishment. (Rogiet Hub Feasibility will then be zero and not used anymore).

### **06.2 Resolved: To approve the below payments: except MCC invoice for boiler annual maintenance awaiting credit**

Company	Service	Amount
Merlin Environmental	INV 2294	£441.00
Office Tech Solutions	INV 9360	£66.00
Monmouthshire County Council	INV 70273778 – boiler annual maintenance	£934.60 (on hold awaiting credit)
KRL	Memorial Bench refurbishment	£420.00
Cllr Ellwood	IRPW consumable allowance 2025-2026	£52.00
Robin Castree	IRPW consumable allowance 2025-2026 April to August 2025	£21.67
Rialtas	Data transfer from old laptop to new	£42.00
Chepstow Accountancy	Processing March 2026 Payroll	£30.00
Payroll/HMRC/Pensions	March 2026	Estimate £3400.00



## Cyngor Cymuned Rogiet Community Council

### Minutes

<b>07</b>	<p><b>FINANCE – Barclaycard – To approve payments:</b></p> <p><b>Statement January and March 2026 - <u>Approved</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Company</th> <th style="width: 40%;">Service</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td>January 2026</td> <td>Ink, boxes for kitchen items and hoover bags</td> <td style="text-align: right;">£39.68</td> </tr> <tr> <td>March 2025</td> <td>Training Cllr Ellwood and Ink</td> <td style="text-align: right;">£66.49</td> </tr> </tbody> </table>	Company	Service	Amount	January 2026	Ink, boxes for kitchen items and hoover bags	£39.68	March 2025	Training Cllr Ellwood and Ink	£66.49
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<b>09</b>	<p><b>Remuneration payment for Councillors 2025-2026</b></p> <p>It was noted that all Councillors had already opted out of receiving remuneration for 2025–2026. Cllr Pickin confirmed his decision to opt out for the 2025–2026 period.</p> <p>The consumable allowance for 2025–2026 will be paid as referenced in Item 6 to Cllr Ellwood and to R Castree (former Councillor).</p> <p>The website will be updated with the required statement of payments and the information will be submitted to the Democracy and Boundary Commission Cymru at the following email address: remuneration@dbcc.gov.wales.</p>									
<b>10</b>	<p><b>Independent Remuneration Panel for Wales Annual Report 2026 – 2027</b></p> <p>Report <b><u>Adopted</u></b> (noted now Democracy and Boundary Commission Cymru)</p> <p><u>Noted</u> mandatory payments and <u>noted</u> that members can opt out.</p> <p>Mandatory – Costs of Working from Home Payment – £156 x 7 councillors</p> <p>Mandatory – Set Rate Consumables Allowance – £52 x 7 councillors</p> <p>Optional – Chair – £375.00 (25% of maximum £1500)</p> <p>Optional – Vice-Chair – £125.00 (25% of maximum £500)</p> <p>Accept mileage for authorised meetings outside the community.</p> <p><b><u>Accepted and adopted.</u></b></p>									
<b>11</b>	<p><b>Payroll Fee Increase – April 2026</b></p> <p>Approved increase of £5 per month for payroll services.</p> <p>Monthly Payroll - £35, Starters - £20, Leavers £10, and pension regulator £100 every 3 years next due March 2027.</p>									
<b>12</b>	<p><b>National Wage increase / SCP scale and office allowance/Broadband from April 2026</b></p> <p><b><u>Noted:</u></b> National Wage increase for cleaner from 01.04.2026</p> <p><b><u>Approved:</u></b> Litter picker to have a temporary increase to meet National wage from 01.04.26 – when NJC awards are agreed later in the year any uplift will be backdated.</p>									



## Cyngor Cymuned Rogiet Community Council

### Minutes

	<p><b>Approved:</b> Office Allowance and Broadband increase as per approved budget at Finance Meeting 26 November 2025 to start from 01.04.2026.</p>
<b>13</b>	<p><b>Banking Arrangements</b></p> <p><b>Resolve/Approved:</b> To add Cllr Pickin to mandate and online banking. Clerk to action online.</p>
<b>14</b>	<p><b>CCTV access</b></p> <p><b>Resolved/ Approved:</b> to authorise Cllr Pickin as a viewer of CCTV cameras and footage. Cllr Ellwood to check/amend the GDPR policy.</p>
<b>15</b>	<p><b>Rogiet Hub Refurbishment Project</b></p> <p>15.1 <u>Any other related items.</u></p> <p>Noted next Working Group meeting: 25 March 2026 – 7:00 pm – Zoom only.</p> <p>Cllr Ellwood, Clerk and PB to attend National Lottery Community Fund surgery on the 28 April 2026 at Magor Hub.</p> <p>Councillors reminded to canvas as many hirers for the new Rogiet Hub before next WG.</p> <p>Awaiting from Architect artistic view of inside of building - refurbishment.</p>
<b>16</b>	<p><b>Pavilion</b></p> <p>16.1 <u>Any other related items.</u></p> <p>Little Tigers Nursery has requested the Gas and Electric Safety Certificates for the building. The Clerk will forward these once received from Monmouthshire County Council (MCC).</p> <p>The Clerk has requested a full PAT testing inventory for all Nursery items as required under the contract. The Clerk will follow up and issue a deadline of Monday 16 March 2026. If the information is not provided by that date the Council will appoint a contractor to carry out the PAT testing and will invoice Little Tigers Nursery accordingly. Clerk given a budget of £60 to PAT test RCC electrical items.</p> <p>A Business Rates letter has been received confirming that no business rate relief will be applied this year and that costs will increase for 2026–2027 with further rises expected over the next three years.</p> <p>Contracts for hirers will be reviewed at the next meeting (or at the Annual Meeting if final figures from MCC are not received in time for the April Ordinary Meeting).</p>
<b>17</b>	<p><b>Village Matters</b></p> <p>17.1 <b><u>Ifton Lane – update</u></b></p> <p>Clerk has reviewed all available archives (cupboards, laptop files and solicitor records) and has found no evidence of any agreement relating to the maintenance of Ifton Lane. The Clerk also located correspondence from the former Clerk confirming that the same checks had previously been carried out with no agreement found by CB either.</p> <p>RCC will seek legal advice from the Monmouthshire County Council legal team.</p>



## Cyngor Cymuned Rogiet Community Council

### Minutes

	<p>The Clerk will make a further request to NGM for the documentation they state they hold, in order to help progress the matter.</p> <p>This item will remain on the agenda and be discussed again at the next Ordinary Meeting. No works are to be carried out at this time pending the outcome of legal advice.</p> <p>It is noted that common law places the responsibility for repairs on the properties situated along the lane, rather than the landowner. Ifton Lane is not an adopted road; and it is classified as a track and a definitive footpath.</p>
17.2	<p><b><u>Accessibility for all - Paths</u></b></p> <p>Noted that ramp in front of Café/Pavilion has been fixed by MCC. County Councillor Strong was looking into the other paths around the village – will get update at next OM he attends. Network rail has acknowledged RCC concerns about the bollards approaching STJ that they restrict access for Wheelchair users – will await further response.</p>
17.3	<p><b><u>Fences – RCC land by Reens</u></b></p> <p>Site visit held – see Chair’s report. Awaiting result of deliberations by Vistry Homes.</p>
17.4	<p><b><u>Fly tipping / rubbish by Football pitch</u></b></p> <p>Confirmed that MCC Environmental Health have investigated the fly tipping and removed the waste.</p>
17.5	<p><b><u>Flying Start Rogiet</u></b></p> <p>RCC has referred its concerns to County Councillor Strong as RCC recognises that this matter falls under the responsibility of Monmouthshire County Council and the Welsh Government and is therefore outside our Council’s control.</p> <p>RCC expressed sympathy for the families who do not fall within the relevant postcodes in Rogiet.</p>
17.6	<p><b><u>Any other related items</u></b></p> <p>Clerk will publish a new post on Facebook reminding residents that dogs are not permitted on the MUGA or the Football Field under the Monmouthshire County Council Public Protection Order.</p> <p>Cllr Ellwood will follow up with MCC regarding the potholes in the car park.</p> <p>Mural Project: the Headteacher at Rogiet Primary School has expressed support for placing the mural on the east elevation of the school. MCC Estates are currently assessing whether this proposal is feasible. The centre panel has been completed by the original artist, and the third panel is now in progress.</p>
	<p><b>With reference to Standing Order 3.v, council resolved to extend the meeting by 30 minutes</b></p>



## Cyngor Cymuned Rogiet Community Council

### Minutes

<b>18</b>	<b>Councillor Surgeries</b> To confirm pattern/dates for upcoming year <b>Confirmed:</b> 2 June 2026 – 10-11 am – if weather permitting outside Pavilion, otherwise to ask Café closer to date if we could do in Café. 2 September 2026 – 6-7 pm at Pavilion 1 December 2026 – 10-11 am at Church Hall (TBC) 1 March 2027 – 6-7 pm at Pavilion (TBC)
<b>19</b>	<b>Windmill Post Summer Edition</b> Update from Working Group 25 Feb 2026: all work is underway and on plan – new articles proposed. To be on next OM for approval / printers etc.
<b>20</b>	<b>Rogiet in Bloom 2026</b> Council agreed minimum change from 2025 and just push to increase participation. Only changes likely are: 2026 in place of 2025 in the headers on WP, location of first location for depositing paper forms now Rogiet Community Junction Café. Email link changed to our new gov.wales address. Perhaps a change of one or two photos too. Undy and Magor Horticultural Society to judge the entries (same as last year). Cllr Ellwood to incorporate the above into the Windmill Post artwork and the associated poster / online form. Some ideas from resident JF (member of Windmill Post WG) were discussed.
<b>21</b>	<b>RCJ - Community Shop/ Café</b> <u>Request to erect signs in/near Rogiet Playing Fields Car Park.</u> Permission was refused to place a sign on the metal posts holding the Monmouthshire County Council parking conditions notice as this could cause issues with the MCC Car Parking Enforcement Team and would likely be ineffective given that most users now pay via an app. A sign on a stake at the footpath entrance end of the car park was approved, provided it is kept to a sensible size (around A4) and placed so that MCC utility vehicles can still pass through. <u>Request to build two more grasscrete parking spaces next to the shop/café.</u> Regarding the proposal for additional grasscrete parking spaces on the leased land, the Council has <u>no objection</u> and appreciates the intention to reduce congestion. However, MCC Planning and Highways may hold a different view. It is advised that any planning application clarifies that the two proposed ‘locked in’ spaces would be reserved for staff or volunteers on shift rather than general public use.



## Cyngor Cymuned Rogiet Community Council

### Minutes

<b>22</b>	<b>Recommendations for Agenda Items for Next Ordinary meeting</b> Contract review for Pavilion and Sports Users – April 2026 OM. Court Farm – Llanfihangel – Council to agree whether to contact Welsh Government. Citizen Advice Report April 2026 OM - to consider donation for Financial Year 2026-2027 (already anticipated in budget).
<b>23</b>	<b>NEXT MEETING(S)</b> <b><u>March 2026</u></b> 25 March 2025 - Working Group Hub – Zoom only – 7:00pm (Cllr Cawley has given apologies) <b><u>April 2026</u></b> 8 April 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm 22 April 2026 – Working Group Five Year Plan – Zoom only – 7:00pm (Cllr Ellwood has given apologies. Confirmed attendees are Clerk, Cllrs Cawley, Pickin, Winskill, Cromwell and resident RC). <b><u>May 2026</u></b> 6 May 2026 – The Annual Meeting of Council - Pavilion and Zoom – 7:00 pm (Cllr Cawley has given apologies). 13 May 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm <b><u>June 2026</u></b> 10 June 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm
	<b>Meeting ended at 9:32 pm.</b>