



Cyngor Cymuned Rogiet Community Council

Minutes

**Minutes of the Ordinary Meeting of Rogiet Community Council held on
Wednesday 10 June 2026 at 7:00pm at the Pavilion Rogiet and by Zoom**

Ordinary Meeting

	<p>Open Forum</p> <p>None.</p>
	<p>Chair's Announcements</p> <p>Meetings, events and matters arising since last Ordinary Meeting:</p> <ol style="list-style-type: none">1. Received the (refurbished) Severn Tunnel Mural back into RCC's care on 15 May.2. Attended RCJ Grand Opening on 25 May. The Severn Tunnel Mural was on display to the public.3. Together with Cllr Pickin, performed urgent repairs on the MUGA kickboards. Three loose boards secured, involving 19 bolt replacements. Further work to do to two boards, with some digging out required.4. Organised printing and deliveries of the Summer 2026 Windmill Post in late May.5. Attended MCC Transport Forum (on Teams) on 3 June.
01	<p>ATTENDANCE & APOLOGIES FOR ABSENCE</p> <p>Cllrs Ellwood (Chair), Cromwell, Pickin, Wilson (arr. 7:13pm) and Winskill (Zoom). Clerk/RFO – Alice Vaughan. County Councillor Peter Strong Apologies – Cllr Trow and Cawley.</p>
02	<p>INTERESTS DECLARED</p> <p>None.</p>
	<p>EXCLUSION OF PRESS AND PUBLIC</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>



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03	Minutes of Meetings of Council: The Annual Meeting of Council 6 May 2026 and Ordinary Meeting 13 May 2026 Resolved: Both Minutes approved with an amendment on The Annual Meeting of Council item 11 – next Annual meeting will be held on 12 May 2027, and Ordinary Meeting will be on 19 May 2027 – due to being an election year. Additionally, in the Appendix 3 (Representatives to External Organisations) to the Annual Meeting, a new line to be added to show that Cllr Ellwood represents the council on the Monmouthshire Transport Forum.
04	Monthly Police Report –May 2026 Report received and noted – will be published on website.
05	County Councillor Report – June 2026 CASEWORK I dealt with a number of issues in response to concerns from individual residents. These included overgrown hedgerows and nettles, street lighting, missing street signage, suspected vandalism, assistive technology, environmental health and planning. NAPPY BAGS A resident asked why there were separate yellow ‘nappy bags’ when they went into the same lorry as black bags. Upon enquiring with MCC waste management team, I was informed that the idea of separate yellow bags is so that a resident can place out more hygiene waste without affecting their two-bag limit for black bags. A household with a few small children in nappies would easily exceed this. There is no limit on yellow bags. The yellow bags get collected with the black bags and are currently sent to Trident Park in Cardiff along with the black bags for energy recovery. There is a highly specialized nappy recycling facility in Ammanford, the only facility of its type in the UK which can sterilise and separate the plastics, paper and gel. Currently this is not a cost-effective solution for Monmouthshire but as industry and technologies change this may become an option in the future. MCC takes recycling seriously and is currently the top local authority in Wales for recycling rates. CALDICOT LEISURE CENTRE Residents who use Caldicot Leisure Centre will be interested to know that MCC is intending to invest £600,000 in refurbishment of its first floor areas, including the fitness suites, and purchasing new state of the art fitness equipment. The new 3G pitch, costing £465,000, is due to be officially opened on June 5 th . Work has begun on checking drainage etc in preparation for the building of a new skatepark. DOG FOULING AND LITTER A company has been contracted to provide enforcement support to MCC’s own staff in relation to ‘environmental offences’ such as dog fouling and litter. The two enforcement officers will have authority to issue fixed penalty notices. All fine income will be payable to MCC, contributing to the cost of the contract. The primary aim of this initiative is to encourage behaviour change — promoting responsible waste disposal and dog ownership — rather than to generate income. Success will be



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	<p>measured by reductions in litter and increased compliance with Public Service Protection Order requirements, rather than by the number of fines issued.</p> <p>MCC MEETINGS</p> <p>The annual meeting of MCC was held on 14th May, bringing to an end my period as Chair. The current administration remains in place.</p> <p>I will continue to serve on the Governance and Audit, Performance and Overview, Democratic Services, and Joint Archives Committees and as Armed Forces Champion.</p>																								
<p>06</p> <p>06.1</p>	<p>FINANCE</p> <p>Resolved: To approve the below payments except for Monmouthshire County Council Business Rates and IAC Consultancy as invoices not received</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 2369</td> <td>£459.00 Note: new charges apply from 01.04.26 - £7.65/bin/week</td> </tr> <tr> <td>Office Tech Solutions</td> <td>INV 9903</td> <td>£66.00</td> </tr> <tr> <td>Monmouthshire County Council – Deferred until invoice received</td> <td>Business Rates 2026-2027</td> <td>£1520 (figure is estimate - will update when new invoice received or postpone to next meeting)</td> </tr> <tr> <td>IAC Audit and Consultancy Deferred until invoice received</td> <td>INV</td> <td>Deferred to next OM as invoice not received</td> </tr> <tr> <td>Morgan Environmental</td> <td>Legionella Water Sampling</td> <td>£223.20</td> </tr> <tr> <td>Chepstow Accountancy</td> <td>Processing June 2026 Payroll</td> <td>£35.00</td> </tr> <tr> <td>Payroll/HMRC/Pensions</td> <td>June 2026</td> <td>Estimate £3400.00</td> </tr> </tbody> </table>	Company	Service	Amount	Merlin Environmental	INV 2369	£459.00 Note: new charges apply from 01.04.26 - £7.65/bin/week	Office Tech Solutions	INV 9903	£66.00	Monmouthshire County Council – Deferred until invoice received	Business Rates 2026-2027	£1520 (figure is estimate - will update when new invoice received or postpone to next meeting)	IAC Audit and Consultancy Deferred until invoice received	INV	Deferred to next OM as invoice not received	Morgan Environmental	Legionella Water Sampling	£223.20	Chepstow Accountancy	Processing June 2026 Payroll	£35.00	Payroll/HMRC/Pensions	June 2026	Estimate £3400.00
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07	<p>FINANCE – Barclaycard – To approve payments:</p> <p>Statement May 2026 Approved.</p> <p>Statement June 2026 – not received deferred</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Company</th> <th style="text-align: center;">Service</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">May 2026</td> <td>PPE, training for LP, Ink, Stationery, Stamps, Toilet rolls</td> <td style="text-align: center;">£340.75</td> </tr> <tr> <td style="text-align: center;">June 2026</td> <td></td> <td style="text-align: center;">To follow</td> </tr> </tbody> </table>	Company	Service	Amount	May 2026	PPE, training for LP, Ink, Stationery, Stamps, Toilet rolls	£340.75	June 2026		To follow
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08	<p>Internal Audit & Annual Governance and Accounts Return for Year Ending 31st March 2026</p> <p>08.1 To receive Internal Audit Report from IAC Audit and Consultancy Ltd and consider any recommendations. Resolved: To adopt the Internal Auditor’s section of the Annual Return. Council reviewed the recommendations and the agreed actions, which will be sent to the Auditor</p> <p>08.2 To receive Annual Accounts, return for the Year Ended 31 March 2026. Resolved: To adopt the Annual Accounts, Return for the year ended 31 March 2025.</p> <p>08.3 To consider Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2026. Resolved: To adopt the Annual Governance Statement (Parts 1 & 2).</p> <p>08.4 To approve Annual Accounts, Return and Annual Governance Statement for submission to Wales Audit Office. Resolved: To approve the Annual Accounts, Return and Annual Governance Statement for submission to the Wales Audit Office.</p> <p>08.5 Chair to sign the Annual Return and Annual Governance Statement. Resolved: Chair signed the Annual Accounts 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. Approved: Clerk to put on website and notice boards.</p>									
09	<p>Internal Auditor Observations</p> <p>To be reviewed at next OM – advice has been asked from OVW and awaiting response.</p>									
10	<p>Schedule of Fees -2026/2027</p> <p>To approve schedule of fees for website. Approved.</p>									



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11	<p>Planning DM/2026/00597</p> <p>Demolish detached garage and construct garden building.</p> <p>Location: 11 Ifton Terrace, Rogiet, NP26 3SU.</p> <p>No Objection – email to be sent to planning.</p>
12	<p>Rogiet Hub Refurbishment Project</p> <p>12.1 Update from Working Group meeting with the following recommendations:</p> <p>Business Plan</p> <p>Development of the new RCC Business Plan – to be continued over the coming months. <u>Target:</u> Business Case drafted by PB scheduled for completion in Autumn 2026.</p> <p>Emphasis must be on Cost of Living as 50% of National Lottery funding is now given for this reason.</p> <p>Engagement with Potential Hub Hirers</p> <p>Continue to canvass potential hirers of the Hub (personal networks, Windmill Post, RCC web site and Facebook). Charge of £15 per hour to be used as a starting point for hirers (to be reviewed later in process).</p> <p><u>Target:</u> Continue canvassing for potential hirers as this information is essential for preparing the BC Cashflow Forecast – as much as possible is needed by next WG.</p> <p>Funding Sources</p> <p>Confirmed allocation of responsibility to AW, PE, AV, PC, SP and PB to review and pursue relevant funding opportunities – ongoing.</p> <p>All to read emails and all attachments sent from the National Lottery – very important for all to understand what we need to do going forward.</p> <p>Structure</p> <p>Need to have a action plan on what structure needs to be met for the hub – CIC, Charity etc. SP to continue to investigate the different avenue and bring back to council - separate Zoom meeting will be needed once all information gathered.</p> <p>Community Survey</p> <p>Review the 2023 survey materials and results to determine suitability for reuse or adaptation. Prepare for conducting an updated survey—potentially including door-to-door engagement—approximately two months prior to the Business Case production. <u>Target:</u> Agreed that refresh survey needs to be done. Begin preparation now so materials are ready for inclusion in the autumn 2026 Windmill Post with findings incorporated into the BC.</p> <p>Council accepted the WG’s recommendations and approved them for action.</p> <p>Noted next Working Group meeting: 22 July 2026 – 7:00 pm – Zoom only.</p> <p>12.2 Any other related items.</p> <p>None.</p>



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13	Pavilion
13.1	<p>Legionella sampling update – quote for annual work.</p> <p>Sampling for Legionella was done in May 2026 – awaiting results.</p> <p>Invoice received from specialist Morgan Environmental for annual work to be done for Legionella Risk Assessment compliance – quote approved for £432.00. They will need a whole day to complete the work and there will be no access to water in the building when the work is taking place.</p>
13.2	<p>Any other related items.</p> <p>It was noted that updated pitch / pavilion hire contracts are now ready for signature.</p>
14	Village Matters
14.1	<p><u>Ifton Lane – update</u></p> <p>RCC has received a response from the Rights of Way Section at MCC.</p> <p>It has been confirmed that there is a Dedication Agreement dated 11 November 1992 between RCC and the County Council of Gwent (now MCC).</p> <p>MCC is responsible for maintaining the public footpath, but only to a standard appropriate for use as a public footpath. MCC is not required to upgrade or maintain the path to a standard suitable for access to the NGM garage. If the garage requires the path to be surfaced or maintained to a higher standard, it would be responsible for meeting the additional costs.</p> <p>RCC remains the owner of the land and the Dedication Agreement establishes its status as a public footpath.</p> <p>The right of way will be inspected from a safety perspective by MCC, and a further update will be provided following that inspection.</p>
14.2	<p><u>Fences – RCC land by Reens</u></p> <p>Still waiting reply from Vistry (Bovis) and MCC Legal Team. Chased on 9 June.</p>
14.3	<p><u>Map board for Rogiet</u></p> <p>A quotation has been received for the proposed map board.</p> <p>The Council is supportive of the idea and recognises the value that a map board could provide. However, the Working Group will need to develop the proposal further and agree on additional details before it is in a position to proceed with a purchase.</p>
14.4	<p><u>Update from Councillors Surgery held 1 June 2026</u></p> <p>No residents attended.</p>
14.5	<p><u>Any other related items</u></p> <p>The subject of the MUGA playing surface was discussed briefly. After a recap of the quotes / options received, it was agreed to continue putting funds aside for the MUGA.</p> <p>An email from a resident had been received, concerning the path from the Pavilion and Café down to the play park. Chair / Clerk to reply, explaining that we have received a quote for some work but we are waiting to see if MCC's Active Travel proposals (Severn Tunnel Links) will cover our requirements, at no cost to us.</p>



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	Approved for clerk to have a budget of £20 to purchase tennis racquets and balls for the MUGA over the summer.
15	<p>One Voice Wales – National Conference 1 July 2026</p> <p>Confirmed and Approved – Cllr Ellwood will attend – approved to pay OVW invoice for attendance - £99 and to pay mileage costs.</p>
16	<p>Statement of Internal Control and Annual Review of Effectiveness of Internal Control</p> <p>Approved – to be published on website.</p>
17	<p>Recommendations for Agenda Items for Next Ordinary meeting</p> <p>Local Government Pension Scheme (LGPS) (Miscellaneous Amendments) (Member Benefits) Regulations 2026.</p>
18	<p>NEXT MEETING(S)</p> <p><u>July 2026</u></p> <p>8 July 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p>22 July 2026 – Hub Working Group- Zoom – 7:00pm (apologies received from Cllr Wilson)</p> <p><u>August 2026</u> – No meeting</p> <p><u>September 2026</u></p> <p>7 September 2026 – Councillor Surgery – Pavilion – 6:00-7:00 pm</p> <p>9 September 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><u>October 2026</u></p> <p>14 October 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><u>November 2026</u></p> <p>11 November 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><u>December 2026</u></p> <p>1 December 2026 – Councillor Surgery – 10:00-11:00 am (location tbc)</p> <p>9 December 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><u>January 2027</u></p> <p>13 January 2027 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><u>February 2027</u></p> <p>10 February 2027 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p> <p><u>March 2027</u></p> <p>1 March 2027 – Councillor Surgery – Pavilion – 6:00-7:00 pm</p> <p>10 March 2027 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm</p>



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Meeting ended at 8:50 pm.

Draft