



Bishton Community Council
Ordinary Meeting 1830 – 2100
Wednesday 10th January 2024
Underwood Community Centre

MINUTES

The meeting started at 1850

1. Attendance

John Davies, Pamela Davies, Richard Stokes, John Hall, Chelsea Powell, Andrew Cork, Carol Cork
Rachael Stephens (Zoom)

4x Members of the public: Geoff Devlin, Marjorie Devlin, Michelle Waterhouse, Theresa Spuffard

2. Apologies

Cherie Hall is away during the time of the meeting. This was accepted by the Council.

3. Declarations of interest

John Hall – Allotments (if discussed)

4. Announcements

- a. The Chair thanked everyone for attending on a cold evening
- b. Monmouthshire & Newport Area Committee Meeting OVW Jan 11th
 - i. There is currently no Chair or Vice Chair but there is an acting chair

5. Public participation (Limited to 20 Minutes)

- a. Bishton Village Hall Report
 - i. Confirm receipt of December 2023 Report
 1. Report received, no comments
 - ii. Note comments to take back to BVHA
 1. No comments.
- b. Questions from Members of Public
 - i. No questions were submitted prior to the meeting.
- c. City Councillor Participation
 - i. City Councillors were not present. Agendas were not sent to City Councillors.

6. Approve Minutes from Ordinary Meeting

- a. Meeting held on Wednesday 12th November 2023
 - i. The Minutes were agreed as an accurate account of the meeting by Full Council.

7. Action Points & Clerk Report

- a. Update on Actions from last month
 - i. Clerk updated Councillors on actions from last month, It was agreed that:
 1. Butler Electrical will install an extractor fan at Bishton Village Hall in the kitchen. The quote is between £300 and £350 depending on the time taken to drill the vent hole
Action: Clerk to book date with electrician and request appropriate documents
 2. £379.99 approved for the purchase of a laptop for the Clerk. The Council owns one laptop which is currently held by The Chair of the Finance & Procedure Committee

Cllr Cherie Hall for the benefit of securely storing documents pertaining to Council business. **Action: Clerk to purchase laptop**

3. Cllr Stokes to take further photographs of the damaged door at the Referee's Cabin at the Football club for the ongoing insurance claim **Action: Richard to send photos to Clerk**
4. Invoice reminders were sent to those with outstanding payments for use of Council operated facilities.
5. A solicitor has agreed to look at the matter of funds held by the council for unpaid work carried out at UCC. It may not be required to hold the funds as reserves if there is no legal reason going forward. The Clerk has spoken to The Chair who was present during the works, and he has set out the details to pass onto a solicitor. The Clerk will follow up on this and report back to the council at the next update.
6. Further quotations needed for a new Council website. One quote has been received from Vision ICT in the region of £3100-£3300 depending on whether the same amount of website pages is required.
7. Chair to send Clerk photographs of the heaters at Bishton Village Hall to pass onto the company making the safety Grilles. **Action: Chair to send photos**

8. Finance & Procedure

- a. Review and agree bank reconciliation for December 2023
 - i. It was agreed that the bank reconciliation tallies with approved payments and the bank statement provided.
- b. Note bank balances at time of meeting
 - i. The current account bank balance at the time of the meeting is £20,102.07
- c. Note receipt of VAT refund for 2022/2023
 - i. A VAT refund was paid to BCC on December 28th at a total of: £5723.54
- d. Quotations for new laptop for Clerk
 - i. (See actions) Approved to purchase a new laptop from Currys at a cost of £379.99 to carry out Council business in accordance with ICO (Data protection laws)
- e. Note submission of precept for 2024/2025
 - i. The precept has increased by 8%. To a total of £34,954.20. This is in line with inflation rates and the increase in utility bills throughout Council facilities.

9. Underwood, Bishton & Wilcrick

- a. Note termination of BVHA agreement
 - i. A letter was issued by Kevin Waterhouse the Chairman of BVHA on the 22nd December 2023 initiation the termination clause of the agreement between BVHA and BCC. The lease will end on March 22nd 2024 after which BVHA will cease taking bookings for the hall. BVHA will continue taking bookings for the hall until that date including bookings throughout the rest of the year.
 - ii. Agree purchase of any assets belonging to BVHA
 1. Councillors agreed to hold a closed meeting to discuss which assets should be purchased by BCC at the end of BVHA's tenancy. BVHA purchased items for Bishton Village Hall and has provided an asset register with costs to BCC. The quarterly budget review for 2023/2024 will need to be amended in accordance with any purchases made.

10. Maintenance

- a. Note new workplace recycling regulations (from April 2024)
 - i. The Welsh Government is introducing legislation which means that all commercial businesses in Wales will need to recycle all recyclable materials that it produces through waste. This will likely affect the Trade Waste Agreement that BCC holds with NCC to take away waste. BCC is considered a commercial business and will therefore need to comply with the regulations. It has also been noted that hirers of Underwood Community Centre have been disposing of their waste in the trade bins behind Underwood shops. Hirers are responsible for taking any rubbish with them after using the hall and are reminded not to put that waste in the bins behind the shops.
- b. Quote(s) received for extractor fan installation at Bishton Village Hall

- i. (See Actions) Councillors accepted a quotation of £300-£350 for Butler Electrical (Newport) to fit an extractor fan in the kitchen at Bishton Village Hall.
- c. Consider pathway from Community Centre to Surgery and whether it needs extending
 - i. Several residents have commented on the lack of pathway between Underwood Community Centre and Underwood Doctors Surgery. Cllr A. Cork has proposed that a pathway is installed between the two existing paths so that residents would not have to resort in walking on the road to the car park. The land around the community centre is owned by Newport City Homes. **Action: Chair to contact Cheryl Price at NCH to ask if it is possible to install a path.**
- d. Note issues with fly-tipping and dumping at top car park of Underwood Estate
 - i. The site is currently being used as a compound for OGI to carry out fibre optic works throughout Underwood Estate.
 - ii. Fly tipping and abandoned vehicles have been an ongoing issue with the top car park in the past but there has been a significant uplift in fly tipping in the last year. It is assumed that Newport City Homes own the car park. **Action: Chair to contact NCH regarding fly tipping issues at car park.**

11. Planning

- a. 12/1163 Agricultural Barn on Wilcrick Lane
 - i. No comments from Councillors
- b. Note receipt of enforcement notices (confidential)
 - i. Councillors received the circular from Newport City Council Planning Department.

12. Date and location of next meeting. Wednesday 14th February 2024 at Underwood Community Centre.

Signed:

Dated: