

BISHTON COMMUNITY COUNCIL
CYNGOR CYMUNED TRESEFJOB

Clerk's Office – 15 Caerau Road – Newport – NP20 4HL
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ORDINARY MINUTES

Ordinary Meeting Wednesday 13th November 2024 – Bishton Village Hall
18:30– 21:00

Meeting started at 1833

1. Attendance

John Davies, Andrew Cork, Carol Cork, Chelsea Powell, Richard Stokes, John Hall, Cherie Hall, Rachael Stephens

2. Apologies

Pamela Davies, Samantha Voaden-Miller

3. Declarations of Interest

John Hall – Allotments

4. Announcements

The Clerk announced that it was Mouth Cancer awareness month

5. Public Forum (Limited to 20 Minutes)

a. Public Participation

- i. Item 11B of agenda was discussed here. Correspondence received by member of public about condition of churchyard in Bishton. Clerk has contacted Church of Wales to ask about the work taking place. No response by time of meeting
- ii. The Chair reported that the hedge cutting and verges of the lane leading up to St. Cadwaladr 's is not being cut all the way up the hedge as it was previously. **Clerk to ask NCC about this**

b. City Councillors Updates & Comments

- i. City Councillor Raymond Mogford was in attendance arriving at 1843: Raymond thanked Bishton Community Council for the £100 donation received from BCC to his Mayoral charities. A Tom Jones tribute act has been organised for Saturday 25th January 2025 act Langstone Village Hall. The anticipated price is around £6 per head.
Monday 18th November 7pm: The next ward meeting will be held at Langstone Village Hall. The topic of placemaking will be on the agenda.
City Councillor William Routley sent his apologies.
A blockage has been identified in Monksditch, awaiting an update on whether it can be cleared.
City Councillors received a complaint from a resident about razor wire that has been installed around the perimeter fence. City Councillors contacted the owner of the property who has relocated the wire from the fence and onto the inside of the boundary of the property.
Community Councillors note that this may increase the risk of young people becoming injured. It is not uncommon for footballs from the MUGA to enter the perimeter of the site. There are

also concerns that someone may be living on the site. The Council asked that City Councillors goes back to NCC with a complaint from BCC that the razor wire is not satisfactory and presents a high risk to the community. Clerk will contact Newport Planning Enforcement Officer for Newport East about the current condition of the property.

Llanmartin Primary School has been asked to increase its community appeal by bringing in guest speakers. Members of the Community Council commented that there is a lack of engagement between the Head Teacher and the local community. The City Councillor was brought up to speed about the communication between Carol Cork, The Clerk, the school and NCC in trying to find more information about Carol Cork joining the School of Governors, the line of enquiry dried up in May 2024.

John Hall asked if it would be possible for benches to be installed along the perimeter of the sportsground as there has been an uplift in walkers using the site. City Councillor will go back to the ecology department who it is believed to have a surplus of benches. They will be asked to liaise with John Hall and / or Richard Stokes about siting the benches if available.

Richard Stokes reported that the locked gate on Waltwood Road leading to the former leisure centre presents an issue for emergency services to access the sportsground. **Action for William and Raymond to go back to NCC about this matter.**

6. Approval Of Minutes

- a. October 2024 – Proposed by Andrew Cork, seconded by Richard Stokes. Note: ensure Minutes are on the website by 15-days

7. Action Points & Clerk Report

- a. Action Points
 - i. Work carried out at Underwood Football Club – The gas service was carried out and completed and British Gas installed a new lever for the gas isolation safety valve.
 - ii. Work carried out for Remembrance Day – The Chair thanked Friends of Bishton, and the Councillors involved for putting up the poppies & Tommys for Remembrance Sunday.
 - iii. Walkabout with NCH carried out Underwood – Available councillors inspected several sites in Underwood where potential work is required to improve access for the community: This included a section of Waltwood Road where there are steps on the footpath where a ramp would be more beneficial and the former ‘alleyway’ access
 - iv. CIW inspection at Bishton Hall carried out – all conditions have been satisfied and The Learning Tree have been issued a Statutory Declaration to engage in a lease with Bishton Community Council to use Bishton Village Hall as a before and after school club during term time.
 - v. Gas maintenance carried out – All scheduled servicing completed for this year
 - vi. New vacuum cleaner purchased
 - vii. New rasp locks purchased

8. Finance & Procedure

- a. Review & Agree Bank Reconciliation October 2024
 - i. Agreed by Councillors
- b. Set date for Finance & Procedure Meeting
 - i. Wednesday 4th December 2024 6:30pm at Underwood Community Centre
- c. Note submission of IRP Payments Report
 - i. The Independent Remuneration statement has been completed and returned.

9. Staffing

- a. Agree payment of Clerk’s Working from Home & Travel allowance
 - i. A total of £236 to be paid to the clerk for the 6-month period April – September
- b. Note NALC annual pay increase 2024/2025

- i. It was noted that there is a 62p per hour pay uplift for The Clerk under the NALC contract. This is backdated to April 1st 2024.
- c. Note staff pension enrolment
 - i. Earnings over £600 a month are subject to enrolling. Clerk will enrol onto the pension scheme and declare whether to opt in or out at the Finance Meeting in December.
- d. Discuss and agree staffing cover
 - i. Councillors agree to advertise for a role for regular caretaker / cleaner cover. This will be offered as a zero-hour contract. Clerk to prepare vacancy notice.
- e. Set staffing appraisal date
 - i. Appraisal to take place after the finance and procedure meeting December 4th 2024

10. Maintenance

- a. Discuss quotations received for works at Bishton Play Park
 - i. One quotation has been received; the work outlined in this quotation will be used to gather more quotes. It is hoped that the work in the park will be completed by the end of January 2025.

11. Community

- a. Razor Wire at former leisure centre site Underwood
 - i. This subject was discussed under item 5b due to City Councillor involvement.
- b. Note correspondence received regarding condition of graveyard at St. Cadwaladr 's Church
- c. Note receipt and comments of October's Police Report 2024
 - i. Noted

12. Allotment Matters

- a. Discuss response to take back to solicitor regarding plots 7&8
 - i. John Hall did not take part in the vote. The Council unanimously voted to take option A from the solicitor to provide limited support to the allotment holder.
- b. Note completed allotment risk assessment for 2024/2025
 - i. Noted completed allotment risk assessment.

13. Planning

- a. Confirm receipt of Planning decision report from NCC
 - i. Noted
- b. 24/0806 – Development at Llanwern Works Queensway
 - i. No comments noted

14. Date for Next Meeting

- a. Wednesday 11th December 2024 – Underwood Community Centre

Meeting ended at 2045