

BISHTON COMMUNITY COUNCIL
CYNGOR CYMUNED TRESEFJOB

Clerk's Office – 15 Caerau Road – Newport – NP20 4HL
07988624393 – clerk@bishton.org.uk

MINUTES

Ordinary Meeting Wednesday 9th October – Underwood Community Centre / Zoom
18:00 – 21:00

The meeting was held at UCC and not BVH as previously agreed to coincide with the installation of a Smart Meter.

1. Attendance

John Davies, Pamela Davies, Andrew Cork, Carol Cork, Richard Stokes, Rachael Stephens, Samantha Voaden-Miller

Andrew Cork and Carol Cork left the meeting at 2016 citing dissatisfaction of the proceedings during item 8A.

City Councillors: William Routley

Members of public in attendance: 2

2. Apologies

John Hall, Cherie Hall, Chelsea Powell

3. Declarations of Interest

Samantha Voaden-Miller allotments

4. Announcements

No announcements

5. Public Forum (Limited to 20 Minutes)

- a. Public Participation
 - i. No questions had been submitted prior to the meeting
- b. City Councillors Updates & Comments
 - i. Will Routley reports:
 1. Visited Waltwood Road to look at access issues: land is NCH owned. City Councillors have contacted NCH. Councillors have asked NCC to put pressure onto NCH for them to get responses.
 2. Monksditch: City Councillors have worked with Richard Stokes to have the ditch unblocked. DWR Cymru have attended the site and cleared the blockage in the pipe. City Councillors and Richard will arrange a site walk further along the ditch to investigate a second blockage.
 3. Ward meeting 18th November at Langstone Village Hall to focus on LDP / Village plans. Time not yet confirmed.
 4. Funding has been made available for NCC to install EV charging stations within the ward by March 2025. Advised to consider the siting of the chargers and report back to NCC with feedback.

6. Approval Of Minutes

- a. Wednesday September 11th, 2024
 - i. Proposed by Pamela Davies, seconded by Andrew Cork

7. Action Points & Clerk Report

- a. Allotment update – Councillors have agreed to allow the timeframe of the Solicitor’s letter to the tenant to lapse before taking further action.
- b. Inspections – one allotment to receive a first letter, Clerk to liaise with allotment officer. No further inspections required due to the weather, although plots will be monitored.
- c. Actions:
 - i. Action points and updates provided to Councillors
 1. Newport NORSE to carry out PAT testing at UCC
 2. Bright Spark Electrical to carry out repairs to lighting and emergency lighting
 3. Quotations received for EICR inspection however current certification is valid until 2026
 4. Smart meter installation has been arranged with SMS on behalf of British Gas Lite to assist with utility monitoring at UCC and allow Council to opt-into feed-in Tariff
 5. Digital floor plan drawn up by Clerk and submitted to The Learning Tree for the benefit of a CIW inspection of BVH
 6. Mayor’s details obtained for charity payment donation
 7. UNITY bank application completed and submitted
 8. Tiling repair carried out at UCC by Andrew Cork
 9. Bulbs, plants and compost purchased for planters in Underwood by Andrew Cork
 10. Solicitor issued instructions – allotments
 11. Proposed cabin details at Speedway shared with Councillors – NCH notified
 12. Extinguisher & Alarm inspections carried out at BVH & UCC
 13. Defibrillator pads ordered and installed at BVH
 14. Quotations underway for park repairs
 15. Historic documents being uploaded to website – councillors to provide updated photos if they wish
 16. NCH representative contacted about outstanding estate matters – site visit agreed in principal (access on Waltwood Road, access at Underwood shops and siting of cabin at speedway)

8. Finance & Procedure

- a. Review & Agree Bank Reconciliation September 2024
 - i. All receipts have been provided for Best in Bloom. Reconciliation agreed following an explanation of payments from The Clerk.
- b. Agree donation amount for Male Voice Choir for Christmas Carol Service
 - i. Decision to donate £100 to M.V.C actioned by Samantha-Voaden Miller and seconded by Pamela Davies
- c. Set date for Finance & Procedure Meeting
 - i. To arrange by email as F&P Chair not in attendance
- d. Review UCC & BVHA hourly rate:
 - i. Increase in utility rate to match UCC to £5 per hour. This is to assist with rising utility rates. Proposed by Samantha-Voaden Miller, seconded by Pamela Davies.
- e. Discuss subscription to SCRIBE for finance management
 - i. Try one month trial with a view to subscribing at £12 per month if found to be useful. Proposed by Rachael Stephens and seconded by Samantha Voaden-Miller
- f. Agree biannual Clerk’s WFH & Travel allowance
 - i. Not discussed
- g. *Confidential item* PAYE / HMRC payments
 - i. This was a closed item due to the sensitive nature of the information contained. The item was discussed last at the meeting and was resolved.

9. Maintenance

- a. Discuss quotations received for electrical repair work
 - i. Agreed to use Bright Spark Electrical to carry out works in Underwood
- b. Discuss quotations received for Bishton Park repairs

- i. One contractor has agreed to carry out a site survey to provide quotations for the works that Councillors would like to see done. This quote will then be used to gather further quotations.

10. Community

- a. Discuss installation of EV charging points in community
 - i. Councillors considered the proposed sitings of the electrical charging points in Underwood. It was unanimously approved that the two ideal sites would be:
 - 1. 2x Behind the shopping complex in Underwood - ///
 - 2. 2x the 'top car park' of Underwood. - ///
- b. Discuss creation of community event committee – agree delegated authority
 - i. A delegated committee will be formed for organising Best in Bloom and Carol Service events. Members to be confirmed in due course.

11. Planning

- a. Confirm receipt of Planning decision report from NCC
 - i. Noted received
- b. No further planning matters

12. Date for Next Meeting

- a. Wednesday 13th November 2024 – Bishton Village Hall

New actions:

Inform NCC of proposed EV charging point locations in Underwood

Write back to NCH to confirm site-visit on Monday 14th October

Setup SCRIBE accounting software

Check payments received from NCC for Youth club at UCC