



CYNGOR CYMUNED TRESEFJOB

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

Ordinary Meeting Wednesday January 8th 2025 Underwood Community Centre & Via Zoom

DRAFT MINUTES

1. Attendance

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

Clerk: Jacob Richards-Powell

Rebecca Williams on behalf of Newport City Council Ecology Department & Robert Magee on behalf of The Gwent Wildlife Trust

2. Apologies

Chelsea Powell, Cherie Hall, Pamela Davies

City Councillor: William Routley

3. Declarations of Interest

Rachael Stephens – item 9B pertains to her son who is the contract caretaker for Bishton Community Council

John Hall and Samantha Voaden-Miller as allotment points of contact: as potholders they share information about the allotment but do not involve themselves in the decision making process of allotment matters.

4. Announcements

No Announcements

5. Public Forum (Limited to 20 Minutes)

- a. Public Participation
 - i. No questions submitted by members of the public
- b. City Councillors Updates & Comments
 - i. City Councillors were not in attendance

6. NCC Ecology Team Community Involvement: This item was discussed first

- a. Rebecca Williams in attendance from NCC with Robert Magee of Gwent Wildlife Trust:
 - i. It was reported that:
 1. The bench has been returned to Underwood and the stones on the green have been removed, bulbs have been planted throughout and a plum tree is going to be planted, **have no budget to plant more trees currently** (additional trees throughout the estate will be planted in the first quarter of this year).
 2. The community gardens are mowed **on a maintenance schedule** by Newport City Council, Robert is establishing a volunteer group within Underwood to carry out routine maintenance of the garden **and raised beds**. Newport City Homes will mow the

patch around the bus stop as it is NCH owned land. The hedges in the garden are responsibility of NCC and will be cut once a year in the autumn

3. NCC are developing a 'community resource pack' which will include timetables for planting and propagating, information and activities for the local school and a copy of the mowing regime will be included for the benefit of BCC.
 4. Robert Magee currently attends the sites each week on a Wednesday morning, to work with volunteers on the upkeep and carry out the work as required. (10am-12pm) Friday's he has been also offering community guided walks from the garden but has had very little uptake so this make change.
 5. The Chair brought it to the attention of the Local Places for nature officer that the planters in Bishton are nearing the end of their life and if NCC has any spare planters available could they be used in the village
- ii. Discuss allowing group to use toilet facilities at sports ground
 1. Resolved: It has been agreed that Gwent Wildlife Trust can use the facilities, Cllr Stokes will assist with access and facility monitoring.
 - iii. Suggestion for garden name: The community Garden in Underwood does not yet have an official name. Councillors suggested calling Underwood Community Garden as it is concise.

7. Approval Of Minutes

- a. December 2024
 - i. Resolved: Agreed by Samantha Voaden-Miller and seconded by John Davies subject to amendment of attendance list.

8. Action Points & Clerk Report

- a. Action Points
 - i. Police invited to attend January Meeting – unable to attend this evening as they are at another council meeting.
 - ii. State of Churchyard in Bishton – Clerk has sent numerous emails to Church of Wales to ask if BCC can assist in maintenance as complaints are being received. The churchyard is still open and applications for burial can still be made.
 - iii. Missing village road sign Bishton – Highways confirm sign is missing but is not considered a priority or legislatively required. Highways have offered to provide quotations to replace the sign. Councillors have instructed The Clerk to ask for these quotations.
 - iv. Contact with NCC Estates Team – No response to emails sent regarding land ownership of the sportsgrounds at Underwood. NCH claim it is owned by NCC but BCC notes suggest otherwise. Clerk to continue looking into this issue.
 - v. Jerry Widdas instructed to carry out repair works to Bishton Play Park.
 - vi. Submission of precept – Precept submitted.

9. Finance & Procedure

- a. Review and agree Bank Reconciliation December 2024
 - i. Agreed
- b. Review and amend cover cleaner hourly salary and agree to back-date to start of December 2024
 - i. Agreed to match cover cleaner hourly rate with that of regular cleaner and to backdate this to the start of their term of employment.
- c. Review and approve Clerk job vacancy advertisement
 - i. Advertise for 15 hours with a view to 5 hours per month overtime if required. Condense job advertisement. Advertise through local website, social media, job centre, One Voice Wales. Newport City Council.

10. Maintenance & Facilities

- a. Approve purchase of new floor cleaning machine for Underwood Community Centre
 - i. Cllr Cork has assessed available equipment as requested and has organised a demonstration of equipment organised for 16th January at UCC. The cost of the demonstrated equipment is £2800 + VAT.

- b. Allotment report
 - i. Allotment issues discussed. An allotment meeting has been arranged. POCs received paper reports to fill out monthly with allotment issues to be dealt with. Issues with solicitor and tenant of plot 9 ongoing. Clerk to contact solicitor for an update.

11. Planning

- a. No planning matters

12. Date for Next Meeting

- a. Wednesday 12th February – Bishton Village Hall

DRAFT