



CYNGOR CYMUNED TRESEFGOB

79 Birch Grove, Underwood, Newport NP18 2HW

07988624393 – clerk@bishton.org.uk

Ordinary Meeting Wednesday 12th March 2025 – Underwood Community Centre,
conference Room – Zoom Online Conference

MINUTES

1. Attendance

John Davies, Pamela Davies, Andrew Cork, Carol Cork, John Hall, Samantha Voaden-Miller,
Richard Stokes, Cherie Hall, Rachel Stephens

Clerk: Jacob Richards-Powell

Members of the public in attendance

2. Apologies

Chelsea Powell – Accepted

3. Declarations of Interest

John Hall, Samantha Voaden-Miller – The Clerk noted that a dispensation will be requested from the Monitoring Officer, to allow the councillors to remain the table to advise councillors but not take part in any voting.

4. Announcements

The Chair gave a statement about the recent passing of Gillian Burton, a local resident who dedicated over forty years of service to The Community Council. A Minutes silence was held before the meeting continued.

5. Public Forum (Limited to 20 Minutes)

a. Public Participation

A member of public put forward three queries:

a. Comments on clothes bank in Underwood (see February Minutes)

- i. The clerk replied to this query referring to the decision in the February minutes that BCC did not

have a suitable place to site a clothes bank and there were concerns over clothes dumping and fly-tipping.

b. The noticeboard outside the shops in Underwood

- i. The Chair advised that the glass-fronted noticeboard is property of BCC, and the damaged noticeboard is property of Newport City Homes. The Clerk had notified the member of public that the land surrounding the shops is owned by NCH.

c. The board of governors at Llanmartin primary school

- i. The member of public is a member of the local primary school board and is looking to network with Councillors and the board.
- ii. The Chair explained that there had been little interest for a Councillor to join the board of governors as the last Councillor to do so was not well received. It was further explained that a Councillor did put themselves forward but was advised that there was not a vacant seat.
- iii. Richard Stokes advised that members of the community have been keen to have the school clock recommissioned but have been met by issues with the headmistress who does not support the project.
- iv. The next governor meeting takes place on the 31st of March 2025.

v. City Councillors Updates & Comments

- vi. No City Councillors in attendance, no apologies received

6. Approval of Minutes

- a. Approved by all Councillors

7. Action Points & Clerk Report

- a. Reviewed by Councillors (Report in Appendix)

8. Finance & Procedure

- a. Review and agree bank reconciliation for February 2025
 - i. Proposed by John Hall seconded by Pamela Davies
- b. Renewal of Insurance with Zurich (£2,728.40)
 - i. Agreed by all councillors
- c. Renewal of One Voice Wales Membership (£401)
 - i. A vote was held with 0 in favour 5 against and 4 abstained. Membership will not be renewed until a new Clerk has been appointed.
- d. Park Maintenance Invoice (£6,288)
 - i. The work has been completed to a satisfactory standard.
 - ii. Proposed by Andrew Cork seconded by Pamela Davies.
 - iii. John Hall to carry out an internal inspection and is satisfied with the work so far.
 - iv. The park has now re-opened.
- e. Solicitor's final invoice (£735.60)

- i. The invoice includes a site visit which did not take place. The Clerk will respond to the solicitor and challenge this point to attempt to reduce the bill.
- f. IRPW 2024-2025
 - i. Councillors must notify The Clerk before the end of March 2025 if they do **not want** to receive their IRPW payment.
- g. Selection of Internal Auditor
 - i. It has been agreed to use IAC Audit & Consultancy for the internal audit
- h. HCPT Charity Grant Request
 - i. No decision resolved
- i. Councillor training
 - i. Councillors reminded to attend training modules that may benefit their role within the council

9. Maintenance & Facilities

- a. Resolve to solve unregistered gas meter at USG
 - i. Ongoing issue with unregistered gas meter. No bills being sent to BCC. Clerk and Chair have worked with British Gas Lite to transfer the account with no success. Gas meter was removed from account as it was believed to be linked to Underwood Leisure Centre but this was not the case (The meter was registered as 'Underwood Leisure Centre') Clerk to contact Wales & West Utilities for further advice.
- b. Football Club Service Level Agreement
 - i. Councillors agreed that a formal renewed agreement between football club and BCC is required to ensure regular payments are made when match games are being played. No further discussion of terms or cost was had. Instructions unclear, Clerk will draft basic SLA for Councillors to develop.
 - ii. Richard remarked that the facilities are being kept much tidier but rubbish is not being put into bins provided.
- c. Football club point of contact
 - i. Richard Stokes is P.O.C for the sportsgrounds and football club.
- d. Allotment Report
- e. No report provided. POC requested the report template be sent for digital completion. No matters resolved. Clerk stated that no allotment action would go forward without receiving a written / emailed allotment report.

10. Community

- a. Further correspondence to NCH about improved shop / surgery access
 - i. NCH details passed onto Carol Cork who wishes to pursue the matter.
- b. Christmas Carol event and Choir booking
 - i. Date confirmed for November 28th 2025 to coincide with availability of the choir.

11. Planning

- a. CONNEX/ 25/0052 - Llanwern Works Queensway Llanwern Newport South Wales – Noted, no comments.
- b. CONNEX/ 25/0124 – Noted, no comments.
- c. Confirm receipt of Craig Y Perthi Consultation Letter.
 - i. Noted – No comments.

12. Date of Next Meeting

- a. Wednesday 9th April – Underwood Community Centre

13. Selection of New Clerk / RFO

- a. Two candidates have attended interviews. Two candidates remaining, interviews scheduled for Monday 17th March 2025.

Signed: _____

Dated: _____

DRAFT

Appendix

Actions

Police signage and security measures applied to Allotment – John Hall

Cleaner cover for cleaner at UCC – Andrew Cork

meeting to shortlist candidates for Clerk – Clerk, John D, John HI, Carol C, Andrew C

Utility Bills into one-drive – Clerk

Credit note NCC – incorrect bill received – Clerk

NCC land ownership confirmed – Clerk

Measurements of container to be sent to NCC – Clerk

Model Standing orders to be reviewed -

Write email response Bishton cemetery – Clerk

Write email response clothing bank – Clerk

Arrange emergency plumber and works to be completed – John D / Clerk

Emergency plumbing works to be carried out UCC – Plumber

NCH point of contact email address forwarded to Carol Cork – Clerk

Contact candidates for interview process – Clerk

Set times for interviews – Clerk

Prepare interview questions / scoring sheet – Clerk (questions provided by John D, John H, Carol C, Andrew C) referred to OVW / Clerk retention policy (councillors have this document)

Send updated allotment tenancy documents to printer to be re-signed throughout March – Clerk
