



CYNGOR CYMUNED TRESEFGOB

79 Birch Grove, Underwood, Newport NP18 2HW

07988624393 – clerk@bishton.org.uk

Ordinary Meeting Wednesday 14th May 2025 – Bishton Village Hall

1. Attendance

John Davies (Chair), Pamela Davies, Andrew Cork, Carol Cork, John Hall, Samantha Voaden-Miller

Members of public in attendance

Zoom not available

2. Apologies

Richard Stokes, Cherie Hall, Rachael Stephens, Chris Ashman (clerk)

3. Declarations of Interest

Allotments: John Hall, Samantha Voaden-Miller

4. Police report

Officer.... In attendance .Crime rate around the same as last month ,Andrew Cork asked about speeding in Underwood, police will monitor and advise council. Llanwern will be losing two police officers and electric scooters will be targeted.

5. Community Clock

Stephen Hill attended and gave a presentation regarding the community clock proposal. Request from community group for council to fund purchase of community clock to be installed at local primary school. Installation and maintenance costs funded /covered by other sources, it was confirmed that all necessary permissions were in place.

Proposed contribution of £650 clock plus vat to be purchased by council for local community, if the vat cannot be claimed back alternative arrangements will be made to pay the vat, council agreed purchase, proposed by Andrew Cork and seconded by Carol Cork, and agreed with unanimous vote.

Clerk to confirm council agreement in writing.

6. Minutes of April meeting

Accepted as a true record by all councillors

7. Action Points & Clerk Report

a. Action Points

- i. Action points reviewed – updates at June meeting on clerks return from leave
- ii. Meeting with John Griffiths MS took place on 9th May 2025 – issues regarding speeding in Underwood and broadband in Bishton raised

8. Finance & Procedure

- a. Approved payments made in April
- b. Review and agree Bank Reconciliation April 2025
 - i. Agreed as accurate

9. Maintenance & Facilities

- a. Purchase of planters for Bishton
 - i. Grant application from Friends of Bishton for £125 as 50% contribution to replacement of five planters in Bishton. Agreed
- b. Allotment report
 - i. Update from POCs – all plot holders paid fees, use of hoses agreed during hot weather subject to review given any future advice from Dwr Cymru

10. Planning

11. Date for Next Meeting

Annual meeting 29th May 2025 – 6.30pm – councillors reminded any nominations for chair/vice chair of council to be sent to the clerk by 28th May 2025

Ordinary Meeting Wednesday 11th June 2025 – Underwood Community Centre

Meeting ends at 20.00

Action Points

Clerk Action Points – April/May 2025

1. Contact Wales & West Utilities to recommission gas meter at sportsground
 - a. Complete. WWU to carry out inspection of meter April 14th
2. Dwr Cymru water safety inspection for sportsground
 - a. TO be carried out April 14th
3. Notify new clerk of start date
 - a. Complete
4. Initial clerk meeting / handover
 - a. Complete
 - b. Start date 7th April
5. Copy / send new start paperwork to payroll
 - a. Complete
6. Copy / send new banking signatory forms
 - a. Complete
7. Update allotment payment sheet in conjunction with bank statements
 - a. Complete
8. Send any letters relating to allotment plots
 - a. Allotment report not received
9. March Scouts invoice
 - a. Sent to treasurer
10. Date set with John Griffiths estate visit with councillors
 - a. 9th May 09:30 at UCC conference room
11. Date set for meeting with Jessica Morden
 - a. Awaiting new dates due to schedule issues
12. End of year VAT return
 - a. Completed. VAT total: £3439.60
13. IRPW payments 2024-2025
 - a. Completed
 - b. Report to be sent to IRPW
14. Date for Finance & Procedure Meeting
 - a. April 30th
15. Circulation of Police Report
 - a. Complete
 - i. Update from meeting: Owner of land that Police were asking for has been identified, send this information to police. Invite to next meeting.
16. Payment and renewal of insurance policy
 - a. Complete
17. Payment of park works invoice
 - a. Complete
18. Notify OVW of non-renewal of membership
 - a. Complete

- i. Update from meeting: Clerk to write to OWV to reinitiate membership for one year.
- 19. Draft football club SLA
 - a. Complete circulated for feedback
 - i. Update from meeting: Football club to send all information on which games are being played and when to work out totals owed / owing going forward.
- 20. Write to football club re parking issues - complete**
- 21. Raised beds at allotments to be revisited by councillors**
- 22. Prep agenda for meeting with John Griffiths on 9/5**
- 23. Confirm in writing council agreement to £650 plus vat contribution to community clock project**
- 24. Follow up to MS office on agreed point of 9th May meeting**