



CYNGOR CYMUNED TRESEFGOB

79 Birch Grove, Underwood, Newport NP18 2HW

07988624393 – clerk@bishton.org.uk

Ordinary Meeting Wednesday 9th April 2025 – Underwood Community Centre, conference Room –
Zoom Online Conference

1. Attendance

John Davies (Chair), Pamela Davies, Andrew Cork, Carol Cork, Richard Stokes, Rachael Stephens, Cherie Hall, John Hall, Samantha Voaden-Miller (Zoom)

Jacob Richards-Powell (Clerk), Chris Ashman (new clerk)

City Councillor: William Routley (Zoom)

Members of public in attendance x3 (two in public and one via Zoom)

2. Apologies

Chelsea Powell (resigned)

City Councillors: Raymond Mogford

3. Declarations of Interest

Allotments: John Hall, Samantha Voaden-Miller

Football club: Richard Stokes

Staffing: John Davies, Pamela Davies

4. Announcements

John Davies remarked that The Learning Tree session that took place at UCC would not continue due to lack of participants.

a. Welcome new Clerk / RFO

- i. Councillors introduced themselves to Chris Ashman the new Clerk / RFO for Bishton Community Council. Chris thanked all Councillors for taking him on. *Chris confirmed his intention was to be based at UCC on Wednesday of each week.*

b. Lights left on at UCC

- i. The group who has left lights on at UCC has been investigated and instructed to ensure the lights are left off. This was brought up after a member of public noted that the lights had been left on over the weekend. *“Reminder to switch off lights” poster to be displayed in halls – clerk to organise*

5. Public Forum (Limited to 20 Minutes)

a. Public Participation

- i. No queries submitted prior to the meeting taking place

b. City Councillors Updates & Comments

- i. William Routley reported that:
 - 1. Is aware of issues with fly-tipping issues in the area and is working with NCC to reach a suitable outcome that will be shared with BCC.
 - 2. City Councillors worked with residents 5-weeks ago regarding an elderly lady who had been wandering the streets.
 - 3. Received an email regarding Underwood Leisure Centre from the owner; owner has plans to convert the building but has not pursued any planning permission for the venture.
 - 4. *Chair highlighted issue of broadband connectivity in half of Bishton village and problem regarding access by open reach to connect to super fast over farmers land . Chair and Cllr Routley to meet to discuss potential way forward*

6. Local policing

a. Local Police Report

- i. Noted, no comments

7. Approval Of Minutes

a. March 2025

- i. Accepted as a true record by all Councillors

8. Action Points & Clerk Report

a. Action Points

- i. Action points reviewed

9. Finance & Procedure

- a. Approve payments (see payments list)

Company	Purpose	Amount
RDP Law	Final legal fees	652.80
97Host	Monthly website hosting	£30 – Direct Debit
Red Shoes Accounting	Payroll Services	£108
Newport City Council	Business Rates UCC	£965.60
Newport City Council	Business Rates BVH	£142
Groves Gas	Gas Contract UCC	£330
Groves Gas	Gas Contract USG	£330
FSSS	Bishton Fire safety	£134.82
FSSS	Underwood Fire safety	£135.14

Action: schedule payments for business rates payments to be made in 10x payments

b. Review and agree Bank Reconciliation March 2025

i. Agreed as accurate

c. Agree SLA with football club and ratify

- i. Draft agreement circulated to Councillors. Richard Stokes took a copy to FC for review, FC happy with the terms. Happy for facilities to be shared with other groups but would be happier if their equipment could be stored in the container.

d. Date for Finance & Procedure Meeting

- i. April 30th for Finance & Procedure Meeting

e. Approve purchases for new Clerk

i. Telephone for Clerk SIM

- 1. Current SIM card fine, new clerk has old handset he can use

ii. Arnold Baker Clerk Guide

- 1. £137 (with membership)

iii. SLCC membership

- 1. £190 (possibly £8 lapsed membership renewal)

10. Maintenance & Facilities

a. Purchase of planters for Bishton & Underwood

- i. Richard will investigate planters that can be purchased to replace the damaged ones in Bishton.
- ii. The budget has £500 allocated for the replanting of the planters throughout Underwood (18) and Bishton (5) and BVH (small pots) Andrew will purchase bulbs and soil for members of the community to replant the planters as it was successfully carried out last year. Receipts will be passed to the Clerk.

b. Renewal of annual gas safety contract

- i. Groves Gas will continue to be the contractor used for gas boiler servicing and repairs for UCC and USG

11. Community

- a. Discuss banning of release of helium balloons within community
 - i. NCC has adopted a policy to ban the release of Helium Balloons for ecology reasons. Councillors are happy to implement this policy on Bishton Community Council properties, this will be shared through website and social media, adopted into policy and added into booking requirements for the halls.
- b. Discuss small grant request for 1st Llanmartin Scouts**
 - i. A small grant of £250 has been requested by The Scouts for the purchase of custom T-shirts for the Scout members.
 - ii. Proposed £250 Andrew Cork, seconded by Carol Cork and voted unanimously by The Council. Scouts will be asked to promote the grant and support from BCC.
- c. Discuss correspondence received about Bishton Play Park**
 - i. Reply to individual stating that work was carried out the park along with an inspection declaring it safe to use. Mention that there is a play park at Underwood which is more focused for toddlers.

12. Planning

- a. **25/0226** - The Arch Bungalow Watery Lane Langstone Newport NP18 2JY SIDE AND REAR SINGLE STOREY EXTENSION AND RELOCATION OF EXISTING OUT BUILDING – No comments.

13. Date for Next Meeting

- a. Ordinary Meeting Wednesday 14th May 2025 – Bishton Village Hall
 - i. Jacob will take the minutes and Clerk the meeting in Chris' absence
 - ii. Thursday 29th May 2025 proposed date for the Annual Meeting – Underwood Community Centre
 - iii. Finance & Procedure Meeting 30th April 2025 – Underwood Community Centre

14. Glan Llyn Football Club Parking

- a. Could punters park at Speedway as opposed to the road itself due to safety (can we write to the club and ask)

Meeting ends at 2018

Action Points

Clerk Action Points – April 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 OVW 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

21. Raised beds at allotments to be revisited by councillors

22. Prep agenda for meeting with John Griffiths on 9/5