



CYNGOR CYMUNED TRESEFGOB

79 Birch Grove, Underwood, Newport NP18 2HW

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MINUTES

Ordinary Meeting Wednesday 11th June 2025 – Underwood Community Centre

1. Attendance

John Davies (Chair), Pamela Davies, Andrew Cork, Carol Cork, John Hall, Samantha Voaden-Miller, Richard Stokes, Chris Ashman (clerk)

2. Apologies

Cherie Hall, Rachael Stephens

3. Declarations of Interest

Allotments: John Hall, Samantha Voaden-Miller

4. Announcements

JD confirmed that he had been informed that the council had been informed by Keep Wales Tidy of success in their Green Flag awards for the memorial garden and Bishton Village pond. Full details of publicity and timing of ceremony to follow. A new flag pole may be required – cllr cork to confirm.

5. Public forum

No questions had been received before the meeting and no members of the public were in attendance.

6. Police report – no report , will be circulated as soon as available.

7. Minutes of 14th May ordinary meeting

Accepted as a true record by all councillors in attendance

8. Action Points & Clerk Report

a. Action Points

- i. Action points reviewed

Community clock - Contractor requires payment in advance –
councillors agreed to pay 50% up front and remainder on delivery

Meeting with Jessica Moredon MS – dates in September to be agreed

VAT receipt £3439.60 – CA to check receipt

9. Finance & Procedure

- a. Approved payments made in May
- b. Reviewed and agree Bank Reconciliation May 2025
 - i. Agreed as accurate
 - ii. Breakdown of utility apportionment (gas electric, water) to be provided to next Finance and procedures meeting
- c. Draft 24/25 statement of accounts – internal auditor appointed – specific meeting to consider report/accounts 30/06/25 to meet necessary deadline

10. Maintenance & Facilities

- a. Vehicle access to Bishton hall
 - i. Due to number of reports of car damage it was agreed to remove entry chain posts at village hall to create easier vehicular access

11. Community

- a. Best Kept garden competition – Inspection to take place 1st week of August, JH, JD, RS – same categories as previous years, baskets, gardens, best allotment, newcomer, most improved
Cllrs Stephens, Cherie Hall to be asked if help with letters to successful residents

Awards night to be held early September (Saturday evening – tbc)

JD to present awards

- b. Allotment report
 - i. Update from POCs – sub divide taken place – new plot holder notified
 - ii. Need to “clean” waiting list – liase with clerk
 - iii. Removal of unauthorised water access fittings required.
- c. Bishton planters – used existing for summer 2025 – need replacement in October – cllr hall investigating suitable options

12. Planning – applications noted – no comments

Non agenda item – request from Underwood football club , for £150 contribution to family fun day on 5th July

Councillors agreed £100 contribution from chairs purse provided relevant bank account is an organisation not an individual account

13. Date for Next Meeting

Extraordinary Meeting 30th June 2025 – 6.30pm – to consider IA report on 24/25 accounts – possible Zoom call

Ordinary Meeting Wednesday 9th July 2025 6.30 pm – Bishton Village Hall

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 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 - 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**