CYNGOR CYMUNED TRESEFGOB
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DRAFT MINUTES

Ordinary Meeting Wednesday 13TH August 2025 – Underwood Community Centre

1. **Attendance**

John Davies (Chair), Pamela Davies, Richard Stokes, , Samantha Voaden-Miller, John Hall

Chris Ashman (clerk)

(3 members of public in attendance)

2. **Apologies** Cherie Hall

3. **Declarations of Interest**

   Allotments: John Hall, Samantha Voaden- Miller

4. **Announcements**

   JD reported resignations of Cllrs Andrew Cork, Carol Cork and Rachael Stephens.

   Letters to be sent to all thanking them for their service to the council – **Action** Clerk

   New vice chair to be appointed following Cllr Corks resignation – nominations to be sought for consideration at Sept 25 meeting – **Action –** Clerk to seek nominations for vice chair

   CA confirmed NCC democratic services had been approached to arrange publication of notification of casual vacancy. Once published co-option could be considered.

   CA reported consultation by NCC on location of polling stations – Llanmartin school, Underwood Community centre and Bishton hall. Noted and agreed.

   CA reported confirmation of national NALC staff pay award from 1/4/25. Council agreed to adopt new pay scales for p/t clerk and p/t cleaner. Payroll support to be informed – **Action** -clerk to action

5. **Public forum**

5.1 Public Participation

No questions had been received before the meeting.

5.2 County councillor updates – Not in attendance – Outstanding points discussed at last meeting – notably fencing issues and recent tree collapse remedial works to be flagged with both members – **Action** - clerk

5.3 Gym rental – JD confirmed current arrangements regarding gym rental at UCC following question from member of public at last meeting. Energy costs are covered by Active Underwood and they make donations to community causes. Future charges/rental considered as part of fees and charges review in September 25.

6. **Police report –**circulated – August report – more information requested on numbers of missing persons , noted due to numbers of childrens homes in the area. Rise in illegal use of electric scooters continues to cause concern. More action needed , councillors will continue to make reports to PCSOs – **Action –** clerk to feedback to police

7. **Minutes of 9th July ordinary meeting**

Accepted as a true record by all councillors in attendance along with minutes of 4/7 extraordinary meeting

8. **Action Points & Clerk Report**

   a. **Action Points**

      i. Action points reviewed and list to be updated (see below)

      UCC table – disposal advertised on facebook page – no interest as yet

      Community clock due to be installed during school holidays

      Dfib replacement pads unavailable until September 25 – health centre pads location temp unavailable – Cllr stokes to visit and confirm

      Meeting with Jessica Moredon MS – dates in September to be agreed – pre submitted questions likely to be required

9. **Finance & Procedure**

   a. Approved payments made in July and one for Ebay £55 (flagpole) as per July meeting agreement

   b. Reviewed and agree Bank Reconciliation July 2025

      i. Agreed as accurate

      ii. Breakdown of utility apportionment(gas electric, water) provided to all members – **Action –** clerk to check UCC gas bill £1661 (Sep 24)

   c. Member of public tabled queries on website finance documents – **Action –** clerk to address and respond as required

d. Finance and procedure meeting scheduled for 30/7/24 not quorate but remedial actions proposed on Internal audit report accepted – trial of new accounting software, subject to IA comments of suggested version, council agreed further support from IA to address 24/25 accounts issues and pre 25/26 audit exercise in October 25

10. Maintenance & Facilities

a. Bishton hall – microphone loop

   i. Loop installed for hearing but complementary microphone to enable speaking needed. Quote received , further quotes to be sought before purchase

b. Changing rooms – water supply /POC

   Councillors had received the Welsh water report following their recent visit highlighting non compliance issues linked to water supply to speedway track.

   As POC Cllr stokes had hosted the visit enabling access.

   Chair had subsequently contacted Welsh Water to arrange a second visit to clarify matters – due to take place 14/8/25.

   Councillors expressed concerns over the handling of this issue by the chair without contact with other councillors.

   Action - Chair to report back to council any actions to be taken following second visit by Welsh water.

   Councillor Stokes requested he be removed as POC for changing rooms given recent events including the serious rubbish left at changing rooms following family/fund raising event. **Action -**Cllr Voaden – Miller to act as new POC for changing rooms – Clerk to write to football club expressing council disappointment regarding condition of changing rooms.

   Council thanked Cllr Stokes for his efforts as POC for the changing rooms

c. Relief cleaner – council agreed to advertise for a p/t relief cleaner via facebook page and website – **Action –** clerk to arrange

d. Insurance for staff absence - **Action** Clerk to investigate quotes for this and scope of cover and report back to next meeting

11. Community

a. Bee Keeping proposal

   Allotment holder proposing to keep bees.

   Extract from other council policy shared with JH(POC) and points discussed with proposer.

Next steps – other allotment holders to be approached to discuss the principle, advice to be sought from school who have bees and Monmouthshire “bee officer” prior to reconsideration by council at future meeting.

b. **Arrangements for Best in Bloom awards – 6th September**

Poster to be displayed on notice boards and on website

JD to purchase voucher prizes (16 x £10)

Budget for catering set at £400 – amendment to budget forecast required

Invites to award winners issued

Help with setting up and clearing up and hosting event needed – all to note

JD to present certs

12. **Planning –** Local business owner – Castle dairy outlined difficulty in getting permission for sale of milk from premises – length of time taken and lack of consistency between, planning regs, farm diversification policy etc – council to be aware.

    Council noted and thanked for feedback

13. **Date for Next Meeting**

    Ordinary Meeting Wednesday 10th September 2025 6.30 pm – Underwood Community centre

Meeting ends at 20.15

Action Points

Clerk Action Points – July/Aug 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. Further inspection 14/8
3. Send any letters relating to allotment plots
4. Follow up issues with John Griffiths estate visit with councillors

   9th May 09:30 at UCC conference room

5. Date set for meeting with Jessica Morden
    a. Awaiting new dates due to schedule issues
6. Date for Finance & Procedure Meeting
    a. July 30th - not quorate – future meetings to be held adjacent to council ordinary meetings
7. 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.
8. **Write to football club re parking issues - complete**
9. **Raised beds at allotments to be revisited by councillors**
10. **Meeting with city councillors to discuss estate issues**
11. **Green flag awards – PR**
12. **Options for Bishton churchyard**
13. **Defib pads -Underwood health centre**
14. **Nominations for Vice chair**
15. **Feedback to police on August report**
16. **Letter to football club re condition of changing rooms**
17. **Chair to report on meeting with Dwr Cymru**
18. **Relief cleaner advert**
19. **Insurance quotes for staff absence cover**
20. **Mitigating actions from Internal auditor report**
21. **Fencing issues to be highlighted again with NCC councilllors**
22. **Finance docs on website issues from mop to be actioned**