



CYNGOR CYMUNED TREFESGOB

79 Birch Grove, Underwood, Newport NP18 2HW
07988624393 – clerk@bishton.org.uk

MINUTES

Ordinary Meeting Wednesday 19TH November 2025 – Underwood Community centre

1. Attendance

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

Chris Ashman (clerk)

(1 member of public in attendance)

2. Apologies – Daniel Sutherland , Gwent Police

3. Declarations of Interest

John Hall, Samantha Voaden- Miller - allotments

4. Announcements

CA reported no applications yet received regarding councillor co-option vacancies, Advert to be displayed in Bishton as well Underwood and website.

Newport Council consultation on community council boundaries – after discussion on the initial phase of the council boundary consultation it was agreed an email be sent confirming Bishton CC's comfort with status quo regarding its boundary. **Action** – clerk send email in response to initial consultation

Councillors were asked to note the WAO audit completion notice regarding 24/25 accounts.

Thanks noted to all involved in organising the Remembrance Poppy displays in Underwood and Bishton and Wilcrick.

WGovt decision on solar farm noted – applicant has until end of month to appeal to High Court.

Clerk reported additional temporary employment for 6 months – no impact on Bishton CC work.

Chair reported feedback on incorrect Welsh spelling of council title – Clerk to check and amend as needed

5. Public forum

5.1 Public Participation

No questions had been received before the meeting.

5.2 County councillor updates – None received, not in attendance for this meeting

6. Police report –circulated – October report – noted

New “Neighbourhood Matters” website available where residents can report and get information on local crime and anti social behaviour

7. Minutes of September and October ordinary meetings

Due to Oct 25 meeting being non quorate minutes of Sept and Oct meetings agreed.

Chair also summarised the main discussion points of the 8/10 finance sub committee (non quorate) for consideration:

Budget 26/27 planning – Capital projects proposed

Underwood Community centre – Replacement radiators, Floor tiles, Internal decoration

Bishton Park – treatment of wooden posts, potential play area for smaller children

Bishton Hall – Upgrade electric heaters, External elevation treatment

Underwood Changing rooms – paint cabin and refs rooms, fix broken sink

In addition investment in a sinking/reserve fund for replacement flat roof at Bishton.

Council agreed these items suggested at sub committee to be confirmed in proposed 26/27 budget planning – **Action - Clerk**

Purchase of new hand dryers at Bishton Hall ,purchase and installation this financial year agreed based on quote already in hand.

Further discussion regarding Underwood FC and payment of match fees - **Action** clerk to email football club

8. Action Points & Clerk Report

a. Action Points

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

Meeting with Jessica Moredon MP – confirmed 28/11 on agenda

Relief cleaner – local contact obtained insurance so approach to establish as relief cleaner.

Chair of finance committee – Cllr Cherie Hall agreed to act as chair

Vice chair of council still to be confirmed

Church yard cleared

Defib pads replacements – still awaiting parts – further chasing of source of replacements required

First aid/bleed kits purchase (subject to further info)

9. Finance & Procedure

- a. September and October reconciliation agreed

Finance and Procedure committee to be held 10th December in advance of council meeting.

Draft 26/27 budget – draft budget and proposed precept considered, any amendments to clerk before 3rd December.- **Action ALL**

10. Maintenance & Facilities

- a. Changing rooms – water supply update

Cllr Stokes received correspondence from Dwr Cymru indicating them seeking legal advice regarding supply to speedway track and to undertake works (some already complete) to comply with regulations

Council agreed water meter for speedway supply be removed asap – **Action** – Cllr Hall

Further action considered once Dwr Cymru legal feedback received.

- b. Smart meters – changing rooms and Bishton hall – Clerk reported requests from agents of utility providers to arrange installation of smart meters at Bishton and changing rooms – Council agreed to proceed subject to 3 phase status at bishton being communicated and no cost to council.

11. Community

- a. **Allotments**

One plot holder given up plot – others taking action to tidy up plots

Skip hire to remove rubbish agreed – clerk to check dates with Cllr SVM

Wood in place for raised bed but no grant approval

- b. Christmas 2025 – carol evening set for 28th November, choir booked – donation of £100 agreed
Budget for event increased to £300 – mulled wine, childrens sweets/drinks and decoration of hall if bad weather.
Risk assessment for event to be completed – **Action** – clerk and Cllr j Hall

Yellow event vests to be purchased for cllrs – **Action – clerk**

Meeting with Jessica Morden 28/11 – councillors discussed agenda items for meeting with MP.

Meeting with NCC Sports development – Cllr Hall reported meeting focused on playing fields/football pitch – discussed potential BCC installation of benches sourced by NCC – **Action** – clerk to follow up meeting with email

Councillor Stokes fed back on Underwood community group comments regarding a potential memorial stone and what permissions might be needed. Council suggested contacting landowners and Cllr Stokes agreed to keep council informed

12. Planning – no comments on shop extension – **Action – email support – CLERK**

13. Date for Next Meeting

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

Finance and Procedure committee – 10th December 2025 – 6pm -UCC

Meeting ends at 20.35

Action Points

Clerk Action Points – OCT /NOV 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
3. Send any letters relating to allotment plots
4. Follow up issues with John Griffiths estate visit with councillors
5. Date set for meeting with Jessica Morden- COMPLETE 28/11/25
6. Date for Finance & Procedure Meeting
 - a. 10/12 /25
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. Clerk to chase by email
- 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 issus**
- 11. Defib pads -Underwood health centre**
- 12. Nominations for Vice chair**
- 13. Chair to report on meeting with Dwr Cymru**
- 14. Relief cleaner**
- 15. Insurance quotes for staff absence cover**
- 16. Mitigating actions from Internal auditor report**
- 17. Best in Bloom PR**
- 18. Risk assessment for 28/11 carol concert**
- 19. Email support of shop planning application**
- 20. Email football club re match fees**
- 21. Clerk purchase yellow vests**
- 22. Confirm 26/27 budget for consideration at December 2025 meeting**
- 23. Confirm Welsh spelling of council title and amend docs/ website as needed**