



CYNGOR CYMUNED TREFESGOB

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

MINUTES

Ordinary Meeting Wednesday 14TH January 2026 – Underwood Community centre

1. Attendance

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

Chris Ashman (clerk)

Cllr R Mogford – NCC, Cllr W Routley NCC

(3) member of public in attendance)

2. Apologies – None

3. Declarations of Interest

John Hall, Samantha Voaden- Miller - allotments

4. Announcements

Correspondence from One Voice Wales regarding nomination for draw for Kings garden party tickets. Chairs suggested nomination accepted by council – Clerk to confirm with person if willing for name to be put forward.

Email from headteacher – Llanmartin primary school requesting representation from council on governing body – Clerk to reply indicating reduction in councillor numbers means have to decline at this point

Email from Mrs Devlin seeking explanation of transfer from reserve account to current account in April 2025. Reply provided – Mrs Devlin (in attendance) advise that reason for transfer be recorded for audit purposes. Email also requested update on village name road sign – this was provided and remained outstanding

5. Public forum

5.1 Public Participation

No questions had been received before the meeting.

5.2 County councillor updates

Cllr Mogford and Cllr Routley provided updates as below

Hedyn – building a good working relationship speaking about grass cutting responsibilities, car park etc) – meeting still to be confirmed , will make BCC aware of date and outcomes once meeting takes place

Diesel seepage – visit by Env Health recently reflected on possibility of underground tanks – Cllr Mogford asking question at next full NCC meeting

Cllr Mogford in contact with Cllr Fawcay regarding budget for play provision in area and local consultation - Cllr Hall reported discussion with NCC officers re playing fields, no reply as yet.

Proposed Remembrance monument - What3words location confirmed and provided to councillor Howells, confirmed NCC ownership – named department contact needed to progress agreement in principle – Clerk to follow up

JD thanked Cllr Mogford and Cllr Routley for attending and for all the work they do for the community

6. Police report

No December report received

Councillors would like to meet PCSO – Clerk to arrange specific meeting

7. Minutes of November ordinary meeting

Minutes agreed

8. Action Points & Clerk Report

a. Action Points

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

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

Vice chair of council still to be confirmed

Defib pads replacements – still awaiting parts – further chasing of source of replacements required – If no progress by next meeting consider new unit

UFC paid pitch fees

9. Finance & Procedure

- a. December reconciliation agreed – question from Cllr Hall regarding payment to member of public – explained person had been paying Bishton hall tv licence up to December before cancelling and payment was to reimburse- agreed by Chair Council agreed subject to evidence of payment by mop being available

Clerk to purchase tv licence for Bishton Village hall

Hall hire charges 26/27 – Council considered paper outlining increased charges for hall hire from 1st October 26 until 31/3/27 and every winter thereafter

Bishton - £9 per hour for local residents - non residents remain at £10 per hour

UCC £8 per hour before 6pm and £9 per hour after 6pm for local residents – non residents remain same £10 and £12 after 6pm

Clerk to arrange publicity regarding increase for hirers and arrange changes to booking website

Finance and Procedure committee to be held 10th February in advance of council meeting – to consider other fees and charges for 26/27

10. Maintenance & Facilities

- a. Changing rooms – water supply update

No update

Further action considered once Dwr Cymru legal feedback received.

11. Community

- a. **Allotments**

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

Updated agreement for 26/27 being issued by email – considering charges

Fallen tree on allotments – damaged outbuildings and tree removal to be arranged with neighbouring landowner

- b. **Football club update** – seek quote for replacement sink and consider condition of water supply and electric supply. Club to be approached re decoration of changing rooms if BCC provide materials. Cycle club doors also need attention. Still no reply to request to planning regarding positioning of container

- c. **Update on matters considered at Meeting with Jessica Morden 28/11 –**

Access Rd Flooding – meeting on site with NCC 21/1 – also flag Bishton village flooding

Memorial – see above

Pride in Place funding – info provided – further contact with NCC needed regarding access/eligibility

Shopping centre – no meeting with Hedyn as yet

Road safety – Go safe contact info still not provided – councillors commented on absence of traffic calming on birch road and speeding risk

MUGA upgrades – no update

Access to leisure centre car park – no update
Next meeting June 26 – surgery being held in hall in January

12. **Planning** – No relevant decisions /applications

13. Date for Next Meeting

Ordinary Meeting Wednesday 10th February 2026 6.30 pm – Bishton Village Hall

Meeting ends at 20.05

Action Points

Clerk Action Points – DEC /JAN2026

1. Contact Wales & West Utilities to recommission gas meter at sportsground
 - a. Complete. WWU to carry out inspection of meter April 14th -ongoing
2. Dwr Cymru water safety inspection for sportsground - ongoing
3. Send 26/27 agreements 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. 10/2 /26
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 -ongoing**
- 10. Meeting with city councillors to discuss estate issus**
- 11. Defib pads -Underwood health centre**
- 12. Nominations for Vice chair**
- 13. Mitigating actions from Internal auditor report -ongoing**
- 14. Best in Bloom PR**
15. Email support of shop planning application - complete
16. Email football club re match fees - complete
17. Clerk purchase yellow vests - complete
18. Confirm 26/27 budget for consideration at December 2025 meeting - complete
19. Confirm Welsh spelling of council title and amend docs/ website as needed
- 20. Change email passwords – info sent**
- 21. Write to NCC highways – magor rd closure**
- 22. Write to future solar objecting to proposals at Llanwern**
- 23. What 3 words for memorial location – complete**
24. **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
- 25. Meeting with PCSO to be arranged**
- 26. Reply to headteacher re governor request**
- 27. Bishton village road sign**
- 28. Send nomination for garden party draw**
- 29. Memorial – follow up agreement in principle with NCC**
- 30. Publicity on hall hire winter 27 charges**

31. Bishton tv licence