



CYNGOR CYMUNED TREFESGOB

79 Birch Grove, Underwood, Newport NP18 2HW

07988624393 – clerk@bishton.org.uk

MINUTES

Ordinary Meeting Wednesday 8th July 2026 – Underwood Community centre

1. Attendance

John Davies (Chair) by zoom, Pamela Davies by zoom, John Hall(Vice chair), Samanatha Voaden – Miller, Cherie Hall, Richard Stokes

Chris Ashman (clerk)

Cllr Routley , Cllr Mogford, Trudy Smith, observing

(3) members of public in attendance)

As the chair was attending on zoom the Vice -chair took the chair for this meeting

2. Apologies – none

3. Co-option of councillor – Ms Trudy Smith

The clerk confirmed he had received an application for co-option as a member of the council from Ms. Trudy Smith , a local resident.

No other applications had been received arising from the recent advertisement for candidates.

The clerk confirmed Ms Smith complied with the necessary regulations to become a co-opted councillor.

The chair put the proposed appointment of Ms Smith as a co-opted councillor to the meeting.

This was carried unanimously by a show of hands.

Action – clerk to provide Ms Smith with relevant documentation and inform the electoral authority of the appointment.

4. Declarations of Interest

John Hall, Samantha Voaden- Miller – allotments

5. Announcements

The clerk reported the Iscoed tavern darts team had enquired again about a grant. Information had been requested re bank account etc and to attend a future meeting

The clerk highlighted a recently published SLCC report on the “social value” generated by community councils

JD reported Bishton and Underwood had been awarded Green flag status again for 2026 – no publicity until end July

6. Police report

Noted

6. Public Forum

6.1 Public Participation

No questions table beforehand or at the meeting

6.2 County councillor updates

Cllr Routley congratulated Ms Smith on her co-opted appointment and wished her well in her role

Cllr Routley confirmed he had numerous grass cutting requests, he had also made the clerk and chair aware of recent noise complaint at UCC .

He was aware of action being taken on e bikes etc following continuing complaints and asked for the issue to be consistently reported to the local police

Cllr Rowley suggested the council consider inviting the Superintendent to a specific meeting – action – Clerk to email and request a meeting

Caravan at Bishton – NCC enforcement were monitoring and keeping Cllr informed.

Cllr Mogford updated on progress at the school confirmed a linked public authority governor vacancy was still available for a Bishton CC rep to fill – Cllr Trudy Smith volunteered to fill this post and council voted to agree here appointment

Action – Clerk to email Cllr Mogford as chair of governors and the head teacher to propose Cllr Smith as minor authority governor.

Councillors asked if school might consider making defib available outside of school hours – Cllr Mogford to raise and clerk to write to head.

Enforcement action being investigated on caravan located near to school – councillors reported owner seeking to move – W Govt own land and are taking a softly softly approach

Tree/overgrowth – several complaints received – flagging role /protocols of new MS arrangements following recent lection and which MS should liaise on local complaints

Lights on bridge – continuing maintenance on structure requiring extended restriction – update needed

Boundary review – Cllr Routley confirmed the necessary committee was still reviewing proposed changes and complemented BCC on making a compelling case for not reducing number of cllrs.

Cllrs raised serious concerns regarding the overgrown and unsafe condition of footpaths near the Crematorium – Cllr Mogford confirmed this had been raised at a Director meeting – accident risk requiring constant review

7. Minutes of 17th June ordinary meeting

Minutes agreed

8. Action Points & Clerk Report

a. Action Points

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

Installation of Bishton sign will proceed

Beekeeping contacts still being sought – grants to be explored

9. Finance & Procedure

- a. June 26 reconciliation agreed – transaction reports can be produced via new software and will be published on website for first quarter
- b. Main point from Finance and procedure meeting – clerk to prepare schedule of key document review dates as per internal auditor report

10. Maintenance and Facilities – benches were being installed at the park

11. Community

a. Allotments

Further incidents needing meeting in confidence following ordinary meeting

- b. **Football club update** – Ieuan Payne attended and briefed council on UFC aspirations to play in higher leagues, requiring improvements to dug outs

Proposed designs to be submitted with email request for council agreement
Container being repainted

Deep clean this month

New key arrangements to be introduced for changing rooms

IP agreed to come to BCC meeting once a quarter.

c. Bishton/Underwood in Bloom 2026

Actions agreed at 1/7 meeting progressing

Bouncy castle hire would need cllr supervision – clerk to check insurance position

11. Planning – no applications for consideration

12. Date for Next Meeting

Ordinary Meeting Wednesday 12th August 2026 **6.30 pm** – Underwood Community centre

Meeting ends at 20.30

Action Points

Clerk Action Points – June/July 2026

1. 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
2. **Raised beds at allotments to be revisited by councillors -plot let/complete**
3. **Meeting with city councillors to discuss estate issues - ongoing**
4. **Defib pads -Underwood health centre - complete**
5. **Mitigating actions from Internal auditor report -ongoing**
6. **Best in Bloom PR**
7. **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

Update June 2026 – changing room smart meter installation not possible after edf site visit

8. **Bishton village road sign – cllrs to erect**

- 9. Memorial – follow up agreement in principle with NCC – review utility maps**
- 10. Follow up on Jessica Morden points/rearrange meeting**
- 11. Planning meeting for Bishton in bloom – event 19th September – actions follow up**
- 12. Follow up meeting with headteacher – Dec/Jan26**
- 13. Letters to allotment holders re behaviours**
- 14. Letter to Moving art thanking for Bishton sign**
- 15. Beekeeping advice for allotment holder**
- 16. WAO audit statement to be sent – complete**
- 17. Contact NCC re Cllr Smith appointment**
- 18. Email superintendent to request a meeting**
- 19. Overgrown footpaths – monitor NCC response – update 22/7 paths cleared**
- 20. Calendar of key policy document reviews – as per IA report**
- 21. Check insurance position re bouncy castle for bishton in bloom**