



CYNGOR CYMUNED TREFESGOB

79 Birch Grove, Underwood, Newport NP18 2HW

07988624393 – clerk@bishton.org.uk

MINUTES

Ordinary Meeting Wednesday 12TH August 2026 – Underwood Community centre

1. Attendance

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

Chris Ashman (clerk)

(5) members of public in attendance)

2. Apologies – Cllr Routley

3. Declaration of interests

Cllr Voaden miller and Cllr Hall – allotments

4. Grant request – Underwood darts

Representatives of Iscoed Tavern /Underwood darts team attended meeting to provide confirmation of their grant request and further information. Councillors agreed support up to £300 from a list of requirements to be provided by the darts club. Clerk to circulate info to councillors once received from club.

5. Announcements

Chair confirmed he had met BT regarding provision of broadband in Bishton village. Agreement with landowner agent being pursued to install missing cable link

Boundary review – confirmed that number of councillors (12) would remain the same but name of council be changed to “Underwood and Bishton” council . Proposals now with Boundary Commission wales. No written confirmation as yet. Council thanked Cllr Routley, in his absence, for his efforts on representing the councils views on this matter

Hedyn housing were hosting a “Dragons – community outreach” session at UCC on 14/9, 2-3pm aimed at older fans. Hedyn to be asked for supporting publicity material so

that councillors could help promote this. Chair had agreed trial session at UCC would be provided free of charge but if interest grows then charges would apply. Clerk to ask hedy for publicity info.

Correspondence received from RWE planning reps regarding revised solar farm pre planning public consultation. Previous plan had been amended to exclude SSSI

Consultation events to be held at UCC and Bishton.

Councillors to review information and discuss potential written response at next meeting 9/9/26 – consultation closes 21/9/26

6. Police report

Noted

PCSO requested council be represented at site meeting with Cllr Mogford to discuss off road bikes. Cllr Stokes agreed to attend and report back

Is it possible an officer could visit school to promote safer cycling

PCSOs need to be visible in evenings after school to act as deterrent.

7. Public Forum

6.1 Public Participation

Claire Ford, allotment holder had emailed regarding security arrangements at the allotments.

A large amount of flower plants had been dug up and stolen from her allotment.

The incident had been reported to the police but the upset caused to Claire caused her whether to continue with allotment if security couldn't be improved.

Council expressed deep concern for Claire and what had happened but recognised it was limited in the action it could take.

It was agreed council would investigate improving the footpath gate access /security

Another allotment holder, Catherine Ryall, attended and indicated allotment holders would like to meet councillors to discuss a number of concerns.

Action – options for gate security to be investigated and clerk to write to allotment holders asking for details of concerns/questions prior to organising the requested dedicated meeting

6.2 County councillor updates

No county councillors in attendance.

8. Minutes of 8th July ordinary meeting

Minutes agreed

9. Action Points & Clerk Report

a. Action Points

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

Installation of Bishton sign complete

Overgrown footpaths addressed

10. Finance & Procedure

- a. July 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 presented schedule of key document review dates as per internal auditor report
- c. Historic WAO invoice £880 agreed (20/21 audit support), Payment of remaining lottery grant for successful AV installation noted. Half year VAT needed to reclaim vat for this – action – Clerk

11. Review of standing orders – as per internal audit recommendation council reviewed existing standing orders and concluded to adopt the OVW model standing orders – action – clerk to update and circ to cllrs and publish on website

Other policies to be reviewed and update as needed as per schedule circulated

12. Energy contract options – councillors reviewed a number of suggested contract durations and prices, Use of agent to negotiate agreed.

Existing provider has indicated they have renewed on historic rolling contract.

Action – chair and clerk to investigate and report back

13. Maintenance and Facilities – benches were being installed at the park – stalled reason unknown.

Windows repair (UCC)/cycle club repair due to vandalism and protective wire screens proposed - £250 permission sought – agreed.

AV system fully installed – advertise improved facilities on website – clerk to action
Microphones should on be provided to outside hirers upon specific request

Basic electric improvements arising from AV installation to be undertaken – noted

Discussion regarding video security cameras – options considered but advice to be sought from police – CA to arrange

11.Community

a. Allotments

Allotment holder left – ensuring shed removal

One letter needed for inactive plot

Waiting list to be confirmed and updated with clerk – JH

Water butt filling continuing – kept under review dependent on weather

Ballcock replaced £12.50 to be refunded to cllr hall

b. Football club update – lockbox to be installed for changing room keys Meter to be monitored due to recent increased usage

No details/designs for proposed improvements received as yet

c. Bishton/Underwood in Bloom 12th Sept 2026

Actions agreed at 1/7 meeting progressing

Posters displayed – prize winners invited

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

Update on actions in advance of start of next council meeting on 9/9 – start at 6pm

14. Planning – Solar farm – encourage people to submit comments – information sessions BISHTON 7TH Sept, Underwood 8th Sept

15. Date for Next Meeting

Ordinary Meeting Wednesday 9th September 2026 **6.30 pm** –Bishton Village hall – preceded by Bishton in bloom event planning at 6pm

Meeting ends at 20.30

Action Points

Clerk Action Points – July/August 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. **Meeting with city councillors to discuss estate issues - ongoing**
3. **Defib pads -Underwood health centre – seek further stocks of pads ready for OCTOBER 2026**
4. **Mitigating actions from Internal auditor report -ongoing**
5. **Best in Bloom PR**
6. **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

7. **Bishton village road sign – installation complete**
8. **Memorial – follow up agreement in principle with NCC – review utility maps**
9. **Follow up on Jessica Morden points/rearrange meeting**
10. **Planning meeting for Bishton in bloom – event 19th September – actions follow up**
11. **Follow up meeting with headteacher – Dec/Jan26**
12. **Letters to allotment holders re behaviours/request issues for discussion at meeting**
13. **Letter to Moving art thanking for Bishton sign**
14. **Beekeeping advice for allotment holder**
15. **Contact NCC re Cllr Smith appointment - complete**
16. **Email superintendent to request a meeting**
17. **Overgrown footpaths – monitor NCC response – update 22/7 paths cleared**
18. **Calendar of key policy document reviews – as per IA report -ongoing**
19. **Review darts equipment contribution**

- 20. Check insurance position re bouncy castle for bishton in bloom – not covered /specific event policy needed**
- 21. Publicity for HEDYN dragons event**
- 22. Response to Solar farm pre app consultation**
- 23. Police advice on camera security**
- 24. Half year VAT claim**
- 25. Revised standing orders on website**
- 26. Energy contract renewal**
- 27. Letter to inactive allotment plot holder**
- 28. Allotment gate security to be reviewed**
- 29. Website to be updated with new AV facilities**