CYNGOR CYMUNED TREFESGOB

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

MINUTES

Ordinary Meeting 9th September 2026 – Bishton Village Hall

1. **Attendance**

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

Chris Ashman (clerk)

Cllr Mogford, Cllr Routley

(3) members of public in attendance)

2. **Apologies –**Cllr Trudy Smith
3. **Declaration of interests**

   Cllr Voaden miller and Cllr Hall – allotments, Cllr Davies J and Cllr Davies P (staff pay award)

4. **Announcements**

   None

5. **Police report**

   Noted

   Cllr Stokes reported site meeting with Cllr Mogford to discuss off road bikes had taken place – main issue were fence repairs to counteract off road bikes access to public land

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

6. Public Forum

6.1 Public Participation

No comments received in advance, no questions at meeting

6.2 County councillor updates

Cllr Routley confirmed result of boundary review discussed at previous meeting. Underwood and Bishton proposed name change with Boundary Commission Wales for confirmation

Council to hold updating notice boards (bi lingual) until confirmed

Councillors thanked Cllr Routley again for his efforts in support of BCC on the boundary review.

Two main issues –

Draft LDP – council to be aware of publication of draft proposals and seek to respond

Action – clerk to request community council meeting to understand proposals affecting the ward

Proposed solar farm – response need to pre application consultation

Action – clerk to draft response indicating BCC objection due to scale of proposal and disruption during construction.

Meeting with headteacher to be arranged for November BCC Meeting – 11th November – Cllr Mogford to confirm

7 Minutes of 12th August 2026 ordinary meeting

Minutes agreed

8. Action Points & Clerk Report

a. Action Points

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

List of donation requests received from Iscoed Tavern darts – council agreed to purchase and donate 2 dartboards and one set of lights

ii Chair to purchase wreath and attend Magor remembrance ceremony

Local memorial awaiting convenant change on proposed site – CA to chase NCC

Repairs to allotment fencing completed

9. Finance & Procedure

a. Aug 26 reconciliation agreed – transaction reports can be produced via new software and will be published on website for first quarter

b. 26/27 NALC pay award agreed – increase in increment and back dated to April 26

c. October meeting to consider half year finance report following Finance sub committee meeting held prior to ordinary meeting

10. **Review of Financial Regulations** Council considered review of financial regulations and agreed updates as proposed in clerks report

11. **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 confirm contract on offer is best value

12. **Maintenance and Facilities** – benches were being installed at the park –near completion

    Windows repair (UCC)/cycle club repair due to vandalism and protective wire screens installed -may need strengthening.

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

    Circuit board electric improvements arising from AV installation to be undertaken – noted- estimate to be obtained and if necessary quotes obtained

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

    Kitchen utensils to be purchased for hosting events - £100 budget max

11.Community

a. Allotments

One letter needed for inactive plot

Waiting list to be confirmed and updated with clerk – JH

Correspondence from two allotment holders raising concerns – reply to be drafted in advance of arranging meeting

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

£25 per session /use of changing rooms/pitch to be checked and confirmed - Clerk

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 – insurance in place

Risk assessment completed and circulated

13. **Planning –** Solar farm – encourage people to submit comments – council response as discussed above

14. Date for Next Meeting

Ordinary Meeting Wednesday 14th October 2026 **6.30 pm** –Underwood Community centre– preceded by Finance and Procedure committee meeting at 5.45pm

Meeting ends at 20.30

Action Points

Clerk Action Points – AUG/SEPT 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. **Memorial – follow up agreement in principle with NCC – review utility maps**
7. **Follow up on Jessica Morden points/rearrange meeting**
8. **Follow up meeting with headteacher –NOV/ Dec/Jan26**
9. **Letters to allotment holders re bhaviours/request issues for discussion at meeting**
10. **Letter to Moving art thanking for Bishton sign**
11. **Beekeeping advice for allotment holder – progress with community farm advice**
12. **Email superintendent to request a meeting**
13. **Calendar of key policy document reviews – as per IA report -ongoing**
14. **Publicity for HEDYN dragons event**
15. **Response to Solar farm pre app consultation**
16. **Police advice on camera security**
17. **Half year VAT claim**
18. **Revised finance regs on website**
19. **Energy contract renewal**
20. **Letter to inactive allotment plot holder**
21. **Website to be updated with new AV facilities**
22. **£25 pitch hire charge to be reconfirmed**
23.