



**Bishton Community Council  
Ordinary Meeting 1830 – 2100  
Wednesday 13<sup>th</sup> March 2024  
Underwood Community Centre**

**DRAFT MINUTES**

**1. Attendance**

John Davies, Andrew Cork, Carol Cork, Chelsea Powell, Samantha Voaden-Miller, John Hall, Mark Chapman

City Councillors: Ray Mogford, William Routley

PSCO Officers Becky & Amelia

MOPs: Mr & Mrs. Devlin

**2. Apologies**

Cherie Hall, Rachael Stephens, Pamela Davies - accepted

**3. Declarations of interest**

**Allotments (If discussed) – John Hall, Samantha Voaden-Miller**

**4. Announcements**

The Chair thanked everyone for attending the meeting.

The Chair thanked the PCSOs for attending the meeting and invited them to introduce themselves, they welcomed questions from those in attendance.

Ray Mogford asked PCSOs if Community Watch signs could be put up around Underwood. PCSOs explained this is subject to permission from NCC as they manage highways and signage. To be followed up.

PCSOs explained that the Community Watch scheme allows members of communities to log confidential / anonymous reports regarding local crime and the information can help law enforcement respond to crimes more effectively.

Councillors commented that there had been a reduction in electric scooter riders in the Underwood estate, but it is an ongoing issue.

The Chair reported that the Bishton Speed Watch should be starting over the next week or two as the final preparations are made. There are two teams of three volunteers ready to carry out the speed watch.

The Chair reported that a Youth Club has now started at Underwood Community Centre in conjunction with Newport City Council 18:30-20:30 every Wednesday. NCC will send information that BCC can share via social media to spread awareness of new club.

## **5. Public participation (Limited to 20 Minutes)**

### **a. Bishton Village Hall Report**

- i. Confirm receipt of latest report
  1. Final Report to be generated after March 22<sup>nd</sup>
- ii. Note comments to take back to BVH.
  1. No comments

### **b. Questions from Members of Public (please submit to Clerk prior to meeting)**

- i. No questions raised by members of the public.

### **c. City Councillor Participation**

- i. Both City Councillors attended a meeting with NCC on 28<sup>th</sup> February 2024
- ii. **Ray Mogford reported:**
  1. Monksditch flooding – Ray did an area walk with Andrew Cork. NCC have attended and started clearing initiatives to remove debris from the ditch. There is another fallen tree in the vicinity. The gully forming near the allotments has been reported to NCC.
  2. Pathway for surgery from the shops – Ray has raised the matter with NCH. Contact is Kelsie. Ray is hoping to arrange a meeting with her and the area manager.
  3. Benches in the area area potentially ‘unadopted’ and are on non-council land, further discussions with NCH will need to take place.
  4. Flooding in Bishton – Ray did an area walk with John Davies
- iii. **Will Routley Reported:**
  1. Matters raised included the flooding in the entrance to Underwood. They are still awaiting a response.
  2. Incomplete white lines on road in Bishton
    - a. John Davies reported that square areas of red tarmac have been applied to the lane and road in Bishton near the ‘slow’ speed signs.
    - b. NCC have confused the ‘edge marking lines’ of the road (which are no longer there) with central marking lines. They reported that the road is too narrow to apply those lines.
  3. Significant potholes in the area have been reported. Some potholes that have been repaired have been reopened.
  4. A missing manhole cover has been reported in Bishton Lane, presumed stolen.

A member of public has reported that a section of roof in the shopping complex between The Chinese and The Spar has collapsed. They have reported this to NCH to no avail.

## **6. Approve Minutes from Ordinary Meeting**

- a. Meeting held on February 14<sup>th</sup>, 2024.
  - i. Proposed by Andrew Davies seconded by Samantha Voaden-Miller

## **7. Action Points & Clerk Report**

- a. UCC kitchen preparations were completed allowing the cooker to be installed on Friday 8<sup>th</sup> March 2024
  - i. The old cooker has been removed subject to being donated to someone who requires a cooker.

- b. Extractor fan was installed at BVH, and the electronic items were PAT tested on Friday 8<sup>th</sup> March 2024
- c. The door at the Referee's Cabin at the Football ground has been replaced. The insurance company paid £530 towards the £975 resulting in a £445 cost to the local community.
- d. Deeds for Council properties – Kept in fire-safe at Chair's house and available on request.
  - i. Clerk has initiated proceedings for registering Bishton Village Hall with the land registry.
- e. Grounds Maintenance
  - i. Schedule now received.
  - ii. Includes tree-works and an annual tree survey.
- f. HSE Report completed for Bishton Village Hall, carried out and logged with Clerk.
- g. Safety Grilles at Bishton Hall
  - i. Powder coating completed.
  - ii. Due to arrive next week.
- h. Website
  - i. Beginning new site from 18<sup>th</sup> March 2024
- i. Waste sacks.
  - i. Ordered from NCC – new recycling policies noted at previous meeting.
- j. Quotations received for Allotment signage.
  - i. Sent to Councillors, agreed by all. Clerk to order.
- k. Allotments
  - i. Agreements for new year updated with new terms, to be sent out by email or hand copies via POC.
  - ii. Payments being taken via BACS, logged with Clerk.

#### **8. Finance & Procedure**

- a. Review and agree bank reconciliation for February 2024
  - i. Proposed by Andrew Cork and seconded by John Hall
- b. To agree and decide whether to maintain 'ring-fenced reserve' into 2024/2025 budget.
  - i. Unanimous agreement to re-allocate a previously reserved amount considered potentially outstanding for building works. Council to convene to discuss the amount and allocation in the new year.
- c. Agree Internal Auditor for 2023/2024 audit.
  - i. Unanimous agreement to appoint John Turner to carry out the 2023/2024 Internal audit.
- d. Agree date for Q1-Q4 2023/2024 Finance Review Meeting
  - i. March 20<sup>th</sup> preliminary, to be confirmed via email.
- e. Agree to continue BVH online booking service at £120 for the year.
  - i. Proposed Andrew Cork seconded by Samantha Voaden-Miller

#### **9. Underwood, Bishton & Wilcrick**

- a. Agree to conduct a 60-day utility monitoring / cost review for BVHA and UCC
  - i. Agreed to be carried out.
- b. Agree purchase of allotment sign and 'enclosed entrance sign' with appropriate fixings and post-Crete.
  - i. Unanimous agreement to purchase.
- c. Agree date for Council / Community litter pick.
  - i. A litter pick will take place on Sunday 24<sup>th</sup> March at the Top Car Park

#### **10. Planning**

- a. Confirm receipt of delegated decision and enforcement notices (not for discussion)
- b. 24/0180 – Alternation to cowshed on Bowden's Lane

i. No comments

**11. Date and location of next meeting. Wednesday 10<sup>th</sup> April 2024 at Bishton Village Hall. 1830**

DRAFT