

# REDWICK COMMUNITY COUNCIL

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**Minutes of an Ordinary meeting of Redwick Community Council held on  
Tuesday 14th March 2023 at 7pm in Redwick Village Hall.**

<b>Councillors:</b>	Cllr M Duthie, Cllr K James (Chair), Cllr E Jarrett, Cllr R Waters, Cllr J Williams
<b>In Attendance:</b>	Beverly Cawley (Clerk)
<b>Apologies:</b>	-
<b>Members of Public:</b>	1

Min No  
2022/22-

## Open Forum

**Public Open Forum** (*members of the public should be mindful of the Council's standing orders numbers 3.d - k*)

No residents present at commencement of meeting.

The Chair welcomed the new Clerk to the meeting.

## 1 Chair's Announcements

1.1 **To receive apologies for absence from Councillors**  
None received

1.2 **To receive any update and feedback from the Chair on meetings attended.**  
No feedback in relation to meetings attended.

## 2 Declarations of interest in items on the agenda – Forms to be completed

2.1 **To receive any declarations of interest in items on the agenda**  
Cllr James – agenda item 10.2- Wind Turbine at North Court Farm  
Cllr Williams – agenda item 12.1 – Solar Park at Longlands Farm  
Cllr Duthie – agenda item 12.5 – Redwick History Group

## A MEMBER OF THE PUBLIC JOINED THE MEETING

## 3 Minutes

3.1 **To adopt the minutes of the Annual Meeting held on Thursday 12th May 2022**

**Resolved:** To adopt the minutes of the Annual Meeting held on Thursday 12th May 2022

3.2 **To adopt the minutes of the Ordinary Meeting held on Thursday 12th January 2023**

**Resolved:** To adopt the minutes of the Ordinary Meeting held on Thursday 12th January 2023

**4 Finance**

4.1 **To confirm the Bank Reconciliation of the Council's Bank Accounts to 23<sup>rd</sup> January 2023**

**Resolved:** To adopt the Bank Reconciliation of the Council's Bank Accounts to 23<sup>rd</sup> January 2023 (appendix 1)

4.2 **To note and accept list of payments made or to be made.**

**Resolved:** To accept and ratify the list of payments (appendix 2)

4.3 **To consider renewal of annual membership to One Voice Wales at the cost of £31 (under Local Gov Act 1972 s143)**

**Resolved:** To renew Council's membership to One Voice Wales at the cost of £31 (under Local Gov Act 1972 s143)

4.4 **To consider banking accounts and purchasing requirements for the Community Council, and agree any actions required.**

Cllr Jarrett had purchased the new laptop for the clerk, claiming back via expenses, but pointed out the problems incurred trying to purchase M365 licence (with an annual renewal fee) for council without using a Council debit card.

**Resolved:** To remove ex-Councillors John Evans, Jim Ballard and Steve Woodwood from the Bank signatory list, and add Clerk as a restricted signatory and primary contact, allowing change of address and access to internal transfers, and requests for bank statements etc.

**Resolved:** That once the signatory changes have been made, the Council will move to on-line banking, and arrangement will be made for the Clerk to have a debit card to enable on-line purchases.

**5 Correspondence**

- 5.1 **To note that miscellaneous correspondence has been emailed direct to Members as appropriate for information purposes**  
Noted. The Clerk confirmed that items sent which may be of interest to Councillors are marked 'For Your Information' (FYI). Anything requiring reading or action would be annotated with appropriate text.

## 6 **Planning**

- 6.1 **View applications at [Simple Search \(newport.gov.uk\)](https://www.newport.gov.uk)**  
**No applications received (at time of agenda publication)**  
Noted

- 6.2 **To note Newport City Council weekly new and decided planning lists**  
**[Weekly List \(newport.gov.uk\)](https://www.newport.gov.uk)**  
Noted

- 6.3 **To note a Planning Appeal submitted to Newport CC in respect of The Bryn, Bryn Road, Redwick**  
Noted

- 6.4 **To note receipt of Newport City Council's 'Replacement Local Development Plan' Newsletter Issue 004 February 2023**  
Noted

## 7 **Queen Elizabeth II Platinum Jubilee**

- 7.1 **To discuss and consider options available to identify the Oak Tree planted to commemorate the Queen's Platinum Jubilee, and agree any actions required.**  
Members had been provided with several options.

**Resolved:** That the clerk purchase an Aluminium Commemorative Tree Plaque mounted on light oak with metal ground stake from 'Brunel Engraving Co'. At the approximate cost of £88.00 (subject to text to be engraved, delivery and vat).

**Resolved:** That Cllr James provide the clerk with the agreed text for engraving.

## 8 **Coronation of King Charles III**

- 8.1 **To consider whether Council will be celebrating the Coronation of King Charles III in any way, and agree any actions required.**  
The Council would not be undertaking any specific celebrations, but would work with the Redwick Coronation Party Committee (refer agenda item 12.4)

## 9 **Policies**

9.1 **To consider and approve and/or re-adopt policies as required by Council in order to meet its duty under legislation, as an employer, and/or required to protect the Council during its day-to-day operation.**  
The Clerk explained that having accepted office, Councillors have a duty within the law, to protect the Council, themselves, residents and employees by ensuring the Council has in place relevant policies, procedures, protocols and statements in place, that are fit for purpose. The policies should then be available for access by the public on the Council's website.

9.1.a **Standing Orders – mandatory.**  
*(note the current version adopted in May 2022 is out of date)*

**Resolved:** To adopt the up to date Standing Order version as submitted by the clerk.

9.1.b **Financial Regulations – mandatory.**  
*(note the council has not adopted any Financial Regulations)*

**Resolved:** To adopt the Financial Regulations as submitted by the clerk.

9.1.c **Unacceptable Actions by Individuals Policy**  
*(note council adopted this in May 2022)*

**Resolved:** To re-adopt the Unacceptable Actions by Individuals Policy as submitted by the clerk.

9.1.d **Local Government Code of Conduct – mandatory**  
*(note Council has not re-adopted this policy for some time)*

**Resolved:** To re-adopt the Local Government Code of Conduct as submitted by the clerk.

9.1.e **Other Policies and Statements (new):**

- i. **Disciplinary & Grievance Policy**
- ii. **Equality & Diversity Policy**
- iii. **Freedom of Information**
- iv. **General Privacy Policy**
- v. **Health & Safety Policy**
- vi. **Information & Data Protection Policy**
- vii. **Publication Scheme**

**Resolved:** To adopt the seven policies listed as submitted by the clerk.

- 10.1 **Newport City Council: - NEWPORT REPLACEMENT LOCAL DEVELOPMENT PLAN CONSULTATION Growth and Spatial Options Consultation -closing date 8/3/23 [www.newport.gov.uk/rdlp](http://www.newport.gov.uk/rdlp) to agree any actions required**

Members noted that the closing date had already gone and no further action was required at this time.

- 10.1.a **To receive written feedback from a resident who attended one of the consultation meetings.**

Members noted the report from the resident.

- 10.2 **To note that Clean Earth offered a second public consultation event in relation to proposed North Court Wind Turbine on 09/03/23 to agree any actions required**

**CLLR JAMES DECLARED AN INTEREST**

Members noted that the consultation date had already gone. (There was no requirement for Cllr James to leave the room, as no discussion took place.)

**11 Future of the Redwick Community Council**

- 11.1 **To further discuss the disbandment of Redwick Community Council and the creation of a Redwick Community Group (refers OM 17/11/22 Min No 7)**

This item had been discussed several times over the years. The Council did not feel that they were of any benefit to the community, especially as Redwick has a very proactive and supportive community.

**Resolved:** To proceed with any actions necessary to disband the Community Council.

- 11.1.a **To revisit the 'pros and cons' document as produced in November 2022 and agree any actions required.**

**Resolved:** That Cllr Jarrett would revisit this document before the end of March 2023 and forward to Councillors and Clerk for any comment.

- 11.1.b **To consider the requirements needed to disband a Community Council or and consider any short term, or long-term actions required.**

Members noted the requirements needed to disband or dissolve a Community Council as set out in the 'Local Government (Wales) Measure 2011 Part 7 Communities and Community Councils'

**Resolved:** To send out a covering letter, by 31/03/23 to all Redwick electors with the 'pros & Cons' document setting out the Council's reasons as to why they believe it should be dissolved.  
The letter would also invite the electors of Redwick to attend a Community Meeting, when Council would again set out its proposals and the procedure required to dissolve a Council.

In line with procedures, attendees of the Community Meeting would be asked whether they wish a 'poll' to be conducted on whether to dissolve the Council.

**Resolved:** To hold the Community Meeting on Thursday 27<sup>th</sup> April 2023 commencing at 7pm in the Village Hall (subject to availability)

**11.1.c To consider the requirements needed to set up a new Community Group, and agree any short term, or long-term actions required.**

Members noted this item, and that assistance in setting up a Community Group which would handle the Community Fund going forward could be obtained from One Voice Wales and from GAVO.

**Resolved:** To review this item further, at a future meeting.

**12 Community Fund**

**12.1 To discuss and consider the Community funding element of the proposed new solar park and agree any actions required**

*b/fwd. from OM 12/01-23 Min No.9.1V*

**CLLR WILLIAMS DECLARED AN INTEREST**

The Chair, Cllr James, advised that Council were unlikely to have any update on this before the end of March, but that Council needed to come up with some ideas on how any funding could be spent.

**Resolved:** That the projects most likely requiring funding, in the immediate future, are the upgrade/refurbishment of the children's play park, the purchase of a nearby field for hall car parking and the restoration needs of St Thomas' Church.

**12.2 To consider the request received for repairing or replacing the play equipment in the park - £20,000 and agree any actions required (lead Cllr Elwyn Jarrett) b/fwd. from OM 12/01-23 Min No.9.1V**

The request for the upgrade/refurbishment of the play park had come from a resident. Cllr Jarrett advised that he was liaising with Jerry Widdas looking at the play equipment available, and potential costs. Once this was complete, Cllr Jarrett would look at grant funding towards the cost of installing the equipment. He noted that many of the large play equipment suppliers/installers provide signposting to grant providers. The Clerk commented that most grant funders require at least three quotes from suppliers prior to them considering funding. This work is on-going.

**12.3 To receive a grant application (submitted under the Community Fund) from Wales Air Ambulance and agree any action.**

Members noted that this was not a Community/Redwick based charity and was therefore not applicable for a grant from the Community Fund. Council further

noted that as a Council they do not have the power to donate towards a major charity.

**Resolved:** To write to the Wales Air Ambulance and advise that the Community Fund is unable to fund or grant any monies to them.

- 12.4 **To receive a grant application (*submitted under the Community Fund*) from Redwick Coronation Party Committee for the sum of £3150**  
Members noted the application, and were unanimous in their support.

**Resolved:** To approve the grant for the sum of £3150 towards costs incurred by the Redwick Coronation Party Committee, subject to it being signed off by the 'Scrutineer' Roger Carter.

- 12.5 **To note that Redwick History Group have now requested draw down on the £10k grant approved for restoration work on The Pound, and approve payment direct to the contractor, and not the History Group. Refers OM 13/10/22 Min No 10.iv**

**CLLR DUTHIE DECLARED AN INTEREST**

**Resolved:** To approve payment of £10k direct to the contractor Rob Cox, as requested by the History Group.

**Resolved:** To write to the contractor Rob Cox and thank him for the excellent job he had undertaken in restoring The Pound.

**13 Training**

- 13.1 **To receive and note the Welsh Government Guidance on 'Cyber Security for Councillors' and agree any actions.**

Members were encouraged to read the contents of the WG guidance on Cyber Security, especially as an ex-councillor's email account had been compromised within the last few days.

- 13.2 **To receive and consider a response to the One Voice Wales Training Survey (closing date 28/03/23)**

**Resolved:** Not to complete the survey, in light of the fact that Council is hoping to dissolve in the near future.

**14 Environment (Wales) Act 2016 Part 1 - Section 6**

**The Biodiversity and Resilience of Ecosystems Duty report 2019 & 2022**

- 14.1 **To note that Council does not currently have a Biodiversity and Resilience of Ecosystems Duty Report.**

Members acknowledged that they did not have a Biodiversity and Resilience of Ecosystems Duty Report in place.

- 14.2 **To consider how to approach and produce a report in order that Council can meet its duty under legislation.**

**Resolved:** That the Clerk would draft a report in order that Council could meet the legislation. The Clerk would share the draft report with members for approval prior to uploading onto the Council's website and forwarding to One Voice Wales.

- 14.3 **To note information provided by Welsh Government in respect of a "People's Practice Peer-to-Peer Network" which aims to bring together a local group of people to enable local practical responses to climate and ecological challenges, and to consider if this can assist Council in meeting its duty under the 'Environment (Wales) Act 2016 Part 1 - Section 6'**  
Members did not believe that this would benefit Redwick, and was more likely to be advantageous to larger communities.

## 15 **Reports**

- 15.1 **To receive and note written reports from Clerk and Councillors**

The Clerk had submitted a report, and pointed out several action points for Councillors.

## 16 **Exclusion of Press & Public - Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960**

- 16.1 **To consider exclusion of the Press and Public to the following agenda item pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 as the business to be transacted is considered confidential, the disclosure of which would be prejudicial.**

**Resolved:** To exclude the public and press from the following item pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 as the business to be transacted is considered confidential, (in line with guidance) the disclosure of which would be prejudicial.

## **THE RESIDENT LEFT THE MEETING AT THE REQUEST OF THE CHAIR**

## 17 **Appointment of new Clerk, RFO & Proper Officer**

- 17.1 **To note that the new Clerk commenced work for the Council with effect from 01/02/23**  
Noted.

- 17.2 **To consider the Clerk's 'contract of employment' which requires final approval and sign off by Full Council prior to issue to the Clerk for signature.**  
The Clerk raised several points pertaining to employment contained within the draft contract, which Council considered.



**Resolved:** To make several amendments to the contract in line with the points raised by the clerk, and approve sign off.

**Resolved:** Cllr Jarrett to forward a copy of the amended contract to the Chair and Clerk for signature.

**18 Future Meeting Content**

**18.1 To accept proposals from Councillors for items to be included at future meetings**

No proposals received.

**19 Meeting Dates**

**19.1 Ordinary Meeting – Tuesday 16th May 2023 at 7pm (subject to venue availability)**

**Resolved:** To hold the Ordinary meeting on Tuesday 16<sup>th</sup> May 2023, but commence at 6.30pm in Redwick Village Hall (subject to venue availability)

**Resolved:** That the Annual Meeting would follow the Ordinary Meeting on Tuesday May 2023 (subject to venue availability).

**19.2 Annual Meeting – Tuesday 23rd May 2023 at 7pm (subject to venue availability)**

Note above resolution to hold Annual Meeting immediately following the Ordinary Meeting on Tuesday 16<sup>th</sup> May 2023

**MEETING CLOSED AT 8.15PM**

# REDWICK COMMUNITY COUNCIL

Current account statement balance as at		
<b>23/01/2023</b>		<b>24,164.25</b>
less outstanding cheques		
865	-32.60	
	-32.60	-32.60
<b>Current Account Balance</b>		<b>24,131.65</b>
Current Account	24,131.65	24,131.65
BPA1 - Gen Dep	3,983.03	3,983.03
BPA2 - Allotment Wardens	0.00	0.00
BPA3 - Community Trust Fund	0.00	0.00
<b>TOTAL</b>		<b>28,114.68</b>
Total Receipts inc balances b/fwd		39,876.45
less total payments		11,761.77
		<b>28,114.68</b>

### Payments and Receipts for March 2023 Ordinary Meeting

<b>PAYMENTS</b>					
<b>REF NO</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>NET</b>	<b>VAT</b>	<b>GROSS</b>
000869	Clr Elwyn Jarrett	reimbursement re laptop purchase	416.65	83.33	499.98
000870/71	Various	Salaries & Statutory Deductions	262.85		262.85
000872	R Cox Building Services	History Grp Grant	10,000.00		10,000.00
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-

**TOTAL EXPENDITURE**

**10,762.83**

<b>RECEIPTS</b>			
<b>REF</b>	<b>RECEIVED FROM</b>	<b>DESCRIPTION</b>	
20/01/2023	CE Rush Wall Turbine	Community Fund Contribution	4,000.00
09/01/2023	Barclays Bank	Credit Interest on Savings Account	1.70

**TOTAL RECEIVED IN**

**£ 4,001.70**