



Cyngor Cymuned Rogiet Community Council

Minutes

**Minutes of the Ordinary Meeting of Rogiet Community Council held on
Wednesday 8 April 2026 at 7:00pm at the Pavilion Rogiet and by Zoom**

Ordinary Meeting

	Open Forum x2 local PCSOs.
	Chair's Announcements Meetings, events and matters arising since last Ordinary Meeting: 1. Attended OVW / Planning Aid Wales event "Improving our Local Places - Welsh Case Studies & Planning Updates" on 19 March. 2. Conducted Clerk's Appraisal Interview on 19 March. 3. Wrote to MCC Legal Services on 1 April, seeking theirs and the PROW Team's advice on Ifton Lane. 4. Created Windmill Post Summer 2026 Edition (still in progress, some articles awaited).
01	ATTENDANCE & APOLOGIES FOR ABSENCE Cllrs Ellwood (Chair), Cawley, Cromwell, Pickin, Trow, Wilson and Winskill (Zoom) and County Councillor Strong. Clerk/RFO – Alice Vaughan.
02	INTERESTS DECLARED None.
	EXCLUSION OF PRESS AND PUBLIC To consider and agree any items requiring to be heard without press and public present under section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, where transaction of business is considered confidential, the disclosure of which would be prejudicial. 09 – Clerk's Appraisal.
03	Minutes of Meetings of Council: Ordinary Meeting 11 March 2026 <u>Resolved:</u> Minutes approved with the following amendment for Item 06.1: New overall budget for Staff Expenditure is <u>£35,209</u> not £35,200; and Vire from Rogiet Hub Feasibility project to EMR Rogiet Hub Refurbishment to <u>be done in April 2026.</u>
04	Monthly Police Report – March 2026 Report received and noted – will be published on website. PCSOs were in attendance.



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05	County Councillor Report – March 2026 County Councillor responded to queries asked by council.																											
06	FINANCE																											
06.1	Bank Reconciliation of the Council’s Bank Accounts January 2026 – March 2026 (Rialtas Report) – Noted and Adopted.																											
06.2	VAT Reclaim Form January 2026 – March 2026 (Rialtas) – Noted.																											
06.3	Budget – Detailed Receipts and Payments 31.03.26 (Rialtas Report) – Noted and Adopted																											
06.4	Resolved: To approve the below payments: <table><tr><th>Company</th><th>Service</th><th>Amount</th></tr><tr><td>Merlin Environmental</td><td>INV 2319 April</td><td>£367.20</td></tr><tr><td>Office Tech Solutions</td><td>INV 9537 March</td><td>£66.00</td></tr><tr><td>JAG Electrical Solutions Ltd</td><td>INV 1351 PAT testing at the Pavilion</td><td>£72.00</td></tr><tr><td>Vision ICT</td><td>INV 21678 Registration of new gov.wales domain and one new councillor email account</td><td>£134.40</td></tr><tr><td>Monmouthshire County Council</td><td>INV 70275567 Boiler Service (Note: Invoice 70273778 from OM 11.03.26 credited)</td><td>£179.55</td></tr><tr><td>One Voice Wales</td><td>Membership 2026-27</td><td>£353.00 Resolved to renew membership for 2026-2027.</td></tr><tr><td>Walker Fire and Security Solutions</td><td>INV 26765356 Fire Extinguishers annual inspection / service</td><td>£212.26</td></tr><tr><td>Vision ICT</td><td>202 SSL Certificates INV 21693</td><td>£60.00 (clerk to query before payment is made)</td></tr></table>	Company	Service	Amount	Merlin Environmental	INV 2319 April	£367.20	Office Tech Solutions	INV 9537 March	£66.00	JAG Electrical Solutions Ltd	INV 1351 PAT testing at the Pavilion	£72.00	Vision ICT	INV 21678 Registration of new gov.wales domain and one new councillor email account	£134.40	Monmouthshire County Council	INV 70275567 Boiler Service (Note: Invoice 70273778 from OM 11.03.26 credited)	£179.55	One Voice Wales	Membership 2026-27	£353.00 Resolved to renew membership for 2026-2027.	Walker Fire and Security Solutions	INV 26765356 Fire Extinguishers annual inspection / service	£212.26	Vision ICT	202 SSL Certificates INV 21693	£60.00 (clerk to query before payment is made)
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	Chepstow Accountancy	INV 3337 Processing end of year 2025/26 P60s	£45.00
	Chepstow Accountancy	Processing April 2026 Payroll	£35.00 (increased as per OM 11.03.26)
	Payroll/HMRC/Pensions	April 2026	Estimate £3400.00
07	FINANCE – Barclaycard – To approve payments: Statement April 2026 – Approved.		
	Company	Service	Amount
	April 2026	Clerk course for Essential Grammar, Courses for Cleaner, Ink, First aid kit and Calculator	£237.43
08	Planning DM/2026/00307 Garden Building – 14 Cherry Close, Rogiet, NP26 3SQ. Resolved: No objections. Clerk to inform MCC Planning.		
09	Clerk's Appraisal The Clerk's performance appraisal interview was carried out on 19.03.26 at the Pavilion, with Chair and Clerk present. The results were shared confidentially with the other members of the HR Committee and recommendations were agreed. Clerk and Chair have finalised and signed the report. The HR Committee recommended to Council the following: 1. That the RCC Clerk / RFO job is regraded to LC2 (above substantive benchmark range) (SCP29-32). 2. That the Clerk is awarded an annual increment in pay scale from SCP 28 to SCP 29. 2. That the Council should fund some specific training; and attendance to a Practitioner conference or Joint OVW-SLCC Conference. Approved: Job to be regraded to LC2 (above substantive benchmark range); pay scale to be increased from SCP28 to SCP29 effective from 1 April 2026; and council to fund the training and networking events noted in the Appraisal Report.		



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10	Local Government Pension Scheme (LGPS) (Miscellaneous Amendments) (Member Benefits) Regulations 2026 - Changes from 1 April 2026 Clerk has already checked with payroll provider and they cannot help with this as not involved with contracts, etc. Clerk to get advice from OVW and Greater Torfaen Pensions and bring back to a meeting when she has the clarification.
11	Rogiet Hub Refurbishment Project 11.1 <u>Update from Working Group – recommendations from meeting held on 25 March 2026</u> Business Plan Development of the new RCC Business Plan: skeleton business case drafted by PB – to be developed over the next two months. <i>Target: scheduled for completion in Autumn 2026.</i> Engagement with Potential Hub Hirers Continue to canvass potential hirers of the Hub (personal networks, Windmill Post, RCC web site and Facebook). Charge of £15 per hour to be used as a starting point for hirers (to be reviewed later in process). <i>Target: Continue canvassing for potential hirers as this information is essential for preparing the BC Cashflow Forecast – as much as possible is needed by next WG.</i> Funding Sources Confirmed allocation of responsibilities to AW, PE, AV, PC, SP and PB to review and pursue relevant funding opportunities. Community Survey: Review the 2023 survey materials and results to determine suitability for reuse or adaptation. Prepare for conducting an updated survey—potentially including door-to-door engagement—approximately two months prior to the Business Case production. <i>Target: Agreed that refresh survey needs to be done. Begin preparation now so materials are ready for inclusion in the Autumn 2026 Windmill Post with findings incorporated into the BC.</i> Council accepted the WG’s recommendations and approved them for action. Council also suggested other potential hub hirers (WG to note). 11.2 <u>Any other related items</u> National Lottery Funding Workshop on 28 April: Cllr Ellwood, Clerk and PB to attend.



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12	Pavilion
12.1	<u>Contract review for Pavilion / sports user hirer / football pitch hire for other football clubs</u> - Business Rates increase. Clerk to create a spreadsheet for all the costs for the building, etc, for each hire purpose. To then be discussed at AM 06.05.26 and new contracts agreed. Business Rates have increased from £548 (with relief) to £1265.61 this financial year with further increases over the following 2 years.
12.2	<u>Legionella Testing</u> – quote for sampling Quote received from specialist Morgan Environmental who has done our last two years of legionella sampling. Approved quote from Morgan for £223.20.
12.3	<u>Legionella work needed at Pavilion</u> Clerk awaiting quotation for annual work and will bring to next OM.
12.4	<u>Health and Safety Training for cleaner</u> Clerk has confirmed that courses already bought at £135.60 from High-Speed Training – costs approved. Cleaner has already completed.
12.5	<u>Little Tigers – request to remove low wall by fire door at rear of building</u> The Clerk reported that costs had been received for the removal and repair of the wall at the rear of the building by the fire exit, with estimates ranging from £300 to £1,000. The Council discussed the matter and confirmed that the wall will not be removed as it forms part of the fabric of the building. It also protects users from falling down a slope and from exposure to the edge of the outdoor play area decking. It was noted that Cllr Ellwood will repair the two bricks that have become dislodged. The Council advised that Little Tigers may consider a temporary protective covering (e.g. foam) for the wall. Any such works would need to be consulted with the Council in accordance with the contract before proceeding.
12.6	<u>Any other related items</u> Noted that a lamp in the centre hallway was changed 19 March 2026.
13	Village Matters
13.1	<u>Ifton Lane</u> – update Cllr Ellwood has emailed RCC Legal Team who in turn are consulting PROW Team and we are awaiting a joint opinion. To be on next OM.
13.2	<u>Accessibility for all - Paths</u> Network Rail – Bollards on Station Approach Road: The Council has received a response from Network Rail confirming that works will be carried out to address the bollards obstructing disabled access to the station. No timeline has been provided at this stage. The Clerk will follow up in September if no work has commenced.



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13.3	MCC Reported Paths: All path issues previously reported to Monmouthshire County Council (MCC) are currently under review. Pavilion to Playing Field and Park Path: The path connecting the Pavilion to the playing field car park and park area – council is awaiting information if this will be included within Active Travel plans. <u>Fences</u> – RCC land by Reens Awaiting reply from Vistry (Bovis) and MCC Legal Team. <u>Notice of Footpath Order 2026</u> – Minnett's Lane Noted. Already seen at consultation stage. No change since then. <u>Any other related items</u> Schools Admission Forum: No interest from Councillors currently to be part of the forum. Litter Picker's PPE: The Clerk spoke with the Council's litter-picking employee earlier this week and confirmed that new PPE needs to be purchased as soon as possible. The Clerk will arrange a meeting with the employee to obtain correct sizes and requirements. The Clerk has also investigated available training courses; however, no local in-person options are currently available. An online course may therefore be the only viable option going forward. A budget of £200 has been allocated for the PPE purchase. Should costs exceed this amount, retrospective approval will be sought at the next Council meeting.
14 14.1	CCTV Update GDPR policy update Cllr Ellwood has updated the policy from GDPR Safe online to refresh the validity dates and to include the fact that we have a maintenance contract in place. Some further amendments are required (contact name, new email address) but they cannot be done online. Cllr Ellwood has tried to contact the company by phone and email without success. Will chase and update next meeting. Updated Policy Approved.
15	Training Plan 2026 To review and approve Training Plan 2026 Adopted and approved – Version 3 to be published on website.
16	Windmill Post Summer Edition A total of 24 pages has been completed so far. The final edition may extend to 28 pages, depending on the number of additional articles and advertisements received by the deadline of 10 April. Approval to proceed with printing will be at the next OM.



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17	Rogiet in Bloom 2026 Council agreed minimum change from 2025 and to just push to increase participation. Prizes to be agreed in July OM, amount to be divided over categories participating. Approved: £50 budget for printing costs for flyers.
18	Court Farm Llanfihangel Council to agree if there is a need to contact Welsh Government Council discussed the building which was bought by Welsh Government over 4 years ago. Clerk to write to the Welsh Government after the May Elections and ask what their intentions are for the building.
	With reference to Standing Order 3.v, council resolved to extend the meeting by 15 minutes
19	Citizen Advice Report Report received and Council noted as read then approved a donation of £900.00, which had already been anticipated in the council's 2026-27 budget. (Power to spend – Local Government act 1972 s142).
20	One Voice Wales Community and Town Councils Manifesto 2026-2031 Council confirmed support of OVW manifesto.
21	Recommendations for Agenda Items for Next Ordinary meeting None.
22	NEXT MEETING(S) <u>April 2026</u> 22 April 2026 – Five Year Plan Working Group – Zoom only – 7:00pm (Cllr Ellwood has given apologies. Confirmed attendees are Clerk, Cllrs Cawley, Pickin, Winskill, Cromwell and resident RC). <u>May 2026</u> 6 May 2026 – The Annual Meeting of Council – Pavilion and Zoom – 7:00 pm (Cllr Cawley has given apologies). 13 May 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm <u>June 2026</u> 2 June 2026 – Councillor Surgery – 10-11am (location tbc) (Clerk has given apologies) 10 June 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm (Cllr Trow has given apologies) <u>July 2026</u>



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	8 July 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm August 2026 - No meeting <u>September 2026</u> 7 September 2026 – Councillor Surgery – 6-7pm at Pavilion 9 September 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm <u>October 2026</u> 14 October 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm (Cllr Trow has given apologies) <u>November 2026</u> 11 November 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm <u>December 2026</u> 1 December 2026 – Councillor Surgery – 10-11am (location tbc) 9 December 2026 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm <u>January 2027</u> 13 January 2027 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm <u>February 2027</u> 10 February 2027 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm <u>March 2027</u> 1 March 2027 – Councillor Surgery – 6-7pm at Pavilion 10 March 2027 – Ordinary Meeting – Pavilion and Zoom – 7:00 pm
	Meeting Ended 9:07pm