



# GRAIG COMMUNITY COUNCIL

## Minutes of the Full Council Meeting held both at Graig Hall and remotely via Zoom Video Conferencing on 26<sup>th</sup> May 2021 at 7pm

**1. To receive apologies for absence:** None

**Present:** Cllrs R Caston (at Graig Hall), A Whitfield (remotely), D Evans (remotely), M Smart (remotely), K Sayer (remotely), P Gregory (remotely), J Harris (remotely), W Haigh (at Graig Hall), L Fry (remotely), P Appleton (remotely), J Bailey (remotely), K Thomas (remotely), N Tarr (remotely), J Taylor (remotely), D Williams (remotely), S Davies (Clerk (at Graig Hall)). Chaired by Cllr Gregory.

This meeting was held both at Graig Hall and remotely via Zoom.

**2. To receive declarations of interest:** None.

**3. To approve and sign the minutes of the meeting held on Wednesday 26<sup>th</sup> April 2021:**

The minutes of the meeting held 26<sup>th</sup> April 2021 previously circulated were read and approved. Proposed Cllr Caston, seconded Cllr Thomas. The action points were reviewed, and all were either being dealt with or had been settled. **Action: None necessary.**

**4. Clerk's Report:** Council discussed the report items briefly and agreed it was a true reflection of the situation at the time. Proposed Cllr Harris, seconded Cllr Thomas. Cllr Tarr asked if there had been a meeting set up with the Draethen, Waterloo and Rudry Community Council. The Clerk confirmed the invitation had been made but she had not received a response to date. **Action: None necessary.**

**5. Accounts for Payment:** Proposed Cllr Haigh, seconded Cllr Tarr.

Clerk salary and office allowance for May 21	£2127.07
Misc expenses (Zoom Apr-May 21 £14.39, mileage £38.70, Welsh Water £44.08)	£97.17
TalkTalk – Graig Hall monthly broadband cost (taken by DD)	£24.00
TSOHOST – Webmail monthly hosting charge (taken by DD)	£5.00
SSE – Gas costs Graig Hall Apr 21 (taken by DD)	£29.48
SSE – Gas costs Rhiwderin CC Apr 21 (taken by DD)	£190.94
Cllr P Gregory – Reimbursement for cleaning supplies to reopen both community centres	£103.88
J&D Water Consultants – Disinfecting & sampling water at both community centres	£864.00
Complete Office Supplies – Copy paper, envelopes and inks	£149.95
<b>Total to date:</b>	<b>£3591.49</b>

**Receipts:**

None to date

**6. Planning:**

- a. TO BE REVISITED 21/0360 – Proposal: Proposed new sports facilities including two all-weather third generation (3G) pitches, improved grass rugby pitch and multi-use games area, sustainable drainage, landscaping and other associated works. Site: Bassaleg School, Forge Road, Bassaleg, Newport. Application Type: Full. *The Clerk had previously circulated a proposed response on behalf of Council. Suggestions for amendments were made. Cllr Williams agreed to attend the Planning Committee meeting when the item was being decided and speak on behalf of Council and residents.* **Action: Clerk to incorporate Council's suggestions and forward it to NCC to meet the submission deadline. Cllr Williams to arrange to attend the Planning Committee meeting to represent Council and local residents.**

**7. Items for Discussion/Action:**

- a. Acceptance of Risk Assessments for adding to Council's policies and procedures documents (PG) – The Clerk had circulated the risk assessment to Cllrs prior to the meeting these were discussed briefly and approved unanimously. Discussion ensued about who was responsible for ensuring all risk assessments were followed by end users and it was agreed some extra signage was desirable at the centres. Cllrs Tarr, Appleton, Harris & Fry offered to be involved in erecting signage etc., and it was unanimously agreed that the Centre's Management Committees oversee that the risk assessments were being followed. **Action: Cllrs named above to attend to signage and final arrangements. Management Committees to ensure the Centres were used in accordance with the risk assessments.**

- b. Number of attendees at Liaison meetings (C) – The Clerk informed the group that although at the recent AGM 4 representatives were chosen for attendance at Liaison meetings, the Chairman of the Committee had asked that only 2 members from each Council attend which was being held remotely via Microsoft Teams video conferencing. Cllr Whitfield and Appleton agreed not to attend. Cllrs Gregory and Tarr to be Council's nominated attendees. **Action: Clerk to inform NCC.**
- c. Fly Tipping notice (MS) – A poster found by Cllr Smart and previously circulated to Cllrs was discussed to agree if it would be suitable to adopt and use in the Graig ward. Council felt that it should not be used at the moment. **Action: None at this time.**
- d. The Paddock (C) – The Clerk advised Council of an email received from the Chair of The Paddock Committee asking Council to consider a scheme to plant more trees and biodiverse landscaping around the perimeter of The Paddock. Council agreed in principle to this but would need to meet with The Paddock Committee members to discuss the plans and to discuss maintenance of the existing landscaping. **Action: Clerk to contact the Chair of the Committee and arrange for a meeting to take place between both parties.**
- e. Revised budget for approval (C) – The revised budget set at the previous Finance meeting for 2021-22 was discussed. The revised budget was approved unanimously even though one or two members questioned the detail, and Cllr Sayer asked for a breakdown of employee costs. **Action: Clerk to provide the breakdown as soon as practicable.**
- f. Council meeting Venues (C) – The Clerk advised Council that even though the previous Mid-Month and Finance meetings had been held face to face at Graig Hall due to lack of clarity whether meetings could continue to be held remotely as Welsh Covid Regulations had come to an end. She had taken advice via OVW, who said English regulations had spliced into Welsh arrangements meaning it was still legal to hold meetings remotely. In fact, it was noted by the Clerk that soon Councils would be required to provide a number of different ways Councils would need to be able to hold meetings. A combination of meetings could now be held, and this meeting had been arranged so that those with the capability would join via Zoom video conferencing and the Clerk attended Graig Hall with 2 Cllrs who were unable to easily join via that method. The Clerk had set up the meetings so that it could be displayed on a large screen and it seemed to be working well. The Clerk asked Council to authorise that this method could be used for the foreseeable future. Council agreed unanimously. **Action: Until further notice all Cllrs who were able to would join meetings via Zoom and Cllrs Haigh and Caston would join the Clerk at Graig Hall so a combination meeting could be held.**
- g. Insurance costs (C) – The Clerk reported that the new premium for Council's annual insurance costs had been received and cover for 2021-22 would be just over £1000 more than in previous years due to claims Council had made. All agreed this was much more than expected, but there was no doubt that a claim had been made and that also there was an ongoing claim associated with the previous Burial Board Clerk. This made it very difficult to consider changing insurers at this point in time. Council agreed that for this year. The current insurers should be kept despite the rise in premiums. **Action: Clerk to arrange and present payment to the next meeting for authorisation.**

## 8. Reports:

- a. Newport City Councillors – Cllr Williams was congratulated by Council on his appointment of Mayor of Newport. He thanked Council for their good wishes.  
Cllr Williams ran through a long list with Council on the issues he was currently dealing with, they included: Fly tipping on Pound Hill, Penylan Road and unadopted land at Orchard Close. He spoke of issues with a residence on Pentrepoeth Road where he was trying to work with the owner to improve the front of the property. He advised of permission being granted to extend the Chemist at Bassaleg and that the cycle path at Parc Eglwys had now been re-opened. NCC had began grass cutting in the ward so things should be improving and that double yellow lines outside St Basil's Church had been approved and were awaiting installation. The repair to the road safety barrier outside The Ruperra was on a schedule to be repaired and despite recycling issues during April, things seemed to have settled and improvements could be seen. Court Crescent had issues with litter, but this was in the process of being addressed. He noted that despite Council being under the impression their request to decide on equal representation on the Burial Committee had been given over to a suitable Cabinet Member to decide, this was not the case and to date nothing had still been done. He told the group that the NCC LDP consultations would be starting again soon.  
He said he was keeping an eye on a planning application to build a new dwelling close to The Burrows on Caerphilly Road and had dealt with issues regarding trees at Hornbeam Walk. There were still issues with parking at the top of Laurel Road and parking across garages at Russell Close. There were also still problems with vehicles driving in the pedestrianised area of Tredegar Street.  
Cllr Appleton reported that visibility is very poor when exiting the top of Church Crescent as cars are parking on the corner of junctions so asked if double yellow lines could be installed. She also pointed

out that there had been a piece of red plastic barrier attached to the road railing at the roundabout outside the Tredegar Arms for a very long time which Cllr Williams agreed to look into.

Cllr Taylor reported that the bus stop on Laurel Rd had still not been repaired. It was noted that during a recent meeting with NCC Highways they had agreed to have this attended to.

Cllr Whitfield mentioned that there are so many areas in the ward with residents parking inconsiderately and told him of the issues at the end of Garth Close where a PROW is always being blocked. Cllr Williams agreed that parking enforcement had been bad for a long time and he would report these problems.

Cllr Fry asked if the Community Payback teams could be used to clear up the fly tipping on Orchard Close.

Cllr Tarr asked if Cllr Williams had made any progress with engaging NCC's Dog Wardens to carry out patrols as requested a while back. Cllr Williams agreed to contact them.

**Action: Cllr Williams to keep Council apprised of the issues he mentioned being involved with and also to act on the information given to him at this meeting including: the barrier on the roundabout at the Tredegar Arms pub, visibility issues at Church Crescent junction, bus stop repair on Laurel Road, parking issues in various locations, Orchard Close fly tipping solution and contacting the Dog Wardens.**

#### **Sub Committees:**

- b. Graig Community Centre – Cllr Appleton informed the group she now had keys to open the lockers in the storeroom. Cllr Evans reported all seemed to be fine with the Hall. **Action: None at this time except for Item 7a above.**
- c. Rhiwderin Community Centre & Fundraising Group – Cllr Gregory told the group he had enquiries from Pentrepoeth Junior school who have asked to use Rhiwderin Community Centre to hold a prom for Year 6. This was unanimously agreed. The new nursery clients beginning in September advised Cllr Gregory that some issues with the building would need to be addressed, but they were sure they would be able to get funding to cover costs. Cllr Caston suggested using some of the funds built up by the centre to insulate the ceilings of the building. He also suggested that as it was difficult to get volunteers to help with bookings and general caretaking, consideration should be given to offering an honorarium/paying for the post to be filled. **Action: Cllr Gregory to progress.**
- d. Allotments – Cllr Smart reported that She, Cllrs Caston and Gregory had inspected the allotment site along with the Chairman and Secretary of the Allotment Association. Inspection team numbers were reduced because of Covid-19 regulations and safety. In general, the site was looking good. At present there were 2 allotments free to rent and 20 on the waiting list for a plot. The large polytunnel previously discussed would be removed in the Autumn and plans were in place and funding being sought for a large communal shed. The Association were looking to have a redundant old apple tree removed. It was noted by Council that the new Chairman of Council's Allotment Committee Cllr Smart was doing a very good job since taking over the role and Council asked that its appreciation to the Allotment Association be recorded in the minutes. Council is very grateful for their hard work and fully supports their efforts. **Action: Cllr Smart to progress.**
- e. Burial Board – Cllr Gregory updated Council on the latest information regarding the Tribunal. Cllr Harris was to become the Chairman to the Burial Committee when the AGM is held in June. Cllr Haigh had arranged a meeting between MP Ruth Jones and Cllr Gregory. A letter to Cllrs Gregory and Haigh from MP Ruth Jones was read to Council. **Action: None at this time.**

#### **Working Groups:**

- f. Play Areas Group – Cllr Taylor reported that the swing approved for Cowshed Lane teenager's play area had been fitted. He also reported that the footpath would be repaired and the Sward turf would be laid at the Cowshed Lane play area, and the slide mound would be improved at Fort View play area soon. Bad weather had affected installation times. A quote to replace the T-Bar swing section of apparatus at the Cowshed Lane play area with a button and bar swing was presented at a cost of £195.30 plus VAT. This was accepted by Council. **Action: Cllr Taylor to progress the slide mound, Sward turf and path, Clerk to order the button and bar swing apparatus.**
- g. Horticultural Group/Best Kept Villages Group – Cllr Smart reported that a meeting of the group had been held. There was disappointment that the planting scheme at 'Stonehenge' as it was slow to grow and not colourful enough. It was decided to keep the scheme for the time being but to introduce some more colourful bedding plants to improve the area and plant more bulbs. The group looked at the area outside Farrier's Gate and decided as a project this would be an area which could be improved. It was noted that the grass in some areas was looking very unkempt, Cllr Appleton was hoping to hear from the NCC officer in of this charge soon. **Action: Group to progress.**

- h. Technology Group – Cllr Appleton reported that both She and the Clerk had attended training on updating the site. Both agreed that some aspects of maintaining it would be difficult to get used to. The Clerk advised Council that in order to keep the site current when launched, groups with their own pages (such as the Allotments Group could be allowed limited access to update just their own allotments page. This would require a management system which would be a one-off cost of £75 plus VAT. Council agreed this would be desirable. **Action: Cllr Appleton to progress the finishing and launch, Clerk to ensure Council’s documents and legally required information is brought up to date.**
- i. Events and Social Group – NTR. **Action: None at this time.**
- j. Consultation Group – NTR. **Action: None at this time.**

**Temporary Working Groups:**

- l. Memorial Garden Group - Cllr Whitfield would organise a meeting. **Action: Cllr Whitfield to progress.**

**9. Items for forthcoming agendas:**

Burial Board – Wednesday 9<sup>th</sup> June 2021 at Graig Hall & Zoom at 7pm

**10. Urgent Business not discussed above:**

- a. Cllr Smart asked what would now be happening with Cllr Grey as by not attending this meeting he had disqualified himself as a Cllr. The Clerk confirmed she would be writing to Cllr Grey to inform him and would confirm to Council at the 30<sup>th</sup> June meeting this had been done. Council would then be free to advertise a Cllr vacancy. **Action: Clerk to arrange.**
- b. Cllr Taylor informed Council that although it was previously reported that the gate on the kissing gate behind St Basil’s Church had been padlocked shut, it was now open. Cllr Tarr also confirmed this. **Action: Cllrs to monitor**
- c. Cllr Caston informed Council that the grass triangle where the BKV sign is located had not been cut by NCC when some other areas were cut. The grass cutter had said he had been told not to cut it at that time. It was noted that not all grass in the area is cut at the same time and that maybe this would be cut a short time later. **Action: Cllrs to monitor.**


**11. Dates of next meetings:**

Mid-Month Meeting – Wednesday 9<sup>th</sup> June 2021 (venue TBA) at 7pm  
Full Council Meeting – Wednesday 30<sup>th</sup> June 2020 (venue TBA) at 7pm  
Quarterly Finance Review – Wednesday 21<sup>st</sup> July (venue TBA) at 7pm

There being no further business to discuss, the meeting was closed at 9.38pm

Signed ..... (Chair) – 30.06.21

Compiled 04.06.21

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