



GRAIG COMMUNITY COUNCIL

Minutes of the Full Council Meeting held both at Graig Hall and remotely via Zoom Video Conferencing on 25th August 2021 at 7pm

1. **To receive apologies for absence:** Cllrs A Whitfield, M Smart, J Bailey, J Jones, D Williams.
Present: Cllrs R Caston (at Graig Hall), D Evans (at Graig Hall), K Sayer (remotely), P Gregory (remotely), J Harris (remotely), W Haigh (at Graig Hall), L Fry (at Graig Hall), P Appleton (remotely), K Thomas (remotely), N Tarr (remotely), J Taylor (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 28th July 2021:** The minutes of the meeting held 28th July 2021 previously circulated were read and subject to re-phrasing of Item 8g, were approved. Proposed Cllr Thomas, seconded Cllr Caston. Regarding Item 5 – Centre's utility bills and Rhiwderin CC's heating system, Cllr Gregory had arranged a meeting with Cllr Harris to discuss these on 2 occasions. Cllr Gregory reported his dismay that Cllr Harris had not attended, but kindly Cllr Fry stepped in. It was also noted that Cllr Harris had also previously agreed to post notices to wider publicise Council's Councillor vacancy, but there was no evidence that that had been carried out. **Action: Clerk to amend Item 8g as agreed prior to publishing.**
4. **Clerk's Report:** Council discussed the report items briefly. Cllr Sayer commented that many items on the report had been there for a long time and no progress had been made. It was agreed this was the case, but many of the items were the responsibility of NCC to resolve, and despite Council notifying them, they had not been attended to. It was felt more could be done by the Ward's City Cllrs and Council expressed hope that the new City Councillor would get involved and help to try to sort them. The items are to remain on the report as an aid memoir. Proposed Cllr Taylor, seconded Cllr Haigh and approved. **Action: None requested.**
5. **Accounts for Payment:** Proposed Cllr Caston seconded Cllr Haigh
- | | |
|--|-----------------|
| Clerk salary and office allowance for August 21 | £2127.07 |
| Misc expenses (Zoom Jul - Aug 21 £14.39, mileage £29.70) | £44.09 |
| TalkTalk – Graig Hall monthly broadband cost (taken by DD) | £35.94 |
| TSOHOST – Webmail monthly hosting charge (taken by DD) | £5.00 |
| SSE – Gas costs Graig Hall to Jul 21 (taken by DD) | £29.48 |
| SSE – Electricity costs Graig Hall May-Jun 21 | £88.31 |
| SSE – Gas costs Rhiwderin CC Jul 21 (taken by DD) | £75.85 |
| Newport City Homes – Grass cutting at Fort View Jul 21 | £212.04 |
| Vision ICT – User management software for new website | £90.00 |
| Total to date: | £2707.78 |

Receipts:

None to date

6. **Planning:**
- a. 21/0821 – Proposal: Two storey rear extension (resubmission of 20/0316). Site: 51 Caernarvon Drive, Rhiwderin, Newport, NP10 8Qt. Application Type: Full. **Comment: It was felt the submission was incomplete and confusing but there were no objections.**

Cllr Harris joined the meeting at 7.30pm

7. Items for Discussion/Action:

- a. Excess gym equipment update if available (JT) – Cllr Taylor reported he had contacted the company storing the equipment. He was told it was not particularly good equipment which would be well sought after but the company would photograph it and send details to him for Council to decide what should be done with it. **Action: Cllr Taylor to progress.**
- b. Community Councillor vacancy update (C) – Council was advised that the interview group were impressed with the candidate at interview and had engaged John Jones on behalf of Council. The

Clerk had forwarded the paperwork that needed completion to Cllr Jones who was unable to attend this meeting due to a prior holiday booking, so his first Council meeting would be the September Mid-Month meeting. It was also noted that Cllr Jones was standing for the City Council elections along with Cllr Harris from Graig Council. **Action: Clerk to administer the paperwork needed.**

- c. Future full opening of Community Centres – Cllr Harris asked about whether a one-off booking may be held at Graig Hall. He was reminded of Council's current agreement to only allow regular users until further notice. The current situation with Covid was discussed and Council believed it still prudent to stay with their approach for the time being. It was noted that current guidance allows for more opening up, but decisions were to be made by individual facility owners as to whether this was prudent, and Council agreed for now to hold off on opening up fully due to the complexities of overseeing rules are adhered to. **Action: No change to the current Council rules but this is under constant review.**
- d. Bassaleg School contractors and looking for community benefit – The Clerk had been contacted by a contractor who would be working on the Bassaleg School expansion project, offering help if Council had some work that needed doing or some projects they could become involved with in the form of community payback. The Clerk suggested to the group that many contractors would be working on the upgrade, and Council should consider proactively contacting them to see if they could offer services for community payback too. **Action: Cllrs to consider items which should go on a wish list for the ward so contractors could be contacted. Cllrs to bring ideas to the next Mid-Month Meeting.**
- e. Clerk's workload – Cllr Gregory advised Council that conversations with the Clerk highlighted action would need to be taken to address the Clerk's workload. The Clerk had absorbed new pressures on her time to date, but even more regulations coming online meaning even more work will cause pressures beyond her ability to sustain. The Clerk suggested this was something that should be discussed during a separate meeting. **Action: Clerk to arrange a separate meeting and inform all Cllrs so they may attend.**

8. Reports:

- a. Newport City Councillors – Cllr Williams was not present as he was canvassing for the BCC Graig Ward elections taking place the following day. Council were disappointed he was unable to attend. **Action: None at this time.**

Sub Committees:

- b. Graig Community Centre – Cllr Fry told the group that the Hall Management Committee should arrange a meeting to discuss projects that were considered for the Hall that had been postponed due to the pandemic. He was asked to discuss this with the Management Committee members outside this meeting. **Action: Cllr Fry to arrange with Hall Management Committee members.**
- c. Rhiwderin Community Centre & Fundraising Group – Cllr Gregory told the group an inspection would be taking place the following day for approval of the space to be used as a Meithrin. He reported that most of the work needed had been completed. **Action: Cllr Gregory to progress.**
- d. Allotments – It was noted that the Pyracantha had been cut and an inspection would take place in September. **Action: Cllr Smart to progress.**
- e. Burial Board – Cllr Harris told the group the next committee meeting would be held on 20th September 2021. Cllr Gregory and the Clerk reported to Council the recent developments with the Employment Tribunal. Cllr Gregory told of his meeting a Senedd member to whom he relayed the issues of the Board. She promised to take the matter up. He had also written again to the Head of Law and Standards but had received no response to date. **Action: None at this time.**

Working Groups:

- f. Play Areas Group – Cllr Taylor reported the play equipment recently purchased for the 5-armed apparatus at Cowshed Lane would soon be installed, and that an entrance gate to the open space was not sitting true and needed amending. Cllr Fry said the gate had already been amended slightly but needed further attention to enable the gate to function properly. **Action: None requested.**
- g. Horticultural Group/Best Kept Villages Group – Cllr Taylor reported some maintenance had been carried out, but the group needed to consider adding nutrients to the soil in the planters. Cllr Sayer offered to supply manure. **Action: Group to progress.**
- h. Technology Group – Cllr Appleton reported that the new website would be going live imminently. **Action: Cllr Appleton & Clerk to progress.**
- i. Events and Social Group – NTR. **Action: None at this time.**
- j. Consultation Group – Cllr Tarr arranged a meeting for 9th September regarding the consultation on Community Council Clerk's Qualifications Regulations and another Consultation Group meeting would be scheduled on Elections to Principle Community Councils. Only Cllrs Harris and Caston agreed to be in the consultation group for this. Cllr Harris agreed to send his comment via email and Cllr Caston

would either meet with Cllr Tarr or they would conduct the meeting by telephone. **Action: Cllr Tarr to progress both meetings.**

Temporary Working Groups:

- k. Memorial Garden Group - Cllr Taylor to schedule a group meeting to progress. **Action: Cllr Taylor to arrange the meeting.**

9. Items for forthcoming agendas:

Community Engagement (Christmas & 2022 Jubilee Event) – Mid-Month Meeting 8th September 2021
Future full opening of Community Centres - Mid-Month Meeting 8th September 2021
Planning of dates for committee meetings (NT) – Mid Month Meeting 8th September 2021

10. Urgent Business not discussed above:

None.

11. Dates of next meetings:

Mid-Month Meeting – Wednesday 8th September 2021 at Graig Hall & via Zoom at 7pm
Full Council Meeting – Wednesday 29th September 2021 at Graig Hall & via Zoom at 7pm
Quarterly Finance & Admin meeting - 2022 precept – 20th October at Graig Hall & via Zoom at 7pm

There being no further business to discuss, the meeting was closed at 8.34pm

Signed (Chair) – 29.09.21

Compiled 09.09.21

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