



GRAIG COMMUNITY COUNCIL

Minutes of the Full Council Meeting held both at Graig Hall and remotely via Zoom Video Conferencing on 30th June 2021 at 7pm

1. **To receive apologies for absence:** Cllrs D Evans (connectivity issues), M Smart, D Williams (connectivity Issues).

Present: Cllrs R Caston (at Graig Hall), A Whitfield (remotely), K Sayer (remotely), P Gregory (remotely), J Harris (remotely), W Haigh (at Graig Hall), L Fry (at Graig Hall), P Appleton (remotely), J Bailey (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.

Cllr Gregory informed Council that City Cllr Margaret Cornelious had tendered her resignation with NCC due to health reasons. This resignation would trigger a by-election to fill her post with NCC. Council were sad to hear this news and agreed Cllr Cornelious had been a valuable member of the City Council and had represented the ward well in the past. She had also previously been a Community Council Member with Graig Community Council. Council wished her well and asked the Clerk to write to her from Council, and to send a card and bouquet of flowers. **Action Clerk to arrange a letter, card and flowers.**

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

3. **To approve and sign the minutes of the meeting held on Wednesday 26th May 2021:** The minutes of the meeting held 26th May 2021 previously circulated were read and approved by majority. Proposed Cllr Thomas, seconded Cllr Caston. Cllr Tarr objected as he had suggested under Item 10b regarding the issue with the kissing gate behind St Basil's Church, that the sentence be expanded from "Cllr Taylor informed Council that although it was previously reported that the gate section of the kissing gate behind St Basil's Church that had been padlocked shut, it was now open. Cllr Tarr also confirmed this" to also add that "Cllr Tarr also confirmed this *but questioned why it was done*". The group did not deem it necessary to change the minutes, but Cllr Tarr insisted his objection was noted. The action points were reviewed, and all were either being dealt with or had been settled. **Action: Clerk to record Cllr Tarr's objection.**

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 Sayer. Cllr Caston confirmed that Bassaleg roundabout and the surrounding grassed area had been cut. Cllr Whitfield noted that some other areas had not been cut such as the bank at the top of Laurel RD, and that she had cut the grass herself on a junction because her visual splay was being affected and this almost caused her to have an accident. Cllr Appleton had spoken to NCC regarding the bank at Laurel Rd and told the group that because the bank has a pitch over 20 degrees, it needs special machinery to cut it so it can only be cut once a year. Cllr Whitfield felt this was not good enough as in past years it was cut more often. Cllr Tarr asked if there had been any news regarding the DWR issue with the Draethen road bridge. The Clerk confirmed she had passed on his email address to DWR as agreed and had expected him to be contacted. He confirmed he had not, so the Clerk offered to send Cllr Tarr the DWR Cllr's email address to him so he could make contact himself. **Action: Clerk to forward email address to Cllr Tarr.**

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

Cllr Appleton again queried gas bills at Rhiwderin CC. Cllrs Gregory & Harris to look into the bills

Clerk salary and office allowance for June 21	£2127.07
Misc expenses (Zoom May-Jun 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 May 21 (taken by DD)	£41.69
SSE – Gas costs Rhiwderin CC May 21 (taken by DD)	£396.20
HMRC – PAYE & NI Apr-Jun 21	£2751.84
Newport City Homes Ltd – Grass cutting at Fort View Apr & May 21 (2 invoices)	£424.80

Vision ICT – Hosted Cllr email accounts Mar-21 to Feb 22	£280.08
Small Office Solutions – Internal audit costs for 2022-21 accounts	£150.00
Rhiwderin Plumbing & Heating – Repairs to allotment site water troughs	£110.00
Total to date:	£6366.71

Receipts:

None to date

Action: Cllrs Gregory & Harris to look into Rhiwderin CC gas bills.

Cllr Fry left the meeting on Zoom at 7.30pm due to connectivity issues.

6. Planning:

- a. 21/0552 – Proposal: Demolition of existing outbuildings and erection of two storey side extension and single storey rear extension. Site: New Dawn House, 11 Church Crescent, Bassaleg, Newport, NP10 8NQ. Application Type: Full. **Comment: No objections.**
- b. 21/0645 – Proposal: Demolition of current conservatory and construction of a single storey side extension with a roof terrace. Site: White Gate Farm, Penylan Road, Bassaleg, Newport, NP10 8RW. Application Type: Full **Comment: No objections.**
- c. 21/0651 – Proposal: Proposed garage conversion. Site: 7 Daffodil Lane, Rogerstone, Newport, NP10 9JJ. Application Type: Full. **Comment: No objections.**
- d. 20/1136 – Proposal: Construction of two storey rear extension and conversion of integral garage. Site: 4 Pen-y-Groes Grove, Bassaleg, Newport, NP10 8JD. Application Type: Full. **Comment: Council were concerned about the provision of parking spaces and supports Highways comments.**

Cllr Fry re-joined the meeting by attending at Graig Hall at 7.40pm

7. Items for Discussion/Action:

- a. Presentation of internally audited accounts 2020-21 and authorisation of completed Annual Return (C) – Council was content with the Annual Return submission and Internal Auditor's report which confirmed that no issues were found during the internal audit. Council approved the Return which is now to be sent with accompanying paperwork requested to the External Auditor. **Action: Clerk to forward all relevant documents to the External Auditor by the deadline given.**
- b. Community Councillor vacancy (C) – Following on from Cllr Grey relinquishing his post, the Clerk confirmed to Council that they were now free to advertise for a new Cllr to represent the Lower Machen ward. It was agreed that the post would be advertised from 8th July 2021. **Action: Clerk to advertise the post on social media, Council's website and noticeboards.**
- c. The Paddock (C) – The Clerk advised Council that some suggested dates had been forwarded by the Paddock Committee to meet with Council representatives to discuss the possibility of planting more trees at the grounds and also this opportunity could be taken to discuss maintenance responsibilities of the grounds at present. 3 dates were suggested. Council agreed on Tuesday 13th July at 7pm. The meeting to take place on site if possible or at Graig Hall if rain was forecast. Cllrs Fry, Sayer, Appleton and Taylor offered to attend. **Action: Clerk to advise the Chair of the Paddock Committee of the chosen date for the meeting, Council representatives to attend.**
- d. Bassaleg School (C) – The decision by NCC to approve moving forward with the expansion of the school was briefly discussed. Cllr Taylor advised Council that around 80% of the extra children expected were already attending the school now. **Action: None at this time.**

8. Reports:

- a. Newport City Councillors – Cllr Williams was not in attendance due to connectivity issues. No reports had been received. **Action: None at this time.**

Sub Committees:

- b. Graig Community Centre – Cllr Harris confirmed there were 2 classes that had returned since lockdown, others were waiting to see if further lockdown measures would ease. It was also discussed that Cllr Evans expressed his wish to step down from being Chair of the Hall Management Committee. It was agreed that the Committee would organise their AGM and this would be discussed then. **Action: Hall Management to arrange their AGM.**
- c. Rhiwderin Community Centre & Fundraising Group – Cllr Gregory told the group he would look at the Centre's gas bills. The current Meithrin would be ending on 15th July 2021 and the new group, Little Oaks Nurseries would be taking over in September. Little Oaks had identified a number of issues that needed addressing such as replacing the nursery kitchen, flooring and some windowpanes. Fortunately, they had been granted funds to cover costs from NCC and things were looking positive. A formal agreement was being drawn up ready for signing. A number of classes had returned since

lockdown eased but some had decided to wait until September before deciding when to return. An AGM was to be scheduled. **Action: Cllr Gregory to progress.**

- d. Allotments – Cllr Smart could not attend the meeting but asked the Clerk to relay to Council that the Allotment Association had been turned down for the grant they had applied for but would be appealing. They had also applied for another smaller grant. **Action: Cllr Smart to progress.**
- e. Burial Board – Cllr Gregory read out recent emails to Council regarding NCC deliberating over the make-up of the Committee. He was very frustrated by the fact that two and a half years after requesting NCC decide on whether the make-up of the Committee should be changed, no action had been taken. He proposed writing to the Head of Law and Regulations again and this was supported by Council unanimously. **Action: Cllr Gregory to progress.**

Working Groups:

- f. Play Areas Group – Cllr Gregory reported that there was a piece of play equipment at Rhiwderin CC play area which parents had reported as unsuitable and that there had been some accidents with this when toddlers were using the park. NCC suggested that the equipment is of low risk and recommended not removing it but Cllr Taylor had visited the site and deemed it an issue so had wrapped it in hazard tape, recommending to Council it be removed. This was seconded by Cllr Bailey and agreed unanimously. The Clerk suggested WM Garden Services carry out the removal as they were experienced in being able to repair the wet pour surface where the equipment was removed at the same time. This was accepted. Cllr Taylor agreed to arrange its removal and making good the area. Cllr Taylor reported that the contractor who was to replace the Sward turf in the Cowshed Lane play area was not able to do so now and he had difficulty in finding an alternative contractor. It was agreed that this project be put on hold until a later date. Cllr Taylor also informed Council that to date the contractor had not repaired the path through the open space as agreed, which was a little frustrating and he would chase progress. The Clerk advised that the button swing replacement for the 5-armed piece of equipment had been ordered and delivery was expected in a few weeks. **Action: Cllr Taylor to progress.**

At This point Cllr Haigh confirmed that the brambles and stinging nettles under the hedge on The Griffin had been attended to.

- g. Horticultural Group/Best Kept Villages Group – Cllr Appleton reported the group had been planting up the planters and hoped to relocate the planters outside the Coach House soon. She asked for assistance from Cllrs to help with watering the planters if they were able. Cllr Appleton had been liaising with a lady in Lower Machen about Council supplying some planters there, as it was hoped to place them on a green where off-road bikers were cutting through and chewing up grass. The area was being used as a cut through to cross the A468 to enter the Draethen junction. Council agreed to pay reasonable costs as the resident had offered to decorate, fill and care for the planters and hoped to purchase some chain-link and posts to prevent the grass being driven on. Cllr Whitfield asked for it to be recorded how lovely the planters and Bassaleg shops roundabout looked and thanked everyone involved for all their efforts. **Action: Cllr Appleton to progress. Cllrs to assist with watering duties if they were able.**
- h. Technology Group – Cllr Appleton reported that both She and the Clerk were to meet the following week to discuss what more needed to be done prior to the site launch. Cllr Gregory asked that this be moved forward at pace. **Action: Cllr Appleton & Clerk to arrange a meeting.**
- i. Events and Social Group – NTR. **Action: None at this time.**
- j. Consultation Group – Cllr Tarr told of a consultation being held by the Welsh Government to consider Council Clerk training. The group would meet in early September to consult. Group members for this consultation to be Cllrs Tarr, Appleton, Harris, Sayer, Caston & the Clerk. **Action: Cllr Tarr to progress.**

Temporary Working Groups:

- l. Memorial Garden Group - Cllr Whitfield told Council a meeting had been held. Much thought was going into any proposal for the garden so lots of advice was being sought. The group had agreed not to rush, and the project was not looking to be completed this year. **Action: Group to progress.**

Cllr Bailey left the meeting at 9pm

9. Items for forthcoming agendas:

None requested.

10. Urgent Business not discussed above:

- a. Cllr Fry explained to Council the issues and repair that needed to be carried out to the kissing gate behind St Basil's Church. The lock had been replaced (which was not to lock the gate from

pedestrians, but to prevent the gate swinging open wide enough to let motorised traffic through), and gave the Clerk the invoice for payment which was agreed with Council. He also reported that the gate itself was in need of repair, but that it was not urgent and was still in working order. Council decided to carry out the repair at a later date. **Action: Clerk to add the payment of the invoice for the lock to the next accounts for payment list.**

11. Dates of next meetings:

Mid-Month Meeting – Wednesday 14th July 2021 at Graig Hall & via Zoom at 7pm

Quarterly Finance Review – Wednesday 21st July at Graig Hall & via Zoom at 7pm

Full Council Meeting – Wednesday 28th July 2021 at Graig Hall & via Zoom at 7pm

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

Signed (Chair) – 28.07.21

Compiled 08.07.21

Clerk to the Council: Sian Davies

6 Vale View, Gelli Park, Risca, Newport. NP11 6HS Tel: 01633 614119, Mobile: 07971 094382

Email: clerk@graiGCC.co.uk

Website: www.graiGCC.co.uk



www.facebook.com/GraigCommunityCouncil