



GRAIG COMMUNITY COUNCIL

Minutes of the Annual Meeting of the Community Council held at
Graig Community Hall (and remotely via Zoom)
at 19.00 on Wednesday 29th May 2024

88 Members present: Cllr D Williams, Cllr N Tarr, Cllr L Fry, Cllr M Cleeve, Cllr K Sayer, Cllr J Watts, Cllr P Appleton, Cllr J Harris.

Members of the Public: 0

Minutes: Mrs C L Cotterell (Locum Clerk/RFO)

Meeting started at 19.11

1. **Election of Chairman** – Cllr Watts was proposed by Cllr Williams, seconded by Cllr Cleeve. Cllr Watts was elected Chairman and signed the declaration of acceptance of office.

2. **Election of Vice Chairman** – Cllr Cleeve was proposed by Cllr Appleton, seconded by Cllr Williams. Cllr Cleeve was elected Vice Chairman. Cllr Tarr commented that it had been a pleasure serving as Vice Chairman and Cllr Williams gave thanks to Cllr Tarr for his efforts.

3. **Apologies for Absence**

To receive apologies for absence – Apologies were received from Cllr Roe.

4. **Declarations of Interest**

Members to declare an interest in any items of business on the agenda – Cllr Williams declared an interest in Item 16a.

5. **Minutes**

To agree the accuracy of the minutes of the meeting held on Wednesday 24th April 2024 – **Resolved** - Proposed Cllr Tarr, seconded Cllr Williams, voted 7 for, 1 abstained.

6. **Matters Arising from Minutes and Clerk's Update**

a) To consider any updates or matters arising from the minutes – Updates – Cllr Cleeve had previously circulated draft hire T&Cs for each hall, Cllrs to provide any comments on the document to Cllr Cleeve. Action: Cllrs. There were no matters arising from the minutes.

b) To receive Clerk's update, the Clerk's update was noted –
Action: Cllr Watts will follow up contacting Martin Coombes at NCC for a visit.
Action: Cllr Harris will follow up a contact for the play grant.

7. **Allotments**

To consider a greenhouse request – **Resolved** to approve the request – Proposed Cllr Tarr, seconded Cllr Watts.

8. **Information Signage**

To consider quotations to replace information signage at both Halls – Action: Cllrs Cleeve and Fry will meet to review risk registers, required signage and obtain quotes.

9. **Council Documents and Procedures**

a) To review, amend if required, and adopt the Council's policies and procedures – It was **resolved** to adopt the draft Standing Orders with an amendment to item 3v. It was **resolved** to adopt the draft Grant Awarding Policy, with a minor amendment and the Grant application form – Proposed Cllr Watts, seconded Cllr Cleeve.

b) To review delegation arrangements, committees and terms of reference (if any), agreements (inc. legal) and representation with external bodies and reporting back. It was **agreed** for Cllr Tarr to continue the delegation arrangement for planning applications and to attend the



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community liaison meetings. Burial board members were **agreed** as Cllrs Tarr, Appleton, Harris and Sayer. Action: Cllr Tarr to circulate a current list.

- c) To review the Council's and staff subscriptions – It was agreed to continue with the current Council subscriptions to One Voice Wales and CPRW. Staff subscriptions (SLCC) to be considered when a permanent Clerk/RFO is recruited.
- d) To review the Council's expenditure under s137 of the Local Government Act 1972 or the power of well-being. Confirmed £0.00 for 23-24.
- e) To agree a Schedule of Meeting Dates for the year – the proposed schedule of dates for 2024-2025 was agreed. See appendix.

10. Insurance

To review and approve the insurance quotation for 2023/24. It was **resolved** to accept the insurance renewal with the current provider, Hiscox via Gallagher, of £5,269.09 (annual), other quotations were not provided – Proposed Cllr Harris, seconded Cllr Cleeve. It was agreed to review insurance requirements early in 2025. The Locum Clerk recommended that the council carry out a physical review of assets to confirm insurance requirements for 2025.

11. Energy Quotations

To consider energy quotations.

EDF provided the following quotes:

Electricity	Standing Charge	Unit
1 Year Fixed Price Contract	60p	23.7p
2 Year Fixed Price Contract	60p	24.4p
3 Year Fixed Price Contract	60p	25.3p
Gas		
1 Year Fixed Price Contract	60p	23.7p
2 Year Fixed Price Contract	60p	24.4p
3 Year Fixed Price Contract	60p	25.3p
Gas		
1 Year Fixed Price Contract	25p	6.5p
2 Year Fixed Price Contract	25p	6.6p
3 Year Fixed Price Contract	25p	6.6p

Other brokers were investigated but all agreed EDF was best value at this time – EDF subsequently agreed to offer a 25p standing charge for Gas at both sites and 6.5p unit charge for a 1 year contract.

Cllr Watts proposed a 1 year contract for gas and electricity with EDF at both sites, seconded by Cllr Williams, 7 voted for, 1 abstained – **Resolved** proposal carried.

Cllr Tarr proposed a 3 year contract for gas and electricity with EDF at both sites, no seconder – proposal not carried.

Cllr Appleton left the meeting at 20.36

12. Finance

- a) To receive financial documents to end April 2024 – Bank reconciliation and a Receipts & Payments summary to end of April 2024 were circulated and accepted.
- b) To approve Cllr allowances for 24/25. The mandatory payment of £156.00 + £52 per Cllr was noted, the Locum Clerk reminded members that they need to write to the Clerk if they



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- wished to refuse their payment. Members **resolved** to approve the optional payments of £1500.00 for the Chairman and £500.00 for the Vice Chairman – Proposed Cllr Harris, seconded Cllr Williams.
- c) To consider payment arrangements for Zoom subscription. It was agreed to change the zoom payment to an annual one to save money and investigate a payment card with Unity Trust Bank – Action: Clerk
- d) To consider purchase of secure paper document storage and online document storage arrangements – Cllr Cleeve proposed to spend up to £160.00 on a lockable filing cabinet for secure file storage – **Resolved** – Proposed Cllr Cleeve, seconded Cllr Harris.
- e) To consider payment method for domain name, currently with TSO Host direct debit, or different provider – TSO Host are stopping payment by direct debit – Cllr Watts will confirm with VisionICT that they can host the domain name. Action: Cllr Watts
- f) To approve the write off of an un-presented cheque (3066 - out of date) from 22-23 - £300.00 – **Resolved** to write off un-presented cheque from 2022-23 – Proposed Cllr Harris, seconded Cllr Watts.
- g) To approve the following schedule of payments – **Resolved** – Proposed Cllr Williams, seconded Cllr Sayer, 6 voted for, 1 abstained.

<u>Payee</u>		<u>Amount</u>
Firequip	Graig Hall fire extinguisher inspection/service	£102.00
Firequip	Rhiwderin Hall fire extinguisher inspection/service	£67.20
Newport City Homes	Fort View grass cutting – 3005 – April 24	£212.04
Cllr N Tarr	Reimbursement of Zoom subscriptions Jan-May 24	£77.95
Vision ICT	Website certificate	£125.00
SLCC Enterprises Ltd	Locum Services (April) – Invoice 746	£2,206.86
Best Kept Village	Cost of plants for planters	£362.00

Bank balance as at 30th April 2024 - £80,779.54

13. Graig Community Centre Car Parking

To consider next steps for car parking arrangements – Agreed for Cllr Watts to contact residents re car details and to add flyers on cars parked in the car park on a Sunday between 8am and 3pm – Proposed Cllr Watts, seconded Cllr Sayer.

14. Support Services

To receive an update on progress with support services – this item **deferred**.

15. Newport City Councillors

To receive reports from City Councillors.

- Newport City Council held their latest Meeting 21st May 2024.
- This was the Councils AGM where the appointments of the Strategic Director for Social Services were made as was the Presiding Member, the Deputy Presiding Member and the leader of the Council. The appointments of Chairs of Committees and to external bodies was made and the inauguration and Robing of the City Mayor and Deputy Mayor for the year 2024 to 2025 took place.
- There was no Police report as the Police officer was not in attendance.



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- Regarding 20 MPH signage there is a Wales consultation going on regarding 20MPH roads so if there are any comments regarding this then the website for comments is <https://www.newport.gov.uk/en/Transport-Streets/20mph-streets/20mph-streets.aspx>

The other questions raised at the April meeting Cllr Harris will pursue for the June meeting.

Cllr Tarr proposed to extend the meeting by 15 minutes, seconded Cllr Cleeve - **Resolved**

Cllr Williams left the meeting at 21.13

16. Planning

To consider responses to planning applications received.

24/0274 | CONVERSION OF FORMER BARN INTO DWELLING WITH REAR EXTENSION AND ASSOCIATED WORKS | Coc-Y-North Bungalow, Barn At Coc-Y-North Lane Rhiwderin Newport NP10 8RR – **Resolved** to comment - Graig Community Council questions the suitability of this development on the following grounds:

- The site is located on a narrow rural lane with the nearest bus stop located around 500 metres for the site. The council questions if this is acceptable given that Caerphilly Road in Bassaleg already suffers from pollution and peak time traffic problems.
- The council questions whether the hedgerows and narrowness of the road is safe for cars to park at the site, especially given the concerns raised by the city council's tree officer

Proposed Cllr Tarr, seconded Cllr Sayer.

17. Next Meetings

- a) Extraordinary Meeting – Annual Return for 2023-24 – TBA if required.
- b) Wednesday 26th June 2024 at 19.00 – Full Council Meeting - Graig Community Centre and via Zoom.

Meeting closed at 21.29

Appendix:

Schedule of Meeting Dates for 2024-25 *(These dates are subject to change)*

2024:

26 June
31 July
28 August
25 September
30 October
27 November
18 December

2025:

29 January
26 February
26 March
30 April
28 May – Annual Meeting of the Council

These minutes were approved at the meeting held on Wednesday 26th June 2024