



# GRAIG COMMUNITY COUNCIL

Minutes of the Meeting of the Community Council held at  
Graig Community Hall (and remotely via Zoom)  
at 19.00 on Wednesday 26<sup>th</sup> June 2024

Members present: Cllr J Watts, Cllr N Tarr, Cllr L Fry, Cllr K Sayer, Cllr J Roe, Cllr J Harris,  
Cllr D Williams.

Members of the Public: 2

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

Meeting started at 19.03

## 1. Chairman's Welcome and Public Participation

## 2. Apologies for Absence

To receive apologies for absence – Apologies were received from Cllrs Cleeve and Appleton.

## 3. Declarations of Interest

Members to declare an interest in any items of business on the agenda – **None**.

## 4. Minutes

To agree the accuracy of the minutes of the meeting held on Wednesday 29<sup>th</sup> May 2024 –  
**Resolved** - Proposed Cllr Tarr, seconded Cllr Roe.

## 5. Matters Arising from Minutes, Updates and Clerk's Update

- a) To consider any updates or matters arising from the minutes – Cllr Tarr commented that the list of committees is not yet completed. List to be provided at the next meeting.
- b) To receive an update on the Council website – Cllr Cleeve had circulated an update on the website improvements – the site is now secure but awaiting VisionICT to complete some of the other agreed work, some amendments have been completed by Cllr Cleeve.
- c) To receive Clerk's update – received. Cllrs agreed to set up a working group (Cllrs Cleeve, Williams and Watts) to review and update the asset register. Cllrs also **resolved** to approve the addition of Cllr Cleeve as a bank signatory – Proposed Cllr Watts, seconded Cllr Tarr.

## 6. Annual Return 2022-23

- a) To receive the audit report from Audit Wales for 2022-23 – **Received and accepted**.
- b) To agree an action plan to address matters raised by Audit Wales for 2022-23 – **Resolved** to adopt the action plan to address the matters raised (attached to minutes) – Proposed Cllr Tarr, seconded Cllr Williams.
- c) To agree a fee for requested hard copies of the report – **Agreed** the fee of £10.00.

## 7. Annual Return and Internal Audit for 2023-24

- a) To receive the Internal Audit report for 2023-24 and agree any action required – The Internal Audit report was **received**. It was noted that there were no matters raised and no actions required. It was noted that the Internal Auditor thanked the Locum Clerk/RFO for her help and co-operation.
- b) To approve the Accounting Statements for 2023-24, it was noted that there was a rounding error of £1 – **Resolved** to approve – Proposed Cllr Williams, seconded Cllr Harris.
- c) To approve the Governance Statement for 2023-24 – **Resolved** to approve all assertions on the Governance Statement as 'yes' with the exception of assertion 4 as 'no'. Cllrs approved the explanation of the 'no' answer to assertion 4 – *“Although the council provided a period for the exercise of electors rights as set out in the Notice of Audit, this was not completed by the due date of 8 September 2023, as the completion of the accounts for 22-23 was unavoidably delayed due to a period of no Clerk/RFO in post”* – Proposed Cllr Tarr, seconded Cllr Williams.



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## 8. Council Policies

To review and adopt a Training Plan – **Resolved** to adopt the draft training plan – Proposed Cllr Harris, seconded Cllr Tarr. Agreed to review in a year.

## 9. Finance

- To receive financial documents to May 2024 – Receipts & Payments Summary and a Bank Reconciliation to 31<sup>st</sup> May were **received and noted**.
- To consider website training for Clerk and Cllr Cleeve with Vision ICT at a cost of £75.00 each – **Resolved** to approve – Proposed Cllr Harris, seconded Cllr Williams.
- To approve the following schedule of payments – **Resolved** – Proposed Cllr Tarr, seconded Cllr Roe.

<u>Payee</u>		<u>Amount</u>
One Voice Wales	Training – Matthew Cleeve – website	£40.00
Newport City Homes	Fort View grass cutting – 3035 – May 24	£212.04
Vision ICT	Website hosting – Aug 24 to Jul 25	£270.00
Lyn Llewellyn	Internal Audit fee for 2023-24	£375.00
SSE	Energy – Rhiwderin electricity (DD on 27.06.24)	£2596.56
SSE	Energy – Graig gas (DD on 02.07.24)	£131.53
Cllr Watts	Replacement Defibrillator pads from BHF	£168.00
Cllr Watts	Donation to BHF charity	£20.00
Mark Wallace Electrical	Electrical safety inspections and certificates	£1,512.00
SLCC Enterprises Ltd	Locum services May (764)	£2,703.00

Bank balance as at 31<sup>st</sup> May 2024 - £79,355.89

## 10. Newport City Councillors

To receive reports from City Councillors.

Cllr Harris reported:

- There has not been a City Council meeting since the last Community Council meeting due to the general election.
- There has been some anti-social behaviour outside Bassaleg school with rubbish being thrown into gardens close to the school. The school has been informed.
- A fly poster located on the rail bridge wall was reported to Network Rail who will organise removal.
- The Traffic police have been monitoring the 20mph speed limit on Caerphilly Road at a recent speed operation 759 vehicles were logged 23 motorists were stopped and educated there was a 97% vehicle compliance with the speed limit
- A resident has had issues with a neighbour's garden full of brambles which is preventing a fence being built the house in question is an Airbnb so ownership is not known, enquiries are being made to establish this.
- There is a new leader of Newport City Council, Councillor Dimitri Batrouni

Questions received:

- Bins - Cllr Harris to obtain a schedule of emptying.
- 2 bus stops – Cllr Harris to investigate removal or replacement.



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- Bassaleg Bridge - No update.
- Recycling bags - No update.

## 11. Correspondence

To consider correspondence received.

- a) Dog fouling – reported to dog warden who will patrol the area.
- b) Access to Fort View – Cllr Harris to contact Newport City Homes to confirm ownership.
- c) Overgrown brambles – Cllr Harris to confirm ownership of the area behind Laurel Road.

## 12. Allotments

To consider a greenhouse request – Cllrs **agreed** the request to site a greenhouse.

## 13. Community Centres

- a) Graig – Dilapidation Schedule - to review and agree action required. It was **agreed** to discuss this item at the mid month meeting and bring any proposals to the next full council meeting. Cllrs to arrange a mid month meeting week commencing 15<sup>th</sup> July 2024.
- b) To review and approve draft Terms of Hire – it was agreed to **defer** approval of this item. Cllrs were requested to respond to Cllr Cleeve with any comments.

## 14. Planning

To consider responses to planning applications received – It was **agreed** to request extensions on the planning applications and discuss the applications at the mid month meeting.

## 15. Next Meetings

Mid month meeting to be arranged.

Wednesday 31<sup>st</sup> July 2024 at 19.00 – Full Council Meeting - Graig Community Centre and via Zoom.

**Meeting closed at 20.59**

**These minutes were approved at the meeting held on 31st July 2024**