



# 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 30<sup>th</sup> October 2024

Members present: Cllr J Watts, Cllr M Cleeve, Cllr J Harris, Cllr J Roe (zoom), Cllr D Williams, Cllr N Tarr, Cllr P Appleton, Cllr D Whittaker (zoom), Cllr K Sayer.

Members of the Public: 3

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

Meeting started at 19.00

## 1. Chairman's Welcome and Public Participation

The Chairman welcomed all to the meeting.

## 2. Apologies for Absence

To receive apologies for absence – Apologies were received from Cllr Fry. Members wished Cllr Fry a speedy recovery.

## 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 25<sup>th</sup> September 2024 – **Resolved** - Proposed Cllr Tarr, seconded Cllr Williams.

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

a) To consider any updates or matters arising from the minutes:

- Winter fuel payments were discussed, it was previously agreed to publish the detail – Action: Cllr Watts to review.
- Cllr Tarr confirmed he will produce a poster for the community speedwatch.

b) To receive Clerk's update – it was agreed that Cllrs will review the contents of Graig Community Centre for the asset register.

c) To receive updates from Working Groups:

i) Graig Community Centre Working Group:

- a cleaning quotation has been obtained.
- a quotation for the sun dial repair has been obtained.
- the pump house has started to be cleared.
- a possible deep clean to be discussed at next working group meeting.

ii) Play Area WG:

- 1<sup>st</sup> meeting is to be arranged. Cllrs Appleton and Whittaker are to join the working group.

## 6. Finance

a) To receive financial documents to 30 September 2024. **Received and noted**.

It was **resolved** to move £40,000 of funds from the current account to the interest bearing account – Proposed Cllr Watts, seconded Cllr Williams.

A discussion was held about Council committees for the two community centres – Action: Locum Clerk to investigate separate current accounts with Unity Trust Bank for the community centres.

Issues around obtaining the information about the play grant was discussed, the grant has not been received for past 2 years. Action: Cllr Harris to approach NCC, Locum Clerk to provide the previous email trail.



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- b) To consider additional equipment required for repair of play equipment - £1,361.55 +VAT – **Resolved** to accept the cost – Proposed Cllr Harris, seconded Cllr Cleeve.
- c) To consider bulb planting in raised planter Bassaleg Shops- £39.55 – **Resolved** to purchase – Proposed Cllr Cleeve, seconded Cllr Appleton.
- d) To agree donation amount for Remembrance wreath/poppies – **Resolved** to donate £100.00 – Proposed Cllr Williams, seconded Cllr Appleton.
- e) To consider Tidy Exterior Cleaning quotation – **Resolved** to accept the quotation at £1,121.94 – Proposed Cllr Cleeve, seconded Cllr Williams.
- f) To consider quotation to repair the Sun Dial – **Resolved** to accept the quotation at £2,350.00 + VAT – Proposed Cllr Cleeve, seconded Cllr Harris, 8 voted for, 1 abstention.
- g) To consider quotation for new bilingual fire exit signs – **Resolved** to purchase 6 bilingual signs (luminous at £15.00 each = £90.00 +VAT) – Proposed Cllr Cleeve, seconded Cllr Harris.
- h) To approve the following schedule of payments – **Resolved** – Proposed Cllr Cleeve, seconded Cllr Harris, 8 voted for, 1 abstention.

<u>Payee</u>		<u>Amount</u>
Fort View	Grass Cutting (September 24 – 3339)	£212.04
SLCC Enterprises Ltd	Locum Services (September 24 – SD1632-1)	£2,448.00
Griffiths Signs	Chairmans Board	£48.00
Audit Wales	Outstanding invoice 2020-21 audit	£340.00
Audit Wales	Invoice 2023-24 audit	£200.00
HAGS SMP Ltd	Titan complete replacement assembly	£2,338.03
Talktalk	Final invoice (Sept 24)	£55.27
Vision ICT	New Cllr email account	£30.00
N Tarr	Reimbursement of zoom fees Aug- Sept 24	£31.18
Rob Williams	Removal and replacement of signs	£470.00

Bank balance as at 30 September 2024 - £119,129.99

## 7. Newport City Councillors

To receive reports from City Councillors:

Cllr Harris reported:

- Next City Council meeting is on 26<sup>th</sup> November.

Bassaleg bridge was discussed – Cllr Watts suggested writing a letter to NCC to request they provide answers to residents' questions, with a copy to residents. Agreed that Cllrs will provide questions/timelines etc by Friday 8<sup>th</sup> November, to be consolidated into a single communication to be sent to NCC.

Proposed traffic order changes were discussed regarding double yellow lines at Forge Lane/Court Crescent – Action: agreed to send a reply to NCC.

Cllrs requested that City Cllr Harris provide a monthly report on raised issues with the report showing historical actions/dates and circulate it one week before each Community Council meeting.

**Cllr Watts proposed extending the meeting by 30 mins, seconded Cllr Cleeve.**



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## 8. Annual Return 2023-24

To review Audit Wales report for 2023-24 and approve any action required.

Graig Community Council has received an unqualified audit for 2023-24 from Audit Wales with a couple of minor recommendations. Cllrs received a full report and explanation from the Locum Clerk/RFO and accepted the report. There were no actions to approve.

Cllrs also expressed their gratitude to the Locum Clerk/RFO for all her hard work on the past two annual audits.

## 9. Internal Audit for 2024-25

To appoint an Internal Auditor for 2024-25 – **Resolved** to accept the quotation from Lyn Llewellyn for 2024-25 at £382.50 – Proposed Cllr Appleton, seconded Cllr Tarr.

## 10. Rhiwderin

- a) Flooding – re recent flooding 15<sup>th</sup>/16<sup>th</sup> October – It was agreed Graig Community Council will follow up with NCC to address the problems with flooding.
- b) Community Centre – protection of car park and field from unauthorised encampment – It was agreed to monitor the situation and look at options for protection.

## 11. Christmas Tree Arrangements

- a) Graig Community Centre – remove dead tree/install new tree – Action: Cllr Appleton to obtain quotes to remove dead trees.
- b) Rhiwderin Community Centre – Action: Cllr Appleton to obtain quotes for tree/s.
- c) St Basils Church - request received for tree and running costs – **Resolved** to provide a 4ft decorated tree, cost up to £100.00 and provide up to £50.00 for running costs – Proposed Cllr Harris, seconded Cllr Cleeve – Action: Cllr Appleton to confirm if a 4ft tree available free of charge.

## 12. Policies

To review, amend if required, and adopt:

- a) Complaints Procedure – **Resolved** to accept proposed amendments – Proposed Cllr Watts, seconded Cllr Harris.
- b) Disability and Equal Opportunities Statement – **Resolved** to accept proposed amendments – Proposed Cllr Tarr, seconded Cllr Appleton.

## 13. Planning – deferred from last meeting.

- a) To consider a procedure or delegation for reviewing/responding to planning applications – **deferred** to next meeting.
- b) To consider responses to any planning applications received – **None received**.

## 14. Next Meeting

Wednesday 27<sup>th</sup> November 2024 at 19.00 – Full Council Meeting - Graig Community Centre and via Zoom.

**Meeting closed at 21.28**

**These minutes were approved and signed at the meeting held on 27<sup>th</sup> November 2024**