



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 28th January 2026

Members present: Cllr Watts (Chair), Cllr Cleave (Vice-Chair), Cllr Sayer, Cllr Morris, Cllr Tarr, Cllr Williams, Cllr Grant, Cllr Roe.

Members of the Public (MoP): 7

Absent: Cllr Fry, Cllr Harris

Minutes: Mrs. N Goodfellow (Community Council Clerk/RFO)

Meeting started at 1901 hrs.

1. Chairman's Welcome and Public Participation

The Chairman introduced himself and welcomed Councillors and members of the public. Attendees introduced themselves.

2. Apologies for Absence

Apologies were received from Cllr Appleton

Cllr Watts confirmed that Cllr Appleton had expressed her wish to resign as Councillor but still wanted to remain involved with community activities. It was acknowledged that her contribution to GCC will be missed and her contribution in the future would be appreciated.

3. Declarations of Interest

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

4. Minutes

To agree the accuracy of the minutes of the meeting held on Wednesday 17th December 2025. Acceptance **Proposed** Cllr Morris. **Seconded** Cllr Cleave. **Voted:** Unanimously in favour.

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

- To consider matters arising from the minutes. None
- To receive any other updates.

Cllr Cleave provided an update on the Bassaleg Bridge planters and confirmed an early February delivery by Newport City Council. Incorrect measurements had been taken for the Bassaleg postbox outside of the post Office, which had led to the delay in a box being upgraded. It was confirmed that the landlord of the parks within the ward had verbally given consent to replace benches. Written confirmation of permission was being awaited.

- To receive Clerk's update.

The Clerk confirmed that Councillors had received relevant communications during the month via email. Confirmation of the Newport City Council precept submission was shared with Councillors. Details of the monthly bank transactions for December 2025 were provided to ensure full visibility of council accounts. The Clerk confirmed that Audit Wales had completed their Audit on GCC for the 2024/25 financial year and the Audit Opinion was that of "Unqualified". The Clerk confirmed that this was a good outcome and the only recommendation



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was to develop a clear vision for the community, in partnership / consultation with all sections of the community to ensure Council plans, budgets and activities worked with and in the best interests of the community. It was noted that the Project Plan (Item 13) would support this recommendation. The Clerk confirmed that associated audit correspondence had been uploaded onto the Graig Community Council (GCC) and was posted on Community Centre notice boards in line with Wales Audit requirements.

The Clerk drew attention to the Newport City Council (NCC) meeting held on 20th January 2026 and the proposals to amend the Boundary at Cwm Head Lakes. It was advised that more information could be found on the NCC website. Maps of the revised boundaries were shared with those present. A recommendation has been made by NCC to reduce the number of GCC Councillors from 15 to 12. Councillor recruitment was discussed as a result of these proposals. It was suggested that a letter be sent to residents in Lower Machen ward to gauge interest and Cllrs Watts and Williams would take the action for this. Councillor vacancies would also be advertised via GCC social media channels. **Proposed** Cllr Watts. **Seconded** Cllr Williams. **Voted** unanimously in favour.

The Clerk referred to agenda item 8 (Scribe) and confirmed this would be covered as part of the agenda.

The Clerk shared an update that a playground report had highlighted a medium risk to the mechanism on the play area gate. Questions were asked about the issues, all of which were answered by Cllr Watts & Cllr Cleeve. Approval was sought to request Dynevor to make the necessary improvements at a cost of £550. **Proposed:** Cllr Williams **Seconded:** Cllr Watts. **Voted:** unanimously in favour

A request was made to move item 12 to after item 7. **Proposed:** Cllr Tarr. **Seconded:** Cllr Watts. **Voted:** unanimously in favour.

6. Bassaleg Bridge

Cllr Cleeve shared details of the meeting between NCC, Forge Mews residents and GCC held on Wednesday 21st January. Aesthetic improvements to the area (planters / fencing removal etc.) and requests to improve waste removal and parking permits were shared. It was confirmed that notes taken during the meeting had been shared with all attendees and other Forge Mews residents. A decision on the £10m funding requirement for the replacement bridge would be made by April 2026. It was agreed that the group would meet again in April once the funding outcome was known. Concerns were raised over residents removing the chain securing the fencing leading off the bypass by removing it with an angle grinder. It was confirmed that the lock had since been secured by another resident.

12. Planning (Item 12 was discussed in line with the proposal at the end of item 5).



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To consider responses to any planning applications received and the opportunity to ask questions around the latest planning report.

An update on the planning report (previously shared by email to Councillors) was provided. It was confirmed that the Bassaleg Bridge application would potentially be a delegated decision as City Cllr, John Jones, did not intend to call in the decision. No response had been received from City Cllr John Harris. Concerns were raised that action was not being taken by our City Councillors. Cllr Watts had written to express his disappointment and a further letter to Newport City Councillors would be sent. Cllr Tarr agreed to respond to NCC requesting when a delegated decision would be made.

It was suggested that planning applications should be logged centrally in a document that all Councillors could view. Cllr Tarr agreed to create a draft in google sheets and share with Cllrs. The Clerk agreed to oversee the updating of this document.

7. Graig Community Centre Working Group

To receive a proposal on setting up a GCC working group to deal with the day-to-day management and strategic decisions related to the running of Graig Community Centre. Cllr Watts shared details on how the Graig Community Centre was being managed and confirmed that bookings were at an all-time high. It was proposed that a working group was created to manage the running of the centre more effectively. Graig Community Centre finances were being held separately so it was suggested that finances were moved (longer term) into the main GCC remit and the bank account switched from Barclays to Unity Trust Bank. **Proposed:** Cllr Tarr.

Seconded: Cllr Williams. **Voted:** unanimously in favour. Cllr Williams, Tarr, Grant, Cleeve and Morris expressed a wish to be involved in the working group. It was confirmed that a request to change signatories would be made to Barclays Bank (where the Graig Community Centre bank account was currently held) by Cllr Watts.

8. Scribe Accounting Software

To gain approval to purchase accounting software for the 2026 -27 Financial year

The Clerk provided Council with an overview of the Scribe Accounting software and shared feedback from other Councils using the system.

Approval was sought to subscribe to:

£179 Transactions Import (1 year)

£149 Set-Up Structure

£51 per month fee (initial set up fee of £449)

Acceptance **Proposed:** Cllr Tarr. **Seconded:** Cllr Watts. **Voted:** Unanimously in favour. The Clerk agreed to progress the implementation.

20.12hrs meeting paused for a natural break

20.16hrs meeting reconvened. One member of the public left the meeting.



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9. Task and Project Management Monitoring

To approve the use of a central tool to gain oversight and progress of all projects initiated by GCC.

The proposed worksheet to manage projects was shared, along with rationale for the need to track and monitor initiatives. It was confirmed that this proposal would link into the audit recommendations discussed in the Clerk's update. Councillors agreed that residents should be made more aware of initiatives being undertaken. It was requested that Cllrs proactively sought projects (via Council meetings) and updated the worksheet so activities could be recorded and tracked. A dashboard view will be added which can be shared with residents.

Proposal to populate the tracker in time for the February meeting (including quotations) so budgets could be discussed and allocated. **Proposed:** Cllr Cleeve. **Seconded:** Cllr Watts. **Voted:** Unanimously in favour.

10. Best Kept Village

To receive an update on the Bassaleg and Lower Machen planter installation.

Cllr Cleeve confirmed that NCC had removed the planters in Lower Machen. The new planters by the Fox and the replacements for Lower Machen (4 in total), plus those by Bassaleg Bridge (provided by Newport City Council) were in storage with the contractor and approval was sought to spend £280 so installation could be completed by Greenleaf Landscapes. **Proposed:** Cllr Cleeve. **Seconded:** Cllr Sayer. **Voted:** Unanimously in favour

11. Gritting of Pentrepoeth Road and Penylan Road

To agree what action, if any, needs to be taken to ensure Pentrepoeth Road and The Griffin / Penylan Road are gritted during frosty period.

Safety concerns were raised following three separate accidents on the forementioned roads, and it was considered that not gritting the roads may have contributed to this. No reason had been given by NCC as to why these roads had been removed from the gritting plan. It was agreed that a letter would be sent on behalf of the Council enquiring as to why and when these roads had been removed from the gritting schedules, and request that they be reintroduced. A map of current gritting routes was shared with those present and it was suggested that a new gritting route is proposed subject to feedback from NCC. Consideration was given to GCC funding gritting of these additional routes, subject to cost, and questions were asked about how such activities would be initiated. It was confirmed that permission would need to be granted by NCC should the decision be made to contract this activity privately.

Cllr Roe left the meeting 20:41

Letter **Proposed:** Cllr Watts. **Seconded:** Cllr Williams. **Voted:** Unanimously in favour

12. Planning – Discussed and noted above.

13. Councillor Project Proposals for 2026/27



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To receive updates from Councillors on their project plans for 2026/27 and agree priorities / budgets.

A request was made to discuss this matter during the February meeting. **Proposed:** Cllr Watts.
Seconded: Cllr Tarr. **Voted:** Unanimously in favour

14. Finance

- a) To receive financial documents to 31st December 2025. The bank reconciliation, receipts and payments summary were received and noted. **Proposed:** Cllr Tarr. **Seconded:** Cllr Watts.
Voted: Unanimously in favour.
- b) To approve / inform the schedule of payments.

Payee	Amount
Rogerstone & Bassaleg Burial Board	£784.20
Vision ICT	£ 10.00
N Goodfellow	£ 996.19
Dynevor	Repairs to Graig Park play area gate £ 550

Acceptance **Proposed:** Cllr Watts. **Seconded:** Cllr Tarr. **Voted:** Unanimously in favour.

Questions were asked about the Burial Board precept, all of which were answered to the satisfaction of those present.

Details of a clean-up operation for Graig ward in February were shared.

The issue of potholes within the ward was briefly discussed and it was agreed that this would be added to the February agenda. It was requested that street lighting, bus stops, litter picking and bin provisions be discussed in February's meeting. The "Fix My Street" app was highlighted to those present and ideas shared around how we could use this to support the ward.

Praise was given to the NCC Fly Tipping teams for the activities they had undertaken to reduce fly tipping activity within the ward. Cllr Cleeve agreed to confirm whether the Fix My Street app fed into the NCC reports.

15. Next Meeting

Wednesday 25th February 2026 at 19.00 – Full Council Meeting - Graig Community Centre and via Zoom.

Meeting closed at 21.09 hrs.