



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 27th May 2026

Members present: Cllr J Watts, Cllr M Cleeve, Cllr D Williams, Cllr G Morris, Cllr K Sayer, Cllr N Tarr, Cllr J Roe, Cllr B Davis, Cllr L Grant (arrived 7:04pm)

Members of the Public (MoP): 3

Absent: Cllr J Harris

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

Meeting started at 19.00hrs.

1. Election of Chairperson:

The appointment of a Chairperson and Vice Chairperson for Graig Community Council (GCC) was discussed and nominations received.

Cllr Williams **proposed** that Cllr Watts was reelected as Chairman. **Seconded:** Cllr Cleeve. **Voted:** 5 in favour, 1 abstained. Cllr Grant not present.

2. Election of Vice Chairperson

Cllr Watts **proposed** Cllr Cleeve be appointed as Vice Chair. **Seconded:** Cllr Williams. **Voted:** 5 in favour, 1 abstained. Cllr Grant not present.

3. Apologies for Absence

To receive apologies for absence. None

It was confirmed that no further correspondence had been received from Cllrs Harris and Jones. Cllr Tarr provided an update on his health condition.

Cllr Grant joined the meeting and was provided with a brief overview of items 1 to 3.

4. Declarations of Interest

Members to declare an interest in any items of business on the agenda. Cllr D Williams - Neal Soils

MoP wished to express an opinion re Neals Soils (Cllr Williams left the room). MoP was concerned about the safety of lorries using the school route as access to the site as opposed to two other potential routes available. Cllr Sayer shared his experiences of lorry access and highlighted issues with road surfaces. MoP was concerned about the substances being transported. Councillors advised that they had been reassured it was remediated soils only. MoP requested further details on the specifics of the remediated soil. It was expected that Natural Resources Wales would inspect the soils. MoP requested that details of the processes were confirmed. It was agreed that Cllr Cleeve would follow these points up with Neal Soils. It was confirmed that representatives would attend future meetings. The condition of Holly Lane surfaces had already been highlighted to Newport City Council (NCC). It was also asked whether the land where the soil was being placed was scheduled to be farmed. Again, it was agreed that Cllr Cleeve would put this to Neal Soils. The effectiveness of road cleaning activity was questioned and explanations were provided to MoP.

One MoP left the meeting. Cllr Williams re-entered the room.



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5. Minutes

To agree the accuracy of the minutes of the meeting held on Wednesday 29th April 2026. Cllr Davis's surname had been incorrectly recorded as "Davies". This amendment was agreed and approved as part of the sign off of the minutes.

Proposed: Cllr Watts. **Seconded:** Cllr Cleeve. **Voted:** Unanimously in favour

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

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

Cllr Cleeve advised that the hanging basket irrigation system had been installed at both community centres. Six brackets had been purchased and would be installed by Cllr Cleeve and Watts. Baskets were expected to arrive early June. Plants for planters had been delivered and planted. GCC thanked Rhiwderin Women's institute and residents for their assistance with the planting. Cllr Williams highlighted an empty planter and was advised that these would be completed by the Best Kept Village Group.

Cllr Watts confirmed the bench replacement project had been completed and all benches were now in situ. Positive feedback had been received from residents. It was suggested that further benches could potentially be installed and this would be revisited. The memorial bench which remained in situ had been renovated by a family member.

An incident had been flagged following an event at the Graig Community Centre (hall hire). Cllr Watts was liaising with Gwent Police and would share an update once he had received appropriate guidelines from the Police.

There had been a report of Travellers residing by Viaduct Way. They had since "moved on" but concerns were raised about the amount of rubbish left behind. Concerns around apparent lack of Police action, particularly around children on e-bikes were raised.

- c) To receive Clerk's update

All relevant correspondence had been shared with Councillors via email. Year-end accounts were completed, and the annual return were presented during the meeting for sign off. The documents would then be submitted to Wales Audit ahead of the 30th June 2026 deadline. The full audit would commence, for which notice would be posted on the GCC website and community centre notice boards on 15th June 2026. All Financial accounting for the reporting period was confirmed as being visible on Scribe and the Clerk encouraged Councillors to utilise their read only access, so all transactions were fully visible.

7. Bassaleg Bridge

To receive an update on the bridge improvements / replacement

Cllr Cleeve provided an update on the meeting held with GCC, Forge Mews Residents and John Blackwell. It was reported that approximately 15 letters of support had been received by NCC. A further meeting had taken place with Cabinet Members, Newport City Council (NCC) and Forge Mews Residents (FMR). Heated discussions had taken place. GCC had asked that NCC requested a second opinion on the possibility of a repair to the bridge. Waste and recycling were commended on their prompt follow up. Updates were still awaited from Infrastructure. Further follow up meetings would be arranged with members from the four main political parties. The format of future meetings was discussed. A number of questions were asked which were effectively answered by Cllrs. The application was expected to be decided upon on 4th June 2026. The contribution that John Blackwell had made so far to the Bassaleg Bridge project was recognised by GCC



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members. Discussions were had around the quotation / tender processes that NCC had instigated with contractors. It was confirmed that NCC's next course of action was to come back to GCC with their proposed next steps. Cllr Cleeve proposed that four separate communications were sent to the six Assembly Members (2 Plaid Cymru, 2 Reform, 1 Labour, 1 Conservative), requesting meetings with GCC. It was confirmed that the bridge had been cleaned and additional bins had been provided.

8. Task and Project Management Monitoring

To review, discuss and approve project proposals for 2026/27.

- a) Replacement of Toilet Flooring, Rhiwderin Community Centre

Cllr Cleeve updated Cllrs on the trip hazards in the toilets and the requirement to get them urgently repaired. A quotation for £1176 plus VAT had been received and Council were asked to accept the quotation so the work could commence promptly.

Proposed: Cllr Cleeve. **Seconded:** Cllr Tarr. **Voted:** Unanimously in favour.

- b) Creating Better Connected Insect Friendly Habitats within the Community

Cllr Roe updated on potential initiatives that could be undertaken in GCC based on a Rotherham Council case study.

Meeting paused (19:55) for comfort break. Meeting recommenced 19:58hrs

It was proposed that GCC consider adopting a similar policy of planting seasonal wild flowers to improve the aesthetic of the village as well as support the insect population. GCC could identify areas with the view to NCC adopting the initiative. It was suggested that Racheal Carter at One Voice Wales could support the initiative and Cllr Cleeve agreed to arrange for her to visit the ward to see how a potential project could be progressed. Cllrs shared their support for the idea. Cllr Watts **proposed** that a working group was set up to progress.

Seconded: Cllr Tarr **Voted:** Unanimously in favour. Cllrs Williams, Tarr, Grant, Roe and Cleeve expressed a wish to be involved in the working group.

9. Planning

To consider responses to any planning applications received and opportunity to ask questions around latest planning report and to approve the format for planning application summaries.

Cllr Tarr confirmed that there was nothing to discuss at present time but the planning report will be presented at the next meeting.

10. Council Documents and Procedures

- a) To review, amend if required, and adopt the Council's policies and Procedures

The working party established in the 25/26 Financial year looked to review all of the GCC policies and procedures. Cllr Tarr confirmed that a working party had been set up but further follow up was awaited. It was agreed that Cllr Tarr would arrange a follow up meeting and any required updates to policies would be brought to future Council meetings.

- b) To review delegation arrangements, committees and terms of reference (if any), agreements (inc.



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legal) and representation with external bodies and reporting back.

It was confirmed that there were no committees to dissolve as working groups had been implemented following the 2025 Annual Meeting proposal. It was noted that Cllr Williams and Cllr Tarr were members Rogerstone & Bassaleg Joint Burial Board Committee. Further representation was required to meet the required 4 members.

Motion to appoint Cllr Watts as representative member of the Rogerstone & Bassaleg Joint Burial Board.

Proposed: Cllr Sayer **Seconded:** Cllr Cleeve **Voted:** Unanimously in favour.

Motion to appoint Cllr Morris as representative member of the Rogerstone & Bassaleg Joint Burial Board

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

Motion to retain Cllr Williams as representative member of the Rogerstone & Bassaleg Joint Burial Board.

Proposed: Cllr Watts. **Seconded:** Cllr Sayer. **Voted:** Unanimously in favour

Motion to retain Cllr Tarr as representative member of the Rogerstone & Bassaleg Joint Burial Board.

Proposed: Cllr Watts. **Seconded:** Cllr Grant. **Voted:** Unanimously in favour.

c) To review the Council's and staff's subscriptions.

Subscriptions were confirmed as being in place for:

- a) One Voice Wales
- b) South Wales Directories (It was confirmed that GCC should support the Local publication to raise awareness of GCC activities / vacancies etc.

Motion to set up a Communication Working group. **Proposed:** Cllr Cleeve. **Seconded:** Cllr Watts. **Voted:** Unanimously in favour. Cllrs Watts, Cleeve, Williams & Morris expressed a wish to be included in this working group.

- c) Scribe Accounts
- d) Information Commissioners Office
- e) Zoom account

Motion to continue with all detailed subscriptions. **Proposed:** Cllr Watts. **Seconded:** Cllr Williams. **Voted:** Unanimously in favour

d) To review the Council's expenditure under s137 of the Local Government Act 1972. Confirmed £0.00 for 25-26 **Noted**

Cllr Watts agreed to follow up on payment authorised for a donation authorised in support of the Wales Under 15 Basketball team, specifically in relation to the participation of local resident and pupil at Bassaleg School. It was agreed that council would consider section 137 requests in the 2026/27 financial year.

e) To agree a Schedule of Meeting Dates for the year. It was agreed that all meetings would take place at 7pm at the Graig Community Centre:

24 June 2026	29 July 2026	26 August 2026	30 September 2026
28 October 2026	25 November 2026	16 December 2026	27 January 2027
24 February 2027	31 March 2027	28 April 2027	12 May 2027

Noted



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11. Graig Ward Policing

Members to discuss and agree:

- a) PCSO/Police attendance at GCC Council Meetings - what GCC meeting dates are available for Police attendance and what do Council require from Police Community Support Officers (PCSOs)/Police.

Cllr Morris highlighted the need to improve interactions with PCSO's. Future meeting dates would be shared with PCSOs with the view to them attending to discuss issues within the ward. Further interaction with Gwent Police was discussed. Police Surgeries at the Tea Rooms continued. Specific issues would be discussed at future GCC meetings. The challenges around retrospective crime data were discussed.

- b) CSO/Police support of GCC Event - confirm what date(s) are being scheduled for a GCC Event and confirm what support or service is required from PCSOs/Police?

It was suggested that an alternative police surgery on an evening / at a different location could be arranged. Cllr Morris would liaise with Jason Ghalamkary at Gwent Police.

- c) Police Led Initiative - To discuss previously suggested events and agree whether discussions should be resurrected

To be discussed once item b) is mobilised.

12. Cones Usage Within the Graig Ward

To discuss existing usage of traffic cones within the ward and consider whether liaison is required with Newport City Council to avoid excessive use.

Cllr Davis shared concerns over what appeared to be an excessive use of cones within the ward. Examples were shared around delays in removing cones once works had been completed. It was felt the impact of extended cone use on traffic was significant and stretched further afield than simply the ward itself. General traffic management was discussed. It was suggested that GCC asked Highways and Infrastructure to review the effectiveness of their existing process. Cllr Cleeve shared details of a proposed meeting in Marshfield regarding Highways. Cllr Watts **proposed** that we highlight the issues that we've had with traffic management and request what the process is /how this can be improved. Cllrs Watts & Cleeve to draft a letter for Clerk to send. **Seconded:** Cllr Williams. **Voted:** Unanimously in favour

13. Annual Return and Internal Audit for 2025-26

- a) To receive the Internal Audit Report for 2025-26
- b) To approve the Accounting Statements for 2025-26
- c) To approve the Annual Governance Statement for 2025-26

The Clerk confirmed that items detailed in 13a, b & c had already been shared via email with Council. The documents were discussed further. Acceptance **Proposed:** Cllr Watts **Seconded:** Cllr Williams. **Voted:** Unanimously in favour. The return was signed by Chairman Cllr Watts and the Clerk confirmed next steps

14. Finance

- a) To receive financial documents to 30th April 2026. **Proposed:** Cllr Watts. **Seconded:** Cllr Cleeve. **Voted:** Unanimously in favour.



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b) To approve Cllr Allowances for 26/27

Cllr Allowances were shared with Council. The Clerk confirmed she would write to Councillor confirming the mandatory payments of £156 Extra costs payments and £52 (or full reimbursement) for all members. In addition a payment of £500 for the Vice Chairperson and £1500 for the Chairperson would be requested for approval in Agenda Item 14c.

c) To approve / inform the schedule of payments

Payee		Amount
N Goodfellow	Clerk Salary April 2026	£ 876.06
UK Debt Management	PWLB Lending Facility	£4,567.80
Tai Hedyn	Grass cutting Fort View Park April 2026	£ 176.70
Vision ICT	Website hosting / support Aug 26-Jul 27	£ 370.50
Members	Members Allowances 26-27	Detailed in 14b
L Llewellyn	Internal Audit fees (previously approved)	£ 382.50
Greenleif Landscapes	Additional Compost for planters	£ 120.00
Dynevor	Emergency Repairs to RCC Gate	£ 550.00*

*It was highlighted to Council that this cost may rise by 15%

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

Cllr Watts confirmed that he would send a receipt through for £250 spent at the recent community event (£500 had previously been approved by Council)

15. Next Meeting - Wednesday 24th June 2026 – Full Council Meeting - Graig Community Centre and via Zoom.

Meeting closed: 21:00 hrs