



GRAIG COMMUNITY COUNCIL

Minutes of the Full Council Meeting held at Rhiwderin Community Centre Bassaleg 7pm on 27th March 2019.

1. Public Representation: A resident of Rhiwderin attended and requested to speak with Council on a planning application. The resident was welcomed and addressed the Council on the matter. Council listened, offered advice and assured the resident that their views would be taken into consideration when Council discussed the application in detail.
Cllr Haigh joined the meeting at 7.15pm.
The resident thanked Council for their time and left the meeting at 7.25pm.

2. Apologies for absence: A Whitfield, K Sayer, J Bailey.
Present: Cllrs R Caston, D Evans, M Smart, K Harries, P Gregory, J Harris, W Haigh, L Fry, P Appleton, K Thomas, N Tarr, M Cornelious. Also present Mr G Taylor (to observe). Chaired by P Gregory.

3. Minutes: The minutes of the meeting held 27th February 2019 previously circulated were read and approved. Proposed Cllr Harris, seconded Cllr Smart. Arising from the minutes it was noted that all the action points had been dealt with. Regarding Item 8f, Cllr Smart advised that she did not believe Council were involved with anything that would be applicable to the funding available from this source. Cllr Appleton gave some suggestions and Cllr Smart agreed to review the criteria again to see if they would be acceptable. **Action: Cllr Smart to explore the funding criteria and advise Council if applicable.**

4. Clerk's Report: A Clerk's Report previously circulated was briefly discussed and accepted as a true reflection of matters to date. Proposed Cllr Caston, seconded Cllr Tarr. It was agreed that the Clerk should add the broken bollard on Laurel Road to the list. **Action: Clerk to add the item as requested.**

5. Accounts for Payment: Proposed Cllr Evans seconded Cllr Tarr and accepted.

Clerk salary and office allowance for March 2019	£2027.38
Misc expenses for March 2019	£36.00
TSO Host – Monthly webmail charge	£5.00
SSE – Electricity costs for Graig Community Centre Dec 18-Mar 19	£416.53
SSE – Gas costs for Graig Community Centre Dec 18-Feb 19	£382.56
SSE – Electricity costs to Rhiwderin Community Centre Dec 18-Mar 19	£256.89
SSE – Gas costs to Rhiwderin Community Centre Dec 18-Mar 19	£1071.96
Total to date:	£4196.32

Receipts: None

6. Planning:

- a. 19/0271 – Proposal: Extension to front, side and rear of existing house. Demolition of existing garage to provide access. Site: 7 Springfield Road, Rhiwderin, Newport, NP10 8RN. Application Type: Full **Comment: Council were concerned as it appears this work started some time ago. There was no provision in the plans for parking considering the existing garage is being removed. The garage is attached to another garage so structural issues need to be addressed. The proposal takes the development to the edges of the side boundaries of the property and there were concerns regarding respecting neighbouring boundaries with both the dwelling to the right of the building and the Community Centre boundary to the left. Council considered such a large wrap around extension as overdevelopment of the site and also had concerns on reading WWA's comments about the sewer system at the rear of the property which is commonly known to be shallow. Council suggested a site meeting be carried out to address these issues and ensure the size of the development does not adversely affect light penetration for the neighbouring property.**
- b. 19/0279 – Proposal: Single storey side and rear extension. Site: 13 Ffos-y-fran, Bassaleg, Newport, NP10 8LU. Application Type: Full **Comment: Council had no objections in principle looking at the documentation submitted but were concerned that documentation was very limited.**
- c. 19/0254 – Proposal: Single storey extension to scout hut and alterations to parking layout. Site: Unit east of Graig Community Centre, cowshed Lane, Bassaleg, Newport. Application Type: Full.

Comment: Council supported this application to improve this well used building and make it more accessible to all.

7. Items for Discussion/Action:

- a. New agenda layout – Approved. **Action: Clerk to follow this format for future meetings.**
- b. Risk assessments & Internal Audit – Council's risk assessments were duly conducted by Cllrs Thomas and Haigh. One amendment was suggested to document reference number GDD-RAW to improve current practices. This was agreed by all. **Action: The updated documents to be signed off appropriately and retained in Council's updated suite of policies and procedures.**
- c. Clerks appraisal – Cllr Gregory informed Council that the Clerk's annual appraisal had taken place, and that the Clerk was recognised to be performing her duties satisfactorily. He suggested her salary scale be increased by 1 increment as per her employment contract to be amended to LC2/38 from 1st April 2019. Proposed Cllr Caston, seconded Cllr Evans and agreed. The Clerk informed Council that it was also necessary to increase both Council and employee pension contributions following instructions from the Pensions Regulator from 1st April. **Action: Clerk to make the necessary arrangements.**
- d. Skip arrangements for St Basil's Church – Following a request, Council considered the amount of money donated to St Basil's Church annually to assist with skip costs. It was suggested that if Council were prepared to commit to a slightly larger donation, the Church could afford to hire more skips to remove not only the rubbish from the churchyard but would also be willing to work with the BKV group to store and remove rubbish from their litter picks. Council agreed to increase its annual donation to £500. Proposed Cllr Harris, seconded Cllr Smart and agreed unanimously. **Action: Clerk to add to accounts for payment at the next meeting.**

8. Reports:

- a. Newport City Councillors – Cllr Cornelious asked if Council were aware of the planning application for 2 new houses at the end of Penylan Close as she had grave reservations regarding the development. Council assured her that it was well aware and had submitted comments some time ago outlining their concerns too. She was also concerned about the church in Rhiwderin next to the Village Hall, as it seemed abandoned and she could not find out who owned the building. Council advised that NCC estates should be able to assist by discovering from Land Registry who owns the land. **Action: Cllr Cornelious to speak with NCC estates department.**

Sub Committees

- b. Graig Community Centre – NTR. **Action: None necessary.**
- c. Rhiwderin Community Centre & Fundraising Group Cllr Gregory reported that he had news that the funding grant application had passed the first stage and work needed to be completed for the 2nd stage. The gas repairs discussed previously had been permanently repaired, and it was thought that the recent break-in was likely to cost £3k - £4k in repairs. **Action: Cllr Gregory and Clerk to administer the insurance claim for the break-in costs, Cllrs Smart and Bailey to assist with the 2nd stage of the funding application.**
- d. Allotments – An inspection date was set for 5th May at 10.30 am. The Allotment Association had produced an allotment handbook which had been approved by Cllr Caston for distribution to all allotment holders. Council thought this to be a very good idea and thanks were to be recorded to the association for their hard work. The association also were looking to make improvements to the allotment's central track. **Action: Committee members to attend the inspection and discuss with the association how improvements to the track could best be made.**
- e. Burial Board – It was noted that a Burial Board meeting had been set for 1st April by the Chairman of the Board. Graig Council members of the committee agreed to attend. **Action: Members of the Burial Board Committee to attend the meeting.**

Working Groups

- f. Play Areas Group – It was noted that the officer Council needed to discuss the sale of extra stored outdoor gym equipment with was still on sick leave and it was likely to be some time before she returned to work. Cllr Appleton suggested that as NCC's grass cutting schedule would not be sufficient to properly maintain the play areas for use again this year, Council would likely need to pay for extra cuttings to take place. She agreed to look into options with NCC, Morris's of Usk and a local contractor and return to Council with options. **Action: Cllr Appleton to progress with grass cutting quotes.**
- g. Horticultural Group/ BKV Group – It was agreed by members of the group that a meeting was needed. **Action: Group to arrange.**
- h. Technology Group – Cllr Appleton reported that the new site was almost ready to launch. **Action: Cllr Appleton to forward the link for the site to Cllrs Gregory and Harris.**
- i. Events & Social Group – NTR. **Action: None at this time.**

- j. Consultation Review Panel – Cllr Tarr reported that the committee met on 6th March and compiled a response to the Public Transport consultation. He had forwarded the report to the Clerk for filing.
Action: Clerk to save on file.

9. Items for forthcoming agendas:

- Members Code of Conduct – 10th April 2019 Mid-Month meeting
Finance & Admin meeting arrangement – 10th April 2019 Mid-Month meeting
Payment of donation to Pentrepoeth Primary School for polytunnel - 10th April 2019 Mid-Month meeting

10. Urgent Business not discussed above:

- a. Council's AGM date was set for 8th May 2019 as part of the May Mid Month meeting. **Action: Clerk to arrange.**
- b. Cllr Appleton reported that as there had been no movement on bus timetables being placed in bus stops despite lobbying for this for a good number of years, she had taken action herself. She had printed and laminated timetables which she would place in the bus stops to aid residents. Council thanked her and commended her on her initiative. **Action: Cllr Appleton to progress.**
- c. Cllr Gregory expressed his annoyance that despite promises, NCC had not responded to his emails regarding the outstanding list of issues discussed again last year with officers. **Action: Cllr Gregory to continue to try to gain a response.**

11. Correspondence for Information:

Not discussed

12. Dates of next meetings:

- Mid-Month meeting – Wednesday 10th April 2019 at 7pm.
Full Council Meeting – Wednesday 24th April 2019 at 7pm.

There being no further business to discuss, the meeting was closed at 9.10pm

Signed..... (Chair) – 24th April 2019

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