



# GRAIG COMMUNITY COUNCIL

## **Minutes of the Full Council Meeting held at Graig, Community Centre Bassaleg 7pm on 26<sup>th</sup> June 2019.**

**1. Apologies for absence:** M Cornelious.

**Present:** Cllrs R Caston, A Whitfield, D Evans, M Smart, K Sayer, K Harries, P Gregory, J Harris, W Haigh, L Fry, P Appleton, J Bailey, K Thomas, N Tarr, D Williams. Chaired by P Gregory.

Also present: A local resident.

**2. Public Representation:** A resident of Caerphilly Rd in Bassaleg asked to speak with Council. She informed Council that she was attending to observe only but did add that the planters around the villages looked lovely and commended the Council and the BKV group on the displays, and that also she was disappointed about the amount of weeds growing from gutters and paths in the villages. Council advised that NCC only weed kill once per year now, but that it would be requested. **Action: See action point in item 8b.**

**3. To receive declarations of interest:** None

**4. Minutes:** The minutes of the meeting held 29<sup>th</sup> May 2019 previously circulated were read and approved save for a small amendment to wording in section 11a. Proposed Cllr Bailey, seconded Cllr Harries. Arising from the minutes, it was noted that all the action points had, or were in the process of being dealt with. **Action: Clerk to amend wording as agreed prior to publication.**

**5. Clerk's Report:** A Clerk's Report previously circulated was briefly discussed and accepted as a true reflection of matters to date. Proposed Cllr Harries, seconded Cllr Thomas. **Action: Clerk to keep chasing NetworkRail for an update on the repair of the flagstones at the Grosvenor Road underpass.**

**6. Accounts for Payment:** Proposed Cllr Tarr seconded Cllr Harries and accepted.

|   |                 |
|---|-----------------|
| Clerk salary and office allowance for June 2019                   | £2068.77        |
| Misc expenses for May 2019  | £65.70          |
| TSO Host – Monthly webmail charge                                 | £5.00           |
| Cllr P Appleton – reimbursement of planter costs                  | £84.71          |
| Business Doctors – Assistance with funding application submission | £600.00         |
| HMRC – PAYE & NI Apr – Jun 19                                     | £2686.88        |
| <b>Total to date:</b>   | <b>£5511.06</b> |

**Receipts:** None to date

**7. Planning:**

- a. 19/0557 – Proposal: First floor extension over garage Site: 19 Pant Glas Court, Bassaleg, Newport, NP10 8JE. Application Type: Full **Comment: No objections.**

**9. Reports:**

- a. Newport City Councillors – Discussed out of sequence to allow Cllr Williams to leave the meeting early. Cllr Williams reported that he was dealing with ongoing issues of fires in Clearwell Court. He was dealing with some complaints that some of the new smaller refuse bins had not been delivered to homes yet and that some bins were being regularly missed on collection days. He was also assisting in resolving a high hedge dispute and issues with and off-road bikes accessing woodland adjacent to Springfield Lane.

Bassaleg Roundabout maintenance was discussed. Cllr Williams reported that NCC had now accepted that the roundabout had been handed over to them following completion by Costain and had told him that they could not replant the roundabouts until later in the year. Council advised that it had received complaints that the current state of maintenance was poor not just on the roundabout, but the surrounding verges too, and that bushes on the verges had been damaged during the construction phase. Cllr Williams agreed to take Council's comments back to NCC and ask that a proper maintenance schedule be created to include the roundabout and all surrounding areas.

He advised Council of an upcoming presentation on the new critical care hospital being built at Llanfrechfa Grange and agreed to forward details to the Clerk for distribution. He advised there had been some drugs issues at Bassaleg School affecting years 8 and 9 which the school was taking very

seriously. The problems seemed centred around a small minority and school behaviour policies were in place to deal with the issues.

Cllr Haigh joined the meeting at 7.40pm.

Cllr Sayer reported that there were overgrown verges and a hedge on the footpath between Penylan Close and Caerphilly Road which Cllr Williams agreed to look at. Cllr Tarr reported that residents had requested litter bins at the top of Pentre Tai Road and Springfield Lane. Cllr Williams agreed to address this too.

Cllr Williams and the resident of Caerphilly Road left the meeting at 7.52pm. **Action: Cllr Williams to email the Clerk with details of the Llanfrechfa Grange presentation, address the maintenance issues on Bassaleg Roundabout and surrounding areas and follow up on the other issues discussed.**

## **8. Items for Discussion/Action:**

- a. Annual Return approval prior to external audit - The Clerk submitted the annual return duly completed by the Clerk and the internal auditor for approval by Council. Council accepted the return as a true reflection of Council's finances and authorised its signature by the Chairman Cllr Gregory. The Clerk also submitted the internal auditor's report on its findings. The audit report showed everything to be in order, there were no recommendations or observations needing to be attended to. The Clerk was authorised to submit the necessary paperwork to the external auditor. Proposed Cllr Evans seconded Cllr Harries and accepted by all. **Action: Clerk to submit relevant paperwork to the external auditor by the submission deadline.**
- b. Caerphilly Road Issues – The weedkilling issues discussed earlier in the meeting were addressed and the Clerk was instructed to ask for weed spraying to be carried out as soon as possible. **Action: Clerk to request.**
- c. Budget review (inc. Chair's allowance) – The budget for 2019/20 was reviewed by Council. It was agreed that no changes should be made, but that the Chairman's allowance should be reviewed at the next meeting. **Action: Clerk to agenda of 17<sup>th</sup> July meeting.**
- d. Litter bins & noticeboards – Cllr Fry advised Council that the proposed new litter bin for the Forge Mews side of the footbridge over the A467 would require purchasing a new bin as those held in stock were not suitable. Cllr Fry proposed purchasing 1 bin which was seconded by Cllr Harris and agreed. **Action: Clerk to make the purchase.**
- e. Be Proud of your Community awards – Noted. It was agreed that the Best Kept Villages group were struggling for volunteers and money. The Clerk had explored if Council were able to assist by encompassing the group's annual insurance into Council's insurance, but that was not possible. It was proposed by Cllr Gregory that Council donate £500 to the group to assist, this was seconded by Cllr Whitfield and agreed by all. **Action: Clerk to raise a cheque for authorisation at the next meeting.**
- f. Internal Audit Arrangements training session; The Clerk advised Council that the Wales Audit Office were holding an online training session. The Clerk's intention was that Cllrs could attend as she would use the conference room and project onscreen. Unfortunately, a family issue meant that she needed to take some holiday days at the time of the live screening, but the session would be available on You Tube after the event, so she agreed to forward the link to all on email so it could be watched by Cllrs at home at their leisure. It also prevented her being able to administer the proposed Mid Month meeting on 10<sup>th</sup> July and she asked that as the Chairman was also unavailable if the meeting could be re-arranged to take place on 17<sup>th</sup> July instead. Council agreed to the change. **Action: Clerk to re-arrange the meeting to take place on 17<sup>th</sup> July and forward the link to the training session once received.**
- g. Clerks and Cllrs get together – The Clerk advised Council that a get together was being arranged for Thursday 25<sup>th</sup> July at 7pm for any Cllrs or Clerks interested in an informal meeting to discuss common issues and get to know each other. The Clerk asked all who intended attending to let her know so approximate numbers could be forwarded. **Action: Cllrs to let Clerk know if they wished to attend asap.**
- h. Draft supplementary planning guidance consultation – The Clerk advised Council of this forthcoming consultation so a consultation group could be formed if needed. **Action: Cllr Tarr to progress if necessary.**
- i. Opportunity for community groups – Cllr Harries advised that in the local paper was an article regarding funding available to local community groups involving local pubs. **Action: Cllr Smart agreed to review and return comments to Council if necessary.**

## **9. Reports:**

### **Sub Committees**

- b. Graig Community Centre – Cllr Fry reported that the Committee were looking to amend one of the conference room doors. Double-booking issues and financial/reporting procedures were discussed. Cllr Harris agreed to forward a new timetable to Cllr Smart and Cllr Appleton showed Council some new artwork intended to be displayed in the main hall. **Action: Cllr Harris to forward timetable list to Cllr Smart.**
  - c. Rhiwderin Community Centre & Fundraising Group - Cllr Gregory reported that at the AGM he had wished to step down as Chairman of the committee but was persuaded to stay. The current Centre Manager advised that he would be leaving the post in September. Cllr Whitfield advised that the second stage funding application had been sent. **Action: None necessary.**
  - d. Allotments – NTR. **Action: None necessary.**
  - e. Burial Board – It was noted that RCC members of the board refused to sign off the accounts and annual return in order for it to be completed before sending for external audit. The internal audit had been carried out and no observations or recommendations had been made. Cllr Gregory advised that he had written again to NCC's Head of Law and Regulation. **Action: None at this time.**
- Working Groups**
- f. Play Areas Group – NTR. **Action: None necessary.**
  - g. Horticultural Group/ BKV Group – It was noted that some plants had been stolen from the planters looked after the group and the planters looked after by the BKV group. Costs of positioning large stones on the roundabout at St Basil's shops needed to be obtained before progressing the new scheme. **Action: Group to progress.**
  - h. Technology Group – Cllr Appleton reported that the new website was almost complete but expressed concerns about who would administer the pages and that training needed to be arranged. Cllr Gregory suggested that the group meet to discuss a way forward. **Action: Group to progress.**
  - i. Events & Social Group – It was agreed that a meeting should be arranged within the next month to begin discussions for the Christmas events. **Action: Cllr Gregory to call the meeting.**
  - j. Consultation Review Panel – Cllr Tarr reported that he had formed a group and they were meeting the following evening to review the Sustainable Travel consultation. He invited any other Cllrs interested in joining the group to attend if they wished. **Action: Cllr Tarr to progress.**

#### 10. Items for forthcoming agendas:

- a. Bassaleg & Rhiwderin Directory submission – 10<sup>th</sup> July 2019 Mid-Month Meeting

#### 11. Urgent Business not discussed above:

- a. Cllr Whitfield advised that the previously reported road surface issues on Foxwood Close she reported were being attended to. The road was being repaired at the time of this meeting. **Action: Cllr Whitfield to monitor.**

#### 12. Correspondence for Information:

Not discussed

#### 13. Dates of next meetings:

Mid-Month meeting – Wednesday 17<sup>th</sup> July 2019 at 7pm. (date change please see item 8f)

Full Council Meeting – Wednesday 31<sup>st</sup> July 2019 at 7pm.

There being no further business to discuss, the meeting was closed at 9.25pm

Signed..... (Chair) – 31<sup>st</sup> July 2019

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