



# GRAIG COMMUNITY COUNCIL

## Minutes of the Full Council Meeting held at Graig, Community Centre Bassaleg 7pm on 25<sup>th</sup> September 2019.

**1. Apologies for absence:** Cllrs S Grey, D Williams

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

**2. Public Representation:** None

**3. To receive declarations of interest:** Cllr Harris declared an interest in Item 9d of the agenda.

**4. Minutes:** The minutes of the meeting held 25<sup>th</sup> August 2019 previously circulated were read and approved. Proposed Cllr Caston, seconded Cllr Tarr. Arising from the minutes, it was noted that all the action points had been dealt with save for Item 2, Cllr Tarr had not yet written to Sergeant Giles as he did not have contact details, and regarding Item 6 Cllr Smart read out a response from NCC about concerns over S106 allocations. It was stated that £78K had been allocated to a bike project in Tredegar Park and £975,426K was allocated for Primary and Secondary schools in the local catchment area. She expressed concern about the current outdoor gym equipment in Tredegar Park she noticed when she visited the area, and offered to speak with a NCC officer regarding its safety. All Section 106 money appeared to be allocated as expected. **Action: Cllr Smart to follow up safety concerns with NCC. Clerk to provide the Police Sergeant contact details to Cllr Tarr.**

**5. Clerk's Report:** The Clerk's Report previously circulated was briefly discussed and accepted as a true reflection of matters to date. Proposed Cllr Caston, seconded Cllr Tarr. The report was briefly discussed and the Clerk informed Council that regarding Item 9 – Maintenance at Grosvenor Rd Underpass. The Clerk contacted NetworkRail again advising them of NCC's response that NetworkRail owned the flagstones, to date there had been no response. **Action: Clerk to chase this item again if necessary.**

**6. Accounts for Payment:** Proposed Cllr Evans seconded Cllr Harris and accepted.

Clerk salary and office allowance for September 2019	£2068.57
Misc expenses for September 2019 (mileage)	£29.70
TSO Host – monthly webmail charge	£5.00
HMRC – PAYE & NI Jul-Sep 19	£2686.88
Microsoft Store – annual Microsoft Office 365 subscription charge	£79.99
One Voice Wales – Training costs for Cllr Gregory & Clerk	£80.00
<b>Total to date:</b>	<b>£4950.14</b>

**Receipts:** None to date

**7. Planning:**

- CONEX 19/0929 – Proposed single storey rear extension, rear dormer extension, side porch and extension to rear raised patio. Site: 23 Caerphilly Close, Rhiwderin, Newport, NP10 8RF. Application Type: Full. **Comment: No objections provided neighbours are consulted and agree.**
- CONEX 19/0940 – Proposal: Felling of willow tree protected by the Lower Machen Conservation Area. Site: Ty Gwyn, Church Road, Lower Machen, Newport, NP10 8GU. Application Type: Trees in conservation areas. **Comment: Council had concerns about its removal, as this is tree is a prominent feature in the village but would support the advice of the tree officer.**
- CONEX 19/0958 Proposal: Demolition of existing rear single storey extension and construction of new two storey rear extension. Site: 33 Tredegar Street, Rhiwderin, Newport, NP10 8RJ. Application Type: Full. **Comment: Council had concerns regarding the over-projection of the proposed footprint of the extension which would impact neighbouring properties causing loss of light.**

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

- Audited Accounts – The Clerk presented the final audited accounts and the external auditor's report to Council. No matters of concern were highlighted, but one small observation had been noted. This was that the figures on the annual return did not balance by £1. The Clerk put this down to figures being rounded to the nearest pound. Council were content to accept the findings of the audit and the Clerk was instructed to publicise the accounts according to regulations. **Action: Clerk to make the necessary arrangements.**

- b. Remembrance Day celebrations – This item was discussed, and it was decided that a further 50 lamppost poppies should be ordered to replace some that were broken last year and to have some extra to extend the display. It was agreed that they would be erected on 26<sup>th</sup> October. The Clerk confirmed that the silhouettes available last year could not be purchased this year unfortunately.  
**Action: Clerk to order the extra lamppost poppies, all available Cllrs to meet at Graig Hall on 26<sup>th</sup> October to help with placing the poppies on the lampposts.**
- c. Bus Passes – Cllr Tarr was concerned that at the end of this year, bus passes would need to be renewed and new applications were expected to be filled in online. He felt that this would be difficult for many people who either did not have access to the internet or were unable to use computers. He suggested that Graig Hall could be made available for residents to drop in and have assistance with filling in the forms. Cllr Haigh reported that Age Concern were offering this service to people and it was thought that the Hall could be offered to them for this purpose so residents would not have to travel too far. **Action: Cllr Harris to enquire of Age Concern if they would like to use the Hall's facilities.**
- d. Hedge cutting around Graig Hall and allotments – It was noted that the hedge along the Griffin backing onto Bassaleg allotment site had been cut by NCC, but not to a satisfactory standard. The side needed more work and the top had not been cut at all. There were also other areas such as around Graig Hall, and the Pyracanthus bushes along the allotment fence which also needed to be cut. Cllr Appleton offered to speak with a NCC officer about the Griffin hedge, and Cllr Smart offered to list work to surrounding hedges which Council would be responsible for and ask Council's usual contractor for a quote for carrying out the work. **Action: Cllr Appleton to deal with the Griffin hedge and Cllr Smart to deal with obtaining a quote for the other hedges needing maintenance.**
- e. Mr Jones funeral arrangements – It was noted that Mr Jones funeral would be held at St Basil's Church in Bassaleg at 2pm on Thursday 3<sup>rd</sup> October. All available Cllrs were asked to attend. The Chairman offered apologies as he would be away at the time. **Action: Cllrs wishing to attend to note the timetable of arrangements.**

## 9. Reports:

### Sub Committees

- a. Newport City Councillors – None in attendance. **Action: None at this time.**
- b. Graig Community Centre – Cllr Fry asked Council for advice on pro-forma invoices, Cllr Evans reported that electrical work had been carried out at the Hall and asked if Council would agree to pay the bill submitted on the Hall's behalf. Council agreed. **Action: Clerk to add the invoice to the next agenda for approval.**
- c. Rhiwderin Community Centre & Fundraising Group - Cllr Gregory reported that the external and internal doors damaged from the recent break-in had been repaired, and new keys were being arranged. The Centre's manager had resigned and either the post needed to be filled or his responsibilities shared. Cllrs were asked to volunteer assistance if they were able. Cllr Whitfield had chased for a decision on the funding application submitted a while ago, but there was still no news. Cllr Gregory had spoken to the owner of the Sorting Rooms to explain that Council were unable to offer for his patrons to use the Centre's car park, as the building lease would not allow for this. **Action: Cllrs Gregory and Whitfield to progress. Cllrs to advise Cllr Gregory if they were able to assist with the Centre Manager's responsibilities.**
- d. Allotments – Cllr Harris again declared an interest and offered to leave the room immediately whilst this item was discussed. He was asked to remain initially to explain his appeal to Council to retain his beehives on the allotment site after being asked to remove them. He read out his appeal letter and asked that Council reconsider the decision, he then left the room in order for Council to discuss.  
Cllr Harris left the room at 8.35pm.  
Council debated the issue and agreed by majority vote that it was not against bees being kept on the allotment site in principle and would consider any application to keep bees on an individual basis should anyone apply. However, in this case the issue was not just with keeping bees, but also with the condition of the plots the hives were kept on. It had already been agreed between the Allotment Association and Council's Allotment Committee that as proper procedure had been followed regarding warning letters about the condition of the plots, the leases should be terminated. This decision was made prior to the appeal letter being submitted and should be upheld. This meant that by default, the hives would need to be removed as the lease was to be terminated.  
Cllr Harris was brought back to the room to be advised of Council's decision. Cllr Harris accepted Council's decision and offered that if any other tenant wanted to keep bees on the allotment site, he would happily take care of the hives for them. **Action: Clerk to send out the termination of lease letter and advise the Allotment Association of Council's decision.**
- e. Burial Board – Council discussed the current difficulties with the running of the Board and noted that the problems are escalating. It was reported that the last meeting, the Board had conducted another

vote on NCC taking over the assets and running of the cemetery, thereby dissolving the Board. RCC members voted 6 in favour to Graig's 3 members abstaining as they felt this was something that should be decided by each full Councils and not Board members. It was also noted that Graig members had spoken to the Head of Law and Regulation for NCC at a recent Liaison meeting. He felt that NCC would not be willing to take on the cemetery, so members suggested that Graig may be willing to do so alone. He agreed this would be a good solution and would assist in the transition. If this were to be agreed by Graig Council, the proposal should be put in writing to RCC and copied to him. This motion was proposed by Cllr Gregory, seconded by Cllr Haigh and agreed by all with the exception of 1 abstention. **Action: Cllr Gregory and Clerk to progress.**

#### **Working Groups**

- f. **Play Areas Group** – It was noted that the bench for Fort View had been installed. **Action: Cllr Smart to progress bramble clumps removal.**
- g. **Horticultural Group/ BKV Group** – Cllr Smart had spoken with Hanson's Quarry regarding the stones being provided for the central planting arrangement at St Basil's Shop's roundabout and also to a local contractor. All were keen to progress asap, and the contractor was also keen to start the removal of the brambles at Fort View as mentioned above at the same time. **Action: Cllr Smart progressing.**
- h. **Technology Group** – Cllr Appleton advised the new site was progressing. The Clerk informed Council of the annual cost of providing each Cllr on email with a dedicated Council email address. This was accepted. **Action: Clerk to arrange for email addresses to be provided, Cllr Appleton to progress the site.**
- i. **Events & Social Group** – Cllr Gregory arranged a meeting of the group on 16<sup>th</sup> October at 6pm and invited all Council members to attend, not just those on the working group. **Action: Cllrs to attend if possible.**
- j. **Consultation Review Panel** – Cllr Tarr arranged a consultation meeting for 24<sup>th</sup> October at 7pm. **Action: Cllrs who agreed to assist in the consultation to attend the meeting and form a response.**

#### **10. Items for forthcoming agendas:**

- a. Finance & Admin Committee meeting – 23<sup>rd</sup> October 2019 (for committee members only)

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

- a. Cllr Thomas asked when the litter bin for Penylan Rd at the junction with Bethel Church would be installed. **Action: Cllr Fry to arrange.**
- b. Cllr Fry reported that the verges opposite Garth Terrace on Caerphilly Rd needed maintenance, they were overgrown and as a result the footpath had narrowed to an unacceptable and dangerous width. It was noted that the verge below 26a Penylan Close had been allowed to overgrow following the homeowners repositioning the home's boundary fencing but as far as anyone was aware, this land still was the responsibility of the homeowner. Cllr Sayer also commented that the hedge surrounding Hillside House alongside the footpath from Penylan Close to Caerphilly Rd was also very overgrown. It was noted that NCC officers had these issues pointed out to them when they walked with Cllr Gregory some months ago and they agreed to attend to the problems. **Action: None decided at the meeting.**
- c. Cllr Appleton advised that she had again spoken with a NCC officer regarding the lack of maintenance on Bassaleg roundabout. She had received an email stating that a senior NCC officer was liaising with the Welsh Government regarding this issue, but the officer was off work at that time. Council had growing concerns about the handover between NCC and WG and the lack of maintenance since. It discussed whether it would be advisable to publicise the issue more widely. **Action: None decided at the meeting.**

#### **12. Correspondence for Information:** Not discussed

#### **13. Dates of next meetings:**

Mid-Month meeting – Wednesday 9<sup>th</sup> October 2019 at 7pm.

Full Council Meeting – Wednesday 30<sup>th</sup> October 2019 at 7pm.

There being no further business to discuss, the meeting was closed at 9.45pm

Signed..... (Chair) – 30.10.2019

Posted to notice boards 08.11.19

Clerk to the Council: Sian Davies

6 Vale View, Gelli Park, Risca, Newport. NP11 6HS Tel: 01633 614119, Mobile: 07971 094382

Email: [clerk@grraigcc.co.uk](mailto:clerk@grraigcc.co.uk)

Website: [www.grraigcc.co.uk](http://www.grraigcc.co.uk)

 [www.facebook.com/GraigCommunityCouncil](https://www.facebook.com/GraigCommunityCouncil)