



# GRAIG COMMUNITY COUNCIL

## Minutes of the Full Council Meeting held remotely via Zoom Video Conferencing on 27<sup>th</sup> January 2021 at 7pm

1. **To receive apologies for absence:** Cllrs K Sayer, W Haigh, L Fry, D Williams.

**Present:** Cllrs R Caston (via phone), A Whitfield, D Evans, M Smart, P Gregory, J Harris, P Appleton, J Bailey, K Thomas, N Tarr, J Taylor, S Davies (Clerk). Chaired by Cllr Gregory.

This meeting was held remotely via Zoom due to Covid-19 restrictions. Those unable to join due to lack of technology received the agenda for the meeting as normal, were aware that the meeting was taking place and did not object to it being held. Each were given the opportunity to make comments which were logged by the Clerk, relayed if requested and considered by the participants of the meeting.

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

3. **To approve and sign the minutes of the meeting held on Wednesday 6<sup>th</sup> January 2021:**

The minutes of the meeting held 6<sup>th</sup> January 2021 previously circulated were read and approved. Proposed Cllr Harris, seconded Cllr Tarr. The action points in the minutes were discussed briefly and all were content they had been resolved or were in the process of being dealt with. There were no issues to discuss. **Action: None necessary.**

4. **Accounts for Payment:** Proposed Cllr Thomas, seconded Cllr Whitfield.

Clerk salary and office allowance for January 21	£2102.52
Misc expenses (Zoom Nov & Dec 20 (£28.78), signed for postage (£2.06) underpayment for Dec salary - miscalculation of PAYE (20p)	£31.04
TSOHOST – Webmail charge Feb 2020 (taken by DD)	£5.00
SSE – Electricity costs for Graig Hall Oct-Dec 2020 (taken by DD)	£111.12
Rogerstone & Bassaleg Joint Burial Board – Precept for 2020-21	£608.00
Newport City Homes Ltd – Replacement cheque for Ref Ch002848 (lost in post)	£212.04
Calico UK – Annual domain name cost	£36.00
Mr D Appleton – Cost for cable to repair Rhiwderin Christmas tree lights	£13.98
FireQuip – Remedial work to fire extinguishers at Graig Hall	£22.82
FireQuip – Remedial work to fire extinguishers at Rhiwderin CC	£37.20
Mark Wallace Electrical Ltd – Supply and fit emergency lighting at Rhiwderin CC	£648.00
<b>Total to date:</b>	<b>£3827.72</b>

**Receipts:**

None to date

5. **Planning:**

- 20/1191 – Proposal: Demolition of existing single storey side extension and erection of new two storey side/rear extension. Construction of new roof, insulate, re-render and reclad property. Site: 15 Laurel Road, Bassaleg, Newport, NP10 8NS. Application Type: Full. **Comment: No objections**
- 20/1136 – Proposal: Construction of two storey rear extension and conversion of integral garage. Site: 4 Pen-y-Groes Grove, Bassaleg, Newport, NP10 8JD. Application Type: Full. **Comment: No objections.**
- 21/0024 – Proposal: Single storey rear extension to existing garage. Site: 18 Afon Mead, Rogerstone, Newport, NP10 9JL. Application Type: Full. **Comment: No objections.**
- 20/1249 – Proposal: Proposed certificate of lawful development for demolition of existing rear single storey ground floor bay window and erection of new single storey rear extension. Site: 2 Graig Close, Bassaleg, Newport, NP10 8PE Application Type: Lawful Development. **Comment: No objections.**

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

- Kerbside bins update – Cllr Williams was not in attendance and no update had been received. **Action: Clerk to chase Cllr Williams for an update and also NCC.**
- Footpath through open space repair/refurbishment – Council were concerned that Cllr Grey had not progressed this issue as promised at the November meeting. It was agreed that the best way forward was to re-dress the problem areas with the appropriate fill and stone-dust topping. **Action: Cllr Appleton agreed to ask a local contractor to quote for the repairs.**

- c. The Paddock – The Clerk notified Council that there were trees at the site which needed urgent attention. One very large tree had fallen, and another was leaning badly towards Forge Lane. It was agreed this was a health and safety issue and needed to be addressed urgently. The Clerk was asked to determine if there was any insurance on the area and to check under the terms of Council's lease who would normally be responsible for maintenance of the site. Once investigated, the trees should be attended to as soon as possible. **Action: Clerk to investigate the lease, insurance and discuss a course of action with the residents.**
- d. Council approval for new Purchase Order system documents – The purchase order and register were approved with one minor adjustment. Clerk to draw up a draft procedure to accompany the paperwork and submit for approval at the next meeting. Once approved the system would begin at the start of the next financial year in April. **Action: Clerk to progress.**
- e. Consultation on NCC replacement LDP – Cllr Caston kindly offered to review the document and bring suggestions for comments to the February meeting. Cllrs to also look at the documents to help with approval once the suggested comments have been circulated. **Action: Cllr Caston to progress.**
- f. Published consultation report for the proposal to expand Bassaleg School – Council were annoyed that the published consultation results included comments from many sources but not the Community Council who did submit a comprehensive document detailing all its concerns and suggestions. **Action: Clerk to write to the consultation company and express Council's dismay and concerns.**
- g. Councillor remuneration inc. Chairman allowance – The Clerk asked for agreement to pay the Chairman's allowance for 2020-21. It was proposed by Cllr Caston, seconded by Cllr Whitfield and agreed by all that the allowance amount should remain at £450 and be paid. This was agreed unanimously. The Clerk reminded Cllrs if they wished to take their entitled annual IRPW approved allowance of £150 for 2020-21 they need do nothing and the Clerk would generate the payment, but if they wanted to forego the allowance, they would need to submit a letter stating that preference to the Clerk in order to opt out from receiving it. Copies of a standard opt out letter had been provided to all Cllrs to assist with this but would need to be filled in and returned to the Clerk for processing and filing. **Action: Clerk to generate the payment for the Chair's allowance and any Cllr allowances payable.**
- h. Code of Conduct – Cllr Appleton asked for this item to be raised as she told the group she was concerned that at a recent Finance meeting, the conduct of some Cllrs fell below what is expected. Cllrs were surprised by this, but Cllr Gregory agreed with some of the points raised and said he felt that as virtual meetings did not have the same structure and feel as face to face meetings, it was more difficult to conduct Council business in the usual manner. **Action: None requested.**

## 7. Reports:

- a. Newport City Councillors – No City Cllrs present, Cllr Williams advised the Clerk via email that he would submit an update report during the week. **Action: Clerk to circulate the report once received.**

### Sub Committees:

- b. Graig Community Centre – Cllr Evans reported that twice per week checks continued to be carried out whilst the centre remained closed. **Action: Clerk to check cover again with insurance provider.**
- c. Rhiwderin Community Centre & Fundraising Group – Cllr Gregory reported that the organisation running the Meithrin would be retiring at the end of the school year. 2 prospective organisations had put forward business plans to take over the vacant space. A committee meeting would be held to review the business plans and progress which, (if either) organisation would be offered a contract. The company who performed the recent building upgrade confirmed they had carried out the remedial work and were asking for their final payment. It was agreed most work had been carried out but that the quality was questionable. Cllr Whitfield said she would look at the work too, but Cllr Gregory's preference was to pay the final amount and be done with the company as there had been so many issues along the way. **Action: Cllr Whitfield to inspect and a decision to be made on paying the final invoice. Committee to meet to discuss the organisations business plans.**
- d. Allotments – Cllr Smart told the group the Chairman of the Allotment Association's Chairman had been unwell and had needed an operation. Council wished him a speedy recovery. She also reported that the site is running along fine at the moment and no reports or actions were necessary. **Action: None at this time.**
- e. Burial Board – Cllr Gregory reported that the long-term prospects for the cemetery were much improved with the work carried out by the committee's Clerk. As the reserves looked quite healthy, it was decided there should be no precept increase for the community councils. The committee were looking to align burial charges with NCC rates but keep the discount for ward residents. The committee's Clerk asked for formalisation of his post if agreeable and RCC had now decided that its position was that it was preferable to keep the cemetery in the control of both councils and not NCC.

Graig CC were asked where it wanted to see the future of the Cemetery. It was proposed by Cllr Caston, seconded by Cllr Tarr that both councils continue to run the cemetery between them and not pursue NCC taking the cemetery into their responsibility, that the committee should be run on an equal representation basis, and that the Clerk's post be formalised to a permanent position. This was unanimously agreed by all. Council to inform NCC of these choices. Cllr Gregory reported to Council on the latest progress with the legal proceedings. **Action: Cllr Gregory to advise RCC of Council's decision.**

#### **Working Groups:**

- f. Play Areas Group – Cllr Taylor was waiting on quotes to extend and renew the Sward Turf section underneath the basketball wall at Cowshed Lane play area, and also for setting concrete plinths under the picnic benches for ease of use and to secure the benches in place. The Clerk submitted a quote for replacing the missing swing on a like for like basis. This was much more cost effective than the previous quote received from NCC, but that quote was for a different swing to the original. The Clerk was tasked with investigating why Council were not informed it was missing following inspections being carried out and to enquire if it had been removed and was in storage with NCC. **Action: Clerk to investigate issues with NCC, Cllr Taylor to return to Council with quotes once obtained.**
- g. Horticultural Group/Best Kept Villages Group – Cllr Smart reported that the bulbs planted recently were coming up and the planters and “Stonehenge” would soon begin to look good after Winter. **Action: Group to progress Summer scheme, all Cllrs to assist if possible.**
- h. Technology Group – Cllr Appleton reported that the site was being worked on and would be ready to launch in mid-February. **Action: Cllr Appleton to progress.**
- i. Events and Social Group – NTR. **Action: None necessary.**
- j. Consultation Group – Cllr Tarr reported that a consultation meeting would be held soon to discuss the 2 consultations Council agreed to review. **Action: Cllr Tarr to progress.**

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

- a. OVW NHS front line workers – Wednesday 24<sup>th</sup> February meeting

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

- a. Cllr Harris asked for recognition to be given to the fact that this day is Holocaust Remembrance Day **Action: None necessary.**
- b. Cllr Fry submitted a list of work he considered needed attending to. The list included repairs to the water troughs at the allotments (which Council agreed needed to be done and would work with the allotment association to arrange), Council noticeboards, clean-up of Graig Hall car park and surrounding area, and Christmas tree locations, installations and illuminations. **Action: Council to consider and Clerk to re-agenda all but the water troughs for the February meeting.**
- c. The Clerk reported that Cllr Taylor had spoken with a homeowner about the residential hedge that was overgrown on the footpath and steps from Caerphilly Road and Penylan Close. Cllr Sayer noted that the hedge needed further cutting back and Cllr Taylor agreed to speak with the homeowner again. **Action: Cllr Taylor to progress.**
- d. Cllr Gregory told the group the owners of Bassaleg Post Office were concerned about the use of the dedicated parking spaces outside the post office being used by customers of other businesses and the potential use of neighbouring properties which was having a detrimental effect on their business. Council sympathised but agreed it had no powers to intervene in this matter. **Action: Cllr Gregory offered to contact Newport City Homes regarding resident parking.**

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

Full Council Meeting – Wednesday 24<sup>th</sup> February 2021 at 7pm remotely via Zoom

Finance meeting – Wednesday 5<sup>th</sup> May 2021 at 7pm (venue TBA)

There being no further business to discuss, the meeting was closed at 9.05pm

Signed ..... (Chair) – 24.02.21

Compiled 18.02.21

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