



# GRAIG COMMUNITY COUNCIL

## Minutes of the Full Council Meeting held remotely via Zoom Video Conferencing on 24<sup>th</sup> February 2021 at 7pm

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

**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, D Williams, 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.

Cllr Williams joined the meeting at 7.07pm

**3. To approve and sign the minutes of the meeting held on Wednesday 27<sup>th</sup> January 2021:**

The minutes of the meeting held 27<sup>th</sup> January 2021 previously circulated were read and subject to an amendment were 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. **Action: Clerk to make amendment as discussed prior to publication.**

**4. Accounts for Payment:** Proposed Cllr Tarr, seconded Cllr Whitfield subject to amendments to Cllr Annual allowances. Allowances were discussed prior to approval, the Clerk explained that all allowances were payable unless she had been notified in writing if a Cllr wished to forego payment as per IRPW regulations. Concern was again expressed that Cllr Grey attended so few meetings and had not given apologies for any non-attendance. The Clerk explained that as he had attended the AGM in November, he was still compliant with the Code of Conduct at present, but Cllr Gregory agreed to contact him to find out if he intended being present at more meetings.

Clerk salary and office allowance for February 21	£2102.52
Misc expenses (Zoom Jan 21 £14.39, annual internet security cost £54.40)	£68.79
WM Garden Services Ltd – replacement of wet pour surface in Cowshed Lane play area	£552.00
Planning Aid Wales – Online training Cllr Taylor	£30.00
TalkTalk – Graig Hall monthly broadband cost (taken by DD)	£24.00
TSOHOST – Webmail monthly hosting charge (taken by DD)	£5.00
SSE – Gas costs for Graig Hall Jan 21 (taken by DD)	£102.92
SSE – Gas costs for Rhiwderin CC Jan 21 (taken by DD)	£283.21
Cllr P Gregory – Chairman’s Allowance 2020-21	£450.00
Cllr J Taylor – Annual Cllr Allowance 2020-21	£150.00
Cllr J Harris – Annual Cllr Allowance 2020-21	£150.00
Cllr N Tarr – Annual Cllr Allowance 2020-21	£150.00
Complete Business Solutions – Ink	£26.40
<b>Total to date:</b>	<b>£4094.84</b>

**Receipts:**

None to date

**5. Planning:**

- 21/0004 – Proposal: Proposed garage conversion. Site: 14 Camelia Avenue, Rogerstone, Newport NP10 9JA. Application Type: Full. **Comment: No objections**
- 21/0137 – Proposal: Single storey rear extension, garage conversion and creation of ground floor window in side elevation. Site: 24 Daffodil Lane, Rogerstone, Newport NP10 9JJ. Application Type: Full. **Comment: Council felt the submitted paperwork was sparse, and agreed with the Highways Officer that more information was needed to properly come to a determination**
- 21/0144 – Proposal: Proposed first floor side extension above existing garage with rear balcony area, enlargement of rear dormer window and attic conversion. Site: 13 Graig Close, Bassaleg, Newport NP10 8PE. Application Type: Full. **Comment: No objections**

## 6. Items for Discussion/Action:

- a. Kerbside bins update – Cllr Williams reported that he had no news from his enquiries but would chase this up again and felt that as year end was fast approaching, this would be the best time. Cllr Whitfield felt that Council issues, especially issues regarding bins and rubbish in the village in particular, were not being properly addressed by NCC and suggested officers attend a Council meeting. Cllr Sayer felt NCC were not keeping pace with reality as the bins were filling so fast, they should be emptied more often. Cllr Tarr agreed to provide photographs to support the waste issues. Cllr Whitfield requested Cllr Williams to lobby officers to get some action. **Action: Clerk & Chair to check the outstanding issues list and forward to NCC Officers with a request for a remote meeting during the day. Cllrs Appleton, Gregory, Taylor, Harris and Whitfield to join the meeting if possible as Council's representatives. Cllr Williams to lobby Officers to attend to the rubbish issues in the ward. Cllr Tarr to provide photos as agreed.**
- b. Footpath through open space repair/refurbishment update – Cllr Taylor submitted 2 quotes for repair of the footpath. Cllr Appleton asked that he check both quotes were on a like-for-like basis prior to consideration. **Action: Cllr Taylor to check the quotes and find out a time frame from each for the work to be carried out, then return to Council for agreement.**
- c. The Paddock update – The Clerk advised Council that following agreement at the previous month's meeting, she had investigated where the responsibility led for maintenance of the trees surrounding the Paddock. She reported there was no sign of this being stated in the paperwork between Council and the Paddock Committee. As agreed, because this was a major health and safety risk, the Clerk had engaged a company to fell the overhanging tree and cut up the fallen tree. This had been carried out but the invoice for the work was yet to be received. She also reported that she had agreed with the Chair of the Paddock Committee that a face-to-face meeting was needed between Council and Committee representatives to discuss future maintenance issues with the land when meeting in that manner is allowed. **Action: Clerk to arrange a meeting when allowable.**
- d. Council approval of Purchase Order system documents and procedure – The Clerk submitted the final drafts of the new purchase order system and procedure. This was reviewed by Council and following debate it was proposed by Cllr Bailey, seconded by Cllr Harris and agreed unanimously to accept the documents. The system will be used from the start of the next financial year. **Action: Clerk to add to Council's suite of documents. Scheme to be implemented for any future purposes as defined by the procedure.**
- e. Consultation on NCC replacement LDP – Cllr Caston carried out a review of the proposed replacement LDP and submitted suggested comments to Council for a response during the consultation. Council agreed with the comments and thanked Cllr Caston for his hard work. **Action: Cllr Caston and Clerk to work together to submit the comments to NCC.**
- f. OVW NHS front-line workers – Cllr Appleton suggested that Council could be involved in some form of celebration in line with the national day for recognition. Cllr Harris suggested it should be not only for the NHS but for all front-line workers. **Action: Cllrs to bring suggestions on how to be involved to the end of March meeting.**
- g. Council noticeboards – Cllr Fry suggested that the noticeboards may need some maintenance work this year. The Clerk was not aware of any real issues, so it was decided that it was not necessary at this point in time. **Action: None necessary.**
- h. Maintenance of Graig Hall car park area – Cllr Fry suggested there may be a need to carry out some maintenance in the area. It was decided this was not necessary at this time. **Action: None necessary.**
- i. Christmas trees 2021 location, installation & illumination – Cllr Fry suggested this should be looked at to allow enough time to make plans for next Christmas. Cllr Appleton reported she was already discussing options with a local contractor. **Action: Cllr Appleton to progress.**
- j. Consideration of Tiny Forests project – the Bassaleg Community Woodland Trust asked Council to consider supporting the principle of planting additional trees on the land under Council's control behind Church Crescent. Council did support the principle of this growing movement but had reservations regarding the site suggested as it is already a wildlife reserve, is surrounded by trees and is adjacent to an ancient woodland. Council felt the area did not lend itself to planting additional trees. **Action: Clerk to advise the group of Council's thoughts.**
- k. Draft Ombudsman's Guidance for Cllrs – The Clerk had circulated the guidance previously. No Cllrs had any comments they wished submitted, but the Chairman and Clerk advised Cllrs to read the documents carefully as they contained a lot of information useful to Cllrs regarding their roles and contained useful real life examples which were very helpful and informative. **Action: No comments necessary.**
- l. Internal audit arrangements for 2020-21 accounts – The Clerk asked Council if they were content to Continue using the same internal auditor for the 2020-21 accounts as last year. All were happy to

continue. **Action: Clerk to contact the company and ask if they would be willing to carry out Council's internal audit again this year, and if so to make the necessary arrangements.**

## 7. Reports:

- a. Newport City Councillors – Cllr Williams ran through with Council the items he had been dealing with recently. He mentioned issues such as sorting out why recycling collections were being missed in areas, problems with the former Tredegar House Golf Course site, flooding in Rhiwderin, the missing bollard from Cowshed Lane in Bassaleg, problems at Clearwell Court in Rhiwderin and problems with the bank at Forge Mews in Bassaleg. Cllr Appleton suggested a rapport needed to be built up with Melin Homes who own housing in Clearwell Court. Cllr Whitfield reported there was an issue with flooding at the underpass in Rhiwderin, Cllr Appleton believed this was now resolved. **Action: Cllr Williams said he would forward a detailed report on all the issues mentioned to the Clerk which could be circulated once received.**

### Sub Committees:

- b. Graig Community Centre – The Clerk advised that as the Hall was not open, there were still issues with insurance cover not being as comprehensive as usual and suggested the only way to have full cover was to open the hall asap. Cllr Williams reported that youths were still gathering in the car park. **Action: Council to consider opening the Hall as soon as allowed.**
- c. Rhiwderin Community Centre & Fundraising Group – Cllr Gregory reported that the contractors who carried out the bulk of the refurbishment works at the Centre had now been paid in full. More lime mortar work was planned but had been postponed due to bad weather. The gas boiler had broken down in the Meithrin room recently but had been repaired. Cllr Gregory suggested a full heating survey be carried out as the system was not economical and some parts were very old. Cllr Gregory also told the group that of the organisations who expressed an interest in taking over from the Meithrin when the current users retire from the business after the current school year, had submitted business plans for consideration. A Centre Management meeting had been held to discuss options.  
*At this point Cllr Tarr expressed an interest and took no part in the discussion or vote for this particular item.*  
Following a close look at the business plans put forward, the Centre Management Team had chosen the organisation they wished to award the contract to was Little Oaks nursery. Reasons for this choice were relayed to Council who agreed with the decision. The proposal to ratify the committee's decision was made by Cllr Gregory, seconded by Cllr Bailey and agreed by majority. **Action: Clerk to write to all the organisations to advise them of the decision by the Management Team and Council.**
- d. Allotments – Cllr Smart told the group the water troughs on the site needed attention and needed the details of someone local to carry out the work. Cllr Taylor had details and offered to send them to Cllr Smart. **Action: Cllr Taylor to pass on the gentleman's details to Cllr Smart.**
- e. Burial Board – Cllr Gregory reported that RCC had met and changed their stance on the future of the cemetery. They now wished for it to stay in the hands of the 2 community councils but want to keep the committee to the same make-up formula with RCC having 7 representatives and GCC having 4 representatives on the committee. It was agreed that Cllr Gregory should write again to NCC's Head of Law and ask that Council's original request for a Cabinet Member of NCC to rule on the makeup of the Committee be actioned as soon as possible in light of RCC's decision. Cllr Gregory also updated Council on the latest news regarding the Tribunal proceedings. **Action: Cllr Gregory to write to NCC as agreed. Chair and Clerk to progress with Tribunal proceedings.**

### Working Groups:

- f. Play Areas Group – Cllr Taylor submitted 3 quotes to extend and renew the Sward Turf section underneath the basketball wall at Cowshed Lane play area which came in at £6500K plus £4800K and £3500K. Council approved the £3500K spend. Also, the Clerk suggested Council purchase the appropriate swing that was missing from a piece of apparatus which would cost £220 plus installation, and to lengthen a chain on another arm of the apparatus so it can be properly used. The current chain is much too high to reach. Cllr Whitfield proposed these items be purchased, seconded Cllr Appleton and agreed unanimously. Discussion regarding the SLA for the play areas ensued and it was agreed to explore changing providers from NCC to another company when the SLA term was complete. **Action: Cllr Taylor to progress with the sward turf. Clerk to progress the purchase of the swing and re-agenda discussion on the footpath repair and other items not discussed due to time constraints.**
- g. Horticultural Group/Best Kept Villages Group – Cllr Smart reported that all was well and the daffodils were out Things were in the planning stage for spring/summer. **Action: Group to progress Summer scheme, all Cllrs to assist if possible.**

- h. Technology Group – Cllr Appleton reported that the site is ready for launch and that training would be needed to run side by side with it. Cllrs Smart Harris Appleton and the Clerk agreed to complete training. It was expected the site would go live on a Friday. **Action: Cllr Appleton to progress.**
- i. Events and Social Group – NTR. **Action: None necessary.**
- j. Consultation Group – Cllr Tarr felt Council should consult on a forthcoming Fly Tipping and Littering consultation. Cllrs Smart, Appleton, Sayer, Taylor and Williams agreed to join the consultation group. **Action: Cllr Tarr to progress.**

**8. Items for forthcoming agendas:** None

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

- a. Cllr Whitfield had circulated an article regarding Uskmouth Powerstation which could be re-used with a fuel pellet conversion. This was for information only, and something to watch as it could cause a lot of pollution to the ward being not too far away. **Action: None necessary.**
- b. Cllr Taylor reported that the owner of the home just off Caerphilly Road had cut back a hedge that was overgrown onto the footpath between Caerphilly Rd and Penylan Close, and was willing to cut back overgrowth onto Caerphilly Rd, but it would require traffic management being put in place. Council agreed it had no powers with this regard and would need to be sorted via NCC. **Action: Cllr Taylor to advise the gentleman.**
- c. Cllr Appleton advised there was another consultation in progress regarding the expansion of Bassaleg School. The Clerk had not been advised nor received any offer for Council to participate but would look into it and if a consultation was in progress, respond with Council's comments using the information previously compiled. **Action: Clerk to progress.**
- d. Cllr Smart reported she was asked who is responsible for taking care of open spaces and verges at Rhiwderin Heights. The Clerk advised for the most part this would be NCC, but the area around Clearwell Court would most likely be for Melin Homes to maintain. This was agreed by Cllr Williams. **Action: None necessary, information only.**
- e. Cllr Sayer told the group he believed that at the AGM, Council had agreed to revert to 2 meetings per month and asked why this was not being arranged. He also asked why noticeboards were not being updated and why Cllrs not able to join via Zoom were not joining via phone. He asked why the Clerk's report was not being circulated, and also felt that although Council had mentioned work that needed doing, not a lot had been done so he intended dedicating 2 hours each Sunday morning to attend to work he could do himself. **Action: No discussion took place due to time constraints, these items to be added to the next agenda.**
- f. Cllr Tarr reported that he had informed NCC about a bus stop on Laurel Road which needed attention as it was leaning. He intended chasing for a response. **Action: Cllr Tarr to progress.**
- g. Cllr Appleton asked the Clerk to contact the gentleman taking care of maintenance of the chapel on Pentre Tai Rd, to ask him to carry out some maintenance to outside. **Action: Clerk to contact the gentleman.**

**11. Dates of next meetings:**

Full Council Meeting – Wednesday 31<sup>st</sup> March 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 10.02pm

Signed ..... (Chair) – 31.03.21

Compiled 11.03.21  
 Updated 22.03.21

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