



GRAIG COMMUNITY COUNCIL

Minutes of Full Council Meeting held at the Graig Community Hall Bassaleg 6.30pm 27th June 2012.

Minutes of Meeting held at the Graig Community Centre Bassaleg at 6.30pm on 27th June 2012.

- 1. Apologies for absence:** Cllrs K Sayer, D Williams, G Morris.
Present: Cllrs P Gregory (Chair), R Caston, A Whitfield, D Evans, P Stokes, M Smart, K Harries, P John, N Mountain, J Harris, W Haigh, L Fry.
- 2. Public Representations:** None
- 3. Interview of candidates for vacant Community Councillor Position:** Three candidates applied for the post but one withdrew so two candidates were interviewed. Of the two, both were deemed very suitable. Ms Kathryn Ashton was chosen, Clerk to formally invite her to take up the position.
Cllr Harries joined the meeting at 6.53 pm
- 4. Minutes:** The Minutes of the meeting held 30th May 2012, previously circulated were read and approved. Proposed Cllr Caston seconded Cllr Harries.
- 5. Clerk's Report:**
The Clerk's report previously circulated had been read, Council were satisfied that issues in the report were being dealt with appropriately. Cllr Caston suggested the removal of items not progressing to another list which could be monitored or reduce the entry to one line or so. This was agreed, Clerk to reduce the list.
- 6. Projects:**
 - a. Play areas – Cllr Whitfield reported that there was renewed hope of gaining funding via a source which previously was discounted. Sub-committee group to investigate. The needs of teenagers leisure facilities was discussed, it was mentioned that Bassaleg School has facilities suitable for this age group which are not available out of school hours. Council discussed having a representative Governor on the school board, Clerk to enquire if this would be possible.
- 7. Reports:**
 - a. Police – Not present. Council voiced concern that police representatives are missing most meetings, Clerk to pass on Council's concerns and request every effort is made to attend.
 - b. City Councillors – NTR.
 - c. Graig CC – A letter received from the badminton group who are regular hall users was read out. The group expressed concerns over the floor surface in the main hall since the floors were cleaned and re-sealed. Cllr Fry to meet with the contractors who carried out the work to see if the floor surface could be "roughed up" to give a better gripping surface for games. Cllr Fry also tabled the idea of creating a cleaners room with running hot water, sink and secure storage. The cost was estimated at approximately £3000. Council agreed to add this to the wish list being compiled.
 - d. Rhiwderin CC – Cllr Gregory reported the floor in the main hall had been completed and was very satisfactory - payment appears below. He also reported that Council's solicitor's liaison with NCC's Legal Department for the negotiation of the lease was progressing.
 - e. Best Kept Villages Group – NTR.
 - f. Allotments – Cllr Caston reported that a meeting had taken place with the allotment sub-committee and allotment representatives to discuss increasing rents. It was decided that rents will be increased for 2013 to £2.50p per perch. Cllrs Gregory and Caston to approach the lease of a large number of plots to request she consider giving up a plot to help satisfy the current waiting list.
 - g. Play Areas – NTR with the exception of what is stated in Item 6a above.
 - h. Burial Board – Following the Burial Board meeting, Cllrs Evans and Whitfield reported that the proposed precept increase rejected by Rogerstone CC had finally been accepted. The accounts had been internally audited which had highlighted some issues which the board would attend to.

8. Items for Next Agenda

Agreed – As discussed in the previous meeting, a planning consultant had been approached with a view to reviewing the proposed LDP to look at any implications it may hold for the ward. He agreed to look at any new candidate sites if necessary once Council were informed if anything new had been highlighted in the ward during the present consultation period. Cllr Caston agreed to look at the Community Charter between CC's and NCC to suggest additions to the action plan before the next Liaison meeting. This item to be added to the 29th August meeting agenda.

9. Planning:

CONEX/12/0591 – Pollarding of ash tree in rear garden protected by tree preservation order 1/79.
Site: 6 Ffos-y-fran Close, Bassaleg, Newport. NP10 8HY. Application Type: Tree Preservation Order. Comment: Council are happy to support the recommendations of the tree preservation officer.

10. Items for Discussion/Action

- a. Update on Jubilee walk commemoration - Cllr Harris reported that work was progressing well. The name of the path was discussed and it was agreed for it to be called the Graig Diamond Jubilee Path. It will be approximately 8 miles long and take in all the electoral wards. Way markers will be set and a commemorative marker or stile will be dedicated in memory of Cllr Frank Rees who was a well respected long-serving Community Councillor who loved to walk the footpaths in the ward. Cllr Harris was commended and thanked for all his hard work in bringing this project to fruition.
- b. Erection of bollards on Wentworth Lane – the bollards are being manufactured and will be installed as soon as practicable.
- c. Installation of bollards on Laurel Road – Clerk waiting for a quote from NCC for the work.
- d. Signing off of Annual Return for accounts to be sent to external auditor – The accounts which had been inspected by Council's internal auditor were presented to Council. The accounts were accepted as correct – proposed Cllr Stokes, seconded by Cllr Harries and accepted unanimously. Clerk to present to external auditor for final audit process.
- e. Review of Council's policy and procedures – Cllr Gregory proposed that all Cllrs on the Finance and Administration Committee review the policies and a meeting would be arranged to discuss any changes needed prior to presenting to Council.
- f. Review of the need to employ a Caretaker/Manager to oversee the running of both Community Centres – Cllr Gregory reported that he and Cllr Evans had spoken with Graig staff and with the help of Cllr Harris, who agreed to oversee the premises, believed employing a permanent caretaker would not be necessary.
- g. Chairman's allowance – The Clerk recommended the re-instatement of the Chairman's Allowance to assist with covering expenses incurred by the Chairman during his term of office. Against the Chairman's wishes, this was proposed by Cllr Stokes, seconded by Cllr John and unanimously passed. Clerk to arrange payment.
- h. Review of Clerks hours of work – Following a review of hours worked, it was realised that the Clerk regularly works between 35 and 40 hours per week on Council duties. The Clerk suggested that an increase of 5 hours per week (from the current 25 to 30 hours) would be satisfactory. Council agreed on the understanding that this should be reviewed in 6 months time to ensure it is appropriate. Proposed Cllr Harries, seconded Cllr Stokes – agreed unanimously.
- i. Compilation of wish list – Cllr Gregory requested all Cllrs submit any items to be included on the wish list to be submitted to the Clerk for compilation prior to the July end of month meeting. He and the Clerk would explore the list and roughly categorise in order of priority to submit to Council at the end July meeting.
- j. Update on Liaison meeting including Councillor training – Reps who attended the meeting advised Council that NCC had offered Code of Conduct training to all Councils, Cllr Gregory suggested this would benefit everyone, and that all who are able should attend. Clerk to liaise with NCC and advise all Cllrs when the training is to take place.
- k. Pentrepoeth schoolchildren's concert at Graig Hall – Organisation for the event was discussed and arranged.
- l. Questionnaire regarding Community Governors – Clerk to reply.

11. Correspondence for Information - Not discussed

12. Accounts Approved for Payment

Clerk salary and expenses for June 2012	£1343.02
C Ricci – bin cleaning, litter picking & maintenance June 2012	£310.00

Steve Rose – decoration to Graig Hall	£104.00
Welsh Water – Bassaleg allotment site charges	£52.90
Newport City Homes – monthly charge for grass cutting at Fort View May 2012	£212.04
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Combined Playgroup Services Ltd – annual playgrounds inspection	£216.00
HMRC - PAYE & NI for Apr-Jun	£1139.59
R Charles Plastics – maintenance to Graig Hall car park & notice boards	£450.00
Total Floor Care – refurbishment to main hall wooden floor in Rhiwderin CC	£2910.60

Receipts

None

13. Dates of next meetings:

Planning & Environment Meeting – Wednesday 11th July 2012
 Full Council Meeting – Wednesday 25th July 2012

14. Urgent business not discussed above:

Cllr Stokes reported that the signage on the community notice boards were in need of repair – Cllr Fry to sort.

There being no further business the meeting was closed at 9.26pm. Confirmed this day, 25th July 2012.

Signed..... (Vice Chair) – 25th July 2012
 Posted to notice boards 03.08.12