



GRAIG COMMUNITY COUNCIL

Minutes of Full Council Meeting held at Rhiwderin Community Centre Bassaleg 7pm 27th March 2013.

Minutes of Meeting held at Rhiwderin Community Centre Bassaleg at 7pm on 27th March 2012.

1. Apologies for absence: Cllr P Stokes.

Present: Cllrs P Gregory (Chair), R Caston, A Whitfield, D Evans, M Smart, K Sayer, K Harries, M Cornelious, D Williams, N Mountain, J Harris, W Haigh, L Fry, K Ashton, V Cox-Wall.

2. Public Representations: None

The meeting was held at Rhiwderin to allow Cllrs to tour the building and assess its needs prior to the meeting, as budgeting and the consideration of applying for a loan to upgrade the building was on the agenda.

3. Minutes: The minutes of the meeting held 27th February 2013, previously circulated were read and approved. Proposed Cllr Caston seconded Cllr Evans.

4. Clerk's Report:

The Clerk's Report previously circulated was discussed. With regard to item 5 on the Clerk's report, it was noted that the road-sweeper had recently cleaned the road and that trees had been trimmed along the one side, but this was thought to have been because the City Council owned the land alongside the school. Cllr Fry mentioned that he had been investigating ownership of the footpath from the Friendly Fox up to Pentrepoeth School and he was concerned that the boundary fence with the Garthfield Cottage development needed attention. This path is used by schoolchildren and the breeches in the fencing posed a danger if the children were to stray across into the site. City Cllrs were urged to put pressure on the City Council to insist the owner repair the fence for safety reasons. It was also noted that the City Council said this path was unadopted even though they do maintain the path when requested. With regard to item 8, City Cllr Williams is still trying to get the street light opposite Garth Terrace to be left on at night. Cllr Whitfield asked that the walkways between the streets and roads in Bassaleg be attended to, City Cllrs to look into having them maintained as they are dirty and overgrown. Of particular concern was the path between Caerphilly Road and Laurel Drive.

Cllr Gregory mentioned to Council that former Cllr and Chairperson Caroline Williams married recently. The Council extended their very best wishes to the new Mrs Davis and her Husband.

5. Projects:

- a. Play Areas: Cllr Gregory reported that both he and the Clerk attended a pre-application meeting with a NCC Planning Officer for advice on the drafted planning application for the Fort View upgrade. Following advice from the officer, a new design and access statement needed to be drafted and the site plan amended before submission. He and the Clerk would attend to these matters and submit the application as soon as the work was completed.
- b. Jubilee Path: Cllr Harris requested that Council give approval for the costs of the Frank Rees memorial plaque for the path. Council approved the cost which was to be less than £100. He also mentioned that leaflets to advertise the path were being looked at. Cllr Harris was acknowledged for the time and effort he has put into the project and was thanked for his excellent work.
- c. Fencing between open space and Caerphilly Road: Cllr Fry reported that the planning application for the replacement fencing was progressing well and would be submitted within the next week or so. The application is to include the option of placing wooden bollards on the small triangular green which hold the Best Kept Village sign and he was obtaining quotes for this work should Council wish to proceed. He had also obtained a quote for the refurbishment of the sign which would cost £320, Council approved this spend. It was thought that once an order was placed the fencing would take approximately 8 weeks to manufacture, the order would not be placed until planning permission was granted which could be 6 to 8 weeks. Cllr Caston again raised concern that the proposed new kissing gate which will abut the allotment fencing could allow access into the allotments. It was agreed that this would be addressed prior to installation. As an aside, it was noted that Council should consider enhancing the 'no dogs on grass' signs on the open space with the addition of

another sign encouraging owners to pick up after their dog as the area is regularly used by owners to exercise their pets.

6. Reports:

- a. Police – Not present. Cllr Gregory agreed to report that Council notice boards have been vandalised yet again at St Basil's Church and on Caerphilly Road by the bus stop. Cllr Fry is in the process of having these notice boards altered to take thicker polycarbonate sheets in the hope that vandals will not smash the windows again.
- b. City Councillors – Cllr Cornelious reported that there is likely to be a new railway station at Pye Corner. Approval has been given for a station and a 70 space car park to be developed. It is hoped this may be completed within a year. She also mentioned that catchment areas for schools have changed giving priority to children who live closest to the school. City Cllrs are working hard to have a new nursery at Pentrepoeth School. It was thought that this would not affect the Meithrin at Rhiwderin Community Centre. Council have already submitted comments to the Education Department stating that the Community Council supports the venture, but have concerns regarding the increase in traffic this will bring through the housing estate and especially to the junction of Caerphilly Rd and Caerphilly Close as traffic is at a standstill every school start and end period. Cllr Williams reported that he had a complaint regarding litter in Rivermead Way and that the City Council are attending to this with Community Payback labour. Cllr Williams had met the new City Council Chief Executive and has said he will ask him to take up Council's query regarding Concurrent expenditure as little is happening with the issue. The parking issues on Laurel Road have been reported to the Police and it is hoped the situation will improve. Cllr Williams also reported that works seem to be underway at the Whiteheads site. He expressed concerns of the possibility of them having to sell more of their site to stabilise their finances, and even maybe relocation to an area close to the rear of Bassaleg School off Penylan Road. Cllr Whitfield stated that the club had met and discussed finances and that they confirmed that no land needed to be sold, nor were there any plans to move from the current site at all.
- c. Graig CC – NTR
- d. Rhiwderin CC – Cllr Gregory reported that a group from the Management Committee had met with the architect to draw up plans for their preferred option of demolishing and rebuilding the gent's toilets, and drawing up a schedule of works for the Committee to present to Council for approval in due course. On the structural survey report the boundary wall between the Centre and the railway had been flagged as a possible issue. Clerk had contacted Network Rail to ask that a representative meet with some Council members to discuss if any action needed to be taken - no response to date. The drainage had been surveyed and cleaned and all seemed to be in running order. Cllr Gregory is attempting to having an asbestos survey completed on the Centre as it will be needed as part of the refurbishment.
- e. Best Kept Villages Group – New dates for the scheduled litter picks were given to Council and Councillors were reminded to help out wherever they can as the group needs all the support it can get and they would really like to win the competition again. In order to do this they will need much more help. Clerk is waiting for official BKV posters from the group to advertise in the notice boards and on the website.
- f. Allotments – NTR.
- g. Play Areas – NTR
- h. Burial Board – Cllr Evans reported that a review of space remaining had been carried out at the cemetery and approximately 50 plots remain available for burial, with plenty remaining for cremated remains.

7. Items for Next Agenda

Approval of accounts to internal auditor – April 10th meeting
Review of the effectiveness of the internal auditor – April 24th meeting

8. Planning:

- a. None

9. Items for Discussion/Action

- a. To formally adopt Council's policies and procedures approved at the February 27th meeting - Following a full review of Council's paperwork, it was proposed that Council formally adopt the amended paperwork as it's working documents. Proposed Cllr Haigh, seconded Cllr Harries and agreed by all. Clerk and Chairman to sign and date master copies of the documents and file for future reference.

- b. To discuss the financial needs of the Council - Following on from the March Planning meeting, finances were again discussed. It was agreed that Rhiwderin Community Centre should be upgraded as previously discussed and that the estimated costs would be in the region of £90K. Additionally, Council were committed to completing other various projects in the ward which totalled a further £60K. As borrowing at this time offers such good rates of interest it was agreed that borrowing £150K to complete these projects was not unreasonable and it would be prudent to do so whilst rates were so low. It was pointed out that commitment to borrowing at this time would be at a fixed rate for the duration of the loan and repayments could be comfortably met for the whole of the term. Cllr Caston proposed that Council borrow £150K over a period of 25 years which would see annual repayment costs at £8974.32 which was well within Council's ability to manage. Seconded by Cllr Mountain and agreed by all. Clerk and Chair to progress with the loan application and report back to Council.
- c. Training needs of the Council - The Council were asked by NCC if any training was necessary for Councillors. Clerk to find out what training is being offered and report back to Council for discussion.
- d. Clerk's appraisal - Following the Clerks annual appraisal by Cllrs Gregory and Whitfield, Cllr Gregory reported that the Clerk performs her duties well and there are no issues that needed addressing from either side. Concern was expressed about her workload due to the Council becoming more effective over the past few years. The Clerk assured Council that despite working more than her scheduled hours she was content and happy with her working conditions and no changes were needed at this time. As Council were satisfied, Cllr Gregory proposed that she be given her annual incremental rise effective from April 2013 onwards, seconded by Cllr Caston and agreed by all.
- e. Liaison meeting - Cllr Gregory reported that 90% of the meeting was taken up with a presentation about the LDP revised plan. Following last year's consultation the plan had been revised and would be out for consultation during June. No changes were expected to the original plans for the Graig ward, but Clerk to arrange for a presentation to be given at June's Planning Meeting by a NCC representative to check this and to advise Council on how best to reiterate all former comments so the views of the ward's residents can be logged.
- f. One Voice Wales invitation to membership - noted but not taken up.
- g. Training of responsible person for Graig CC/Rhiwderin CC - Cllr Gregory reported that he had a volunteer to train for this position and was in the process of finding appropriate training.
- h. NCC – uncontested election costs of £1237.20 for May 2012 - The Clerk had received invoices from NCC for last May's election costs totalling over £1200. On investigating, NCC are charging the Community Council for holding the elections despite Graig being an uncontested ward. The Community Council have never had to pay for an uncontested election before and were shocked that they had been billed. The breakdown of costs showed that the bulk of each invoice was for polling cards, and as no cards were produced for the Community Council the Clerk was asked to contact NCC and dispute the invoices as they were unreasonable. The Council agreed that a small admin charge for the production and review of nomination packs was not unreasonable, but refused to pay the invoices as they stood. Clerk to ask that this item be added to the agenda for the next Liaison meeting.

10. Correspondence for Information:

Not discussed.

11. Accounts for Payment: Approved – Proposed Cllr Evans seconded Cllr Mountain

Clerk salary March 2013	£1419.00
March miscellaneous expenses	£220.30
C Ricci – bin cleaning, litter picking & maintenance March 2013	£250.00
SLCC – annual subscription charge	£354.00
Inland Revenue – PAYE & NI Jan-Mar 2013	£1547.50
Staples – office supplies	£1.90
Mike Yearsley – architect fees for replacement fencing	£858.85
R Charles Plastics – repair of 2 notice board windows	£110.00

Receipts

Mr & Mrs Dixon – gratuity for assistance given	£100.00
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12. Dates of next meetings:

Planning & Environment Meeting – Wednesday 10th April 2013
 Full Council Meeting – Wednesday 24th April 2013

13.Urgent Business not on discussed above.

Cllr Cornelious reported that she had chased up her request for a meeting with a NCC Streetscene Officer to discuss if improvements could be made to the junction of Caerphilly Road/Station Approach/Churchmead/Viaduct Way but had received no response to date.

There being no further business the meeting was closed at 9.12pm. Confirmed this 24th day of April 2013.

Signed..... (Chair) – 24th April 2013

Posted to notice boards 04.05.13