



GRAIG COMMUNITY COUNCIL

Minutes of the Full Council Meeting held at Graig Community Centre Bassaleg 7pm on 27th April 2016.

1. Apologies for absence: Cllrs R Caston, K Harries, M Cornelious

Present: Cllrs P Gregory (Chair), A Whitfield, D Evans, P Stokes, M Smart, K Sayer, P John, N Mountain, J Harris, W Haigh, L Fry, V Cox-Wall, P Appleton, D Williams.

2. Public Representation: None.

3. Minutes: The minutes of the meeting held 30th March 2016, previously circulated were read, briefly discussed and approved. Proposed Cllr John seconded Cllr Fry.

4. Clerk's Report:

The Clerk's Report previously circulated was briefly discussed. The report was accepted as a true reflection of matters to date, proposed Cllr Evans, seconded Cllr Haigh. It was noted that following the meeting held on 13th April when Cllr V Cox-Wall reported on issues at Farriers Gate, the Clerk had written to the owner of No. 1 Farriers gate regarding the creation of the parking bay at the rear of the property and parking on the pavement at the entrance of the cul-de-sac. The Clerk had also written to Bassaleg School to ask that the contractors be prompted to finish the perimeter fencing, clear up the area and reinstate the road sign that had been removed in the process. Cllr Whitfield reported that she felt there was still a gap on the new barrier installed at the river bridge which was big enough for a child to fall through.

Action: Cllrs Whitfield and Gregory to look at the barrier to determine if the area is now safe.

6.Reports:

a. This item was brought forward to allow Cllr Williams to leave the meeting early. Cllr Williams reported that he was in receipt of more complaints about Pentrepoeth Road. He agreed that there were real issues, from HGV's using the road to speeding motorists and inappropriate parking. Cllr Stokes suggested that a 20mph speed limit be placed on the road. Cllr Williams supported this but was reminded that the Community Council had been requesting this for some years without success. The main issue Council were told, was that of cost of road adaptations were prohibitive and enforcement would be very difficult, all requests had been denied. The Community Council plans to hold a public meeting with the residents who live along Pentrepoeth Road together with City Councillors for the ward to discuss a solution. This will be arranged when Cllr Cornelious is able to attend. Cllr Williams also reported that the RSPCA had attended the home of the owner who's dogs have been a matter of concern for some time in Rhiwderin, and was awaiting contact from the RSPCA to find out if any steps have been taken to alleviate the situation. He also reminded Council there would be a new Leader of the City Council following the May elections. Cllr Williams had also been trying to support Council's request for improved lighting on both Laurel Road and Caerphilly Road. NCC have agreed that the lighting is poor but blame insufficient funds for being unable to make improvements. Cllr Williams agreed to continue to lobby for improvements to be made. He was also asked to discover who would now be responsible for clearing up areas which have become overgrown, and ask the new Officer to attend to overgrowth at the top of Highfield Lane. Cllr Williams was asked about a Facebook page originally set up for residents to inform him of issues in the ward. Cllr Gregory informed Cllr Williams that he was aware that waste bins on Caerphilly Road and in the play area on the village green were emptied on the same day by NCC but by different departments, and asked would it not be sensible and money-saving for both to be emptied by the same crew. Cllr Williams to investigate. **Action: Council to arrange a public meeting regarding Pentrepoeth Road issues when Cllr Cornelious is well enough to attend and invite the press. Cllr Williams to explore the possibility of making Pentrepoeth Road a 20mph zone, to continue to lobby for improvements to street lighting on Laurel Road and Caerphilly Road, to report the maintenance issues at the top of Highfield Lane to the appropriate NCC Officer and request attention and to explore the possibility of one crew emptying waste bins to save on resources.**

5. Projects:

a. Rhiwderin Community Centre upgrade – Cllr Whitfield had entered a competition run by Jewson's for funding to assist with the remaining maintenance to be carried out at the Centre, she was to have a

meeting with the Heritage Lottery Fund soon, and felt that a Sub-Committee would now be needed to assist her. Cllrs Smart, Gregory and Appleton volunteered to join the Committee. Cllr Whitfield felt that in order to apply for some funding, specialists would need to be employed to put together a package of works to be carried out and properly costed, this would be an initial cost that may not be able to be reclaimed even if funding is offered. Cllr Gregory reported that internal decoration of the Centre would need to be carried out. **Action: Cllr Whitfield to progress meeting with the Heritage Lottery Funding group, to continue with the Jewson's competition and call a meeting of the new Sub-Committee.**

- b. Graig Hall toilets upgrade - Cllr Fry reported that the upgrade had been completed on time. There had been a few difficulties to be overcome, an example of which was that there had been two weekend functions which had not been accounted for in the programme of works. New fire resistant toilet doors and some sanitary ware was yet to be installed. The projected costs for the upgrade were anticipated to be approximately £15K and the final cost is expected to be £15,391 including VAT. Cllr Fry was thanked for all his hard work and doing such a good job, bringing the project in on time and budget. All agreed the toilet upgrade was of a very good standard and enhanced the building. **Action: Clerk to remove from agenda as project is completed.**
- c. Lower Machen replacement bench - Cllr John reported that the original bench to be replaced was still good enough to site elsewhere, so it would be painted and placed at the new cemetery in Lower Machen. He was working on a number of choices for the new bench to be sited outside the Church, and would present them to Council at a later meeting. **Action: Cllr John to progress.**
- d. Flower planter redecoration - Cllr Smart reported that 6 planters had been relocated to allow for easier decoration. The 6 were for the following areas: 2 for Lower Machen, 2 for St Basil's Shops area and 2 to replace the planters at the eastern end of Caerphilly Close next to the Friendly Fox pub. A quote for filling the planters would be obtained but she felt a working party of volunteers would be able to paint the planters to save on costs. Volunteers were asked for, and Cllrs Smart, Gregory, Appleton and Whitfield offered to help. Cllr Smart reported that she had agreed with the BKV group that they could carry on with planting up the planters at the Caerphilly Rd/Close junction, as no plans to renew the planters at that location had been agreed for the near future. The BKV group's concerns about placing more planters in the villages and the costs of maintaining them were discussed. All felt they had a valid point and agreed they would not wish to upset the group in any way, as the volunteer work they do in the villages is very much appreciated not just by Council but by residents. **Action: Volunteers to arrange with Cllr Smart a suitable time and date to assist. Cllr Smart to ask BKV if Council replaced the planters at the Friendly Fox, would they be willing to continue maintaining them if any extra costs to do so were met by Council.**
- e. Graig Community Council calendar - Cllr Mountain presented an example of the intended calendar for all to see the proposed size and layout. The Sub-Committee had not met yet but he would arrange this in the near future. It would be possible to have Council's logo as a watermark on the main body of the calendar if desired. **Action: Cllr Mountain to call a Sub-Committee meeting to discuss details.**

6. Reports:

- a. City Councillors – Discussed above.
- b. Graig Community Hall – Cllr Harris told Council of new groups interested in hiring the Hall. Cllr Evans reported that a Sub-Committee meeting would be held soon. Cllr Whitfield asked if there were still issues with unauthorised parking at the car park and Cllr Evans confirmed there were. Cllr Sayer observed that the small retaining wall at the top end of the car park was in need of attention. Cllr Gregory reported that he had seen a copy of the Hall's accounts for the year and expressed concern that the Hall is currently running at a loss. He felt that the Sub-Committee needed to meet more often to discuss finances and other administration issues. Cllr Gregory thanked Cllr Evans who takes on much of the responsibility for running the Hall and does a very good job, as did all the volunteers who sit on the Sub-Committee, but that he needed assistance from the Sub-Committee who cannot not help if they were unaware of issues that needed to be addressed. **Action: Cllr Evans to hold a Sub-Committee meeting as soon as possible and schedule more regular meetings to share responsibility.**
- c. Rhiwderin Community Centre – Discussed above.
- d. Best Kept Villages Group – NTR
- e. Allotments - Cllr Harris reported that the Bassaleg Allotment Committee had offered to make up hanging baskets for the Graig Community Centre to help reduce costs. This was gratefully accepted by Council who thought it was a very good idea. Cllr Sayer offered to make up baskets for Rhiwderin Community Centre and this too was gratefully accepted. The Clerk informed both that Council would be most grateful if the baskets could be made up and in place for 1st June as this is the beginning of

the Best Kept Villages competition which takes place each year. **Action: Both Cllrs agreed to ensure the baskets would be in place within the timeframe requested.**

- f. Play Areas – Cllr Gregory reported that the purchase for the former Rhiwderin play area had been secured by NCC. A site meeting was to be held soon and Cllr Gregory was pressing NCC to attend. **Action: Cllr Gregory to attend the meeting if possible and report back to Council.**
- g. Burial Board – Cllr Gregory thanked all Cllrs who were able to attend the specially convened meeting the previous week to discuss Burial Board matters. He had responded to the Chairman of Rogerstone CC to advise him that as Rogerstone CC were prepared to be the employers of the Burial Board Clerk, Graig CC would not object to this provided there were a number of stipulations agreed. He had also suggested to the RCC Chairman that he, Cllr Gregory and the BB Clerk meet informally to discuss issues raised and try to find a solution and way to move forward. The RCC Chairman agreed. **Action: Cllr Gregory to speak with the BB Clerk to ask if she would agree to the meeting.**

7. Items for Next Agenda:

- a. Inspector Blakemore - 11th May 2016 Meeting

8. Items for Discussion/Action:

- a. Council stationery and posters - The Clerk presented new stationery for the Council which included business cards for Cllrs, information cards and a large banner for publicising the Community Council at events. Council were happy with the items. **Action: No action required.**
- b. Consultation for Special School in Newport - invitation to comment & notification of Welsh school decision - Council were informed of the consultation but felt it unnecessary to comment. **Action: No action required.**
- c. Dedicated right turn into Laurel Drive - email update - Council were informed of NCC's comments, and that the project is hoped to be included in the works to upgrade the Bassaleg roundabout in the near future. The Clerk had asked some questions about the plans and was awaiting a response. **Action: the item to remain on the Clerk's Report to be monitored and any updates relayed through the report.**
- d. Queen's 90th Birthday - Following earlier discussions of celebrating the Queen's birthday, it was agreed (proposed by Cllr Stokes, seconded by Cllr Harris and agreed by majority vote) that Council would explore the possibility of planting a Welsh Oak tree on the village green in Bassaleg, and send Her Majesty a letter of congratulations, advising her of Council's intentions in time for her official birthday on 11th June 2016. **Action: Cllr Stokes to obtain 2 quotes for sourcing and planting an appropriate tree, protective railing and a commemoration plaque. Clerk to compile a letter to the Queen for approval by Council and add the item to the Projects section of future agendas. Once sourced, permission for planting the tree to be sought from NCC.**

9. Correspondence for Information:

Not discussed.

10. **Accounts for Payment:** Accepted. Proposed Cllr John seconded Cllr Harries. Cllr Fry presented extra invoices for payment which were also accepted, but as there were not enough free cheques spare in the book which was taken to the meeting, the Clerk was given permission to draw up the 3 extra payments the following morning and have them signed by Cllr Evans and herself to enable payments to be made. All payments are itemised below:

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| Clerk salary and office allowance for April 2016 | £1682.92 |
| March/April misc. expenses (March expenses approved but cheque not raised) | £217.63 |
| Mr C Ricci - bin cleaning & litter picking April 2016 | £220.00 |
| TalkTalk - Graig Hall broadband - (by DD) | £24.60 |
| 5quidhost - webmail hosting monthly charge (by DD) | £5.00 |
| SSE - gas charges to Rhiwderin CC (by DD) | £619.72 |
| SSE - electricity charges to Rhiwderin CC (by DD) | £653.59 |
| SLCC - annual membership fee | £187.00 |
| Acorn Glass & Glazing - refurbishment costs to Graig Hall toilets | £201.60 |
| City Loo Hire - refurbishment costs to Graig Hall toilets | £141.00 |
| Staples - office supplies | £21.95 |
| CPRW - annual subscription | £20.00 |
| Cllr Fry - repayment of ink and telephone charges incurred | £40.13 |
| Welsh Water - Graig Hall costs (taken monthly by DD) | £267.14 |
| Newport City Homes - grass cutting costs for Fort View play area March '16 | £212.04 |
| Zurich - annual insurance premium | £3144.49 |
| Gareth Rees Electrical - refurbishment costs to Graig Hall toilets | £1200.00 |

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| Willis Systems - refurbishment costs to Graig Hall toilets | £9187.20 |
| S Rose - Decorating costs to Graig Hall toilets | £585.00 |
| R Charles Plastics - various works to Graig Hall toilets | £1610.00 |
| L B Plumbing - plumbing costs to Graig Hall toilets | £2900.00 |
| Total to date: | £23141.19 |

Receipts

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|---------------------------------------------------------------------------------|------------------|
| Newport City Council - 1st Precept payment | £17620.97 |
| British Gas - refund of overpayment for gas charges to Rhiwderin CC | £72.09 |
| British Gas - compensation for mishandling of gas & electricity accounts at RCC | £90.00 |
| SSE - Feed in Tariff profit from Graig Hall solar panels | £1014.61 |
| Total to date: | £18797.67 |

Action: Cllr Gregory asked that all invoices be presented to the Clerk at least 2 days prior to meetings at the very latest to enable cheque payments to be raised prior to meetings.

11. Urgent Business not discussed above:

- a. Cllr Gregory told the group that is during the past 2 weeks it had been necessary to request the use of Rhiwderin Village Hall for holding meetings, it would be appropriate to send a letter of thanks to the Manager who accommodated Council at short notice on both occasions and remind her that she should not hesitate to call on Council for assistance if it should it ever be needed. All agreed this would be suitable. **Action: Clerk to send the thank you letter on Council's behalf.**
- b. It was noted that 5 wooden bollards had been damaged/knocked down at St Basil's shops roundabout. It was agreed to explore what had happened and to ask NCH if they were able to assist in reinstating them. **Action: Clerk to request if NCH could help. All to try to discover how the incident happened.**

12. Planning:

- a. App No: 16/0218 Type: Full, Site: 15 Duffryn Close, Bassaleg, Newport, NP10 8PD Proposal: PART FIRST FLOOR SINGLE STOREY EXTENSION AND PART TWO STOREY SIDE EXTENSION WITH EXTENSION TO DORMER WINDOW **Comment: No objection provided neighbours are consulted and agree.**
- b. App No: 160233 Type: Full, Site: 4 Snowdrop Lane, Rogerstone, Newport, NP10 9JX Proposal: RETENTION OF GARAGE CONVERSION **Comment: No objection provided neighbours are consulted and agree.**
- c. App No: 16/0273 Type: Full, Site: 2 Snowdrop Lane, Rogerstone, Newport, NP109JX Proposal: PROPOSED REMOVAL OF GARAGE DOOR AND REPLACEMENT WITH DWARF WALL AND WINDOW TO MATCH EXISTING **Comment: No objections provided neighbours are consulted and agree.**
- d. App No: 13/0312 Type: Full, Site: Llwyn Deri Cottage, Llwyn Deri, Rhiwderin, Newport, NP10 8RQ Proposal: PROPOSED SINGLE STOREY REAR EXTENSION AND FIRST FLOOR ALTERATIONS **Comment: No objections provided neighbours are consulted and agree.**
- e. App No: 16/0365 Type: Full, Site: 10 Forge Lane, Bassaleg, Newport, NP10 8NF Proposal: PROPOSED SINGLE STOREY REAR EXTENSION AND ROOF ALTERATIONS **Comment: No objections provided neighbours are consulted and agree.**

13. Dates of next meetings:

Planning Meeting - Wednesday 11th May 2016 at 7pm
 Full Council Meeting & AGM - Wednesday 18th May 2016 at 7pm

There being no further business to discuss, the meeting was closed 9.35pm

Signed..... (Chair) – 18th day of May 2016

Posted to notice boards 20.05.16

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