



GRAIG COMMUNITY COUNCIL

Minutes of the Full Council held at Graig Community Centre Bassaleg 6.30pm on 31st January 2018.

1. Apologies for absence: K Sayer, M Cornelious.

Present: Cllrs R Caston, A Whitfield, D Evans, M Smart, K Harries, P Gregory, J Harris, W Haigh, L Fry, P Appleton, J Bailey, K Thomas, N Tarr. Chaired by P Gregory. Also Present Mr William Graham.

2. Public Representation: None

3. To welcome William Graham member of the Independent Review Panel: Mr Graham was welcomed and introduced to the group. He was attending as a Member of the Independent Review Panel for Wales who were conducting a consultation regarding the role of Community Councils. Council had already submitted comments to the Review Panel, but welcomed the opportunity to speak with Mr Graham. Council discussed with him various issues and asked advice regarding communications with NCC, the revision of Community Council ward boundaries, the lack of democracy with filling Community Councillor posts, obtaining funding for maintenance of buildings and how the Community Councils would cope if services carried out by Unitary Authorities were devolved to them without the additional funding to carry out these services. Cllr Bailey asked when the consultation would be completed and the review published. Mr Graham hoped that it would be sometime in the Summer.

Cllr Smart joined the meeting at 6.55pm.

The issue of attracting candidates to Community Councillor vacancies was discussed, as was the additional strain on Community Councils to perform extra duties and the pressure this added to administration etc.. Mr Graham confirmed that he would take Council's concerns back to the Panel and all agreed the meeting had been beneficial. Mr Graham was thanked for his time and left the meeting at 7.10pm.

4. Minutes: The minutes of the meeting held 29th November 2017 previously circulated were read and approved. Proposed Cllr Tarr seconded Cllr Caston. Matters arising from the minutes were: Item 4, Cllr Appleton expressed concern that there had been no update for some 2 months on issues City Cllrs had been specifically asked to address, and Council agreed. Regarding Item 8b, Cllr Tarr had fed back information to the resident who had made the query regarding parking on Laurel Road and this was ongoing at present. **Action: None requested.**

5. Clerk's Report: The Clerk's Report previously circulated was briefly discussed and accepted as a true reflection of matters to date. Proposed Cllr Tarr, seconded Cllr Thomas. Cllr Gregory agreed to chase the Head of Streetscene on responses to unresolved queries from last year. Cllr Whitfield asked if Council should consider asking Cabinet Members directly as issues were not being attended to. It was agreed that Cllr Gregory would speak informally with the Head of the Conservative Party Mr Matthew Evans, and also to Cllr Williams to try to move progress on matters that had been outstanding for sometimes months, and in some cases years. The Clerk reported that she had been contacted by the owner of the Coach House who would be happy to meet with a delegation from Council in an attempt to resolve the Haras fencing issue. **Action: Cllr Gregory to speak with Head of Streetscene, Head of Conservative Party and Cllr Williams regarding outstanding issues. Clerk to arrange for Cllrs Gregory and Smart to meet with the owner of the Coach House to progress the removal of the Haras fencing, report to be kept updated by the Clerk as usual.**

6. Projects:

a. Rhiwderin Community Centre upgrade: Cllr Whitfield reported that she was working with the chosen architect, had almost completed a funding application form and hoped that funding from the Welsh Government Rural Development fund may be available to access. She had also discovered that as a Charity, Meithin may be able to access more funding streams than Council were able to, and she would explore this option. **Action: Cllr Whitfield to progress.**

7. Reports:

a. Newport City Councillors - Neither City Councillor attended the meeting. **Action: None required.**

Sub Committees

- b. Graig Community Centre - The Clerk advised Council that the projector used for Council business had been stolen from a locked cupboard in the Conference Room and a new projector had to be purchased. **Action: None necessary.**
- c. Rhiwderin Community Centre - Cllr Gregory reported that Cllr Fry had completed a specification sheet for repairs to the roof of the building, and quotes had been obtained which ranged from £1500 to £6800. Cllr Gregory to approach the contractors and look at options. Cllrs Bailey and Appleton were thanked for the Christmas Carolling Events held. They had raffled the remaining prizes from the Christmas Event and made a further £154. Thanks were extended to Mr Rob Williams for supplying the Christmas tree at Rhiwderin Community Centre. **Action: Cllr Gregory to progress roof repairs.**
- d. Allotments - NTR. **Action: None required.**
Cllr Harries left the room at 7.50pm.
- e. Burial Board - Cllr Gregory had put forward the request to the Chair of RCC that Graig make equal precept contributions and have equal representation on the Burial Board. Despite chasing, he had received no response. It was thought that the request had been dismissed. Cllrs Evans and Bailey reported that the BB Clerk's salary had been settled to a point, but that further attention was needed to act fairly. **Action: Cllr Gregory to request a response from RCC's Chair again, Cllr Bailey to look into the responsibilities the Board has with regard to the BB Clerk's salary.**
Cllr Harries returned to the room at 8.00pm.

Working Groups

- f. Play Areas Group - Cllrs Gregory and Appleton had reviewed the litter bin locations and offered a new list of bin locations which was accepted. It was agreed that a local contractor would be engaged to construct concrete plinths for the new bins. The Clerk was authorised to order the bins and Cllr Fry was asked to arrange for them to be delivered to and stored by the contractor chosen to place them. **Action: Clerk to place the litter bin order, Cllr Fry to organise storage ready for their arrival.**
- g. Best Kept Villages Group - NTR **Action: None required.**
- h. Horticultural Group - NTR. **Action: None necessary.**
- i. Technology Group - No progress had been reported, Cllr Gregory to contact Cllr John to ask for an update. It was noted that there was outdated information on the present website and Cllr Smart offered to bring it up to date. **Action: Cllr Gregory to contact Cllr John, Cllr Smart to update website.**
- j. Rhiwderin CC Fundraising Group - Discussed in Item 6a above. **Action: See Item 6a action point.**
- k. Events & Social Group - Cllrs Bailey and Appleton asked for a meeting of the group. **Action: Clerk was asked to set up a meeting for some time in February if possible.**

8. Items for forthcoming agendas:

- a. 1st Bassaleg Scouts delegation - 14th February 2018 meeting
- b. Bassaleg Community Woodland Trust - 14th March 2018 meeting

9. Items for Discussion/Action:

- a. Report from Consultation Working Group on responses to Right of Way Improvement Review, Planning Law in Wales, and NCC Budget proposals consultations - Cllr Tarr reported that the group had met to discuss the consultations, and had sent off comments on behalf of Council as authorised to do. The group suggested that this group needed to be a permanent Working Group as regularly consultation responses are offered to Council. That the group should be made up of a Chairman who would be the only fixed member, and this would be Cllr Tarr for this term. That the group should have a minimum of 4 other floating members dependent upon the consultations being looked at and the availability of Councillors to carry out the review at that time. This was accepted by Council. **Action: Completed. Clerk to add the group to the working Group list on the next agenda.**
- b. Independent Review Panel engagement events - The Clerk submitted dates for the nearest event held in St Mellons. **Action: Cllrs to attend if they wished.**
- c. Update on invitation to the Head of Streetscene to attend a meeting to follow up on issues raised previously - No progress to date. **Action: Cllr Gregory to invite to a future meeting.**
- d. Deliveries to St Basil's shops (deferred from last meeting) - Deferred **Action: Clerk to place on the agenda of the forthcoming 14th February meeting.**
- e. Waste Transfer Station Appeal - The Clerk advised of Council's former comments. It was noted that even larger lorries now appeared to be using the access roads. **Action: The Clerk to reiterate all Council's former objections to the Planning Inspectorate. Cllrs to also individually forward their objections as residents.**
- f. S106 funding - Council were waiting for confirmation that the S106 Officer would attend a meeting with Council, but no City Cllr was present to confirm. Cllr Williams had been tasked with extending an invitation to him but no confirmation had been received. Cllr Appleton told the group that at a Liaison

meeting, it was mentioned that if any planning was approved for S106 funding, the Community Councils should be advised and involved in the process of how the funding would be allocated. **Action: Clerk to write to the Democratic Services Officer at ask for clarity.**

- g. Internal Audits - Council discussed changing the Internal Auditor for the annual audits as the current supplier was thought to be costly. The Clerk submitted a quote from an auditor recommended by another Clerk, but this turned out to cost approximately the same. Cllr Gregory agreed to speak with a lady who had been involved with Rhiwderin Centre's accounts to ask if she would be willing to quote. **Action: Cllr Gregory to explore and return to Council.**
- h. Cllr ID Badges - The Clerk handed out Councillor ID badges as previously agreed. **Action: Clerk to chase for remaining badge which was not produced for Cllr Thomas.**
- i. Finance meeting update - The Clerk advised that following the previous meeting, a new meeting would need to be set to agree the 2018/19 budget allocations. The meeting was set for 7th February at 6pm. **Action: Finance & Admin Committee to attend the meeting.**
- j. Clerk's appraisal - The annual appraisal of the Clerk had been performed by Cllrs Gregory, Caston and Whitfield. The Clerk was asked to leave the room whilst details were discussed. The Clerk left the room at 8.50pm and returned at 9.10pm. The Clerk was advised that Council had approved the incremental rise from LC2/35 to LC2/36 plus the 1% pay increase recommended on the current pay scales all of which was payable from 1st April 2017. The award to be backdated to April 2017 and any underpayment calculated and added to January's salary. Council also approved that from April 2018, the incremental rise from LC2/36 to LC2/37 be applied plus any awarded pay increase in accordance with recommended national pay scales. Additionally, Council also instructed the Clerk that from April 2018 her paid hours of work should rise from 32 hours per week to 35 hours per week in recognition that she regularly works in excess of 35 hours per week in the performance of her duties. The Clerk thanked Council and agreed to make the necessary arrangements. **Action: Clerk to perform instructions, apply the new pay scales when published and increase hours from April 2018.**

10. Correspondence for Information:

Not discussed

11. Accounts for Payment: Proposed Cllr Harris, seconded Cllr Whitfield and accepted.

Clerk salary and office allowance for January 18 plus backdated pay award	£2324.09
Misc expenses for December & January	£285.29
TalkTalk Business - Graig Hall broadband (taken by DD)	£21.52
TSO Host - Council monthly webmail charge (taken by DD)	£5.00
SSE - gas costs to Rhiwderin CC Sep-Dec 17 (taken by DD)	£357.34
SSE - electricity costs to Rhiwderin CC Sep-Dec 17 (taken by DD)	£174.36
Rogerstone & Bassaleg Joint Burial Board - 2017/18 precept	£608.00
Calico UK - annual domain name charge	£36.00
Complete Business Solutions - office supplies(inc a prev £3.00 underpayment)	£108.90
Cllr J Bailey - reimbursement of LED tea lights cost for Carolling Event	£8.99
Total to date:	£3929.49

Receipts:

None to date

12. Urgent Business not discussed above:

- a. Cllr Bailey submitted an article containing information on pollution readings at Caerphilly Road for further consideration. **Action: Noted, none requested.**
- b. Cllr Harris reported that he had been approached for a memorial bench to be sited in the village, Council asked him to obtain details of where it was proposed the bench would be placed. **Action: Cllr Harris to bring information back to Council.**
- c. Council were informed that it had become members of GAVO in the hope that it may be beneficial to gaining access to funding streams. **Action: Cllr Whitfield to use if possible.**
- d. Cllr Whitfield agreed to look at registering open spaces. **Action: Cllr Whitfield to progress.**

13. Planning:

- a. 17/1070 - Erection of 2 No. flag poles. Site: Watts Truck and Trailer, Unit 4 Afon Ebbw Road, Rogerstone, Newport. NP10 9HZ. Application Type: Advert Consent - **Comment: No objections.**
- b. 17/1187 - Proposal: Demolition of existing rear kitchen annex and potting shed. Erection of part single storey and part Two storey rear extension and external decking at rear with associated works. Site: 21 Tredegar Street, Rhiwderin, Newport. NP10 8RJ Application Type: Full **Comment: No objections provided boundary issues are resolved.**

- c. 18/0040 - Demolition of existing garage and construction of two storey side extension. Site: 42 Penylan Close, Bassaleg, Newport. NP10 8NW Application Type: Full **Comment: Council felt unable to properly comment as documentation was poor and contained little detail. It did however have concerns regarding sufficient parking.**

14. Dates of next meetings:

Mid Month Meeting - Wednesday 14th February 2018 at 7pm
Full Council Meeting - Wednesday 28th February 2018 at 7pm

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

Signed..... (Chair) – 28th February 2018

Posted to notice boards 09.03.18

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