



GRAIG COMMUNITY COUNCIL

Minutes of the Full Council held at Graig Community Centre Bassaleg 7pm on 28th March 2018.

1. **Apologies for absence:** A Whitfield, D Williams.

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

2. **Public Representation:** None

3. **Minutes:** The minutes of the meeting held 28th February 2018 previously circulated were read and approved. Proposed Cllr Harries seconded Cllr Tarr. Matters arising from the minutes were: Item 6b, Cllr Evans reported that the Pumphouse door locks were now working properly. Regarding Item 8e, The signage issue for Forge Road would be discussed later in the agenda. Item 11b, a letter to the PCC had been written but no response had been received to date. **Action: None required**

4. **Clerk's Report:** The Clerk's Report previously circulated was briefly discussed and accepted as a true reflection of matters to date. Proposed Cllr Caston, seconded Cllr Tarr. **Action: Report to be kept updated by the Clerk as usual.**

5. **Projects:**

a. Rhiwderin Community Centre upgrade: Cllr Gregory reported that he and Cllr Whitfield had met with the architect and comprehensive drawings had been made along with a tender document for the work needed. Following that meeting the tender document was being amended. **Action: Cllr Whitfield to progress.**

6. **Reports:**

a. Newport City Councillors - Neither City Councillor attended the meeting, but a report was submitted by Cllr Williams and read to Council which contained the following: Cllr Williams had spoken with the S106 Officer and asked for dates when the Officer could attend a meeting. Parking on Churchmead had become an issue and he was in discussions with the Head of Bassaleg School to try to alleviate the problem. The Police had issued tickets previously, but most of the present parking issues were due to inconsiderate parking and not illegal parking. Parking on Pentrepoeth Road was also an issue but he had not been able to work on this to date.

He had met with Jane Bryant (AM) at Bassaleg School in an attempt to resolve parking and lineage issues in Court Crescent. He had not had a response from NCH regarding the queries with access for the rear of St Basil's shops. He believed high hedges were becoming an issue as he had dealt with 2 cases this year already. The bus stop issues were still ongoing, but he believed this was being handled by Cllr Cornelious. The orange bin collection of green waste had begun and he had dealt with 2 complaints. He had spoken with Cllr Fry regarding an issue with dog fouling in Rhiwderin Heights.

Council briefly discussed the items. Cllr Fry expanded on the dog fouling issue in Pant Glas Court which had now hopefully been resolved. Council approved a donation of the usual cost of a skip for the churchyard clear-up at St Basils Church, rather than providing the skip as usual.

Action: Clerk to create a donation payment to St Basil's Church for the same cost as paid by Council last year for the churchyard clear-up, and present it to the next meeting for authorisation.

Sub Committees

- b. Graig Community Centre - Cllr Evans reported that the planned replacement of boards, soffits and rainwater goods for the Hall would be carried out in May. **Action: Hall Committee to progress.**
- c. Rhiwderin Community Centre - Covered in 5a above, also Cllr Gregory reported that work on the Centre's roof would begin during the Easter holidays. Cllr Appleton asked when the large rocks at the rear of the Centre would be removed. A local contractor had agreed to do the work but it had not been formally arranged to date. **Action: Cllr Gregory to progress roof repairs.**
- d. Allotments - Cllr Caston reported that plots were being taken up and the site was almost full. The polythene approved by Council would not be needed in the immediate future as the plots were not laying empty for long. There was no news on when the proposed tool store would be purchased by the Allotment Association and erected. **Action: None required.**

- e. Burial Board - A letter was returned to the RCC Clerk in response to his queries. Equal representation on the Board for both Councils was refused consideration by RCC, Cllr Gregory would be writing back to the RCC Chair to move progress. **Action: Cllr Gregory to write to RCC Chair.**

Working Groups

- f. Play Areas Group - The Clerk reported that she had responded to the query from the contractor who seasonally performed extra bin emptying and litter picking in the play areas when required, to state that it would be unlikely this would be needed in the future as Council had purchased larger bins to install. Cllr Harris reported that the commemoration bench for a local youth as discussed previously would be installed soon, and it was noted that Cllr Norman Mountain's memorial bench had not yet been installed as anticipated. Litter bins were discussed for other areas and would be looked at in due course. **Action: Gregory to chase up litter bin installations for the play areas.**
- g. Best Kept Villages Group - NTR, save that the planters in the villages looked lovely. **Action: None required.**
- h. Horticultural Group - The Clerk reported that she had corresponded with the owner of the Coach Hose who was willing to have planters installed along his boundary to remove the need for the Haras fencing. Members of the group to contact him to arrange the details. **Action: Group to progress.**
- i. Technology Group - Cllr Gregory agreed to speak with Cllr John. **Action: Cllr Gregory to contact Cllr John.**
- j. Rhiwderin CC Fundraising Group - Cllrs Whitfield and Appleton to attend a training session to assist with making successful funding applications. **Action: Cllrs to attend the training as arranged.**
- k. Events & Social Group - A meeting for the group was needed, Cllr Appleton agreed to arrange. **Action: Cllr Appleton to arrange the meeting.**
- l. Consultation Review Panel: Recent invitations to consult on the Local Government Reorganisation Green Paper and the Wales Audit Office were agreed and would be reviewed and responded to on behalf of Council. **Action: Cllr Tarr to progress.**

7. Items for forthcoming agendas:

- a. Bassaleg Community Woodland Trust - 14th March 2018 meeting

8. Items for Discussion/Action:

- a. Presentation of Councils reviewed Policies and Procedural documents & results of Risk Assessments undertaken - following a full review of Council's paperwork by the Finance & Administration Committee over a number of months, an updated suite of documents was presented to Council for acceptance and adoption. Proposed Cllr Gregory, seconded Cllr Harris and agreed unanimously. During the review, risk assessments were performed on Finance, Insurance, Working with Others and Self Managed Risks. Also, a review of the Effectiveness of the Internal Auditor was carried out. There were 30 documents in all with a further 2 documents to be presented in coming months. As this was a huge task, it was agreed that following reviews will be staged to reduce pressure. **Action: Chair and Clerk to make up an acceptable timetable for reviews. Clerk to replace previous Master copies with the new approved versions.**
- b. Update on invitation to the Head of Streetscene to attend a meeting to follow up on issues raised previously - not yet attended to. **Action: Cllr Gregory to progress.**
- c. Village signage - Confirmation had been received that NCC would allow the village signage Council requested which contained the Council logo. Costains were to forward a mock-up of the new design to Cllr Gregory for approval. There were still some queries regarding the format. **Action: None until sample sign has been received.**
- d. IRPW paperwork - Following Council's request to have a form compiled which allowed Cllrs to waive payments to them as ordered by the IRPW, the Clerk submitted a form she had made which was approved. **Action: Any Cllr wishing to waive payment to fill in the form and return it to the Clerk.**
- e. St Basil's churchyard skip - Discussed in 6a above. **Action: See 6a action point.**
- f. Working with Keep Wales Tidy - It was agreed that an invitation to work closer with the Keep Wales Tidy organisation should be progressed by the HWG. **Action: HWG to progress.**
- g. The Evolis Radar Speed Sign - The Clerk presented a brochure on purchasing a solar speed sign, which was noted and considered. **Action: None at this time.**
- h. Defibrillator Training - It was agreed that training offered to Council on the use of the new defibrillators should be arranged for each Community Centre. **Action: Management Committees to progress for each Centre.**
- j. S106 funding - Cllr Smart had spoken with the S106 Officer and had managed to obtain more information. It was still felt the Officer should attend a meeting and possibly even the Officers in charge of the funding once the allocation had been decided. Cllr Smart to arrange for the Officers to attend. Cllr Bailey reported that she had spoken with RCC Cllrs who would like to collaborate too as the

education funding would also affect residents and children from the Rogerstone Ward. **Action: Cllr Smart to progress.**

9. Correspondence for Information:

Not discussed

10. Accounts for Payment: Proposed Cllr Haigh, seconded Cllr Harries and accepted.

Clerk salary and office allowance for March 18	£1831.88
Misc expenses for March 18	£45.90
TalkTalk Business - Graig Hall broadband (taken by DD)	£22.34
TSO Host - Council monthly webmail charge (taken by DD)	£5.00
OVW - Training for Clerk & Chair	£80.00
Broxap - Litter bins x 10 for play areas	£2232.00
Complete Business Solutions - Office stationery	£40.69
SSE - Electricity costs to Graig Hall Dec 17- Mar 18	£310.47
SSE - Gas costs to Graig Hall Dec 17 - Mar 18	£333.72
Newport City Council - May 17 election costs	£1679.88
S Rose - Part payment for notice board refurbishment	£99.00
Rob Williams Landscaping Ltd - Bollard repair, Graig Hall patio repair, car park clear-up for Christmas Event and works to planters (3 invoices)	£2358.00
HMRC - PAYE & NI Jan-Mar 2018	£2459.36
Total to date:	£11498.24

Receipts:

None to date

11. Urgent Business not discussed above:

- Cllr Fry asked if there was any news on the proposed waste transfer site appeal and asked that it be added to the next agenda. **Action: Clerk to agenda for 11th April meeting.**
- Cllr Appleton asked if there had been any news on the PentreTai Road issue she raised previously. The Clerk was able to confirm that Cllr Williams had been assured that NCC were in talks with NRW who admitted that large lorries using the road to access Coed Mawr Wood where they were removing diseased Larch trees were responsible. **Action: None required.**
- Cllr Appleton asked if repairs to St Basil's Shops roundabout bollards would be made as they had again been damaged by a vehicle. Cllr Gregory agreed to speak with NCC Streetscene regarding the issue. **Action: Cllr Gregory to progress.**

12. Planning:

- 18/0127 - Proposal: Construction of gabion wall along north west boundary of rear garden and re-grading of rear garden. Site:172 Laurel Road, Bassaleg, Newport NP10 8PT Application Type: Full. **Comment: Council gas health and safety concerns with this work being carried out as it could only be properly accessed via the railway track and suggests that the resident gains the permission of NetworkRail. This track is not used often at present, but it is used.**
- 18/0211 - Proposal: Increase the height of four existing floodlight columns from 10 metres to 15 metres with 2 no. lights per column. Site: Whiteheads Sports Club, Park View, Bassaleg, Newport NP10 8LA. Application Type: Full. **Comment: Council has concerns regarding light pollution for the current surrounding residents and proposed new residents on the development site alongside the club.**
- 18/0229 - Proposal: Demolition of single storey integral garage and erection of new single storey front/side extension. Site: 114 Caerphilly Road, Bassaleg, Newport NP10 8LJ. Application Type: Full. **Comment: No objections.**

13. Dates of next meetings:

Mid Month Meeting - Wednesday 11th April 2018 at 7pm
Full Council Meeting - Wednesday 25th April 2018 at 7pm

There being no further business to discuss, the meeting was closed at 9.17pm

Signed..... (Chair) – 25th April 2018

Posted to notice boards 04.05.18

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