



GRAIG COMMUNITY COUNCIL

Minutes of the Full Council Meeting held at Graig Community Centre Bassaleg 7pm on 27th June 2018.

1. Apologies for absence: None.

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

2. Public Representation: None

3. Minutes: The minutes of the meeting held 30th May 2018 previously circulated were read and subject to a minor amendment were approved. Proposed Cllr Harris, seconded Cllr Bailey. There were no matters arising from the minutes. **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 Harries. **Action: Report to be kept updated by the Clerk as usual.**

5. Projects:

a. Rhiwderin Community Centre upgrade: Cllr Whitfield reported that the funding application had been accepted by the organisation she had applied to and was being reviewed as the Clerk had been contacted for initial enquiries. She felt things were progressing well and was feeling quite positive at this stage. Cllr Whitfield was thanked for all her hard work on this project. **Action: Cllr Whitfield to progress. Cllr Gregory to speak with Mr Waters regarding the application.**

6. Reports:

a. Newport City Councillors - Cllr Williams reported that the chain across the road at the bottom of Tredegar Street in Rhiwderin was damaged and that NCC were not keen to repair or replace it as there was not a traffic order in place but that this had now been resolved. There had been issues of ASB with youths near Viaduct Way jumping into the river, this was being handled by the Police who were aware of the problem. Inspector Paul Davies had now left the local policing team.

There had been no progress on the St Basil's Shops/roundabout issues, but NCH asked for anyone seeing lorries mounting the roundabout to report the registration plates and descriptions for further investigation. Litter from schoolchildren had been reported in the Court Crescent area and was being addressed with the school. There was no update available on when the crash barrier would be repaired by the Ruperra Inn, the issue had been logged but no repair date set. He had received a further complaint regarding the waste transfer station, and had forwarded the planning appeal decision, it was noted that the business must cease at that location by December this year.

Cllr Cornelious reported that she was still battling with the RTP1 notification display issues at some bus stops in the village and was progressing slowly. In response to Cllr Appleton asking if there was any progress on getting paper timetables in the bus stops, Cllr Cornelious said she hoped to have this issue addressed soon. Cllr Tarr asked if there had been any progress on having the bus stop on Harlech Drive moved to a safer spot and stopping the buses pausing there for long periods. Cllr Cornelious said she was unaware this was an issue. Cllr Appleton reported that she had spoken about this with a representative of Newport Bus who said it would be looked into if a better location could be found. It was agreed this was a dangerous situation as it affected a junction. **Action: City Cllrs to continue to pursue the issues detailed above and report on progress.**

Sub Committees

b. Graig Community Centre - Cllr Fry confirmed that work to the outside of the Hall replacing rainwater goods etc. had been completed. He was now putting together a plan for the upgrade of the foyer and for improvements to disabled access in the porch and path areas. Cllr Evans submitted to Council a cheque for £7000 as a donation from the Hall finances towards the running costs of the building. Cllr Gregory asked that the Hall Committee arrange to hold their AGM. **Action: Hall Committee to arrange an AGM and inform the Clerk of the date.**

c. Rhiwderin Community Centre - Covered in 5a above, also Cllr Gregory reported that the Rhiwderin Committee had held its AGM, and that unfortunately they had lost one committee member. The hanging baskets at both halls looked lovely and he thanked all in the HWG. Cllr Bailey also thanked

Cllrs Gregory and Thomas for sorting the watering systems at both halls. Cllr Sayer was thanked as he had begun cutting back the weeds in the grounds of the building. **Action: None required.**

- d. Allotments - Cllr Caston reported that an allotment inspection had taken place, 4 warning letters and 4 commendation letters were to be sent out to allotment holders and the rent demands had also been sent by the Association on behalf of Council as previously agreed. A follow-up meeting was set for 4th July and Council and Clerk once again gave their grateful thanks to the Association for taking on the administrative duties. **Action: All Members of the Allotment Sub-Committee to attend the follow-up meeting if they were able.**
 - e. Burial Board - Cllr Gregory reported the AGM of the Board had taken place. He had attended, but RCC members were unhappy about this. It was noted that the Chair of the Community Council is free to attend any meeting involving Council's business. The letter to RCC regarding the legality of the Burial Board had been forwarded to the Clerk and Cllr Gregory was aware that they had discussed its contents already but it was due for further discussion at their Council meeting the following week. The Burial Board's auditor had also attended and gave the Burial Board Clerk a glowing report. **Action: None at this time.**
- Working Groups**
- f. Play Areas Group - Cllr Fry submitted a quote for self closure mechanisms and modifications to both kissing gates between Bassaleg open space and Caerphilly Road. The cost would be £225. Cllr Gregory proposed this spend be approved, this was seconded by Cllr Sayer and agreed by all. **Action: Cllr Fry to progress.**
 - g. Best Kept Villages Group - It was agreed that reporting on this group could be combined with the HWG and the item should be removed from future agendas. **Action: Clerk to remove category.**
 - h. Horticultural Group - The group reported that they had been very busy tending to planters and watering in the heat wave being experienced at present. The group requested that all Cllrs assist with watering whenever they were able. Lots of compliments had been received regarding the planters at the Coach House. It was thought that Graig could not be hopeful of winning a prize for the Best Kept Villages competition as many areas in the control of the City Council were not being attended to very well. Cllr Whitfield asked if Council could make representations to the competition organisers to advise as much. It was noted that the planters were not being attended to at Lower Machen as hoped. As mentioned Cllr Sayer had been hard at work clearing the grounds of Rhiwderin Hall and other places in the Rhiwderin area. It was discussed how bad the area looked when grass was cut by the City Council. As it is not cut often and the cuttings are left in situ, leaving long grass to be strewn and blown about. Cllr Appleton advised she had been travelling in a neighbouring area where the City Council clears up the cut grass and it looks much better. She had photographic evidence which she intended forwarding to NCC. **Action: All Cllrs to assist with keeping the planters watered.**
 - i. Technology Group - Cllr Appleton had spoken with the organisation engaged to build a new website for Council, and said that a meeting needed to be organised to progress. **Action: Group to arrange a meeting to progress.**
 - j. Rhiwderin CC Fundraising Group - Discussed in 5a above. **Action: See 5a above.**
 - k. Events & Social Group - The Clerk was asked to contact an entertainer from a past Christmas event to ask for availability and a quote for the forthcoming Christmas 2018 event. **Action: Clerk to action and advise Council.**
 - l. Consultation Review Panel - Cllr Tarr advised he had received notifications that the comments sent on Council's behalf for recent consultations had been received. **Action: None required.**

7. Items for forthcoming agendas:

- a. Remembrance Sunday/poppies - 11th July 2018 meeting

8. Items for Discussion/Action:

- a. To review and approve the Annual Return prior to submission to the external auditors - The Clerk submitted to Council the internally audited accounts together with the internal auditor's report. The report highlighted only one issue regarding Council's Fixed Asset Register which had some assets recorded at a previous insurance value rather than at cost price. The Clerk explained that this was an historical issue which could not be corrected and that practice was stopped many years ago. As it wasn't able to be corrected, this does crop up at every audit but this is unavoidable. The Internal Auditor also recommended a physical verification of assets be carried out. Council were content with the submission and authorised it to be sent for examination by the External Auditors. The annual return was signed and the Clerk instructed to progress. **Action: Clerk to collate all the evidence requested and submit to the External Auditor by the given deadline.**

- b. Update on email to Head of Streetscene - Cllr Gregory reported that he had finally received an update to his email to the Head of Streetscene. Council discussed the responses, and were appalled by the majority of them. **Action: Cllr Gregory to invite the gentleman to meet with Council to discuss.**
- c. Draft email regarding the draft Political Neutrality Policy - Council in general felt it would be a good idea to adopt a Political Neutrality Policy, they discussed the draft policy and the draft email and decided the email would not be necessary. Clerk to arrange a meeting where the policy can be amended and put to Council to adopt. **Action: Clerk to arrange a meeting.**
- d. Caerphilly Road traffic survey results - Cllr Appleton advised Council that she had carried out a traffic survey on 18th May following a local resident's attendance at a meeting to raise concerns over the traffic on Caerphilly Road. She read the results of the survey to Council and advised them she had contacted the Senior Scientific Officer at NCC. He agreed the pollution levels on the road were over the recommended levels, and mentioned that the levels were monitored by fixed stations along the road. He added that NCC were in the process of putting together an Air Quality Management Plan and would be grateful for any suggested solutions to the problem. Cllr Appleton was thanked for taking the time to carry out the survey. She stated that she would take the results back to the concerned resident and invite her to attend another meeting. **Action: Cllrs with suggestions to forward them to NCC.**
- e. Councillor payments - The Clerk asked for Council's approval to make payment of the regular Chairman's Allowance of £200.00. Council agreed. She also asked that any Cllrs who wished to waive their right to collect the annual payment of £150 to cover any expenses connected to the post, but who had not yet notified the Clerk, to do so as soon as possible as she was arranging for payments to be made. Anyone wishing to claim the payment would be paid during the next payment run.
- f. Section 106 funding meeting - A meeting had been arranged for 15th August 2018 at 7pm for the officer to discuss any specific or general questions regarding 106 funding. **Action: Cllr Bailey to invite 2 members of RCC who also asked to be included.**
- g. Finance meeting - The Clerk suggested that as it was the end of the first financial quarter of the year, a meeting to review the accounts to date should be called. **Action: Clerk to arrange the meeting and tie it in with item 8c above.**

9. Correspondence for Information:

Not discussed

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

Clerk salary and office allowance for June 18	£2027.38
Misc expenses for June 18	£185.70
TalkTalk Business - Graig Hall broadband (taken by DD)	£28.74
SSE - Electricity costs to Graig Hall Mar - Jun 2018	£359.85
Ms C Seyler - reimbursement of postage costs for allotments administration	£24.94
HMRC - PAYE & NI Apr-Jun 18	£2553.30
Total to date:	£5179.91

Receipts:

None

11. Urgent Business not discussed above:

- a. Cllr Harris advised Council that the memorial bench for the young brothers who had recently passed away was being installed in the open space on the following Sunday at 10am.

12. Planning:

- a. 18/0522 - Proposal: Certificate of Lawfulness for proposed single story rear extension. Site178 Laurel Road, Bassaleg, Newport, NP10 8QA. Application Type: Certificate of Lawful Use (proposed). **Comment: No objections provided neighbours are consulted and agree.**

13. Dates of next meetings:

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

There being no further business to discuss, the meeting was closed at 9.25pm

Signed..... (Chair) – 25th July 2018

Posted to notice boards 03.08.18

Clerk to the Council: Sian Davies

6 Vale View, Gelli Park, Risca, Newport. NP11 6HS Tel: 01633 614119, Mobile: 07971 094382

Email: clerk@graiGCC.co.uk

Website: www.graiGCC.co.uk

 www.facebook.com/GraigCommunityCouncil