

## **COLWINSTON COMMUNITY COUNCIL**

### **CYNGOR CYMUNED TREGOLWYN**

MINUTES OF THE MEETING HELD VIA ZOOM ON MONDAY 20<sup>TH</sup> JULY 2020 AT 7:00PM

#### **1. Attendance**

Cllrs: Cllr E Lewis (Chairman)  
Cllr B Morris (Honorary Treasurer)  
Cllr T Wilson  
Cllr C Hadley  
Cllr J Lloyd  
Cllr G Jones

Also present: K Protheroe (Clerk), Cllr C Cave

Apologies: Cllr C Roach, PCSO A Stone

#### **2. Disclosure and confirmation of Declarations of Interest**

None.

#### **3. Public Session**

One members of the public joined the meeting via Zoom and observed throughout.

No issues were raised during the public session.

#### **4. To receive the minutes of the Ordinary meeting held on 17<sup>th</sup> February 2020**

It was proposed by Cllr Jones to accept the minutes of the OGM as a true record; this was seconded by Cllr Lloyd and agreed by all.

The Chairman confirmed that he would sign the minutes when the Community Council met next in person.

#### **5. To consider any matters arising from those minutes not covered elsewhere in the agenda**

There were three matters arising:

- Agenda Item 9. July 2020: The Clerk confirmed that shortly before the meeting a reply had been received from Mr Miles Punter, VOGC's Director of Environment and Housing in respect of several current projects. The Clerk will update members at the next OGM.
- Agenda Item 9, July 2020: Cllr Hadley raised his concerns regarding the continuing deterioration of the street lighting distribution box case,

Twmpath Lane. Cllr Cave agreed to write to the VOGC and clarify what action they intend to take.

- Agenda Item 13.3, July 2020: Cllr Cave will write to the Vale of Glamorgan Council (VOGC) to clarify the use of CCTV at the Village Green, particularly in relation to dog fouling.

## **6. To consider Police matters**

The Clerk noted that no Police report had been received since the June meeting.

## **7. To consider County Council matters**

The Community Council thanked Cllr Cave for her written report and noted its contents.

Cllr Cave confirmed that the VOGC 2020/21 three-year road resurfacing programme has been published and includes work to Twmpath Lane, and the road from Crack Hill to St David's School.

## **8. The Old Ford project**

The Clerk reported that the main points of progress since the last meeting included:

- Confirmation that the Community Council has been awarded a VOGC Community Action Self-Help Grant of £2,100 to refurbish the bridge. Exploration of other potential grants continues.
- The Chair has commenced preparation of a specification for the works.
- Attempts continue to identify stone masons to tender for the work.
- Natural Resources Wales have been notified.
- VOGC has been consulted regarding transfer of ownership of land to the Community Council as per arrangements established in respect of the Village Green.
- Cllr Wilson has reviewed the Land Registry requirements in respect of adverse possession and concluded that establishing effective ownership could be quite a challenge.

**Action Point: The Community Council agreed to seek legal advice regarding the adverse possession process**

## **9. Review of progress with current projects**

The Council noted the following in respect of current projects:

- The Clerk had advised the Community Association of the Community Council's offer to provide a new defibrillator to for the village hall and was awaiting the Association's instruction. He also confirmed that the fitting could be arranged for the Association. The fitting of the new box for the Sycamore Tree Inn defibrillator had been delayed by lockdown, but will commence as soon as is practical after the re-opening of the pub.

- Broadband project: Cllr Hadley confirmed that the Open Reach quotation for the installation of the fibre optic cable to cover all 294 qualifying village properties was significantly more than the anticipated price.  
**Action point: Cllr Hadley will explore other options both in respect of the broadband and improved mobile phone service**
- St David's Church in Wales Primary School: as part of the formal planning consultation which has now commenced the Community Council has reiterated its support for the new school and asked for its previous observations to be considered. The Community Council reaffirmed its objection to the proposed use of the village playing field as a temporary car park and suggested consideration should be given to the relocation of the electricity substation as part of the building works and the introduction of a 20mph speed limit to improve road safety in the vicinity of the school.
- Village Green telephone box: awaiting quotation for the works, which will then commence.

#### **10. Annual Accounts 2019/20 (and end of year Management Accounts 2019/20)**

The Community Council noted the draft year end accounts and the accompanying report.

It was proposed by Cllr Jones that the accounts should be approved by the Community Council. This was seconded by Cllr Hadley and agreed by all.

#### **11. Internal Audit Report 2019/20**

The Community Council noted the year end internal audit report, the Clerk's accompanying report, and the internal auditor's report to Audit Wales as part of the Annual Return.

The Community Council noted the auditor's recommendation that the Community Council should consider the use of internet banking, but decided it was not necessary at present.

It was proposed by Cllr Morris that the internal audit should be approved by the Community Council. This was seconded by Cllr Lloyd and agreed by all.

#### **12. Audit Wales Annual Return 2019/20**

The Community Council noted the year end Annual Return including the variations report, the bank reconciliation, the Clerk's accompanying report, and the internal auditor's report to Audit Wales as part of the Annual Return.

It was proposed by Cllr Wilson that the Audit Wales Annual Return should be approved by the Community Council. This was seconded by Cllr Lloyd and agreed by all.

### **13. Quarter 1 Management Accounts 2020/21**

The Clerk noted that total expenditure in the quarter equalled £2,141, with £1,000 of this total accounted for by the grant to Colwinston Radio. The Clerk noted that the budget requires amendment to reinstate the £500 to buy a laptop, which was not purchased in the last few weeks of 2019/20 due to the lockdown.

It was proposed by Cllr Jones that the accounts and the amendment should be approved by the Community Council. This was seconded by Cllr Morris and agreed by all.

### **14. To consider the Clerk's report including matters of a financial nature**

The Community Council noted the Clerk's report.

The Clerk noted that the Community Council's funds as of 26<sup>th</sup> June 2020 equalled £18,370.00. The cashbook reconciled to the bank statement as of 26<sup>th</sup> June 2020. The Quarter 1 bank reconciliation has been sent to Cllr Morris for his scrutiny.

The Clerk noted that the following payments required the Council's approval:

26/06/2020	Grant Smith – cleaning of Michaelmas Well	120.00
08/07/2020	H A Davies (Internal Audit)	100.00
20/07/2020	K Protheroe Q1 salary 2020/21	425.55
20/07/2020	HMRC Q1 2020.21	247.20

It was proposed by Cllr Lloyd that the payments should be approved by the Community Council. This was seconded by Cllr Wilson and agreed by all.

The Clerk confirmed that there had been no receipts since the June OGM report.

### **15. To consider any planning matters**

The Clerk advised the Community Council that there were no planning matters that required the Community Council's attention.

The Community Council noted the Clerk's report.

### **16. To consider any correspondence and associated replies required**

The Clerk advised that no correspondence report was required for this meeting. The Clerk explained that correspondence received is either referred to in the relevant reports or has been copied to members in the period prior to the meeting.

The Community Council noted the Clerk's report.

**17. To receive any announcements from Councillors**

The Community Council noted Cllr Cave’s letter outlining several traffic and road safety issues in the rural Vale of Glamorgan. They expressed their support for her approach to these matters.

**18. Date of next meeting**

The next meeting of the Community Council will be on Monday 24<sup>th</sup> August 2020 at 7pm via Zoom.

The meeting closed at 08:23PM.

SIGNED.....

CHAIRMAN, COLWINSTON COMMUNITY COUNCIL

DATE.....

SIGNED.....

CLERK, COLWINSTON COMMUNITY COUNCIL

DATE.....