

**LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF**



Minutes of the Meeting of the Llantwit Fardre Community Council held on Tuesday 30th July 2019 at the Council Office, rear of the Carnegie Parish Hall, Main Road, Church Village, Pontypridd CF38 1PY

Present: Councillors A. Raines (Vice-Chairperson in the Chair), S. Bristo, R. Butler, M. Diamond, J. James, C. Johnson, G. Stacey, N. Tizzard – Lee, A. Watts and L. Walker.

In attendance: Mrs. Janice Stuckey - Clerk and Executive Officer.

1. Apologies/Absence

Noted

- 1.1 An apology for his absence from this meeting was received from Councillor B. James (holiday).
- 1.2 Councillor A. Handley was absent from the meeting, no apology for absence was received.

2. Declaration of Interest

Noted

Councillor J. James declared an interest in the item regarding the removal of an oak tree.

3. Public Break

Noted

Complaint

- 3.1 A member read out a statement of complaint relating to a Community Councillor having been heard to make disrespectful and disparaging remarks about members of the public who attend meetings of the Community Council. The question was raised as to whether the Councillor concerned would like to withdraw the remarks made.

3.2 Following discussion an apology was made.

Statement

3.3 A Member expressed the view that the manner in which some Councillors address staff is inappropriate and not to be tolerated. Councillors were urged to show respect when addressing members of staff.
A second Member acknowledged that such behaviour must stop.
When asked, the Clerk declined to comment on this matter.

Water Fountain

3.4 A member of the public requested an update on the proposal that water fountains be provided in the area.
This matter has been discussed by the Leisure/Amenities Committee. Companies have been contacted, information has been obtained and is being followed up.

Allotment

3.5 The Station Road allotment is being used, by some, as a short-cut with those involved jumping the fence to access the route. An approach has been made to the culprits advising that it is not a short-cut and that should there be any damage they may be seen as being liable.
The observation that should one of the culprits sustain an injury when using the allotment in this way there could be an issue. The suggestion that appropriate signage be put up.

Resolved

3.6 That "Keep Out" signs be erected at the allotment.

Planters

3.7 An observation was made in respect of the need for attention to be paid to certain planters in respect of watering of the plants and general neatness.

4. Minutes

Noted

4.1 The minutes of the following meeting were received:

- Community Council – 25th June 2019.
- Leisure/Amenities Committee – 23rd June 2019.

Council Meeting 25th June 2019

Noted

- 4.2 minute 4.5 the observation of a Member that if a Councillor wants it recorded that they have donated their allowance to charity this may be done.
- 4.3 A question was raised as to whether a utilization survey has been undertaken in respect of the use of Ty Illtyd.

Committee Meeting 23rd June 2019

Noted

- 4.4 Minute 9.2 a query was raised as to why the weekly park inspection reports are not made available to all Members. This will be addressed.
- 4.5 Copies of the annual parks inspection reports will also be forwarded to Members.

Resolved

- 4.6 That these minutes be approved/adopted.

5. Report of the Police

Noted

- 5.1 The receipt of the statistics from the PACT meeting. The meetings are now held every two months. The lack of communication. Staff have called in at the office and advised of a lack of manpower. The Clerk has written to the police authority on this matter but has not received a reply.

Resolved

- 5.2 That the Chairperson writes to the Chief Superintendent for the area and copy the letter to the Chief Constable.

6. Report of the Clerk/Executive Officer

Revised Standing Orders

Noted

- 6.1 The review of the Standing Orders was deferred to the Finance/Policy Committee at the last meeting.

Following discussion, the Finance/Policy Committee recommends that the highlighted changes be accepted and that the following changes also be incorporated:

- The quorum for meetings of committees will be three members.
- The Chairperson of the Community Council and the Chairpersons of Committees will sign off agendas before they are circulated.
- Questions to be put to a meeting should be received by the Clerk, in writing, before the agenda for the meeting (to which they are to be put) are distributed.
- Requests to speak at a meeting should be received by the Clerk, in writing, before the agenda for the meeting is distributed.
- The Clerk may take details of a question verbally and formulate a question on behalf of a member of the public if required.
- The Chairperson has discretion to accept a question or a request to speak, at the meeting, if it is felt that the matter is urgent.

Resolved

- 6.2 That the highlighted changes be agreed.

That the changes listed above be agreed in total. For – RB, GS, JJ, AW and AR. Against – SB, LW, MB, LJ and NTL. The Chairperson used his casting vote to carry the resolution.

Grant Funding

Noted

- 6.3 Currently the information available to applicants is as per the Standing Orders and the application forms namely:

Standing Orders

All Grant Aid Applications must be accompanied by a current statement of accounts. All applications should be brought before the meeting that deals with Grant Aid and Free Use applications that follows the public advertisement which is placed in the press in the month of May. An application received after the closing date notified in the public advertisement should be acknowledged and held over until the following year.

Application Form

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

- 6.4 The Protocol can be used as a stand-alone document or incorporated into the Standing Orders (in full or part). Each of the forms has the same information on

the back. The revised questions on the front, and the layout of the questions, reflects the requirements of the use of the Section 137 funding and compliance with the Future Generations/Wellbeing Act.

- 6.5 Following discussion, the Finance/Policy Committee recommends the use of the forms, the publication of an advertisement in the local press and the adoption of the protocol as amended to incorporate the dates that the applications will be open (May to October) and when they will be reviewed by Council (November).

Resolved

- 6.6 That the protocol and the revised forms be adopted.

Financial Report

Noted

- 6.7 The receipt of the new reports for the period April to June inclusive along with the balance sheet for June. The receipt of the list of cheques issued since the last report was considered.

Planning Applications

Noted

- 6.8 The following planning applications received from RCT CBC have been forwarded to Members for their consideration: 18 Oakfield Crescent Tonteg; 110 Queens Drive, Llantwit Fardre; Units K and L, Newtown Industrial Estate; Beechfield Bungalow, Penycoedcae; Unit 1 Shopping Precinct, Tonteg; 10 Llys Llewellyn, Llantwit Fardre; Glanover Arms, Gadlys, Aberdare; List including 27 Cwrt Coed y Brenin, Church Village; Gwauncleyn School; List including Church Village/Llantwit Fardre/Tonteg and List including Unit 10P, Newtown Industrial Estate.

Governor Appointment

Noted

- 6.9 The need to nominate a governor for Maesybryn Primary School. No Member present wished to take up this position. The vacancy will be advertised

Disposal of Equipment

Resolved

- 6.10 That a Hedge Cutter HL95 be disposed of as it cannot be repaired.

Maintenance Programme for Planters

Noted

- 6.11 The view of a Member that there is a lack of guidance in respect of the maintenance of the planters.
- 6.12 Reference was made to the proposal that a casual worker be employed to clear footpaths. The question was raised as to whether this Council should fund the clearing of footpaths that are in the ownership of the County Borough Council. The Clerk has received a response from the County Borough Council regarding the query on the ownership of land in the area. Maps have been provided, however, downloading them has proved difficult and those that have been printed are not clear.
- 6.13 A Member has recently made enquiries regarding a gas installation in the area and found that it is sited on land owned by RCT CBC. A claim for an accident on this land was made against the Community Council and paid by the Council's insurers. An area of land adjacent to The Dell which is regularly tended by the Council's Outside Operatives is also thought not to be in the ownership of the Community Council.
- 6.14 The observation of a Member that this Council has always kept the footpaths cleared and that the Council's public liability insurance will cover the operatives to undertake the work. The proposal that this Council will arrange and fund the clearing of footpaths in the area.

Resolved

- 6.15 That the proposal is carried. For – AW, SB, RB, GS and JJ. Against – LW, MD, CJ and NTL. Abstention – AR.

Telephone Contract

Noted

- 6.16 BT have advised that the existing telephone line to the office is not compatible with "normal" telephone lines. A new package has been put together by BT incorporating the broadband/line rental and calls. The schedule from BT was considered.

Resolved

- 6.17 That the revised schedule be agreed.

Noah's Ark Donation

Resolved

- 6.18 That the sum of £160 be donated to this charity.

Budget Update

Noted

- 6.19 The budget up-date has been produced using the new financial package. The first three months of the current financial year are included, along with the most recent balance sheet. Each print-out shows the running total and the percentage spend against the allocated budget for each of the headings.
- 6.20 The salaries heading reflects the monthly £8,500 payment to RCT CBC. At the year end the programme will reconcile the overall costs – actual/total of the standing orders paid. The pensions heading shows the payment of £3,000 made to RCT CBC for the 2019 – 2020 financial year in respect of the deficit pension contributions for the year. This heading will also be reconciled at the year end. RCT CBC provides detailed monthly salary/pension reports.

Financial Package

Noted

- 6.21 All office staff participated in the training it was very well delivered. The data for the first quarter has been in-put and has generated a completed VAT return. This can now be used to file the reclaim with HMRC. This element of the package will save a great amount of time and the cost of paying an accountant.
- 6.22 The reports are more accurate as the actual figures appear as they are in-put they are not rounded up or down as they were with the Freeagent system. Manuals are available for all the applications; the support has been excellent, and the system reconciles all the programmes.
- 6.23 In future the figures needed to complete the Annual Return can be obtained from the system.

Audit/Annual Return

Noted

- 6.24 Issues were experienced in balancing the figures to complete the Annual Return. The auditor reviewed the situation and although he spent an afternoon on it could not find the whole of the sum needed to balance the figures.
- 6.25 Given the circumstances DBO authorised a new deadline of 29th July with a proviso that if the issues persist and the date cannot be met, they will give the situation further consideration.
- 6.26 Assistance was given by a colleague from another Council and progress was made. However, the salaries entry was incomplete and on updating this entry

a new issue arose. BDO has been contacted again and a further revised date of 12th August has been set.

Request for Expenditure

Noted

6.27 A list of items that need to be replaced/provided for the office/Carnegie Parish Hall has been drawn up (provided). The Finance/Policy Committee agreed to the purchase of a refrigerator, microwave, pedal bins and a shredder. Agreement was also given for the installation of a piece of play equipment in Ty Coch park at a cost of £18k and a bus shelter at a cost of £2,575.

Resolved

6.28 That the expenditure be agreed.

Tree Causing Concern

Noted

6.29 An oak tree previously reported as causing concern to a resident in relation to possible damage to her property has been examined by two tree surgeons. Both have recommended the removal of the tree. Reports provided. A further report is awaited from the officer responsible for trees in RCT CBC.

Resolved

6.30 That the advice of the RCT CBC officer be taken.

Lighting

Noted

6.31 A complaint has been received regarding a light on a pathway being too bright. The Floodlighting company, who recently changed the fittings, have advised that a shield could be fitted at a cost of £198.40 plus VAT.

Resolved

6.32 That a shield is fitted to the light.

Remembrance Plaque

Noted

6.33 Councillor J. James will follow up on having names added to the memorial plaque.

At this point, in line with protocol, members of the public left the meeting.

The Confidential Report of the Clerk/Executive Officer

Access to Premises

Noted

- 6.34 Questions were raised as to why contractors were given keys to access the Carnegie Parish Hall. At the time the tenders were let for the refurbishment of the premises it was decided to give contractors keys to allow them to undertake the agreed work without the necessity of staff having to be on hand. It was felt that this was the most expedient way of getting the work completed.

The meeting closed at 9.10 pm

Signed _____ Date _____

Councillor A. Raines – Vice Chairperson in the Chair.

