

These minutes are subject to approval at the meeting of the Council on 28.01.20

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



Minutes of the Meeting of the Llantwit Fardre Community Council held on Tuesday, 17th December, 2019 at 7 p.m. at the Council Office, rear of the Carnegie Parish Hall, Main Road, Church Village, Pontypridd CF38 1PY

PRESENT

Community Councillor B.James – Chair

Community Councillors

S.Bristo, R.Butler, J.James, C.Johnson, A.Raines, G.Stacey, D.F.Stone, N.Tizard-Lee and L.Walker

In attendance: Ms. Karyl May – Acting Clerk and Executive Officer

1. APOLOGY FOR ABSENCE

An apology for absence was received from Community Councillor M.Diamond.

2. CHANGE IN THE ORDER OF THE AGENDA

The Chair reported that there would be a slight change in the order of the agenda as he had agreed to an urgent item which would be presented by the Acting Clerk prior to her reporting on the reports as listed.

3. DECLARATIONS OF INTEREST

RESOLVED – To note that in accordance with the Members' Code of Conduct the following declarations were made at the meeting:-

- Community Councillor D.F.Stone – Agenda Item 6(a) – Planning Application – Ysgol Ty Coch Residential Special School, Lansdale Drive, Tonteg – Construction of a single storey classroom linked to existing school – “I am a Community Governor”
- Community Councillor L.Walker – Agenda Item 6(a) – Planning Application – Ysgol Ty Coch Residential Special School, Lansdale

Drive, Tonteg – Construction of a single storey classroom linked to existing school – “I am a Governor”.

- Community Councillor L.Walker – Agenda Item 6(A) – Planning Application – Unit 1 Shopping Precinct, Cardigan Close, Tonteg – Installation of Cooking Systems within the existing General Store for the preparation and sale of hot pizza products (Change of Use of Part of Unit from A1 to A3).
- Community Councillor B.James – “I am a member of Crown Hill Community Centre” - Item referred to in a statement/comments made by Community Councillor N.Tizard-Lee relating to the allocation of £1,000 per Ward as agreed by Council on the 29th October, 2019. Councillor Tizard-Lee indicated that the money allocated to the Llantwit Fardre Ward could be used to purchase items of furniture for Crown Hill Community Centre (Minute No.4(c) below refers).
- Community Councillor J.james – “I am a member of Crown Hill Community Centre” (in relation to the same matter as commented upon by Community Council N.Tizard-Lee (Minute No.4(c) below refers)).

4. PUBLIC BREAK

RESOLVED – to note that no prior requests had been made by members of the public to speak at this meeting and the Chair using his discretion did not allow the requests made at the meeting for the two members of the public present to speak.

5. REQUESTS MADE BY COMMUNITY COUNCILLORS TO MAKE STATEMENTS/COMMENTS

The Chair reported that he had received requests from Community Councillors C.Johnson, L.Walker and N.Tizard-Lee to make statements/comments at this meeting. He indicated that on this occasion he would grant the requests but consideration of any future requests must be put in writing to the Clerk and Executive Officer together with details of the subject matter.

(a) Community Councillor C.Johnson

Firstly, Community Councillor CJohnson referred to the comments made at the last meeting held on the 26th November, 2019 by Community Councillor D.F.Stone in relation to the documents that were posted through his letter box, one of which was a copy of the address made by Councillor Johnson at the meeting of Council held on the 24th September, 2019. Councillor Johnson indicated that until the first meeting of Council attended by Councillor Stone on the 26th November, 2019, he only knew Councillor Stone in his capacity as a Governor of Ysgol Ty Coch. Councillor Johnson also wished to have recorded that the comments that were made in the address that he made to Council on the 24th September, 2019 were 100% true and that no one had contradicted any of the comments that were made in that address.

Secondly, Councillor Johnson, referred to comments that were made by Community Councillor J.James on social media where reference was made to “some `bah humbugs` not wanting the night to go ahead (Christmas meal for

Senior Citizens)". Councillor Johnson asked that Councillor James name the `bah humbugs` as Councillor Johnson was of the view that the only people that Councillor James could be referring to are Councillors. Councillor Johnson indicated that he was not aware of any Councillors that did not wish the night to go ahead as some recommended that it be held in the Parish Hall and others wanted it to be held in the Sports Club. Councillor Johnson therefore asked that Councillor James apologise for the comments made on social media and that if no apology is made on social media then a complaint would be made under the Council's Model Local Resolution Protocol.

Finally, Community Councillor Johnson indicated that he was of the view that the comments made at the last meeting by Community Councillor G.Stacey in respect of the Update on the Current State of the Evan John Charity (Minute No.7(b) – Council 26th November, 2019) were misleading and that an apology should be made to both Councillor Walker and the previous Clerk as Councillor Walker had outlined the problems that had been experienced in correspondence being sent to the wrong address and appointing a Trustee from Pontypridd Town Council. Councillor Johnson stated that if Councillor Stacey did not apologise to the afore-named then he would make a complaint under the Council's Model Local Resolution Protocol.

RESOLVED – that the comments of Community Councillor C.Johnson be noted.

(b) Community Councillor L.Walker

Community Councillor L.Walker stated that on the 22nd November, 2017, he addressed this Council about the closure of the road (Maes Mawr Road) and stated that he was responsible for the closure of the road. However, on the 12th December, 2017, Community Councillor A.Raines put in his column in the Pontypridd Observer that there were two Councillors responsible.

Councillor Walker also referred to comments that had been made on Facebook by `Leslie Smith` in 2018 where Councillor Walker was named as an ex Policeman and these comments had been brought to his attention.

Councillor Walker also commented on the leaflets that had been distributed during the bye election in November by both the Labour and Conservative candidates where misleading information was given in respect of the installation of the defibrillator, the closing of Nant Celyn park (when the comments made at a previous meeting by Councillor Walker was to move the park at the front for safety reasons and not for it to be closed).

Finally, Councillor Walker referred to further comments that had been place on Facebook by `Leslie Smith` in respect of the Christmas weekend and where certain individuals had been named in wanting the event cancelled.

Councillor Walker wished to have recorded that the comments that have been made against him and others via Facebook and leaflets were not true.

RESOLVED – that the comments of Community Councillor L.Walker be noted.

(c) Community Councillor N.Tizard-Lee

Community Councillor N.Tizard-Lee stated that he had emailed the Acting Clerk in respect of the £1,000 allocation to be made available to each Ward as agreed at the Council meeting on the 29th October, 2019 requesting whether this money could be used towards the purchase of tables and chairs for Crown Hill Community Centre as he had met with one of the organisers of the Play Group that use the Centre. The Acting Clerk had informed Councillor Tizard-Lee that subject to the agreement of the four Community Councillors within the Ward of Llantwit Fardre being in agreement then the money could be allocated. However, early indications show that there may not be an agreement reached by all concerned.

RESOLVED – that the comments of Community Councillor N.Tizard-Lee be noted.

6. MINUTES

RESOLVED – to approve as correct records the minutes of the following meetings:

(a) Community Council held on the 27th November, 2019.

Note: Community Councillor C.Johnson wished to have his name recorded in not agreeing to the accuracy of Minute No.9 – Land in the Ownership of Llantwit Fardre Community Council as he was of the view that whilst the matter was deferred for consideration to the Leisure and Amenities Committee it should have also included that a suitably qualified person be assigned to undertake this work.

(b) Finance and Policy Committee held on the 2nd December, 2019 subject to it being noted that the Ty Illtyd and Crown Hill Stores as listed in Minute No.2 are two separate locations.

7. REPORT OF THE POLICE

The Acting Clerk informed Members that no report had been received from the Police for this meeting.

REPORTS OF THE ACTING CLERK

8. URGENT ITEM – CODE OF CONDUCT

The Acting Clerk reported that she had today been informed by the Ombudsman's office of a further complaint that had been made against a Community Councillor of this Council resulting in 18 complaints made since September of this year.

The Acting Clerk reported on a recent communication from the Ombudsman's Office where concern was raised on the number of complaints that had been made from this Council by Members against fellow Members and that it had

These minutes are subject to approval at the meeting of the Council on 28.01.20

been made clear that from the complaints that had been made there was a general misunderstanding of the Code by Members of this Council.

At the meeting the Acting Clerk expressed that it would have been fortunate to have had a representative from the Ombudsman's office present to witness the disruptive behaviour of some Members at tonight's meeting, which at this point in the proceedings prevented productive discussion.

RESOLVED –

1. To note the information.
2. That arrangements be made for Code of Conduct training to be delivered to Members in the New Year.

9. PLANNING APPLICATIONS

RESOLVED – to note that the following planning applications received from Rhondda Cynon Taf County Borough Council had been forwarded to Members:-

- Ysgol Ty Coch Residential Special School, Lansdale Drive, Tonteg – Construction of a Single Storey Classroom linked to the Existing School
- The Heathlands, 42 Cadwal Court, Llantwit Fardre – Garage Conversion
- Unit 1 Shopping Precinct, Cardigan Close, Tonteg – Installation of Cooking Systems within the existing General Store for the preparation and sale of hot pizza products (Change of Use of Part of Unit from A1 to A3)
- Proposed Garage Conversion and Porch – 17 Clos Dyfodwg, Llantwit Fardre
- 48 The Ridings, Tonteg – Single Storey rear extension, Ground and First Floor Extension (as referred to at the meeting).

10. REVISED STANDING ORDERS

Pursuant to Minutes Nod, 8 and 8(3) of the Council meetings held on the 24th September and the 29th October, 2019 respectively, Members gave consideration to the revised Standing Orders.

Members were informed that the Standing Orders that were in bold type were those that contained legal and statutory requirements which could therefore not be changed. The Standing Orders that were not in bold were designed to help the Council operate effectively, as they do not contain statutory requirements then they could be amended to suit the needs of the Council, as and when felt appropriate.

RESOLVED - to adopt the revised Standing Orders.

These minutes are subject to approval at the meeting of the Council on 28.01.20

11. MODEL FINANCIAL REGULATIONS

Pursuant to Minute No.8(4) of the Council meeting held on the 29th October, 2019, Members gave consideration to the revised Financial Regulations and it was **RESOLVED** – to adopt the revised Financial Regulations.

12. INTERIM INTERNAL AUDIT REPORT

In accordance with Minute No.10 of the Council meeting held on the 26th November, 2019, the Acting Clerk attached to her report the Draft Interim Internal Audit report which was carried out by Mr.J.Morgan on the 5th December, 2019.

Members attention were drawn to the following four main areas of concern within the Interim Report:-

1. Risk Assessment Register
2. Budgetary Controls
3. Asset Register
4. Bank Reconciliation

At the meeting, the Chair of Staffing reported that in view of some of the issues raised by the Internal Auditor, it was fundamental that the staffing structure be looked at and he would therefore be convening a meeting of the Staffing Committee early in the New Year where Members would be asked to consider a report that would be in his name.

RESOLVED –

1. To note the contents of the Interim Internal Audit report;
2. That a Risk Assessment Register and an Asset Register be reviewed and reported to Council for approval and adoption by the end of this financial year 2019/20;
3. To agree to undertake a detailed review of the Council's budgeting process and that the previous year's actual spend be used as a basis for estimating the Council's future running costs;
4. That the Chair of the Finance and Policy Committee be appointed to take responsibility of any capital project i.e. ear marked reserves (EMR);
5. To agree to create a plan that describes how and when the Budgeting and Administrative issues will be resolved and to use a similar template to that as shown at Appendix A to the Auditor's report;
6. To nominate the Chair of the Finance and Policy Committee to take joint responsibility with the Responsible Financial Officer (RFO) to ensure active participation/awareness in the planning process;
7. That a meeting of the Staffing Committee be convened as a matter of urgency to address the concerns as highlighted in paragraph 1.8 of the report.

These minutes are subject to approval at the meeting of the Council on 28.01.20

12. **FINANCIAL REPORTS**

The Acting Clerk attached to her report for the consideration of Members, the following Appendices:-

- Appendix A – Income and Expenditure up to the 30th November, 2019
- Appendix B – List of payments made since the last meeting held on the 26th November, 2019;
- Appendix C – Accounts for payment.

Following a discussion, where many questions were responded to by the Acting Clerk, it was **RESOLVED** – to note the information contained in Appendices A, B and C and to also note that as referenced at the Council Meeting held on the 26th November, 2019 (Minute No.12 refers) cheques were signed at this meeting by Community Councillors A.Raines and G.Stacey (nominated signatories).

13. **PUBLIC ATTENDANCE AT MEETINGS**

Members' consideration was sought to adopting the Policy in respect of the above matter and it was **RESOLVED** – to adopt the Public Attendance at Council Meetings policy subject to the inclusion of reference to the Council's Standing Orders 3 (e -l) as adopted earlier on in the meeting (Minute No.10 above, refers).

14. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT, 2015**

RESOLVED – to agree to the publication of the Community Council's Annual Report (2018/19) in accordance with the requirements of the above Act.

**B.JAMES
CHAIR**

The meeting closed at 8.32 p.m.

Signed _____ Date _____

These minutes are subject to approval at the meeting of the Council on 28.01.20