

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



**Minutes of the Meeting of the Llantwit Fardre Community Council held on Tuesday, 24<sup>th</sup> September, 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, M.Diamond, J.James, C.Johnson, A.Raines, G.Stacey, N.Tizzard-Lee, L.Walker and A.Watts

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

**1. WELCOME**

The Chair welcomed Karyl May, to her first meeting of this Community Council since taking up her position as Acting Clerk and Executive Officer.

**2. PRESENTATIONS**

Prior to dealing with the items of business as listed on the agenda, the Chair made the following awards:-

- (a) Allotment Gardening Competition** – which was awarded to Mr.N.Palmer
- (b) Best Gardens** – which were awarded to Mr.R.&Mrs.J.Arnold and Mr.K.Jones (Joint Winners)

On accepting their awards, the Members congratulated and applauded the above competitors.

**3. DECLARATIONS OF INTEREST**

- (a) RESOLVED** – In accordance with the Members' Code of Conduct, Community Councillor L.Walker declared a personal interest in Agenda Items 6(a) and (b) – “Paul Evans is known to me and I am a member of the Tonteg Community Centre Committee and have been for the last seven years”.

- (b) **RESOLVED** – To note that later on in the meeting during consideration of Agenda Item 10(6) – Christmas Events, Community Councillors B.James, J.James, A.Raines G.Stacey and A.Watts declared personal interests on this matter as “they are members of Llantwit Fardre Sports Club”. Community Councillor R.Butler also declared a personal and prejudicial interest as he is Secretary of the Sports Club and has a financial interest in the Sports Club and he left the meeting during the debate on this item.

#### 4. **PUBLIC BREAK**

- (a) Members received Mr.M.Ware who spoke in relation to raising awareness of male suicide and mental health. Mr.Ware circulated at the meeting photographs of a wooden sculptured bench that had been made to commemorate the death of his friend Mr.J.Sutton who had committed suicide in 2017.

Mr.Ware referred to the address he made to Members at the meeting of the Leisure and Amenities Committee held on the 10th October, 2019 in respect of this matter where he sought the support of Members to seek permission from RCTCBC for a memorial bench to be placed on the Church Village by-pass and has since appreciated the difficulties in gaining planning permission. He now wishes for the wooden bench to be placed in the locality of Llantwit Fardre.

Following the address made by Mr.Ware, the Chair requested that he contacts the Clerk to see if any assistance can be given.

- (b) With the permission of the Chair, Mr.D.Boundford spoke at the meeting in respect of the following matters:-
- (i) That Minute No.3.4 of the Community Council Meeting held on the 30<sup>th</sup> July, 2019 include his name in the minutes in relation to him requesting an update on the proposal that water fountains be provided in the area.
  - (ii) Mr.Boundford also queried the exemption clauses that were used in excluding the press and members of the public from the extraordinary meeting of the Council held on the 30<sup>th</sup> August, 2019, to which the Clerk indicated that the correct paragraphs were used in accordance with the Public Bodies (Admission to Meetings) Act, 1960 and the Local Government Act, 1972.

#### 5. **MINUTES**

**RESOLVED** – to approve as correct records the minutes of the following meetings subject to any amendments as shown hereunder:-

- (a) Finance and Policy Committee – held on the 25<sup>th</sup> July, 2019
- (b) Community Council – held on the 30<sup>th</sup> July, 2019
- (c) Extraordinary Meeting of the Community Council – held on the 20<sup>th</sup> August, 2019.

**Note:** Community Councillor L.Walker wished his name to be recorded in voting against the minutes of the Extraordinary Meeting of the Community Council held on the 20<sup>th</sup> August being approved as a correct record as he was of the view that there were some irregularities with the meeting which is being investigated.

- (d) Leisure and Amenities Committee – held on the 28<sup>th</sup> August, 2019 subject to the concerns of Members who were in attendance at the meeting but not Members of the Committee in respect of the discussions that took place regarding the Christmas Dinner for Senior Citizens whereby a statement was made by a Member of the Committee viz: “we will ignore the VAT on the tickets and if we get a VAT inspection then we will plead ignorance”.

**Note:** The request for the above statement to be included in the minutes was requested by Community Councillor C.Johnson but could not be substantiated by the Clerk as she was not present at that meeting.

- (e) Extraordinary Meeting of the Community Council – held on the 30<sup>th</sup> August, 2019, subject to Community Councillor N.Tizard-Lee’s name being included in the list of Apologies for Absence.

## 6. **REPORT OF THE POLICE**

In the absence of a representative from the Police at this evening’s meeting, Members were furnished with information in respect of PACT (Partnerships and Communities Together) meetings which gives members of the Community the opportunity to speak to the Police face-to-face on matters of concern within the area.

A breakdown of the incidents that have occurred during the period 16<sup>th</sup> July, 2019 to 11<sup>th</sup> September, 2019 such as anti-social behaviour was contained within the report.

**RESOLVED** - to receive the information.

## 7. **ITEMS REQUESTED FOR CONSIDERATION BY COMMUNITY COUNCILLOR L.WALKER**

**RESOLVED** – That the following items as requested for consideration by Community Councillor L.Walker be deferred to the Finance and Policy Committee:-

- (a) Allocation of monies allocated at the Precept Meeting for each individual area.  
(b) Reply to Councillor Butler’s question Re: FreeAgent by Councillor L.Walker

**Note:** Community Councillors M.Diamond and L.Walker wished to have their names recorded that they voted against the above decision to defer the matters to the Finance and Policy Committee.

## **REPORTS OF THE CLERK**

### **8. REVISED STANDING ORDERS**

With reference to Minute No.6.2 of the Community Council meeting held on the 30<sup>th</sup> July, 2019, it was **RESOLVED** – to refer the Standing Orders back to the Finance and Policy Committee which will give the new Acting Clerk and Executive Officer the opportunity to make further revisions/additions subject to the agreement of Members.

### **9. PLANNING APPLICATIONS**

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

- 2 Dan-y-Twyn, Black Road, Pen-y-Coedcae – Single Storey Side of House Extension.
- 3 High Willows, Church Road, Tonteg – Demolition of Conservatory and Erection of Single Storey Extension.
- 3 Monmouth Close, Tonteg – Single Storey Extension to rear
- 6 Cae'r Gerddi, Church Village – Single Storey Extension
- 28 Heol Dowlais, Efail isaf – Proposed Single Storey Extension and a Conservatory to the North Side and a Single Storey Extension to the South Side of the dwelling.
- Care Home, 21 Towyn Way, Tonteg – Proposed Garage Conversion to additional accommodation.
- 41 Close Cefn Glas, Llantwit Fardre – Proposed Front and Rear extensions.
- 39 The Paddocks, Church Village – Two Storey Side and Single Storey Front extension (received today, 24<sup>th</sup> September, 2019)

### **10. GOVERNOR APPOINTMENT – MAESYBRYN PRIMARY SCHOOL**

In accordance with Minute No.6.9 of the Meeting of the Community Council held on the 30<sup>th</sup> July, 2019, the Acting Clerk informed Members that an advert had been placed for a Minor Authority Governor to represent this Community Council on the Governing Body of Maesybryn Primary School and it was **RESOLVED** – to note the information and that the school also be approached to see if there are any expressions of interest.

### **11. CO-OPTION**

Members gave consideration to the co-option of two nominees to the Leisure and Amenities Committee and it was **RESOLVED** – to not nominate the co-option of individuals to the Leisure and Amenities Committees and that invitations be extended as and when appropriate.

## 12. **A SHARED COMMUNITY – MODEL CHARTER REVISIONS**

The Acting Clerk informed Members that during 2011, Rhondda Cynon Taf County Borough Council along with the 11 Community Councils and the one Town Council within the County Borough signed up to a Shared Charter, following guidance received from Welsh Government in respect of `Relationship Building Measures and Charters for Unitary Authorities and Town and Community Councils`.

Revisions have now been made to the Charter to reflect new legislation and to include the principles and wellbeing goals of the Well-Being of Future Generations (Wales) Act and attached to the report at Appendix 1 was a copy of the revised Charter which was agreed in principle at the meeting of the Community Liaison Committee (hosted by Rhondda Cynon Taf County Borough Council) held on the 7<sup>th</sup> May, 2019 when it was also agreed to formally adopt the revised Charter at each of the respective Town and Community Council meetings.

Following a discussion, it was **RESOLVED –**

1. To agree to the revised Charter as attached to the report at Appendix 1.
2. That the Charter be signed by the Chair and Clerk of this Community Council.

## 13, **MEMBER'S SIGNATORY**

The Acting Clerk sought the Council's agreement to a new Signatory for Council Orders, on-line banking and cheques to replace Councillor L.Walker following him standing down as Signatory as there is a need for two Members to sign from a pool of five.

**RESOLVED –** that Community Councillor B.James replace Community Councillor L.Walker as Signatory for Council Orders, on-line banking and cheques.

## 14. **RESIGNATION OF COMMUNITY COUNCILLOR A.HANDLEY**

The Acting Clerk informed Members that she had received notification from Community Councillor A.Handley of his resignation to stand down as a Community Councillor with immediate effect. She outlined the process that is now to be followed in placing the Notice of a Vacancy in the Church Village Ward of the Community Council and it was **RESOLVED –** to note the information.

## 15. **MOTIONS**

- (a) The following motion standing in the names of Community Councillors L.Walker and C.Johnson was considered:-

“Can this Council carry out a survey with the Land Registry to ascertain which land it owns?”

A discussion ensued when it was indicated by one of the Members that the information as requested by Community Councillor L.Walker would be provided at the next meeting of this Community Council and it was **RESOLVED** accordingly.

- (b) The following motion standing in the names of Community Councillors C.Johnson and L.Walker was considered:-

“All Councillors must adhere to the Councillors’ Code of Conduct at all times especially when acting in a Councillor capacity”.

Prior to Community Councillor Johnson speaking to the motion, with the permission of the Chair, the Acting Clerk informed the Members that when they signed their Acceptance of Office they also agreed to observe the Code of Conduct. She also indicated that arrangements could be made for a training session on the Code of Conduct for those Members who had not received training and for those Members who wished to have a recap session

During Councillor Johnson’s address to the motion, he referred to individuals by name in a derogatory manner, whereby the Chair and the Acting Clerk indicated that this was inappropriate and Councillor Johnson continued his address by not naming the individuals concerned but referred to their positions within the Community Council. The Chair and the Acting Clerk advised Councillor Johnson that this too was inappropriate and that this was not the time or the place to make the statements he was making, the advice of which was ignored.

Following the comments made by Councillor Walker, in seconding the motion and the final remarks made by Councillor Johnson, it was **unanimously RESOLVED** – to accept the motion.

**16. ADMISSION OF THE PRESS AND PUBLIC**

**RESOLVED** – Not to exclude the press and public from the meeting for the following items of business.

**17. FINANCIAL MATTERS**

The Acting Clerk sought Members consideration to the following items and she gave her observations thereon:-

1. Discontinuation of the Franking Machine located at the Council Office.
2. Authorisation of a Debit Card
3. Password Protection of Computers in accordance with the GDPR Act.
4. Approval of a temporary appointment of a Finance Officer (Mentor)
5. Approval of a partition to be installed in the Council Office.
6. Christmas Events
7. List of Cheques issued since the last meeting
8. Financial Report – Period 4 of the financial year 2019/20

In respect of 6 above (Christmas Events) it was suggested by a Member that the Christmas Dinner for Senior Citizens beheld at Carnegie Parish Hall, in

response another Member indicated that the Sports Club can accommodate more people i.e. 150 whereas the Parish Hall can only seat 90.

**RESOLVED –**

1. To discontinue with the services of the franking machine and not renew the Service Cover which is due on the 29<sup>th</sup> September, 2019;
2. To obtain a Debit Card in order that items such as postage stamps etc. can be purchased;
3. That in order to comply with the requirements of the General Data Protection Regulations the computers and laptop within the Council Office be password protected at a cost of £140 per computer/laptop;
4. To approve the appointment of a Temporary Finance Officer (Mentor), for the reasons as outlined in the report and to be reviewed monthly by the Chair of the Community Council and the Acting Clerk;
5. To defer consideration of the installation of a partition in the Council Office until such time as a Clerk and Executive Office is appointed on a permanent basis;
6. To note the arrangements and costs of the Christmas Events/Christmas Dinner (and that the Dinner will be held in the Sports Club) as detailed in the report and to suspend Standing Orders 79(5)(c) for the arrangements due to the fact that other tenders could not be obtained within the required timescale;
7. To receive the list of cheques issued since the last meeting held on the 30<sup>th</sup> July, 2019 as shown at Appendix 2 to the report; and to note the duplication of the cheque issued in respect of Toshiba where a credit note will be issued;
8. To receive the updated financial report for Period 4 of the 2019/20 financial year, as shown at Appendix 3 to the report.

**Note:** As referred to in Minute No.3(b) above, Community Councillors B.James, J.James, A.Raines, G.Stacey and A.Watts declared personal interests during consideration of the Christmas Events/Christmas Dinner as “they are members of Llantwit Fardre Sports Club”. Community Councillor R.Butler also declared a personal and prejudicial interest as he is Secretary of the Sports Club and has a financial interest in the Sports Club and he left the meeting during the debate on this item.

**18. ANNUAL RETURN**

The Acting Clerk informed Members that the Annual Return – Audit for the year ended 31<sup>st</sup> March, 2019 had not yet been completed on behalf of the Auditor General for Wales.

**B.JAMES  
CHAIR**

The meeting closed at 9.00 p.m.

Signed \_\_\_\_\_ Date \_\_\_\_\_