

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



**Minutes of the Meeting of the Llantwit Fardre Community Council held on Tuesday, 26<sup>th</sup> November, 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**

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  
Mrs.Alison Jenkins – Finance Mentor

**1. WELCOME**

The Chair welcomed Community Councillor D.F.Stone to his first meeting of the Council following the by-election for the Church Village Ward on Thursday, 21<sup>st</sup> November, 2019.

With the permission of the Chair, Councillor Butler stated that following the candidature announcement of D.Stone. A copy of the address made by Councillor Johnson at the Council meeting held on the 24<sup>th</sup> September, 2019 together with a copy of the letter of resignation from the former Clerk (the letter of which was of a confidential nature) was posted through Councillor Stone's letterbox.

Councillor Johnson wished to have recorded that in response to the comments made by Councillor Butler he stated "that with all due respect, it could be somebody doing some stirring".

Later on in the meeting, following conclusion of the business, Councillor Stone also referred to the documents that were delivered to his home address, copies of which he made available to the Monitoring Officer, the Acting Clerk and the Chair of this Council. Councillor Stone indicated that he has no knowledge of who is responsible for the delivery of the documents but should it become evident then he would report the matter through the proper channels.

## 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Community Councillors S.Bristo and M.Diamond.

## 3. DECLARATIONS OF INTEREST

**RESOLVED** – To note that in accordance with the Members’ Code of Conduct the following declarations were made at the meeting.

In respect of Agenda Item 7(h) – Costs Associated with the Christmas Events

1. Community Councillor R.Butler – “I am Secretary of the Sports and the Sports Club is being used for the Christmas Events. The Sports Club is not having any financial gain from the event” Therefore the interest is of a personal nature.
2. Community Councillor B.James – “I am a member of Llantwit Fardre Sports Club”.
3. Community Councillor J.James– “I am a member of Llantwit Fardre Sports Club”.
4. Community Councillor A.Raines - “I am elected as an ex officio member of the Sports Club by Llantwit Fardre Community Council. I have no voting powers at the Club”.
5. Community Councillor G.Stacey “I am elected as an ex officio member of the Sports Club by Llantwit Fardre Community Council. I have no voting powers at the Club”.

In respect of Agenda Item 10 – Grant Applications – Local Government Act, 1972 – Sections 137(4)(A)/137(3)

6. Community Councillor R.Butler – “The Cricket Club is associated with Llantwit Fardre Sports Club of which I am the Secretary”.
7. Community Councillor N.Tizard-Lee – “My wife is a member of the WI”.
8. Community Councillor L.Walker – “I know the person who organises Tonteg Neighbourhood Watch and I am also a member of Tonteg Community Centre”.
9. Community Councillor A.Watts – “I am a member of Llantwit Fardre RFC”.

In respect of Agenda Item 11 – Community Consultation Event

10. Community Councillor J.James – “I know some of the Directors of the business”.

**Note:** Whilst Members declared interests in Agenda Items 10 and 11 these matters were referred to a Special Meeting of the Council and to the meeting of the Finance and Policy Committee respectively.

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

With the permission of the Chair, Mr.D.Boundford stated that he had sent an email earlier to the Acting Clerk concerning the state of the phone boxes at Church Village and Efail Isaf, both of which are the responsibility of the Community Council to which the Acting Clerk responded that the matter would be investigated.

Also with the permission of the Chair, Mr.M.Bushnell spoke on the following items:-

- Ysgol Ty Coch Play Area – the piece of equipment as reported at the last meeting of Council (Minute No.3 refers) had now been installed, however damage had been caused to the ground.
- The street lights to the steps outside the Parish Hall and the lights at the corner of the Community Council were not working.

The Acting Clerk indicated that she would look into both matter raised by Mr.Bushnell.

#### 5. **MINUTES**

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

- (a) Community Council held on the 29<sup>th</sup> October, 2019.

**Note:** Community Councillor C.Johnson referred to Minute No.4(b) where reference is made to the Acting Clerk reporting that a request had been received from a Member that the words “derogatory manner” be deleted from paragraph 4 of Minute No.15(b) of the meeting held on the 24<sup>th</sup> September, 2019. Councillor Johnson reported that there is an ongoing investigation and subject to the investigation there maybe Court action and therefore he wished to defer “derogatory manner” until such time as the outcome is known.

In response a Member stated that this was discussed at the last Council meeting when it was agreed that “the words “derogatory manner” be not deleted from the minutes of the meeting held on the 24<sup>th</sup> September, 2019.

- (b) Finance and Policy Committee held on the 29<sup>th</sup> October, 2019.

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

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

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

(a) **The Provision of Free Plastic Drinking Bottles for Every Child in the Llantwit Fardre Community Council area under the Age of 12**

A discussion ensued on this matter when several questions were raised such as ascertaining the number of children who are under the age of 12 as whilst the information could be received from the schools in the area, as some children are privately educated and many are educated in schools that are out of the area.

To assist in this matter, Community Councillor L.Walker indicated that he would obtain three quotes for the supply of the bottles and try and establish the number of children that would qualify for a free bottle should Council agree to the suggestion.

**RESOLVED** - that the matter be deferred for consideration at a joint meeting of the Leisure & Amenities Committee and the Finance & Policy Committee and that the Acting Clerk take the necessary action in obtaining the quotes and ascertaining the number of children in the area that are under the age of 12.

(b) **Update on the Current State of the Evan John Charity**

In response to the request of Councillor Walker in respect of receiving an update of the Evan John Charity, Community Councillor G.Stacey reported that he and former Community Councillor A.Handley were the original Trustees. At the AGM on the 29<sup>th</sup> May, 2018 they were replaced by Community Councillors N.Tizard-Lee and L.Walker and at this year's AGM held on the 21<sup>st</sup> May Community Councillors R.Butler, J.James and G.Stacey were nominated as Trustees.

Councillor Stacey stated that on the 29<sup>th</sup> June, 2019, he received a letter from the Charity Commission indicating that he was in default as the Annual Return for 2018/19 was overdue. Following a telephone call made to the Charity Commission it came to light that the names had not been changed from the AGM held in May, 2018 and that three further 'out of compliance' letters had also been sent to the Council Office addressed to Councillor Stacey. Calls were also made to Black Rock and as no action had been taken by the Council since the AGM in 2018 the funds and account had been frozen.

Councillor Stacey further reported that following several telephone calls to the Charity Commissioner and Black Rock resulting in many forms having to be completed by himself, after 5/6 weeks the account is now open and a meeting of the Trustees can take place in January, 2020.

In response to the comments made by Councillor Stacey, Councillor Walker reported that the account was frozen when he and Councillor Tizard-Lee became Trustees in 2018. Whilst the Treforest Ward is not one of the Wards within this Community Council, it is included as one of the areas that is considered for funding within the Evan John Charity. As the Treforest Ward

is one of the electoral divisions within Pontypridd Town Council, it was agreed in 2018 that a Member of Pontypridd Town Council be nominated as one of the Trustees. Unfortunately, the Town Councillor who was nominated passed away.

Councillor Walker further stated that It was not known at that time that if there was no activity in the account then the necessary forms still needed to be completed. Further problems were experienced as Black Rock were sending correspondence to the previous address in the Parade even though they had been informed.

Following a discussion, it was **RESOLVED** – to note the information.

## **8. PLANNING APPLICATIONS**

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

- 16 Meadow Brook, Church Village – Demolition of conservatory, single storey extension.
- 25 Underhill Drive, Tonteg – Front and rear dormers and single storey extension.
- Brynderwen, Tir-y-Graig, Tonteg – Re-profiling of garden and new walls to front and rear.
- Unit 10 Edwards Coaches, Newtown Industrial Estate, Llantwit Fardre – Change of Use from Bus and Coach Depot to enclosed Self Storage unit.

## **9. APPOINTMENT OF COMMUNITY COUNCILLOR TO THE FINANCE AND POLICY COMMITTEE**

With reference to Minute No.10 of the Council Meeting held on the 29<sup>th</sup> October, 2019, it was **RESOLVED** – that Community Councillor D.Stone be appointed to sit on the Finance and Policy Committee.

## **9. LAND IN THE OWNERSHIP OF LLANTWIT FARDRE COMMUNITY COUNCIL**

At the meeting of the Council held on the 24<sup>th</sup> September, 2019, the following Motion standing in the names of Community Councillors L.Walker and C.Johnson was deferred for information that was to be provided by Councillor G.Stacey:-

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

Listed in the report were details of the areas maintained by this Community Council together with the land that the Council owns.

A discussion took place where concerns were expressed regarding the Council’s operatives carrying out works on land that may not be owned by this

Council which could result in any potential insurance claims being void. For the avoidance of doubt, it was suggested that evidence of the land that is in the ownership of this Council should be obtained from the Land Registry.

Councillor Stacey was thanked for the work that he has undertaken in compiling the list which would be used to assist in any queries that are to be made to the Land Registry.

**RESOLVED** - that consideration of this matter be deferred to Members of the Leisure and Amenities Committee.

#### **10. APPOINTMENT OF INTERNAL AUDITOR**

In accordance with Minute No.8(2) of the meeting of this Council held on the 29<sup>th</sup> October, 2019, the Acting Clerk informed Members that the necessary action has been taken in appointing the same Internal Auditor for this financial year which will support the Council in its Annual Return for 2019/20 and for the interim review which is to be undertaken on the 5<sup>th</sup> December, 2019.

**RESOLVED** – to approve the appointment of Mr.J.Morgan as the Community Council's Internal Auditor to carry out an interim review and the annual internal audit of the financial management and record keeping for the period 2019/20 in support of the Local Councils in Wales Annual Return.

#### **11. SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY**

Pursuant to Minute No.19(2) of the Council Meeting held on the 29<sup>th</sup> October, 2019, the Acting Clerk informed Members that a Facebook page has now been set up for this Community Council.

The Acting Clerk recommended that for the protection of all concerned a Social Media and Electronic Communication Policy, as shown at Appendix A to the report be put in place, in order that individuals are aware of what is acceptable to be published.

It was also recommended that Members have email accounts that are used solely for Community Council business.

**RESOLVED** –

1. To adopt the Social Media and Electronic Communication Policy as shown at Appendix A to the report;
2. That arrangements be made for Councillors to have email accounts that are used solely for Community Council business.

#### **12. LIST OF CHEQUES ISSUED SINCE THE LAST MEETING**

Members gave consideration to the list of cheques that had been issued since the last meeting held on the 29<sup>th</sup> October, 2019. Queries were made in relation to cheques Nod.2837 and 2849 to which the Acting Clerk indicated that she would look into these matters and get back to the respective Member.

The Acting Clerk also informed Members that as from the Council Meeting in December, 2019 cheques will be signed at the meeting by two nominated signatories and but for a few outstanding cheques, they will not be reported upon retrospectively as in previous years.

**RESOLVED** - to receive the list of cheques as detailed in the report.

### **13. FINANCIAL REPORT**

The Acting Clerk reported that the way in which the RBS (financial) system which was set up in July of this year was not proving user friendly as items such as fuel and salaries are all included in one large administration cost centre.

Attached at Appendix A to the report the Council detail report for the year to the 31<sup>st</sup> October, 2019, which showed the income and expenditure split into several more logical cost centres which will make it easier for Members to budget and monitor spending.

Reference was also made to Minute No.6 of the Council Meeting held on the 29<sup>th</sup> October, 2019, when it was agreed to allocate £1,000 to each Ward to which no budget had been earmarked. However, since that meeting, virements have been found from funds available and as detailed in the report, which totalled £6,550. This allowed for the £1,000 allocation for each Ward and for an increase in the Grant budget of £2,500.

**RESOLVED –**

1. To receive the updated financial report to the 31<sup>st</sup> October, 2019, as shown at Appendix A to the report and to agree to its new format;
2. To agree the £6,500 virements as set out in the table to the report, which will allow for the £1,000 allocation per Ward;
3. That the allocation of the remaining £2,500 be allocated to the Grant Applications (which are to be considered later on in the meeting).
4. To place on record the Members' thanks to the Finance Mentor, who was appointed at the Council Meeting on the 24<sup>th</sup> September, 2019 (Minute No.17(4) refers) for all the hard work she has/is undertaking in assisting the Council in getting its "financial affairs" in order.

### **14. COSTS ASSOCIATED WITH THE CHRISTMAS EVENTS**

In her report, the Acting Clerk updated Members on the costs associated with the Christmas events following the meeting held on the 24<sup>th</sup> September, 2019 (Minute No.17(6)) refers.

The figure in the report and as broken down in the table attached to the report at Appendix A was £9,115,14.

At the meeting the Acting Clerk reported on further costs that would be incurred such as donations to be made to the Choir/Band that would be performing on Sunday, 1<sup>st</sup> December and to `Santa` who would be making the donation to a charity of his choice.

The Acting Clerk also sought the Council's approval to the hire of a bouncy castle at a cost of £725, which includes supervision, if agreed the total estimated costs would be £10,305.28 (excluding overtime costs for staff).

**RESOLVED –**

1. To note and approve the costs associated with the Christmas Events for the weekend of the 30<sup>th</sup> November and 1<sup>st</sup> December, 2019, as updated at the meeting and reported upon by the Acting Clerk.
2. To approve the inclusion of a bouncy castle.

**15, MODEL LOCAL RESOLUTION PROTOCOL**

In accordance with Minute No.12(3), the Acting Clerk attached to the report at Appendix A, a revised Model Local Resolution Protocol for the consideration of Members.

Also in accordance with Minute No.12(1) arrangements had been made for Members to receive training from One Voice Wales in respect of `The Council as an Employer` on Thursday, 5<sup>th</sup> December, 2019 at 2 p.m..

At the meeting, the Acting Clerk informed Members that of the 17 Code of Conduct complaints that had been made to the Ombudsman, 14 were not being investigated, 1 was to be investigated and there were two pending.

**RESOLVED –**

1. To adopt the revised Model Local Resolution Protocol as shown at Appendix A to the report;
2. That a Complaints Panel be established (as outlined in the Protocol) comprising the Chair and Vice-Chair of the Council, the Chair of the Staffing Committee and Community Councillor J.James; and that the Clerk be authorised to appoint substitutes as and when felt appropriate.
3. To note that arrangements have been made for training to be delivered to Members by One Voice Wales in respect of `The Council as an Employer` on Thursday, 5<sup>th</sup> December, 2019 at 2 p.m.
4. That the records of training undertaken by Members be kept by the Clerk.

**Note:** Members wished to have recorded that during the discussion that took place in respect of the above item, one Member stated that "there are some Councillors who are strangers to the truth and that a Mormon Church in Merthyr run a `truth and lie` test where some Councillors should go along to".

**16. MOTION**

Following the advice given by the Acting Clerk, the following Motion standing in the names of Community Councillors L.Walker and C.Johnson was withdrawn:-

"That this Council considers the appointment of a Presiding Officer to take charge of the Council meetings freeing up the Chairperson of this Council to carry out his or her civic duties".

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

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

**18. GRANT APPLICATIONS (LOCAL GOVERNMENT ACT, 1972 – SECTION 137 (4)(A)/137(3)**

**RESOLVED** – that this matter be deferred for consideration to an Extraordinary Meeting of the Council.

**19. THE COMMUNITY CONSULATION EVENT**

**RESOLVED** - that this matter be deferred for consideration to the meeting of the Finance and Policy Committee which is being held on Monday, 2<sup>nd</sup> December, 2019 and that plenary powers be granted at that meeting to award the quotes that are considered to be the best quality and price.

**20. STATEMENT MADE BY COMMUNITY COUNCILLOR D.F.STONE**

With the permission of the Chair, Community Councillor D.F.Stone outlined his concerns at receiving the documents as referred to and provided in more detail at Minute No.1 above.

**B.JAMES  
CHAIR**

The meeting closed at 8.32 p.m.

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

