

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



Minutes of the Meeting of the Llantwit Fardre Community Council held on Tuesday 25th June 2019 at the Council Office, rear of the Carnegie Parish Hall, Main Road, Church Village, Pontypridd CF38 1PY

Present: Councillors B. James (Chairperson), S. Bristo, R. Butler, M. Diamond, J. James, C. Johnson, A. Raines, G. Stacey, N. Tizzard – Lee and A. Watts.

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

1. Apologies/Absence

Noted

Apologies for their absence from this meeting were received from Councillors M. Diamond and L. Walker. Councillor A. Handley was absent from the meeting, no apology was received.

2. Declaration of Interest

Noted

2.1 Councillor J. James declared that some of the grant applications received are from committees and associations that he is involved with.

3. Public Break

Request for Water Fountains

Noted

3.1 A member of the public requested that the Council considers installing Outdoor Water Filling Stations in the area, as several other Authorities have. A photograph of the station and a cost was provided.

Resolved

3.2 That this matter be referred to the Leisure/Amenities Committee for consideration.

4. Minutes

Noted

4.1 The minutes of the following meetings were received:

- Community Council – 30th April 2019
- Community Council – AGM – 21st May 2019 (Note only)
- Appointments/Staffing Committee – 16th May 2019
- Leisure/Amenities Committee – 11th June 2019
- Finance/Policy Committee – 5th and 20th June 2019

Resolved

4.2 That the minutes of the meeting held on 30th April 2019 be approved subject to the following:

- Minute 6.3 the planter has been located in the Woodlands.
- The second copy of the minutes contains the discussion on the take up of the new finance package.

4.3 Appointments/Staffing Committee – 16th May 2019 – questions were raised regarding the investigation of the staff records/salary payments and planned work schedule. There was a need to review the records in order to ascertain where on the revised scales staff should be placed. No appropriate records could be found. The last award has not been recorded in any minutes of the Staffing Committee or full Council.

The view that the meeting was not quorate. The Standing Orders are contradictory on this matter. These minutes are not accepted. The Appointments/Staffing Committee will meet and reconsider these items.

4.4 That the minutes of the meeting of the Leisure/Amenities Committee be approved subject to the following:

- Members were not made aware of the Gardening Competition. Letters should have been sent to the Allotment Associations informing them of the competition.
- The posters and other items have been ordered for the KRUF walk.
- That a utilization survey be undertaken to gauge the potential take-up of the use of Ty Illtyd and the Parish Hall. Members will look at Ty Illtyd on 1st July to decide what work needs to be done before it is used again. The view that a survey of both sites should be undertaken to assess possible use, and a means of filling the space found. The details of the venues have been given to the appropriate officer in RCT CBC as a means of signposting the availability.
- The view that grass cuttings should be removed from the parks to avoid the possibility of the grass being used as tinder. The recent issues with the grass cutting undertaken by the contractor, in certain areas, was discussed. The decision to request information from St Illtyds Church regarding their request for assistance with grass cutting.

4.5 That the minutes of the Finance/Policy Committee be approved subject to the following:

- The matter of the take up of the new financial system with Rialtas has been resolved.
- Councillor J. James has claimed only £150 members allowance in his own right. The other sum listed on the return relates to the Chairman's Allowance which has been donated to charity. Councillor James requested that the record shows this. The Clerk has taken advice from the IRP on this matter and been informed that the record should show the full amount.
The view that there is no requirement that any donation of the members allowance to a charitable cause is recorded.

5. Report of the Police

Noted

- 5.1 The recent vandalism in Parc Canol was reported to the police. Officers visited the office and took details of the incidents. CCTV footage has been examined but yielded no results that could be used to apprehend the culprits. Patrols are keeping watch on the area. There was no additional report.

6. Report of the Clerk/Executive Officer

Model Local Resolution Protocol for Town and Community Councils

Noted

- 6.1 The receipt of the protocol which was forwarded from the Monitoring Officer of RCT CBC with the advice that the Council needs to have such a document in place. This is the standard document in operation.

Resolved

- 6.2 By a majority vote (Cllr. N. Tizard-Lee abstaining) to adopt the Model Local Resolution Protocol for Town and Community Councils.

Standing Orders

Noted

- 6.3 The review of the Standing Orders was deferred at the last meeting. The copy of the document provided includes highlighted sections indicating items that have been identified by the Clerk as needing to be revised, along with an explanation as to why the revision is needed. These items include the use of the term 'Chairperson'; the contradiction of items 7 and 48 regarding quorum of committees and an additional item 80 covering Management of Information.

Resolved

- 6.4 That the document containing the above-mentioned proposed changes be referred to the Finance/Policy Committee for consideration.
- 6.5 That the current Standing Orders are retained unchanged pending the outcome of the review undertaken by the Finance/Policy Committee.

Safe Routes in Communities Scheme

Noted

- 6.6 Members have received notice of the Safe Routes in Communities Scheme from RCT CBC. The information includes an invitation for the Community Council to submit a scheme request.

Resolved

- 6.7 That this matter be referred to the Leisure/Amenities Committee.

Waiting Restrictions

Noted

- 6.8 Notice of proposals to introduce waiting restrictions in Aneurin Bevan Drive and St David's Avenue have been received from RCT CBC.

The information includes details of how to comment on the proposals.

Training – GDPR

Noted

- 6.9 Training on the application of the GDPR process will take place at 4.00 pm on Wednesday 4th September 2019 in the Council Chamber, Clydach Vale.

Councillors wishing to attend should inform the Clerk.

Training – Planning Applications

Noted

- 6.10 Training on Planning Applications and Maximising your Community will be held on Tuesday 2nd July 2019 from 5.30 to 8.30 pm at Llantrisant Community Council Offices at a cost of £25.00 per Councillor.

This training will enable Members to understand the process behind dealing with planning applications. Attendance will be paid for from the training budget should anyone wish to attend.

Understanding Welsh Places

Noted

- 6.11 A joint request has been received from One Voiced Wales/Institute of Welsh Affairs for the Council's participation in developing a new bi-lingual website to be the first point of call for statistical information about towns and larger communities in Wales.

Resolved

- 6.12 That this matter be referred to the Leisure/Amenities Committee.

Bus Stop Shelters

Noted

- 6.13 A request has been received to site a bus shelter at Crown Hill. Councillor Joel James has been liaising with the County Borough on this matter. Planning permission will not be required unless the bus stop carries advertising.

Resolved

- 6.14 That quotes are obtained for the purchase of the bus shelters. That the matter be referred to the Finance/Policy Committee.

Overhanging Oak Tree

Noted

- 6.15 An email has been received regarding the precarious position of an Oak tree belonging to the Community Council. The tree is overhanging a garden and the homeowner is fearful of damage to the property. The Council's Outside Operatives have looked at the tree and advised of the action to be taken to resolve the matter. It was further advised that the tree in question has been trimmed back in the past for the same reason

Resolved

- 6.16 Councillor Stacey will attend to this matter.

Metal Detecting

Noted

- 6.17 A request has been received for metal detecting to be undertaken on Community Council land.

Resolved

- 6.18 That the request is denied pending receipt of further information.

Financial Report

Noted

- 6.19 The receipt of the updated financial report for 2019 – 2, a list of the cheques issued for the financial year 2018 – 19 and a list of cheques issued for the current financial year.

Members questioned the need for the list of cheques. This is an audit requirement.

Resolved

- 6.20 That the report be referred to the Finance/Policy Committee for adjustments to made to the allocations to enable the progress of ongoing projects.

Planning Applications

Noted

The following planning applications received from RCT CBC have been forwarded to Members for their consideration: Brookfield 45 Church Rd; 50 The Paddocks CF38 1TL; 49 Ffordd y Capel Efail Isaf; 3 Broomfield Close, Tonteg; 4 Moriah Place Llwydcoed; 26 Briar Way, Tonteg; 3 Weston court Church Village; Project Red Recycling, Ystrad Barwig Farm CF38 1BL;7 Dollgellau

Avenue, Tonteg; an extensive list covering a wide area of RCT CBC; 10 Heol Brynmore John Church Village; Cadwal Court Llantwit Fardre; 1 Maesyreglwys, Church Village; 41 Llanerch Goed CF38 2TB; Westmoor, Heol Creigiau.

7. Chairman's Announcements

Noted

7.1 The Chairman read out a letter received from a resident, Mr. D. Jones, who expressed thanks and appreciation to the community and, in particular, Cllrs. L. Walker and C. Johnson, Mr. M. Bushell and Mr. D. Boundford for their endeavours in organising and participating in a fundraising event for the Noah's Ark Appeal. The sum of £840 was raised.

Had members known of this event a donation could have been made from the Council.

Mr. Jones is the Council's representative on the governing body of Ysgol Ty Coch Special School.

7.2 Members were urged to support the Defibrillator Training event which will take place in the Carnegie Parish Hall.

Resolved

7.3 That the Finance/Policy Committee considers the matter of a donation to the Noah's Ark charity.

At this point, 8.15 pm, in line with protocol, members of the public left the meeting.

8 The Confidential Report of the Clerk/Executive Officer

Carnegie Parish Hall

Noted

8.1 Councillor J. James has raised questions in respect of the renovation/repair works undertaken on the Carnegie Parish Hall. Concerns include whether all the work contracted has been completed, the financial aspect and that a key was given to the contractor to allow him access at any given time.

8.2 The Clerk informed Members that the contractor had been on site without first calling in to the office to make staff aware of his presence and had not 'signed in'/'out' in line with office protocol. The contractor had been made aware of this requirement by the Clerk.

The Clerk had requested the return of the keys and had to make the request on more than one occasion before they were returned to the office. The Clerk wrote to the contractor to ask what work was outstanding and when it would be completed. To date the outside work remains undone, no money has been paid in respect of the outside work. A reply was received indicating that inclement weather meant that the outside work could not be undertaken for some time.

The Clerk has written a second letter, again asking when the work would be

completed. The reply received indicated that the contractor will not complete the work.

- 8.3 Members expressed concern that a key had been given to the contractor. Concern was also expressed in respect of the content and tone of the letter notifying the Clerk that the work will not be completed.

Resolved

- 8.4 That this matter be referred to the Finance/Policy Committee and that the terms of the tender be examined.

Grant Applications

Noted

- 8.5 Due process has not been followed in this matter.

Resolved

- 8.6 Unanimously, that Standing Order 79 be suspended to allow the Finance/Policy Committee to deal with this matter.

Internal Audit Report

Noted

- 8.7 The receipt of the internal auditor's report. The Clerk highlighted the observations/recommendations made within the report. Each of these items were detailed in a written report and included: Standing Orders/Financial Regulations; Accounts Payable; Risk Management Arrangements; Budgetary Controls; Asset Register and Bank Reconciliation. Some of the items have been addressed already others will be attended to as a matter of urgency.

- 8.8 The written report will be forwarded to the external auditor by way of response/explanation of the issues raised by the internal auditor.

- 8.9 The background to the legislative requirements relating to the Annual Return. The Annual Governance Statement (Part 1 and Part2) were considered.

- 8.10 The accounting statements for the 2018 – 19 financial year were received and considered including Income/Expenditure and Balance Sheet as at 31st March 2019

Resolved

- 8.11 That the updating of the Asset Register be undertaken by the Leisure/Amenities Committee. That the Finance/Policy Committee is mindful of the reserves in addressing future projects.

- 8.12 That the report from the Internal Auditor be noted, in particular the

observations/recommendations. That the report of the Clerk (Appendix 1) in responding to the report of the Internal Auditor be noted.

- 8.13 That authorisation is given to the Clerk/Chairperson to complete and sign the Annual Return and forward the document along with the supporting paperwork to the External Auditor by the due date of 1st July 2019.

Committee Structure/Terms of Reference

Noted

- 8.14 The updated Committee Structure/Terms of Reference as presented by the Clerk. This structure reflects the changes made at the AGM in May.

Resolved

- 8.15 That the revised Committee Structure/Terms of Reference be adopted.

Appointment of Auditor

Noted

- 8.16 The appointment was agreed at the meeting held in April. Members noted the two (very) suitable references received.

Resolved

- 8.17 To accept the references and formally minute the appointment.

Members Allowances

Noted

- 8.18 The receipt of the updated report on the allowances paid in the 2018 – 19 Municipal year.

The meeting closed at 9.10 pm

Signed _____ Vice Chairperson in the Chair

Date _____