

LLANTWIT FARDRE COMMUNITY COUNCIL CYNGOR CYMUNED LLANILLTUD FAERDREF



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

Present: Councillors J. James (Chairperson), S. Bristo, R. Butler, M. Diamond, A. Handley, B. James, C. Johnson, A. Raines, G. Stacey, N. Tizard-Lee, L. Walker and A. Watts.

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

1. Apologies

Noted

1.1 There were no apologies for absence, all members being present.

2. Declarations of Interest

Noted

2.1 Councillor L. Walker declared an interest, as a former allotment holder, in respect of discussions relating to allotments.

3. Public Break

Noted

Allotments

3.1 Mr. R. Blake referred to past discussion of the Council regarding the draft revised allotment agreement and the increase in rent. It was noted that the Council has not yet confirmed a new allotment agreement. Having looked at the latest draft agreement the following observations were made on behalf of the Tonteg Allotment Association; it is difficult for the Association to obtain insurance, some of the items such as the lighting of fires and the reference to eviction of tenants are out of date. A past issue with eviction was discussed with the (then) Clerk and resolved. Suggestions were made as to how to

structure the rent increases and using the National Allotment Society template for the new agreement. Reference was made to the input, by the Tonteg Allotment Association, to the local community and the self-management of the allotment for over forty years including repairs and maintenance.

Two other members of the Tonteg Allotment Association spoke in support of the points made by Mr. Blake.

- 3.2 A request was made for the minutes of the Council's meetings to be updated on the Council's website.
- 3.3 County Borough Councillor L. Hooper highlighted the issue of parking around Ysgol Ty Coch Special School and requested the Council's assistance in addressing the matter.
- 3.4 A member of the public informed the meeting that he had made a Freedom of Information request online but had not received a response. A copy of the email was handed to the Clerk. It was noted that the request had gone to the old email address. The request will be dealt with at the earliest opportunity.
- 3.5 Thanks were expressed for the siting of the defibrillator in the telephone kiosk and the help the Council gave to the Carnegie Girls W. I. in this matter.

4. Minutes

The minutes of the following meetings were received and approved:

- Community Council – 26th March 2019
- Parks Standing Committee – 15th April 2019

Subject to it being noted that in the motion put to the meeting of the Council Councillor N. Tizard-Lee had specified the setting up of a Working Party and not a Standing Committee. The change being made at the meeting.

Parks Standing Committee - Mr. Jones will liaise with the Land Registry.

5. Report from the Police

Noted

- 5.1 The Clerk informed the meeting that an email had been received advising that a different officer will be dealing with the provision of information in the future.

6. Report of the Clerk/Executive Officer

Allotments

Noted

- 6.1 The Clerk appraised Members of documents relating to the letting of allotments that had been located since the last meeting including; a document indicating that the Allotment Agreement set up by RCT CBC had been considered by the Community Council for use at some point and tenancy agreements between plot-holders the Community Council giving tenants names and plot numbers. The copies of agreements in use by other minor authorities and the County Borough Council have been provided for consideration with a view to adoption/adaption for use by this Council.

- 6.2 The proposal that the Parks Standing Committee takes on the task of resolving the matter of the Allotment Agreement. That each ward should have a representative on the Committee.

Resolved

- 6.3 That the Parks Standing Committee deals with the matter of the Allotment Agreement. That Councillor G. Stacey and Mr. R. Blake join the Committee.

Accounting System

Noted

- 6.4 As previously reported Freeagent, the current accounting system used by the Council, is not compatible with the Excel spreadsheets as the coding's on each of the systems do not match up. This makes managing the accounts and reporting financial activity difficult at best.
- 6.5 This Council does not own the Freeagent software, it is leased via Paul Evans and Co. Accountants. In a recent meeting the accountant was not able to confirm whether they would be able to continue with this arrangement. Staff have not received training in the use of this software, enquiries have been made but the firm does not undertake training sessions. The current annual fee for this software is £240.
- 6.6 Several other neighbouring Authorities use a package from Rialtas Business Solutions which is specifically tailored for Councils. The feedback from these users is very positive. A quote from this provider shows the initial one-off cost of purchasing the package, the training of staff and the follow-on annual fee. The comparative annual cost, to date, of the current financial set up was given.

Resolved

- 6.7 That an additional quote be obtained.

Telephone System

Noted

- 6.8 The information provided in respect of an alternative provider for the telephone system which would realise savings in the long term from a discounted line rental and the removal of the maintenance charge.

Resolved

- 6.9 That this matter be deferred pending the receipt of additional quotes.

One Voice Wales

Noted

- 6.10 The receipt of the subscription notice for the 2019 – 2020 financial year. The Chairperson informed the meeting that he had been advised of the usefulness of membership of One Voice Wales, particularly in relation to obtaining funding information in support of local projects the Council may be involved with. The

view of a Member that as the first year's subscription has a fifty percent discount the offer should be taken up.

Resolved

- 6.11 That the report be noted, no action be taken.

Ownership of Properties

Noted

- 6.12 The motion, put by Councillor L. Walker and seconded by Councillor C. Johnson, that;

This Council investigates which properties are owned by the Council and, who owns the properties worked on by the Council's workforce.

- 6.13 There appears to be no record as to the properties owned by the Community Council. There is a need for this to be established as this Council's workforce undertakes repairs and maintenance on areas, including footpaths, which may not be in the Community Council's ownership. An example was given of a stream that is regularly kept clear from debris by the workforce but is in the ownership of Persimmon. A further example of tree cutting on an area of land that does not belong to the Council was also given. The comment that operatives working on land not owned by the Council will not be covered by insurance.

- 6.14 Councillor B. James will review the Council's Asset Register.

Resolved

- 6.15 That a surveyor be employed to ascertain the details of properties in the ownership of the Community Council.

Ysgol Ty Coch Car Park

Noted

- 6.16 The receipt of an email, from CBC L. Hooper, requesting the Community Council's assistance in resolving parking issues in the vicinity of Ysgol Ty Coch Special School.

Resolved

- 6.17 This matter is the responsibility of the County Borough Council and cannot be supported other than for a letter to be written to the County Borough Council lending support for Councillor Hooper's proposals.

Disposal of Tree Cuttings

Noted

- 6.18 A quote of £460 has been received in respect of the removal of the tree cuttings left at Ruthin Way.

Resolved

- 6.19 That the Council's workforce removes the tree debris but do not remove the logs.

Video Link for Meetings

Noted

- 6.20 The email request, received from Councillor A. Handley, for a video link to be allowed in the future for Members who are not able to attend meetings due to prevailing circumstances at that point in time.
- 6.21 The Clerk advised that she had spoken to an officer at Welsh Government and been advised that there is no provision for this and that there is no plan for such provision in the near future.
- 6.22 Councillor Handley will make enquiries on this matter.

Resolved

- 6.23 That this matter be deferred.

Planning Notices

Noted

- 6.24 Members had received notice of the following applications received from RCT CBC:
3 Weston Court CF38 1RZ; 11 Woodland View Church Village; 13 Heol Brynhyfryd, Llantwit Fardre; 6 Castell y Mynach Rd., Beddau; 99 Woodland Rd., Beddau; 1 Maes yr Eglwys, Church Village; 45 Parc Nant Celyn, Efail Isaf; 28 Towyn Way, Tonteg; 2 Dyffryn Bach Terrace, Church Village; 37 Pencoedcae Rd. Beddau; 7Dollgellau Avenue, Tonteg and Project Red Recycling, Ystrad Barwig Isaf Farm; Westmoor, Efail Isaf.

Ty Illtyd

Noted

- 6.25 There is money remaining of the £20k allocated for the refurbishment of Ty Illtyd. The only expenditure to date has been on the replacement of the main door.
There is a need to put a plan in place to get the refurbishment completed and to market use of the building.

Resolved

- 6.26 That a Working Party comprising Councillors R. Butler, B. James and G. Stacey be tasked with dealing with this matter.

Request to Erect a Potting Shed

Noted

- 6.27 The receipt of a request, from a plot-holder, to erect a potting shed at the Station Road allotments. Details of the structure/placement were provided.

Resolved

- 6.28 That this request be granted.

Finance

Noted

- 6.29 The receipt of an updated financial report.

- 6.30 The query regarding a payment to RCT CBC in respect of salaries. The payment has been made and a Direct Debit set up for future transactions.

Installation of Planter and Safety Bollards

Noted

- 6.31 The Chairperson has requested that a planter be sited at the Woodlands. A further request was made for the siting of safety bollards.
- 6.32 This request will need to be put to RCT CBC, a previous similar request was turned down. The question was raised as to how many more such installations are to be taken on by the Community Council and, where is the funding to come from. All Councillors were made aware that they should give notice of items that they would like included under the CIL expenditure.
- 6.33 The suggestion that these items may be covered by the Community Fund.

Disposal of Equipment

Resolved

- 6.34 That the Fax machine – Brother Super G3 – be disposed of as it is surplus to requirements.

- 6.35 **Meeting**

Noted

- 6.36 That the Council's AGM will be held on Tuesday 21st May 2019 at 7.00pm.

Community Infrastructure Levy (CIL)

Noted

- 6.37 The information relating to the terms of use of the CIL funding.

Chairman's Report/Announcements

Noted

- 6.38 The Chairman expressed his thanks for the support that he had received during his term of office and added that he had enjoyed the experience of being Chairman.

There were no other announcements.

At this point the members of the public left the meeting.

Signed _____ Chairperson

Date _____

Confidential Report

Auditor

Noted

- 6.39 Three quotes had been requested from; Jeffs and Rowe, Jason Morgan and Auditing Solutions. Two quotes only returned from, Jeffs and Rowe and Jason Morgan. The quotes were considered.

Resolved

- 6.40 Subject to the receipt of two references, that Jason Morgan be appointed as the Community Council's accountant.

Signed _____ Chairperson

Date _____