

LLANTWIT FARDRE COMMUNITY COUNCIL CYNGOR CYMUNED LLANILLTUD FAERDREF



Minutes of the Llantwit Fardre Community Council Meeting held at 7pm on Tuesday 23 October 2018 in the Council Chamber, the Council Office, at the rear of the Carnegie Parish Hall, Main Road, Church Village, Pontypridd CF38 1PY

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

In attendance: Gethin Williams-Acting Clerk and Executive Officer.

1.Apologies

Councillors S. Bristo, T. Handley and G. Stacey

2.Declarations of Interest.

No declarations

3.Public Break

Before inviting members of the public to address the meeting. members considered concerns received from Councillor T. Raines. He referred, for example, to the lack of structure in the meeting when members of the public are provided with an opportunity to address a Council meeting. Members agreed that those wishing to ask questions should inform the office in advance so that replies could be provided at the meeting.

After the discussion the members of the public present raised the following points:

-it was suggested that the public break should take place after the Council minutes had been considered-members decided not to take up this suggestion.

-there was an abandoned vehicle on Council land at Maesycelyn-the local Councillor, Councillor L.Walker, explained that he was meeting police on site on Thursday to try to resolve.

-there was a complaint that despite a complaint that he had forwarded to the office, no action had been taken to repair the broken lights in in Central Park lampposts-it was explained that the maintenance company had been contacted and the Council

advised to replace the present “lights” and further information was still awaited by the Council.

4.Minutes

The minutes of the following Council meeting was approved/adopted/agreed

-Council 25 September 2018 but subject to the Declarations of Interests being amended to show that the declared interests were in respect of “Maesybryn School” and that in the Chairperson’s Report and Announcements and Updates that the reference to “patisserie” be replaced by the words “local catering company”

5.To receive a report from the Police.

The Clerk mentioned that he had had a discussion with the recently appointed PC for the area who had agreed to forward a police report by the 15th of each month for consideration at future Council meetings. He had also agreed to attend a meeting with Councillors in the chamber at 10.30 Monday 12 November.

RESOLVED

To note the information received.

6. The Clerk and Executive Officer’s report,

(a) Public Breaks-this had been discussed above

RESOLVED

To note the information.

(b) Independent Remuneration Panel (IRP)-draft Annual Report 2019/20

Members considered the report and set out below are the decisions taken by the Council in respect of the “determinations” required. (The paragraph numbering below are referenced to those in the IRP draft annual report.)

RESOLVED

To note the report.

“37- All community and town councils must make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc. This payment is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing.”

RESOLVED

To note the mandatory payments of £150 to each member unless a member informs the Clerk in writing that the member did not want to receive.

“38 – Community and town councils in Group A (which included Llantwit Fardre Community Council) must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses unless the member advises the appropriate officer in writing that the member do not want to take it”

RESOLVED

To agree to make one annual payment to the Chairperson member unless the Chairperson informs the Clerk in writing that he did not want to receive- an allowance is paid annually at the Council’s AGM.

“40 – Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.”

RESOLVED

Not to make such payments unless exceptionally agreed at a subsequent meeting

“41 – If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members”

RESOLVED

Not to make such payments

“42 – Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties”

RESOLVED

Not to make such payments

“43 – All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month

RESOLVED

To note that such payments must be made, if requested

“44 – Community and town councils can provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500”

RESOLVED

Such payments are decided annually at the Council AGM

“45 – Community and town councils can provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500

RESOLVED

Not to make such payments

(c) Community Infrastructure Levy (CIL)

On 26th September Councillors J. James, S. Bristo and M. Diamond, along with the Clerk, had attended a meeting with the CIL Officer of RCTCBC.

At the meeting it was pointed out that, subject to confirmation, the Council could anticipate receiving CIL money because of qualifying CIL developments taking place in the Council's area. It was believed that £10,844.03 would be received before the end of the month. Details of possible other money was mentioned at the meeting included a payment in the region of £12,000.00 in April 2019

It was explained that CIL money could only be used on certain capital projects and it was suggested that, before the Council decided to spend the CIL money, informal advice and guidance be first obtained from the RCTCBC CIL Officer.

Members were invited to provide suitable CIL project suggestions for the Council to add to the existing list. One suggestion received from a member was to provide salt bins where footpaths become dangerous due to icy conditions and more litter bins.

RESOLVED

To note the report and that members forward further CIL suggestions to the Clerk with costings if possible and to await a further report.

(d) Annual Audit

At the time of writing BDO had not completed its annual financial audit.

Details of the one issue raised was reported. The Clerk stated that he had discussed the issue with the external auditors. The issue raised had also been referred to Paul Evans and Co, the Councils internal auditors for assistance in responding

RESOLVED

To note the report.

Annual Budget and Precept

Members were asked how they wished to proceed to set the Council budget for 2019/20.

Members were referred to the "Governance and Accountability for local councils in Wales – A Practitioner's Guide (2011)" as amended in December 2014 which could be viewed from pages 57 onwards at <http://www.pontyclun.net/bank/file4333.pdf> and which provided advice as to how to set a budget.

RCT CBC had been asked to provide an initial indicator of the banding information required which would assist in setting the precept. It was mentioned that the Council had indicated its intention to upgrade its playgrounds in the next financial year and estimated costings were awaited following discussions involving the Chairperson and the RCTCBC playground officer

RESOLVED

To note the report, and along with the Clerk to set up a working group comprising Councillors M.Diamond, C.Johnson and N.Tizard-Lee to report back to Council with proposals.

(e) Hiring Charges

Members considered the present charges, the charges for other buildings in the area, the fall in the hiring of Council facilities

RESOLVED

- (a) In view of the falling number of building "hirers" in the short term NOT to continue to hire out Ty Illtyd and to await a report from the Staffing/Appointments Committee and a further report regarding the future use of the building.
- (b) In future to hire out the Carnegie Parish Hall, the old and new Council chambers (and Ty Illtyd) at an hourly rate of £10 per hour inclusive of VAT,
- (c) To delegate to the Clerk, authority to vary the hiring charges if considered to be in the Council's interest.

(f) Grants

Clarification was sought as to the dates when Council would consider Grant Applications. Council had resolved that Grant Applications were to be decided at six-monthly intervals in May and December annually.

However for practical reasons it is suggested that applications be considered at the April and November meetings in future in order to avoid the May Annual General Meeting (AGM) and the early Christmas meeting in December.

RESOLVED

After the December 2018 grant applications decisions in future to consider applications at the April and November Council meetings-applications to be received at least 14 days before the Council meetings

(g) Car Parking Adjacent to the Office

The Chairperson had expressed concerns regarding non-disabled persons parking cars in the "Disabled" parking bays in the carpark adjacent to the Council office. Concerns had also been expressed regarding business users parking several vehicles in the parking bays at the entrance to the car park each morning and removing them later in the day.

RESOLVED

- (a) To repaint the existing designated disable persons parking bays and to place "blue Badge" signs to designate the bays,
- (b) To limit parking in the Council carparks to three hours out of six-hour sessions and to provide signage.

(h) New Email Addresses

Members were asked to purchase two new Council email address, such as the clerk and admin @ llantwitfardrecc etc. at an annual cost of not exceeding £150 per year.

RESOLVED

To note the report and to delegate to the Clerk authority to purchase two new email addresses at an annual cost of up to £150 plus VAT.

(i) Christmas Working Days/Office opening

RESOLVED

Provided that staff agree to take leave days, appropriate arrangements are in place should there be hiring of Council premises and that M and K agree to inspect the Council buildings during this period, to close the Council office from 21 December until 2 January 2019.

(j) Dog Wardens

It was reported that Councillor N. Tizard-Lee had been in contact with the Street Enforcement Officer at RCTCBC regarding the possibility of this Council's "outside" officers becoming involved with dog warden activities,

Before being able to consider the proposal further RCTCBC required replies to the following questions:

"Would you be processing the Fixed Penalty Notices or would you still want that to go through us?"

Would you expect the proceeds of the Fixed Penalty Notices to go to the Community Council?

If your staff were issuing Fixed Penalty Notices on behalf of the Local Authority, how would we monitor performance (not in number of Notices issued, but interaction with public etc)?"

RESOLVED

To refer the matter to the Staffing/Appointments Committee to consider and to report back to Council

(k) **Garden/Allotment Winners 2018**

Members considered how to reward the winners of the competitions and whether to award a prize this year for the "best new garden"

RESOLVED

(i) To reward the winner of the Council's garden competition and for this year best new garden with a plaque each and the allotment competition with a shield on which future winners' names could be added,

(ii) To present the prizes to the winners at the next Council meeting.

(l) **Remembrance Sunday and WW1 Benches update**

The clerk reported that the Remembrance Service would take place this year at St Illtyd's Church at 10.30am followed by a service at the Carnegie Parish Hall at 11.30am. Light refreshments would be provided.

It was further reported that the five WW1 benches had been delivered and were being "located".

RESOLVED

To note the report.

(m) **Tree Cutting Report**

Tender documents had been forwarded to several companies. The tree officer at RCTCBC had also been contacted and would be inspecting the Council trees next week.

RESOLVED

To note the report

(n) Defibrillators

At the last meeting it had been suggested that consideration be given to locate and place separate defibrillators in the Council's two red box telephone boxes.

RESOLVED

If requested to agree to locate separate defibrillators in the Council's two red telephone boxes.

(o) Online Banking update

RESOLVED

To note the report and the progress made

(p) Allotment Rent Updates

The Clerk reported that Station Road and Duffryn Bach Allotment Association had paid its £50 allotment rental for 2018/9 but no response had been received from the Tonteg Allotment Association.

It was also reported that a new allotment agreement needed to be drafted.

RESOLVED

To note the report and to delegate to the Clerk authority to draft and agree a new Allotment Association agreement and to circulate to members and to the Allotment Associations for comment

To note the report and the progress made

(q) One Voice Wales Meeting

RESOLVED

To note the report

(r) Planning consultation Publicity under 2C and 2d 34 affordable residential dwellings-land north of the A473 Heol Celyn Llantwit Fardre

RESOLVED

To note the information received.

7. Finances

Details were provided of the Budget against actual spend-up to mid-September 2018, the Income and Expenditure up to mid-September 2018 and the cheque payments for this financial year

RESOLVED

To note the report and the Budget against actual spend-up to mid-September 2018, the Income and Expenditure up to mid-September 2018 and the cheque payments this financial year up to 11 October

8. Details of planning applications received from RCTCBC.

RESOLVED

To note the planning applications information that had been received from RCTCBC and circulated to members.

9. Chairperson's Report and Announcements and updates

The Chairperson thanked those who had attended the Macmillan Tea party held in the Carnegie Parish Hall and the staff who had set the tables up etc. He also asked any Member who wished to attend The KRUF event to contact the office to book places. Following the matter being raised by the Chairperson, it was agreed to have a staff/member Christmas meal as in previous years

Signed

Councillor J. James, Chairperson

The meeting finished at 9.00pm