

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



Minutes of the Virtual Meeting of the Meeting of Llantwit Fardre Community Council held on Monday, 28th June, 2021 at 5 p.m.

PRESENT

Community Councillor A.Raines – Chair

Community Councillors

R.Butler, B.James, J.James, C.Johnson, A.Raines, D.Stone,
L.Walker and G.Warren

Note: Community Councillor N.Tizard-Lee arrived late at the meeting during the statement that was made by the Chair of the Staffing Committee which was held `in camera`

Officers in Attendance

Ms.Karyl May – Clerk & Executive Officer
Ms.Stephanie Bailey – Assistant Clerk & Executive Officer

34. ANNOUNCEMENTS

- (a) The Chair informed Members that he had agreed to an `urgent item` being considered later-on which had been emailed earlier today to all concerned by the Clerk.
- (b) He also reported that he had received a request from Councillor Tizard-Lee via the Clerk that as he may be late for this meeting that Agenda Item 5(e) - Accounts for Payment be dealt with later on in the meeting as Councillor Tizard-Lee wished to speak on this item. The Chair indicated that he had agreed to this request.
- (c) The Chair further stated that he had agreed to a statement which was to be made by Councillor D.Stone, in his role as Chair of the Staffing Committee. Councillor R.Buttler had also wished to make a statement at this meeting but the Chair declined this request. The statement to be made by Councillor Stone would be made `in camera` following the passing of the necessary resolution whereby the press and public would be asked to leave the meeting.

35. APOLOGIES FOR ABSENCE

RESOLVED – to note that no apologies for absence were received for non attendance at this meeting.

36. DECLARATIONS OF INTEREST

RESOLVED – to note that in accordance with the Members' Code of Conduct, there were no declarations of interest made at the meeting pertaining to the agenda.

37. COMMENTS MADE BY COMMUNITY COUNCILLOR C.JOHNSON

With the permission of the Chair, Councillor C.Johnson referred to the last meeting of the Council when during consideration of Agenda Item 4(a) - Planning Applications, he had been questioned by another Member as to whether he should declare an interest in one of the applications. Councillor Johnson stated that he did not declare an interest as the application was nothing to do with him. He therefore stated that before considering his position any further, he would give the Member concerned the opportunity to withdraw the comments made at the meeting held on the 25th May, 2021.

There was no response from any Member present at today's meeting and Councillor Johnson stated that he would make a complaint against the Member concerned and would not be using the Model Local Resolution Protocol as there would be witnesses to the allegations and therefore he had no alternative than to make representations to the `Welsh Assembly`.

38. MINUTES

RESOLVED - To approve as an accurate record the minutes of the Meeting of the Community Council held on the 28th May, 2021 subject to the request by Councillor Johnson that it be noted in Minute No.24(i) that he had been questioned by another Member on whether he should declare an interest in a particular planning application and as referred to in Minute No. 37 above.

Note: Community Councillors C.Johnson and L.Walker wished to have recorded that they voted against the Minutes being approved as a correct record.

39. PUBLIC BREAK

In accordance with Standing Order 3(i) the following question was from Mr.J.Needs.

“What corporate governance arrangements do you have in place to ensure that grants of monies from public taxation to local organisations/clubs have not been inappropriately used?

Can you provide an example of the checks undertaken and by whom?”

The Chair informed Mr.Needs that the Clerk would respond to the question and that a supplementary question would be allowed and if felt appropriate would be responded to in writing.

Response from the Clerk:

Thank you Mr.Needs for your question.

The Corporate Government arrangements that are in place are in accordance with Section 137A of the Local Government Act, 1972 which applies to local authorities when providing financial assistance. Unfortunately, you were not present at the Council Meeting held on the 30th March, 2021 when I clarified the provisions of that Section of the Act.

We only provide grants to constituted bodies with their own bank accounts and we request that such groups provide the last income and expenditure statement of accounts with their respective applications forms. Before grants are presented for consideration to Council, they are checked by office staff, to ensure that what the money is being requested for is something the Council has the power to fund. For example:

- The Local Government (Miscellaneous Provisions) Act, 1976 Section 19 – power to provide and contribute to a wide range of recreational facilitiessports facilities.
- The Local Government Act, 1970 – Section 144 - power to encourage tourism
- Local Government Act, 1972 – Section 145 – bands and orchestras, fetes, other events.
- Public Health Act, 1936 – Section 234 – request for funding towards defibrillators
- Power of Well-being – power to do anything to promote the economic, social and environmental well-being of the Councils area or anyone in the area as long as not prevented by any other power.

Prior to Covid many of the applications received were in respect of free use of our buildings but we no longer provide free use and individuals/groups can now apply for a grant instead.

I referred earlier to Section 137A of the Local Government Act, 1972 and subsection 3 states:

“the total amount so provided to that organisation, body of fund in that year equals or exceeds the relevant minimum, then as a condition of the assistance, the authority shall require the organisation, body or fund, within the period of 12 months beginning on the date when the assistance is provided, to furnish to the authority a statement in writing of the use to which that amount has been put”.

The relevant minimum amount is £2,000 or more and therefore as this Council, as far as any records show, has never awarded such an amount to an individual body or voluntary organisation, we have not had to request such a statement.

Finally, each year, this Council has two audits carried out by an Independent Auditor and he is satisfied that stringent checks as referred to earlier are carried out prior to the applications being presented to Council. Members also ask pertinent questions which, on occasions result in some applications being deferred for further information. The Auditor is also satisfied that all grants are awarded in accord with Section 137A of the Local Government Act, 1972”.

Supplementary Question of Mr.Needs

“What qualifications does your Independent Auditor possess?”

Response from the Clerk

“The Auditor is qualified and I will email you his exact qualifications together with the response to your question which I read out earlier”.

REPORTS OF THE CLERK

40. PLANNING APPLICATIONS

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

- i. 4 The Paddocks, Church Village – First floor extension.
- ii. 2 Nightingale Gardens, Church Village – Rear extension and garage conversion.
- iii. 56 Church Road, Tonteg – Two storey side and ground floor rear extensions and detached garage.
- iv. 113 Queens Drive, Llantwit Fardre – First floor and single storey rear extension and porch.
- v. Ty Mawr Farm, Heol Ffrwd Philip, Efail Isaf – Demolition of existing annex, single storey addition and porch and the construction of two storey side extension to main house. Installation of new dormer windows to front and rear. Construction of detached annex and garage.
- vi. 20 Underhill Drive, Tonteg – Front and rear dormer extensions to facilitate loft conversion.
- vii. 20 Nant-y-Felin, Efail Isaf – Proposed single storey extension to rear.
- viii. 3 Limetree Close, Chuch Village – Second storey side extension.
- ix. 12 Llanerch Goed, Llantwit Fardre – Rear two storey extension and first floor side extension.

41. NOTICE OF CO-OPTION – LLANTWIT FARDRE WARD

Pursuant to Minute No.26 of the Council Meeting held on the 25th May, 2021, the Clerk informed Members that she had received notification from the Unitary Authority that following the publication of the Notice of the Casual Vacancy for the Llantwit Fardre Ward, the election had not been claimed.

In accordance with Section 116 of the Local Government (Wales) Measure, 2011, this Council is now required to fill the vacancy by co-option.

For the consideration of Members, the Clerk attached to her report at Appendices A and B copies of the Notice of Co-Option and Co-Option Policy respectively.

RESOLVED –

1. To note that the Casual Vacancy within the Llantwit Fardre Ward is to be filled by way of co-option.
2. To agree that the Notice of Co-Option as shown at Appendix A to the report is to be published as of tomorrow's date i.e. 29th June, 2021 on the Council's Notice Boards, Website and Facebook page; giving a period of 14 days for expressions of interest.
3. To adopt the Co-Option Policy as shown at Appendix B to the report, to be used by this Council.
4. That should the Proper Officer receive expressions of interests, in writing then the `qualified` candidate(s) be given the opportunity to address the Council at the next meeting to be held on the 26th July, 2021, and following the criteria as set out in the Co-Option Policy, the position be filled with effect from the date of that meeting.

42. PURCHASE OF MATERIALS FOR OUTSIDE AREAS

In accordance with Minute No.28 of the Council Meeting held on the 25th May, 2021, the Clerk informed Members that following the concerns expressed at the last meeting in respect of the safety of the bark edging that was being used in the Council's play areas, guidance had been sought from a RPII Accredited Inspector who had confirmed that there was no specific guidelines in relation to what materials are used for the retainers associated with loose-fill surface and that 90% of retainers used in play areas are of timber materials.

In respect of the suggestion made by a Member at the last meeting that roof strips be used instead of plywood to surround the storage of playchip (bark), the Clerk set out in paragraph 1.5 of her report details of quotes that had been received for the purchase of galvanised box profile sheets.

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

1. That following the guidance received in respect of the use of bark edging, the quote as reported at the last Council Meeting held on the 25th May, 2021 in the sum of £420 + VAT for 135 metres (6x2) be purchased for playground improvements at Woodlands Upper and Efail Isaf Village Hall play areas.

2. To purchase galvanised steel sheets as outlined in paragraph 1.5 of the report and to accept the lowest quote in the sum of £427.78 inc. VAT.

43. CAE FARDRE, CHURCH VILLAGE – PROPOSED WAITING RESTRICTIONS

AND

Y DERI AND LLANTRISANT ROAD, LLANTWIT FARDRE – PROPOSED PROHIBITION OF WAITING AT ANY TIME AND PROHIBITION OF LOADING 7 A.M. – 7 P.M.

With reference to Minute No.9 of the Finance and Policy Committee held on the 17th December, 2020, the Clerk informed Members that the Unitary Authority had commenced the consultation process in respect of the above schemes which were to be funded by the use of CIL receipts.

RESOLVED – That on behalf of the Community Council, the Clerk notifies Traffic Services at RCTCBC that Members are satisfied with the proposals for both schemes and therefore have no further comments to make.

Note: Community Councillors C.Johnson and L.Walker wished to have their names recorded that they voted against the above decision.

44. INCOME AND EXPENDITURE – MAY, 2021

RESOLVED – to confirm the income and expenditure accounts for May, 2021 as shown at Appendix A to the report.

45. TO RECEIVE AND ACKNOWLEDGE THE INTERNAL AUDITOR'S REPORT FOR THE FINANCIAL YEAR ENDED 31ST MARCH, 2021

Members received and acknowledged the internal audit which had been carried out to satisfy the requirements of the Wales Audit Office for the control and regulation of Community Councils in Wales in respect of the appropriate use of public money.

In conclusion, the Internal Auditor reported that whilst, in the main compliance was evident, attention was required in respect of the review of Standing Orders and Financial Regulations (both of which had been reviewed at the Annual Meeting of the Council on the 18th May, 2021) and Trusteeships.

RESOLVED – to receive and acknowledge the main points of concern highlighted within the Internal Auditor's report.

46. ACCOUNTING STATEMENTS ON THE ANNUAL RETURN 2020/21

RESOLVED – to confirm the Accounting Statements on the Annual Return for 2020/21 and that the Chair of the Council, Community Councillor A.Raines sign the relevant documentation to confirm this.

47. ANNUAL GOVERNANCE STATEMENT ON THE ANNUAL RETURN 2020/21

RESOLVED – to confirm the Annual Governance Statement on the Annual Return for 2020/21 and that the Chair of the Council, Community Councillor A.Raines and the Clerk/RFO sign the relevant documentation to confirm this.

48. DISPOSABLE ITEM

RESOLVED – to agree to the disposal of a makita small grinder (Code WS043).

49. CODE OF CONDUCT COMPLAINT

RESOLVED – to note that a complaint had been made to the Public Services Ombudsman for Wales against a Member of this Community Council.

URGENT ITEM

50. FIRE RISK ASSESSMENT

With the permission of the Chair and as indicated at the commencement of the meeting (Minute No.34(a) above, refers), Members gave consideration to the urgent report of the Clerk.

The Clerk reported that in accordance with Regulatory Reform (Fire Safety) Order 2005, it is a legal requirement that Fire Risk assessments are carried out on the buildings in the Council's ownership. It was therefore important that such assessments were carried out on the Council's buildings especially in view of the fact that following the relaxation of Covid restrictions the buildings can be re-opened for hire in the very near future.

Set out in paragraph 1.4 of the report, were details of quotes that had been received and it was **RESOLVED** – to accept the quote from Company B to carry out Fire Risk assessments on the Council's buildings together with the additional services as outlined in the report in the total sum of £1,045.96 (exc.VAT).

51. ACCOUNTS FOR PAYMENT – JUNE, 2021

With reference to Minute No.34(b) above, as Councillor N.Tizard-Lee was still not present at this stage in the proceedings, the Chair indicated that Agenda Item 4(e) would be considered.

Following consideration of the Accounts for Payment for June, 2021 together with the additional information provided by the Clerk at the meeting, it was **RESOLVED** –

1. To receive and adopt the accounts for payment as listed for June, 2021 Together with the additional payments to be made, as reported upon by the Clerk at the meeting, and as shown in the table below:

JUNE, 2021		
Lloyds	Monthly Charge (April-May)	15.50
PC Help Services	Email Hosting (monthly)	48.86
BT	Phone/Broadband	329.71
Jason Morgan	Internal Audit for End of Year	320.00
BT	Switchboard	362.73
RCTCBC	Salaries, pensions, HMRC (June)	14,000.00
2 Wish Upon a Star	Donation (Chair's Allowance)	200,00
EDF Energy	Electric (May) (Office)	101,93
Biffa	Recycling (26.06 – 24/09)	154.75
Biffa	General Waste (26/06 – 24/09)	894.66
Lyreco	Cleaning Materials	197.28
RCTCBC	Rates (Parish Hall) (June)	669.00
EDF Energy	Electric (Parish Hall) (May)	52.34
Total Gas & Power	Gas (Parish Hall) (May)	170.52
Screwfix	Sealant & Batteries	23.30
RCTCBC	Rates (Ty Illtud) (Car Park) (June)	241.00
RCTCBC	Rates (Ty Illtud) (Building) (April)	-
EDF Energy	Electricity (Ty Illtud) (April)	30.14
EDF Energy	Electricity (Ty Illtud) (May)	23.69
Total Gas & Power	Gas (Ty Illtud) (May)	30.75
BT	Hub (Ty Illtud)	41.88
Screwfix	Ironmongery (Ty Illtud)	40.28
Country Timbers	Postcrete, Post for 2 play areas	63.99
Woodland Walk	Compost for 2 play areas	400.02
EDF Energy	Pathway Lighting (May)	154.74
BESST Tyres	Van Repair (CN16 FAU)	134.40
Zurich Municipal	Insurance	1,048.28
Fuel Genie	Diesel (CN16 FAU) (May)	100.00
ADDITIONAL PAYMENTS		
Melcourt	Playchip/Bark	1,881.00
Online Playgrounds	Parts for Parks, External binbags	111.84
Crown Garden Service	Grass Cutting (May)	306.30
TOTAL		£22,148.89

2. To note that the cheques for the month of June will be signed by Community Councillors B.James and G.Stacey.
3. To note the list of payments made by Debit Card for June, 2021 together with the additional payment that was made, as shown in the table below:-

Payee	Item	Cost
Flower Power	Flowers: Departure of staff member	34.50
Amazon	Membrane for Parks	39.99
Online Turf	Turf for Parks	423.24
ADDITIONAL ITEM		
Post Office Counters	Postage	76.14
TOTAL		£573.87

52. EXCLUSION OF THE PRESS AND PUBLIC – URGENT ITEM

RESOLVED – that under the Public Bodies (Administration to Meetings) Act, 1960 (as extended by s.200 of the Local Government Act, 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Parts 4,5,6 (where applicable) of Schedule 12A of the Local Government Act, 1972 namely information relating to a particular individual.

53. STATEMENT MADE BY COUNCILLOR D.STONE, CHAIR OF THE STAFFING COMMITTEE

In his role as Chair of the Staffing Committee, Community Councillor D.Stone read out a statement that he had prepared following advice received from the Monitoring Officer of the Unitary Authority relating to the unwarranted behaviour of certain Members to staff and requested that such behaviour cease with immediate effect as if continued “*further steps could be taken*”. In conclusion, Councillor Stone sought the support of Members “*to bring an end to this overlong and unpleasant chapter and concentrate on what we were elected to do.*”

RESOLVED – to note the comments made by Councillor Stone.

Note: Community Councillor N.Tizard-Lee arrived at the conclusion of Councillor Stone’s statement.

**ANTHONY RAINES
CHAIR**

The meeting closed at 5.55 p.m.

Signed _____ Date _____

