

LLANDOUGH COMMUNITY COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON A
REMOTE BASIS ON WEDNESDAY 5 MAY 2021 AT 7.00PM**

PRESENT.

Councillor E. Penn (Chairman)
Councillor Mrs L. Barrowclough (Vice-Chairman)
Councillor Mrs P. Carreyett
Councillor M. Edwards (Part Meeting)
Councillor Mrs P. Gay
Councillor P. King
Councillor D. Mears
Councillor Dr M. Misra
Councillor I. Williams

APOLOGIES FOR ABSENCE.

There were none.

1. ELECTION OF CHAIRMAN.

RESOLVED that: Councillor E. Penn be elected Chairman for the Council year 2021/22.

2. DECLARATION OF ACCEPTANCE OF OFFICE.

The Chairman read out the declaration of acceptance of office which he duly signed.

3. ELECTION OF VICE-CHAIRMAN.

RESOLVED that: Councillor Mrs L. Barrowclough be elected Vice-Chairman for the Council year 2021/22.

4. REPORT OF THE RETIRING CHAIRMAN.

The report from Councillor Mrs P. Gay had been e-mailed to members. Members noted that despite the pandemic crisis much had been achieved during 2020/21.

RESOLVED that:

- a) The report be accepted.
- b) The Clerk to arrange for the report to be published on the Council's website.

5. DECLARATION OF PERSONAL AND PREJUDICIAL INTERESTS.

The following declaration was submitted to the Clerk.

Councillor Mrs P. Carreyett – Personal and Prejudicial Interest in relation to the determination of hourly rates of Caretakers as her husband was employed in one of these roles.

6. APPOINTMENT OF COMMITTEES.

RESOLVED that: Membership for 2021/22 to be as follows:

A) Policy and Resources Committee (10 Members).

All members of the Council to be in membership of the Committee with the Chairman and Vice Chairman of the Council holding the same positions.

B) Environment and Amenities Committee (9 Members).

Membership to be all Councillors with the exception of the Chairman of the Council.

C) Village Fete Working Party (4 Members).

Membership to be Councillors Mrs Barrowclough, Edwards, King and Penn.

D) Hall Management Committee (5 Members).

Membership to be Councillors Mrs Carreyett, Edwards, Mrs P. Gay, Dr Misra and W Williams.

E) Allotments Working Party (5 Members).

Membership to be Councillors Edwards, Mrs P. Gay, King, Mears and W. Williams.

F) Bio-Diversity Working Party (3 Members)

Membership to be Councillors Carreyett, Edwards, Mears and Dr Misra.

G) Health and Safety Working Party (4 members)

Membership to be Councillors Mrs Barrowclough, Mrs Carreyett, Edwards and Dr Misra.

H) Planning Sub Committee (5 members)

The Sub-Committee be granted delegated powers to deal with planning applications which could not be considered by the full Council due to timescale restrictions relating to the consultation process.

Membership to be Councillors Mrs Barrowclough, Mrs Carreyett, Edwards, Dr Misra and Penn.

l) Dementia Friendly Working Party (6 members).

Membership to be Mrs Carreyett, Edwards, Mrs Gay, Dr Misra, Penn and W. Williams.

7. APPOINTMENT OF REPRESENTATIVES.

RESOLVED that: Membership for 2021/22 to be as follows:

a) Community Liaison Committee with Town and Community Councils - Councillor Mrs P. Carreyett (Substitute: Councillor Dr M. Misra).

b) East Vale Community Transport Management Committee

RESOLVED that: Councillor Penn to be appointed as an official observer (Councillor Mears to act as substitute).

c) One Voice Wales - Councillor Dr M Misra (Substitute: Councillor I. Williams).

d) Llandough Hospital Our Orchard Project Group- Councillor Mrs P. Carreyett (Substitute: Councillor D. Mears).

8. RATES OF REMUNERATION.

(The Clerk left the meeting while this matter was under discussion).

Councillor P. Carreyett declared a personal and prejudicial interest in relation to the hourly rates for Caretakers as her husband was employed in this capacity and left the meeting taking no part in the discussion or voting thereon.

RESOLVED that:

a) The review of the rates and allowances for 2021/22 be deferred with the exception of the rent allowance for the Clerk until such time as the new national agreement on pay for local authority staff was received. For the time being, the current rates be continued on the basis that the new rates for 2021/22 once agreed be backdated from the due dates in 2021.

b) The rent allowance payable to the Clerk be increased to £1300 per annum with effect from 1st June 2021.

9. DECLARATIONS OF PECUNIARY INTEREST – APPLICATIONS FOR SPECIAL DISPENSATION.

RESOLVED that: No Council applications be submitted for 2021/22.

10. DEEDS AND TRUST INSTRUMENTS/REVIEW OF FIXED ASSET REGISTER.

The Clerk advised members of the following investments in land:

Description of Land Holding	Location of Documents	Tenure
<i>Village Green No. 41</i>	<i>Registered Parcel of Land Common Commissioners Letter in Clerk's File</i>	<i>Not Applicable</i>
<i>Corbett Road Allotments</i>	<i>Annual Licence in Clerk's File</i>	<i>Annual</i>
<i>Village Garden (Off Penlan Road)</i>	<i>Title Deeds with Merrils Ede</i>	<i>Not Applicable</i>
<i>Brook Green</i>	<i>Title Deeds with Barclays Bank</i>	<i>Not Applicable</i>
<i>Village Green - (Extended Parcel)</i>	<i>Title Deeds with Merrils Ede</i>	<i>Not Applicable</i>
<i>Lewis Road Allotments</i>	<i>Title Deeds with Merrils Ede</i>	<i>Not Applicable</i>
<i>Llandough and Leckwith Hall Title Deeds</i>	<i>Title Deeds with Slater and Gordon</i>	<i>Not Applicable</i>
<i>Grazing Licence for Field off Lewis Road</i>	<i>Grazing Licence in Clerk's File</i>	<i>Up to 31st December, 2022</i>
<i>Lease on land for MUGA in King George V Memorial Playing Fields</i>	<i>Lease with Merrils Ede (Penarth)</i>	<i>Period of 25 years from November 2019</i>

Members were also provided with the asset register as at 31 March, 2021.

RESOLVED that: The Asset Register for 2020/21 be approved.

11. INVESTMENT STRATEGY 2021/22.

Consideration was given to the draft strategy prepared by the Clerk.

RESOLVED that: The Clerk be requested to amend the strategy to include an updated earmarked reserve for the Clerk's gratuity based on current costings and present the revised strategy to the next ordinary meeting for consideration.

12. RISK MANAGEMENT PLAN.

The Council considered the Risk Management Plan which had been circulated with the agenda.

RESOLVED that: The Plan be updated to reflect the arrangements needed to ensure the effective maintenance of the MUGA and new roundabout.

13. APPOINTMENT OF INTERNAL AUDITOR.

RESOLVED that: A.D. Williams be appointed for the 2021/22 financial year.

14. REVIEW OF COUNCIL'S INSURANCE ARRANGEMENTS.

The Clerk reported that acting in accordance with delegated powers given to him at the previous ordinary meeting, he had in consultation with Councillor Edwards changed the Council's insurers to Zurich Municipal based on a three-year deal. Compared with Came and Company it offered more extensive cover and the underwriters proposed to be used by the broker had received many unsatisfactory reviews which had been published on-line.

RESOLVED that: The actions of the Clerk be endorsed.

15. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.

It was noted that the Standing Orders had been updated in 2018 and the financial regulations in 2019. It was noted that a new version of the model standing orders from One Voice Wales would be available later in the year to reflect the provisions of the new Local Government and Elections (Wales) Act 2021.

RESOLVED that: At the current time the standing orders and financial regulations to remain unchanged but be subject to review once the new model standing orders are received.

16. REVIEW OF COMPLAINTS PROCEDURE.

The Council had not received any complaints since the policy was introduced. Until such time as the policy was used it was not seen as appropriate to review its functionality. It was noted that the procedure reflected the model published by the Public Service Ombudsman for Wales and had been approved by the Council in June, 2012.

Signed.....
Chairman

Date: 20 May 2021