

**LLANDOUGH COMMUNITY COUNCIL**

**MINUTES OF THE COUNCIL MEETING HELD ON A REMOTE BASIS ON  
THURSDAY 20 JANUARY 2022 AT 7.00PM.**

**PRESENT**

Councillor E. Penn (Chairman)  
Councillor Mrs L. Barrowclough (Vice-Chairman)  
Councillor Mrs P. Carreyett  
Councillor M. Edwards  
Councillor Mrs P. Gay  
Councillor S. Jefferies  
Councillor D. Mears  
Councillor Dr M. Misra  
Councillor P. King  
Councillor W. Williams

**APOLOGIES FOR ABSENCE**

None

**1. DECLARATION OF INTERESTS.**

Councillor M. Edwards declared a personal and prejudicial interest in relation to Minute 14.

**2. MINUTES OF THE MEETING HELD ON 16 DECEMBER 2021.**

**RESOLVED** that: The minutes be confirmed as a correct record.

**3. MEETING WITH THE POLICE.**

There was no Police representative in attendance. Councillor Dr Misra had attended a recent PACT meeting and provided a written report for consideration by the Council. It was noted that the Police would be asking the hospital management to encourage their staff not to park on roads within the community and that local residents were being encouraged to report incidents of speeding to the Police. It was pointed out that speed limits in the community were 30 mph and that the 20mph speed signs were not enforceable. It was noted that the Police would not enforce statutory 20mph speed limits anywhere within the county borough area. However, if the Welsh Government introduced a 20mph default speed limit in designated areas then this position would likely change. One member considered that the proposed arrangement for reporting speeding incidents to the Police would be highly subjective as such reports were not supported by tangible evidence. This was duly acknowledged but another

member indicated that it was possible to monitor speed limit adherence in Leckwith Road by reference to the speed indicator device which was in place. The possibility of engaging with Speed Watch was mooted which would involve local volunteers in using a speed monitoring device with reports of speeding being reported to the Police which could lead to an informal warning notice being served on the motorist with a possible follow up visit from the Police. It was suggested that this possibility be raised with Councillor Carroll.

**4. MATTERS ARISING FROM THE MINUTES.**

Minute 9 – The working group of members had met the Clerk to complete the allocated section of the toolkit. An invitation would follow for a member to attend a focus group to supply feedback on the use of the toolkit.

Minute 10 – The grant for the accessible swing had been received from the Vale of Glamorgan Council.

Recycling of Christmas Trees – Guidance had been published about alternative arrangements for collection which were now necessary due to the shortage of HGV drivers. As a backstop, trees would be collected with black bag collections but would not be recycled this year.

**5. MINUTES OF COMMITTEES AND WORKING PARTIES.**

The minutes of the following meetings were considered.

a) Biodiversity Working Party – 21 December 2021.

**RESOLVED** that: The minutes be approved.

b) Services to Older Persons Working Party – 6 January 2022.

The minutes of the Working Party were considered it being noted that a communication had been received from a resident of Greenway Close opposing the proposal to pursue the possibility of a farmer's market being located in the car parking area of the playing fields. His concern related to the nuisance that would be created for residents in the Close. The Council noted the opposition but considered that rather than drop the proposal it would be better to pilot a possible farmer's market to assess whether there were any associated issues for local residents. It was considered that the market would have the potential to provide significant benefit for the community as a whole. A suggestion to link the market with the date of the village fete was not supported as the car parking area was used for fete parking and that it would be better to separate the events.

**RESOLVED** that: The minutes be approved subject to the above amendment.

c) Queen's Platinum Anniversary Celebrations Working Party – 12 January 2022.

In considering the minutes the following comments were made:

- It was noted that it was proposed to change the date of the village fete to 4 June to coincide with the celebrations. The Chairman of the Village Fete Working Party considered that it might be difficult to arrange marquees on this weekend and that it would be necessary to order them as soon as possible
- Concern was expressed about the proposal to purchase commemorative mugs for issue to children of the primary school. The concern stemmed from the fact that not all children in the school were resident in Llandough and as some children in Llandough attended schools outside the community there would be inequitable allocation of the mugs.

**RESOLVED** that: The minutes of the meeting be approved subject to the following amendments:

- a) The commemorative mugs be removed from the costing schedule.
- b) The Clerk be authorised to order marquees for the fete to be held on 4 June 2022.
- c) The Village Fete Working Party to consider the possibility of having a kite flying competition at the fete.
- d) The Clerk be authorised to submit a grant application to the Community Fund Awards for All scheme for the financing of the amended schedule of costs for the celebrations for the Queen's Platinum Anniversary.

**6. TREE HAZARD RISK ASSESSMENT – QUOTATIONS FOR UNDERTAKING THE REQUIRED TREE WORK.**

The Clerk had invited five tree companies to submit quotations for the work required but only one quotation had been received by the deadline.

**RESOLVED** that: The Clerk to seek to obtain at least one additional quotation for consideration at the next meeting.

**7. GROUNDS MAINTENANCE TENDER 2022-25.**

The Clerk had invited five companies to submit a tender bid based on the agreed contract specification. By the deadline only two tenders had been received. The Clerk opened the tenders observed by members of the Council.

It was noted that one of the tender bids was not supported by the requested documents relating to health and safety, insurance and references. Although

this tender was relatively lower in cost the Council was not obliged to accept the lowest tender. On the basis that the supporting documents were not received the tender was rejected on this basis. Another company had contacted the Clerk to say that they were unable to submit a tender at this time but would be interested in submitting a bid in three years' time.

**RESOLVED** that: The tender submitted by P and A Grounds Maintenance Limited at an annual cost of £5560 plus VAT be approved.

**8. AUDIT OPINION ON 2020/21 FINANCIAL ACCOUNTS.**

The Clerk reported receipt of an unqualified opinion on the accounts from Audit Wales with no recommendations for the Council to consider. The statutory publication of the audited accounts had been actioned by the Clerk.

**RESOLVED** that: The position be noted.

**9. REPLACEMENT CONSORT'S BADGE OF OFFICE.**

The Council's insurers had confirmed that they were prepared to fund the cost of the replacement of the badge of office less the excess of £250.

**RESOLVED** that: The Clerk make arrangements to order the replacement of the Badge of Office from Thos Fattorini Limited and apply for the insurance cover payment upon receipt of the replacement and invoice.

**10. APPLICATION FOR A DONATION – LLANDOUGH SCHOOL PTA.**

An application for a donation was received from the Llandough School PTA relating to lost income due to the cancellation of the village fete in 2021. The amount requested was £235.

**RESOLVED** that: In accordance with the powers available to the Council by way of the Local Government Act 2000 (Power of Well-Being) a grant of £235 be approved on the basis that it will assist in enhancing the social well-being of the community.

**11. JOINT GRANT APPLICATION FOR A DEFIBRILLATOR WITH ROYAL BRITISH LEGION CLUB.**

The Clerk had met with representatives of the Club in December 2021 to discuss the possibility of a joint application for funding to be submitted to Save a Life Cymru. The Clerk agreed to explore the possibility of the grant scheme being successful but following the meeting the Club had requested that due to COVID restrictions progress be deferred for the time being.

**RESOLVED** that: The current position be noted.

**12. CONSULTATIONS.**

**RESOLVED** that: The following consultations were considered:

- a) Vale Public Service Board – Well Being Assessment – Councillors to respond on an individual basis.
- b) Welsh Government Consultation – Consultation on elements of the Local Government and Elections (Wales) Act 2021.

**RESOLVED** that: A Task and Finish Group be established to consider the consultation (b) above to comprise of Councillors Barrowclough, Dr Misra and Penn.

**13. VOCAL EYES – COMMUNITY ENGAGEMENT.**

A communication was received from Vocal Eyes inviting the Council to enhance its community engagement through the use of the platform.

**RESOLVED** that: The matter be referred to the Environment and Amenities Committee for consideration.

**14. LEWIS ROAD RESERVE ALLOTMENTS SITE.**

*(Councillor M. Edwards declared a personal and prejudicial interest in this matter and left the meeting whilst the matter was discussed).*

The report of the surveyor had been circulated to members prior to the meeting highlighting issues concerning compliance with the grazing licence conditions requiring further investigation by the Council.

**RESOLVED** that:

- a) The Clerk to contact the licence holder requesting either an on-site or online meeting to discuss the content of the report.
- b) Subject to his response, two members of the Council with the Clerk to meet with him and a report be made to the Council on the outcome of the meeting.
- c) The Clerk and Councillors to advise him of the intention of the Council to return the use of the site for general allotment purposes.

**15. MEMBERS WHO ATTENDED MEETINGS OF OTHER BODIES.**

No reports were received.

**16. BANK RECONCILIATION FOR THE PERIOD ENDING 31 DECEMBER 2021.**

**RESOLVED** that: The bank reconciliation be approved.

**17. EXAMINATION AND PAYMENT OF ACCOUNTS**

**RESOLVED** that: The under-mentioned payments be approved as indicated below:

<b>Payee</b>	<b>Amount</b>	<b>Description of Payment</b>
P and A Grounds Maintenance Limited	150.00	Clearance of Leaves in Cogan Pill Road
Landcraft Projects Limited	318.00	Preparation of Ground for Planting
Landcraft Projects Limited	1,565.81	Clearance of Overgrowth at Allotments
P.R. Egan	26.50	Telephone Expenses
Wales Air Ambulance Charity	100.00	Donation
Urdd Gobaith Cymru	100.00	Donation
Marie Curie Foundation	100.00	Donation
British Telecom	61.54	Telephone and Broadband
Vale of Glamorgan Council	224.25	Allotment Hedge Cutting
P.R. Egan	108.33	Rent Allowance
P.R. Egan	25.20	Car Allowance
P.R. Egan	50.00	Petty Cash
Vale Property Consultants	420.00	Report of Lewis Road Reserve Allotments Site
F. Jellings	36.00	Refund of Duplicate Allotment Rent Payment
John Campbell	50.00	Deposit for Bagpipe Playing - QPA Celebration
Parish Magazine Printing	157.25	Printing of Community Newsletter
P.R. Egan	27.25	Telephone Expenses
Aggregated Sum for Salaries, Wages and Tax	1,010.37	
<b>TOTAL</b>	<b>4,530.50</b>	

**18. PLANNING APPLICATIONS.**

Application No. 2021/01768 – 47 Pantycelyn Road – Rear Dormer

**RESOLVED** that: The following comments be made on the application:

- a) A condition should be included in any permission granted requiring the developer to ensure that damage to any grass verges and paths should be avoided.
- b) The contractors should be required to work during reasonable hours and avoid causing any nuisance to neighbours.

**19. MEETING WITH COUNCILLOR GEORGE CARROLL.**

The following written report had been supplied by Councillor Carroll:

### **PENLAN ROAD BUS SHELTER**

The Council was informed that the installation was scheduled for 14th February, and preliminary works should take place in the period leading up to that. It was hoped everything would go to plan.

### **DOG FOULING**

There had been several incidents in recent weeks, and enforcement officers had visited the village.

He had been informed that enforcement could only take place where a Public Spaces Protection Order was in place. He had asked the Council to draw up a PSPO covering the whole village, so that enforcement officers had the power to fine anyone caught dog fouling in any public space.

### **POTHOLES**

He had reported potholes on Llandough Hill, Penlan Rise and Penlan Road (near the Memorial Hall and between the Merrie Harrier and the Hospital).

Inspection works had either been carried out or will be carried out, and the Council will undertake the necessary repairs.

### **SPEEDING**

At the recent PACT meeting, unsurprisingly this came up a lot. In particular, there were requests for enforcement measures.

The police needed evidence before these will be considered. Our PCSOs, India and Dawn, recommended emailing [swp101@south-wales.police.uk](mailto:swp101@south-wales.police.uk), if you spot a suspected incident. Please note the time, date and nature of the incident.

### **PARKING SURVEYS**

He had requested an update on this in advance of the meeting, and today the Vale got in touch offering him a meeting for an update. Unfortunately, he was unable to meet them in advance of tonight's meeting, so he would update the Community Council once he had the information.

In the discussion that followed a number of matters were raised:

- a) The parking survey would be undertaken in February 2022 and would occur on a single weekday from 7.30am until 8.30pm. The Community Council's preference would be for it to be undertaken on a Tuesday or Thursday.
- b) It was suggested that the consultants undertaking the survey should account for the current parking position as well as the position of parking on driveways.
- c) The Community Council wished to receive the survey report for comments prior to any action being taken by the Vale of Glamorgan Council. It was also suggested that further consultation should be arranged with residents before any implementation and that any actions taken should be reviewed after a period of twelve months.
- d) It appeared that the survey would focus on the Dochdwy Road estate but it was pointed out that issues concerning hospital related parking was prominent in Spencer Drive and Lewis Road.
- e) There were issues of flooding on the footpath between the Baron's Court and Llandough Hill which Councillor Carroll agreed to raise with relevant officers.
- f) There was a need for urgent repairs to potholes and the speed hump on Llandough Hill which had been yellow marked. Councillor Carroll would follow up.
- g) Concern was expressed about the problem of dog fouling in the community and it was hoped that a PSPO covering the whole community could be introduced. Even with a PSPO in place it remained difficult to enforce it and alongside enforcement there should be a school campaign to educate pupils about the problem in the hope that they might encourage their parents to act more responsibly as appropriate.

**20. EXCLUSION OF THE PRESS AND THE PUBLIC.**

**RESOLVED** that: The press and the public be excluded from the next item of business in view of its confidential nature relating to a personnel matter.

**21. GRATUITY FOR THE CLERK.**

Updated legal advice had been received from the One Voice Wales Solicitor indicated that in hi view the Council was no longer able to make a gratuity payment to the Clerk in view of changes to superannuation regulations in 2011 and should now take advice from a pensions specialist about investing the sum saved for the gratuity into a suitable pension scheme for the Clerk.

**RESOLVED** that:

- a) One Voice Wales be requested to provide additional information concerning the payment of the gratuity saving into a suitable pension scheme.
- b) The matter be further considered on receipt of the advice requested.

Signed..... Date: 20 January 2022  
Chairman