

**LLANDOUGH COMMUNITY COUNCIL**

**MINUTES OF THE COUNCIL MEETING HELD ON A REMOTE BASIS ON  
THURSDAY 26 MAY 2022 AT 7.00PM.**

**PRESENT**

Councillor Mrs L. Barrowclough (Chairman)  
Councillor Dr M. Misra (Vice-Chairman)  
Councillor Mrs P. Carreyett  
Councillor M. Edwards

**APOLOGIES FOR ABSENCE**

Councillor D. Mears  
Councillor P. King

**1. DECLARATION OF INTERESTS.**

There were none declared.

**2. MINUTES OF THE MEETING HELD ON 21 APRIL 2022.**

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

**3. MINUTES OF THE ANNUAL MEETING HELD ON 18 MAY 2022.**

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

**4. MEETING WITH THE POLICE.**

There was no police representative in attendance.

**5. MEETING WITH COUNCILLOR G. CARROLL.**

The following written report was received:

**DOCHDWY PLAY AREA PATH**

He gave a thank you to the residents who had contacted him about the path from the play area down to the woods. He had contacted the Council and the overgrowth had been cleared promptly. He had also asked if the path could be re-laid to make it a bit more accessible.

## GARDEN WASTE COLLECTIONS

Members will be aware of the disruption affecting the service in recent weeks. This was due to labour shortages. Unfortunately, it had resulted in last week's collection being missed. While residents have on the whole been understanding, clearly there was an issue here and he had raised concerns with the Council.

## HANGAR COMMUNITY PANTRY

Hangar Human Performance Centre was located on Penarth Road (Cardiff end), and run by Ms FA, a local resident. They had recently started a community pantry where a number of food items were available for a small donation. She had started this in the hope it may help people in our community who were facing financial pressures at the moment. It was open on Thursdays, Sundays and Tuesdays from 11am-1pm.

## LLANDOUGH PACT MEETING

The next meeting would be held on Monday 30<sup>th</sup> May at the Royal British Legion Club.

## PENLAN ROAD FENCE

The damaged fence blocking the pavement opposite the green had now been repaired.

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

- a) Councillor Carroll would arrange to progress the installation of the new bus shelter outside the hall.
- b) There had been concrete dropped on Penlan Road near the entrance to the hospital. Councillor Carroll would contact the Highways department as necessary.

In conclusion, Councillor Carroll congratulated Councillors Barrowclough and Dr Misra on their recent election as Chairman and Vice-Chairman respectively.

## **6. MATTERS ARISING FROM THE MINUTES.**

### April Ordinary Meeting

Minute 10 – The Clerk had identified a number of items of equipment designed to support multi-location meetings. Until the matter of securing a sound facility was resolved meetings would continue to be held on a remote basis.

Minute 18 – Mr KY had duly signed the written confirmation form.

Annual Meeting – 18 May 2022

Minute 7 – The Clerk had received the application form for members of the Hall Management Committee to apply for special dispensations. He would arrange for each member to sign the application.

Minute 15 – The two suggested dates for the Civic Service had been e-mailed to Reverend Mark Jones and the Clerk was waiting for his response as to the preferred date.

Minute 17 – The bank mandate form had been received to add Councillor Mrs Barrowclough as an authorised signatory.

Minute 18 – Councillor Carroll was liaising with Mrs JM about the planting of a tree near the bird sanctuary site in commemoration of the Queen's Platinum Jubilee.

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

The minutes of the following meetings were considered.

- a) HM Queen's Platinum Jubilee Anniversary Celebrations Working Party – 5 May 2022.

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

- b) Hall Management Committee – 16 May 2022.

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

- c) Village Fete Working Party – 19 May 2022.

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

**8. HM QUEEN'S PLATINUM JUBILEE ANNIVERSARY CELEBRATIONS – UPDATE.**

An update on the arrangements was provided by Councillor Dr M. Misra.

**9. MINOR AUTHORITY REPRESENTATIVE ON LLANDOUGH SCHOOL GOVERNING BODY.**

It was reported that former Councillor E. Penn had resigned from his position on the Governing Body and it was now necessary for the Council to appoint a replacement member.

**RESOLVED** that: The Vale of Glamorgan Council be informed that the Community Council wished to nominate Councillor Dr M. Misra as the minor authority representative on the Governing Body of the school.

**10. APPLICATION FOR A CORPORATE CREDIT CARD FROM BARCLAYS BANK.**

The Clerk reported that the most appropriate credit card would be one that did not attract an annual fee and had a credit limit of £1200. The control arrangements for its use would be in accordance with the following financial regulation:

‘Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month-end.’ It was confirmed that invoices for goods paid through the use of the card would be attached to the monthly statement enabling authorised signatories to the bank account to verify payments made.

**RESOLVED** that: An application for a corporate card be made with two of the authorised bank signatories signing the application form.

**11. AUTOSPEED WATCH.**

A note of a task and finish group held on 20 April 2022 had been circulated with the agenda for consideration. It was proposed that the support of the Police and the Head of Highways be sought to purchase a device at an estimated cost of £549 plus annual support costs of £128.

**RESOLVED** that:

- a) Councillor Carroll to progress a communication of support from the Police and Crime Commissioner.
- b) The Clerk to arrange for an online meeting with the Head of Highways to discuss the proposal to be attended by Councillor Dr Misra and Councillor Carroll.
- c) Subject to the support of the Police and the Head of Highways the device be purchased and installed.

**12. INDEPENDENT REMUNERATION PANEL FOR WALES – DISCRETIONARY DETERMINATIONS.**

The Council gave consideration to those determinations contained in the 2022/23 Annual Report which were discretionary.

**RESOLVED** that:

- a) A senior role payment of £500 be made to the Chairman subject to the Chairman deciding whether to opt out of all or some of the payment.
- b) Payments for attendance allowances be not approved.
- c) Payments for financial loss allowances be not approved.
- d) Payments for travelling and subsistence expenses be approved based on the scheme included in the Annual Report.
- e) The allowance for the Chairman and Vice-Chairman be as follows:

The allowance for the Chairman be based on costs and expenses incurred of up to £300 and the allowance for the Vice-Chairman be based on costs and expenses incurred of up to £200.

**13. APPROVAL OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022.**

The annual financial return had been circulated with the agenda for the meeting. The section on the accounts had been completed and signed by the Clerk/RFO and the annual audit section of the form had been completed and signed by the Internal Auditor. The Council was asked for its opinion on the governance statements contained in the return which were all considered with a positive response approved with respect to each of the questions.

**RESOLVED** that: The Chairman be authorised to sign the form indicating the approval of the Council to the accounting statements contained therein.

**14. CHILDREN'S AIR AMBULANCE CHARITY – LOCATION OF A CLOTHING BANK IN THE COMMUNITY.**

A request was received from the Charity for a Clothing Bank to be located in the community.

**RESOLVED** that: The Clerk seek the permission of the Royal British Legion Club for the clothing bank to be located in the Legion's car park.

**15. QUOTATIONS FOR THE PAINTING OF STREET FURNITURE.**

The Clerk had invited quotations from three painting companies and none had been received.

**RESOLVED** that: The Clerk to invite quotations from other companies seeking the assistance of the Vale of Glamorgan Council's procurement team for contact details of appropriate preferred suppliers.

**16. REPAIR OF ALLOTMENT GATE POST.**

The Clerk had invited quotations from a number of companies with only one received from Lenn Morris Building and Construction at a cost of £360 with recommended additional work costing £100 to provide added stability to the gate. The Allotments Association had given their support for the recommendations included in the quotation.

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

**17. APPOINTMENT OF MARSHALS FOR THE VILLAGE FETE.**

In view of the current level of vacancies on the Council it was not possible to appoint two marshals. It was noted that the Police and Fire Service would be in attendance at the fete.

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

**18. LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021.**

The Clerk informed the Council of a number of duties introduced by the way of the new Act which included the requirement to prepare an Annual Report, a training plan as well as providing for public participation at Council meetings. Final statutory guidance relating to these provisions would shortly be published by the Welsh Government.

**RESOLVED** that:

- a) The Clerk to prepare the draft Annual Report for consideration at the June meeting of the Council.
- b) The training plan to be prepared upon receipt of a training plan template from One Voice Wales.
- c) An agenda item on public participation be included as a standard item on Council agendas.

It was noted that the Council was not able to claim eligibility for the use of the general power of competence as 2/3rd of Councillors had not been elected at the recent elections.

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

Councillor Dr Misra reported on his attendance at the One Voice Wales Area Committee when the focus had been on the future role of PCSOs and the importance of PACT meetings.

Councillor Mrs Barrowclough had met with the Headteacher in relation to a convenience shop being set up in the school. He was looking for guidance as to what local people might wish to purchase from the shop. She would ask the PTA to seek the views of residents at the forthcoming village fete. It was likely that the Headteacher would require some funding support to set up the shop.

**20. BANK RECONCILIATION FOR THE PERIOD ENDING 30 APRIL 2022.**

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

**21. EXAMINATION AND PAYMENT OF ACCOUNTS**

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

Payee	Amount	Description of Payment
P.R. Egan	27.25	Telephone Expenses
Llandough Allotments Association	63.00	Subscriptions 2021/22
British Telecom PLC	66.11	Telephone and Broadband April 22
Cooke and Arkwright	125.00	Allotment Rent
Vale of Glamorgan Council	1,149.90	WIFI Access Installation
P.R. Egan	31.50	Car Allowance
Llandough Scout and Guide Hall Fund	50.00	Use of Hall for Fete
Llandough and Leckwith WMI	903.51	Accommodation Charge 2021/22
P.R. Egan	108.33	Rent Allowance
E. Roberts	50.00	Delivery of Newsletter (Repl. Cheque)
Welsh Water	23.55	Water Charges - Allotments
Caerphilly Skip Hire Limited	290.00	Skip for Allotments
One Voice Wales	35.00	Training Fee
P. Barnett	250.00	Tree Work
P.R. Egan	50.00	Petty Cash
E. Penn	220.00	Chairman's Allowance
E. Roberts	75.00	Delivery of Newsletter/Fete Programme
British Telecom PLC	66.11	Telephone and Broadband May 22
J. Campbell	115.00	Bagpiper - QPA Celebration
P and A Grounds Maintenance Ltd	360.00	Brook Green Grounds Work
P and A Grounds Maintenance Ltd	834.00	Grounds Maintenance April 2022
A. D. Williams	200.00	Internal Audit Fee
Wicksteed Leisure Limited	17,488.30	Gaheris Climbing Frame
E. Penn	19.45	Chairman's Allowance
Aggregated Sum for Salaries, Wages and Tax	1,531.53	
<b>TOTAL</b>	<b>24,132.54</b>	

**22. PLANNING APPLICATIONS.**

Application No. 2022/00293 – 8-9 Llandough Trading Estate (New over cladding roof system).

**RESOLVED** that: No comments be made.

**23. 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 the confidential nature relating to personnel matters.

**24. CLERK'S GRATUITY/PENSION.**

*(The Clerk left the meeting whilst this matter was considered\).*

It was noted that the Clerk did not wish to obtain independent legal advice at this time on the basis that the legal advice provided to the Council by AltraLaw was that the contractual provision for payment of a gratuity is extant and could be paid on the Clerk's retirement or death. It was also noted that it was now necessary to make the legal advice from AltraLaw available to the Clerk for filing for audit purposes in the event that Audit Wales may ask for supporting advice when the payment is eventually made. It was therefore necessary for the Council to waive its legal privilege and client confidentiality to disclose the advice to the Clerk.

**RESOLVED** that: The Council's legal privilege and client confidentiality be waived in order to disclose the legal advice of AltraLaw to the Clerk for audit purposes. Councillor Barrowclough to forward the advice to the Clerk.

Signed..... Date: 23 June 2022  
Chairman