

LLANDOUGH COMMUNITY COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON A
HYBRID BASIS ON WEDNESDAY 6 MAY 2026 AT 7.00PM**

(Some members attended in the Council Chamber and others from another location using the Zoom Video Conferencing platform)

PRESENT.

Councillor Dr M. Misra (Chair)
Councillor B. Augustian
Councillor Mrs L. Barrowclough
Councillor Mrs P. Carreyett
Councillor Mrs S. Jefferies
Councillor P. King
Councillor D. Mears
Councillor M. Stanyard-Jones

APOLOGIES FOR ABSENCE.

There were none.

1. ELECTION OF CHAIR.

RESOLVED that: Councillor Dr M. Misra be elected Chair for the Council year 2026/27.

2. DECLARATION OF ACCEPTANCE OF OFFICE.

Councillor Dr Misra signed the declaration of acceptance of office witnessed by the Clerk.

3. ELECTION OF VICE-CHAIR.

RESOLVED that: Councillor C. Gibson be elected Vice-Chair for the Council year 2026/27.

4. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST.

There were no declarations of interest received.

5. APPOINTMENT OF COMMITTEES.

RESOLVED that: Membership for 2026/27 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 Chair and Vice Chair of the Council holding the same positions.

B) Environment and Amenities Committee (10 Members).

Membership to be all Councillors.

C) Village Fete Working Party (5 Members).

Membership to be Councillors Mrs Barrowclough, Gibson, Mrs Jefferies, King and Dr Misra.

D) Hall Management Committee (5 Members).

Membership to be Councillors Mrs Carreyett, Gibson, Mears, King and Dr Misra.

E) Allotments Working Party (4 Members).

Membership to be Councillors King, Mears, Dr Misra and Stanyard-Jones.

F) Biodiversity Working Party (4 Members).

Membership to be Councillors Mrs Carreyett, Llewelyn, Mears and Dr Misra.

G) Health and Safety Working Party (4 members).

Membership to be Councillors Mrs Carreyett, Mrs Jefferies, Llewelyn and Dr Misra.

H) Planning Working Party (5 members)

The Working Party to consider planning applications which cannot be submitted to the local planning authority due to time restrictions for responses with decisions being delegated to the Clerk following consideration of applications by the Working Party.

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

J) Lewis Road Reserve Allotments Working Party (5 members).

Membership to be Councillors Augustian, Gibson, Mrs Jefferies, Mears and Dr Misra.

K) Services to Older Persons Working Party (4 members).

Membership to be Councillors Augustian, Mrs Carreyett, Mrs Jefferies and Dr Misra.

6. APPOINTMENT OF REPRESENTATIVES.

RESOLVED that: Membership for 2026/27 to be as follows:

- a) Community Liaison Committee with Town and Community Councils - Councillor Mrs S. Jefferies (Substitute: Councillor Dr M. Misra).
- b) East Vale Community Transport Management Committee

RESOLVED that: Councillor Mears to be appointed as an official observer.

- c) One Voice Wales - Councillor Dr M Misra (Substitute: Councillor C. Gibson).
- d) Llandough Hospital Our Orchard Project Group- Councillor Mrs P. Carreyett (Substitute: Councillor D. Mears).

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

RESOLVED that: No applications were required.

8. 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 in Clerk's File</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>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, 2026. It was reported that the Rover Mower recently advertised for offers had been sold for £25.00 and this item of equipment would be removed from the 2026/27 asset register. It was also agreed that the HP 250 G5 Multimedia Laptop be written off and removed from the asset register and the Clerk arrange for it to be wiped and disposed of in an appropriate way.

RESOLVED that: The Asset Register as amended for 2026/27 be approved.

9. INVESTMENT STRATEGY 2026/27.

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

RESOLVED that: The Investment Strategy for 2026/27 be approved.

10. RISK MANAGEMENT PLAN.

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

RESOLVED that: No changes to be made in the plan.

11. APPOINTMENT OF INTERNAL AUDITOR.

RESOLVED that: A.D. Williams be appointed for the 2026/27 financial year.

12. REVIEW OF COUNCIL'S INSURANCE ARRANGEMENTS.

A review of the Council's insurance arrangements had been undertaken in 2024/25 and the insured value of some of the all risks cover items in the fixed assets register had been increased. Additional cover had been secured to include contract disputes and insurance cover arranged with Zurich Municipal. It was noted that it would be better to leave insurance arrangements with Zurich Municipal in the light of the same company being used by Leckwith and Michaelston Community Council with whom the Council would merge with when the new Llandough and Cwrtyrala Community Council was created in 2027.

RESOLVED that: Insurance cover be retained with Zurich Municipal for 2026/27.

13. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.

It was noted that the Council had only recently amended the financial regulations and the standing orders did not require review at the current time.

RESOLVED that: No changes be made at the current time.

14. 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.

15. REVIEW OF COUNCIL'S POLICIES AND PROCEDURES.

RESOLVED that: Arrangements for a review of the policies and procedures be deferred for six months.

16. ARRANGEMENTS FOR 2026 CIVIC SERVICE.

A brief summary of the arrangements for the Civic Service on 31 May 2026 was provided for the information of members. It was considered that a professional photographer be engaged to take photographs of the event especially as this would be the last service organised by the Council given the implementation of the community boundary review in 2027.

RESOLVED that:

- a) The arrangements reported by the Clerk were duly noted.
- b) An additional member was required to assist with the collection to be decided at the May ordinary council meeting.
- c) The Clerk to obtain a quotation for Ms. SH to take photographs at the event.

17. REVIEW OF THE STATUTORY TRAINING PLAN.

The plan had been circulated with the agenda for consideration by the Council. It was noted that the Clerk would continue to circulate all relevant training opportunities with an expectation that Councillors would book in to training events referenced as a commitment in the plan. In relation to 2025/26, the Clerk would input training attended by members in that year.

RESOLVED that: The Clerk to make the necessary changes to the training plan.

18. REVIEW OF THE RENT ALLOWANCE PAYABLE TO THE CLERK.

The Clerk left the meeting whilst this matter was under consideration.

RESOLVED that: The rent allowance payable to the Clerk be increased by 3.3% from 1st June 2026 which equates to £1655 per annum.

Signed.....
Chair

Date: 28 May 2026