

LLANDOUGH COMMUNITY COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON
WEDNESDAY 9 MAY, 2018 AT 7.00PM IN THE COUNCIL CHAMBER.**

PRESENT.

Councillor Mrs P. Carreyett (Chairman)
Councillor Mrs P. Gay (Vice-Chairman)
Councillor M. Edwards
Councillor P. King
Councillor Dr M. Misra
Councillor W. Williams

APOLOGIES FOR ABSENCE.

Councillor E. Penn
Councillor B.C. Hill
Councillor I. Williams

1. ELECTION OF CHAIRMAN.

The retiring Chairman (Councillor Dr M Misra) opened the meeting and sought nominations for the office of Chairman. One nomination was received and seconded.

RESOLVED that: Councillor Mrs P. Carreyett be elected as Chairman of the Council for 2018/19.

2. DECLARATION OF ACCEPTANCE OF OFFICE.

The declaration of acceptance of office was completed and signed by Councillor Mrs P Carreyett and witnessed by the Clerk.

3. ELECTION OF VICE-CHAIRMAN.

RESOLVED that: Councillor Mrs P. Gay be elected as Vice-Chairman for the Council Year 2018/19.

4. REPORT OF THE RETIRING CHAIRMAN.

The report from Councillor Dr M Misra was tabled.

RESOLVED that:

- a) The report be accepted.
- c) 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 2018/19 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 (3 Members).

Membership to be Councillors Edwards, King and Penn.

D) Hall Management Committee (5 Members).

Membership to be Councillors Carreyett, Hill, Edwards Dr Misra and W Williams. Councillor Gay to be appointed as a reserve member and automatically to take up membership should a vacancy occur during the Council Year.

E) Allotments Working Party (5 Members).

Membership to be Councillors Edwards, Gay, King and Hill. The remaining vacancy to be filled by Councillor E Penn subject to his acceptance.

F) Bio-Diversity Working Party (3 Members)

Membership to be Councillors Carreyett, Edwards and Dr Misra.

G) Health and Safety Working Party (3 members)

Membership to be Councillors Carreyett, Edwards and Dr Misra.

H) Community Engagement Working Party (3 members)

Membership to be Councillors Carreyett, Gay and I Williams.

l) Planning Sub Committee (3 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 Carreyett, Edwards and Dr Misra.

7. APPOINTMENT OF REPRESENTATIVES.

RESOLVED that: Membership for 2018/19 to be as follows:

- a) Community Liaison Committee with Town and Community Councils - Councillor P. Carreyett (Substitute: Councillor Dr M. Misra).
- b) East Vale Community Transport Management Committee: It was decided not to appoint an observer.
- c) One Voice Wales - Councillor Dr M Misra (Substitute: Councillor M. Edwards).
- d) Llandough Hospital Our Orchard Project Group- Councillor Mrs P. Carreyett.

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. She also left the meeting whilst the rates of remuneration were considered and determined.

RESOLVED that: The rates and allowances for 2018/19 be increased by the equivalent % increase rates contained in the agreement on local government pay for 2018/19 as follows: -

Rent Allowance Payable to the Clerk: £1204 per annum from 1st June, 2018. (Estimated % increase taken from NJC pay scheme is 2%)

Wages Payable to the Caretakers: £8.68 per hour with effect from 1st May, 2018. (The % increase on Point 9 of the NJC scale is 8.9%).

Clerical Assistance: £1183.00 pa with effect from 1st June, 2018. (The % increase taken from the NJC pay scheme is 2%).

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

RESOLVED that: No Council applications be submitted for 2018/19.

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 Leo Abse and Cohen</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, 2018</i>

Members were also provided with the asset register as at 31 March, 2018. It was noted that there was now a requirement to purchase a plastic lockage storage container to be located at the rear of the Llandough War Memorial Hall and to be used for the storage of essential fete equipment which could no longer be housed in the rented garage off Lewis Road due to a notice to quit having been received from the Vale of Glamorgan Council.

RESOLVED that:

- a) The Asset Register for 2017/18 be approved.
- b) The Clerk be authorised to purchase a plastic lockable storage container to be located at the rear of the Llandough War Memorial Hall.

11. INVESTMENT STRATEGY 2018/19.

RESOLVED that: The Strategy presented by the Clerk be approved.

12. RISK MANAGEMENT PLAN.

The Council considered the Risk Management Plan which had been circulated with the agenda. It was generally considered that the Plan required little revision other than the inclusion of a new risk relating to the Data Protection 2018.

RESOLVED that: The Risk Management Plan be amended to include a new risk relating to the Data Protection Act 2018.

13. APPOINTMENT OF INTERNAL AUDITOR.

RESOLVED that: A.D. Williams be appointed for the 2018/19 financial year.

14. REVIEW OF COUNCIL'S INSURANCE ARRANGEMENTS.

The Council had signed up to a 3-year deal with Came and Company earlier in the year and it was considered necessary for the policy schedule to be reviewed to ensure that it covered all of the current Council's risks and responsibilities.

RESOLVED that: Councillor Edwards and the Clerk to review the content of the policy schedule and make a report to the next meeting of the Policy and Resources Committee.

15. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.

It was noted that a new set of model financial regulations had been published by One Voice Wales in 2016 and adopted with some amendment in that same year. It was considered that there was no need for any changes to these regulations at the current time. However, in the case of standing orders it was noted that a new model would shortly be issued by One Voice Wales and would need to be considered for adoption following publication.

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.

17. IMPLEMENTATION OF THE GENERAL DATA PROTECTION REGULATION (DATA PROTECTION ACT 1998).

Using the implementation toolkit circulated by One Voice Wales, the Clerk was in the process of carrying out all necessary actions to ensure that the Council was compliant by 25 May, 2018 or as soon as possible thereafter. It was noted that there was a strong likelihood that the requirement for the

Council to appoint an external Data Protection Officer might be removed from the Act as an amendment had been tabled by the Government to remove this requirement for community councils.

RESOLVED that: The Clerk to report back to the Council when the implementation work was completed.

18. INDEPENDENT REVIEW PANEL – POP IN SESSIONS ACROSS WALES.

The Clerk reported receipt of an invitation by the Panel for Councils to arrange for a pop in session at a local venue to enable residents to provide their views on the Panel’s consultation. The date for the sessions would be Thursday 24 May, 2018.

RESOLVED that: The Panel be informed that there was insufficient notice given of the invitation and in any event, it is not considered that such sessions should be held on weekdays when many people were unavailable to attend. If more notice had been provided and the suggested date was on a Saturday the Council would have wished to arrange a local pop-in session.

19. RENTED GARAGE OFF LEWIS ROAD.

Following the decision of the Vale of Glamorgan Council to issue a notice to quit due to the decision taken to demolish the garages due to health and safety reasons a request had been made for the notice to be deferred until after this year’s fete. The Clerk was pleased to report that the notice had been deferred until 15 June, 2018.

Signed.....
Chairman

Date: 24 May, 2018