

LLANDOUGH COMMUNITY COUNCIL

**MINUTES OF THE COUNCIL MEETING HELD ON THURSDAY 20 SEPTEMBER,
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 (Arrived during the meeting)
Councillor E. Penn
Councillor I. Williams

APOLOGIES FOR ABSENCE

Councillor D. Mears
Councillor Dr M. Misra
Councillor W. Williams

1. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST.

Councillor P. King declared an interest in all planning application consultations and took no part in their consideration.

2. MINUTES OF THE MEETING HELD ON 26 JULY, 2018.

RESOLVED that: The minutes be approved and signed by the Chairman.

3. MEETING WITH THE POLICE.

There was no representative from the Police in attendance.

4. MEETING WITH COUNCILLOR G. CARROLL.

A written report was received from Councillor Carroll as follows: -

Playing fields flooding - There was considerable concern about the stagnant water that had formed around the changing rooms - with some residents reporting their dogs had become unwell after drinking from it. After raising this with parks - it was found to be coming from the woodland. A French drain has now been installed - which should sort the problem long term. While the stagnant water has gone - the area is still quite boggy in places. I've asked parks if there is anything they can do to deal with this.

Vale Arena Licensing Extension - I am concerned by the proposals contained in the application - and have submitted an objection. The site is unsuitable for such late hours - with many residential areas nearby. There is also a lack of public transport at these times - as well as existing hazards on the surrounding roads. I have received several

complaints from residents - and with permission forwarded them to Licensing as formal objections.

Hotshots programme - Following on from this summer's event at the Playing Fields - I am hopeful of securing another during October half term. Owing to the weather - we may have to look at an indoor venue such as the Llandough War Memorial Hall. I'll keep the Community Council posted on this.

Burning smell in the village - I've received a number of reports of this from residents. Environmental control is investigating but are struggling to find the source - without which they are unable to act. I'll continue to liaise with residents to find a solution.

Noise emanating from Hospital - a few Greenway Close residents have raised this with me. I have spoken with the Health Board - who have confirmed it is due to a steam leak. They have shut down the system to stop the noise - and have ordered a replacement part to rectify the fault.

RESOLVED that: The report be noted.

5. MATTERS ARISING FROM THE MINUTES.

Minute 12 – A response had not yet been received from Vaughan Gethin AM. The Clerk would progress a response.

6. MINUTES OF THE BIO-DIVERSITY WORKING PARTY HELD ON 17 SEPTEMBER, 2018.

RESOLVED that: The minutes be approved together with the recommendations made in relation to the selection of a contractor to prepare designated land for wildflower seed planting.

7. PROPOSED MUGA FACILITY IN THE PLAYING FIELDS.

It was understood that the application for a grant of £44634 from the Strong Communities Grant Fund was being recommended to the Vale of Glamorgan Council's Cabinet for approval although final confirmation had not yet been received. Funding of £19903 was available from S106 funds leaving a deficit to be funded of £25500. The Council had previously resolved to fund part of the deficit from reserves and the remainder from a loan which was subject to approval of a loan sanction from the Welsh Government. The VAT component of £18000 involved in the project would be reimbursed by HMRC but the timing of payment was important so as to ensure cash was available to fund the VAT element at the time the invoice was paid.

The Clerk advised that it would be necessary to adopt a tender approach in relation to the selection of a contractor to supply and install the facility and that this was a requirement of both the Council's financial regulations and of the Strong Communities grant scheme. It would also be necessary for the Council to confirm that provision for repayment of any loan secured was included in its budget and for the Council to have a legal interest in the land on which the MUGA would be installed. It was hoped that the Vale of Glamorgan Council would offer a lease based on an annual peppercorn

rent. The issue of whether planning permission was needed remained subject to clarification.

In the discussion that took place, it was noted that the Vale Officers preferred the MUGA to be located by the football changing rooms but the preference of the Council was for it to be located by the children's play area to ensure maximum use of the facility. This would need to be discussed further with the Vale of Glamorgan officers.

RESOLVED that:

- a) Upon confirmation of the grant from the Strong Communities Grant Fund, the Clerk to arrange a meeting with Vale of Glamorgan Council officers and all Community Councillors to agree on a forward action plan.
- b) The Policy and Resources Committee to determine the arrangement for funding of the deficit of £25500 and to include financial provision in the 2019/20 budget to service loan repayments.

8. PROVISION OF COUNCIL E-MAIL ADDRESSES FOR COUNCILLORS.

Vision ICT Limited had asked for confirmation of the composition of e-mail addresses for each Councillor.

RESOLVED that: Vision ICT Limited be advised that all e-mail addresses should be set up as for example Clr.jsmith@llandough-cc.co.uk

9. NOTES OF A MEETING WITH THE HOSPITAL MANAGER ON 15 AUGUST, 2018.

The notes of the meeting attended by the Chairman and the Clerk had been included with the agenda for the information of members.

RESOLVED that: The notes be accepted.

10. APPLICATIONS FOR APPOINTMENT OF COUNCILLOR.

Two applications had been received for the vacancy of Councillor which would be filled by way of co-option.

RESOLVED that:

- a) Lucy Barrowclough be appointed to the vacancy.
- b) The Chairman and the Clerk to meet with Councillor Barrowclough to arrange for her to complete the declaration of acceptance of office and for induction purposes.
- c) Councillor Edwards to act as mentor for Councillor Barrowclough.
- d) The Clerk write to the unsuccessful applicant thanking him for his application.

11. PAINTING OF STREET FURNITURE.

The Clerk had approached 5 companies for a quotation for the work but only two had responded. The quotations were for £895 plus the cost of materials and £1400 including the cost of materials. In the case of the latter, the company had included the cost of fencing and signing the area around each bench painted.

RESOLVED that: The quotation from Swanbridge Property Maintenance at a cost of £1400 be accepted.

12. DISPOSAL OF CONFIDENTIAL WASTE.

Councillors Carreyett, Edwards and Gay had worked with the Clerk to dispose of documentation in line with the new Data Retention and Disposal Policy. Their work had not yet been completed and the amount of documentation for disposal was significant and would require removal by a confidential waste contractor.

RESOLVED that: The Clerk arrange for three estimates to be obtained for the disposal of the paper waste.

13. 2018 TREE SURVEY.

The tree survey prepared by Cardiff Treescapes had been received and there were 7 recommendations made which would need to be implemented.

RESOLVED that: The Clerk approach three suitably qualified companies for a quotation for undertaking the recommended work.

14. REPORT OF THE EXTERNAL AUDITOR ON THE 2017/18 AUDIT.

(Councillor King arrived at this point in proceedings)

The External Auditor had issued an unqualified audit but had asked the Council to review the level of its general reserve. It was noted that with the commitment to fund part of the cost of the MUGA facility in 2019/20 it was necessary to use some of the reserve for meeting the deficit in the grants available from the Strong Communities Grant fund and S106 funding.

RESOLVED that: The position be noted.

15. REPORT OF A SITE INSPECTION OF COUNCIL FACILITIES.

Councillor Gay and the Clerk had undertaken the inspection on 7 September and had identified that some of the parks had not been maintained to the required standard and that the area around the stream and culvert at Brook Green needed clearance. The Clerk had taken up the matters with the contractor and he had undertaken suitable action to deal with the concerns. He had also been asked for a quotation for clearing the stream and culvert and this was awaited.

RESOLVED that: The report be noted.

16. RESERVE ALLOTMENT SITE, LEWIS ROAD – GRAZING LICENCE.

The Clerk had met with Mr KY on site to discuss the arrangements for the extension of the grazing licence for a further 4 years from 1st January, 2019 on the basis of an annual rent of £200 payable in advance for the full term and the legal costs of both parties being met by Mr. KY. It was noted that there were currently no horses in the site as arrangements were being made for the removal of ragwort growth.

RESOLVED that: The Clerk be authorised to take steps for the extension of the grazing licence on the terms stated above using the services of Merrils Ede Solicitors.

17. ENTRANCE TO RESERVE ALLOTMENT SITE, LEWIS ROAD – FELLING OF LARGE CONIFER TREE.

At the recent site meeting with Mr KY, the Clerk observed that the large conifer trees had been felled with some large logs blocking the entrance to the reserve allotment site on land in the ownership of the Community Council.

RESOLVED that: The Clerk to visit the site again and if the logs had not been removed, the owner of the neighbouring property be formally requested to clear the entrance to the reserve allotment site.

18. TOTS GROUP – REQUEST FOR FUNDING SUPPORT.

A business case had been received from the TOTs Group in support of the application for continued funding assistance. The Council noted that the case presented did not include a projected financial plan to assist in consideration of the request.

RESOLVED that:

- a) The Clerk to provide the Group with a model financial plan template that they could use to support the request.
- b) The request to be considered upon receipt of the financial plan and confirmation of the number of parents from Llandough attending group sessions.
- c) It be pointed out that the Council was only prepared to consider funding support for the period up to and including 31 March 2019.

19. TRAINING OPPORTUNITIES.

- a) Planning Aid Wales – S106 and CIL.

RESOLVED that: Subject to confirmation of availability, Councillors E. Penn and I. Williams to attend at a course cost of £35 each.

- b) Plenty 20's Conference – Noted.
- c) One Voice Wales Conference and AGM – Noted.

d) One Voice Wales Training – Local Government Finance (24 January, Cowbridge)
– Subject to confirmation of availability, Councillor Barrowclough be nominated to attend.

20.COMPLAINT FROM FORMER TENANTS OF CORBETT ROAD ALLOTMENTS.

The Clerk informed the Council that he had received a copy of a complaint sent to the Allotments Association concerning their alleged poor treatment in relation to the condition of the allotment plot.

RESOLVED that: The matter be noted.

21.MRS CS – PARKING ISSUES IN LEWIS ROAD.h

The Clerk had received a communication from Mrs CS concerning parking issues in Lewis Road which were of concern to many of the residents.

RESOLVED that: Mrs CS be advised that highways issues were not the responsibility of the Community Council and that it had done all it can to help resolve parking issues in the community generally. It be suggested to her that she contact the local County Borough Councillor for assistance.

RESOLVED that: The Clerk respond to Mrs CS by explaining the position and suggesting she contact Councillor G. Carroll in this regard.

22.COMMUNICATION FROM FORCES FITNESS.

A communication was received from Mrs RM in relation to opportunities for fitness sessions for families in Llandough.

RESOLVED that: In order to gauge the level of support for this service, she be invited to have a table at the Carol Service and Coffee Morning to be held on 8 December, 2018.

23.MEMBERS AHO ATTENDED MEETINGS OF OTHER BODIES.

No reports were received.

24.BANK RECONCILIATIONS AS AT 31 JULY, 2018 AND 31 AUGUST, 2018.

RESOLVED that: The bank reconciliations be approved.

25.EXAMINATION AND PAYMENT OF ACCOUNTS.

RESOLVED that: The following payments be made as indicated below: -

Payee	Amount	Description of Payment
Llyfrau Llafar Cymru	75.00	Donation
P.R. Egan	28.00	Telephone Expenses
P.R. Egan	37.80	Car Allowance
P.R. Egan	100.33	Rent Allowance
Vision ICT Limited	144.00	Data Back Up Service 2018/19
P.R. Egan	87.91	Reimbursement for Framed Certificate
One Voice Wales	40.00	Training Fee
Vision ICT Limited	720.00	Website Upgrade
East Vale Community Transport	98.50	Transport Charges
P and A Grounds Maintenance	609.74	Grounds Maintenance July 2018
Llandough and Leckwith WMI	102.00	Hall Rental for TOTS Group
P.R. Egan	29.68	Telephone Expenses
P.R. Egan	20.00	Petty Cash
Smart Associates	2,715.60	Professional Fees
Llandough Primary School	100.00	Entertainment at 2017 Coffee Morning
P.R. Egan	100.33	Rent Allowance
East Vale Community Transport	96.90	Transport Charges
P.R. Egan	44.10	Car Allowance
Cardiff Treescapes	216.00	Tree Survey
P.R. Egan	40.00	Petty Cash
Salaries, Wages and Income Tax	2,202.69	Aggregated Total
TOTAL	7,608.58	

26. PLANNING APPLICATIONS.

(Councillor King declared a personal and prejudicial interest in the following matters and left the meeting taking no part in the discussion or voting thereon).

Application No. 2018/00882 – No comment

Application No. 2018/00953 – No comment

Application No. 2018/00257 – No comment

Signed
Chairman

25 October, 2018