

LLANDOUGH COMMUNITY COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON A
REMOTE BASIS ON THURSDAY 21 MAY, 2020 AT 7.00PM**

PRESENT.

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

APOLOGIES FOR ABSENCE.

There were none.

1. ELECTION OF CHAIRMAN.

It was noted that the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 enabled Councils to resolve not to elect a new Chairman and if this course of action was decided then the current Chairman would continue in office until May 2021.

RESOLVED that: A new Chairman be not elected and that Councillor Mrs P. Gay would continue in office until May 2021.

2. DECLARATION OF ACCEPTANCE OF OFFICE.

It was not necessary for a new declaration of acceptance of office to be signed.

3. ELECTION OF VICE-CHAIRMAN.

It was noted that the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 enabled Councils to resolve not to elect a new Vice-Chairman and if this course of action was decided then the current Vice-Chairman would continue in office until May 2021.

RESOLVED that: A new Vice-Chairman be not elected and that Councillor E. Penn would continue in office until May 2021.

4. REPORT OF THE RETIRING CHAIRMAN.

The report from Councillor Mrs P. Gay had been e-mailed to members.

RESOLVED that:

- a) The report be accepted.
- b) 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 2020/21 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 (4 Members).

Membership to be Councillors Mrs Barrowclough, Edwards, King and Penn.

D) Hall Management Committee (5 Members).

Membership to be Councillors Mrs Carreyett, Edwards, Mrs P. Gay, Dr Misra and W Williams.

E) Allotments Working Party (5 Members).

Membership to be Councillors Edwards, Mrs P. Gay, King, Mears and W. Williams.

F) Bio-Diversity Working Party (3 Members)

Membership to be Councillors Carreyett, Edwards and Dr Misra.

G) Health and Safety Working Party (4 members)

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

H) Planning Sub Committee (5 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 Mrs Barrowclough, Mrs Carreyett, Edwards, Dr Misra and Penn.

I) MUGA Working Party (4 members).

Membership to be Councillors Mrs Carreyett, Mrs Gay, Dr Misra and I. Williams.

J) Dementia Friendly Working Party (6 members).

Membership to be Mrs Carreyett, Edwards, Mrs Gay, Dr Misra, Penn and W. Williams.

7. APPOINTMENT OF REPRESENTATIVES.

RESOLVED that: Membership for 2020/21 to be as follows:

a) Community Liaison Committee with Town and Community Councils - Councillor Mrs P. Carreyett (Substitute: Councillor Dr M. Misra).

b) East Vale Community Transport Management Committee

RESOLVED that: Councillor Penn to be appointed as an official observer (Councillor Mears to act as substitute).

c) One Voice Wales - Councillor Dr M Misra (Substitute: Councillor I. Williams).

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.

RESOLVED that: The review of the rates and allowances for 2020/21 be deferred until such time as the new national agreement on pay for local authority staff was received. For the time being, the current rates be continued on the basis that the new rates for 2020/21 once agreed be backdated from the due dates in 2020.

Rent Allowance Payable to the Clerk: £1228 per annum from 1st June, 2019.

Wages Payable to the Caretakers: £9.18 per hour with effect from 1st May, 2019. (This equates to point 2 on the new NJC scale).

Clerical Assistance: £1207.00 pa with effect from 1st June, 2019.

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

RESOLVED that: No Council applications be submitted for 2020/21.

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 Slater and Gordon</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, 2022</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, 2020.

RESOLVED that: The Asset Register for 2019/20 be approved.

11. INVESTMENT STRATEGY 2020/21.

RESOLVED that: The draft strategy presented to the meeting be approved.

12. RISK MANAGEMENT PLAN.

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

RESOLVED that:

- a) The reference to storage of garden equipment on Page be amended to reflect that the Council no longer rented a garage in Lewis Road.
- b) On Page 6 'Village Garden' the reference to 'youths' be changed to 'vandals.'
- c) On a related matter it was suggested that in view of the loss of income on the part of local organisations due to the closure of the hall, cancellation of the village fete and suspension of the community transport service as a result of the COVID 19 restrictions, the Council should consider the possibility of making donations to local groups to help them deal with the financial implications of the restrictions on their activities. As a starting point, it was further suggested that the savings made by the Council in relation to the village fete and the community transport service could be allocated for this purpose.

RESOLVED that: This matter be included on the agenda for the Council meeting on 28 May, 2020.

13. APPOINTMENT OF INTERNAL AUDITOR.

RESOLVED that: A.D. Williams be appointed for the 2020/21 financial year.

14. REVIEW OF COUNCIL'S INSURANCE ARRANGEMENTS.

The Council was committed to a 3-year deal with Came and Company and at the moment it was not necessary to review cover. It was confirmed that the Insurers had been informed of the need to include the MUGA in the public liability section of the policy.

RESOLVED that: The insurance arrangements be reviewed in 2021.

15. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.

It was noted that the Standing Orders had been updated in 2018 and the financial regulations in 2019. It was not considered that a review in 2020/21 was necessary.

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.

Signed.....
Chairman

Date: 28 May, 2020