

**LLANDOUGH COMMUNITY COUNCIL**

**MINUTES OF THE COUNCIL MEETING HELD ON A REMOTE BASIS ON  
THURSDAY 28 MAY, 2020 AT 7.00PM.**

**PRESENT**

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

**APOLOGIES FOR ABSENCE**

Councillor I. Williams

**1. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST.**

Councillor Mrs L. Barrowclough declared a personal and prejudicial interest in agenda item no. 24 'Estate Charges on Housing Developments.'

**2. MINUTES OF THE MEETING HELD ON 20 FEBRUARY, 2020.**

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

**3. MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON 21  
MAY, 2020.**

**RESOLVED** that: Subject to the following amendment the minutes be confirmed as a correct record.

Minute No. 10 – Substitute 'Slater and Gordon' for 'Leo Abse and Cohen'.

**4. MEETING WITH THE POLICE.**

A report had not been received from the Police.

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

The following report was received from Councillor Carroll: -

## **WASTE AND RECYCLING CENTRES**

*The centres at Barry and Llandow have now reopened, but they will be operating on an appointment only basis for the foreseeable future. To book an appointment, please go onto the Council's website. I've had a few enquiries from residents wanting to use vans - but unfortunately, they are only allowing cars at the bottom.*

## **PATH FROM DOCHDWY PARK TO THE WOODS**

*I have raised this again with the Council about getting this path improved but there were currently no plans to improve the path. However, in the case of the ramp from Downfield Close to Cogan Pill Road, they have confirmed they are still looking at funding options and will update me - but the current crisis has meant they have had to prioritise resources.*

## **BIN OPPOSITE LLANDOUGH PRIMARY SCHOOL**

*Members will be aware of recent incidents with the contents of this bin being strewn across the pavement. A couple of residents have suggested this is because a fox is getting at the bin - I've spoken to the Council and they are going to replace the bin with one with side flags to try and combat the problem.*

## **DOG FOULING**

*A number of residents have complained to me about this, particularly around Lewis Road Playing Fields. I have spoken to the Council and they have agreed to send wardens out. Obviously, it's a long shot, but if someone is caught and fined hopefully this will act as a deterrent.*

## **BLUE RECYCLING BAGS AND GREEN GARDEN WASTE BAGS**

*A delivery service is currently operating and the bags can be ordered online. Please go to the Council's website to do so.*

In the discussion that followed, a number of points were raised: -

- a) Councillor Carroll confirmed that he would continue to press for funding to be allocated to improve the condition of the path from Dochdwy Road leading down to the adventure playground.
- b) Concern was expressed about the speed of traffic entering the village from the road narrowing on Leckwith Road. Councillor Carroll would discuss this matter with the Police to see what action could be taken in this regard.

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

Minute 10 (c) – A quotation for the supply and planting of the rowan tree remained outstanding. The Clerk had contacted a different tree company for a quotation but had not received a response. He would follow up the matter.

Minute 15 – Keep Wales Tidy had confirmed its offer of supplying a wildlife garden pack for planting in the allotments. The permission of Cooke and Arkwright to implement the scheme had been received.

Minute 17 – The Affordable Homes Officer in the Vale of Glamorgan Council had been unable to attend earlier meetings of the Council.

**RESOLVED** that: She be invited to join a remote meeting of the Council.

## **7. DELEGATION OF DECISION MAKING TO THE CLERK.**

Prior to the introduction of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020, members had agreed that the Clerk, in consultation with designated members, be granted delegated decision-making powers to deal with urgent matters. It was now necessary to review the scope of delegation given that the Council was now enabled to meet on a remote basis during the pandemic crisis. A copy of the schedule of delegation was circulated with the agenda for reference purposes and to assess whether such delegation was still required.

**RESOLVED** that: The Clerk be granted delegated decision making powers in consultation with the Chairman to deal with all expenditure decisions and transactions in the case of routine business (e.g. payment of wages and salaries, maintenance contracts) provided that there is provision in the annual budget or in the case of such expenditure relating to an urgent matter that must be dealt with (e.g. removal of a fallen tree on Council land).

## **8. DECISIONS TAKEN THROUGH DELEGATION TO THE CLERK.**

A schedule of decisions taken by the Clerk under delegated powers granted by members was submitted for endorsement. These decisions were as follows: -

- a) Cancellation of the Civic Service and other events planned for the period up to end of September 2020.
- b) An application for grant funding from the Llangollen International Music Eisteddfod was refused.
- c) A motion from Councillor E. Penn to submit comments to the Nuclear Power Energy Authority on the proposed dumping of sediment from the Hinckley C Nuclear Power Station was approved.
- d) The bank reconciliation for the period ended 29 February 2020 was agreed with Councillor Edwards.
- e) Mr DS to be paid at his normal hours but with no requirement to attend for work for a period to be determined when the Council next meets.
- f) Objections be submitted to the Vale of Glamorgan Council in relation to Planning Application No. 2020/00228/FUL.

**RESOLVED** that: The decisions taken be endorsed.

**9. APPROVAL OF THE ANNUAL ACCOUNTS FOR 2019/20 AND COMPLETION OF THE GOVERNANCE SECTION OF THE ANNUAL RETURN.**

The Clerk had completed the accounts for 2019/20 and they had been audited by the Council's Internal Auditor. Members had received a copy of the annual return as well as the Internal Auditor's report for consideration. The Council considered each of the statements contained in the governance section of the annual return.

**RESOLVED** that:

- a) The accounts for 2019/20 be approved.
- b) All of the governance statements contained in the annual return be confirmed as having been fully complied with other than the statement on trust funds which was not applicable.

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

Biodiversity Working Party – 3 March, 2020.

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

MUGA Working Party – 16 March, 2020.

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

Hall Management Committee – 18 May, 2020.

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

**11. WATER ESCAPE IN BROOK GREEN POCKET PARK.**

Due to the pandemic crisis an estimate of costs for the Vale of Glamorgan Council to investigate and propose a solution for addressing the water escape had not yet been received.

**RESOLVED** that: The Clerk to progress a response so that consideration could be given to the costs involved in providing an assessment of how to resolve the ongoing problem of the water escape.

## **12. FIELDS IN TRUST – REGISTRATION OF KING GEORGE V MEMORIAL PLAYING FIELDS.**

A communication was received from Fields in Trust reminding Councils of the benefits of registering playing fields with the Trust. It was noted that Dave Knevet from the Vale of Glamorgan Council had previously agreed to take steps to register the playing fields but that he would prefer to submit an application including other playing fields in the county borough.

**RESOLVED** that: The Clerk to contact Dave Knevet to request an update on the registration process.

## **13. PARKING ISSUES IN LLANDOUGH.**

Due to the pandemic crisis the meeting to be arranged by the Hospital Manager with the Vale of Glamorgan Council, Community Council and the Police had not been progressed. It was necessary for the Council to decide on the two members to be represented at the meeting.

**RESOLVED** that:

- a) Councillors Mears and Dr M Misra be nominated as the Council's representatives to attend the meeting with Councillors Edwards and Penn to act as substitutes if required.
- b) The Clerk to contact the Hospital Manager to suggest that the meeting be arranged on a remote basis.
- c) The Clerk to circulate a copy of the Council's approved policy statement to all members of the Council.

## **14. PROPOSED GRANTS TO LOCAL ORGANISATIONS WHO HAD LOST INCOME DUE TO THE CANCELLATION OF THE VILLAGE FETE.**

At the Annual Meeting of the Council it had been proposed that financial savings made due to the cancellation of the village fete and civic service be used to make grants to those local organisations who had lost income due to the village fete having been cancelled which was the annual opportunity for them to raise funds to support their activities. The organisations affected were the Thursday Club, TOTS Group, Church, Legion Club, Youth Club, Scouts and Guides, Allotments Association and the PTA.

The Clerk informed the Council that the financial savings due to the cancellation of the events was £3245.

**RESOLVED** that:

- a) The Clerk to send a grant application form to each of the organisations concerned inviting them to apply for a grant for an amount equating to the income they generated from the fete in 2019.
- b) The organisations be informed that there is no guarantee that their application would be successful or that any amount offered would be equivalent to the income they raised at the 2019 fete.
- c) Applications received to be considered at the next meeting of the Council.

#### **15. LLANDOUGH MUTUAL AID – GRANT REQUEST.**

The Clerk reported that following consultation with members a grant pot of up to £500 to support volunteers who were involved in purchasing and delivering food and essential products on the part of shielded or vulnerable people in the community had been approved. Payments to volunteers would be made through receipt of an application form by the Clerk evidencing purchases where recipients were unable to pay the volunteer by cash or bank account transfer. This would ensure that no volunteer would be out of pocket. To date, no applications had been received.

**RESOLVED** that: The decision to support the Llandough Mutual Aid scheme be endorsed on the basis that any expenditure incurred would serve to enhance the social well being of the community (Local Government Act 2000, ss 1-5).

#### **16. REQUEST FOR DONATION FROM TENOVUS CANCER CARE.**

**RESOLVED** that: In pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that section, a donation of £100 be made Tenovus Cancer Care in support of its activities.

#### **17. REVIEW OF THE ELECTORAL ARRANGEMENTS FOR THE COUNTY OF VALE OF GLAMORGAN.**

The consultation period on these draft proposals had been revised and the period would now commence on 15 June for a period of 12 weeks. It was noted that the proposal for Llandough would, if approved, result in it being merged with the Penarth Cornerswell Ward although this would not apply to the composition of community councils in the area.

**RESOLVED** that:

- a) A Working Party be established to prepare a response to the consultation membership of which to be Councillors Mrs Barrowclough, Mrs Carreyett, Edwards, Mrs Gay, Dr Misra and Penn.
- b) The prepared response be submitted to the Council for consideration prior to submission.

## **18. ANNUAL REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES 2020/21.**

Consideration was given to the determinations in the 2020/21 Annual Report.

**RESOLVED** that:

- a) Determination 42 – It be noted that an allowance of £150 would be paid to all members in 2020/21 other than in the case of any member who wished to opt out.
- b) Determination 44 – The ability to pay up to 5 members an allowance of up to £500 in recognition of specific responsibilities be not approved.
- c) Determination 45 – Travel payments be made to members in the case of them undertaking authorised duties.
- d) Determination 46 – Overnight stays be paid at the stated rates in the case of members staying overnight on authorised duties.
- e) Determination 47 – Financial loss compensation at the stated rates be paid in appropriate cases.
- f) Determination 48 – Reimbursement of caring costs be paid in appropriate cases.
- g) Determination 49 – The allowance for the Chairman be based on costs and expenses incurred of up to £300.
- h) Determination 49 – The allowance for the Vice-Chairman be based on costs and expenses incurred of up to £200.

## **19. LOCATION OF PLANTERS ON HIGHWAY LAND.**

The Operational Manager Engineering of the Vale of Glamorgan Council had been consulted about possible locations for the planters and had responded that there were very limited, if any, places where the planters could be sited on Leckwith Road other than verge areas but he did not consider it appropriate to locate planters in these locations as a similar if not preferred effect could be achieved through planting on the verge itself. He suggested that the Council consider possible locations in a little more detail before a site meeting was arranged.

**RESOLVED** that: This matter be referred to the Environment and Amenities for consideration.

## **20. KEEP WALES TIDY – TACKLING DOG FOULING.**

Keep Wales Tidy was able to supply public notices and a video to assist in encouraging dog owners to clear up dog mess and dispose of it in the appropriate way.

**RESOLVED** that:

- a) Keep Wales Tidy be asked to supply the Council with a supply of posters to be displayed in appropriate locations such as the playing fields, Dochdwy Road and Cogan Pill Road.
- b) Councillor Carroll to pursue the possibility of a warning sign being erected in Cogan Pill Road.
- c) The Clerk to ascertain as to whether the video could be uploaded to the Council's website and if so to arrange for it to be uploaded or alternatively the web-link to access the video be displayed on the website.

## **21. MEMBERS WHO ATTENDED MEETINGS OF OTHER BODIES.**

No reports were received.

## **22. BANK RECONCILIATION FOR THE PERIOD ENDED 30 APRIL, 2020.**

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

## **23. EXAMINATION AND PAYMENT OF ACCOUNTS.**

**RESOLVED** that: The following accounts be paid as indicated: -

One Voice Wales	307.00	Membership Fee 2020/21
Wales Air Ambulance	100.00	Donation
One Voice Wales	110.00	Attendance at Awards Conference
P.R. Egan	24.75	Telephone Expenses
P.R. Egan	25.96	Reimb Cost of Small Size Work Gloves
P.R. Egan	165.99	2 No. Hall Planters
Llandough Allotments Association	60.00	Subscriptions 2019/20
Councillor P Gay	75.10	Basic Member's Allowance
Councillor D. Mears	120.00	Basic Member's Allowance
Councillor E. Penn	120.00	Basic Member's Allowance
Councillor W. Williams	150.00	Basic Member's Allowance
HMRC	78.80	Tax on Member's Allowances
P.R. Egan	40.00	Petty Cash
Councillor L. Barrowclough	26.20	Carer's Expenses
P.R. Egan	102.33	Rent Allowance
Councillor M. Edwards	120.00	Basic Member's Allowance
HMRC	30.00	Tax on Member's Allowances
Vale of Glamorgan Council	16,000.00	Contribution towards MUGA costs
Came and Company	384.18	Insurance 2020/21
East Vale Community Transport	74.50	Transport Charges
P.R. Egan	40.00	Petty Cash
P.R. Egan	31.50	Car Allowance
P.R. Egan	27.00	Telephone Expenses

Vale of Glamorgan Council	4,000.00	Contribution towards MUGA costs
Salaries, Wages and Income Tax (Up to end of March)	1,653.80	Aggregated Total
J. Byworth Morgan	44.00	Printing of Leaflets
EVCT	52.10	Transport Charges
P.R. Egan	102.33	Rent Allowance
P.R. Egan (Viking Direct)	74.36	Stationery
P.R. Egan (Amazon)	19.39	Ink Jet Cartridges
P and A Grounds Maintenance Limited	633.30	Grounds Maintenance March 2020
Llandough and Leckwith WMI	886.05	Use of Hall 2019/20
Parish Magazine Printing	100.50	Printing of Newsletter
Cooke and Arkwright	125.00	Allotment Rent
P.R. Egan	26.03	Telephone Expenses
P.R. Egan	102.33	Rent Allowance
Welsh Water	13.35	Allotment Water Charges
C. Choto	30.00	Return of Payment in Error
P and A Grounds Maintenance Limited	633.33	Grounds Maintenance April 2020
A.D. Williams	200.00	Audit Fee
P.R. Egan	50.00	Petty Cash
P.R. Egan	26.33	Telephone Expenses
Salaries, Wages and Income Tax (1/4/20 to 28/5/20)	1,968.30	Aggregated Total
<b>TOTAL</b>	<b>28,953.81</b>	

#### **24. ESTATE CHARGES ON HOUSING DEVELOPMENTS.**

*(Councillor Mrs L. Barrowclough declared a personal and prejudicial interest in this matter and left the meeting whilst the matter was under consideration).*

In a letter to the Chairman from Vaughan Gething SM dated 3 March, 2020, reference was made to a current consultation on this subject and that he had encouraged local residents to respond to the consultation. It was uncertain as to whether the consultation remained open given the current pandemic crisis. In his letter, he also offered to meet with the Chairman to discuss parking issues in the community which he was aware of with a view to discussing what more could be done on the part of the Health Board to alleviate the pressures affecting the village.

**RESOLVED** that:

- a) The Clerk to ascertain whether the consultation remained open and if so the Council to consider whether it wished to submit comments to the Welsh Government.
- b) Vaughan Gething SM to be requested to arrange a meeting with the Chairman, Vice Chairman and the Clerk on a remote basis to discuss the matters relating to car parking.

#### **25. EXCLUSION OF THE PRESS AND THE PUBLIC.**

**RESOLVED** that: In view of the confidential nature of the following item as it relates to a personnel matter, the press and the public be excluded whilst the matter was under consideration.

**26. MR DS – RETURN TO WORK ON A PHASED BASIS.**

**RESOLVED** that: Mr DS be requested to return to work with immediate effect with the focus of his work being on cutting the grass adjacent to the hall and undertaking a full Spring clean of the Hall and implementing COVID 19 requirements to ensure that the Hall was ready to open when Government restrictions were lifted.

**27. PRE-APPLICATION CONSULTATION ON A PROPOSED DEVELOPMENT OF 250 DWELLINGS ON LAND AT LECKWITH QUAYS.**

**RESOLVED** that: No comments be made on the basis that the development was unlikely to have any adverse impact on the community of Llandough.

**28. PLANNING APPLICATIONS.**

*Application No 2020/00228/FUL* – It was noted that the Council had submitted objections to this development but that the application had been approved with conditions.

*Application Nos. 2020/00464, 2019/01399, 2020/00467, 2020/00473* – No comments be made.

*Application No. 2020/00459, Llandough Hospital – New back-up station with above ground fuel tank*

**RESOLVED** that: The following comments be submitted to the Vale of Glamorgan Council:

- a) Careful consideration should be given to the design of the appliance and its installation to ensure that it does not constitute an ‘eyesore.’
- b) The noise level emanating from the back up station should be fully assessed to ensure that it does not constitute an ongoing source of noise nuisance to residents of Lewis Road.
- c) An assessment should be made of the possibility that the back up station might involve leakage of fuel or related substances on to the reserve allotment site owned by the Community Council which borders the boundary wall of the hospital and if there

is a likelihood of such an occurrence ways of mitigating the risk should be requested from the Hospital Board.

Signed..... Date: 25 June, 2020