

# LLANDOUGH COMMUNITY COUNCIL

## ANNUAL REPORT FOR THE YEAR 2022/23



The Council's mission statement is 'Serving our community, preserving our identity' The Council will always strive to:

- *Be open and accessible in all our decision making*
  - *Be accountable in all our council activities*
  - *Be responsive to the needs of the community*
    - *Encourage community participation*

## 1. CONTEXT

During the year 2022/23 following the ordinary elections, the Council comprised of 10 councillors who were fully committed to representing the residents of Llandough and providing them with services and facilities designed to enhance the social and environmental well-being of the community. The councillors who were in office during the year were as follows:

Councillor Harriet Adams (Part Year -resigned during the year)  
Councillor Lucy Barrowclough (Chairman)  
Councillor Jo Byworth-Morgan (Part Year)  
Councillor Pat Carreyett  
Councillor Michael Edwards  
Councillor Catherine Gibson (Part Year)  
Councillor Stephanie Jefferies (Part Year)  
Councillor Peter King  
Councillor Dean Mears  
Councillor Dr Mo Misra (Vice-Chairman)  
Councillor Mark Stanyard-Jones (Part Year)

The Council has a number of standing Committees and Working Parties and councillors are appointed to serve on some of these. The standing committees are:

Policy and Resources Committee  
Environment and Amenities Committee  
Planning Sub-Committee.

The working parties that were operational during the year were:

Allotments Working Party  
Biodiversity Working Party  
Health and Safety Working Party  
Lewis Road Reserve Allotments Site Working Party  
Services to Older Persons Working Party  
Village Fete Working Party

Membership of the Committees and Working Parties together with contact details of councillors is available on the following web-link:  
[http://www.llandough-cc.co.uk/Councillors\\_20120.aspx](http://www.llandough-cc.co.uk/Councillors_20120.aspx)

The main contact for all council business is Paul R. Egan, Clerk to the Council:

63 Woodham Park, Barry CF62 8FJ, Telephone No 01446 409294, E-Mail:  
[clerk@llandough-cc.co.uk](mailto:clerk@llandough-cc.co.uk)

## 2. FINANCIAL INFORMATION.

Income and expenditure in the financial year which ended on 31 March 2022 is summarised as follows:

Balances brought forward from 2021/22	63926.00
Income from local taxation	40953.00
Receipts other than from local taxation	20449.00
<b>Sub-Total</b>	<b>125328.00</b>
Staff Costs	16730.00
Total of all other Payments	49034.00
<b>Sub-Total</b>	<b>65764.00</b>
<b>BALANCE C/FWD IN TO 2023/24</b>	<b>59564.00</b>

The value of fixed assets of the Council are £100113.00.

The accounts will be submitted to Audit Wales after the accounts have been approved by the Council in June 2023 and an audit opinion will be received later in the year. They must therefore be regarded as 'Not yet Audited'

## 3. RELATIONSHIP WITH THE PRINCIPAL COUNCIL.

The Council worked in partnership with Councillor George Carroll, the County Borough Councillor for Llandough and he attended all meetings of the Council providing a written report for each meeting and listened to issues raised by councillors relating to the responsibilities of the Vale of Glamorgan Council and took up matters for action with relevant officers as appropriate. A representative of the Community Council serves on the Community Liaison Committee which organises its work modelled on the agreed Charter with Community and Town Councils.

## 4. COMPLAINTS.

No complaints were received about the work of the Community Council during the year.

## **5. CODE OF CONDUCT.**

Councillors have been trained in the Code of Conduct and are fully aware of their commitment to the Code. During the year a member of the Vale of Glamorgan Council's Standards Committee attended a council meeting and no issues were raised about the way in which the council conducted its business. The observer reported that, 'that it was a well organised and conducted meeting. The Clerk offered advice without usurping the role of members and it appeared that Members had done their homework prior to attending the meeting.'

## **6. KEY ACHIEVEMENTS DURING 2022/23**

The key achievements during the year were as follows:

- a) Arranging a number of litter picks designed to improve the appearance of the community.
- b) Submission of a representation to the Local Government Democracy and Boundary Commission designed to retain the current Llandough community as part of the community boundary review.
- c) Working with the Corbett Road Allotments Association to improve the operation of the allotments site which included provision of funding to improve biodiversity and site conditions.



- d) Working closely with the Llandough and Leckwith War Memorial Institute to ensure that the hall is maintained in excellent condition. Assistance was made available to support the first ever Christmas Fayre that was well supported by the Community.



e) The Council organised a range of events to commemorate the late Queen's Platinum Jubilee anniversary with the highlight being the lighting of a beacon with a procession of councillors and residents to the beacon led by a bagpiper. A song for the commonwealth was performed by local opera singers. The Council was extremely grateful for the grant awarded by the Big Lottery community fund.



f) The annual village fete was organised to coincide with the Jubilee celebrations and it was highly successful with a large attendance level.



g) Provision of Christmas Trees and decorations.

h) Providing grants to a range of local organisations and national charities.

i) Major progress was made in relation to developing a site off Lewis Road for allotments and a community area. A concept design has been approved by the Council following a community consultation. The next step will be to have a technical specification designed for tender purposes and to support grant applications.

j) The Council has been pursuing actions designed to implement the findings of the Older Persons survey in 2021/22 and one of those actions was to provide funding support for the school to open a shop and café. It is hoped that local residents will support these facilities so that they provide a service to the community in future years.

k) A tree was planted in front of the bird sanctuary in the playing fields as a long- standing memorial for those who sadly lost their lives during the COVID pandemic.

l) The Bio-Diversity Working Party continued during the year to plant wildflower seeds and bulbs on selected sites and to take steps to develop the bird sanctuary located in the redundant tennis court in the playing fields.

## **7. ASSETS AND SERVICES MANAGED BY THE COUNCIL.**

The Council is responsible for managing the following assets and services:

- Corbett Road Allotments
- Reserve Allotment site off Lewis Road
- Village Green
- Village Garden

- Brook Green Pocket Park
- Community Transport Scheme
- Llandough War Memorial Hall (Managed by five principal trustees who are community councillors – it is managed as a registered charity).

## **8. BIODIVERSITY PLAN.**

Appendix One to this report is the 2022/23 biodiversity plan of the Council which is being reviewed and refreshed and a new version will be published in 2023/24.

## **9. PLANNED ACTIVITIES FOR 2023/24.**

These include:

- a) Continuing to pursue the results of the Older Persons Survey.
- b) Full implementation of the Bird Sanctuary and more wildflower seed and bulb planting.
- c) Implementing the proposal to create allotments and community growing area in the reserve allotments site off Lewis Road.
- d) Organising the second Christmas Fayre and possible return of the Annual Carol Concert and Coffee Morning.
- e) Village Fete in June 2023.
- f) Coronation weekend celebrations 6-8 May 2023.
- g) Design of a new format for engaging with residents.
- h) Painting of all street furniture.

**APPENDIX ONE BIODIVERSITY PLAN 2022/23**

**LLANDOUGH COMMUNITY COUNCIL**

**ENVIRONMENT (WALES) ACT 2016**

**PART 1 – SECTION 6**

**THE BIO-DIVERSITY AND RESILIENCE OF ECOSYSTEMS DUTY**

**REPORT ON 2021 and PLAN FOR 2022**

**1. INTRODUCTION.**

1.1 The village of Llandough is located in the eastern part of the Vale of Glamorgan and is situated between the town of Penarth and city of Cardiff. It has the benefit of being close to two major urban areas but is cushioned by a large expanse of forestry areas and green fields. It serves a population of over 2000 and its precept for 2021/22 was £40474 and this remained unchanged for 2022/23.

1.2 The Council manages a number of sites that are ideally suitable for the development of bio-diversity initiatives as follows:

**Corbett Road Allotments.**

An excellent allotment facility comprising of over 65 plots which are mostly in pristine condition. The site is surrounded by a hedgerow and many trees that attract a range of different species of bird life.

**Brook Green Pocket Park**

The park comprises a large planted area, a brook, grassed area and a woodland area. The site is ideal for a local diversity project which would enhance the natural habitats that already exists for a range of birds, insects and plant life.

**Village Green.**

Located in front of the Church, the green has a range of trees that over time might grow to sufficient size to encourage birds to nest. There is an opportunity however, to consider planting some of the area with wild flowers.

**Village Garden.**

Situated off Penlan Road, the site has limited potential but could be considered for spring bulb planting.



### Lewis Road Garden.

A very small site with a tree and shrubs. Recently the site has been vandalised and there is an opportunity to consider re-planting of the garden with a view to creating an enhanced habitat for wild life.

### 1.3 Other sites that would be suitable for attention would be:

#### St. Dochdwy's Churchyard.

A very tranquil area situated close to Brook Green pocket park. It is relatively well maintained and has the benefit of a range of large trees that attract bird life. This will require the support of the Church.

#### Adventure Playground

Situated off Cogan Pill Road, the site is ideal for planting of wild flowers. The permission of the Vale of Glamorgan Council would be required.

#### Llandough Primary School Grounds.

The school has already made steady progress in creating a natural habitat for wildlife within the school grounds. This could be supplemented by the possible creation of a bug hotel and planting of wild flowers.

#### Highway Verges.

Subject to the agreement of the Vale of Glamorgan Council it might be possible to plant spring bulbs in many of the verges that have not already been considered for planting.

#### Hedgerows and Land of Unknown Ownership in Cogan Pill Road.

For the longer term, it might be appropriate for the Council to consider planting of wild flowers and locating bird boxes in this area.

#### Land around the playing fields (Lewis Road end).

There appears to be scope to develop a number of measures to enhance the bio-diversity of the playing fields.

#### Reserve Allotments Site, Lewis Road

The site is planned to develop the site for allotments, a community area and a range of biodiversity measures. A design of the site has been prepared by a

professional designer and a Working Party has been established to take forward a plan to develop the site.

## **2. CORE OBJECTIVES OF THE ACTION PLAN.**

- 2.1 To manage and re-generate trees and woodland to support the creation and continuation of wildlife habitats.
- 2.2 Manage and regenerate wooded areas and hedgerows.
- 2.3 Manage the nature and wildlife habitat of roadside verges.
- 2.4 Work with the local scouts and guides and the school to create new habitats for wildlife. (Currently there is not an active Scout and Guide movement in the community).
- 2.5 To create planted areas of wildflowers to enhance the appearance of the village.
- 2.6 To develop opportunities for increasing the bee population in the community and for encouraging an increase in the bat population.

## **3. MONITORING.**

- 3.1 The Council has a Bio-Diversity Working Party that meets on several occasions during each year for the purpose of monitoring the implementation of the plan and to plan for future bio-diversity actions.

## 5. ACHIEVEMENTS IN 2022

LOCATION	ACTION PROPOSED	PRIORITY AND TIMESCALE	RESOURCES	GROUP INVOLVEMENT
Corbett Road Allotments – Land adjacent to the sub-station	Provision of bird boxes subject to landowner's consent – <b>Consent has not yet been received</b>	Medium	Purchase of Bird Boxes	Allotment Tenants
Corbett Road allotments	Provision of additional bird boxes - <b>Achieved</b>	High	Purchase of Bird Boxes	Allotment Tenants
Playing Fields	Rotovate section of land and re-plant wildflower seeds - <b>Achieved</b>	High	Purchase of seeds	Councillors and Volunteers
Grassed areas off Penlan Rise and Greenway Close. New wildflower seed planting on village garden and green and daffodil and other planting on land adjacent to the entrance to Spencer Drive.	Planting of Daffodil Bulbs <b>Achieved</b>	High – October 2022	Purchase of bulbs	Councillors and Volunteers

LOCATION	ACTION PROPOSED	PRIORITY AND TIMESCALE	RESOURCES	GROUP INVOLVEMENT
Designated lamp standards	Supply and planting of hanging baskets – <b>No suitable lamp standards identified.</b>	Medium	Purchase of hanging baskets (Approval of Highways Authority Required)	Contractor
Creation of Bird Sanctuary with Viewing Area on site of redundant tennis court	<b>Approval received from the Vale of Glamorgan Council and interim work to carried out in 2022</b>	By August 2022	Detailed plan approved.	Councillors and Volunteers

## ONGOING ACTION PLAN FOR THE COMMUNITY COUNCIL

### LLANDOUGH COMMUNITY COUNCIL ACTION PLAN

Area of Activity	Action	Target Dates for Completion or Review	Objectives of Action
Allotments	<p>Arrange four meetings of the Allotments Working Party to include inspection of all plots</p> <p>Review of allotment rents for implementation on 1<sup>st</sup> January (Council approval required)</p> <p>Arrange annual meeting of Allotments tenants</p>	<p>May, August, October and February</p> <p>October meeting of Allotments Working Party</p> <p>September</p>	<p>To ensure that tenants are complying with the terms of their tenancy agreements and to improve the operation of the allotments.</p> <p>To ensure that rents keep up with inflation and are reasonable compared with allotment rents charged at other sites in the area.</p>

<b>Area of Activity</b>	<b>Action</b>	<b>Target Dates for Completion or Review</b>	<b>Objectives of Action</b>
			To ensure effective engagement with tenants as a means of identifying and responding to issues.
Annual Meeting of the Council	Arrange annual meeting of the Council	In May each year	To meet the requirement of the Local Government Act 1972, Schedule 12 (s1 and 2).
Bio-Diversity	Arrange a meeting of the Working Party to review impact of current scheme and make recommendations to Council on future proposed actions.	By end July,	To ensure that the ongoing objectives of the Council's Bio-Diversity Plan are being achieved.
Christmas Decorations	Order Christmas trees and arrange for Contractor to erect trees and connect lights.	By 8 December	To provide an annual festive attraction for the community.
Civic Service	Reserve Church and Ministers, arrange flowers and refreshments and issue invitations for Service to be held on May	By 30 April	To commemorate the installation of the new Chairman of the Council.
Community Newsletters	Prepare, arrange printing and distribution of up to 4 Newsletters.	Quarterly	To keep the community informed of relevant matters concerning the community and the services and facilities available from the Community Council.
Financial	Complete end of year financial accounts	By 30 April	To meet the requirements of the Audit and Accounts (Wales) Regulations 2014 and the Practitioner's Guide to Governance and Accountability 2019.
	Set up start of year accounts	By 10 April	
	Arrange for internal audit of accounts	By 31 May	

Area of Activity	Action	Target Dates for Completion or Review	Objectives of Action
	<p>Arrange for Council approval of annual return</p> <p>Submit annual return to External Auditor</p> <p>Arrange public right to inspect the accounts and raise any issues or objections with the External Auditor</p> <p>Publish results of the annual audit</p>	<p>By 30 June</p> <p>By 4 July</p> <p>Dates specified by the External Auditor</p> <p>Depends on return of the audited return</p>	
Grass Cutting	<p>Invite quotations for the grass cutting contract based on on a three-year cycle</p> <p>Council to consider and approve successful quotation.</p>	<p>By 31 January in appropriate year</p> <p>By 28 February, in appropriate year</p>	To ensure that a grass cutting services is available from 1 March each year and that the selection of a contractor is made in compliance with the Council's financial regulations.
Hall Management	<p>Arrange quarterly hall inspections with Caretakers</p> <p>Arrange annual fire risk assessment</p>	<p><b>By</b> 30 June 30 September 31 December 31 March</p> <p>September</p>	<p>To ensure that the Hall is being maintained in accordance with the maintenance schedule and to identify matters requiring short term and long term action.</p> <p>To meet the requirements of health and safety legislation.</p>

<b>Area of Activity</b>	<b>Action</b>	<b>Target Dates for Completion or Review</b>	<b>Objectives of Action</b>
	Arrange with contractors for annual electrical inspections, inspection of fire extinguishers, central heating system and fire alarm/emergency lighting systems	To be completed by 31 May each year	To meet the requirements of health and safety legislation but also to ensure compliance with the Hall licence conditions issued by the Vale of Glamorgan Council.
Health and Safety	Arrange annual meeting of the Working Party to review fire risk assessment and policies	September	To undertake an annual review of health and safety provision and to identify any deficiencies that need to be addressed.
Insurance	Review insurance cover arrangements with the nominated Councillor and report to Policy and Resources Committee with the results of the review.	March/April	To ensure that the insurance cover remains suitable or not especially having regard to any new risks appearing in the Council's risk register.
Litter Pick	Arrange 2 litter picks involving Councillors and local volunteers	May and September	To enhance the environment of the community.
Policy Review	Arrange for Current Policies to be reviewed at the October meeting of the Policy and Resources Committee	October	To ensure that all Council policies are current and fit for purpose.
Site Inspections	Arrange two site inspections during the year	May and November	To identify maintenance and safety requirements and to advise the Council on actions that are necessary to address identified concerns.
Training	Review of the Training and Development Plan by the Council	May	To ensure that the policy is being effectively implemented and that training and development is assisting the Council in meeting its objectives.
Tree Survey	Arrange for the annual survey by the Council's Contractor	October	To meet a requirement of the Council's insurance policy.

<b>Area of Activity</b>	<b>Action</b>	<b>Target Dates for Completion or Review</b>	<b>Objectives of Action</b>
Village Fete	To make arrangements for the village fete to be held in June to be managed by the Village Fete Working Party	February to June	To provide entertainment for local residents and visitors and to create income earning opportunities for local organisations that provide fete stalls.
Wage Rates	Arrange for the review of the Council wage rates when the NJC National Award has been notified.		To ensure that wage rates are fair and reasonable bearing in mind rates of inflation.
Website	To update the website on a monthly basis to ensure that it is up to date	Monthly	To ensure that the website is compliant with the statutory guidance linked with the Local Government (Wales) Democracy Act 2013 and is appealing to those that access the site.