

LLANDOUGH COMMUNITY COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON A
HYBRID BASIS ON WEDNESDAY 7 MAY 2025 AT 7.00PM**

(Some members attended in the Council Chamber and others from another location using the Zoom Video Conferencing platform)

PRESENT.

Councillor Dr M. Misra (Retiring Chair)
Councillor B. Augustian
Councillor Mrs L. Barrowclough
Councillor Mrs P. Carreyett
Councillor C. Gibson
Councillor Mrs S. Jefferies
Councillor P. King
Councillor T. Llewelyn
Councillor D. Mears
Councillor M. Stanyard-Jones

APOLOGIES FOR ABSENCE.

There were none.

1. ELECTION OF CHAIR.

RESOLVED that: Councillor Dr M. Misra be elected Chair for the Council year 2025/26.

2. DECLARATION OF ACCEPTANCE OF OFFICE.

Councillor Dr Misra signed the declaration of acceptance of office witnessed by the Clerk.

3. ELECTION OF VICE-CHAIR.

RESOLVED that: Councillor C. Gibson be elected Vice-Chair for the Council year 2025/26.

4. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST.

There were no declarations of interest received.

5. APPOINTMENT OF COMMITTEES.

RESOLVED that: Membership for 2025/26 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 Chair and Vice Chair of the Council holding the same positions.

B) Environment and Amenities Committee (10 Members).

Membership to be all Councillors.

C) Village Fete Working Party (5 Members).

Membership to be Councillors Mrs Barrowclough, Gibson, Mrs Jefferies, King and Dr Misra.

D) Hall Management Committee (5 Members).

Membership to be Councillors Mrs Carreyett, Gibson, Mears, King and Dr Misra.

E) Allotments Working Party (5 Members).

Membership to be Councillors Mrs Barrowclough, King, Mears, Dr Misra and Stanyard-Jones.

F) Biodiversity Working Party (4 Members).

Membership to be Councillors Mrs Carreyett, Llewelyn, Mears and Dr Misra.

G) Health and Safety Working Party (4 members).

Membership to be Councillors Mrs Carreyett, Mrs Jefferies; Llewelyn and Dr Misra.

H) Planning Working Party (5 members)

The Working Party to consider planning applications which cannot be submitted to the local planning authority due to time restrictions for responses with decisions being delegated to the Clerk following consideration of applications by the Working Party.

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

J) Lewis Road Reserve Allotments Working Party (5 members).

Membership to be Councillors Augustian, Gibson, Mrs Jefferies, Mears and Dr Misra.

K) Services to Older Persons Working Party (4 members).

Membership to be Councillors Augustian, Mrs Carreyett, Mrs Jefferies and Dr Misra.

6. APPOINTMENT OF REPRESENTATIVES.

RESOLVED that: Membership for 2025/26 to be as follows:

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

b) East Vale Community Transport Management Committee

RESOLVED that: Councillor Mears to be appointed as an official observer.

c) One Voice Wales - Councillor Dr M Misra (Substitute: Councillor C. Gibson).

d) Llandough Hospital Our Orchard Project Group- Councillor Mrs P. Carreyett (Substitute: Councillor D. Mears).

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

RESOLVED that: No applications were required.

8. 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>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>
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Members were also provided with the asset register as at 31 March, 2025. It was reported that the Rover Mower recently advertised for offers had been sold for £25.00 and this item of equipment would be removed from the 2025/26 asset register.

RESOLVED that: The Asset Register for 2025/26 be approved.

9. INVESTMENT STRATEGY 2025/26.

Consideration was given to the draft strategy prepared by the Clerk.

RESOLVED that: The Investment Strategy for 2025/26 be approved.

10. RISK MANAGEMENT PLAN.

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

RESOLVED that:

- a) Under the heading 'Brook Green' include an additional measure to control risk that the footbridge is now surveyed by a structural engineer every two years.
- b) The plan be amended and uploaded on to the Council's website.

11. APPOINTMENT OF INTERNAL AUDITOR.

RESOLVED that: A.D. Williams be appointed for the 2025/26 financial year.

12. REVIEW OF COUNCIL'S INSURANCE ARRANGEMENTS.

A review of the Council's insurance arrangements had been undertaken in 2024/25 and the insured value of some of the all risks cover items in the fixed assets register had been increased. Additional cover had been secured to include contract disputes and insurance cover arranged with Zurich Municipal.

RESOLVED that:

- a) Insurance cover be retained with Zurich Municipal for 2025/26.
- b) For 2026/27 a three-year long-term agreement be secured with Zurich Municipal.

13. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.

It was noted that One Voice Wales would be publishing revised financial regulations and standing orders in the near future.

RESOLVED that: A review of the financial regulations and standing orders be considered at the next meeting of the Council in the light of the new model documents.

14. 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. It was noted that the quoted email address of the Clerk required amendment.

15. ARRANGEMENTS FOR 2025 CIVIC SERVICE.

A brief summary of the arrangements for the Civic Service on 1st June 2025 were provided for the information of members.

RESOLVED that: The arrangements reported by the Clerk were duly noted.

16. REVIEW OF THE STATUTORY TRAINING PLAN.

The plan had been circulated with the agenda for consideration by the Council. It was noted that the Clerk would be circulating all relevant training opportunities with an expectation that Councillors would book in to training events referenced as a commitment in the plan.

RESOLVED that: No changes be made to the Plan.

17. REVIEW OF THE RENT ALLOWANCE PAYABLE TO THE CLERK.

The Clerk left the meeting whilst this matter was under consideration.

RESOLVED that: The rent allowance payable to the Clerk be increased by 2.6% from 1st June 2025 which equates to £1602 per annum.

18. ONE VOICE WALES – HIGHLY COMMENDED AWARD.

It was reported that the Council had been awarded a highly commended certificate in relation to its submission under the Older Persons Initiative category. The Clerk would arrange for this excellent achievement to be

publicised within the community and for press releases to be issued to local media.

Signed.....
Chair

Date: 29 May 2025