



29<sup>th</sup> January 2021

## Meeting

Members of the St Nicholas with Bonvilston Community Council are summoned to attend a meeting of the council, to be held remotely, on **Wednesday 3<sup>rd</sup> February, 2021 at 7:30 pm**. Members of the public are welcome, and encouraged, to observe proceedings.

The meeting will be held remotely in accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

## Agenda

1. Chairs welcome and introductions
2. To receive apologies for absence
3. Notice of vacancy
4. To receive declarations of interest
5. To consider Police Matters
6. To receive a report of the Vale Council Member
7. To approve the Minutes of the
  - a. Meeting of January 27
8. Matters arising from the Minutes
9. To receive updates on completed & actioned projects
  - a. Planters
  - b. Water pumps
10. Correspondence
11. **Public participation**
12. To consider matters arising from resident correspondence and participation
13. Payments and income
14. To receive updates from other meetings attended
  - a. One Voice Wales Regional Meeting
  - b. Vale of Glamorgan Liaison Meeting
15. To receive updates on planning matters
  - a. Maes y Ffynon Village Green Application
  - b. Planning decisions

## Agenda (Continued)

15. To consider Planning Applications & Matters
  - a. Stanford Cottage, A48, Bonvilston,  
Change the authorised use of the site from agricultural land to part of the residential curtilage of Stanford Cottage
  - b. Police Station, Cowbridge Road, St. Nicholas  
Conversion of building into work live accommodation
16. Chairs report
17. To consider
  - a. Save a Life Cymru – request for assistance
  - b. HM Land Registry – registering of Community Council land
  - c. Community Asset (and Service) Transfers
  - d. Action Plan 2021-22
  - e. In relation to the budget (costs)
    - i. Engagement and Place Plan
    - ii. External Communication
    - iii. Employment
    - iv. Remembrance
    - v. Christmas Trees
    - vi. Biodiversity/Environment (Wales) Act duty – Orchard, etc
    - vii. Phone Box renovation
    - viii. Maintenance (grass cutting, cleaning, etc.)
    - ix. Financial Assistance
    - x. Community Projects
    - xi. Financial Reserves
18. To set the precept for 2021-22
19. Announcements
20. Next meeting

### Part ii

The public and press may be excluded from the meeting during consideration of the following item(s) in accordance with section 100A(4) of the Local Government Act, 1972.

*Cllr Ian Perry*  
Chair



## Police Matters

Figures awaited.

Lots of police resource has been taken up by dealing with incidents related to Coronavirus – trying to prevent/disperse gatherings that may result in virus transmission.

## Updates

- Water pumps



Before pictures:



- Planters



These can be covered and planted in spring.



## Correspondence

Residents have contacted the Community Council/Chair about the following:

- Dangerous stile at Bonvilston
- Footway obstructed by vegetation and debris, Bonvilston
- Blocked drain near Redway Road
- Recycling box and sacks left (stored) out on footway

The Vale Council has been informed where appropriate.

Chair to visit resident regarding containers left on footway

## Public participation

This is an opportunity for residents to raise matters of concern to them.

## Income

None



## Payments

Jan 4	£40	Information Commissioner's Office (ICO) certificate
Jan 4	£90.72	Software: CBA*Nitro PDF
Jan 7	£130.50	Clerks Salary
Jan 8	£15.19	Stationary
Jan 8	£78.00	SLCC Membership
Jan 8	£114.00	Christmas Planter Artwork
Jan 8	£129.60	Logo stickers
Jan 8	£252.00	Christmas planter banners
Jan 8	£540.00	St Nicholas Village Green grass cutting for 2020
Jan 13	£9.88	Software: Otter.ai
Jan 13	£13.31	Stationary
Jan 13	£18.99	Stationary
Jan 14	£12.56	RS Component
Jan 19	£5.99	Microsoft software
Jan 20	£24.97	Gear Geek – printer toner
Jan 22	£14.39	Zoom
Jan 25	£30.00	Code of Conduct Training – One Voice Wales
Jan 25	£432.00	Christmas Tree installation and removal
Jan 25	£1,170.00	Christmas Tree planters

## Bank Balance

£14,098.89 (January 29)



## Planning Updates

- a. Maes y Ffynon Village Green Application  
Public Inquiry date set for April 19. Final submissions on April 12

January decisions

- b. Field Cottage – Approved
- c. 11 Maes Y Ffynon, Bonvilston – Approved
- d. St. Nicholas Church In Wales Primary School, St. Nicholas – Refused
- e. Carreg Las, Redway Road, Bonvilston – Approved

## Planning Applications

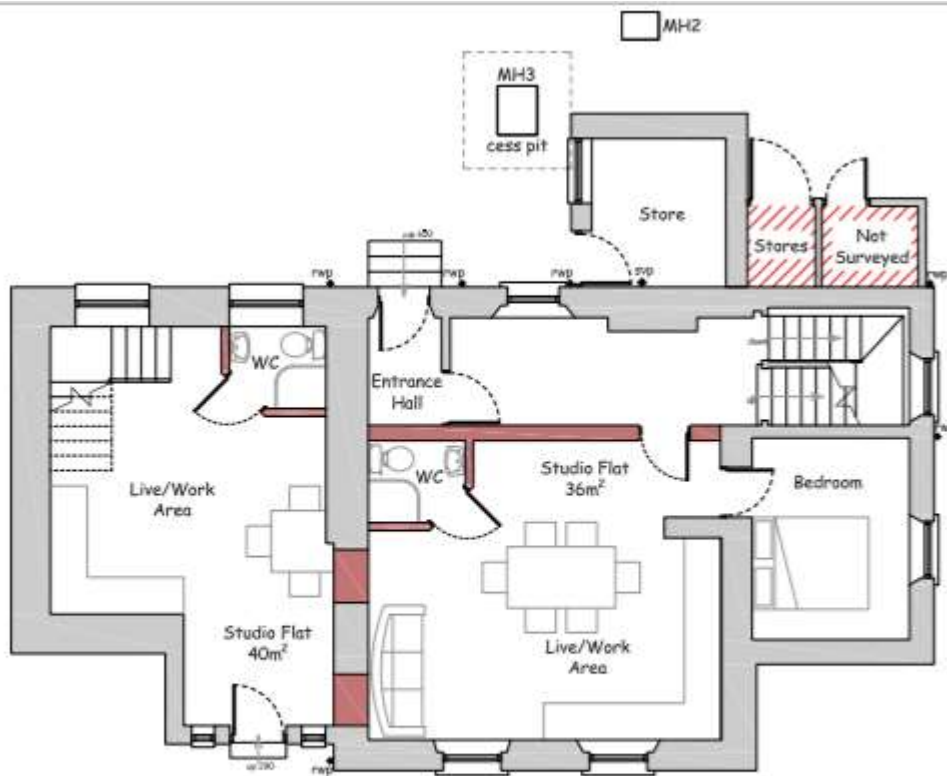
[2021/00006/FUL](#) – Stanford Cottage, A48, Bonvilston



Extension of garden to line of gardens of Field Cottage and Bon Villa – within Settlement boundary.



Proposed layout:



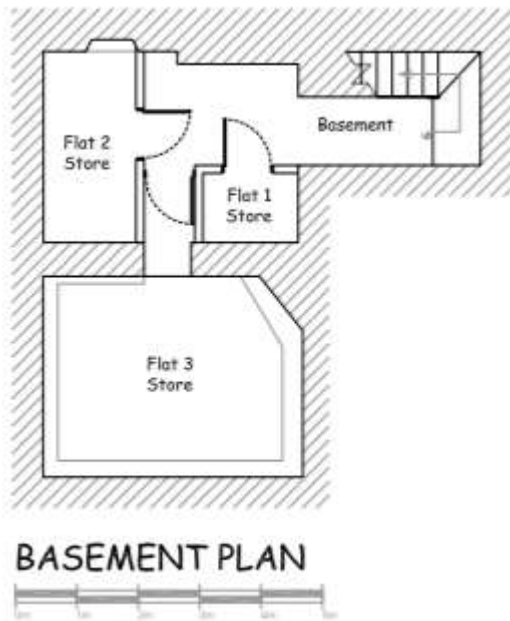
GROUND FLOOR PLAN



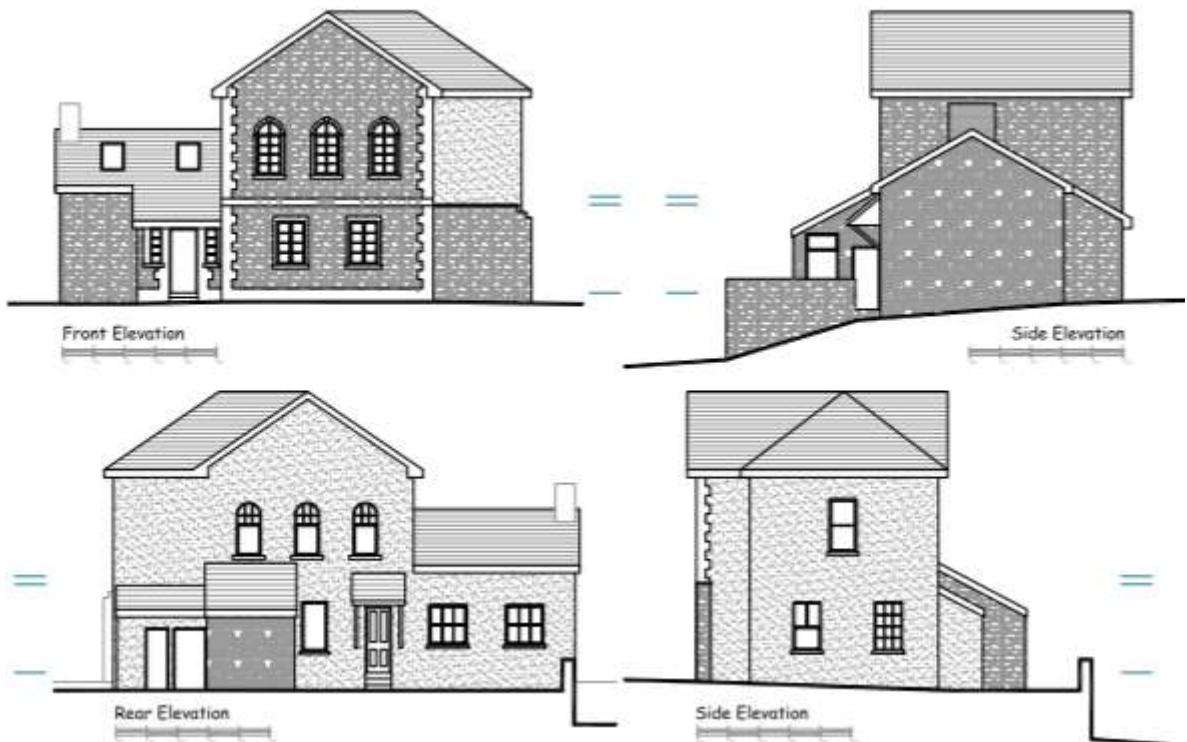
FIRST FLOOR PLAN



## Proposed basement layout and existing ground floor layout:



## Elevations:



## Issues:

- History of the building
- Change of use (effectively)
- Size of studio flats
- Road noise





## Safe A Life Cymru

Request to encourage residents to understand the importance of learning CPR (Cardio Pulmonary Resuscitation) and using a defibrillator. Every year, in Wales, over 6,000 people will have a cardiac arrest and at least 80% will happen in the home. Currently less than 5% will survive a cardiac arrest if it happens in the community. Save a Life Cymru's mission is to equip the people of Wales with lifesaving CPR and defibrillation skills to help reduce the number of people who die as a result of a cardiac arrest.

## Community Asset (and Service) Transfers

The Community Council has resolved to:

- Maes y Ffynon Green and open space – Community Asset Transfer of land owned by Vale Council Housing Department at Bonvilston to the Community Council
- Village Gateway Signs – logos, clean, maintain, replace

Additional proposals:

- Clean, upgrade and maintain bus shelters (if new shelters not provided by advertising company) – see Good Councillors Guide.
- Housing Department land at St Nicholas – Community Asset Transfer
- Open space around the Church: Owned by the Community Council, but maintained by the Vale Council – bring back under Community Council control
- Maintain all other open space/verges within St Nicholas (away from the A48) and at Pen yr Heol, Bonvilston that are currently maintained by the Vale Council. Possibilities for planting, benches, art and activity.
- Quality street name signs – including Community Council logo

An update will be given at the meeting regarding talks with representatives of Maes y Ffynnon Residents Association and the Vale of Glamorgan Council



## **Draft Action Plan 2021-22**

The Action Plan aims to provide residents with a clear understanding of the Council's priorities and objectives for the coming Council year. Whilst some of the key issues facing the community are areas not directly under the control of the Council, we will seek to use our influence to ensure that other authorities also respond to the needs and aspirations of our residents.

### **Council engagement and development**

- Annual Community Meeting
- Clerk to gain ILCA then CiLCA qualifications and Council to work towards gaining the 'Power of Competence'
- Proactively respond to changes in public service provision
- Develop Engagement Plan

### **Maintain and enhance the open spaces for which the council is responsible**

- Enhancing appearance, functionality and support for biodiversity where appropriate

### **Culture and heritage**

- Mark site of Toll House of the turnpike road and provide information
- Mark sites of wells
- Information on water pumps
- Duffryn Lane – gateway to Tinkenswood and Duffryn Gardens (Quiet Lane)
- Poppies for Remembrance
- Christmas Trees
- Repair St Nicholas Memorial

### **Planning**

- Proactively influence the Cardiff Capital Region's Strategic Development Plan
- Comment on all planning applications which fall within or impact on our community



- Ensure that any development is in keeping with our villages and contributes positively to the community

### **Working with others**

- Liaison with neighbouring Community Councils - continued participation at One Voice Wales regional meetings
- Participation at Community Liaison Meetings of the Vale of Glamorgan Council

### **Infrastructure and assets**

- Defibrillators - who owns these?
- Telephone box refurbishment
- New bench of Duffryn Lane - near Broadway Green

### **Democracy**

- Community Review - returning the Downs to St Nicholas
- Fill all Community Council seats
- Promote & encourage **participation** in the 2022 election – with contested elections
- Deliver evidence based and transparent decisions through full meetings of the Council

### **Governance**

- Making further progress towards attaining the Quality Level of the Local Council Award Scheme

### **Public Money**

- Maintain good financial practices, ensuring transparency and value for money
- Financial framework: completing the transition to a more effective and transparent accounting system for the Council.



## **Training**

- Promoting training and induction and ongoing support for members of staff and new councillors.

## **Highways and Active Travel**

- 30mph speed limit Bonvilston
- Investigate 20mph speed limit
- Wider footways along the A48
- Dropped kerbs where appropriate
- New, quieter road surface
- Keep footways clear of obstruction at all times
- Segregated and protected paths for cycling
- Community Path Between St Nicholas and The Downs
- Better Active Travel links to Peterston-Super-Ely and St Lythans
- Promote and contribute to Active Travel consultations

## **Public footpaths - rights of way**

- Keep footpaths clear of obstruction as all times, and ensure the surfaces are not left ploughed
- Properly sign footpaths
- Promote Valeways Walking Festival

## **Communication: Social Media, Website, notices and letter**

- Use of Facebook Page to promote the Council, it's work and engage the community in local government.
- Website that's up to date - including meeting links and draft minutes.
- Keep noticeboards up-to-date
- Regular newsletters

## **Place-making**

- Enhance the public realm – attractive, informing, inspiring – improving the health and well-being of residents
- Public Art
- Fitness Stations
- Parklets
- Seating



## **Biodiversity**

- Additional planting

## **Allotments**

- Identify site and provide allotments within our community

## **Public Health**

- Water bottle refill stations and drinking fountains
- Exercise stations

## **Planning**

To ensure that any village development is in keeping with the village.

Planning applications

1. To be rigorous, open and transparent in the review of the planning applications.
2. To proactively shape the planning process and decisions for our community

## **Prepare for Community Council Elections in 2022**

- Plan publicity through posters, parish website and parish newsletter to encourage people to stand for election
- Encourage individuals to stand for election through word of mouth
- Consider barriers to joining the Community Council



## Engagement and Place Plan

Discussions have taken place with NGO's, and Cardiff University. Possibilities and costings will be presented at the meeting.

What projects/research/engagement can we have university students engaged in?

Changing exercise requirements and habits

- Local walks
- Home gym
- Street gym
- Leisure cycling

Support & amenity for people effected by Alzheimer's.

New social support networks

Our natural environment, countryside and public open spaces and their value to health, well-being and happiness

How do Welsh Government policies tie in with the aspirations of young people? Employment, housing, etc. How can this be delivered locally?

How much demand for "self-building" homes is suppressed, and how can barriers be removed?

## External Communication

Website, Newsletters, etc.

## Clerks contracted hours

## Remembrance

Additional lamppost poppies. White poppies?



## **Christmas trees**

Three additional trees: Maes y Ffynon, Duffryn Lane, Cottrell Gardens, Sycamore Cross.

## **Biodiversity/Environment (Wales) Act duty**

Additional planting and orchard

## **Phone Box renovation**

There is a legal duty upon the Community Council to keep this grade ii listed structure well maintained and in good repair.

## **Maintenance**

Grass cutting, cleaning, bench treatment and repair, Bonvilston Tree, etc.

## **Financial Assistance**

Grants for local organisations

## **Community Projects**

- Fingerpost signage to footpaths (legal requirement)
- Signage – water pump history, footpath maps, toll house, etc.
- Edwardian Community Garden
- Village Green enhancements – topiary yew balls, etc.
- Street/Lane name signs
- Fitness stations
- Benches

## **Financial Reserves**

Three to twelve months of money



## Draft Budget figures:

Draft budget for councillors to consider, discuss and amend and then the detailed final budget will be brought to a full council meeting for approval

Employees (30hrs. x 12)	£4,000
Office, stationary, expenses, software	£600
Councillor payments	£1,850
Meeting costs	£150
Memberships and accreditation	£300
Training	£600
Accountant/Audit	£1500
Insurance (public liability)	£300
Christmas trees x6	£3000
Remembrance	£250
Maintenance (Village Green (grass, bollards), gateway signs, phone box, Bonvilston Best Kept Village Tree, benches)	£1500
Phone box restoration	£700
Communication (newsletter, website) and Engagement (school) & Place Plan	£4000+
Community Projects (Parklet/garden, allotments, public art, drinking fountain/bottle refill station, street name signs, finger post signs, fitness stations, information signage, Village Green enhancement)	£12000
Biodiversity/Environment (Wales) Act duty	£1500
Financial Assistance	£2000
Reserves/ Contingency	£1000+
<b>Total</b>	<b>£35,250</b>

