



7th 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 **Monday 11th January, 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. Co-option of Member
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. EGM held on Thursday, August 20
 - b. Meeting of September 7
 - c. AGM of December 30
8. Matters arising from the Minutes
9. To receive updates on completed & actioned projects
 - a. Christmas trees
 - 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
15. To receive updates on planning applications
 - a. St Nicholas CIW School
 - b. Applications approved by the Vale of Glamorgan Council
 - c. Maes y Ffynnon Village Green Application

Agenda (Continued)

16. To consider Planning Applications & Matters
 - a. Greenland Farm, A48, Bonvilston,
Erection of polytunnels for pick your own enterprise with ancillary cafe and toilet facilities
 - b. 1, Merrick Cottages, St Nicholas
Proposed front porch and double storey rear extension
 - c. Kingfauns, Cowbridge Road, St. Nicholas
Household extension to include a conversion of existing garage to living accommodation with first floor bedroom above and new single garage adjoining
17. Chairs report
18. To consider
 - a. Community Councils professional support needs
 - i. Roles and hours needed
 - ii. Employment of a Responsible Financial Officer (budget reporting)
 - iii. Planning Officer support
 - b. Christmas Tree planter storage and/or use
 - c. Community Asset (and service) Transfer
19. To discuss
 - a. Local Government and Elections (Wales) Bill
 - i. Transparency
 - ii. Benchmarking
 - iii. General Power of Competence
 - b. Action Plan 2021-22
 - c. Training Policy
 - d. Engagement Policy
 - e. Community Council projects and activities 2021-22
20. Announcements
21. 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



Co-option of Member(s)

The Community Council has a duty to fill vacancies. When an eligible resident puts themselves forward for co-option, they must be considered.

Police Matters

Figures awaited.

Owain Reynolds is one of the PSCO's covering our area whilst Sion Summers is on attachment to the COVID Team.

Updates

- Christmas Trees
- Water pumps

Correspondence

Public participation

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



Income

Precept £3827.00 (31 Dec)

Payments

Clerk

- Salary and home allowance + tax - £156.50 (7 Jan)
- SLCC Membership - £78 (7 Jan)

Stationary items

- Lever files and dividers - (7 Jan)

Training aids/reference books

- The Councillor - £11.89 (18 Dec)
- Parish Councillors Guide - £19.56 (15 Dec)

Software

- CBA Nitro PDF - £90.72 (Dec)

Grass Cutting Service

- Damien McKenna - £540 (7Jan)

Christmas

- Batteries - £40 (17 Dec)
- Baubles - £15 (16 Dec)
- Wire - £4 (16 Dec)
- Wooden decorations pack - £9.99 (16 Dec)
- Wooden decorations pack - £5.99 (16 Dec)
- Extra lights - £15.99 (15 dec)
- Planter artwork - £114 (7 Jan)
- Banners - £252 (7 Jan)
- Battery lights - £137.92

Meetings

- Zoom £14.39 (9 Dec)



Website and email

- Weebly - £72 (9 Dec)
- Domain - £11.99 (9 Dec)
- Email account - £5.28 (9 Dec)

Logo stickers

- £129.60 (7 Jan)

Bank Balance

- £15.830*

*Awaiting planter invoice and Poppy Appeal bank details. Water pump restoration invoice is imminent.

How we report financial matters will change in the coming months.

Planning Updates

The Old Post – Approved

Coach House, St Nicholas – Approved

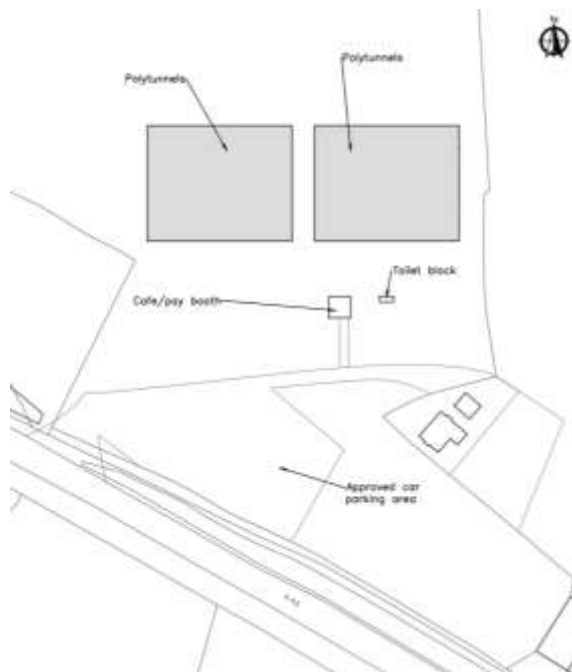
Linhay Barn, Dyffryn – Approved



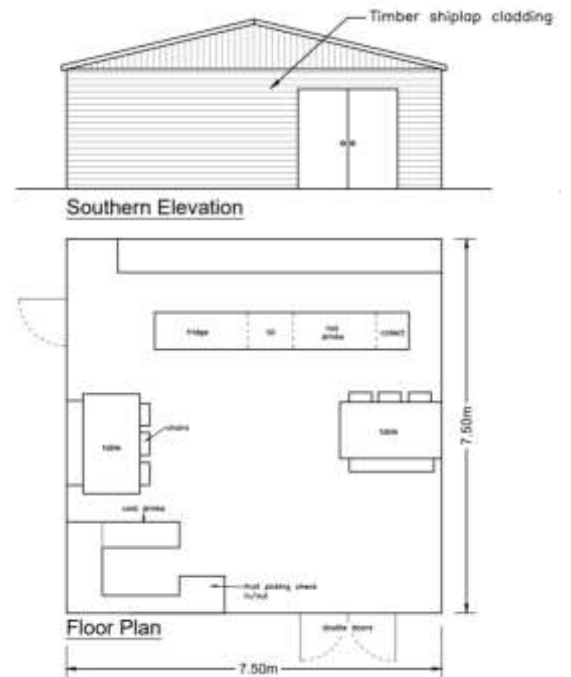
Planning Applications

[2020/01454/FUL](#) – Greenland Farm, A48, Bonvilston

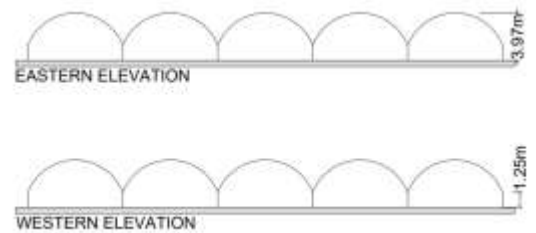
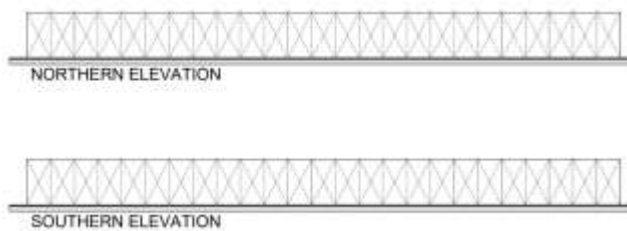
Site plan:



Café:



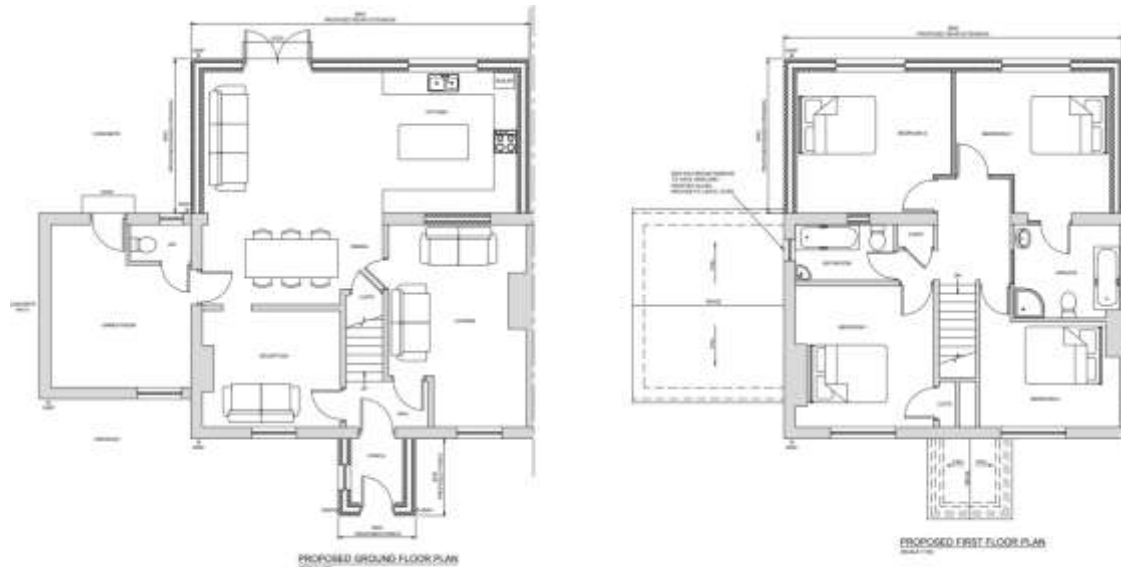
Polytunnels:



- Polytunnels cover an area 40m x 50m
- Timber clad café / pay booth (see drawing) and three portable loos.

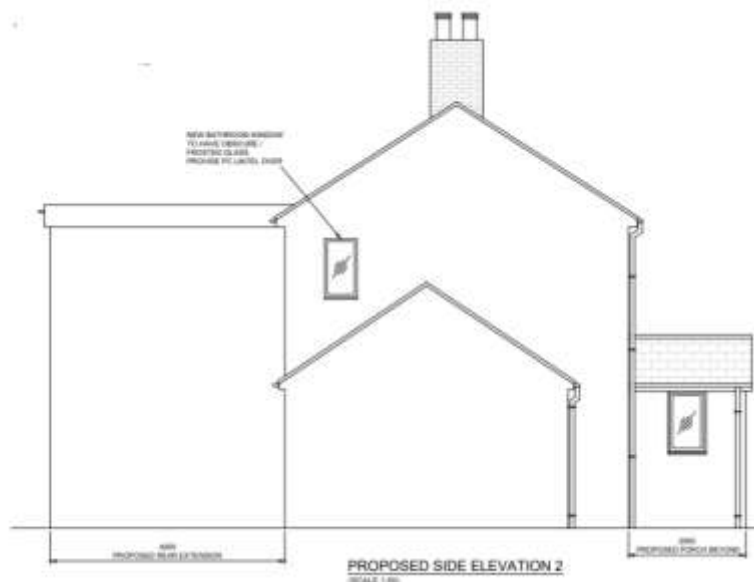


Proposed front porch and double storey rear extension



Proposed materials

- walls - render
- roof - black slate roof
- tiles to match existing
- windows - white pvcu to match existing
- doors - white pvcu to match existing
- rainwater goods - black plastic to match existing



Issues:

- Conservation Area
- Large flat roof
- Shadowing of neighbouring property
- West facing window



[2020/01531/FUL](#) – Kingfauns, Cowbridge Road, St. Nicholas

Household extension to include a conversion of existing garage to living accommodation with first floor bedroom above and new single garage adjoining



Issues:

- East and west facing windows
- Street scene of blank, rendered walls.
- Conservation Area
- Timber screen fencing at the front of a property



Clerks contracted hours

One Voice Wales suggest that a Clerk for a council of our size is employed for a minimum of 26 hours per month.

Responsible Financial Officer

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.



A Responsible Financial Officer (RFO) must be appointed by each local council in accordance with the Local Government Act 1972 Section 151.

Job Description.

1. To prepare financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payroll summary, payment of accounts and other relevant current matters.
2. To prepare draft estimates which, when approved by the Council, will form the annual budget for the year, and to report thereon as necessary.
3. To submit the precept to the District Council/Unitary Authority at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
4. To identify the duties of the officer dealing with financial matters, thus facilitating as much internal control as possible and to involve members in the internal control systems wherever possible.
5. To manage the cash flow and to control investments and bank transfers.
6. To control payments made by cheque.
7. To take overall responsibility for the management of the payroll, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension fund or superannuation fund contributions.
8. To take overall responsibility for the prompt submission of VAT Return Forms or repayment claims.
9. To verify, analyse for accounts purposes, and to authorise suppliers' invoices for recommendation for payment.
10. To prepare Financial Statements for each financial year for councillors and the public.
11. To prepare the Accounts and the Annual Return for the Council each year and to submit them to Council for approval and to the Auditor when required.
12. To arrange for appropriate Internal Audit in accordance with Financial Regulations



Transfer of public assets and services to the Community Council

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



Local Government and Elections (Wales) Bill, 2020

- Vote extended to 16 and 17 year olds
- Increased transparency
- Increase public participation
- General Power of Competence

Benchmarking – already happening in England. The NALC award scheme has three levels.

- The Foundation Award demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice
- The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement
- The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development

We should aim to be at the level of the Foundation Award by May, 2021



In order to achieve the Foundation Award, the Community Council must publish the following online:

1. Standing Orders and Financial Regulations. ✓
2. Code of Conduct & link to Councillors' Register of Interests. ✓
3. **Publication scheme.** ✓
4. Annual Return.
5. Information about Council Payments.
6. Calendar of meetings including an **Annual Community Meeting.**
7. Minutes for all council and committee minutes for a full year. ✓
8. Current agendas. ✓
9. The budget and precept information for the current or next financial year.
10. Complaints policy.
11. Council contact details and councillor information in line with the transparency code.
12. **Action plan** for the current year.
13. Evidence of **consulting the community**/Community Engagement Policy.
14. Publicity advertising council activities.
15. Evidence of participating in town and country **planning.** ✓

The Council must also confirm by resolution that it has:

16. A risk management scheme.
17. A register of assets
18. Contracts for all members of staff ✓
19. Disciplinary and Grievance Procedures ✓
20. **A policy for training new staff and councillors**
21. A record of all training undertaken by staff and councillors in the last year
22. A Clerk who has achieved 12 CPD points in the last year.



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
- Art along Duffryn Lane to Tinkenswood
- 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

