



7<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 27<sup>th</sup> 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. To receive declarations of interest
4. To approve the Minutes of the
  - a. Meeting of September 7
5. Matters arising from the Minutes
6. To receive update on St Nicholas CIW School development
7. To elect a MAR Governor
8. **Public participation**
9. To consider matters arising from resident participation
10. To receive a Financial update
11. To consider Action Plan for 2021-22
12. To consider projects and likely associated costs
13. To consider draft budget
14. Next meeting
15. Closing remarks

## 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
- Edwardian garden – biodiversity
- Fitness stations – street gyms
- Village Green enhancements
- Art on Duffryn Lane
- New bench at Duffryn Lane
- Planting/orchard at Pen Yr Heol
- Orchard trees at Button Ride
- Additional Christmas Trees – Maes y Ffynon, Cottrel Gardens, Duffryn Lane
- Mark toll house
- Information sign for water pumps



## Local Government and Elections (Wales) Bill, 2020

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

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 at St Nicholas
- 3x Planters – are these insured?
- 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 being at the Quality Level of the Local Council Award Scheme (England) and the Welsh equivalent once launched.

## 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



## Budget

### Level Of Town/Community Council Precept and Total Council Tax For Band D 2020/2021

Town/Community Council Precept 2019/2020 £	Council Tax In Respect Of	Town/Community Council Precept 2020/2021 £	Town/Community Council Levy Band D 2020/2021 £	Total Tax Levy Band D 2020/2021 £
1,166,550	Barry	1,194,864	58.44	1,637.24
13,100	Colwinston	13,100	34.84	1,613.64
191,000	Cowbridge with Llanblethian	196,118	73.59	1,652.39
103,255	Dinas Powys	111,456	29.00	1,607.80
17,700	Ewenny	19,053	42.25	1,621.05
11,531	Llancarfan	12,108	25.38	1,604.18
40,474	Llandough	40,953	42.61	1,621.41
9,300	Llandow	10,000	23.04	1,601.84
4,608	Llanfair	4,608	11.97	1,590.77
10,260	Llangan	10,773	23.78	1,602.58
12,000	Llan-Maes	12,250	47.85	1,626.65
241,536	Llantwit Major	247,930	59.20	1,638.00
6,075	Michaelston	6,202	27.56	1,606.36
843,221	Penarth	912,586	78.69	1,657.49
6,642	Pendoylan	7,306	20.81	1,599.61
11,650	Penllyn	11,950	11.41	1,590.21
21,000	Peterston-S-Ely	21,000	37.43	1,616.23
0	Rhose	0	0	1,578.80
28,557	St Athan	38,400	25.00	1,603.80
28,134	St Brides Major	28,134	19.56	1,598.36
3,154	St Donats	3,224	16.37	1,595.17
1,950	St Georges & St Brides-S-Ely	3,900	16.39	1,595.19
10,565	St Nicholas & Bonvilston	11,483	16.69	1,595.49
91,341	Sully and Lavernock	94,081	37.03	1,615.83
6,500	Welsh St Donats	7,000	22.15	1,600.95
35,000	Wenvoe	36,050	23.67	1,602.47
5,000	Wick	6,000	11.15	1,589.95
<b>2,920,103</b>	<b>Total Precept</b>	<b>3,060,529</b>		

This year our council tax was based on 688 dwellings. For 2021-22, this has increased to 709 dwellings.

The average Band D precept charged by a parish or charter trustee in England for 2020-21 was £69.89.



**Table 5: Average Band D parish precept for England, 2016-17 to 2020-21 <sup>(c)</sup>**

<b>Parishes and other local precepting authorities charging a non-zero precept</b>					
	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Total number	8,818	8,840	8,839	8,859	8,886
Tax base (thousands) <sup>(a)</sup>	7,754.3	7,954.4	8,083.0	8,253.8	8,532.7
Aggregate of local precepts (£000) <sup>(b)</sup>	445,073	485,474	517,629	554,492	596,362
Average parish precept per Band D (£)	57.4	61.03	64.04	67.18	69.89
Change (£)	3.28	3.63	3.01	3.14	2.71
Percentage change	<b>6.1%</b>	<b>6.3%</b>	<b>4.9%</b>	<b>4.9%</b>	<b>4.0%</b>

(a) Council tax payers in the Charter Trustees for the City of Durham have only been included once here, although they are actually spread across multiple parishes in Durham.

(b) The aggregate of local precepts presented here may be different to the Local Authority total due to rounding.

(c) This table is consistent with the 'Council Tax Statistics for Town and Parish Councils in England: 2020-21' release that is published on 3 June 2020.

Community Councils generally charge less than equivalents in England, and Community Councils in the Vale of Glamorgan charge less than many in the Valley Areas of Wales.

<b>Community Area</b>	<b>2018/19 Precept</b>	<b>Band D</b>	<b>Precept Variance to Previous Year</b>
Gilfach Goch	£40,000.00	£39.9864	-20.0%
Hirwaun	£57,200.00	£35.5900	0.0%
Llanharan	£184,356.81	£61.5600	14.6%
Llanharry	£103,012.80	£66.0000	12.5%
Llantrisant	£212,359.20	£40.0000	-0.5%
Llantwit Fardre	£253,195.05	£38.7600	8.8%
Pontydlun	£113,410.00	£32.5760	2.2%
Pontypridd	£676,147.00	£66.0100	10.6%
Rhigos	£14,500.00	£53.0100	3.6%
Taffs Well	£36,283.57	£25.8900	2.2%
Tonyrefail	£225,049.43	£58.4388	5.0%
Ynysybwl & Coed-y-Cwm	£40,164.42	£28.4800	10.0%
<b>Total</b>	<b>£1,955,678.28</b>		



## 2018-19 Council Tax Levels for Carmarthenshire Area

### Town/Community Council Precepts (Band D)

COMMUNITY	PRECEPT (£)	Tax Base	Council Tax (Band D) (£)	COMMUNITY	PRECEPT (£)	Tax Base	Council Tax (Band D) (£)
Abergwili	29,330	722.09	40.62	Llangain	9,420	286.10	32.93
Abernant	3,000	126.88	23.64	Llangathen	7,200	264.61	27.21
Ammanford	136,968	1,911.79	71.64	Llangeler	31,300	1,480.81	21.14
Betws	27,000	876.61	30.80	Llangennech	209,148	1,947.92	107.37
Bronwydd	9,135	271.97	33.59	Llangunnor	30,000	1,142.79	26.25
Carmarthen	706,425	5,422.37	130.28	Llangyndeyrn	50,391	1,393.33	36.17
Cenarth	9,000	525.84	17.12	Llangynin	3,321	132.28	25.11
Cilycwm	5,000	223.21	22.40	Llangynog	8,000	230.04	34.78
Cilymaenllwyd	6,000	335.01	17.91	Llanllawddog	6,937	323.75	21.43
Cwmaman	222,414	1,542.82	144.16	Llanllwni	13,000	316.62	41.06
Cynwyl Elfed	12,415	451.46	27.50	Llannon	285,658	1,920.59	148.73
Cynwyl Gaeo	6,000	434.45	13.81	Llanpumsaint	7,204	327.47	22.00
Dyffryn Cennen	5,000	515.47	9.70	Llansadwm	6,000	224.01	26.78
Eglwyscummin	6,000	181.85	32.99	Llansawel	5,000	197.16	25.36
Gorslas	81,290	1,922.83	42.28	Llansteffan & Llanybri	21,500	553.14	38.87
Henllanfallteg	3,500	219.43	15.95	Llanwinio	6,000	198.93	30.16
Kidwelly	134,845	1,365.51	98.75	Llanwrda	8,000	234.41	34.13
Laugharne	29,533	552.75	53.43	Llanybydder	39,500	583.68	67.67
Llanarthne	19,000	393.84	48.24	Llanyrcwys	1,150	105.63	10.89
Llanboidy	15,460	432.32	35.76	Manordello & Salem	15,000	772.79	19.41
Llanddarog	17,428	541.73	32.17	Meidrim	10,000	260.90	38.33
Llanddeusant	2,300	126.98	18.11	Myddfai	2,900	178.76	16.22
Llanddowror & Llanmilo	16,600	338.06	49.10	Newcastle Emlyn	27,346	453.52	60.30
Llandello	62,073	783.82	79.19	Newchurch & Merthyr	6,500	308.15	21.09
Llandovery	57,267	777.70	73.64	Pembrey & Burry Port	401,600	3,189.81	125.90
Llandybie	180,000	4,280.77	42.25	Pencarreg	13,000	530.26	24.52
Llandyfaelog	20,800	610.50	34.07	Pendine	7,376	156.94	47.00
Llanedi	211,150	2,182.84	96.73	Pontyberem	110,667	1,003.87	110.24
Llanegwad	10,000	695.25	14.38	Quarter Bach	84,174	940.64	89.49
Llanelli Town	900,000	8,734.29	103.04	St Clears	81,489	1,304.06	62.49
Llanelli Rural	1,011,060	8,031.32	125.89	St Ishmaels	33,000	761.65	43.33
Llanfair-ar-y-Bryn	4,500	265.60	16.94	Talley	8,000	244.59	32.71
Llanfihangel Aberbythych	17,500	573.03	30.54	Trelech a'r Betws	0	322.18	0.00
Llanfihangel Rhos-y-Corn	7,500	216.52	34.64	Trimsaran	64,338	849.23	75.76
Llanfihangel-ar-Arth	45,000	897.99	50.11	Whitland	42,421	703.21	60.33
Llanfynydd	7,000	228.61	30.62				
Llangadog	20,000	615.90	32.47				
				<b>Total</b>	<b>5,714,034</b>	<b>72,153.24</b>	<b>79.19</b>

### The key stages in the budgeting process are:

- review of current year budget and spending;
- determine the cost of spending plans;
- assess levels of anticipated income; **(no income other than precept)**
- provide for contingencies and the need for reserves;
- approve the budget;
- **set the precept**

Any unspent balances at the year-end will be transferred to the general reserve. A council should typically hold between 3 and 12 months expenditure as a general reserve.

Many councils also hold an 'election reserve', as all reasonable costs of holding local council elections can be fully recharged by the district or unitary council to the local council.



## 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	£500
Insurance (public liability)	£300
Christmas trees x6	£3000
Remembrance	£250
Maintenance (Village Green (grass, bollards), gateway signs, phone box)	£1000
Phone box restoration	£700
Communication (newsletter, website) and Engagement (school) & Place Plan	£4000
Community Projects (Parklet/garden, allotments, public art, drinking fountain, 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>£33,750</b>

Our bank balance on January 23 is 14,098.89, with an outstanding invoice for wreaths. £1,600 to be paid to Cast and Polish and Clerks salary, Councillor remuneration, training and other costs to be paid January to March 2021. **This leaves us with about £10k at the end of the financial year.** However, we are likely to incur legal expenses related to Maes y ffynon – perhaps £1000 – and receive requests for financial assistance.

