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 27th 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:

2. Code of Conduct & link to Councillors’ Register of Interests. ✓
3. Publication scheme. ✓
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. ✓
9. The budget and precept information for the current or next financial year.
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
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.
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.
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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees (30hrs. x 12)</td>
<td>£4,000</td>
</tr>
<tr>
<td>Office, stationary, expenses, software</td>
<td>£600</td>
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<tr>
<td>Councillor payments</td>
<td>£1,850</td>
</tr>
<tr>
<td>Meeting costs</td>
<td>£150</td>
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<tr>
<td>Memberships and accreditation</td>
<td>£300</td>
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<tr>
<td>Training</td>
<td>£600</td>
</tr>
<tr>
<td>Accountant/Audit</td>
<td>£500</td>
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<tr>
<td>Insurance (public liability)</td>
<td>£300</td>
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<tr>
<td>Christmas trees x6</td>
<td>£3000</td>
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<tr>
<td>Remembrance</td>
<td>£250</td>
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<tr>
<td>Maintenance (Village Green (grass, bollards), gateway signs, phone box)</td>
<td>£1000</td>
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<tr>
<td>Phone box restoration</td>
<td>£700</td>
</tr>
<tr>
<td>Communication (newsletter, website) and Engagement (school) &amp; Place Plan</td>
<td>£4000</td>
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<tr>
<td>Community Projects</td>
<td>£12000</td>
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<tr>
<td>(Parklet/garden, allotments, public art, drinking fountain, street name signs, finger post signs, fitness stations, information signage, Village Green enhancement)</td>
<td></td>
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<tr>
<td>Biodiversity/Environment (Wales) Act duty</td>
<td>£1500</td>
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<tr>
<td>Financial Assistance</td>
<td>£2000</td>
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<tr>
<td>Reserves/ Contingency</td>
<td>£1000</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>£33,750</strong></td>
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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 renumeration, 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.