



## 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 7<sup>th</sup> March, 2022 at 7pm**. Members of the public are welcome, and encouraged to attend, and will have opportunity to address the council.

The meeting will be held remotely in accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020, and can be accessed via the internet or by telephone. The meeting will be recorded to ensure the accuracy of the Minutes.

## Agenda

1. Chair's welcome and introductions
2. To receive apologies for absence
3. To receive declarations of interest
4. Co-option of Member & election of Vice Chair
5. Police Matters
6. Vale of Glamorgan Council Matters
  - a. Consideration of planning applications related to St Nicholas CIW Primary School  
Proposed replacement primary school for 126 pupils plus additional capacity for 24 part-time nursery places, including associated works. Demolition of existing school building following completion of proposed replacement school to accommodate on-site parking provision and parent drop-off /pick-up area
  - b. Active Travel Consultation.
  - c. Public Bicycle Repair Stations
  - d. Ownership of wall running along A48
  - e. Age Friendly Vale
7. Minutes to approve
8. To receive updates from other meetings attended and One Voice Wales

## Agenda (Continued)

9. To receive updates on completed & actioned projects
  - a. Biodiversity planting & planters
  - b. Dog waste bins
  - c. Padi padz
  - d. Listing of Bonvilston Milestone
  - e. HistoryPoints
10. Correspondence
11. Matters not on the agenda – Discussion Forum
12. Finances
  - a. Audit 2020-21
  - b. Payments, income, Financial Assistance & defibrillator maintenance
  - c. Debit cards
  - d. Remuneration, reimbursement and expenses
13. Elections, May 2022
14. To receive updates on planning matters
  - a. Planning decisions
15. To consider other Planning Applications & Matters
  - a. Model Farm, Port Road, Rhoose  
For the demolition of existing buildings and erection of 44.75ha Class B1/B2/B8 Business Park
  - b. Weycock Barn, Doghill Farm, Dyffryn  
Reconstruction of dilapidated barn with modern outhouse of similar proportion accommodating home office and garage workshop
16. To consider
  - a. The Big Jubilee Lunch
  - b. Cleaning of Memorial (1921), St Nicholas
  - c. Newsletter
  - d. Storage of Community Council property
17. Announcements & 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.

18. Recruitment/appointment of a (Locum) Clerk to the Council

*Cllr Ian Perry*  
Chair



# Supporting Documentation

## Police Matters

Stephen Davies is our new PCSO

## Vale of Glamorgan Council Matters

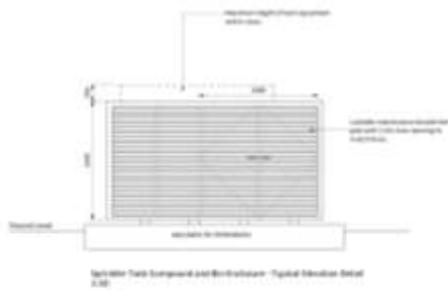
### St. Nicholas Church In Wales Primary School – [2022/00066/RG3](#) & [2022/00067/CAC](#)

Proposed replacement primary school for 126 pupils plus additional capacity for 24 part-time nursery places, including associated works

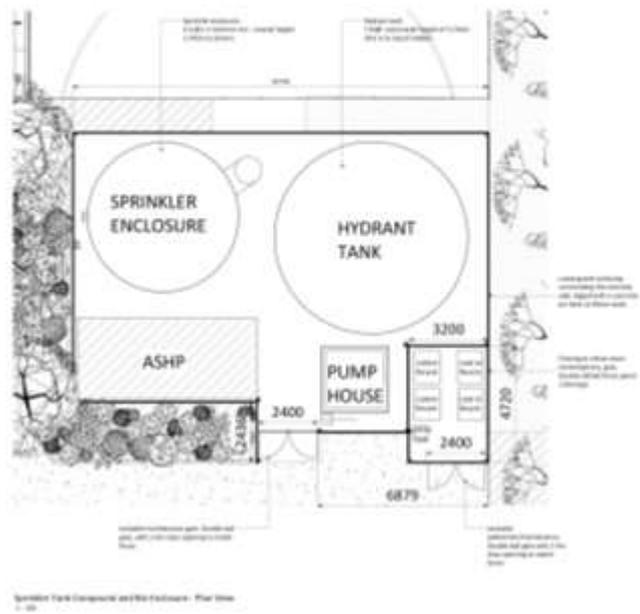
Demolition of existing school building following completion of proposed replacement school to accommodate on-site parking provision and parent drop-off /pick-up area.







Example of fencing to be used for Sprinkler Tank and ASHP Enclosures



## Active Travel Consultation

A consultation for Active Travel Infrastructure is expected to begin in the second half of March.



Meeting of March 7, 2022

## Public Bicycle Repair Stations



Bicycle Repair Stations have been installed at:

- Alexandra Gardens, Barry
- Barry Island car park
- Barry Leisure Centre
- Colcot Sports centre
- Cowbridge Leisure centre
- Llantwit Major leisure centre
- Llantwit Major beach car park
- Murchfield Community Centre
- Penarth Leisure Centre
- Cosmeston Country Park

### Age Friendly Vale

The Public Services Board is currently in the process of applying for World Health Organisation (WHO) Age Friendly Status in the Vale with support from the Older People's Commissioners Office. As part of this application process the PSB are looking to engage with residents to capture views on how age friendly the Vale currently is.

To do this a [short survey](#) had been developed with the Vale 50+ Strategy Forum to find out more about what residents think about living in the Vale and how we can make it more age friendly, and to assist with the review of the Vale 50+ Forum exploring what people would like from the Vale 50+ Strategy Forum going forward to encourage membership.

The survey will run from 25/02/2022 – 31/03/2022.



Meeting of March 7, 2022

## Updates from other meetings attended & One Voice Wales

### ANNUAL REPORTS

An annual report will be required for the 2021-2022 financial year, and will be due for publication as soon as practicable after 1 April 2022. These will be required annually thereafter.

There is no template for a community council annual report as the format will reflect what the council does. The level of detail is expected to reflect the size and scope of council activity. It is an opportunity to show the work of the council, reflecting on the past year's activity and to look ahead to its plans for the coming year.

Although there is no template, councils may wish to consider the following information within its report: · Information on the organisation of the council, Councillors, Sub-committees and Key contact information

- Basic financial information including Income (including precept), Running costs, and money spent.
- Audit – the outcome and dates of the latest internal audit, and the external audit by the Auditor General for Wales).
- Activities - Key council objectives for the year and progress against these objectives. Also, how the Council engaged with its community.
- Achievements - High points of the year including the outputs and outcomes of key services or activities delivered during the year. Also, reflection on what worked well and not so well.

The first report will be due for publication as soon as practicable after 1 April 2022.



## **TRAINING PLAN**

All Councils will now have to write a Training Plan. The purpose of the training plan Planning for the provision of training can be carried out in a proportionate way, taking into account factors such as the activities undertaken by that council, the current expertise of councillors and clerks and the nature and significance of any training needs identified.

There are areas which all councils should ensure that they have sufficient skills and understanding. These are:

- Basic induction for councillors.
- The Code of Conduct for members of local authorities in Wales.
- Financial management and governance.

In addition to these areas, the council will want to consider if there are new challenges and opportunities it may wish to explore, such as those offered by the general power of competence. In which case, it may decide there are new skills for councillors and clerks to attain. The plan should provide, as a minimum, information about: ·

- The type of training,
- Numbers participating
- The timeframe over which the training is expected to be completed
- The overall cost of the training.

A new plan needs to be written after each set of full elections and reviewed regularly.

The first training plan must be ready and published by 5 November 2022.

## **Correspondence**

Road noise – Bonvilston.

## **Matters not on the agenda – Discussion Forum**

This is an opportunity for residents to raise matters of concern to them. This replaces the section of the agenda formerly referred to as Public Participation, due to the changes coming in from the Local Government and Elections Act (Wales), 2021. Members of the public will be offered the opportunity to speak, briefly, on all agenda items.



## Finances

### Payments for approval

- One Voice Wales
  - Membership 2022-23 – £164
- Wybone
  - 3x dog waste bins and posts - £1,005.49 (including £167.58 VAT)
- Harrison Grant
  - Legal fees – Maes y Ffynnon Village Green – £3,243.60 (including £540.60 VAT) – £1,200 paid – balance owed = £2,043.60
- Primary Care
  - ZOLL Pedi·padz® II Pediatric Multi-Function Electrodes for defibrator – £83.24 (including £167.58 VAT)
- Member reimbursement & expenses

### Financial Assistance

Basketball Wales.

### Defibrator Maintenance

Pedi Padz are required for the defibrator in Bonvilston



## Remuneration

The Independent Remuneration Panel for Wales is responsible for determining the level of payments to elected members of councils, national park authorities and fire and rescue authorities in Wales.

Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.

Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration. A member may elect to forgo any part of an entitlement to payment under these Regulations by giving notice in writing to the proper officer of the council.

Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.

The Panel mandated a payment of £150 as a contribution to costs and expenses for members of all community and town councils in the year 2021-22.

Community and town councils can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

## Elections, May 5, 2022

The Vale of Glamorgan Council have provided the following information.

Elections to the County (Borough) Council and Town & Community Councils will be held on Thursday 5 May 2022. Formal notice of the elections will be published on Monday 21 March 2022 and the period between this date and the close of poll on 5 May is called the 'pre-election period'.

A full list of candidates will be published on the Vale Council's website and other media channels on 6 April 2022.

Existing Councillors will continue to act as elected members until Monday 9 May 2022, when the members elected on Thursday 5 May 2022 formally take up office.

### **GUIDELINES TO COUNCILLORS**

Serving Councillors should not seek to use their position as Members to obtain privileged service from the Council in relation to:

- the issue and use of confidential information
- the use of Council premises



- the use of employees' time
- visiting Council establishments

The provision of favourable treatment for their constituents Councillors standing for election are allowed and expected to produce election materials, press releases and publicity photos subject to the election rules (e.g. use of imprints on campaign materials, staying within allowable expenses limits etc.) in a private capacity. Council resources must not be used for these purposes.

Councillors may continue to use Council resources for Council duties during the pre-election period. These resources are not to be used for campaigning, electioneering, or canvassing. This includes the support of Member Services teams. For the avoidance of doubt, Members must also not use any Council provided ICT hardware or applications, including email facilities, for any purpose connected with their election campaign.

Consultation Major consultation exercises should be avoided during the pre-election period. An exception will be made when services need to undertake statutory consultation e.g. planning applications, or if the Council is required by an external organisation e.g. the Welsh Government, to undertake consultation during this period. If further guidance is required, then you should speak with the Returning Officer or his/her team.

Ordinary council business during the pre-election

There is no prohibition on conducting normal Council business or decision making during the pre-election period. However, in the run-up to May 2022 it is possible that even "business as usual" may become increasingly politicised. You will need to be careful to avoid the allegation that a report appears to support/promote or counter/undermine the views of any candidate or political party. Likewise, reports should avoid issues on which a candidate is actively campaigning. Where possible such reports should be deferred until after the elections.

## **Background Information**

### **Code of Recommended Practice on Local Authority Publicity in Wales laid in January 2022.**

The period between the notice of an election and the election itself should preclude proactive publicity in all its forms, including individual social media accounts run by officers or elected members, which could be perceived as providing electoral advantage to candidates and other politicians involved directly in the election. Principal councils can publish information which is required under the Local Elections (Principal Areas) (Wales) Rules 2021, the Local Elections (Communities) (Wales) Rules 2021, any combination thereof or as required by any other electoral legislation.



Principal councils may also publish information relating to the election or by-election which is purely informative or factual such as the date of the election, how to obtain a postal vote and the location of polling stations. However, all factual information relating to an election must be published in the form specified by the relevant legislation or in such a way that it does not give prominence to information relating to any candidate, candidates or political party. Other authorities may reference this material on their own websites.

However, publicity generated by the council in this period should not deal with controversial issues or report views, proposals or recommendations in such a way which identifies them with individual members or groups of members which might gain electoral advantage as a result. What constitutes a controversial issue is to some extent dependent on the local circumstance but in general they are likely to have characteristics such as, but not exclusively, significantly divided public opinion, lengthy periods of high profile debate and press interest and/or are those which involve the awarding of significant funding or contracts.

It may be necessary to suspend the hosting of materials produced by third parties, or to close public forums during this period to avoid breaching legal restrictions.

It is also acceptable for the authority to respond in appropriate circumstances to events and legitimate service enquires provided their answers are factual and not favourable to a political party. Members holding key political or civic positions should be able to comment in an emergency or where there is a genuine need for a response to an important event outside the authority's control. Proactive events arranged in this period should not involve members likely to be standing for election.



## Updates on Planning Matters

### Planning Decisions

- a. Ashdene, St. Nicholas  
Proposed extension to existing garage to create office and ancillary accommodation.  
Approved
- b. Field Cottage, Bonvilston, Cardiff  
Discharge of Condition 3 (Details of windows and doors), Condition 4 (Schedule of materials), Condition 5 (Sample panel of render), Condition 6 (Samples of slate) and Condition 7 (Detail of enclosure). Previous approval 2021/00191/FUL  
Approved

### Planning Applications & Matters

#### **Model Farm, Port Road, Rhoose – [2021/01711/FUL](#)**

Proposed extension to existing garage to create office and ancillary accommodation

In July 2021, the Community Council wrote a letter of objection to this proposal, on the basis of the additional traffic that the proposal would generate, worsening the road noise problem that is harmful to the health and well-being of residents.

#### **Weycock Barn, Doghill Farm, Dyffryn – [2022/00070/FUL](#)**

Reconstruction of dilapidated barn with modern outhouse of similar proportion accommodating home office and garage workshop



## The Big Jubilee Lunch

The Big Jubilee Lunch this year will encourage millions to get together to celebrate their community and as with previous Jubilee occasions, we anticipate an increase in the amount of local activity. Councils are key to HM The Queen's Platinum Jubilee celebrations, 2-5 June

