



Minutes

Minutes of the Meeting of the St Nicholas with Bonvilston Community Council, on Monday 6th December 2021 at 19:00.

The meeting was held both at Bonvilston Reading Rooms and remotely in accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

Present:

Cllr I Perry (Chair), Cllr P Moss, Cllr J Griffiths, Cllr C Hunt, Cllr S Clarke, Cllr A Brown, Cllr G Rawson, Cllr S Curien.

Internal Auditor Joanna Howell

1. Chair's welcome and introductions

The Chair opened the meeting at 19:00, confirmed quorum, and welcomed Members.

2. Apologies for absence

Cllr Sims

3. Declarations of interest

None.

4. Cooption of Member

No interested parties present.

10. Update on the Internal Audit

As our internal auditor has joined the meeting remotely this item (not on the agenda but considered urgent) was discussed. Jo introduced herself and gave insight into the internal audit.

- Insufficient information to enable the audit to be completed. Official written report will be provided once the audit is finalised. The council will fail all of the audit tests of financial and risk management due to the lack of controls caused by the lack of a Clerk.
- Jo also confirmed that given the time of the year i.e., with only 3 months left of the financial year the likelihood is that the audit will fail again for the current financial year but that with appropriate action the audit for financial year 2022/23 can be rectified and errors corrected.

- No money missing or wrongly spent; however, the Community Council was not following the controls that should have been in place.
- Getting a clerk is key to correcting the issues. Jo explained the role of clerk in the terms of the Responsible Financial Officer element of the role, which is explained in the financial regulations.
- All payments must be approved by the Community Council before they are made. Key actions to set up financial controls and to get the audit completed for 2020/21.
- Cllr Moss asked if the Community Council had appointed Jo or Audit Wales, Jo confirmed that the Community Council had instructed her and that she was interested only in the risk and financial side of the Community Council regulations.
- Audit should have been completed as soon after March as possible.
- Cllr Clarke asked if making changes now to rectify the internal audit for 2021/22 would be seen as a positive step in the eyes of the next internal auditor and Jo confirmed that the “fail” would likely still apply as there is no room for judgement in the pass or fail but that the report would be more descriptive of the efforts made.
- Jo confirmed that every Councillor has a duty to understand the Financial Regulations and that the Council should refer to them each time a payment is to be made, or a tender requested.
- Cllr Hunt asked about the process of bank account reconciliation and Jo confirmed that every quarter the Responsible Financial Officer requests that a Councillor checks over the accounts against a record of the payments and signs the statements and then it is recorded as an agenda item in the next meeting for recording in the minutes.
- Cllr Clarke asked for a job description guide and Jo confirmed that the benefits of the job i.e., flexibility should be a main selling point of the Clerk role.
- Cllr Hunt confirmed that the work to rectify the financial accounts was underway and that this should be completed by next meeting in time for the budget planning.

5. Police Matters

PCSO Owain Reynolds sent the following incidents of note.

07/10/2021 – Suspicious male seen near Bonvilla (Bonvilston) No one identified.

20/10/2021 – Theft of gas meter – Bonvilston

28/10/2021 – Road Traffic Collision – Car vs bus. Near Aubrey Arms.

02/11/2021 – Road Traffic Collision – Pedestrian reports black van drove into her as she walked her dogs down a lane. No further action taken on call.



13/11/2021 – Anti-Social Behaviour – Youths smoking weed/dope on the bench in front of the church, St Nicholas

17/11/2021 – Road Traffic Collision – Possible drink driving. Vehicle off the road | St Nicholas

23/11/2021 – Anti-Social Behaviour – Youths on electric scooters driving on grass and play area

PCSO Reynolds advises that there are burglaries occurring in Penarth, Sully, & Wenvoe. Usually mid evening.

Please make sure doors are locked at night and car keys are secure.

6. Vale of Glamorgan Council Matters

The chair confirmed the items listed in the agenda and asked members if they had any comments – no comments made.

7. To approve the minutes of the

- a) Extraordinary Meeting of October 14th
- b) Meeting of November 1st
- c) Extraordinary Meeting of November 18th

Cllr Hunt raised an issue relating to a cheque number that appears to be incorrect.

Cllr Brown raised the access to the website which was listed in the minutes as only Cllr Brown but should have also included Cllr Moss

Approval of minutes subject to these changes – Proposer Cllr Hunt; Seconded by Cllr Clarke.

8. To receive updates on other meetings attended.

The Chair confirmed that there were no One Voice Wales or Vale Council meetings since our last meeting

9. To receive updates on completed & actioned projects

A) Actions for the EGM 18th November

- a) Website – Chair to add Cllr Moss and Cllr Brown to website
- b) Banking – Cllr Hunt confirmed this is a work in progress and should be completed by January meeting – confirmed that Cllr Hunt to have a debit card for account.
- c) Self-Evaluation Toolkit – The Chair confirmed the acceptance onto the self-evaluation toolkit pilot and Cllr Clarke suggested that given the financial auditors comments that it is essential that the Community Council gets this underway in order to correct the audit issues and that it should be divided up between Councillors.



Resolved to defer this item in view of the importance of the financial audit correction

- d) Annual Report – Deferred
- e) Planning Committee – Deferred to future meetings
- f) Cllr Perry has uploaded adopted documents onto the website
- g) Annual Governance Statement – Completed
- h) Risk Assessment – Completed
- i) St Nicholas Memorial and Village Green – Cllr Clarke and Chair discussed between meetings – Work in progress

B) Place Plan

Meeting attended by Chair, Cllr Moss and Cllr Sims. Cllr Moss confirmed that the place plan is labour intensive and unusual for a small Community Council and that the opportunity to have an event or engagement activity within the community might be better than a place plan.

Chair confirmed that a place plan would take 3 years to implement. Cllr Hunt confirmed that the increased precept which was caused by the budget for place plan should be reallocated to engagement. The Chair confirmed that this was already included in the budget allocated to the place plan project, and that an engagement event can be arranged for Spring 2022.

c) Employment of a Clerk to the Council.

Cllr Clarke discussed the importance of getting the job description right and adding the role of Responsible Financial Officer to the job description following the removal.

Cllr Brown stated that we should mention in the advertisement that all training will be provided so that it is less daunting to those without previous experience.

Council resolved to allow a budget of £500 for the use of a recruitment agency to aid the recruitment process and Cllr Clarke to lead on this.

d) **Remembrance** – The chair confirmed that Community Council wreaths were laid at both memorials in Bonvilston and St Nicholas and that he attended the service in St Nicholas church.

e) Christmas Trees – Should be arriving by the 10th December

9. Correspondence

None to note

10. Matters not on the agenda

None to note



11. Finances

Cllr Hunt stated that the following payments already authorised but not yet paid

April 2021	OVW membership	£155
May 2021	Locum Clerk Wages	£216
July 2021	SLCC for locum clerk	£108
August 2021	SLCC for locum clerk	£180
September 2021	DCK Accountancy	£850
October 2021	Grant St Nicholas Church	£400
October 2021	Grant Bonvilston Church	£400
A total amount of		£2,309

Cllr Hunt presented the following payments for approval

May 2021	Locum Clerk	£468*
* considered, but not minuted at meeting of June 2, 2021		
Nov 2021	Hall hire, Reading Rooms	£180*
* 6 evenings advanced rental		
Nov 2021	Audit Wales	£385.25
Nov 2021	Urban Habitats – Place Plan	£400.00
December 2021	Luggage tag for defib	£2.36
December 2021	Storage Box for decs	£30*
* purchased from Hobbycraft		
December 2021	Printer Paper	£7.80
December 2021	Christmas Lights	£97.19
December 2021	New Xmas banner	£120
December 2021	Decorations	£20.74
December 2021	New planter for Bonvilston	£420
A total amount of		£2,110.60

The chair confirmed that he has paid DCK out of his own funds due to the lack of access to the bank account caused by the previous clerk returning the bank statements and a block being applied to the account.



Resolved that Chair and Cllr Hunt to share the laptop in order to update the accounts and get the audit in order until a Clerk is appointed.

All the above payments approved by the council, including a reimbursement of £850 for the Chair who paid the DCK accountancy invoice from his own funds, on production of the receipt. – proposed Cllr Moss, Seconded Cllr Griffiths

12. To receive updates on planning decisions

These were circulated with the meeting documentation

13. To consider the following planning applications

- a) **Bonvilston Village Green** – application has been returned to the housing department of VOG council – no further updates
- b) **Replacement LDP** – public consultation until Friday December 16th – deferred to next meeting – EGM 16th December
- c) **Land at Sycamore Cross** – variation of property – no comments received
- d) **18 Maes y Ffynnon** – games room in back garden – no comments
- e) **3 Broadway Green, St Nicholas** – no comments

14. To discuss

- a) **Public Right of Way Audit, and accessible countryside**

The Chair stated the importance of accessibility for wheelchairs through gates rather than kissing gates or styles.

Cllr Hunt asked whether the issues of motorbikes or horses gaining illegal access may be a factor, the chair confirmed that this was not an issue in this instance. Progress noted.

- b) **“Lost” Public Rights Of Way** –

15. To consider

- a. **Community Liaison Committee – Management of Public Open Space**

Deferred to 2022

- b. **Request for Traffic Surveys – speed & types of vehicles**

3 surveys in St Nicholas recently – Resolved that the chair will proceed to request additional surveys in hot-spots



c. **Biodiversity Planting**

Tree planting in St Nicholas with permission to plant trees in Button Ride. Cllr Brown asked the size of the trees as is concerned that the council would mow over the trees. The chair confirmed that this would be a replacement of the grass so no mowing would take place. Cllr Moss asked about maintenance of the surrounding shrubs – The chair confirmed that these would be very slow-growing. Action for January meeting for a consultation of residents on their preferences.

d. **New Benches – Walkability – Age-friendly community**

Chair to continue his liaison with the Active Travel Officer

e. **Fingerpost signage**

Cllr Hunt mentioned using the school instead of the college. Cllr Moss disagrees that we should have better designs than a primary school could offer.

f. **Street Name Signage**

Cllr Moss suggested that the street signage is important to the image of the area and should be thought through. Cllr Brown pointed out that the signage for Dyffryn Close are in the area for tree planting

g. **Water Bottle Refill Station**

The chair suggested that there is heavy walking traffic along the heritage trail which would be a good spot for a water station. The chair will look at getting some quotes for this.

h. **Bus Shelter Enhancements**

To be discussed at the January budget meeting.

i. **Scarecrow Trail**

The chair asked if this is something that the Community Council would like to facilitate. Cllr Moss asked if this was something we should be organising as a Community Council and Cllr Griffiths agreed. Cllr Hunt suggested that this was an engagement topic and should be considered in this area of our spending and considerations. Resolved to add to engagement.

The meeting closed at 21:17



Actions:

a. Website

Members to provide photograph and personal introductory text for the website.

Cllr Perry: To add Cllr Brown as an admin.

b. Banking

Cllr Perry: To make payments of council bills.

Cllr Hunt: To complete bank mandate, and obtain a bank card.

c. Self-Evaluation toolkit

Cllr Perry and Moss to report back on progress in February.

d. Financial Regulations

Cllr Hunt to set up financial controls and to get the audit completed for 2020/21

These Minutes were approved at the meeting of January 10, 2022



Cllr Ian Perry
Chair

