

# St Nicholas with Bonvilston Community Council

Minutes of a Meeting of the St Nicholas with Bonvilston Community Council held on Monday 1<sup>st</sup> July 2019 at the Reading Room, Bonvilston.

**PRESENT:** Cllr F Spriggs (Chair) Cllr I Perry  
Cllr K Ward Cllr G Rawson  
Cllr E del Torto Cllr J Griffiths  
Cllr A Brown Cllr C Jones

**ALSO PRESENT:** N. McGarrigle (Clerk)  
C.B. Cllr J Bird  
Residents Mr & Mrs Bennett of the Old Post Office

**[1] TO RECEIVE APOLOGIES FOR ABSENCE:** Cllr S Thomas

**[2] TO RECEIVE DECLARATIONS OF INTEREST:** Following a discussion under 8c at the June meeting, Cllr Perry was asked to sign a declaration of interest form to confirm details of his political affiliation.

**[3] TO RECEIVE AN UPDATE FROM C. PUGH ON S106 MONEY IN ST. NICHOLAS:** CP was in attendance to meet with the Council following a site visit back in November 2018. CP gave a short introduction into S106 money and updated the Council on the progress made so far on development in St. Nicholas. CP explained that money has been allocated to the development of the school, to include dual access, and sustainable transport. CP to send information to be shared with the Council to the Clerk. **Please see appendix 1.**

Following a short discussion, CP asked for questions from the Council.

**FS:** Regarding ancillary works on the A48, will work commence in January 2020 or when the students start using the new school in 2021?

**CP:** Work will begin at the same time as building the school, to tie in with Highways capacity.

**EdT:** An issue for the school is that there is no access to the community into the current school grounds. When the new school has been built, we will need absolute certainty and clarity as to who will be responsible for the maintenance of communal areas.

**CP:** Detailed designs will be used. Groups using the ground will have to come to a mutual agreement with the school.

**EdT:** What about unknown damage? Will it be covered by the insurance? Will access be limited or open to the community?

**CP:** That will require a further discussion between the school and the Vale.

**JB:** The design of the new open space will be put out for tender in September.

**CP:** Following the statutory notice.

**AB:** Will the multi-use pitch be indoor or outdoor?

**CP:** Outdoor.

**AB:** Will the CC have an input into the design?

**CP:** The design of the ground will be put out to tender and will be developed alongside contractors. I suggest that regular meetings are held with the contractors and CC to develop a relationship.

Perhaps set up a community group and create a wish list.

**JB:** Part of the process is to hold a community consultation with residents.

**AB:** The majority of the money is going into the school. Is there anything that the CC can control?

**CP:** No. Your MAR Governor will be able to keep you updated.

**There were no more questions for CP. The Council thanked CP for attending. CP left the meeting.**

**[4] TO CONSIDER POLICE MATTERS:** PC Elson was unable to attend the meeting tonight but was able to confirm the following incidents with the Clerk prior to the meeting:

- ASB – Scrambler bikes on A48.
- Theft of gates on A48.
- Common assault, St. Nicholas.
- Graffiti on school wall. Cllr Del Torto to raise at the next Governor meeting and enquire if it has been reported to the police.

**[5] PUBLIC SESSION:** None

**[6] MATTERS ARISING FROM THE PUBLIC SESSION:** None

**[7] THE MINUTES** of the previous Full Council meeting of Tuesday 11<sup>th</sup> June 2019, which circulated, were confirmed and signed. **Prop EdT Sec JG**

**[8] MATTERS ARISING FROM THE MINUTES:** Councillors had previously been circulated with a copy of the Clerk's report confirming outcomes of the actions from the June meeting.

**[9] UPDATE FROM THE CHAIR:**

- a) Cllr Spriggs met with M. Clogg and Cllr Bird on 12.06.19 to discuss problems at Button Ride raised at the June meeting; MC will speak with enforcement regarding the building materials left on the pavement, it is the responsibility of the local residents to navigate parking issues and a visit was made to 1 Button Ride to discuss the overgrown tree. The issue of the sink hole requires further investigation.
- b) Cllr Spriggs and Cllr Del Torto attended the recent Code of Conduct training on 27.06.19. Following advice from OVW, it was strongly recommended that Councillors have separate email addresses for Council work rather than using personal addresses.

It was **AGREED** that the Clerk would liaise with Cllr Del Torto and set up email accounts for each Councillor, using a system suitable for Community Council work.

- c) Following his attendance at the June meeting, Anthony Griffin contacted the Clerk to confirm that he was happy to accept the Bonvilston vacancy and will make arrangements with the Clerk to sign his declaration of acceptance of office once he has returned from holiday. AG will be in attendance at the September meeting.

**[10] ACTION PLAN UPDATE:** Cllr Spriggs shared his recent updates to the Action Plan. **Please see appendix 2.** Cllr Del Torto will confirm a date for the school walk, to help raise money for the defibrillator, once she has attended the Governors meeting.

Cllr Spriggs requested ideas from all Councillors in relation to the Bonvilston Action Plan.

It was **AGREED** that all updates to the Action Plan be sent to Cllr Spriggs so that the master copy can be updated in preparation for meetings.

**[11] TABLED BUSINESS:**

- a) Councillors had previously been circulated with a proposal from Cllr Spriggs on the replacement of bollards to protect grass verges in St. Nicholas. Following a short discussion, the Council unanimously agreed to the proposal.

It was **AGREED** that Cllr Bird chase M. Clogg for a decision on the proposal following investigations made by the Vale.

It was further **AGREED** that the percentage of the cost allocated to the Council for this work would be taken from the St. Nicholas reserves.

- b) Councillors had previously been circulated with a copy of the DRAFT Licence to Access between the Community Council and resident David Bennett of the Old Post Office. Upon inspection of the draft licence, it is evident that there are errors confirming boundary lines when comparing the information held by Land Registry and the information provided to DB when purchasing the property, which shows the areas of land adopted by Highways. It is the understanding of the Community Council and DB that the information held by Land Registry is incorrect and needs to be investigated by the legal department at the Vale.

It was **AGREED** that the Cllr del Torto make contact with the Vale legal team and request clarification on the definitions of boundary lines. Once this information has been obtained the content of the draft licence will be reviewed again.

**DB left the meeting, the Council thanked him for attending.**

- c) Councillors had previously been circulated with a proposal from Cllr Perry proposing to set up a hedge cutting service between the Community Council and residents, with a view to maintaining and preventing hedges that are likely to become overgrown and block public footpaths. Following a short discussion, while the Council agreed that that idea would work in principle, such a service does not fall within the Councils remit and that, for now, the responsibility of controlling problematic hedges with a financial element should remain with the Vale as per the current arrangement.

It was **AGREED** that the Clerk amend the current letter issued to residents.

It was further **AGREED** that Councillors will note addresses of properties with overgrown hedges and inform the Clerk.

- d) Councillors had previously been circulated with a copy of the DRAFT Local Lettings and Sales policy for applicants who are housed at the St. Nicholas developments. Following a short discussion, the Council unanimously agreed that, under priority 1, parents or close family living in PCO Ward could be amended to stipulate 'for the last 12 months or 3 out of the last 5 years' and that cousins could not be added to the close family members list.

It was **AGREED** that the Clerk inform C. Price at the Vale of these decisions.

- e) Councillors had previously been circulated with a copy of the 1<sup>st</sup> edition of the SNBCC newsletter. Following a short discussion, the Council agreed that they were happy with the draft. Cllr del Torto suggested using Mailchimp to set up an electronic mailing list.

It was **AGREED** that the Clerk amend the Police contact from SR to SE.

It was further **AGREED** that the Clerk would make arrangements for the newsletter to be printed. Copies will be handed to Councillors which will be hand delivered to residents throughout the summer.

- f) The Clerk reminded Councillors that should they book themselves onto training, it is their responsibility to inform the Clerk before the cancellation cut-off date if they can longer attend otherwise the Council will still be charged if a replacement cannot be found. Cllr Spriggs reminded Councillors who are yet to complete the Code of Conduct training that they must attend the next available training date so that they are complying with the Council's Standing Orders.

The Clerk made a further request that Councillors make an effort to put themselves forward for additional training other than Code of Conduct, to assist them with their learning and development.

- g) A proposed draft letter was received from Wenvoe CC in response to the Boundary Commission Review after the Clerk had distributed the meeting pack. A copy of the proposal was circulated to all Council members prior to the meeting. The Council unanimously agreed to the response put forward by Wenvoe, although it was agreed that the Council would submit their own response.

It was **AGREED** that Cllr Spriggs confirm with the Clerk at Wenvoe that the Council are happy with their proposal.

It was further **AGREED** that Cllr's Spriggs, Del Torto and Perry form a working group to draft a response in preparation for the September meeting.

**[12] URGENT BUSINESS:** None

**[13] CORRESPONDENCE:** Cllrs had previously been circulated with all correspondence updates in the meeting pack.

**[14] TO ACCEPT REPORTS FROM:**

**County Borough Councillor –**

- a) Work on the Five Mile Lane is 5 weeks overdue.
- b) The temporary traffic lights will remain at Sycamore Cross for approx. 2 more weeks.

**Community Councillors –**

**Cllr Jones:**

- c) Cllr Jones asked if a silent track could be considered along the A48 throughout both villages. A joint exercise between both villages.

It was **AGREED** that Cllr Perry would follow this up while completing current tasks from the Action Plan.

**Cllr Griffiths:**

- d) Pot holes at the top of Duffryn Lane are getting worse.

It was **AGREED** that the Clerk would follow up her previous enquiry with Highways regarding the potholes.

**Cllr Rawson** - None.

**Cllr Perry:**

- a) The deadline for comments on the draft development plan manual for the next LDP closes 30.08.19. Cllr Perry offered to submit a response on behalf of the Council. The Council unanimously agreed to Cllr Perry's drafted letter.

It was **AGREED** that Cllr Perry would submit a response but also send a copy of the letter to the Clerk so that a copy can be shared in the September meeting pack.

- b) The revised VOGC Resurfacing Plan included Well Lane and the A48 in St Nicholas around the traffic signals. There is hope that the top of Dyffryn Lane will be done at the same time
- c) Alun Griffiths (Contractors) Ltd are making changes to Sycamore Cross. Plans for traffic lanes, bus lay-bys and active travel provision to be scrutinised. The drawings seen and the work completed so far do not make sense. Advocating a new bus stop eastbound at Sycamore Cross, accessed by the toucan crossing, for the new development. Requested consideration of longer green phases on temporary traffic signals to increase capacity of junction and reconsideration of prioritised traffic as traffic in all directions is important - such as delivery vans, not just commuters to/from Cardiff.
- d) VOGC has installed open shelters to replace the enclosed shelters at the bus stops at Aubrey Arms, Bonvilston. This leaves people exposed to the wind. Also, the new bus kerbs (eastbound) not installed correctly.
- e) Welsh Water added to the chaos caused by the closure of Five-Mile Lane at the weekend by not filling in a hole on Dyffryn Lane, that was dug to repair a burst pip on Friday morning, south of Dyffryn Gardens. The hole was finally filled in on Monday morning. The Community Council needs to write to Welsh Water to raise concerns and complain that holes are not filled in as soon as is possible.
- f) Due to Five Mile Lane being closed on a hot, sunny weekend, with many people going to Barry Island and other recreational destinations, there was a 30 minute delay on the A48 to Culverhouse Cross, and people stuck in the Tesco car park for an hour.

**Cllr Brown** - None

**Cllr Ward** - None

**Cllr Spriggs** - None

**Reports on outside bodies** - None

**The Clerk** - Councillors had previously been circulated with a copy of the Clerk's report in the meeting pack.

#### [15] **RESULTS OF PREVIOUS PLANNING APPLICATIONS:**

- **2019/00493/FUL 3 Ger y Llan, St. Nicholas:** Extended new front porch.

**Approved 26.06.19**

**[16] NEW PLANNING APPLICATIONS:**

- **2019/00325/FUL (GH) Maesglas, Bonvilston:** Replace current bushes at the front of the house with a fence, up to 2 metres high.

Councillors were previously circulated with a copy of the DRAFT response to this application prepared by Cllr Perry. While some Councillors felt an objection was not necessary for this application, it was agreed that the response drafted by Cllr Perry highlighted that the property sits within a conservation area and that the recommendations were suitable.

**RESOLVED:** The Council unanimously agreed to the draft response. Cllr Spriggs asked Cllr Perry to submit the response. Cllr Perry advised he would prepare the response and confirmed to the Clerk that he would forward her a copy for submission. The Clerk acknowledged Cllr Perry's comment.

**[17] PAYMENTS TO APPROVE:**

- Clerks June Payment                      787                      £264.54

**Receipts:**        There were none.

The Clerk confirmed that the following card payments had been made during June:

- |   |                |                        |
|---|----------------|------------------------|
| • Lockable Filing Cabinet                   | £117.99        |                        |
| • McAfee Total Protection (until July 2020) | £29.99         |                        |
| • Special Delivery (Annual Return)          | £7.40          |                        |
| • 4 x Large 1 <sup>st</sup> Class Stamps    | <u>£4.24</u>   |                        |
|   | <b>£159.62</b> | <b>Prop EdT Sec FS</b> |

In accordance with the financial regulations, as the total amount was lower than £200.00, the Clerk was not required to seek approval from the Council before purchasing these items although the Chair was consulted before transactions were made. The Council unanimously agreed that they were happy with these payments.

**[18] BUDGETARY CONTROL:** The Clerk confirmed that all receipts and payments to date were within budget and the present balance of the account was £11,619.02.

The Clerk provided Councillors with the 'opt in/opt out' form for Councillor allowances during 2019/20. This is to be completed by all Councillors and returned to the Clerk as soon as possible.

**[19] NEXT MEETING** will be held at **7:30** on Monday 2<sup>nd</sup> September 2019 at Trehill Chapel, St. Nicholas.

This meeting closed at 21:30pm.

**NAOMI McGARRIGLE**

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**Chairman**

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**Date**