

St Nicholas with Bonvilston Community Council

Minutes of a Meeting of the St Nicholas with Bonvilston Community Council held at Trehill Hall on Monday 2nd September 2019.

PRESENT: Cllr E del Torto (Acting Chair) Cllr I Perry
Cllr K Ward Cllr G Rawson
Cllr C Jones Cllr J Griffiths
Cllr S Thomas

ALSO PRESENT: N. McGarrigle (Clerk)
Residents Tony Harris and Simon Crockford

The Clerk requested to make a resolution to switch 8e and 8f of the agenda and to close section 18 of the meeting to the public. **Prop CJ Sec JG**

[1] TO RECEIVE APOLOGIES FOR ABSENCE: C.B. Cllr J. Bird and Cllr A Brown

[2] TO RECEIVE DECLARATIONS OF INTEREST: None

[3] TO ELECT A NEW CHAIR: Following a short discussion, the Council unanimously agreed to postpone the election of a new Chair until the vacancies had been filled. Cllr del Torto confirmed she was happy to continue the role of Acting Chair until the place had been filled. A vote was held by a show of hands, all were in favour. **Prop EdT Sec JG**

[4] TO CONSIDER POLICE MATTERS: PC Stuart Elson confirmed with the Clerk prior to the meeting that the responsibility of the Bonvilston and St. Nicholas Wards are now with Penarth Officers. A copy of the agenda was sent to PCSO Sion Summers although no Police were in attendance.

It was **AGREED** that the Clerk would make contact with PCSO Summers and request a copy of the crime report.

[5] PUBLIC SESSION: None

[6] MATTERS ARISING FROM THE PUBLIC SESSION: None

[7] THE MINUTES of the previous Full Council meeting of Monday 1st July 2019, which had been circulated, were confirmed and signed. **Prop JG Sec ST**

[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 July meeting.

[9] TO DISCUSS & RECEIVE UPDATES ON THE ACTION PLAN:

No reports were received from Councillors prior to the meeting.

- a) Councillors had been circulated with a copy of 3 quotes for the St. Nicholas defibrillator:
- Quote A - £1,400.00

- Quote B - £1,498.80
- Quote C - £2,469.00

Cllr del Torto was able to obtain a 4th quote following the submission of the meeting pack which was presented to the Council at the meeting; Quote D - £1,424.40.

Cllr del Torto informed the Council that the community and the St. Nicholas Social Group have raised £1,130.00. The Community Council will only need to make up the difference and to assist with any ongoing costs associated with the defibrillator.

Following a short discussion, the Council unanimously agreed to Quote C.

RESOLVED: The Clerk will make contact with the provider of Quote C to inform them of the decision although it was agreed that the location of the defibrillator would need to be confirmed before proceeding with the purchase.

Prop ST Sec JG

- b) Councillors had previously been circulated with a copy of the quotes received from M. Clogg at the Vale for the purchase and installation of the additional bollards at the Village Green in St. Nicholas. Following a short discussion, the Council unanimously agreed that the quotes were too high for the Council's budget and that further quotes would need to be obtained.

RESOLVED: The Clerk will look into the tender process and look at the previous quotes received when purchasing the existing bollards. Clerk to submit information in the October meeting pack for further discussion at the meeting.

- c) Councillors had previously been circulated with information received from OVW and Keep Wales Tidy in relation to carrying out a hedgerow survey, which could assist with point T of the Bonvilston Action Plan. Following a short discussion, the Council agreed that the project could be beneficial and that members of the community may be interested in assisting with this project i.e. St. Nicholas school, local Scouts group, residents.

RESOLVED: The Clerk would make contact with Keep Wales Tidy and clarify if the project could be opened up to the community and ask for further information.

- d) The Clerk asked the Council if they would be interested in establishing a Working Group, to include members of the community, who will be responsible for creating a 'Travel & Highways Plan' for the Community Council to assist with sections of the Action Plans. Cllr Perry informed the Council that he is aware of the Travel Plan process and agreed to form a Working Group and draft an initial letter to the Vale.

RESOLVED: Cllr Perry to make contact with residents to establish a Working Group and draft an initial letter to the Vale to be circulated in the October meeting pack for further discussion at the meeting.

Prop ST Sec JG

The Clerk informed the Council that a copy of the Action Plans had been sent to E. Reed at the Vale in hope that they may be able to collaborate with the Community Council on sections of the Action Plans which cover footpaths and hedges, in particular points H and P of the Bonvilston plan. Clerk to feed back to the Council once ER has spoken with her officers.

Clerk to update Action Plans accordingly.

[10] TABLED BUSINESS:

- a) Councillors had previously been circulated with a copy of the proposed amendments to the Local Lettings and Sales Policy for Tinkinswood Properties. Following a short discussion, the Council unanimously agreed to the proposed changes.

RESOLVED: Clerk to inform C. Price at the Vale.

Prop JG Sec ST

- b) Councillors had previously been circulated with a draft copy of the 2020 meeting dates and locations. The Council unanimously agreed to the dates although it was agreed that other venue options within St. Nicholas could be explored. Following a short discussion, it was further agreed that the Clerk would make contact with Tina Evans to establish who the next key holder for Trehill will be once Mr. Hoskins moves.

RESOLVED: Clerk to look at other venue options and make contact with TE. Information to be provided in the October meeting pack.

- c) Councillors had previously been circulated with a copy of the proposed amendments from OVW in relation to the 2016 Model Financial Regulations. Following a short discussion, the Council unanimously agreed to the changes.

RESOLVED: Clerk to make the necessary amendments and update the CC website.

Prop ST Sec JG

- d) Following the distribution of the 1st edition of the SNBCC newsletter, the Council agreed that the newsletter addressed key issues. The Council agreed that colour copies would be more suitable and that the more information on upcoming community events would need to be mentioned. Cllr del Torto expressed the need for encouraging the use of electronic copies, in line with GDPR regulations. The Clerk confirmed that she has received several requests from residents for an electronic version of future newsletters. Cllr del Torto confirmed that a newsletter will be posted to any house which has been missed.

The Council unanimously agreed that the next newsletter would be issued at the beginning of December and that only 500 copies, in colour, would be necessary. A discussion of the distribution of the newsletter is to be held at the next meeting. Cllr's Rawson, Jones and Ward offered to assist with the delivery of the next newsletter.

RESOLVED: The Clerk to make contact with the PSE Parish Print Team for a quote of 500 colour copies, A4 double sided.

- e) Following a motion request received from Cllr Perry, a request was made to revert section 6.10 of the Social Media policy back to its original text. This section of the policy was amended at the AGM on 13.05.19. Following a short discussion, a vote was held by a show of hands. All Councillors were in favour of reverting the policy back to its original text.

RESOLVED: Clerk to make the necessary amendments and update the CC website.

Prop EdT Sec JG

- f) Councillors had previously been circulated with a copy of the St. Nicholas CiW School Objection Report following the recent consultation period in May 2019. Following a short discussion, the Council agreed that improvements in communication from the Community Council regarding

the new school proposals could be improved although it would be difficult for Councillors to approach residents individually.

The Clerk confirmed that during the summer break she had put forward the idea of the Council holding a small community event to Cllr del Torto which provide residents with the opportunity to meet with Councillors. The Clerk proposed to write a proposal for a small community event which will be distributed with the October meeting pack for further discussion at the meeting.

RESOLVED: Clerk to upload the objection report onto the CC website and Facebook page.
Prop EdT Sec ST

- g) Following a short discussion and concerns raised by Cllr Perry, the Council agreed that the Community Council can assist the community during the transition of changes to recycling collections by bridging the gap between the Vale and residents, in particular with those who have limited access due to the location of the properties.

RESOLVED: Cllr Perry to draft a letter highlighting concerns raised by both residents and the Community Council and suggesting possible solutions to current issues, to be circulated in the October meeting pack, which will be presented at the next Community Liaison Committee meeting for further discussion with the Vale.
Prop JG Sec CJ

- h) Following a short discussion, Cllr Perry agreed to send over specific details for suitable daffodil bulbs to be planted in both St. Nicholas and Bonvilston along the A48. Cllr Thomas suggested that the school may be interested in planting the bulbs as part of a school project, although fellow Councillors thought this may be too dangerous for the children. The Clerk suggested asking Damina McKenna. Cllr del Torto confirmed that she attempted to contact Redrow twice following the previous discussion on planting bulbs but received no response. Redrow to be chased again. Cllr Perry stressed that a decision would need to be made at the next meeting due to timing.

[11] URGENT BUSINESS: None

[12] CORRESPONDENCE: Cllrs had previously been circulated with all correspondence updates in the meeting pack. In addition to the meeting pack, the following information was discussed and agreed:

- a) The Vale have confirmed that an update meeting has been arranged for Thursday 26th September at the Alps Depot at 10am in relation to the M4 Junction 34 to A48 WelTAG Stage 2 plus project. Both Cllr Perry and Cllr del Torto confirmed that they may be able to attend the meeting but will let the Clerk know for definite nearer the time.

RESOLVED: The Clerk would inform the Vale of this information.

- b) Code of Conduct training is to be held in Barry on Wednesday 6th November at 18:30 – 21:00. The Clerk will book places for Cllr's Thomas, Perry, Brown and Jones. Cut-off date for cancellations to be confirmed as soon as possible.

- c) Cllr Perry offered to draft a response to the public consultation on the Supplementary Planning Guidance in relation to the Cardiff Airport and Gateway Development Zone, to be circulated in the October meeting pack for further discussion at the meeting.

[13] TO ACCEPT REPORTS FROM:

County Borough Councillor – Report to be provided at the October meeting.

Community Councillors –

Cllr Thomas:

- a) The MYFRA are still waiting for a response to their Village Green application.
- b) The MYFRA will be holding an event on Saturday 28th September on the MYF Village Green at 2pm. All welcome. Cllr Thomas to forward information to the Clerk for sharing on the CC website and Facebook page.

Cllr Perry: Please see appendix 1.

Cllr Rawson:

- c) Queried when resurfacing works will take place in Bonvilston. Cllr Perry confirmed he was looking into this under his Action Plan responsibilities.

Cllr Griffiths:

- d) Following the resurfacing work on Duffryn Lane, containers have been left on parking spaces at Button Ride.
- e) Right turn arrow on the traffic lights at the top of Duffryn Lane (A48 West bound, turning into Duffryn Lane) is not working. **RESOLVED:** Clerk to report the containers and filter light to the Vale.

Reports on outside bodies: Councillors had previously been circulated with a copy of Cllr Perry's report form the OVW Area Committee meeting held on 22.07.19.

The Clerk - Councillors had previously been circulated with a copy of the Clerk's report in the meeting pack. In addition to the meeting pack, the following information was verbally confirmed;

- f) The Clerk for St. Brides Major and St. Donats has confirmed that her Councillors are happy to join our Council for Planning Training with the Vale.
- g) A 'Clerk's Protocol' will be drafted in preparation for the October meeting. The aim of the protocol is to improve the efficiency of preparing for meetings, which, in turn, will improve the running of meetings. The protocol will be developed using advice from SLCC (Society for Local Council Clerks) and will be circulated in the October meeting pack.

[14] RESULTS OF PREVIOUS PLANNING APPLICATIONS:

• 2018/00755/FUL The Coach House, Bonvilston	Approved	07.08.2019
• 2019/00325/FUL Maesglas, Bonvilston	Refused	09.08.2019
• 2019/00580/FUL Dyffryn House & Gardens	Approved	14.08.2019

[15] NEW PLANNING APPLICATIONS:

• 2019/00753/FUL (GH) Campbell Court, St. Nicholas	No objection
• 2019/00909/LBC (PDJT) Duffryn Gardens, St. Nicholas	No objection
• 2019/00897/LBC (PDJT) Duffryn Gardens, St. Nicholas	No objection
• 2019/00930/FUL (MS) Caia Barn, St. Nicholas	No objection

[16] PAYMENTS TO APPROVE:

• Clerk's August Payment	790	£283.88
• St. Peter's Church PCC (Newsletter Printing)	791	£120.00
• OVW Code of Conduct Training	792	£80.00

The Clerk confirmed that the Acting Chair approved the following payment during July (Summer recess): Clerks July Payment 789 £234.15

The Clerk confirmed that £34.95 (Tesco) was spent on office supplies using the CC bank card in July and that in total £35.95 was spent on office supplies during Q1. **Prop EdT Sec ST**

Receipts: 2nd Precept Payment £3,522.00

[17] BUDGETARY CONTROL: The Clerk confirmed that the balance of the bank account is £14,457.38.

Councillors had previously been circulated with a copy of the Q1 budget analysis and bank reconciliation. The quarter ending 30/06/19 budget analysis and bank reconciliation had been completed by the Clerk and Cllr Thomas confirmed she had reviewed and these and signed the reconciliation.

The analysis confirmed that the CC had over spent in 'Equipment and Resources' by £181.00 due to the Clerk now using the CC bank card to purchase office supplies and for the unexpected purchases of the filing cabinet, extension lead and shredder.

The Clerk proposed to move the £175.00 that was budgeted for offices supplies within 'Clerk's Salary' and a further £157.86, total cost of other purchases, from Clerks Salary to Equipment and Resources to cover the cost of these payments and future purchases of ink, paper etc.

The Council unanimously agreed to move £332.86 from Clerks Salary to Equipment and Resources. **Prop EdT Sec ST**

Cllr del Torto requested to attend training with OVW, Module 5 The Council Meeting, on 05.09.19. The Council unanimously agreed to this request. **Prop JG Sec ST**

[18] APPLICATIONS FOR VACANCIES: Applications had been received from TH and SC, both St. Nicholas residents. Both residents introduced themselves to the Council and then left the meeting whilst their applications were discussed.

It was proposed that both applications were accepted as no applications had been received for the Bonvilston vacancy. The Bonvilston Councillors disputed this as they felt the Bonvilston vacancy needed to be filled by a Bonvilston resident and not a St. Nicholas resident. It was suggested that this section of the meeting be deferred to the October meeting, which would give the Bonvilston Councillors the opportunity to raise the matter at the Reading Room board meeting next week in an attempt to find someone to fill the vacancy. Should no applications be received, then both St. Nicholas applicants will be co opted at the October meeting. The Clerk further confirmed that she would make contact with RL at the Vale and OVW to confirm if this can be done.

A vote was held by show of hands: To defer 5 votes
Against 2 votes

TH and SC were brought back into the meeting and made aware of this decision.

[19] NEXT MEETING will be held at **7:30** on Monday 7th October 2019 at Trehill Chapel, St. Nicholas.

This meeting closed at 21:30pm.

NAOMI McGARRIGLE

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Chairman

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Date