



**Radyr & Morganstown Community Council
Cyngor Cymuned Radur a Threforgan**

The Old Church Rooms
Park Road
Radyr
Cardiff CF15 8DF

Minutes of the Ordinary Full Council Meeting of the Community Council held on Thursday, 20 April 2017 at 7.30pm at the Old Church Rooms.

Present: Councillors T Davies (Chair), M Deem, M Diment (Vice Chair), H Lloyd Jones, R McKerlich, S McKerlich, D Suthers, C Morgan, C St Ledger, R Vaughan, and Clerk, C Mortimer.

Chairman Cllr T Davies welcomed all to the meeting.

149 Apologies

Apologies were received from Cllr Huw Jones due to a family holiday.

150 Declarations of Interest

There were no declarations

151 Chairman's Announcements/Reports

Cllr Tyrone Davies thanked all members for their contribution and support to the community council over the years and the newer members. He especially thanked those members that were standing down.

Cllr M Diment for his excellent coordination skills in the planning of the WWI Commemorative Exhibition, the Jubilee concert, Task & Finish Group, his involvement with the building extension and refurbishment project and his invaluable IT support to the office administration.

Cllr C St Leger for his involvement with the building extension and refurbishment project and his invaluable practical help to the community council.

Cllr S McKerlich was also thanked for her excellent contribution and coordination of the Literary Competition, the Civic Service and along with the Task & Finish Group the Calendar of Tasks.

152 Minutes of the Ordinary Full Council Meeting

Minutes of the ordinary full council meeting held on 16/03/2017 were received, approved and signed by the Chairman as an accurate record.

153 Matters Arising

154 Minutes of the Finance Committee

Minutes of the Finance Committee meeting held on **06/03/2017** were received and noted

155 Minutes of the Environment Committee

Minutes of the Environment Committee meeting held on **06/03/2017** were received, noted, amended and signed.

156 County Councillor's Report

Cllr R McKerlich's written report was received and noted. Cllr McKerlich requested that Heol Isaf soakway be included as an item on our agenda in May or June.

157 Community Councillors Reports

Members' reports, having been previously circulated, were noted.

158 Finance

(i) Payments

Payments list for April 2017, which includes initialized cheques and direct debits were confirmed as an accurate record and duly signed by the Chair and Vice Chair

(ii) Year Ended 31st March 2017

It was noted that there were a few items to be finalized up to the end of March; therefore, the end of year figures for 2016/17 will be presented at the next meeting.

(iii) Payroll Software for April 2017 – March 2018

Resolved – Council agreed to the purchase of payroll software for 2017-18 at a cost of £65.00 per annum

(iv) Engagement Letter Re: Amanda Hourihan's accountancy services and terms for 2017 – 2018

Resolved: Council agreed to services and terms for 2017/18

159 Responsible Financial Officer (RFO)

Resolved: Council agreed that the Clerk be appointed as RFO in place of Cllr Rod McKerlich for 2017/18

160 Notice of annual audit of accounts for the year ended 31st March 2017

(i) Notice

Correspondence including appendices 1-8 were received and noted from the external auditor BDO LLP, outlining the audit arrangements for 2016/17

(ii) BDO Audit Spring Briefing – March 2017

Members received and noted the Spring Briefing, noting in particular the themes for 2016/17 and 2017/18

Members received and noted the summary of timescale

Notice of Appointment of Date for the Exercise of Electors' Rights	22 May – 4 June 2017
Appointed date set for the exercise of elector's rights to inspect the Annual Return for year ended 31 st March 2017	5 June – 30 June 2017
Statutory deadline for RFO & Council to approve Annual Return	30 June 2017
Date by which BDO LLP are to receive approved Annual Return	3 July 2017
Council to publish certified Annual Return	30 September 2017

161 Calendar of Tasks for 2017/18

Resolved: The Calendar of Tasks was received, adopted and signed.

Cllr S McKerlich, who took the lead on this project, explained to Members that the purpose of the Calendar is to provide guidance on the administration of the Community Council and continuity of business in the event of staff absences.

Chair Cllr T Davies thanked Cllr S McKerlich and the Task & Finish Group for their invaluable contribution and also the Assistant Clerk Julie Hopkins and Accountant Amanda Hourihan for their contribution and support.

162 Revised Application for Grant/Financial Assistance for 2017/18

Resolved: Council agreed and adopted the revised application for grants/financial assistance, which had been adapted for the inclusion of youth provision. The Forms are to be advertised on our website, notice boards, word of mouth and sent out to all those on our youth club listing.

163 Radyr & Morganstown Community Council Election

It was noted that there were two uncontested wards, Radyr North and Radyr South, and no nominations were received for Morganstown.

164 Old Church Rooms Building Refurbishment/Extension

(i) A verbal update was received following the Architect and builder's site visit.

Resolved: Following much discussion it was agreed that Cllr McKerlich would write to the Architect, inviting him to a future meeting for clarification on completion of works.

165 May Festival Arrangements

- Cllr M Diment agreed to undertake host the Civic Ceremony
- Cllr H Lloyd Jones agreed to start the fun run
- Cllr R McKerlich would take part in the opening in the festival

166 Projects

(i) Project Summary was received, discussed and noted.

Project No.	Project Name	Description & Comments	Date	Amount Pledged £	Amount Paid £	Outstanding £	
1	Hospitality	£1,000	2017/18				
	(i) Civic Service	Reception (to include buffet)	2017/18	750			
	(ii) Remembrance	Reception	2017/18	130			
	(iii) Christmas	Reception	2017/18	350			
2	Festival Literary Competition	Prizes to winners & runner ups	2017/18	300			
		<i>LGA 1972, s.145(provision of entertainment, festivals & support of the arts)</i>					
3	Hanging Baskets	Grant - contribution towards the baskets	2017/18	188			
		<i>LG 1972 S.144 (Encourage tourism/visitors)</i>					
4	RMA Festival	Grant	2017/18	1,000			
		<i>LGA 1972, s.145(provision of entertainment, festivals & support of the arts)</i>					
5	Christmas lighting ceremony	Purchase tree & erect lights	2017/18	5,500			
		Road closure	2017/18	1,000			
		<i>LG 1972 S.144 (Encourage tourism/visitors)</i>					
6	YMCA	Grant	2016/17	10,000	6,666	3,334	
7	Youth Provision	Grants	2017/18	10,000			
8	Web site	Development of existing and/or new	2017/18	1,000			
9	Radyr Woods	Boardwalk	2016/17	4,500			
		Quote £6071.30 rec'd & agreed Fletcher Contracting Ltd	2017/18	3,000			
10	AED	Provide AED & cabinet (agreed £500-£700)	2017/18	700			
		<i>LG (Miscellaneous Provisions) Act 1976 s19</i>					
11	General Projects	Other	2017/18	1,000			
12	General Environment	£2,450	2017/18	2,450			
		(i) Snow drops	2016/17	100	100	0	
		(ii) Bird boxes					
		(iii) Benches					
13	OCR fixtures & Fittings	£2,500	2017/18	2,500			
14	OCR Building	Retention	2017/18	6,500			
15	Village Plan		2017/18	500			
16	Morganstown Village Hall	Maintenance & running costs	2017/18	3,000			
17	Guide Hall	Rental costs	2017/18	100			
18	Community Grants S137 Power of Well being	Grants	2017/18	3,000			
19	Loop system in Castle Room	Awaiting quote	2017/18	1,500			
Total				£59,068	6,766	3,334	

(ii) Boardwalk

Resolved: Council agreed to the increase in boardwalk expenditure from £6071.30 to £6335.30 (increase of £264) due to additional items purchased plus £450 (3 days x £150) to Cardiff Conservation Volunteers for assisting with installation.

(iii) Flowering Baskets

Resolved: Council agreed to rescind minute no.110 (16/02/2017) the grant of £187.50 to R&M Association and agreed to adopt the annual flowering basket in its entirety as an annual community council project at a cost of £375.

(iv) Felled Trees

Resolved: Council agreed to the urgent felling of two trees, one at Pentwyn Woods and a sycamore at Danybryn Woods at a cost of £400 and the removal at an estimated cost of £150.

167 Planning Applications

There were no objections to the following applications:

17/00412/MNR Full Planning Permission / Expected Decision DEL

Received: 28/02/2017 / Ward: RADYR

Case Officer: Jo Evans

Applicant: Mr Pierce Cardiff City Council, County Hall, Atlantic Wharf, Cardiff Bay

Agents: Wernick Buildings, Wernick Buildings Ltd, Kenfig Industrial Estate, Margam, Port Talbot,

Proposal: DEMOUNTABLE CANTEEN KITCHEN UNIT

At: BRYN DERI PRIMARY SCHOOL, CAE'R GRAIG, RADYR, CARDIFF, CF15 8RD

17/00621/DCH Householder Planning Permission / Expected Decision Level: DEL

Received: 24/03/2017 Ward: RADYR

Case Officer: Stuart Bannister

Applicant: Mr & Mrs Higginson, 6, Llwyn Drysgol, Radyr:

Agents: James Partnership, 2 Cwrt y Parc, Cardiff Business Park, Llanishen, Cardiff, CF14 5GH

Proposal: FIRST FLOOR AND ROOF SPACE SIDE EXTENSION ABOVE EXISTING GARAGE

At: 6 LLWYN DRYSGOL, RADYR, CARDIFF, CF15 8DN

17/00627/DCH Householder Planning Permission / Expected Decision Level: DEL

Ward: RADYR

Received: 22/03/2017

Case Officer: Mark Hancock

Applicant: Mrs Sohanpal, Family Shopper, Unit 1, The Square Building

Agents: Kotzmutz Williams Architects, Canton House, 435-451 Cowbridge rd East, Cardiff

Proposal: TWO STOREY HOUSE EXTENSION ON THE REAR + NEW PORCH

At: 10 FFORDD LAS, RADYR, CARDIFF, CF15 8EP

17/00646/DCH Householder Planning Permission Expected Decision Level: DEL

Received: 22/03/2017 Ward: RADYR

Case Officer: Owen Rees

Applicant: Mr & Mrs Llewellyn, 83 Heol Isaf, Radyr, Cardiff

Agents: Phil Hughes Professional Drawings, 20 Rhiwlas, Thornhill, Cardiff, CF149AD

Proposal: SINGLE STOREY REAR EXTENSION

At: 83 HEOL ISAF, RADYR, CARDIFF, CF15 8DW

168 Any other business/correspondence: Strictly with prior consultation with Chair

(i) Letter received from R & A Association re: theft of defibrillator o/s the opticians.

Resolved: Council agreed that the defibrillator be replaced as a matter of priority and a secure cabinet be purchased.

(ii) Loop system – clerk to check that microphones can be moved around and to determine as to whether we need additional microphones.

(iii) New benches

Resolved: Council agreed on the Bradley bench in dark brown.

(iv) Land & Asset Inventory & Agreements

Resolved: Council agreed that the Clerk request copies of the latest agreements & documents from our Solicitors.

169 Next Meetings

Members noted the following meeting dates:

- Thursday 11th May 2017 at 7.30pm – Annual Meeting
- Thursday 18th May 2017 at 7.30pm – Ordinary Full Council

170 Resolved: Exclusion of Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:

171 Personnel Matters

(i) Assistant Clerk's Contract of Employment

Resolved: Assistant Clerk's contract of employment was received and approved and signed by the Chair

(ii) Local Government Pension Scheme

Resolved: Council agreed to the Assistant Clerk's enrolment into the Cardiff and Vale of Glamorgan Pension Fund backdated to February 2017.

Meeting Closed at 9.30pm

Signed: _____(Chair) Date: 18th May 2017