



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

The Old Church Rooms
Park Road
Radyr
Cardiff CF15 8DF

Minutes of the MEETING of the COMMUNITY COUNCIL held on Thursday, 16 June 2016 at 7.30pm at the Old Church Rooms.

Present: Councillors T Davies, S McKerlich, R McKerlich, R Vaughan, D Suthers, M Diment, H Lloyd-Jones, C St Leger

In attendance: Andrea Redmond and PCSO Hywel Arkontopoulos

BUSINESS TO BE TRANSACTED

16.250 To agree the remuneration of the stand-in Minutes Clerk: This was proposed by Cllr M Diment and seconded by Cllr St Leger. **RESOLVED** to agree the remuneration of the stand in Minutes Clerk as £88.40.

16.251 To receive the Chairman's Report: R&MCC members were advised that the Chairman had been involved in liaising with Paul Egan of One Voice Wales regarding staff matters; he had also been seeking to locate the Chain of Office which had now been found.

16.252 To receive apologies for absence: Apologies for absence were received from Cllr C Morgan

16.253 To make declarations of interest - None

16.254 To receive the Minutes of the meeting held on 19 May 2016: It was proposed by Cllr Diment and seconded by Cllr Vaughn that the minutes of the meeting held on 19 May 2016 were a correct record. **RESOLVED:** that the Chairman sign the minutes as a correct record.

16.255 Meeting adjourned – Members of the public invited to speak: PCSO Hywel Arkontopoulos advised R&MCC members of the statistics in relation to Crime figures for Radyr and Morganstown for the June 2016 period as follows: 6 x ASB, 2 X Violence against the person, 2X Burglary, 6X Theft and Handling, 3x Criminal Damage, 4X concern for safety, 1 alarm activation and 3X suspicious incidents. Members discussed PCSO's speaking to pupils in Radyr Comprehensive about some of the incidents in the mini PACT meetings held at the school. Members were concerned about HGV's using the village and sought clarification on the weight limits for Coaches; Members noted that the village festival tent fire had not been listed on the crime sheet.

16.256 To receive the County Councillor's Report: Cllr R McKerlich advised R&MCC Members of the following:

Radyr Weir – work will be completed soon; the further delay was caused by the discovery of a faulty bearing on one of the Archimedes screws.

Min-y-Coed/Heol Isaf – the speed disclosing sign has been moved to a location north of this junction; Cllr McKerlich noted that this may be considered an inferior solution to installing a pelican crossing but repeated attempts to get a controlled crossing have been thwarted by the assessment procedure which is heavily skewed to actual accidents rather than potential accident. The speed discloser produces data on recorded speeds and this may assist the next effort to get a controlled crossing.

Play Equipment in Parc Radur – the swings had become dangerous and were removed temporarily; they will be replaced soon.

Parking Enforcement – the number of visits by enforcement officers has been increased and the camera car is visiting the streets around local schools on a regular basis.

MUGA in Morganstown – Recent problems have been raised with the Police who will be monitoring that area.

Cowslips – Council employees have cut these down in their prime and Cllr McKerlich has again complained about this; it is necessary to train new employees to be mindful of wild flowers.

Bryn Deri Pre-school building – a planning application to replace this has been lodged.

Natwest former bank building – an application for change of use and extension has been lodged; Cllr McKerlich will respond asking that deliveries occur before 8am or after 6.30pm to avoid chaos on Station Road.

Relining main sewer in Kings Road and Station Road – this work has been delayed but is expected to be completed before the end of July 2016.

16.257 To receive Councillors' Reports:

Cllr S McKerlich advised that she had been involved in Schools Liaison meetings; Keep Wales Tidy; WW1 meetings and had attended a session by WAO on complaints and opportunities to improve the organisation. Members discussed the unresolved issues with John Scott easement into Radyr woods. **RESOLVED:** to ask the assistant Clerk to write to John Scott and advise that all had been dealt with correctly with the solicitors at this end and that the delay was with the solicitors at their end.

Cllr R Vaughan had attended PACT meetings; Meeting of the Executive Association regarding planning for the forthcoming year. R&MCC members were advised that the application for Groesfaen had been refused.

Cllr Lloyd-Jones advised that she had been involved with the Cycling and Walking Group – and was working to resolved Bridal Way to Footpath issues with Cardiff Council; there were concerns over tree surgery at Radyr Woods and contracts and legalities needed to be checked before work continued; Issues with the Boardwalk would be brought to a future meeting; Kingfisher pond had been repaired and safety had improved. **RESOLVED:** that the Environment Committee look at the tree surgery contract and the Bridal way issues.

Cllr St Leger advised that he had obtained pricing for noticeboards in Morganstown; there were 2 options of size and pricing. Members were also advised that a resident had asked if they could remove branches from trees in Radyr Wood to allow more light to their property, they had offered to pay for this and a price had been obtained. **RESOLVED** that the Finance Committee look at the both these issues and make the decisions on them.

Cllr Diment had attended WW1 meetings; OCR Management meetings and had ordered a back up drive for the office computer systems which he would install imminently.

Cllr R McKerlich had attended the installation of the hanging baskets and had met with Mr Jones who was interested in joining the Community Council. Cllr McKerlich expressed concern that there was no record in the minutes of an agreement to make payment to Treescene regarding the Tree Surgery at Radyr Woods.

16.258 To receive Minutes of the Finance Committee meeting held June 2 2016: Cllr R McKerlich advised R&MCC Members that the financial difference this year was due to the large amount of monies spent in relation to the OCR; the loan and the aggregate levy fund monies, however the figures all stack up and the auditors are happy with them. SAGE was due to be installed and staff trained in its use this will help with VAT and financial reporting. The Finance Cottee would now meet on the first Thursday of each month. **RESOLVED** to approve the minutes.

16.259 To receive the Internal Auditor's Report: This item was deferred until next month when the approved signatory would be available.

16.260 To approve R&MCC's accounts for 2015-16: This item was deferred until next month when the approved signatory would be available.

16.261 To complete the Annual Governance Statement for 2015-16: This item was deferred until next month when the approved signatory would be available.

16.262 To approve the Annual Return 2015-16: This item was deferred until next month when the approved signatory would be available.

16.263 To receive a review of Internal Audit and adopt the Audit Programme: This item was deferred until next month when the approved signatory would be available.

16.264 To discuss the setting up of a Task and Finish Group re: Standing Orders, Financial Regulations and Complaints Policy: Cllr S McKerlich advised that she had been looking at R&MCC policies and these needed to be reviewed and updated, alongside Standing Orders and Complaints Procedures; there were several omissions in the minute book; concerns over timesheets and signing off of salaries; files missing from the office which hadn't been signed out; hard drive missing from the office resulting in files not being backed up; system passwords not known to people; Chain of office missing and concerns over the

approved invoices system. It was noted that there was a lot of work to be done on these issues, this needed to be prioritised and allocated to a smaller task and finish group; this was proposed by Cllr S McKerlich and seconded by Cllr H Lloyd-Jones. **RESOLVED:** to set up a Task and Finish group consisting of Cllr Diment (chair), S McKerlich, R Vaughan, H Lloyd-Jones, and that the financial issues be prioritised.

16.265 To adopt the relevant documents relating to Managing Long-Term Sickness Absence and Stress Risk Assessment: Cllr T Davies provided R&MCC Members with a draft Policy and Risk assessment. **RESOLVED:** To adopt the policy and risk assessment with a view to regular revision and review. This was proposed by Cllr Lloyd-Jones and seconded by Cllr Diment.

16.266 To receive an update on the WW1 project: Cllr Diment advised that the progress was going well; he had visited Aberystwyth Library to undertake further research; the Concert was scheduled for 15th October with a copycat lunch on the preceding Friday, the invite list was currently being drawn up, a showing of the Somme film would be on the 15th with school children performing songs; the Concert in Christchurch would be on the Saturday. HLF funding was in place for this event and there would be a nominal charge of £5 on the door, lunch would be provided in the OCR. **RESOLVED** to note the progress.

16.267 To receive an update on the OCR project to include financial information: Cllr R McKerlich advised that there was no final account as yet but provided an overview of costs so far. Cllr St Leger had undertaken a final snag with the contractor and only minor issues had been identified; Gas/Electricity and Fire Alarm certificates had been received and the maintenance manual had been chased up; a handover meeting now needed to be arranged. Members discussed replacing the gravel at the front of the building and vehicle access for deliveries etc. **RESOLVED** to note the update on the OCR.

16.268 To discuss letters received from Fiona Dubberley: Members discussed letters received and the Chairman's reply. **RESOLVED** to note receipt of the letters and noted the Chairman's reply.

16.269 To decide on any Planning Matters: Cllr R McKerlich advised that there was a further retail development planned on Station Road in the former NatWest Bank building, it was noted this was likely to be agreed but further information would be brought to a future meeting. Springfield Gardens had not gone to Planning Committee this month, objections would be supported when it does.

16.270 To be advised of any correspondence: None

16.271 To sign cheques and approve payments for June 2016: RESOLVED: To sign cheques and approve payments for June 2016.

Date	Voucher	Cheque	SPEND FOR JUNE 2016	
20-Jun-16	2194	300213	Gas	339.97
20-Jun-16	2195	300213	Electricity	938.47
17-Jun-16	2196	DD	BP: Phone	117.78
01-Jun-16	2197-2201	EB	Staff	2246.98
30-Jun-16	2202	EB	Pension	574.31
20-Jun-16	2203	EB	DB Site Solutions	860.00
20-Jun-16	2204	EB	Lloyds Commercial Finance: Cleaning	1,468.69
20-Jun-16	2205	EB	Visa Properties Ltd: Guide Ground Rent	50.00
20-Jun-16	2206	EB	Julie Hopkins: Expenses	29.85
20-Jun-16	2207	EB	Dark Green Media: Website	46.00
16-Jun-16	2208	300214	Minutes Clerk: 19 May & 16 June	176.80
20-Jun-16	2209	300215	Hourihan Ltd: Financial Consultant	1,560.00
20-Jun-16	2210	300216	BPU: VAT	858.00
20-Jun-16	2211	300217	Sinclair Electrical: Install Defib Cabinet	108.00
16-Jun-16	2212	300218	Tyrone Davies: Travel expenses	21.60
16-Jun-16	2213	300219	Mike Diment: Expenses	93.77
20-Jun-16	2214	300220	St Mellons Nurseries: Hanging baskets	432.00
29-Jun-16	2215	300221	Inland Revenue: PO Ltd	570.43
			TOTAL SPEND FOR JUNE 2016	10,492.65

16.272 Date of next Meeting will be on Thursday July 21 2016: Cllr T Davies sent his apologies as he is on holiday.

16.273 Closed session to discuss staff matters: Separate Sheet.