



Radyr & Morganstown Community Council Cynghor Cymuned Radur a Threforgan

Minutes of the ORDINARY FULL COUNCIL MEETING of the COMMUNITY COUNCIL held on Thursday 20th September 2018 at the Old Church Rooms.

Present: Cllrs J Charles, T Davies, H Lloyd Jones, H Onllwyn Jones (Vice Chair), R McKerlich, C Morgan, D Suthers, K Ullah (arrived late), M Vatsaloo, R Vaughan (Chair) and K Webster

Clerk: C Mortimer.

In Attendance: Two members of the public

Cllr Ralph Vaughan welcomed everyone to the meeting.

- 75 Apologies** – received from Cllr Angharad Thomas Richards due to attending a Guide session.
- 76 Declarations of Interest**
Councillors were reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution, and the Code of Conduct for both Councillors and Clerk.
Declarations of interest were received from Cllr Helen Lloyd Jones in minute no.85
- 77 Meeting adjourned: Members of the public invited to speak**
In summary, a member of the public spoke in relation to the lack of lighting at Radyr Park, from Plymouth Drive on Windsor Way.
His wife fell from her wheelchair one night due to poor visibility and her wheelchair left the path. Cardiff Council need to replace the faulty light in this area.
Cllr Rod McKerlich will raise this matter again with Cardiff Council, and the Community Council were in full support of the reinstatement of lighting and would write to Cardiff Council.
Another member spoke in relation to Drovers Way Playground. Cllr Huw Onllwyn Jones' paper on the subject which was for discussion later in the meeting was brought forward. Drainage was an issue which affected the safety flooring of the park and its longevity. Cardiff Council were replacing decommissioned swings and safety surfacing. The local residents were contributing £5k towards the park and the Community Council were asked to match fund £5k.
- 78 Chairman's Announcements/Reports**
Cllr Ralph Vaughan reported to Council that he had attended a WW1 Committee meeting and a Drovers Way playground meeting with fellow councillors.
- 79 Minutes of the Ordinary Full Council Meeting**
Minutes of the Ordinary Full Council Meeting held on **19/07/2018** were received, approved and signed as an accurate record.
- 80 Matters Arising**
Minute 70 – OCR Wall
A specification has now been drawn up by Mr David Hopkins.
OCR Hall Management Committee Meeting
- 81 Minutes of the Environment Committee and Report – Cllr Helen Lloyd Jones**
Minutes of the Environment Committee Meeting and accompanying report that was held on **06/09/2018** were received, approved and signed as an accurate record.

82 Finance Committee – Cllr Rod McKerlich

(i) Minutes of the Finance Committee Meeting held on 06/09/2018 were received, approved and signed as an accurate record.

(ii) Recommendations from Finance Committee Meeting were received and approved:

(A) Council is requested to match fund £5,000 towards the cost of upgrading Drovers Way Playground.

Resolved: Council agreed to match fund £5k for the purchase of new play equipment at Drovers Way playground.

(B) In accordance with our financial regulation no '6.22. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of [£250] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept substantiating the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above'.

Given the above, Council was requested to approve the following recommendations:

(i) That financial regulation 6.22 be amended, to allow for some flexibility. It is not good business and quite unreasonable to expect an officer, member or volunteer to have to pay for goods upfront from their personal account. Admittedly these instances are few and far between, but measures need to be in place alongside measures to manage risk too.

Resolved: Council agreed to amend the financial regulation.

(ii) R&MCC be permitted to withdraw £250 cash in the first instance from the NatWest account for the sole purpose of the WW1 project. And up to £250 cash can be issued to the Chair of WW1 for the purpose of making purchases. Receipts are to be provided for the £250 spend (or thereabouts) prior to a further £250 cash being withdrawn and issued for this project. All other spend is to be undertaken from the office with orders and invoices and paid via bacs or business debit card.

Resolved: Council agreed to issuing £250 petty cash for special project purchases on the proviso that receipts are presented immediately following the purchases and before a further £250 cash is granted.

(C) Correspondence from Cardiff Council confirming £23,435 s106 monies to be paid to the Community.

Council noted S106 monies.

Resolved: Council agreed to earmarking the reserve for potential community purposes.

83 Finance

(i) Payment list for July 2018 which was previously received and noted at the Finance Committee Meeting on 6th September 2018 was received and approved.

(ii) Balance of accounts & reconciliation as at 31st July 2018 was received, approved and signed as an accurate record.

(iii) Budget v Spend up to 31st July 2018 was received and noted.

- (iv) The following banks statements were received and noted:
- Unity Trust Acc. ****326 Statement No. 53
 - Unity Trust Acc. ****339 Statement No. 47
 - Nat West Acc. ****723 Statement No's 385,386, 387, 388.

(v) **Resolved:** Council agreed to the cost of £247 to Altodigital for the provision of a separate guest Wi-Fi and sorting/tidying the cabling in the server room

84 Annual Return Year Ended 31st March 2018

(i) **Resolved:** Annual Return and notice of conclusion were received and approved, and to be displayed by 30th September 2018 for at least 14 days.

(ii) BDO Report – was received and noted.

Resolved: As per the report, Council is to ensure that the internal auditors' recommendations are implemented and correct powers of spend are identified as opposed to using s137.

Cllr Helen Lloyd Jones declared an interest in the next item.

85 Financial Assistance Applications

Penrhys Pilgrimage Project – this application was deferred for the next Finance Committee meeting in November.

86 County Councillor's Report

Cllr Rod McKerlich's written report for September 2018 was received and noted and a brief verbal overview was received. APPENDIX A

87 Community Councillors Reports

Councillors written reports were received and noted and a brief verbal overview was received.

(i) Cllr Huw Onllwyn Jones APPENDIX B

(ii) Cllr Keiran Webster APPENDIX C

88 One Voice Wales - Code of Conduct Training

Council noted Paul Egan's availability on 26th September and 8th, 9th, 11th 30th & 31st October 2018 and cost of training at £399 plus travel expenses.

It was suggested that the Clerk request Cardiff Council's Monitoring Officer, Davina Fiore, to deliver a Code of Conduct training session on the same evening as a full council meeting.

89 One Voice Wales Membership 2018/19

Resolved: Council agreed to renewing the membership at a cost of £834

90 One voice Wales AGM – 29th September 2018

It was agreed that Cllr Clive Morgan attend this event.

91 School Liaison Representative

Council noted that Mrs Sue Mckerlich has stood down as representative on this committee and Cllr Helen Lloyd Jones will take her place.

92 School Literary Competition

Council noted that Mrs Sue McKerlich will cease to organise the school literary competition, but will draw up with the Assistant Clerk, guidelines and timeline should the schools wish to continue with the project.

93 Use of title Councillor

A paper drafted by Cllr Huw Onllwyn Jones was received and discussed.

Resolved: Council agreed to adopt the policy, following an amendment to the last sentence to read "...will be referred under the Code of Conduct".

94 Old Church Rooms

The following items, including projects for progressing, were received and noted:

- (a) **Cleaners** – Council ratified the new cleaning contractors, Tri-Aqua, who started with us on Monday 10th September 2018.
They will work 3 hours on a Monday / Wednesday & Friday and 2 hours on Tuesday & Thursday. A service level agreement is currently being drafted by a company law solicitor and our HR Consultant.
- (b) **Dishwasher plumbing** has been resolved and is now draining and our Assistant Clerk has done a simplified instruction guide for all to follow – noted.
- (c) **Painting** - Male & female toilets, corridor and foyer have been painted and some areas touched up by our Handyman – noted.
- (d) **Tiling in the kitchen** has been completed by our Handyman – noted.
- (e) **Ison Cleaning Services** have cleaned internal and external windows (August 2018), their next visit will be January 2019. The internal windows had not been cleaned in 2-3 years. Noted and approved.
- (f) **Cracked paving slabs** on the pavement alongside grassed area have been replaced. However, a further two are cracked due to cars parking on the pavement. Our Handyman will replace in time. Noted.
- (g) **Gas Report – Warning Notice**
Following a routine gas service, and subsequent notice served by British Gas, we urgently arranged the installation of a louvered window in the kitchen. Noted and approved.
- (h) **Retaining Wall to the side of the OCR** – a specification has been drawn up by Structural Engineer Mr David Hopkins.
Resolved: Council agreed that the specification be used for obtaining quotations. The Chair has already thanked Mr David Hopkins for the plan.
- (i) **Flat roof to the front of the OCR** – it was noted that the flat roof has been leaking since last winter
Resolved: Council agreed that the Clerk be permitted to request quotations using a like for like specification for a new roof and reconfiguring the guttering and downpipes.
- (j) **Garth Room carpet** has been cleaned but a few days later was soiled. It continues to pose as a tripping hazard, with one nursery staff member falling to the floor. It is regularly re-glued due to dance classes and after school children playing.
Resolved: Council agreed to purchase alternative hard-wearing floor covering.
- (k) **Welsh Water Welsh Water** have located one external stop tap located on the pavement of Park Road just outside the OCR twinning garden, which feeds water to whole OCR building.
Clerk agreed with Welsh Water that an internal meter be installed just above the stop tap in the boiler cupboard as opposed to outside. A new account will be set up in our name.
It is to our credit that we have brought this matter to their attention as soon as it came to ours.

- (l) **An OCR building risk assessment** is to be undertaken – noted and approved for action.
- (m) **OCR Rates** – to note Cardiff Council have confirmed that charity relief continues to apply due to the OCR being managed under the HMC.
- (n) **Agreement between RMA & RMCC**
 Council noted Nick Hawkins' letter and agreed to Cllr Huw Onllwyn Jones, as Chair to the OCR HMC, to meet with Vice Chair to the HMC Nick Hawkins, to discuss and revise the current arrangements and agreement.
 Resolved: Council agreed that general maintenance be undertaken by our Handyman and larger urgent jobs be arranged by the Council as opposed to the OCR HMC.

95 Road Safety

Proposals for Council to consider:

- (i) **Resolved:** By special motion, Council resolved to rescind the formation of a Road Safety Advisory Sub-Committee and resolved to form a Road Safety Advisory Working Group.
 Councillors Helen Lloyd Jones, Huw Onllwyn Jones, Kieran Webster and Ralph Vaughan voted in favour of rescinding the motion.
- (ii) Council received and discussed the Terms of Reference of the Road Safety Advisory Working Group and agreed that it be presented at the next full council meeting following further amendments. In the meantime, it was agreed that the Group could arrange their first meeting.
- (iii) **Resolved:** Council agreed to allocate funds to send Cllr Kieran Webster and one other member from the Road Safety Advisory Working Group to the "20's Plenty for Us" 9th annual conference on 2nd October 2018 at the Glamorgan County Cricket Ground, hosted by Cardiff Council.
- (iv) **Resolved:** Council resolves to support all necessary Road Safety improvements, for all pedestrians and cyclists along the whole length of Ty Nant Road / Heol Isaf. Council resolves to support Road Safety improvements, for all pedestrians, cyclists and motorists on other roads in Radyr and Morganstown, where appropriate.

96 Drover's Way Playground Update – Cllr Huw Onllwyn Jones

This item was discussed earlier, under minute no's 77 and 82 (A).

97 WW1

- (i) Council noted that HLF have granted 100% of the grant request, amounting to the sum of £8,800
- (ii) Remembrance Sunday 11th November 2018
 Letter from Hon. Local Organiser for Royal British Legion (RBL) re: wreath laying arrangements was received and noted.
Resolved: Council agreed a contribution of £100 to the RBL for 2 x wreaths, one for the Chair and Chair of WW1
 Cost of wreath: £25

98 Pantomime – Wednesday 19th December 6.30pm at OCR

Resolved: Council confirmed that they would host the pantomime again this year at a cost of £605

- 99 Christmas Fayre 7th December 2018**
Resolved: Council agreed to run a stall again this year with members fronting it in turn, and the Clerk be permitted to purchase promotional thermal flasks.
- 100 The County Council of the City and County of Cardiff Definitive MAP (Radyr no.57) Modification Order 2018**
Objections to the modification was received and noted.
- 101 Any other business/correspondence:** Strictly with prior consultation with Chair
There was no other business.
- 102 Next meeting date was noted:**

Thursday 4th October 2018
7.00pm Environment Committee
- 103 Resolved: Exclusion of Press and public**
- 104 Staffing Matters**
Due to the clerk's resignation, Council considered and resolved the attached.

Meeting closed: 8.30pm

Signed: _____ Chair Date: 18th October 2018