



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, January 19 2017 at 7.30pm at the Old Church Rooms.

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

In Attendance: Julie Hopkins

BUSINESS TO BE TRANSACTED

- 17.32 To receive the Chairman's Report:** Councillor Tyrone Davies welcomed everyone to the first meeting of the year. He also welcomed Cllr R Mckerlich who is more mobile after his recent injury and hospitalisation. Cllr Davies had dealt with the process of filling the Clerk vacancy and had attended meetings regarding the shortlisting and interviewing process.
- 17.33 To receive apologies for absence:** Cllr Clive Morgan
- 17.34 To make declarations of interest:** Item 17.49 – Cllr Huw Jones declared that he had worked for the Welsh Government but has no involvement now.
- 17.35 To approve the Minutes of the meeting held on 17 November 2016:** The Chairman introduced the Minutes of the meeting held on 17 November 2016, which were proposed as a true record for signature by Cllr R McKerlich and seconded by Cllr M Diment.
- 17.36 Meeting adjourned: Members of the public invited to speak:** None. PCSO Hywel Arkontopoulos could not attend but had sent recent crime figures for Radyr & Morganstown. The report was noted and is filed with these Minutes.
- 17.36.1** 8 x ASB – 6 related to homeless male, 2 to a neighbour dispute
6-x burglary – 4 related to Pughs around New Year period, 2 related to Radyr Golf Club
2 x Theft
3 x Missing persons – Absconders from Radyr Comprehensive School
4 x Suspicious incidents – 2 related to homeless male
- 17.37 To receive the Clerk's Report:** The Assistant Clerk reported that the new safe had been installed and was in use. Cllr M Diment (Vice Chair) was to be the second keyholder for the safe as he was available in the day more frequently than the Chair.
- 17.38 To receive the County Councillor's Report:** Cllr R McKerlich's monthly reports for December and January had been circulated in advance and are filed with the Minutes. These can also be viewed on Cllr McKerlich's page on the Website.
- 17.39 To receive Councillors' Reports:**
- 17.39.1** Cllr M Diment had attended the Station Road lighting ceremony and fayre, an OCR Management Committee meeting, a Twinning meeting, had met with Cllr R Mckerlich to discuss the finances of the OCR renovation project, had updated the office computers and printers and had met with the Brownies regarding the bat box project.
- 17.39.2** Cllr S McKerlich had attended meetings on the Task & Finish group, had dealt with items on the Civic Service and the Festival Literary Competition and had attended a Schools' Liaison meeting.
- 17.39.3** Cllr D Suthers. No comment.

- 17.39.4 Cllr H Jones had attended a meeting regarding the LDP with Neil McEvoy, will be attending OVW Planning training seminar in February, had spoken to Tongwynlais Community Council regarding their website, had attended a Governors' meeting at Gwaelod-Garth School and will be attending the Radyr Station car park drop-in session.
- 17.39.5 Cllr C St Leger had assisted with the installation and removal of the Christmas trees, had attended the Station Road lighting ceremony and fayre and had met with Jessica Hughes from Cadw at the cooking mound in Radyr Woods.
- 17.39.6 Cllr R Vaughan had attended an RMA Festival meeting, had ordered the new safe and had attended a Morganstown Village Hall meeting.
- 17.39.7 Cllr M Deem had attended the Station Road lighting ceremony, had checked and photographed footpaths at in North Radyr for defects, had attended the OCR Management meeting, has looked into a marketing strategy and website portal for the Committee. He will also be attending a public meeting on Monday but not on behalf of R&MCC.
- 17.39.8 Cllr H Lloyd Jones had sent an objection to CCC regarding the planning application at 20 Windsor Road, Radyr, had provided the monthly calendars for the Environment Committee, had assisted with the installation and removal of the Christmas trees, is in the process of acquiring quotes for the Tree Survey and is organising Snowdrop planting for Radyr Primary School.
- 17.40 **To approve the Minutes of the Finance Committee meeting held on January 5 2017:** Cllr R McKerlich proposed that the Minutes of the Finance meeting held on January 5 2017 be accepted and adopted. Seconded by Cllr S Mckerlich. All agreed. These Minutes were signed.
- 17.41 **To approve the Minutes of the Environment Committee meeting held on January 5 2017:** Cllr R Vaughan proposed that the Minutes of the Environment meeting held on January 5 2017 be accepted and adopted. Seconded by Cllr M Deem. All agreed. These Minutes were signed.
- 17.42 **To approve the Minutes of the Extraordinary Meeting held on January 5 2017:** Cllr T Davies proposed that the Minutes of the meeting held on January 5 2017 be accepted and adopted. Seconded by Cllr M Diment. All agreed. These Minutes were signed.
- 17.43 **To set a budget for 2017-18:** It was **Resolved** to set a Budget of £120,000 for 2017-18.
- 17.44 **To set a precept for 2017-18:** It was **Resolved** to set a Precept of £120,000 for 2017-18. This will add approximately 6.7% to the Precept payable each year by each band of Council taxpayer. Proposed by Cllr R McKerlich seconded by Cllr H Lloyd Jones.
- 17.45 **To receive update on Q3 VAT return:** The Q3 VAT return had been calculated and an amount of £254.26 was due.
- 17.46 **To discuss Radyr & Morganstown Community Council and its website presence:** R&MCC Web presence was deemed to be not very good and at present was piggybacking another website. Other Community Council websites were better than R&MCC's. Two local ones are hosted by WordPress, which is free, three were hosted by Vision Websites, which sets up websites for local Councils in England and is thought to cost about £1,000. R&MCC would like to have a better web presence. The new senior clerk could take on the development of the website as part his/her role. Cllr M Deem also offered to lend support to this. A possible Task & Finish group could be set up to deal with this. It was **Resolved** to defer this until after the May elections.
- 17.47 **To discuss and agree a change to the salary of the Assistant Clerk:** After taking advice from OVW it was **Resolved** to increase the Assistant Clerk salary to SCP point 20 backdated to 1 April 2016. An explanatory memorandum will be placed in the confidential personnel file and in the personnel file of the Assistant Clerk.
- 17.48 **To receive an update on vacancy for Senior Clerk:** Two formal applications had been received and a panel of 6 Councillors had been set up for shortlisting and interviewing purposes. There are merits in both applications. A date was set of 1st February to interview. Councillors T Davies, S McKerlich, D Suthers, H Jones and M Deem would be conducting the interviews. Members will meet at 6pm. The first interview would take place at 6.30pm, and the other at 7.15pm. Cllr T Davies will inform the candidates tomorrow (Friday) of the shortlisting. It was **Resolved** to hold an Extraordinary meeting between the Finance Committee and Environment Committee meetings on 2nd February to discuss this and for the selection panel to make a recommendation to the Full Council if appropriate.
- 17.49 **To discuss RMCC response to Welsh Government Welsh Government Language proposal:** Cllr Huw Jones had prepared a note to assist the Council with its consideration of the above. The Welsh Government ran its consultation on its proposed new Welsh

- language strategy between August and October 2016. In terms of the Council's response to the document, it was **Resolved** to note the Government's draft strategy at this stage. Cllr S Mckerlich commented about notices put in the Library that must be in Welsh and English or they cannot display them. Cllr H Jones agreed to look into this. Cardiff Council's Welsh Language Standards response was "When erecting a new sign (including temporary signs) which conveys the same information in Welsh and English, the Welsh language text must be positioned so that it is likely to be read first". Cllr H Jones's notes are filed with these Minutes.
- 17.50 To receive an update on NWCG re: Transport Survey:** A petition had been circulated by email from Neil McEvoy to seek to prevent further in roads to Radyr and Morganstown. Kay Powell was against signing the petition on the grounds that Cardiff's LDP has been independently examined and adopted. Cllr D Suthers raised the issue of NWCG's Primary and Secondary health provision concerns. R&MCC didn't think it was appropriate to carry out a Transport Survey at this time.
- 17.51 To receive an update on Youth provision:** A Grant Application form has been received from the YMCA requesting an amount of £10,000. A report on the current youth provision being operated in Radyr and Morganstown area was also enclosed along with Financial Statements to 31 March 2016. R&MCC agreed it was not sensible to award the £10,000 at this time, as attendance was low. Cllr H Jones had heard on 13th January that the YMCA had been awarded £12,000 from Cardiff Council. It was **Resolved** to defer this matter to the next Finance Meeting on 2nd February.
- 17.52 To approve Grant of £1,000 for RMA Festival 2017:** A formal Grant Application form has been received from the RMA and it was **Resolved** to approve the Grant of £1,000 towards Festival 2017 costs. Cllr H Lloyd Jones proposed this and Cllr R Vaughan seconded. All agreed.
- 17.53 To discuss Signatories for Unity Trust Bank:** The form for removal of an ex councillor and employee as signatories to Unity Trust Bank was presented to the Council for signing by two authorised Members on behalf of the Council. It was **Resolved** that Cllr M Diment and Cllr R Mckerlich sign and date the form.
- 17.53.1** It was agreed that Cllrs H Jones and M Deem would also be registered for online banking.
- 17.54 To discuss Insurance to link current policies & insurance re: managed land:** Cllr D Suthers wanted to know what land is covered by the insurance and what level of cover is needed for the OCR and any managed land. Insurance cover will need to be looked at for everything and for this to be unified. We need to be covered for any accidents or injuries incurred on land managed by R&MCC. This will need to be done in February, as the insurance policy is due for renewal in May. Cllr R Mckerlich proposed that this be looked into and this was seconded by Cllr M Diment. It was **Resolved** to investigate this matter.
- 17.55 To receive an update on Election procedure:** An email had been received from Ann Philpott, Electoral Services Manager at CCC regarding Community Council Elections in May, requesting if Council's would like to receive copies of the nomination packs and accompanying documents. It was **Resolved** that R&MCC would like to receive the packs and a response would be sent confirming this and requesting 25 packs. This should also be a regular Agenda item until May.
- 17.56 To receive an update on Task & Finish Group:** The Group was in the process of working on the Calendar of Tasks specific for each month to cover General, Finance and Environment areas. It was noted that Website and Media sections were underdeveloped. Cllr R Vaughan was working on the Health & Safety area. This will need to be monitored. Cllrs should also have a responsibility in the monitoring process. It was hoped that a working document should be available by May and that website and media usage would be examined after the May elections.
- 17.57 To discuss Radyr Lunch Club:** Cllr D Suthers reported that this was progressing slowly. Cllr Suthers suggested that an event might be held in May. It was **Resolved** that Cllrs D Suthers, H Jones and M Deem would take this forward.
- 17.58 To discuss RMA Festival and Civic Service:** Cllr D Suthers commented that the Civic Service has always been the responsibility of R&MCC. The 2017 Civic Service is planned for Sunday 30th April. Reverend Jenny Wigley has been informed of this and has confirmed that it is booked. Letters to the Lord Mayor, Am and MP will be signed by the Chairman, Cllr Tyrone Davies.
- 17.59 To be advised of any correspondence:**
- 17.59.1** Letter received from BDO, External Auditors, confirming they have reached an agreement with Wales Audit Office regarding invoice arrangements for the Audit for the year ended 31 March 2016. The Wales Audit Office will be raising the invoice for work undertaken on behalf of Auditor General for Wales in due course.

17.59.2 Woodfield Avenue – Letters had been received from two Residents of Woodfield Avenue regarding trees/branches overhanging their gardens. Responses had been sent stating that a tree survey would be taking place shortly.

17.59.3 Precept letter – Received from CCC. To be completed and signed by Chairman, two Members of the Community Council and the Clerk.

17.60 To approve payments and sign cheques for January 2017: It was **Resolved** to approve payments and sign cheques for January.

Date		Cheque	SPEND FOR JANUARY 2017	
	2356		Gas	
	2357		Electricity	
17-Jan-17	2358	EB	BT: Phone	116.17
31-Jan-17	2359- 2360	EB	Staff	1125.71
23-Jan-17	2361	EB	Hourihan Ltd	780.00
23-Jan-17	2362	EB	Dark Green Media	46.00
23-Jan-17	2363	EB	CDC Cleaning: 698 & 699	865.70
23-Jan-17	2364	EB	DB Site Solutions: Xmas Tree removal	340.00
23-Jan-17	2365	EB	CCC: Waste	78.74
20-Jan-17	2366	300264	James & Powell: Xmas tree delivery	720.00
20-Jan-17	2367	300265	Cardiff Lock & Safe: Safe	512.40
23-Jan-17	2368	EB	Julie Hopkins: Expenses	10.00
31-Jan-17	2369	300266	Inland Revenue: PO Ltd	430.72
26-Jan-17	2370	EB	Eurobulbs	50.00
26-Jan-17	2371	EB	Planning Aid Wales course	51.99
			TOTAL SPEND FOR JANUARY 2017	5,127.43

17.61 Any other business: with prior consultation with Chair:

17.61.1 Resuscitation Equipment for OCR: Cllr R Vaughan updated R&MCC in relation to the Resuscitation Equipment. The OCR Hall Treasurer, Ellis Jenkins will look into an agreement with British Oxygen Company to have a facility for oxygen when required. Cllr R Vaughan had produced a leaflet on how to use the Resuscitation Equipment and would like copies of the procedure to be given to Councillors for distribution. Cllr R Vaughan also raised the question as to whether R&MCC need an AED in the OCR. St John Ambulance are running sessions on how to use AED's.

17.61.2 Staff Matters: Closed Session.

17.62 Date of next meeting Thursday February 16 2017 At 7.30pm