



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Minutes of the MEETING of the COMMUNITY COUNCIL held on Thursday, 19 November 2015 at 7:30pm at the Old Church Rooms.

Present: Councillors St Leger, Morgan, Evans, Hallinan, R McKerlich, S McKerlich, R Vaughan, Lloyd Jones

Katie Gupwell, trainee journalist (+1)

In attendance: Helena Fox

14.922 To receive the Chairman's Report: Cllr Hallinan had attended the Remembrance Day event and was pleased to see the usual impressive turnout, particularly from our young residents.

14.923 To receive and adopt updated guidance on the Code of Conduct: R&MCC's own guidance had been aligned with the latest guidance (March 2015) from the Public Services Ombudsman for Wales to community councils and circulated in advance.

14.923.1 The Chairman made a statement to members reminding them on their duties under the Code of Conduct

14.923.2 It was **RESOLVED** to adopt the updated guidance which will be put on the website along with the PSOW guidance.

14.924 To receive apologies for absence : Cllrs Dubberley, Davies, Diment, Suthers

14.925 To make declarations of interest : There were none.

14.926 To receive the Minutes of the Meeting held on October 15 2015: The Chairman introduced the minutes of the meeting held on October 15 which were proposed as a true record for signature. No comments were made as to accuracy but Cllr R McKerlich requested that Minutes 14.933.2 to 14.933.4 giving background and financial information and RMA support on the Village Plan Questionnaire project be deleted from the public record. The Chairman asked that the Minutes be re-presented to the January 21 2016 meeting. The Clerk noted that Minutes can only be changed to correct inaccuracy.

14.927 Meeting adjourned – Members of the public invited to speak: There were none.

14.928 To receive the Clerk's Report:

- There will be a site visit re the application for 630 houses N/S Llantrisant Road. The date is not yet set but we will be notified as a group that has responded to the application – as will all others.
- Cardiff Council's Director of Governance and Legal Services at Cardiff Council has now informed all six community councils that the Welsh Government's view is that all disclosed personal interests of Community Councillors should be entered in a (published) register of interests and that they intend to amend the Code to clarify this. The safest course of action would therefore be to follow this approach now. R&MCC's website will be updated once we are back in the office.
- The Clerk and Asst Clerk continue to work from home. This now looks likely to continue into the New Year. We are managing this but it complicates things.

- The broadband is not working in the OCR so the submissions to HMRC for this month's payments cannot be made. If this cannot be fixed in time, R&MCC may incur a fine.
- The Clerk has attended weekly meetings with the OCR contractors and the project team; attended an NWCG meeting and written responses to the planning application for N/S Llantrisant Road; drafted a response to the LDP MAC consultation; dealt with legal issues re Windsor Gardens, Radyr Woods easement and VAT; written to Cardiff Council re Radyr Station; followed up on commissioning of new entry signs to R&M; updated the website; written the Radyr Chain article; attended a meeting re the OCR Management Committee finances; attended the SLCC Glamorgan branch AGM and was re-elected Chair.
- The meeting confirmed that it was happy with the proofs for the new entry signs to R&M.

14.929 To receive the County Councillor's Report: The report for November had been circulated in advance and is filed with these Minutes.

14.930 To receive Councillors' Reports:

14.930.1 Cllr S McKerlich had attended the Taffs Well Quarry liaison meeting which included a footpath route issue; absence of police in the area; tracking systems on Cemex trucks; the quarry was, again, thanked for its support for the grant from the Aggregate Levy Fund Wales. Cllr S McKerlich attended a school liaison meeting at Radyr Comprehensive School which included Festival 2016 planning, literary competition and Radyr Woods – meetings will be arranged with all 3 schools to help maintain Radyr Woods. Cllr S McKerlich had attended Remembrance Day. Radyr Primary School has replaced, at its own cost, the noticeboard.

14.930.2 Cllr Lloyd Jones attended Planning Aid Wales training. There will be a need for Place Plans in future as part of planning policy changes in Wales. R&MCC's Village Plan puts R&M ahead of the game.

14.930.3 Cllr St Leger had attended OCR project meetings.

14.930.4 Cllr Vaughan had attended the following meetings: RMA, there may be a solution to the defibrillator installation; Christmas event planning; NWCG

14.930.5 Cllr Morgan attended Planning Aid Wales training and noted the new need for planners and developers to hold pre-application discussions with communities as one of the coming changes.

14.931 To receive Minutes of the Finance Committee meeting held November 5 2015: Cllr Hallinan proposed that the Minutes of the meeting held on November 5 be accepted and adopted. Seconded by Cllr Morgan. All agreed

14.931.1 It was **RESOLVED** to grant the RMA £1,000 towards the cost of events for young people at the 2016 R&M Festival, including the Festival Parade and Concert in the Parc.

14.931.2 It was **RESOLVED** to grant, subject to grant application, the Morganstown Village Hall £250 towards the cost of the annual children's party as part of the 2016 Festival. A grant application had not been received and will be requested.

14.932 To receive Minutes of the Environment Committee meeting held November 5 2015: Cllr St Leger proposed that the Minutes of the meeting held on November 5 be accepted and adopted. Seconded by Cllr S McKerlich. All agreed

14.933 To discuss the draft R&MCC budget for 2016-17: The draft discussed at the November 5 committee meetings had been updated and circulated in advance. This was viewed by the meeting and a final budget will be presented to the January meetings.

14.934 To receive and update on the OCR project's progress and finances: Cllrs St Leger updated the meeting on the project's progress.

14.934.1 The project is running to 2-3 weeks behind with a final completion date towards the end of January. However, the last work will mostly involve external works and the building should be fully in use before then. The kitchen issues have been mostly resolved. The extension roof is continuing. The new entrance foundations are laid. Lighting is in progress. The priority areas are to be the ground floor of the existing building and the new WCs.

14.934.2 The Clerk reported that it is looking likely that the project costs for construction will come within the contract total, including extras.

- 14.934.3** The Clerk reported that the insurance cover of the OCR has been increased in line with the added value from the project works as at Certificate 3: £107,039. The increased insurance was £53.00. This will be increased again in due course. The building will be re-valued at the end of the project.
- 14.934.4** The third Certificate payment to the contractors of £35,571.42 has been made, authorised by the Chairman and Cllr R McKerlich.
- 14.934.5** The third ALFW claim was made on 6.11.15, approval was confirmed on November 12 and payment of £23,753 was made into R&MCC's bank account on November 16.
- 14.934.6** The project team (Mike Diment, Chris St Leger, David Silver and Nick Hawkins) continue to monitor expenditure proactively and carefully, consulting Cllr Hallinan as necessary.
- 14.934.7** The extras as at Certificate 3 total £8,844 of which £4,526 is the cost of the WCs and covered ramp to keep the Garth Room open. Less that, the extras amount to £4,318 of which £1,458 was for the asbestos removal from the old police room. The possible savings amount to £7,397. As above, it is expected that the extras will not increase the total contract cost originally accepted.
- 14.935 To decide on a third loan advance from the Public Works Loan Board:** The Clerk reported that:
- 14.935.1** The anticipated amounts for Certificates 4 (November) and 5 (December) are £55,200 and £82,800 respectively totaling £138,000 including VAT. That leaves a final payment of approximately £57,600 if the full contract costs are incurred.
- 14.935.2** The balance in the bank accounts at 19.11.15 (before payment of November's regular expenditure) is £163,421.32
- 14.935.3** The balance to claim from ALFW is £89,711
- 14.935.4** It was **RESOLVED** to request a third tranche of £50,000 from the Public Works Loan Board to cover Certificates 4 and 5.
- 14.936 To receive an update on VAT registration:** The Clerk reported that we still have not got a VAT registration number and BPU is working on it. HMRC came back with some questions, that BPU is answering, and apologized for taking so long.
- 14.937 To decide on financial arrangements with the OCR Management Committee:** The Clerk had met to discuss this on November 17 at the offices of Peter Umbleja, also attended by David Cargill and Ellis Jenkins (Treasurer) of the OCR Management Committee. Mr Umbleja's recommendations were circulated to R&MCC and the OCR Management Committee in advance.
- 14.937.1** It was **RESOLVED** to keep the NatWest bank account currently run by the OCR Management Committee and rename it the R&MCC/OCR Account.
- 14.937.2** It was **RESOLVED** that:
- 14.937.2.1** the OCR Management Committee Treasurer will maintain the cashbook (showing VAT in separate columns) for the R&MCC/OCR account. These records will make up the bulk of information for VAT returns, the balance coming from R&MCC records.
- 14.937.2.2** The NatWest bank mandate will be changed to allow community councillors only to sign cheques in line with R&MCC Financial and Banking Regulations.
- 14.937.2.3** The R&MCC members of the OCR Management Committee be given delegated powers to approve expenditure and sign cheques up to the maximum stated in the OCR Management Agreement (currently £1,000).
- 14.937.2.4** The Treasurer will receive copy NatWest bank statements to allow the cashbook and accounts to be kept.
- 14.937.2.5** All payments for invoices relating to the OCR will be paid directly from the NatWest R&MCC/OCR account. The Treasurer will draw up all the cheques for payment from this account and they will be signed by councillors at the monthly R&MCC meetings or under the delegated powers above.
- 14.937.2.6** All direct debits that involve payment for OCR services will be moved from the R&MCC Unity Trust Bank Account to the R&MCC/OCR Account, eg utilities and waste collection.
- 14.937.2.7** Keeping all the OCR income and expenditure records in one account will provide an accurate picture of the building's finances.

- 14.937.2.8** All balances in the current OCR Management Committee Accounts will be regarded as R&MCC's funds for accounting purposes.
- 14.937.2.9** Of the current COIF investment, £15,000 is earmarked as a contribution towards the new OCR kitchen and will be paid to R&MCC shortly. The balance will be invested following research into the best account and used to cover any initial extra expenditure incurred as a result of the building works. Thereafter, the OCR Management Committee can propose a use for the remaining funds.
- 14.937.2.10** The Financial and Banking Regulations of R&MCC will be reviewed and amended to take account of these changes.
- 14.937.2.11** The OCR Management Agreement will be reviewed and amended to take account of these changes.
- 14.938 To receive an update on the Charter with Cardiff:** The draft updated Charter had been received from Cardiff Council and circulated in advance of the meeting.
- 14.938.1** St Fagans Community Council has arranged a meeting for councillors and/or clerks for Monday November 30 and the Clerk will attend with Cllr Suthers. This is to consider community councils' views and decide on next steps.
It was **RESOLVED** to approve the draft with the additional suggestions from the Clerk on (a) community council involvement in S106 and Community Infrastructure Levy negotiations that affect our communities, and (b) community council consultation throughout the development of Strategic Sites C, D and E in NW Cardiff as part of the LDP. As local governments, the community councils should be party to decisions that affect their residents both directly and indirectly.
- 14.939 To receive an update on the LDP:** The Clerk reported that NWCG had met to discuss the latest planning application for N/S Llantrisant Road and the LDP Matters Arising Changes Consultation.
- 14.939.1** A further response to the recent planning application had been submitted re Land N/S Llantrisant Road, with strong points on traffic management contributed by Danescourt Community Association.
- 14.939.2** The Clerk has drafted a response to the 6-week consultation running from October 15 through November 26 on the Matters Arising Changes contained in the October 2015 Schedule. The response has been circulated to NWCG and will be submitted on November 25.
- 14.939.3** Very large applications for Strategic Sites C, D and E will be submitted in due course with the accompanying long-term monitoring of what is delivered. In due course, R&MCC may want to consider whether it wishes to continue to do this as part of the NWCG. This adds to the Clerk's workload but also shares its cost.
- 14.940 To receive an update on the WW1 project:** The Clerk reported:
- 14.940.1** A training session with the National Museum Wales on conserving heritage artefacts has been postponed to the New Year.
- 14.940.2** The Clerk has re-established contact with the National Library in Aberystwyth to arrange training in and to borrow the scanning equipment to digitise R&MCC's commemorative WW1 book. There will also be a chance to visit WW1 archive/resources.
- 14.941 To receive an update on the insurance claim re Windsor Gardens and decide on any issues requested by the Council's solicitor:** The Clerk reported that work continues on this matter.
- 14.942 To discuss overcrowded trains at Radyr Station:** A resident had raised the issue of overcrowded trains at Radyr Station in the morning rush hour. Councillors had experience of this problem and noted that it would only get worse with the expansion of NW Cardiff through the LDP.
- 14.942.1** It was **RESOLVED** to write to Arriva Trains Wales, with a copy to our MP and AM.

14.943 To decide on a response to Cardiff Council's consultation on the Active Travel Existing Route Map:

14.943.1 It was **RESOLVED** to delegate the response to Cllrs Lloyd Jones, Dubberley and Evans.

14.944 To respond to the Public Services Action Plan Consultation: It was noted.

14.945 To respond to the Draft Public Services Ombudsman (Wales) Bill: It was noted.

14.946 To respond to draft guidance on allotments and community-led growing projects: It was noted.

14.947 To receive Statutory Guidance to Community Councils under the Well-Being of Future Generations Act 2015: The Guidance was received. Cardiff Council officers note that this legislation imposes specific requirements on Community Councils. Cardiff has inserted reference to the respective obligations of our councils under the 'Sustainability' section of the revised draft Charter.

14.948 To decide on any Planning Matters: There were no comments.

14.949 To be advised of any correspondence:

14.949.1 BPU: advice re OCR Management Committee

14.949.2 HMRC: VAT

14.949.3 One Voice Wales: Response re Statutory Guidance for the Well-being of Future Generations (Wales) Act 2015

14.950 To sign cheques and approve payments for November 2015: The following payments were approved:

Voucher	Cheque	SPEND FOR NOVEMBER 2015	
2058	DD	Gas	638.45
2059	DD	Electricity	0
2060	DD	BT: Phone	105.57
2061	EB	W&T Building Group: Certificate 3	35,571.42
2062-2065	EB	Staff	2,125.44
2066	EB	Dark Green Media	2,076.00
2067	EB	DB Site Solutions	585.00
2068	EB	Lloyds Commercial Finance	609.66
2069	EB	Cardiff Council	668.80
2070	300162	SLCC	90.00
2071	300163	Greenham	49.19
2072	300164	Zurich Insurance	53.00
2073	300165	Robert Price: Radyr Woods	67.69
2074	300166	Litemania	390.72
2075	300167	Inland Revenue (via Post Office)	539.60
2076	300168	CANC	0
		TOTAL SPEND FOR NOVEMBER 2015	43,570.54

14.951 The date of the next meeting: January 21 2016 in the Old Church Rooms at 7:30pm.