



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Minutes of a COUNCIL MEETING held on 19 January 2023 at 7:00pm

This meeting was held remotely in accordance with the Local Government and Elections (Wales) Act 2021

These minutes are subject to confirmation at the Council Meeting to be held on 16 February 2023.

Present: Councillor Tyrone Davies (Chairman) Councillors Julia Charles, Allan Cook, Helen Lloyd Jones, Huw Onllwyn Jones, Vina Patel, Rachel Phillips, David Silver, Ralph Vaughan, and Martin Williams.

Also: David Collins (Clerk to the Council) and Julie Hopkins (Assistant Clerk)

Absent: Councillors David Suthers, Michelle Lenton-Johnson

(No public participation session was held at this meeting.)

RMCC22/161 Apologies for Absence

Apologies for Absence were accepted from Councillor David Suthers (illness) and Councillor Michelle Lenton-Johnson (personal)

RMCC22/162 Declarations of Interest

Members were asked to declare any personal and/or prejudicial interest they had and give details of their interest.

Councillor Vina Patel declared a non-prejudicial interest in item RMCC22/172 below (Good Neighbours Scheme) as a trustee, appointed by the Council. She remained in the meeting.

Councillor Huw Onllwyn Jones declared a personal interest in item RMCC22/174 below (Publicity Group: 11 January 2023) as his wife had been appointed to the post of Welsh Language Commissioner. He remained in the meeting.

Councillor Helen Lloyd Jones declared a non-prejudicial interest in the following items:

RMCC22/176 Replacement Local Development Plan
RMCC22/177 Progress in relation to Meeting with Leader, Cardiff Council.
RMCC22/178 Forward Work Programme: Progress
RMCC22/179 County Councillors' Report

as a member of Cardiff Council. She remained in the meeting during the discussions. She would reconsider the nature of the interest matters at Cardiff Council level taking into account all relevant evidence and representations.

RMCC22/162 Method of Voting

It was **Resolved** that the manner of any voting at this meeting and any subsequent meetings will be by show of hands and calling each name alphabetically with a response of “for” or “against” or “abstain.”

RMCC22/163 Members of the Public Invited to Speak

No members of the public wished to speak at this point.

RMCC22/164 Chairman’s Announcements/Report

The Chairman reported that he had undertaken:

- Met with the Clerk a number of times to discuss and help progress council matters.
- Attended an Environment Committee meeting, in conjunction with other cllrs.
- Attended an OCR Management Board meeting, in conjunction with other cllrs.
- Attended a Finance Committee meeting, in conjunction with other cllrs.
- Attended a Publicity Committee meeting, in conjunction with other cllrs.
- Met with the Assistant Clerk to discuss and arrange the Xmas meal.
- Attended the Xmas meal along with a number of fellow cllrs.
- Along with the Clerk I attended a “One Voice Wales” conference celebrating Innovative Practice.
- Met/spoke with cllrs who requested a conversation.
- Along with the clerk & Cllr Silver I attended a meeting with Chris Gardner (Director of Webjects) concerning the potential for RMCC to outsource its website development.
- Submitted the RMCC’s article for the next “Chain” (with significant input from the clerk).
- With approval of the Planning Committee wrote a letter of opposition to the siting of a 5G mast at Ty Mynydd Close – this objection was successful.

It was **Resolved** that:

- (1) the Chairman’s report is noted.
- (2) the attendance of the Chairman at events in the community is regarded as approved duty.

RMCC22/165 Minutes of the Meeting of Full Council held on 17 November 2022

The Chairman introduced the minutes of the above meeting.

Councillor Huw Onllwyn Jones proposed to accept the minutes. Councillor Vina Patel seconded.

It was **Resolved** that the minutes of the above meeting are confirmed as a true and accurate record of the Council meeting.

RMCC22/166 Environment Committee 1 December 2022

Councillor Allan Cook introduced the minutes of the Environment Committee of 1 December 2022. In relation to Minute ENV22/37 (Draft Budget 2023/24) he clarified proposals in relation to Windsor Gardens.

Councillor Huw Onllwyn Jones proposed to accept the minutes. Councillor Vina Patel seconded.

It was **Resolved** that, subject to the addition of Councillor Ralph Vaughan to the list of Members absent, the recommendations of the committee are approved.

RMCC22/167 Finance Committee 5 January 2023

Councillor Julia Charles introduced the minutes of the Finance Committee of 5 January 2023.

Councillor Allan Cook Onllwyn Jones proposed to accept the minutes. Councillor David Silver seconded.

It was **Resolved** that the recommendations of the committee are approved.

RMCC22/168 Finance

Members considered Management Accounts 31 December 2022. Variances were reported. Members monitored income and expenditure to ensure compliance with budgets during the year. Budget headings would incur income and expenditure as the year progressed and details would be monitored and reported. It was noted that petty cash totals were being examined for reconciliation purposes. Further adjustments might also be required to ensure that all expenditure was allocated to the correct heading.

It was **Resolved** that the Management Accounts are approved.

RMCC22/169 Reserves

Members considered a report on financial reserves and risk assessment, which had been approved by the Finance Committee.

It was **Recommended** that:

- (1) as a medium-term planning objective, a minimum General (un-earmarked) Reserve level is retained, based on 3 months Gross Expenditure.
- (2) as far as practical general revenue reserves are held within a range of three to twelve months of gross expenditure.
- (3) £12,590 is set aside from with General Reserves to transfer to Earmarked Reserve (EMR) for Old Church Rooms (OCR) Maintenance, as described in the report.

- (4) Approximately £35,000 from within Earmarked Reserves identified for Old Church Rooms (OCR) Loan Payment is used to provide match funding to support the refurbishment of the OCR (Minute RMCC/170 below refers)

RMCC22/170 Old Church Rooms (OCR) Board

Councillor Huw Onllwyn Jones introduced a report of the meeting of the Board held on 7 December 2022.

He updated Members on proposals to apply for grant funding and use s106 funds for works to the OCR. Members considered a breakdown of costs to support any grant application in relation to the refurbishment of the OCR. Expenditure to date in relation to the OCR was reported and details of reserves.

Councillor Huw Onllwyn Jones proposed that the Council apply for Lottery funding to assist with the cost of improvements to the OCR and the Council use approximately £35,000 from within Earmarked Reserves identified for Old Church Rooms (OCR) Loan Payment and a similar amount from s106 funds to provide match funding to support the application.

Councillor Allan Cook moved acceptance of the proposals. Councillor David Silver seconded.

It was **Resolved** that:

- (1) the recommendations of the Board are approved.
- (2) the purchase of an urn and kettle (£100) is confirmed.
- (3) the use of s106 funds is approved.
- (4) the Council apply for Lottery funding to assist with the cost of improvements to the OCR and the Council use approximately £35,000 from within Earmarked Reserves identified for Old Church Rooms (OCR) Loan Payment and a similar amount from s106 funds to provide match funding to support the application.
- (5) notes of the meeting held on 17 January 2023 are reported to Council on 16 February 2023.

RMCC22/171 External Audit 2021/22: Update

The Clerk reported that the audit is currently at the 'returned to auditor' stage, meaning that the majority of the full audit work had been undertaken but some double-checking was required. It had been added to a list of priority audits. It was hoped that it could be completed during 9 January 2023.

It was **Resolved** that the information is noted.

RMCC22/172 Good Neighbours Scheme Grant Application

(The Chairman agreed to take this item earlier in the meeting due to the level of interest.)

Councillor Vina Patel declared a non-prejudicial interest in this item appointed by the Council. She remained in the meeting.

Members considered information in relation to the above to allow a decision to be made on allocating funds to the Scheme in the current year. Additional information about budgets and accounts was available to Members from the Clerk. Representatives of the Scheme attended to assist Members.

Councillor Huw Onllwyn Jones moved that consideration is deferred to allow further information to be requested. Councillor Ralph Vaughan seconded the proposal. Following a vote, the proposal was defeated by seven votes to three. There were no abstentions.

Members discussed the way in which the Scheme operated and the potential to provide performance information in the future. Members highlighted the good work undertaken across the Radyr and Morganstown community.

Following a further vote, it was unanimously agreed to award £10,000, as set out in the Council's approved budget for 2022/23

It was **Resolved** that the sum of £10,000 is awarded to the Good Neighbour Scheme.

RMCC22/173 Draft Budget 2023/24

Members considered the Draft budget 2023/24, which had been considered by committees. Based on the same population as 2022/23, Band D was shown as £39.90. Due to the meeting being held virtually, the precept notice would be completed at a later date to be submitted to Cardiff Council.

Members approved the budget and precept unanimously.

It was **Resolved** that:

- (1) the budget is approved.
- (2) the precept is confirmed at £158,921.
- (3) due to the meeting being held virtually, the precept notice would be completed at a later date to be submitted to Cardiff Council.

RMCC22/174 Publicity Group Meeting: 11 January 2023

Councillor Huw Onllwyn Jones declared a personal interest in this item as his wife had been appointed to the post of Welsh Language Commissioner. He remained in the meeting.

Councillor David Silver introduced the notes of the meeting. He outlined the proposals of the Group across a range of issues. In particular members discussed the creation of a new website. 65% deposit would be required to secure the work. A new site would help the Council meet the requirements of the Local Government and Elections (Wales) Act 2021 and other statutory requirements.

It was **Resolved** that:

- (1) the quotation from Webjects to produce a new website is accepted. (this was reported under confidential business)
- (2) Earmarked Reserves set aside for IT are used to meet the one-off website costs.
- (3) the use of Welsh on the new website and the Welsh Language Commissioner's Standards is discussed with the website designer.
- (4) future responsibility for maintaining the website is given to the Clerks, Chairman of the Council and Chair of the Publicity Group.
- (5) future responsibility for maintaining the Council's Twitter account is given to the Clerks, Chairman of the Council and Chair of the Publicity Group.
- (6) further work on developing the Council's Facebook presence is put on hold for the time being.
- (7) the Publicity Group is asked to consider the preparation of policy guidelines in relation to material posted by the Council on-line.
- (8) details of costs for the introduction of e-mail addresses and visual equipment to support hybrid meetings are circulated to members of the Publicity Group and thereafter to all Members.

RMCC22/175 Radyr and Morganstown Map

Members considered options to update the existing map of streets, landmarks and community facilities within the Radyr & Morganstown boundary produced by the Council in 2013. The original artwork used to produce the map had been retained. Members emphasised the importance of producing a bilingual map and discussed the potential to link the production of the map to the 50th 'anniversary' of the Council in 2024.

It was **Resolved** that the Assistant Clerk obtain details of costs and timescales for producing a new map.

RMCC22/176 Replacement Local Development Plan

Councillor Helen Lloyd Jones declared a non-prejudicial interest in this item as a member of Cardiff Council. She remained in the meeting during the discussions. She would reconsider the nature of the interest matters at Cardiff Council level taking into account all relevant evidence and representations.

Members consider a detailed report on the work of the Radyr & Morganstown Local Development Plan Group.

It was **Resolved** that:

- (1) report is noted.
- (2) a further report is submitted on the content of the RLDP Strategy and proposals to respond.

(3) a further report is submitted on any further support which the Council may provide.

RMCC22/177 Progress in relation to Meeting with Leader, Cardiff Council

Councillor Helen Lloyd Jones declared a non-prejudicial interest in this item as a member of Cardiff Council. She remained in the meeting during the discussions. She would reconsider the nature of the interest matters at Cardiff Council level taking into account all relevant evidence and representations.

Members considered progress in relation to issues discussed with Cardiff Council Leader, Huw Thomas on 21 September 2022.

The Chairman reported summarised work undertaken to support young people and potential future initiatives. The Replacement Local Development Plan also remained a priority.

Members noted that a meeting had been sought with Council officials to discuss the future of Station Road.

It was **Resolved** that the information is noted.

RMCC22/178 Forward Work Programme: Progress

Councillor Helen Lloyd Jones declared a non-prejudicial interest in this item as a member of Cardiff Council. She remained in the meeting during the discussions. She would reconsider the nature of the interest matters at Cardiff Council level taking into account all relevant evidence and representations.

Members considered a report which outlined progress on current issues.

It was **Resolved** that progress in delivering the work programme is noted.

RMCC22/179 County Councillors' Report

Councillor Helen Lloyd Jones declared a non-prejudicial interest in this item as a member of Cardiff Council. She remained in the meeting during the discussions. She would reconsider the nature of the interest matters at Cardiff Council level taking into account all relevant evidence and representations.

Members considered a detailed report on various issues highlighted by County Councillors for the area. Members discussed various matters included within the report, traffic issues and proposals to provide 'warm places' locally. A member of the public addressed the Council about the importance of good consultation.

It was **Resolved** that the report is noted.

RMCC22/180 Arrangements for Future Meetings

It was Resolved that the Council meeting due to take place on 16 February 2022 takes place on a hybrid basis with physical provision having regard to statutory considerations and Guidance (Local Government and Elections (Wales) Act 2021.)

RMCC22/181 Exclusion of the Press & Public

In view of the confidential nature of the business to be transacted, it was **Resolved** that the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

RMCC22/182 Urgent Works at the Old Church Rooms (OCR)

Members noted that, in cases of extreme risk to the delivery of Council services, the Clerk may authorise expenditure which it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.

The following urgent works have been authorised;

- (1) Annual Gas & Safety Check
- (2) Emergency Light Fitting
- (3) Kitchen Boiler Repairs
- (4) New pump to boiler and heat exchange plate

These payments had been reported to the Chairman.

Members also noted that further urgent works were anticipated to replace radiator valves in the Garth Room. Costs were awaited.

It was **Resolved** that the action is approved. (Payment made from within Code B6 Fixtures & Equipment)

RMCC22/183 Website

Members considered a confidential quotation.

It was **Resolved** that the quotation is accepted.

The meeting closed at 9.15 pm.

SIGNED

CHAIRMAN RADYR & MORGANSTOWN COMMUNITY COUNCIL