



Radyr & Morganstown Community Council Cynghor 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, September 15 2016 at 7.30pm at the Old Church Rooms.

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

Michael Deem, Huw Jones

Two members of the public

In attendance: Helena Fox

BUSINESS TO BE TRANSACTED

16.378 To receive the Chairman's Report: The Chairman welcomed everyone. He had attended meetings in August to help the smooth running of the council and over the OCR cleaning contract.

16.379 To receive apologies for absence: Cllr Suthers

16.380 To make declarations of interest: There were none

16.381 To review the position of Cllr Hallinan in the light of advice received from One Voice Wales relating to non-attendance at meetings: The Chairman had circulated in advance advice from One Voice Wales, their lawyers and the Clerk. The Chairman referred to this and to key elements and emphasised what R&MCC could and could not do in this matter.

16.381.1 It was **RESOLVED** not to exercise any discretion and not to consider the June 16 2016 informal gathering, even if such discretion exists, as relevant for the purpose of the six month rule. R&MCC therefore considers Cllr Hallinan has not attended a meeting for more than six months and is thus no longer a member of the council.

16.381.2 The Clerk will write to Cllr Hallinan accordingly and inform the Electoral Officer.

16.382 To approve the Minutes of the meeting held on July 21 2016: The Chairman introduced the minutes of the meeting held on July 21 which were proposed as a true record for signature by Cllr S McKerlich, seconded by Cllr R McKerlich.

- 16.383 To approve the Minutes of the Extraordinary Meeting held on September 1 2016:** The Chairman introduced the minutes of the meeting held on July 2 which were proposed as a true record for signature by Cllr Morgan, seconded by Cllr R McKerlich.
- 16.384 Meeting adjourned: Members of the public invited to speak:** There were none.
- 16.385 To decide on the Co-Option of two Councillors:** Two candidates presented themselves for co-option for two vacancies in the Radyr South Ward. Their applications had been circulated to members in advance and both addressed the meeting. Following a discussion the votes for each candidate were as follows:
- Michael Deem : All in favour.
Huw Jones : All in favour.
- 16.385.1** It was **RESOLVED** that Michael Deem and Huw Jones be co-opted as members of R&MCC for the Radyr South Ward. Both signed their declarations of acceptance of office and took their seats.
- 16.386 To receive the Clerk's Report:** The Clerk noted that reports were to be made further down the agenda. A litter bin needs to be returned to its place beside a bench in Windsor Gardens and this is being arranged.
- 16.387 To receive the County Councillor's Report:** Cllr R McKerlich's August and September monthly reports had been circulated in advice and are filed with these Minutes.
- 16.388 To receive Councillors' Reports:**
- 16.388.1** Cllr St Leger had attended OCR Management meetings and supervised fitting of the new screen in the Castle Room.
- 16.388.2** Cllr S McKerlich has been working on the Risk Management document as part of the Task & Finish Group. This phase is hoped to finish in November and then move on to policy review. She attended the OCR Management Committee, Wardens of Radyr Woods committee. The Wardens have been awarded a Green Flag Community Award by Keep Wales Tidy. The Clerk was asked to write with congratulations. Cllr S McKerlich had also attended the Webteam Meeting. The Website Forum will be an agenda item at the October R&MCC meeting and the Forum is expected to be reinstated after October 24.
- 16.388.3** Cllr Lloyd Jones had attended the OCR Management Committee, Task & Finish Group, Wardens of Radyr Woods. Evidence forms for the right of way between Taff Terrace and Woodfield Avenue have been sent to Cardiff Council.
- 16.388.4** Cllr Vaughan had attended the Task & Finish Group. As he is on both OCR Management and Morganstown Village Hall Committees he will focus on MVH.
- 16.388.5** Cllr Diment had attended the OCR Management Committee, Task & Finish and WW1 committee meetings.
- 16.389 To authorise two councillors to sign legal documents on behalf of R&MCC:** It was **RESOLVED** that Cllr Diment and Cllr R McKerlich be given

delegated powers to sign approved legal documents on behalf of R&MCC, witnessed by the Clerk where necessary.

16.390 To approve the Minutes of the Finance Committee meeting held on September 1 2016. Cllr R McKerlich proposed that the Minutes of the meeting held on September 1 be accepted and adopted. Seconded by Cllr Diment.

16.390.1 It was **RESOLVED** to transfer £70,000.00 from the Unity Trust Bank Current to the Deposit Account following receipt of the first VAT refund of £58,569.17

16.390.2 It was **RESOLVED** to appoint Hourihan Ltd to provide financial and VAT support for four half days/quarter at a cost of £150/half day x 4 per quarter or £2,400 per annum.

16.390.3 It was **RESOLVED** to accept a quote from DB Site Solutions for £750.00 for assistance with Christmas Tree installation 2016.

16.390.4 It was **RESOLVED** make a payment to Morganstown Village Hall of £2,180 as a cost towards its recent floor maintenance. Since no ear-marked reserve was made for unspent MVH funds from 2015-16, this payment is to be vired from the 2016-17 budget for a Good Neighbours-type project

16.390.5 It was **RESOLVED** to purchase a Lifeline Emergency Oxygen Kit on an annual contract is £207 + VAT. This will be discussed with the OCR Management Committee.

16.390.6 It was **RESOLVED** to purchase two office chairs at a cost of up to £450.

16.390.7 It was **RESOLVED** to begin a trial run of petty cash for the R&MCC office until 31.3.17 with the initial sum £100.00.

16.391 To approve the Minutes of the Environment Committee meeting held on September 1 2016. Cllr Lloyd Jones proposed that the Minutes of the meeting held on September 1 be accepted and adopted following some hand-written amendments. Seconded by Cllr S McKerlich.

16.392 To receive an update on tree survey work: It was **RESOLVED** to prepare a specification for the work needed based on the 2013 survey by Treescene and add to that any work requested by the Radyr Woods Wardens.

16.392.1 Fence on Taff Terrace: this has been inspected and it will be included in the next tree survey.

16.392.2 Residents in Woodfield Avenue who have recently requested help with trees overgrowing their properties will be contacted and the process of organising the work explained.

16.393 To discuss the arrangements for cleaning the OCR: Cllr R McKerlich reported that following the Extraordinary Meeting of September 1, invoices will be made out to R&MCC/OCR so that VAT can be reclaimed. The two year contract had some onerous conditions and the total cost triggered R&MCC's tendering process. To avoid a break in cleaning services for the OCR and inconveniencing users a new arrangement was made splitting the cost into initial set-up costs plus regular monthly instalments. After twelve months, it is hoped that this will continue based on satisfactory service.

16.394 To receive a financial report on the OCR project: The Clerk reported as follows and will arrange a meeting with Managing Architects.

OCR Renovations : Finance Report September 15 2016

As of September 15 2016, the best estimate of the financial position is as follows:

Expenditure – less VAT

The total expenditure on the project from the day it started appears to be £298,622 spread over three financial years. This comprises:

- Payments to W&T
- Managing architect fees
- Other fees
- Kitchen
- Mosaic

W&T payments: The contract signed with W&T was for £252,303. However, when the costs spreadsheet with Certificate 9 was checked, the tender total came to £255,304.

The total payments made to W&T as at Certificate 9 are £255,984.

From the W&T costs spreadsheet at Certificate 9, £233,993 was spent within the contract giving a possible under-spend of £21,310 or £18,310 depending which contract tender sum is used.

However, there was additional expenditure on the project and paid through W&T which appears to total some £28,555. It is not clear how that expenditure was authorised by R&MCC.

Overall, there appears to be an overspend on the project of some £7,245.

Income

All the expected income for the project has been received except that there was no ear-marked reserve made by R&MCC for an anticipated £4,500 under-spend for 2015-16.

Total income received is £260,910.

- ALFW Grant for £130,570: has been claimed in full
- OCR Management Committee: £15,000 towards the kitchen had been received.
- R&MCC: £5,390 under-spend has been allocated to the project
- PWLB tranches :
 - £50,000 (1.9.15)
 - £60,000 (3.11.15) - (each less £25 admin fee)

Estimated Overall Project Expenditure and Income

Total Expenditure	£298,611
Total Income	£260,910

This leaves a gap of £37,712 which is funded out of R&MCC reserves. R&MCC had Ministerial approval to borrow up to £200,000 from the Public Works Loan Board. It only borrowed £110,000. This lessens the council's repayment costs but reduces its general reserves. This will need to be considered as part of the budget planning for 2017-18.

16.395 To receive a report from the Task & Finish Group: Cllr S McKerlich reported that the group has been looking at financial governance, IT, minutes and risk management to identify who does what and when. These documents will be stored on the computer and as hard copies. The Clerk thanked members for their efforts on important work for the council.

16.396 To receive an update on WW1: Cllr Diment reported that the project finishes in October. A lunch is planned for October 14 to replicate the 1919 celebration meal. There will be a concert by local children and film on the Battle of the Somme, for those who wish to see it, with a display of photographs and memorabilia. On October 15 there will be a concert in Christ Church featuring the R&M Choral Society with music written during the war. These events are funded by the HLF grant.

16.397 To discuss Place Plans: Cllr Lloyd Jones noted that there are areas in R&M where work could be done to make them more accessible and benefit the public. These will be added to the County Councillor's list.

16.398 To receive an update on the NWCG: Cllr Lloyd Jones reported that Mark Drakeford was asked to attend a meeting to discuss CIL and S106.

Standing Orders were suspended so that Judith Marsh, a member of NWCG, could speak

Mrs Marsh reported that the NWCG had met twice recently. She explained the group's membership for the benefit of new members. The NWCG decided to continue to respond to CIL and S106 issues. Cardiff Cabinet has decided not to impose CIL on strategic sites and these will be subject to S106 because S106 can be focused within each site. But this means that communities would not benefit from the direct funding, in particular the qualifying 15% CIL in cash for community councils.

Cllr R McKerlich said that early indications are that this system will work reasonably well despite his concerns about the loss of CIL. The level of expertise on the NWCG was a great help in preparing responses.

Cllr Davies suggested that R&MCC could send more representatives to NWCG meetings.

Mrs Marsh said that the group would welcome Helena Fox back, if that were possible.

Standing Orders were reinstated

16.398.1 The Clerk noted the following: NWCG had objected strongly to the Application 14/00852/DCO: North of M4 Junction 33 (August 2016)

16.398.2 Application No: 16/02016/MJR, for reserved matters on the land north of Llantrisant Road had been submitted. R&MCC will ask to submit a response based on the NWCG one.

16.398.3 Mark Drakeford, AM had received a response from Cardiff Council in which an offer is made to meet with NWCG representatives to participate in the CIL discussions before Examination.

16.398.4 The Clerk noted that the training on the Community Infrastructure Levy to be held by Cardiff Council on September 9 had been cancelled at short notice.

16.399 To decide on any Planning matters: Cardiff Council has issued a consultation on Special Planning Guidance as part of the Local Development Plan. This SPG is on Local Waste Management Facilities, Planning Objections, Residential Design Guidance, Tall Buildings. The deadline is October 20 2016. This was noted and the link will be sent to members.

16.400 To be advised of any correspondence

- Planning Aid Wales : training on Welsh Government's ambitions for Place Plans, September 20
- Pentyrch Community Council : meeting with Cardiff Council re Charter
- Gareth Williams, YMCA: thank you letter
- Pensions Regulator re declaration of compliance: to be done by 4.1.17
- Network Rail: Radyr Station
- Cardiff Council: Radyr Station
- One Voice Wales:
 - Planning Policy Wales Questionnaire re the Well-being of Future Generations (Wales) Act 2015. Questionnaire is online until 30.9.16
 - Audit Office consultation on fee rates and scales for 2017-18. Deadline is 23.9.16
- Cardiff Neighbourhood Partnership Team : time credits
- Cardiff Council: LDP SPG consultation
- Bpu: fees and OCR management agreement
- Boundary Commission for Wales: 2018 review of Parliamentary constituencies, initial proposals report published

16.401 To approve payments and sign cheques for September 2016

Voucher	Cheque	SPEND FOR SEPTEMBER 2016	
2260	DD	Gas	
2261	DD	Electricity	
2262	DD	BT: Phone	116.58
2263	DD	PWLB Loan (Loan No 504326)	1,978.81
2264-2267	EB	Staff	1974.78
	EB	Pension	562.92
2268	EB	DB Site Solutions	750.00
2269	EB	Lloyds Commercial Finance	1,468.69
2270	EB	Lloyds Commercial Finance	1,468.69
2271	300236	Wardens of Radyr Woods	200.00
2272	300237	Hourihan Limited	270.00
2273	300238	BPU: VAT return	318.00
2274	300239	R&M Choral Society	995.00
2275	300240	Morganstown Village Hall	2,180.00
2276	300241	Bibby Factors: PAT Testing	95.82
2277	300242	Inland Revenue: PO Ltd	468.26
2278	EB	Helena Fox: stationery	155.79
		TOTAL SPEND FOR SEPTEMBER 2016	11,418.07

16.402 Date of next meeting: Thursday October 20 2016