



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, 21 July 2016 at 7.30pm at the Old Church Rooms.

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

In attendance: Andrea Redmond (Stand-In Clerk) and Michael Mead (Member of the Public)

BUSINESS TO BE TRANSACTED

- 16.309 To agree the remuneration to the stand-in minutes' clerk.** This was proposed by Cllr S McKerlich and seconded by Cllr M Diment. **RESOLVED** to agree the remuneration of the stand in Minutes Clerk as £88.40.
- 16.310 To receive the Vice-Chairman's Report.** Members were advised that the WW1 project was moving forward; thanks to Heritage Lottery funding, subsidised tickets for the Requiem Concert in Christchurch (Saturday 15th October) would be on sale in September. Also in Mid-October there would be a **replica** WW1 "Welcome Home" lunch with singing by local school children. Heritage Lottery Funding has approved the financing of this event. Ten pairs of tickets would be allocated on a request basis; first come first served. (As stated in The Radyr Chain) then allocated to volunteers who helped organise or participated in running the event. The commemorative lunch will be served in the Weir Room and the Garth Room used for a showing of the 'Somme' film. OCR management committee have considered and approved the purchase of audio-visual equipment for the Castle Room.
- 16.311 To receive apologies for absence.** Apologies were received from Councillor T Davies
- 16.312 To make Declarations of Interest.** There were no declarations of interest.

- 16.313 To approve the Minutes of the meeting held on 16 June 2016.**
The minutes of the meeting held on 16 June 2016 were agreed as a correct record and signed by the Vice Chairman. This was proposed by Cllr R McKerlich and seconded by Cllr C Morgan. **RESOLVED:** to sign the agreed minutes.
- 16.314 To and approve the Minutes of the meeting held on 27 June 2016.**
The minutes of the meeting held on 27 June 2016 were agreed as a correct record and signed by the Vice Chairman. This was proposed by Cllr S McKerlich and seconded by Cllr D Suthers. **RESOLVED:** to sign the agreed minutes.
- 16.315 Meeting adjourned and members of public invited to speak.**
None
- 16.316 To receive County Councillor's Report.** Cllr R McKerlich provided R&MCC members with his County Councillors Report as follows:
Radyr Weir: official opening on 26th July and Taff Trail will be open once again
Speed disclosing signs: the new one at Min y Coed is suffering due to foliage obscuring solar panel. It has been rotated to see if that provides enough sun light; if this is unsuccessful it will be relocated on the other side of the road. That at Cheshire Home is also obscured from sun and I have asked for the foliage to be cut back
Relining main sewer in Station Road and Kings Road; this now involves installing a new chamber near the roundabout at Radyr station as well as relining the sewer; I have pointed out the imperative need to ensure access and exits for the many residents as well as users of Station Car Park and cricket club. The work will be done on a Sunday, probably in late August. When I know the date and proposed diversions I will inform residents via my next newsletter and/or the local web site.
Weed control on local pavements: several people have pointed out that this was overdue; the first spraying took place last week and the second will be done in late August.
Waste issues: I have pointed out that waste bins in Station Road are frequently overflowing and that we need more bins or more frequent emptying. I have passed on comments about missed refuse collections and the omissions were remedied.
Vegetation overhanging pavements: given warm wet weather this has been the subject of several complaints; pedestrians would be grateful if householders could cut back any shrubs or trees which are blocking the footpath.
Radyr Station access: the time is approaching when the new footbridges and lifts will be operational. On 23-24 July the station car park will be closed to allow the removal by crane of the old footbridge.
Radyr Station proposed new car park; over 80 local residents attended the consultation on 7th July and made a wide range of well-argued comments. I was present for much of the time and it was a good opportunity to hear these views.
Play areas; following comments last month about the problems at the MUGA it is disappointing to receive similar comments about

issues at the play area in Fisher Hill Way; these have been passed to the police.

Consultation by Cardiff Council on new enforcement powers; there is a proposal to widen enforcement powers to enhance the maintenance of public areas and I can envisage that people will have conflicting views; I will send, on request a copy of the document and response process to anyone who wants this.

16.317 To receive Councillors reports.

Cllr S McKerlich had been involved with Task and Finish regarding Governance Issues over the last 6 months; WW1 Committee; Festival Wind Down and OCR Management.

Cllr St Leger had been involved in WW1 Committee, OCR Management, Taff Terrace tree issue, Treescene invoice and Radyr Woods.

Cllr Lloyd-Jones – had been involved in Environment Committee, Task and Finish Group and OCR Management

Cllr R Vaughan had been involved with Festival Wind Down and Task and Finish Group.

Cllr D Suthers had been involved in WW1 meetings and had also attended a funeral of a previous Chairman.

16.318 To approve the Minutes of the Finance Committee meeting held on 7 July 2016. RESOLVED to agree the minutes of the Finance Committee meeting held on 7 July 2016 subject to an amendment at 16.286, fifth line which should read 'Full Council'. This was proposed by Cllr S McKerlich and seconded by Cllr R Vaughan.

Matters arising from the minutes **RESOLVED** to agree the proposed quote for £250 plus VAT for dealing with the deadwood at Radyr Woods and let the Environment Committee make a judgement on whether this is good value for money.

RESOLVED to recommend to Full Council the purchase and installation of payroll packages. This was proposed by Cllr R McKerlich and seconded by Cllr R Vaughan.

16.319 To approve the Minutes of the Environment Committee meeting held on 7 July 2016. Members discussed the erection of the notice board in Morganstown; Treescene - check of work already undertaken; Tree cutting at Woodfield Avenue; Boardwalk; Fence at Kingfisher Pond; Taff Terrace and tree protruding through fence; Danybryn Woods overgrown footpath; Change from Footpath to Bridleway – one more evidence form required; Transport around Radyr Comprehensive School – letter to be sent to Cardiff Council and work to be undertaken in OCR car park. **RESOLVED** to agree the expenditure for the erection of the notice board – this was proposed by Cllr S McKerlich and seconded by Cllr R McKerlich. **RESOLVED** to agree the minutes of the Environment Committee meeting held on 7 July 2016 – this was proposed by Cllr S McKerlich and seconded by Cllr C Morgan.

16.320 To discuss the timing and procedures for co-opting two new members. Cllr R McKerlich stated that it had been publicised in the Chain that the advert would be out on 10 August with the closing date of 31 August. People would write in with a short CV detailing previous experience and 2 letters of support from residents; at the

meeting on 15 September the 2 vacancies would be filled. Cllr S McKerlich added that this information would be placed on the noticeboard and on the website. Members then discussed the process to be followed at the meeting. It was considered that individual applicants should be given guidance on what the Community Council would like to hear such as reason for applying, previous experience and local involvement; the nominees would then speak to the meeting one at a time and when all had spoken they would be discussed in private and a signed vote would follow. It was considered that the meeting start at 7.15pm to allow time for this.

- 16.321 To discuss the Co-Option Policy adopted 16 July 2015.** This item had been dealt with under the item above.
- 16.322 To discuss the adoption of the new Financial Regulations.** Cllr R McKerlich stated that the new regulations state that cheques should be signed at the end of meetings but we have found that this sometimes leads to this being done hurriedly with counterfoils not being properly initialled. It was also noted that 3 year projected budgets were required. Cllr S McKerlich advised that she had been through the new regulations and linked them to the work already done on Governance. The new regulations needed to be approved today subject to amendment by the Finance Sub Committee meeting in September. This was proposed by Cllr Lloyd-Jones and seconded by Cllr Morgan and it was **RESOLVED** to adopt the new Financial Regulations.
- 16.323 To discuss the amended Model Code of Conduct.** Members were advised that the amended Model Code of Conduct now states that a complaint received will go to the local Monitoring Officer who can refer to the Ombudsman, rather than straight to the Ombudsman unless the complaint is a serious breach.
- 16.324 To agree procedure to draw up a Risk Assessment Schedule 2016-17.** Cllr S McKerlich explained that it had been picked up by the Auditors that this was last signed in 2012, it should be regularly reviewed and linked to financial regulations; it needs to be amended to cover how people work, IT systems etc. **RESOLVED:** to ask One Voice Wales for advice on reviewing the schedule.
- 16.325 To receive an update on VAT.** R&MCC members were advised that they were awaiting to hear back from the Inspectors; the fact that they had not heard may mean that further information was required or that there may be an inspection.
- 16.326 To discuss IT systems – to include Sage and Money Soft.** Cllr R McKerlich advised that SAGE had been installed and would be used to produce the July accounts. Cllr M Diment stated that the office computer was quite slow and needed to be updated. Members discussed the use of the computer by various Councillors and others and **RESOLVED:** to transfer £1k from the Good Neighbour Budget to purchase a separate Computer to run the financial software; and agreed to pay the £60 + VAT per annum subscription for Moneysoft. This was proposed by Cllr R McKerlich and seconded by Cllr C Morgan.

- 16.327 To discuss OCR financial management.** It was considered that this item be deferred to the September meeting.
- 16.328 To receive the Q1 Bank Reconciliation.** Cllr R McKerlich advised that the accounts were solvent; they were unlikely to spend the full precept and they were still awaiting the VAT back. It was noted that the opening balance was low due to having to borrow from Reserves to pay the VAT.
- 16.329 To receive a report from the Task & Finish Group.** Cllr S McKerlich advised that they had been looking at the 5 areas as recommended by the Auditors; the Task & Finish group were due to meet again in August.
- 16.330 To receive an update on WW1.** This Item had been covered under 16.310
- 16.331 To decide on any Planning matters: Station Car park and NatWest Bank site.** Members discussed the current planning matters of the new shop within the old Natwest building, with objections on the ground of noise from air conditioning and deliveries and also the impact of staff parking. Members also discussed parking issues at the station.
- 16.332 To be advised of any correspondence.** Cllr M Diment advised R&MCC members that they had received a letter from Mrs Dubberley in relation to the March 2016 minutes, which stated that she wished to continue to work on some projects. Ex-Community Councillor Mrs Dubberley has been engaged in a lengthy exchange with our Chairman about perceived errors in our minutes; she has complained to the Ombudsman that we have breached our complaints policy in our responses. In the Chairs' absence on holiday, Cllr R McKerlich replied to the Ombudsman with copies of correspondence and relevant minutes. Mrs Dubberley's main residual point appears to be her irritation that our May minutes gave the wrong impression that she was prepared to continue participating in some of the work of the Community Council. This minute makes clear that Mrs Dubberley has neither the wish nor the intention of working on the projects with which she was involved previously.
Members also discussed the previously agreed payment of £3333 to the Youth Club, there had been a letter to accompany this stating that there would be a review of attendance/usage in September and asking for the plans for the rest of the year.
Members also discussed the legal threat made to the Council and Webteam; the next meeting of the Webteam was in September; Cllr S McKerlich was now a member of the Webteam.
- 16.333 To approve payments and sign cheques for July 2016. RESOLVED:** To sign cheques and approve payments for July 2016.
- 16.334 Date of next meeting.** Thursday 15 September 2016.
- 16.335 Closed Session to discuss staff matters.** The member of the public left the meeting.