



## **Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan**

**Minutes of an ORDINARY COUNCIL MEETING held on 17<sup>th</sup> March 2022 at 7:00pm**

**This meeting was held remotely via Zoom**

Present: Cllr Huw Onllwyn Jones (Chair), Cllr Vina Patel, Cllr Allan Cook, Cllr David Suthers, Cllr Ralph Vaughan, Cllr Tyrone Davies, Cllr Julia Charles, Cllr Clive Morgan

Interim Clerk: Nadine Dunseath

Assistant Clerk: Julie Hopkins

Also Present: Members of the Public – David Collins (Newly Appointed Clerk)

Chair Huw Onllwyn Jones welcomed everyone to the meeting.

### **218 Apologies for absence**

Cllr Rod McKerlich

### **219 Declarations of Interest**

Chair Huw Onllwyn Jones reminded all Council members of the requirement to make a declaration if they held a personal interest in any item and stressed the importance of doing so. No declarations of interest were made.

### **220 Meeting adjourned: Members of the public invited to speak**

Chair Huw Onllwyn Jones extended a warm welcome to Mr David Collins who he introduced as the newly appointed permanent Clerk commencing on 19<sup>th</sup> April, a very experienced Clerk who has worked at Cwmbran Community Council since 2012.

Mr Collins confirmed he was there only to observe the meeting.

### **221 Chairman's Announcements/Report**

Chair Huw Onllwyn Jones reported the Community Council were yet to receive a formal report from the Standards & Ethics Committee following their attendance at February's Full Council meeting, but that they had left comments that it was a well-run meeting.

#### **(i) To receive and consider Chair's paper on Cardiff Council Recycling Consultation**

Chair Huw Onllwyn Jones had previously circulated a paper regarding Cardiff Council's recycling consultation and asked the Community Council if they wished also to conduct a public consultation. Cllr Allan Cook advised that not all Radyr and Morganstown residents are to see the changes at this time and a survey may be confusing, also that as Cardiff Council are conducting their own survey it may be a duplication of effort. Cllr Allan Cook proposed to place a link on the RMCC website to the Cardiff Council survey.

**Council resolved not to conduct a consultation but to place a link on the RMCC website to Cardiff Council consultation on recycling changes.**

#### **(ii) To receive and consider Chair's paper on invitation to Cardiff Council Leader**

Chair Huw Onllwyn Jones had previously circulated a paper to members regarding the RMCC invitation to the Cardiff Council Leader to attend Community Council meetings once per year

and advised that no response had been received. Chair Huw Onllwyn Jones asked members if they wished to continue with this invitation or to put on hold till after the election in May. He proposed an initial meeting with new County Councillors and to extend an invitation to attend future meetings. All agreed.

**(iii) To receive Chair's proposal to tender for a landscape gardener for Windsor Gardens**

Chair had previously circulated a paper to members with survey results on improvements to Windsor Gardens following a public consultation. He proposed to go out to tender to prepare landscape proposals which would include replacement benches and bins to the gardens. All agreed to proceed.

**(iv) To receive feedback on Cardiff Council response to proposals at Station Road**

Chair reported that he had attended a site visit at Station Road with members of Cardiff Council who were to suggest proposals for improvements and had advised that S106 funding could be available. Cardiff Council could not confirm timescales at present. Chair Huw Onllwyn Jones proposed to continue with this matter with the new County Councillors after the election in May. All agreed.

**222 Minutes of the Ordinary Meeting of Council held on 17 February 2022**

Cllr Vina Patel commented regarding minute 202 relating to a payment of £10,000 to the Good Neighbours Scheme that she had made notes during the meeting stating the Interim Clerk had said the payment should be noted. Cllr Vina Patel reopened discussions on this item commenting that the payment did not need approving as it had already been approved in July 2021. Interim Clerk Nadine Dunseath reported the July 2021 minutes confirmed the payment had been approved subject to conditions of a bank account being created which was now in place. As the payment was for a large amount the transfer had been approved separately to be included in the February payment schedule.

Cllr Ralph Vaughan proposed to accept the minutes, Chair Huw Onllwyn Jones seconded.

**Council resolved to approve the minutes as a true and accurate account of the meeting**

**223 Matters arising from the Minutes of Council Meeting on 17 February 2022**

- Chair advised that grant offers had been made to the Cricket Club and the RMA.
- Chair reported the Vicar had resigned.  
All agreed for Chair Huw Onllwyn Jones to write to the Vicar to thank her for all her help with the community.
- Chair advised he had sent a letter of thanks to Cllr Myles Vatsaloo who had resigned last month from his position.

**224 Community Councillor Elections**

**(i) To receive information from Electoral Services. Interim Clerk to provide update.**

Interim Clerk Nadine Dunseath confirmed that information and the nomination papers had been sent from Cardiff Council Electoral Services and these had been provided to all members. She confirmed that Cardiff Council had provided an election notice which was to be published on the RMCC website and noticeboards on Friday 18<sup>th</sup> March. Nomination papers could be submitted to Cardiff Council Electoral Services office between 21<sup>st</sup> March until Tuesday 5<sup>th</sup> April at 4pm. She advised that Cardiff Council had a candidate webpage on its website providing further information.

Cllr Tyrone Davies provided information on the election and campaign process.

**(ii) To receive and consider paper on continuity from Cllr Huw Onllwyn Jones**

Chair had previously circulated a paper to members regarding the election and to consider continuity regarding cheque signatories. He requested that if members wished to do so they could inform the Clerk's office of their intentions regarding the election.

**225 OCR Management Committee**

Cllr Allan Cook reported that the minutes of the OCR Management Committee meeting had been circulated to all members.

**(i) To receive an update on roof survey from Chair of the OCR Management Committee**

Cllr Allan Cook reported that the inspection of the bell tower had been completed on the OCR and the recommendation was not to demolish the bell tower. The Structural Engineer would provide information on stonemasons to enable 3 quotations to be sought.

Chair Huw Onllwyn Jones formally thanked Mr David Hopkins for going up on the cherry picker and for providing his report. He advised that gifts had been bought for Mr Hopkins as a thank you.

**(ii) To consider and approve increase in cleaning costs from April 2022**

Cllr Allan Cook advised that there would be an increase of £96 per month in cleaning costs from April 2022. Cllr Allan Cook proposed to accept the increase, Cllr Vina Patel seconded.

**Council resolved to approve the increase of £96 per month in cleaning costs from April 2022.**

**(iii) To receive architects' tenders and recommendation from Chair of OCR Management Committee**

Three quotations had been received from architects which had previously been circulated to members. The OCR Management Committee recommended to complete RIBA Stages 1-3 for the architect to prepare and hand over plans and advise on planning permission for a downstairs store, enhancements to the front of the OCR and green area to the rear with a new walkway and the provision of a lift. Cllr David Suthers wished it noted in the minutes that any expenditure was premature ahead of a new Community Council, but the majority of members of the OCR Management Committee felt it was important to have something to offer the new Community Council.

Cllr Allan Cook proposed to accept the quotation from architect Dennis Hellyar at £4200, Cllr Tyrone Davies seconded.

**Council resolved to appoint architect Dennis Hellyar to complete RIBA stages 1 to 3 at £4200.**

Chair Huw Onllwyn Jones formally thanked Cllr Tyrone Davies and Assistant Clerk Julie Hopkins for attending the meetings with architects and their hard work in obtaining quotes.

**(iv)** Assistant Clerk Julie Hopkins reported that a quote had been received that day for repairs to the OCR hydroboiler.

**226 Finance**

**(i) To receive and approve the RMCC bank statements:**

- Unity Trust Acc, \*\*\*\*\*326 Statement No.107
- Unity Trust Acc. \*\*\*\*\*339 Statement No. 90
- Unity Trust Acc. \*\*\*\*\*011 Statement No. 27

Chair Huw Onllwyn Jones proposed to approve the bank statements, Cllr Clive Morgan

seconded.

The bank statements were approved.

**(ii) To receive and approve the payment schedule for February 2022.**

Chair Huw Onllwyn Jones proposed to approve the payment schedule, Cllr Clive Morgan seconded.

The payment schedule was approved.

**(iii) To receive and approve the management accounts for February 2022.**

Chair Huw Onllwyn Jones proposed to approve the management accounts, Cllr Clive Morgan seconded. The Management Accounts were approved.

**(iv) To consider and approve renewal quotation for the OCR phone package.**

Assistant Clerk Julie Hopkins had previously circulated a paper to members containing a quotation for a new phone package. Current charges are £42 per month with call charges in addition which could result in the monthly cost between £60 - £100. A quotation from BT had been provided at £54.95 per month which included calls to landlines and mobiles. BT had advised that although the current contract did not renew until May 2022 the new contract could be implemented straight away. Cllr Clive Morgan thanked Assistant Clerk Julie Hopkins for her work on obtaining the quotation.

Cllr Ralph Vaughan proposed to accept the quotation, Cllr Allan Cook seconded.

**Council resolved to approve quotation from BT at £54.95 per month.**

**(v) To consider and approve annual renewal for One Voice Wales membership**

Cllr Tyrone Davies advised on the benefits of One Voice Wales membership and the advice provided which had proven very helpful. Cllr Vina Patel commented on the training courses provided. Chair Huw Onllwyn Jones proposed to approve the renewal, Cllr Tyrone Davies seconded.

**Council resolved to approve the renewal of One Voice Wales Membership at £1049**

**(vi) To approve purchase of Flags**

Chair Huw Onllwyn Jones reported that two flags had been purchased to show support to Ukraine. Chair Huw Onllwyn Jones proposed to approve the purchase, Cllr Allan Cook seconded.

**Council resolved to approve the purchase of two Ukrainian flags.**

**227 Finance Committee**

**(i) To receive and approve the minutes of the Finance Committee meeting held 3<sup>rd</sup> March**

Cllr Vina Patel commented regarding minute 59 paragraph 2 that she had recommended the Community Council had one grant scheme. Chair Huw Onllwyn Jones advised he was happy to make this amendment.

**To note amendment to minute 59 paragraph 2.**

Cllr Vina Patel commented regarding minute 59 paragraph 4 that her disagreement had not been minuted. Interim Clerk Nadine Dunseath advised that she did not minute disagreements. Cllr Vina Patel requested her disagreement was minuted. Interim Clerk asked Cllr Vina Patel to confirm she wished to have her disagreement minuted and Cllr Vina Patel confirmed.

**To note amendment to minute 59 Paragraph 4 to include at end of paragraph "Cllr Vina Patel disagreed"**

Chair Huw Onllwyn Jones commented that the disagreement from Cllr Vina Patel during minute 59 was concluded with her agreeing to share a paper with the Chair ahead of the meeting

papers being circulated to all members. Interim Clerk Nadine Dunseath confirmed that Cllr Vina Patel had eventually agreed. Interim Clerk Nadine Dunseath advised that it was courteous for members to share papers with the Chair ahead of the deadline to assist him with chairing the meeting. She confirmed that Cllr Vina Patel had provided her paper on the grant's procedure to the Chair via email ahead of the deadline for circulation, correspondence that Cllr Vina Patel had also provided to the Clerk's Office and copied to other members of the Community Council. Chair Huw Onllwyn Jones confirmed he had received the paper ahead of the deadline for circulating meeting papers and had responded to Cllr Vina Patel, copied to the Clerk's Office and other members of the Community Council, thanking her for a good paper.

Cllr Vina Patel disagreed that the above correspondence had taken place and requested it be minuted that she disagreed with sharing papers with the Chair ahead of them being circulated to all members.

Cllr Clive Morgan confirmed that as Chair of the Finance Committee he had seen the draft minutes following the finance committee meeting and confirmed he had no issues with the wording.

Chair Huw Onllwyn Jones proposed to accept the minutes with the two noted amendments above, Cllr Clive Morgan seconded.

**Council resolved to approve the minutes with the two noted amendments to minute 59 as a true and accurate account of the meeting.**

## **228 Environment Committee**

(i) To receive an update on environment work from the Chair of the Environment Committee.

Cllr Ralph Vaughan provided a report on the following:

- Pentwyn Park fence quotations had not yet been obtained.
- Cllr Ralph Vaughan commented that the roads and pavements needed to be addressed regarding pothole repairs. Chair Huw Onllwyn Jones reported there was a large pothole on Heol Isaf and he would confirm details for the Clerks to contact Cardiff Council.
- A letter had been received from a resident regarding overhanging trees to their property. Cllr Ralph Vaughan and Assistant Clerk Julie Hopkins were to visit the property.
- Cllr Allan Cook confirmed he had removed the hanging baskets and they would be put back up in time for the Jubilee celebrations.
- Cllr Ralph Vaughan reported that DB Site Solutions had started the grass cutting.

## **229 Planning**

**(i) To receive an update from Cllr Huw Onllwyn Jones on the LDP phase 2 and the local action group.**

Chair Huw Onllwyn Jones reported that Cardiff Council had stated that the Community Council LDP response was well considered and contained well-informed comments. A local action group committee had also issued a good response and the Community Council's LDP paper had commended it to Cardiff Council.

## **230 Blue Plaque**

**(i) To consider and approve placement of Rhodri Morgan Blue Plaque – proposal by Cllr Vaughan**

Cllr Ralph Vaughan advised that he and Assistant Clerk Julie Hopkins has sent a letter to a member of the community asking if they wished to have a blue plaque on their property but had not received a reply. Cllr Ralph Vaughan proposed to leave this item. All agreed.

**Council resolved not to pursue this item further.**

### **231 Queen's Platinum Jubilee Celebrations**

#### **(i) To receive update on suggested celebration ideas from Cllr Allan Cook and Cllr Huw Onllwyn Jones**

Cllr Allan Cook reported that a committee had been formed consisting of members of the RMA and Community Councillors Allan Cook, Huw Onllwyn Jones and Vina Patel.

He advised that the Jubilee Committee would be organising the event and making provisional bookings and arrangements, but the Clerk's office would be making any formal bookings and orders. He advised that plans included an evening picnic, bar, barbecue and fireworks and gifts for the primary school children, as well as primary school aged children living in Radyr and Morganstown who attend school elsewhere. The school had suggested water bottles as gifts which were very popular with the children. Cllr Allan Cook had obtained a quotation for water bottles. He acknowledged that a budget of £10,000 had been allocated for the event but expected costs to come within budget at approximately £5000-£6000.

Cllr Vina Patel commented that she had been provided with a form from the school to book the school yard for the event and would provide a copy to the Assistant Clerk.

Chair Huw Onllwyn Jones raised the matter of insurance and requested a definitive list of events was provided to include who was responsible and at what cost. Assistant Clerk Julie Hopkins advised that a risk assessment would be required for each event.

Chair Huw Onllwyn Jones thanked Cllr Allan Cook for his work.

Cllr Allan Cook thanked Interim Clerk Nadine Dunseath for providing information on lottery funding that was available. Cllr Vina Patel suggested she assisted Cllr Allan Cook in completing an application.

**Council agreed to submit an application for lottery funding.**

### **232 Grants Procedure**

#### **(i) To receive paper for consideration from Cllr Vina Patel**

Cllr Vina Patel had circulated a paper to all members ahead of the meeting which was discussed at the Finance Committee meeting. The recommendation of the Finance Committee was to present the paper at the Full Council meeting.

#### **(ii) To request volunteers for a Grants Process Working Group**

Cllr Vina Patel reported that the Finance Committee had recommended a Working Party was formed to consider the Grants Procedure. Chair Huw Onllwyn Jones confirmed a Working Party should have at least 3 members and asked Community Councillors to consider volunteering. Cllr Vina Patel was the only member to volunteer to be on the Working Party.

Cllr Julia Charles and Chair Huw Onllwyn Jones offered to proofread any documentation, Cllr Vina Patel commented that this was not necessary.

All agreed for Cllr Vina Patel to present detailed recommendations to the Full Council.

**Council resolved not to form a Grants Process Working Group.**

### **233 Radyr and Morganstown Good Neighbours**

#### **(i) To receive update from Cllr Vina Patel on the R&M Good Neighbours Scheme**

Cllr Vina Patel confirmed the £10,000 payment had been received by the Good Neighbours Scheme and thanked the Community Council. She reported that a coordinator was in place who had been active with community consultations and who had also joined the Jubilee Committee. She confirmed that a vicar is required to be on the group and as they had resigned, the scheme needed to appoint a new chair and trustee as a replacement with the new vicar filling the role as Chair. She advised that this process could take 6 months. Chair Huw Onllwyn Jones requested a document was provided on the progress of the Good Neighbours Scheme and Cllr Vina Patel confirmed she would have further information in the next week.

**234 County Councillor's Report**

No reports were provided.

**235 Community Councillor Reports**

No reports were provided

**236 Any other business/correspondence**

Strictly with prior consultation with the Chair.

No further business.

Chair Huw Onllwyn Jones reported that there were confidential items that were to be discussed that called for the exclusion of press and public but invited Mr David Collins as the newly appointed Clerk to remain in attendance if he wished to. Mr Collins commented that as he was there as a member of the public, he preferred to leave the meeting.

Chair Huw Onllwyn Jones thanked David Collins for attending the meeting. Mr Collins left the meeting.

**237 Confidential Minutes of the Ordinary Meeting of Council held on 17 February 2022**

\*Confidential minute\*

**238 Confidential Item – Staffing Matters**

\*Confidential minute\*

**239 Date of Next Meeting**

Thursday 21 March 2022 at 7:00pm: Full Council

Interim Clerk Nadine Dunseath commented that this had been her last meeting as Clerk and formally thanked the Community Council for asking her to provide cover for the position stating that she was grateful for the experience it had provided. She formally thanked Assistant Clerk Julie Hopkins for all her help and support.

Chair Huw Onllwyn Jones formally thanked Interim Clerk Nadine Dunseath for all her help with the Community Council stating he was extremely grateful for her stepping in at short notice. He wished her all the very best for the future.

The meeting closed at 9.15pm