



Radyr & Morganstown Community Council Cynghor Cymuned Radur a Threforgan

**Minutes of the ORDINARY FULL COUNCIL MEETING of the COMMUNITY COUNCIL held
on Thursday 18 March 2021 at 7:00pm.**

**This meeting was held remotely via Zoom in accordance with the Local Authorities
(Coronavirus)(Meetings)(Wales) Regulations 2020**

Present: Cllr Huw Onllwyn Jones (Chair), Cllr Julia Charles, Cllr Allan Cook, Cllr Tyrone Davies, Cllr Helen Lloyd Jones, Cllr Clive Morgan, Cllr Vina Patel, Cllr David Suthers, Cllr Myles Vatsaloo, Cllr Ralph Vaughan, Cllr Kieran Webster, Michelle Lenton-Johnson

Clerk: Lynne Thomas

149 Apologies for absence

Cllr Rod McKerlich

150 Declarations of Interest:

Councillors are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution, and the Code of Conduct for both Councillors and Clerk.

The Clerk declared an interest in Minute No.167 and left the meeting for the relevant part of the discussion of staffing matters.

Cllr H Lloyd Jones declared an interest in the Penrhys Pilgrimage Way Project which was not discussed at the meeting.

Cllr A Cook declared an interest in the Penrhys Pilgrimage Way Project which was not discussed at the meeting.

151 Meeting adjourned: Members of the public invited to speak

No members of the public were present.

152 Chairman's Announcements/Report

(i) The Chair reported that a meeting with the Radyr & Morganstown Association has been organised for 31 March to discuss how best to work together for the benefit of the community. Cllrs H O Jones, T Davies and D Suthers will attend.

(ii) The Chair reported that the application to the small claims court to recover the amount of £358.20 owed by an individual for bookings at the Old Church Rooms had not yet been submitted. Council agreed that another attempt should be made to contact the hall user and that the court claim should go ahead if no response is received.

153 Minutes of the Ordinary Meeting of Full Council held on 18 February 2021

The Minutes of the Ordinary Meeting of Full Council held on 18 February 2021 were received and approved by Council.

154 Matters arising from the Minutes of Full Council on 18 February 2021

(i) Minute No.143: Cllr V Patel reported that work was underway to recruit trustees and finalise the governing document for the Radyr & Morganstown Good Neighbours charity.

(ii) Minute No.141(iv): Cllr A Cook reported that the Radyr Parish Music Group had contacted Cardiff Council with regards to permission for a plaque in Windsor Gardens. The Group will place a memorial slate plaque at the Scout Hut.

(iii) Minute No.142(ii): In response to a question, the Clerk confirmed that a copy of the RMCC objection to Planning Application 21/00235/MJR was sent to Tongwynlais Community Council.

(iv) Minute No.144: Members received an update on the security issue at the main entrance of the Old Church Rooms.

(v) Minute No.147: A meeting with officers from Cardiff Council to discuss further improvements to road safety in Radyr & Morganstown will be arranged after Easter.

155 Finance

(i) Members received and approved the RMCC accounts and bank reconciliation at 28 February 2021.

(ii) Members noted the following bank statements received, confirmed by Cllr C Morgan, Chair of Finance Committee:

Unity Trust Acc. *****326 Statement No. 93 & 94

Unity Trust Acc. *****339 Statement No. 78

Unity Trust Acc. *****011 Statement No. 15

(iii) Members received and approved the RMCC Payment Schedule for February 2021.

(iv) Members received and approved the updated List of Variable Direct Debits.

(v) Members received and approved the RMCC Asset Register at 28 February 2021. A further update to the Register will be completed at the end of March to coincide with the end of the financial year.

156 Finance Committee

(i) The Minutes of the Finance Committee meeting held on 4 March 2021 were received and approved.

Members noted that Finance Committee had agreed to review the Terms and Conditions set out in grant offers from the Community Council.

(ii) **Grant Application – Radyr Cricket Club.** Members received an application from Radyr Cricket Club for funding of £2,000 towards the costs of new roll on/roll off covers for the second ground and new fabric for existing covers. Finance Committee agreed to recommend to Full Council that a grant of £2,000 be awarded to Radyr Cricket Club for the purposes set out in their application, subject to the conditions that funding from the Community Council is publicly acknowledged and that the remaining funding required for the overall costs is in place.

RESOLVED: Council agreed to award a grant of £2,000 to Radyr Cricket Club to be used for the purposes set out in their application, subject to the conditions that funding from the Community Council is publicly acknowledged and that the remaining funding required for the overall costs is in place.

(iii) **Review of RMCC Financial Regulations:** Members received a review of the RMCC Financial Regulations, with recommendations for amendments from the Clerk/Responsible Financial Officer. Finance Committee agreed to recommend the review and amendments to Full Council.

RESOLVED: Council resolved to accept the recommendations of Finance Committee and to adopt the amendments to the RMCC Financial Regulations for 2021/2022.

(iv) **Review of RMCC Risk Assessment Schedule:** Members received an updated risk assessment schedule from the Clerk/Responsible Financial Officer. Finance Committee agreed to recommend the updated schedule to Full Council.

RESOLVED: Council agreed to accept the recommendations of Finance Committee and to adopt the updated RMCC Risk Assessment Schedule.

Members noted that Finance Committee had agreed to take action to reduce risks in those areas identified as high risk on the schedule and to raise these matters at the relevant Council Committees and OCR Management Board.

157 Environment Committee

- (i) Cllr R Vaughan (Chair of Environment Committee) updated Members on environment work:
- A question has been raised over whether the new gate at the Woodfield Avenue entrance to Radyr Woods is large enough to allow prams and wheelchairs through. Cllr H Lloyd Jones agreed to check the gate for accessibility.
 - A site visit will be arranged with Cardiff Council officers to discuss plans for improvements at Windsor Gardens.
 - Maintenance work on trees in Pentwyn Park and at Ffordd Las is needed.
 - Other maintenance work planned will include a replacement fence at Pentwyn Park.
- (ii) Ash Die-back: Members received an update on the two trees with suspected Ash Die-back in Radyr Woods. Advice received from a local expert was to wait until April/May and then review the condition of the trees again. Members noted that if the two trees are diseased then there may be more trees nearby that are also infected. Removal of infected trees could involve significant costs for the Council.
- (iii) Dan y Bryn Woods: In response to a question, the Clerk confirmed that the posts propping up the boundary fence had been installed by the neighbouring homeowner as a temporary measure and had now been removed.

158 Planning Committee

- (i) Members noted the RMCC response to Planning Application 21/00235/MJR: New vehicular and pedestrian bridge over the Radyr-Pontypridd railway line and associated infrastructure and removal of part of a ruined farm building.
- (ii) Members noted the RMCC response to Planning Application 20/00187/MJR - Land at De Braose Close
- (iii) The Chair agreed to explore whether the Community Council can request to speak at meetings of Cardiff Council Planning Committee when applications affecting Radyr & Morganstown are considered.
- (iv) Members noted the removal of hedgerows along Llantrisant Road between Goitre Fach and Clos Parc Radur. Members agreed that the Clerk should write to the Public Rights of Way Officer at Cardiff Council to check that the planned diversion to Footpath 38 will still run behind the hedgerow to protect walkers from traffic on Llantrisant Road, as agreed when the Community Council withdrew its objection to the footpath diversion.
- (v) Members noted that an alternative safer route to Footpath 38 to the side of the fifth hole at Radyr Golf Club has been created. Members agreed to write to Radyr Golf Club to thank them again for making their facilities available to walkers during the recent COVID-19 lockdown.

159 Old Church Rooms

- (i) Members received a report from Cllr A Cook, Chair of the OCR Management Board:
- An unexpected bill of £1,738.45 had been received for underestimated gas use at the Old Church Rooms over a long period. The OCR Management Board is considering measures to ensure the meter is read, which could include a Smart meter.

- A roof survey has been carried out by a professional building surveyor to investigate the causes of roof leaks. The valley gutter at the entrance is the cause of the leak into the disabled toilet and will need to be repaired quickly so that hall users can use these facilities again. The bell tower/chimney is the source of the leak into the Garth Room requiring more significant work by conservation builders.

Members agreed that repairs to the valley gutter should be carried out as soon as possible.

Members agreed to commission the professional building surveyor to prepare a specification for the repair work needed with respect to the bell tower/chimney. The specification should cover the removal of the tower and remedial work to the roof and options either (a) to rebuild the tower and make it leak-proof or (b) to slate over the gap left by the tower.

Cllr K Webster agreed to research the history of the bell to understand the heritage aspects of the bell tower.

- There is a problem with the wi-fi signal in the Garth Room. Cllr T Davies will be leading a review of IT technology across the building.
- The OCR Management Board has requested financial reports on the OCR. The Clerk/RFO confirmed that information on income from OCR bookings and expenditure on maintenance and running costs is reported to all Members as part of the monthly RMCC accounts.
- The OCR Management Board have agreed that Christmas lights can be installed at the Old Church Rooms.
- The OCR will be a polling station for the Senedd/Police Commissioner elections in May 2021.
- The OCR Management Board are planning to improve sanitary provision in the female toilets and have requested approval from Council for a contract for sanitary bins.
Members approved a two-year service contract with PHS for sanitary bins at a cost of £363.35 per year plus £30 per year for a duty of care waste note.
- The OCR Management Board have agreed to look again at the use of the Castle Room and the possible installation of a lift before considering further the possibility of converting the store room into a meeting room.

(ii) Members received notification of an increase in the monthly cost of cleaning at the Old Church Rooms of 2.2% from April 2021 in line with the increase in the National Living Wage and other third-party cost increases. Members agreed to the increase of 2.2%.

160 Christmas Events Working Group

Members received a report from Cllr H Lloyd Jones, Chair of the Christmas Events Working Group:

- The Working Group have requested an increase in the budget for Christmas Events to £1,500 to include the pantomime, tours by the Santa sleigh and Disney characters, and the best decorated house competition.

Members agreed to increase the budget for Christmas Events by £500 to be funded from the contingency budget.

- A provisional booking has been made for the RMCC Christmas Dinner at Radyr Golf Club and Members were requested to decide whether this should go ahead.

Members voted in favour of holding the Christmas Dinner.

161 Annual Report 2021/22 – Independent Remuneration Panel for Wales

(i) Members received the Annual Report of the Independent Remuneration Panel for Wales setting out the determinations on payments to Members of Community and Town Councils for 2021/22.

(ii) **RESOLVED:** Council agreed to re-adopt the existing policy on payments to Members, namely to note Determinations 41, 42, and 50 (mandatory) and to accept Determinations 44, 45, 46, 47, 48 and 49.

162 Local Government and Elections (Wales) Act 2021

Members received and noted a summary of key provisions of the Local Government and Elections (Wales) Act 2021 for the Community and Town Council sector, sent by One Voice Wales.

163 RMCC Civic Reception

Members agreed in principle to hold the RMCC Civic Reception on 12 September 2021 subject to any Coronavirus restrictions in place. Members agreed to review the position with regard to Coronavirus again in June prior to work commencing on preparing the event.

164 RMCC Plan

Members received a report and recommendations from the Chair on preparing a plan to guide the work of Radyr & Morganstown Community Council.

Members agreed to accept the recommendation to prepare a “Basic Plan” setting out the work, projects, plans and ambitions of Radyr & Morganstown Community Council. A Working Group will lead the development of the Plan and will present it to Full Council for approval.

165 County Councillor’s Report

The County Councillor’s Report for February/March was received and noted.

166 Review of RMCC Accountancy Work

Members received a report from Cllr C Morgan (Chair of Finance Committee) on the cost and organisation of RMCC accountancy work.

Members agreed to request Finance Committee and Employment Sub-Committee to review RMCC accountancy work and develop recommendations for Full Council.

RESOLVED: Members agreed to re-appoint Hourihan Ltd to continue to provide accountancy and payroll services for 2021/22.

167 Staffing Matters

RESOLVED: Council considered and agreed the attached Confidential Minute.

Signed

Date