



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

**Minutes of the ORDINARY FULL COUNCIL MEETING of the COMMUNITY COUNCIL held
on Thursday 25 June 2020 at 7:30pm.**

**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 Rod McKerlich, Cllr Vina Patel, Cllr David Suthers, Cllr Myles Vatsaloo, Cllr Ralph Vaughan.

Clerks: Lynne Thomas (Clerk), Julie Hopkins (Assistant Clerk)

9 Apologies for absence

None received

10 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 a prejudicial interest in Minute No. 20: Staffing Matters and left the meeting for that item.

The Assistant Clerk declared a prejudicial interest in Minute No. 20: Staffing Matters and left the meeting for that item.

11 Minutes of the Extraordinary Full Council Meeting held on 4 June 2020

The Minutes of the Extraordinary Full Council Meeting held on 4 June 2020 were received and approved by Council.

12 Matters arising

Minute No. 4: Cllr HO Jones reported that a letter to Mark Drakeford regarding mobile phone signal quality and requesting support for "partial not-spot" status for Radyr and Morganstown had been sent.

13 Annual Return Year Ended 31 March 2020

The Chair thanked the Chair of Finance Committee, the Clerk, Assistant Clerk, and Accountant for their work on the Annual Return.

- (i) Members received and approved the Year End Accounts to March 2020
- (ii) Members received and noted the internal auditors report for year ended 31 March 2020
- (iii) Members received the Annual Return for Year Ended 31 March 2020, including the Accounting Statements 2019-20 and Annual Governance Statement.

RESOLVED: Council approved the Accounting Statements 2019-20 and Annual Governance Statement as set out in the Annual Return for Year Ended 31 March 2020

14 Dates of Meetings

- (i) Members received and agreed a schedule of meetings of Full Council and Committees for 2020/21.
- (ii) Members noted that the Annual Meeting for 2020 would take place on 30 July 2020. The Chair requested that the Clerk provide a briefing note to Members on the business to be conducted at the Annual Meeting and the procedures for nomination of Chair and Vice-Chair of Council.
- (iii) Members noted that the Annual Meeting for 2021 would be held in May 2021.

15 Environment

- (i) Members received and noted the Environment Report for June 2020. The Assistant Clerk was thanked for her work on the report.
- (ii) Members received an update on the retaining wall to be built in Pentwyn Park. Quotes have been requested and the Clerks were waiting to receive a third quote as required by the RMCC Financial Regulations.
- (iii) Members received an update from Cllr H Lloyd Jones on access to Footpath 48 (Radyr Woods) and agreed:
 - To fund the replacement of the gate at the Woodfield Avenue entrance to Footpath 48 to enable better access for baby buggies and wheelchairs.
 - To monitor the Danescourt entrance to Footpath 48 for use by bikes and to revisit the issues raised if many cyclists are found to be using the path to the detriment of walkers.
- (iv) In response to a question, Cllr R Vaughan and Cllr H Lloyd Jones updated Members on Dan y Bryn Woods. Tree surveys are carried out every five years and the next one is due in two years' time. The Environment Budget for 2020/21 includes funds for the planting of alders. Under the RMCC management agreement with Cardiff Council, any work to the trees in Dan y Bryn Woods will require prior consent from Cardiff Council.

16 Finance

- (i) Members received and approved the R&MCC accounts and bank reconciliation as at 31 May 2020.
- (ii) Members noted the following bank statements received:
 - Unity Trust Acc. *****326 Statement No. 82
 - Unity Trust Acc. *****339 Statement No. 69
 - Unity Trust Acc. *****011 Statement No. 6
- (iii) Members received and approved the List of Variable Direct Debits for 2020/21.
- (iv) Members received and approved the List of Regular Payments for 2020/21.
- (v) Members received an update from Cllr R McKerlich (as Chair of Finance Committee) on the process of closing the Nat West bank account. Members agreed that a letter and small gift (to a maximum value of £30) should be sent to the former Treasurer of the OCR Management Committee to thank him for his contribution to managing the Old Church Room accounts over many years.

RESOLVED: Council agreed that that the Nat West bank account should be closed.

17 Old Church Rooms

(i) Members received a note from the Clerk setting out proposals for changes to the Community Council office at the Old Church Rooms to enable a safe working environment as part of COVID-19 measures. Members accepted the Clerk's proposals and agreed to convert the Chain Room into a Community Council office to allow appropriate distancing for staff.

(ii) Members received a report from the Clerk on overdue invoices for OCR bookings. Members agreed that a letter should be sent by the Clerk:

For amounts owed below £50, the hall user should be asked to contact the Clerk if they feel that a mistake has been made or if they have difficulty making the payment.

For amounts owed above £50, the hall user should also be notified that the Council reserves the right consider further action to recover the payment due.

In the case of the hall user with an accumulated debt of £358.20, a final letter should be sent requesting that they contact the Council to resolve the matter and stating that if no response is received by a given deadline then the Council will make an application to the small claims court to recover the payment due.

(iii) In response to a question, Cllr R McKerlich (as Chair of Finance Committee) confirmed that income and expenditure for the Old Church Rooms is reported in the monthly RMCC accounts.

18 County Councillor's Report

Members received and noted the County Councillor's report for June 2020. Cllr McKerlich (as County Councillor) updated Members on a proposed new system for restricting access by HGVs through Radyr & Morganstown.

In response to a question, Cllr McKerlich noted that the issue of parking around the bend on Windsor Road could be considered again when the new pavement is completed.

In response to a question, Cllr McKerlich reported that he did not expect to receive an early response to his request for a holistic review of traffic issues in the Station Road area by Cardiff Council.

19 Any other business/correspondence

Cllr J Charles reported that the Christmas events working group had started work and a report would be made at the Full Council meeting in July.

20 Staffing Matters

Members received a report from the Clerk on the costs incurred by the Clerk and Assistant Clerk associated with the requirement that they work at home as part of the COVID-19 measures.

Members agreed to pay a flat rate allowance to cover all working-at-home costs during the COVID-19 office closure equivalent to £26 per month, to be on a pro rata basis if required.

Signed

Date