



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

### **Minutes of the ORDINARY FULL COUNCIL MEETING of the COMMUNITY COUNCIL held on Thursday 19 March 2020 at the Old Church Rooms at 7:00pm.**

Present: Cllr Huw Onllwyn Jones (Chair), Cllr Julia Charles, Cllr Tyrone Davies, Cllr Rod Mckerlich, Cllr Vina Patel, Cllr Kieran Webster.

Clerk: Lynne Thomas

#### **223 Apologies for absence**

Cllr Allan Cook, Cllr Helen Lloyd Jones, Cllr Clive Morgan, Cllr David Suthers, Cllr Ralph Vaughan, Michelle Lenton-Johnson

#### **224 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.*

(i) Cllr R Mckerlich declared a personal interest in Minute No. 227(ii) as a vice-president of Radyr Cricket Club and stated that he would receive no benefit from the grant application to be considered.

(ii) The Clerk declared a prejudicial interest in Minute No. 236 and left the room for that item.

#### **225 Minutes of the Ordinary Full Council Meeting held on 20 February 2020**

The Minutes of the Ordinary Full Council Meeting held on 20 February 2020 were received, approved and signed by the Chairman.

#### **226 Matters arising**

Minute No. 210: Mobile phone signal strength in Radyr & Morganstown. Members agreed that the Chair should write to Mark Drakeford to request his support for "partial not-spot" status for Radyr and Morganstown and for a review of planning laws in Wales which currently make it more difficult to erect phone masts than in England.

#### **227 Finance**

(i) Members received and approved the R&MCC accounts and bank reconciliation as at 29 February, signed by the Chairman.

(ii) Members received and approved the payment schedule for February 2020, signed by the Chairman.

(iii) Members received and noted the following bank statements, signed by the Chairman:

- Unity Trust Acc. \*\*\*\*\*326 Statement No. 78
- Unity Trust Acc. \*\*\*\*\*339 Statement No. 66
- Unity Trust Acc. \*\*\*\*\*011 Statement No. 3
- Nat West Account statement for February 2020

(iv) **Invoice for RMCC By-election (Morganstown Ward):** Council authorised the payment of the invoice received from Cardiff Council for £4,987.37 (£4,156.14 plus £831.23 VAT). Members agreed that funds would be vired from the underspent Environment budget with the earmarked reserve for elections remaining at £7,500.

## **228 Management of Council during the Coronavirus outbreak**

Council considered emergency measures for the management of Council business during the Coronavirus outbreak and **RESOLVED** to implement the following arrangements:

### **(i) Council and Committee Meetings**

- a. All Ordinary Council and Committee meetings will be suspended for up to three months, pending further guidance from Government.
- b. One Voice Wales have requested advice from Welsh Government on the holding of Annual Meetings in May and pending this advice, the Annual Meeting on 7th May will not go ahead.
- c. One Voice Wales have advised that the Auditor General for Wales will be writing to Councils about external audit arrangements. Pending that advice, the Council meeting in June to agree the End of Year Accounts will not go ahead.

### **(ii) Non-essential or non-urgent Council business**

- a. All non-essential or non-urgent Council projects and working groups will be suspended for up to the next three months, pending further guidance from Government.
- b. The Civic Service and Reception in May will be cancelled.
- c. The Over 50's Lunch Club contractor will be paid the fee due for the cancelled Lunch Club in March to cover the preparatory work for the lunch and subsequent work to cancel Lunch Club arrangements until further notice.

### **(iii) Urgent and essential decisions by Council**

- a. Authority to take any urgent and essential Council decisions will be delegated to the Clerk plus four named Members of Council, with the Clerk keeping all Members informed of the decisions that have been taken. Council voted in favour of the four Members being the Chair of Council (Cllr HO Jones), Vice-Chair of Council (Cllr H Lloyd Jones), Chair of Finance Committee (Cllr R McKerlich) and Chair of Environment Committee (Cllr R Vaughan). An amendment was proposed but not seconded.
- b. In the event of widespread sickness amongst the four Members named above, the Clerk will have delegated authority to act in consultation with any two Members that are available.
- c. In the event that the Clerk is ill, delegated authority will pass to the Assistant Clerk.

### **(iv) Financial matters:**

- a. The Chair of Finance Committee will have the authority to approve the payment of salaries and the monthly payment schedule by email, with signatures provided when available.
- b. If the Chair of Finance Committee falls ill, the Vice-Chair of Finance Committee will have authority to act as the Chair. The Vice-Chair of Finance Committee is Cllr J Charles.
- c. Cllrs H Jones, T Davies and J Charles will activate internet banking permissions in order to authorise payments in the event that current Members with permissions fall ill.

### **(v) Staffing matters:**

- a. The Clerk and Assistant Clerk will be asked to work at home and to attend the office only when a particular task requires that they be present in the office.
- b. The Handyman will be asked to continue to manage bins and litter around the community only

if he is well. Decisions about additional tasks for the Handyman are delegated to the Clerk.

- c. Sick pay arrangements will apply if a member of staff is asked to self-isolate and cannot reasonably work at home.

**(vi) Old Church Rooms:**

- a. The Old Church Rooms will remain open until Government advice indicates otherwise.
- b. Decisions regarding the Old Church Rooms will be delegated to the Clerk and Assistant Clerk and Members on the Hall Management Team (Cllr A Cook, Cllr HO Jones, Cllr R Vaughan, Cllr K Webster).
- c. For those hall users that have had to cancel paid-up bookings, a choice will be offered between a refund or a credit towards future bookings.
- d. The Handyman will be asked to redecorate the Weir Room if there are no bookings at the hall.

## **229 Finance Committee**

(i) The Minutes of the Finance Committee meeting held on 5 March 2020 were received, approved and signed by the Chairman.

(ii) **Grant application - RMA Web Team:** Members received and discussed an application from the Radyr & Morganstown Association (RMA) for funding of £180 to cover the costs of the Radyr & Morganstown community website. Finance Committee agreed to recommend to Full Council that a grant of £180 be awarded to the Radyr & Morganstown Association for the purposes set out in their application.

**RESOLVED:** Council agreed to award a grant of £180 to the Radyr & Morganstown Association to be used for the purposes set out in their application.

(iii) **Request for Financial Assistance – Radyr Cricket Club:** Members received and discussed a request for financial assistance from Radyr Cricket Club towards the costs of the clear up and repair following flood damage as these would not be fully covered by insurance. Finance Committee agreed to recommend to Full Council that a grant of £5,000 be awarded to Radyr Cricket Club to be used for the purposes set out in their request.

**RESOLVED:** Council agreed to award a grant of £5,000 to the Radyr Cricket Club towards the costs of the clear up and repair following flood damage. Members agreed that funds would be vired from the Environment budget for this purpose.

(iv) **Request for Financial Assistance – Llangollen International Musical Eisteddfod:** Members received and discussed a request for financial assistance from the Chairman of the Llangollen International Musical Eisteddfod. Finance Committee agreed to recommend to Full Council that it follow precedent and not award a grant to a national event.

**RESOLVED:** Council agreed to follow precedent and not award a grant to a national event.

(v) **Grant Application – Radyr Primary PTA:** Members received and discussed an application from Radyr Primary School PTA for funding of £1,400 towards the costs of music provision to support children's involvement in community events. Finance Committee agreed to recommend to Full Council that a grant of £1,000 be awarded subject to further evidence being provided by the PTA on how the funds will be spent and on the public performances that will take place.

**RESOLVED:** Council agreed not to award the grant on the grounds that current Coronavirus measures would mean that the school would be closed until further notice and the community events planned would not take place.

(vi) **Outstanding invoices for Old Church Rooms bookings:** Members received an update from the Clerk on unpaid invoices associated with one hall user amounting to £444.90. Finance Committee agreed to recommend to Full Council that the Clerk write to the hall user to agree a

schedule of payments while reserving the right to consider legal recourse. Council agreed that the Clerk should write to the hall user as recommended by Finance Committee.

(vii) **Review of R&MCC Financial Regulations:** Members received a report from the Clerk/Responsible Financial Officer on the One Voice Wales Model Financial Regulations 2019. Finance Committee agreed to recommend to Full Council that the RFO request clarification from OVW on the intention of the change to the Model Financial Regulations and to revisit this when the R&MCC Financial Regulations are next reviewed in 2020/21.

**RESOLVED:** Council resolved to accept the recommendations of Finance Committee and to make no changes to the R&MCC Financial Regulations in 2019/20.

(viii) **OCR cleaning contract:** Members received and discussed a report from the Clerk on a request from the cleaning contractor to increase the number of hours of cleaning per week at the Old Church Rooms. Finance Committee agreed to recommend to Full Council that the contracted number of hours be increased by 1.5 hours per week.

**RESOLVED:** Council agreed to defer a decision on the contracted number of hours of cleaning per week due to the decreased use of the Old Church Rooms expected during the Coronavirus outbreak. The Clerk will inform the contractor that this matter will be considered once the use of the Old Church Rooms returns to a normal pattern.

### **230 Old Church Rooms**

Members received and noted a report from Cllr R Vaughan on management arrangements for the Old Church Rooms following a meeting of the interim hall management team.

### **231 Planning Applications**

Members received and noted the R&MCC response to Planning Application 20/00187/MJR – Land at De Braose Close, Danescourt. Cllr H Lloyd Jones was thanked for her work on this matter.

### **232 County Councillor's Report**

Cllr R McKerlich reported on:

- Concerns about the actions of the Plasdŵr developers with regard to flooding, street lighting, and working outside hours.
- Dog poo disposal: ordinary waste bins can be used if there is no dog poo bin.
- Road safety and traffic: The new crossings on Heol Isaf are likely to be installed in June but Coronavirus may intervene. Redrow have been asked to provide details of works planned at the end of Heol Isaf in June in order to manage traffic.
- Schools admissions procedures: parents are able to contact Cllr McKerlich if they cannot get their children into their chosen school.
- Changes to waste management: there will be no garden waste collections until further notice and green bag collections will move to once a fortnight on the same day as general waste. A pink sticker campaign has been launched to improve compliance with recycling rules.
- Bus services on Monday to Friday will be moving to the Saturday timetable.
- The library will close until further notice.

### **233 Road Safety Working Group**

Members received a report from Cllr HO Jones on the responses to the Station Road consultation and agreed that it be sent out to residents directly affected by proposals.

**234 Independent Remuneration Panel for Wales Annual Report 2020/21**

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 2020/21.

**RESOLVED:** Council agreed to re-adopt the existing policy, namely to note Determinations 42, 48 and 51 (mandatory) and to accept Determinations 44, 45, 46, 47, 49 and 50.

**235 Any other business/correspondence**

The Chair reported that a meeting had been held at the Bethel Chapel to see its condition and the next step will be to try to arrange a meeting with the owner.

**236 Staffing Matters**

**RESOLVED:** Council considered and agreed the attached Confidential Minute.

**Signed** .....

**Date** .....