# St. Fagans Community Council

## Minutes of the Council Meeting held on Monday 10th January 2022 at 7.00 pm

In accordance with the Local Government and Elections (Wales) Act 2021 this meeting took place using the Zoom social media platform. This was advised with due notice on the Council's website and any members of the public wishing to attend the meeting were advised that they should contact the Clerk using the Council's email address and that he would then advise the meeting number and password (this was not publicized on the website for security reasons). The Clerk then controlled entry to the meeting using the waiting room facility.

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| Present: | Councillors | C O'Brien (Chair), D Bradley, J Griffiths, J Hughes, F Lewis, T Pallier |
| Apologies: | Councillor | C Heyworth, C Price |
| In Attendance: | Clerk | Mr A Gowman |
| Members of Public in attendance – confirmed on electoral register. | | No members of the public were present |

| Minute No. 1.22 | |
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| **1** | The Clerk was instructed to convey condolences to Cllr Heyworth for the sad loss of her mother. |
| **2** | **Declarations of Interest**<br><br>Cllr Lewis reported an interest in Item 6.4.1 as she is a relative of the potential tree sculptor, she therefore refrained from voting. |
| **3** | **To Consider the Minutes of the Meetings of 6th December 2021**<br><br>The minutes of the meeting of 6th December 2021 were approved. |
| **4**<br><br>**4.1**<br><br>**4.2** | **Budget 2022/23**<br><br>Members considered the draft budget and supporting report as circulated by the Clerk in detail. It was Resolved to approve the budget (with supporting notes) as shown in Appendix A with the setting of a precept of £42,000.<br><br>Members noted that the Council Tax Base Band D equivalent for St Fagans for 2022/23 is £1,854, an increase of 6.19% compared to 2021/22, which reflects the significant increase in the number of properties in the community's area. |
| **5** | **Police Matters/Anti-Social Behaviour**<br><br>Statistics for the month of December had not yet been received from South Wales Police.<br><br>The Clerk reported that he had received information from the Head of Highways that a 20 mph speed limit was planned for Crofft Y Genau Road through the village with a target date of Spring 2023. |

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| **5** | **Public Session**<br><br>There were no members of public in attendance. |
| **6** | **Community Projects** |
| **6.1** | **Rhydlafar** |
| **6.1.1** | The Clerk reported that he had been unable to contact Steve Dudley about progressing the works to the damaged/neglected railing adjacent to Windsor Clive Drive; he is therefore seeking other options including Kordel Ltd who are one of Cardiff Council's approved contractors and who did a high quality installation of the bollards in front of St Marys Church. |
| **6.2** | **Westfield Park**<br><br>Cllr Hughes reported despite assurances by Cardiff Council that the remaining 3 benches were due to be installed in the park shortly after Christmas there was still no action, he confirmed that he intended to contact the Head of Park on 13th January. |
| **6.3** | **Christmas Lights**<br><br>The Clerk reported a problem arose in respect of the lights on Celandine Road with Centregreat explaining that the lighting column with the appropriate fitting for the Christmas lights had been replaced. After many email exchanges with Cardiff Council the Clerk eventually received the following information from the street lighting adoptions team:<br><br>**It would appear that the equipment was removed from the lighting column as it was deemed unsafe by the CCC street lighting maintenance team and 'removed to tip' as a duty of care. The CCC street lighting maintenance team do not install/maintain festive lighting and will only 'make safe' if deemed necessary and connected to CCC adopted lighting assets so we would be unable to offer any further assistance.**<br><br>***The only thing I can suggest is that you contact the lighting contractor that was employed to install the equipment in the first instance to see if they have any replacement equipment that can be used to rectify the situation. Unfortunately, as a department we are unaware of the contractor used to install equipment originally to be able to provide you with any contact details. I notice that Anthony Gough was included in the email trail but it isn't clear if they installed the equipment originally or whether they just energise it annually for you?***<br><br>The Clerk was instructed to organize the installation of the appropriate fittings on the new column to enable the lights to be installed successfully next year. |
| **6.4** | **The Village** |
| **6.4.1** | Following a discussion about various design options and indicative costs it was Resolved to commission a carved wooden train item of play equipment for the park by the railway line. An indicative quote of £600 for the favoured design was quoted and a definitive quote to follow. Cllr Lewis declared an interest in the favoured design option as she is a relative of the potential tree sculptor, she refrained the discussion and voting. |
| **6.4.2** | Ref minute no. 11.21.7.5 - the proposal for the creation of a community orchard on land adjoining Quarry Cottages – the Clerk confirmed that he had attended the Meadow Making |

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| | workshop held at Insole Court on 9th December which had provided useful advise on the early stages to be undertaken, these included:<br><br>• An analysis of the site to determine whether it contained any pollutants;<br>• Research into the history site with a view to establishing whether there may be dormant seeds in the ground which could be revived<br>• The necessity to consult with the local community on the project<br><br>The Clerk reported that he had approached the Head of St Fagans museum to seek her help in with first two of the above stages. It was agreed that a professional approach to considering the Council's options in this regard is paramount and that it may be appropriate to make no definite decisions until the new Council is formed in May.<br><br>The Clerk was instructed to contact Plymouth Estates to establish the amount of the peppercorn rent as suggested in their initial contact to the Council. |
| **6.5** | **The Queen's Platinum Jubilee**<br><br>It was Resolved to:<br><br>• Purchase a Union Jack<br>• Arrange for the Royal Mint's commemorative 50p pack to be given to all people in the community who are 70 and are born on 6th February 2022<br>• To purchase a platinum anniversary commemorative bench – location to be determined. |
| **7.0** | **Planning** |
| **7.1** | Cllr Lewis, as the Chair of the planning committee, gave Members a verbal summary of the discussions of the planning committee meeting which had taken place immediately prior to the Council meeting, the minutes of the meeting will be presented (to be noted) at the next Council meeting on 7th February 2022. |
| **7.2** | **NWCG/Cardiff Civic Society**<br><br>Cllr Lewis gave the following summary for member information:<br><br>*Zoom meeting was held between representatives of NWCG (St Fagans, Pentyrch, and Radyr and Morganstown CCs, Danescourt Association and Radyr and Morganstown Association) and Lyn Eynon, CCS.*<br><br>*This was the first meeting that R&MCC have attended for some time and there seemed to be readiness to operate as part of NWCG.*<br><br>*Group agreed to share information and co-operate going forward. We share many concerns and views, including,*<br>- *failure to deliver proper infrastructure, including but not only transport*<br>- *development is developer led*<br>- *too little consideration given to views of residents and their representatives, such as CCs*<br>- *poor S106 agreements*<br>- *inadequate attention given to examining viability agreements* |

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| | - *additional office space in centre is potentially creating vacant space elsewhere; there are vacant offices in Cathedral Road and elsewhere*<br>- *Cardiff should explore if vacant offices present possibilities for housing.*<br><br>*Agreed to meet again in 6-8 weeks.* |
| **7.3** | **Proposed Relocation of Pentyrch Surgery**<br><br>Cllr Lewis reported that SFCC is still waiting to hear result of mediation between Health Council and Health Board. |
| **7.4** | **Cardiff LDP "Informal Consultation on Draft Strategic Options".**<br><br>Cllr Lewis presented a draft response to Cardiff Council's consultation on their draft strategic options; the deadline for this is 8th February. Following a lengthy discussion Cllr Lewis undertook to produce a final draft taking on board the views of the committee members and to circulate for comment before submission to full CC. |
| **8** | **Environmental Matters** |
| **8.1** | **Highways Matters**<br><br>Members discussed at length their dissatisfaction with the way in which the closure of the road across the level crossing between Castle Hill and Michaelstone Road has been handled. In particular neither SFCC or the local community had received any prior warning about the closure and the one sign which was erected at the last moment was in completely the wrong location. The morning of the closure had proved to be a shambles with angry motorists from 3 directions arriving at the junction to find it closed and needing to find alternative routes.<br><br>The Clerk was instructed to contact the Chief Executive of Cardiff Council to ask for his comments. |
| **8.2** | **Streets cleaning/Litter**<br><br>Cllr O'Brien said that he would be undertaking a litter pick along the currently closed Michaelston Road on 12th January. Cllrs Hughes and Lewis confirmed that they would join with him and also target the clearance of the roadside drains which are often blocked causing a "river" to flow on the road surface. |
| **8.3** | **Flooding**<br><br>Cllr Griffiths confirmed that the maintenance team of Plymouth Estates had repaired a stone style and stored the sand bags along Crofft Y Genau road which could be deployed if required in a flood. |
| **9** | **One Voice Wales**<br><br>Cllr Hughes had circulated the following update:<br><br>OVW Report from NEC 17th Dec 2021 on Star Leaf |

Good attendance 26
General Discussions took place re the 3 Committee Reports I.e., Finance & General Purposes [see recent email], Policy & Commercial
Chief Executive reported:
Partnership Council – Rebecca Evans and Andrew Morgan in attendance addressing Climate Change
Section 47 – Local Government & Elections Act
IRP – hopefully the £150 will be tax free
The Tool Kit for Assessing Town & Community Councils – widely accepted
Staffing Updates will be confirmed in due course
Dr Catrin Jones our Policy Officer reminded members re Queen's Platinum Jubilee in June 2022 and that grants are available via the Awards Programme from £300 to £10,000
Also that videos will be available in the New Year titled Becoming a Councillor as we approach the Elections in May 2022
Hopefully OVW has attracted a new sponsor and a figure of £3,000 is being discussed
Items for discussion at next meeting 18th March 2022
Cyber Security
Decarbonisation
Wellbeing of future generations – National Indicators and Milestones for Wales. Future trends and update of Programme for Welsh Government
Area Committee Meeting 24th January 2022

**10** **Correspondence**

**10.1** The following items of correspondence were noted.

| Ref | Date | Item | Date to Councillors |
|---|---|---|---|
| 1 | 08/12/2021 | OVW - Well-being of Future Generations National Stakeholder Forum | 11/12/2021 |
| 2 | 08/12/2021 | Policy Announcements at the Compulsory Purchase Association (CPA) Wales National Conference 2021 | 11/12/2021 |
| 3 | 24/11/2021 | Consultation on planning legislation and policy for second homes and short-term holiday lets | 11/12/2021 |
| 4 | 13/12/2021 | Email from Cadw - re: signs in Plymouth Arms car park | 15/12/2021 |
| 5 | 13/12/2021 | Cardiff Civic Society: Our vision for Cardiff letter | 15/12/2021 |
| 6 | 14/12/2021 | Welsh Tax Acts information | 15/12/2021 |
| 7 | 14/12/2021 | Welsh Government - Shaping Wales Future | 15/12/2021 |
| 8 | 14/12/2021 | Proposed expansion of Pentyrch Primary School | 15/12/2021 |
| 9 | 14/12/2021 | CHC Newsletter - Page 5 for Pentyrch Surgery Relocation article | 15/12/2021 |
| 10 | 14/12/2021 | WG - Laying of the Eligible Community Councils (General Power of Competence)(Qualifications of Clerks) Regulations 2021 | 15/12/2021 |
| 11 | 15/12/2021 | WG - Councillor remuneration and citizen engagement in Wales - Reports | 15/12/2021 |
| 12 | 15/12/2021 | WG - Shaping Wales Future - National Stakeholder Forum | 15/12/2021 |
| 13 | 17/12/2021 | WG - Consultation on the Local Government and Elections (Wales Act 2021: Community and Town | 02/01/2022 |

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| | | Councils statutory guidance | |

**10.2** In respect of reference no. 9 the Clerk was instructed to ascertain whether the nursing home had a defibrillator which could be accessed by the public in an emergency.
In respect of item 8 from the November meeting (minute no. 11.21.10.1) – a request for further financial support from SFCC by the Village Hall Association the Clerk was instructed to contact the treasurer to clarify some queries in relation to the accounts received in support of the application.

**10.3** **Responsibility for Maintenance of Grass Areas on St Fagans Drive**

It was Resolved to consider this item in the February meeting by which time it is hoped to have received legal advice (see minute 12.21.11.3).

**11 Finance**

**11.1 Financial Requests**

The Clerk reported that he had yet to receive an answer to the financial queries sent to the Village Hall Association (Minute 12.21.11.2) it was therefore resolved to add this to the agenda for the February meeting.

**11.2 Approvals**

Members scrutinized the financial report of 10th January 2022 (Appendix A) with the following payments being approved:

| Payee | Item | £ |
|---|---|---|
| A Gowman | Salary and Expenses - December 2021 | 532.24 |
| Cardiff Council LGPS | LGPS Deductions - December 2021 | 185.02 |
| A Gowman | Reimbursement - Electricity payment for defibrillator at Little Haven Nursery | 20.00 |
| XLN (SO) | Broadband - December 2021 | 82.73 |
| Cowbridge Road Allotment Society | Birdseed and Compost | 23.50 |
| HMRC | PAYE and National Insurance - October to December 2021 | 594.25 |
| A Gowman | Reimbursement - Premium Hosing Website - Annual charge for new site | 95.98 |

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| **12**<br><br>**12.1** | **Council Website/Other Council Communication/Policies**<br><br>It was Resolved to approve the following documents/policies:<br><br>• Code of conduct<br>• Data Protection Policy and associated documents<br>• Health and Safety at Work Policy |
| **13** | **Attendance**<br><br>Members noted the attendance report |
| **14** | **Date and Time of Future Meetings**<br><br>7th February 2022<br>7th March 2022 |

The Chairman thanked everyone for their attendance and the meeting closed at 9.00 pm.

Confirmed as a correct record: Dated: 7th February 2022

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**Appendix A**

## APPROVED BUDGET 2022/2023

| | 2022/23 | Notes |
|---|---|---|
| | | |
| | £ | |
| **RECEIPTS** | | |
| Precept | 42,000 | Precept set to generate an end of year surplus of £8k in line with the 5 year plan set in 2019/20 - see below. |
| Bank Interest | 50 | |
| VAT Refund | 483 | |
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| **Total Receipts** | **42,533** | |
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| **PAYMENTS** | | |
| Clerk's salary & travel expenses | 11,000 | Adjusted to reflect changes to the Clerk's contract of employment |
| Ground Rent | 500 | No change |
| Insurances | 800 | |
| One Voice Wales membership | 420 | |
| Village Association / Hall | 1,200 | |
| Xmas lights | 1,000 | |
| Environmental/Crime prevention | 1,500 | |
| Community projects | 5,000 | To be identified |
| Grants & donations | 1,000 | |
| Wreath, floral tributes, etc. | 100 | |
| Audit fees | 500 | Full audit likely by Audit Wales under their new regime |
| Members' allowances and expenses | 2,750 | Assumes full take up - 9 x £150 Determination 42, £400 Chairman's allowance and 2 x £500 senior role allowances - Expenditure in 2021/22 is £1,860 |
| Conference / Training fees | 1,000 | Training coursese for new and existing members - may become mandatory. |
| Office expenses | 500 | |
| Website | 500 | |
| Newsletters, social media,etc. | 1,000 | |
| Professional advice | 1,000 | Possible land transaction |
| Election Costs | 3,610 | Cost per Electoral Services Manager 28th July 2021 |
| Translation Services | 500 | Occasional translation of Council documents |
| | | |
| Total Payments | **33,880** | |
| | | |
| **Surplus / Deficit (-) for year** | 8,653 | To be transferred to the Capital Projects Reserve - see below. |
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| **Projected Balance at start of year** | 46,000 | |
| **Balance at end of year** | 54,653 | |
| | | |

## 5 Year Financial Plan Set up in 2019/20

| **Council's Priority Capital Projects** | **Estimated Cost** | |
|---|---|---|
| Rhydlafar Park Play Area Resurface and Table Tennis Table | 30,000 | This cost is still unknown and awaiting feedback form Cardiff Council on the cost implications of drainage issues on site - an initial survey is being organised. It is highly likely that the costs will have arisen substantially due to price increases in both supplies and labour over the last year. |
| Westfield Park Children and Adult Play Area | 80,000 | Council needs to confirm its intentions to be able to obtain estimates |
| **Total** | 110,000 | |
| Section 106 Funding Confirmed as available for Westfield Project | 13,480 | |
| Finance Required | 96,520 | |
| | | |
| **Five Year Projection** | £ | |
| Precept | 42,000 | |
| Fixed Costs | 33,880 | |
| **Annual Surplus** | **8,120** | |
| 5 Years of surpluses | 40,600 | |
| Add Start Up Reserve | 25,000 | |
| Total Funding Available at Year 5 | 65,600 | |
| Capital Funding Shortfall | 30,920 | To be met from future precept increases or Section 106 Monies? |
| **Revenue Commitments** | | |
| Council will need to ascertain what the revenue implications are - as yet unknown. | | |

## APPENDIX B

| St Fagans Community Council | | | |
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| **Financial Report as at 10th January 2022** | | | |
| | | £ | £ |
| **Cash Book** | | | |
| Balance at 30th November 2021 | Per Cash Book | | 59,090.41 |
| | | | |
| **Payments approved on 6th December 2021** | | | |
| A Gowman | Salary and Expenses - November 2021 plus 52 additional hours worked 12th April to 31st August 2021 | 1,022.73 | |
| Cardiff Council LGPS | LGPS Deductions - November 2021 | 258.15 | |
| A Gowman | Reimbursement - printing of flood leaflet | 35.00 | |
| XLN (SO) | Broadband - November 2021 | 82.73 | |
| Kordell Civils & Building | Bollard Installation by St Marys Church | 1,500.00 | |
| Tudur Jones | Translation - Flood Flyer | 11.40 | |
| | | | 2,910.01 |
| | Balance as at 31st December 2021 | | 56,180.40 |
| **Items for Approval on 10th January 2022** | | | |
| A Gowman | Salary and Expenses - December 2021 | 532.24 | |
| Cardiff Council LGPS | LGPS Deductions - December 2021 | 185.02 | |
| A Gowman | Reimbursement - Electricity payment for defibrillator at Little Haven Nursery | 20.00 | |
| XLN (SO) | Broadband - December 2021 | 82.73 | |
| Cowbridge Road Allotment Society | Birdseed and Compost | 23.50 | |
| HMRC | PAYE and National Insurance - October to December 2021 | 594.25 | |
| | | | 1,437.74 |
| **Projected balances at 31st January 2022** | | | 54,742.66 |
| | | | |
| Approved Expenditure Budget 2021/22 | | 26,700.00 | |
| Total Spend to 31st December 2021 | | 17,768.89 | |
| Spend from Capital Reserve | | 7,365.00 | |
| Balance of budget remaining | | | 8,931.11 |
| | | | |
| **Projected Balances in Hand at Year End** | | | **45,811.55** |
| | | | |
| **Notes** | | **£k** | |
| Projected year end balance needed to cover:<br><br>Election expenses - £5K<br>Park Projects Reserve - £33k brought forward plus £8k for 2021/22 - £41k | | 46 | |