St. Fagans Community Council

Minutes of the Council Meeting held on Monday 7th March 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.

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

Minute No. 3.22	
1	**Declarations of Interest** Cllr Lewis reported an interest in Item 5.4.1 as she is a relative of a prospective contractor she therefore refrained from voting. She also declared an item in item 12.2 as she is a member of the Friends of the Llangollen International Music Festival – she therefore withdrew from voting.
2	**To Consider the Minutes of the Meetings of 7th February 2022** The minutes of the meeting of 7th February 2022 were approved.
3 **3.1**	**Police Matters/Anti-Social Behaviour** The following statistics for the month of January had been received from South Wales Police: 1 x ASB – Coedlan y Trenshys – neighbour related, 2 warnings issued 1 x drugs – Clos y Cwarra – smell of cannabis from address, warning issued 1 x burglary – Cae St Fagans development – tools stolen, no suspects identified 5 x damage 1 x Marguerites Way – damage to fencing, no suspects identified 1 x Pentrebane Drive – damage to motor vehicle, no suspects identified 1 x Clos y Cwarra – damage to door, no suspects identified 1 x Rhydlafar Drive – damage to motor vehicle, no suspects identified 1 x Coedlan y Trenshys – damage to motor vehicle, not as described

1 x fraud – Clos y Cwarra – online transfer fraud

1 x fire – Persondy Lane – fire service attended

3 x suspicious circumstances
1 x Nant y Gwladys – suspicious males try car doors
2 x Windsor Clive Drive – suspicious persons trying car doors, area search conducted

3.2 The Clerk was instructed to write to Cabinet member Thorne to ask for feedback on the findings of Cardiff's recent worst streets of Cardiff initiative.

4 Public Session

There were no members of public in attendance.

5 Community Projects

5.1 Rhydlafar

5.1.1 Reference minute no. 1.22.6.1.1 (the works to the damaged/neglected railing adjacent to Windsor Clive Drive) the Clerk reported that he had received the following quotes:

	Same Profile on posts £	Square Edge Profile £
Kordels Civils and Building	5,223.76	4,607.94
BL Groundworks	No quote	1,920.00

C&M Jones Groundworks had not supplied a quote.

It was Resolved to ask BL Groundworks to undertake the works, the Clerk was instructed to take the necessary actions and in particular with dealing with Cardiff Council to emphasis the health and safety requirements for the job to proceed as soon as possible.

5.1.2 Reference minute no. 2.22.5.1.2 members were advised that the Clerk and Cllr Hughes had met on site with the surveyor from Cambria and Rhodri Edwards, Parks Department, survey is likely to take a month to turn around.

5.2 Westfield Park

Cllr Pallier reported that the remaining 3 benches are now being installed in the park.

5.3 Trem Y Coed

Cllr Hughes reported that there are still some gaps in the perimeter fencing around Trem Y Coed which he had raised with Persimmon.

5.4 The Village

5.4.1 Reference minute no. 1.22.6.4.1 (carved wooden train for the park by the railway line) Cllr Lewis and the Clerk had met with Janet Wilding, Head of Historic Buildings and Estate Dept - St Fagans: National Museum of History, Brian Davis, Farm Manager and Ian to identify a suitable tree for the wood train carving, members were shown photographs of the tree.

	The Clerk reported that he was waiting for the tree sculptor to confirm: • That the tree is suitable • The cost of the works • The operation aspects of the job • Health and Safety considerations - Method statement At the appropriate time he will be contacting the council's insurers to reflect the change in assets.
5.4.2	Ref minute no. 1.22.6.4.2 - the proposal for the creation of a community orchard on land adjoining Quarry Cottages – the Clerk confirmed that he had recently had contact from Elin Barker the new trainee conservator of the museum who supplied some interesting historical information about the site. She is currently liaising with horticultural staff in the museum to discuss suitable growing options for consideration. The Clerk also confirmed that he contacted Plymouth Estates to establish the amount of the peppercorn rent and it could be set as low as £1 per annum. Given the pre-election period (minute 03.22.15**)** no decision will be taken in respect of this project at present.
5.5	**Village Hall Fence** The Clerk reported that after many attempts to get the council's insurers to undertake the repairs to the fence after the damage form a vehicle in July 2021 it had now been repaired and new panels inserted. The VHA confirmed that they are very happy with the standard of the works and recorded their gratitude to the council.
5.6	**The Queen's Platinum Jubilee** The Clerk reported that he had received the Union Jack and that he would put it up along with the Welsh flag. In respect of the request for funding toward street parties (minute no. 3.22.5.5) the Clerk was instructed to contact OVW to find out if there were any policies available to inform a policy for SFCC.
6.0	**Planning**
6.1	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 4th April 2022.
6.2	**Cardiff LDP "Informal Consultation on Draft Strategic Options".** Cllr Lewis advised member of a meeting which she and the clerk had attended with Radyr and Morganstown Residents Association officials to discuss the RDLP. There were a number of areas in which the views of the association and SFCC were closely aligned and it had been agreed to keep in touch.

7	**Environmental Matters**
7.1	**Highways Matters** Members noted the road works on-going on Crofft Y Genau road and agreed to undertake a speedwatch check after they are completed.
7.2	**Streets cleaning/Litter** It was Resolved to organize a litter pick on 26th March, the clerk was instructed to arrange for posters to be placed on the noticeboards and to order a further 10 litter pickers and hoops.
8	**Policies and Documents** The following policies were reviewed:
8.1	Complaints policy – the Clerk was instructed to contact OVW to investigate other council complaints policies as the current policy was felt to be “un-user friendly”.
8.2	Risk Assessment Schedule – the updated risk assessment schedule was scrutinized and approved.
8.3	Review of Effectiveness of Internal Audit and System of Internal Control – it was Resolved to continue with the current internal control procedures and job specification for the exercise of internal audit. Members noted the thorough manner in which the current internal auditor undertook her role which assisted the council in improving its systems of internal control.
8.4	Self-Evaluation Toolkit for Community and Town Councils in Wales Members had received a copy of the pilot self-evaluation toolkit which has been submitted to OVW/Welsh Government as part of their consultation, the Clerk confirmed that the final version is likely to be available in early summer.
9	**One Voice Wales** Cllr Hughes provided an update on a number of OVW matters: • The retirement of Shan Bowden – the Clerk was instructed to thank her for her assistance to the council • There had been criticism about the quality of a councillor recruitment video due to OVW being let down by the media company • There is a NEC meeting on 18th March Members had also received a copy of the membership letter for 2022-23 and it was Resolved to re-join OVW for 2022 to 2023 at a renewal fee of £477.

10 **Correspondence**

10.1 The following items of correspondence were noted.

Ref	Date	Item	Date to Councillors
1	08/02/2022	Dwr Cymru Welsh Water's Draft Water Resources Management Plan 2024 - Pre Consultation	08/02/2022
2	09/02/2022	OVW Survey on Multi Locations Meetings	09/02/2022
3	11/02/2022	Village Hall Association - withdrawal of funding request	12/02/2022
4	08/02/2022	Edible Cardiff - Giving nature a home in Cardiff project	12/02/2022
5	10/02/2022	Welsh Government Consultation - How to measure the inclusion of migrants in Wales - deadline 25th March 2022	12/02/2022
6	10/02/2022	Reply from the Welsh Government - Location of Pentyrch Surgery (10.02.22)	12/02/2022
7	14/02/2022	Police Statistics for January 2022	14/02/2022
8	15/02/2022	Welsh Government Apprenticeship Scheme 2022	15/02/2022
9	17/02/2022	Appeal from Llangollen International Musical Eisteddfod	20/02/2022
10	20/02/2022	Letter to Julie James, MS, Minister for Climate Change, Fire Sprinklers in new developments query	20/02/2022

10.2

Responsibility for Maintenance of Grass Areas on St Fagans Drive

In respect of minute no. 2.22.10.2 the Clerk reported that he had sent the letter advising of the council's decision to the resident who had acknowledged receipt. It was noted that the reply had raised the issue of expenditure on the wild flower meadow and also that the resident has been invited to attend a council meeting to raise any further concerns he may have.

In respect of the 2 strips of land on the drive which appear to be without title Cllr Lewis confirmed that following advice from One Voice Wales on 1st March she had contacted the land registry to seek their help in ascertaining the Council's options moving forwards which may include acquiring ownership. A reply has been received and in line with pre-election period guidance (see minute 3.22.15) the matter will be placed on the agenda for June meeting.

11 **Consultation Documents**

11.1 Consultation on the Local Government and Elections (Wales) Act 2021: Community and Town Councils statutory guidance. The Clerk was instructed to request additional welsh government funding be provided to accommodate the technological investment required to facilitate multi-location meetings effectively.

11.2 Dwr Cymru Welsh Water's Draft Water Resources Management Plan 2024 - Pre-Consultation – the document was noted.

11.3 Welsh Government Consultation - How to measure the inclusion of migrants in Wales - deadline 25th March 2022. Cllr Hughes commented on the fact that the data being used was years out of date and that recent immigration trends were not factored in to the

consultation. The Clerk was instructed to submit this comment.

12 Finance

12.1 Financial Requests

The Clerk reported the withdrawal of the request for financial assistance which had been received from the Village Hall Association. Members were please that the hall's lettings are in a much healthier position than during the Covid period.

12.2 Approvals

Members scrutinized the financial report of 7th March 2022 (Appendix A) with the following payments being approved:

Payee	Item	£
A Gowman	Salary and Expenses - February 2022 and backdated pay award	677.30
Cardiff Council LGPS	LGPS Deductions - January 2022	215.59
XLN (SO)	Broadband - January 2022	82.73
Vision ICT	Website to 30th April	48.00
Taylor Total Weed	Weed treatment - community park	108.00
Cooke and Arkwright	Ground Rent 25/3 - 23/6	125.00
OVW	Membership for 2022 to 2023	477.00
Ty Hafan	Grant 2021/22	250.00
International Musical Festival Llangollen	Grant 2021/22	150.00

Members noted the National Salary Award 2021/22 which had just been notified to all councils.

12.3 To receive the annual report of the Independent Remuneration Panel for Wales 2022/23

Members noted the report for 2022/23 and that there were no changes to the remuneration of members in community councils. Cllr Hughes expressed his disappointment in this respect as it fails to recognise the good work that the sector undertakes on behalf of its communities.

13 Council Website/Other Council Communication/Policies

13.1 It was noted that the old website is still being used as Audit Wales have still not submitted their report for the accounts ended 31st March 2021 and they are referencing the content of this site as part of their audit.

14 CiLCA (Certificate in Local Council Administration) - Update

Members noted that the clerk is currently working through the modules of the CiLCA course and has submitted 11 of the 30 modules to date, he has passed 10 of those with one referral to date. CiLCA is an eligible qualification for the council to be able to exercise the General Power of Competence when it comes into effect in May 2022. The Clerk confirmed

	that the course is extremely beneficial in improving his knowledge of the role albeit that it is certainly a larger challenge than he had anticipated. He offered to share the answers to the course modules with members for their information.
15	**Local Government Election 5th May 2022** The Clerk reminded members of the importance of observing the pre-election period guidance which had been circulated. Members had also been sent the nomination packs for candidates who are intending to stand at the council election as issued by Cardiff Council and were reminded that Cardiff are hosting a Candidates and Agents Briefing on the 10th and 15th March 2022 via Microsoft Teams.
16	**Attendance** Members noted the members' attendance report
17	**Date and Time of Future Meetings** 4th April 2022 9th May 2022

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

Confirmed as a correct record: Dated: 4th April 2022

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Appendix A

St Fagans Community Council			
Financial Report as at 7th March 2022			
		£	£
Cash Book			
Balance at 31st January 2022	Per Cash Book		54,458.70
Payments approved on 7th February 2022			
Cooke and Arkwright	Ground Rent Village Hall (21/12/21)	125.00	
Allens	Printing of Winter Newsletter	138.00	
A Gowman	Salary and Expenses - January 2022	582.10	
Cardiff Council LGPS	LGPS Deductions - January 2022	185.02	
A Gowman	Reimbursement - Purchase of Local Council Clerk's Guide (2nd hand)	15.00	
XLN (SO)	Broadband - January 2022	82.73	
Cllr Hughes	Purchase of Queens Platinum Coins	110.00	
Cardiff Council	Cardiff Council - Underpayment of employees pension for November	73.19	
A Gowman	Reimbursement for purchase of flag	131.34	
A Gowman	Reimbursement for purchase of toner cartridge	31.94	
Centregreat Limited	Christmas Lights	4,054.32	
			5,528.64
	Balance as at 28th February 2022		48,930.06
Items for Approval on 7th March 2022			
A Gowman	Salary and Expenses - February 2022	583.90	
A Gowman	Reimbursement - Purchase of paper	8.85	
Cardiff Council LGPS	LGPS Deductions - January 2022	185.02	
XLN (SO)	Broadband - January 2022	82.73	
Vision ICT	Website to 30th April	48.00	
			908.50
Projected balances at 31st March 2022			48,021.56
Approved Expenditure Budget 2021/22		26,700.00	
Total Spend to 28th February 2022		25,051.93	
Spend from Capital Reserve		7,365.00	
Balance of budget remaining			1,648.07
Projected Balances in Hand at Year End			**46,373.49**
Notes		**£k**	
Projected year end balance needed to cover: Election expenses - £5K Park Projects Reserve - £33k brought forward plus £8k for 2021/22 - £41k		46	