St. Fagans Community Council

Minutes of the Council Meeting held on Monday 4th April 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	J Hughes (Chair), J Griffiths, C Heyworth, F Lewis, T Pallier
Apologies:	Councillor	D Bradley, C O'Brien, 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. 4.22	
1	**Declarations of Interest** There were no declarations of interest.
2	**To Consider the Minutes of the Meetings of 7th March 2022** The minutes of the meeting of 7th March 2022 were approved following a correction to the declaration of interest item.
3 **3.1** **3.2**	**Police Matters/Anti-Social Behaviour** The Clerk was instructed to write to Cabinet member Thorne to ask for feedback on the results of the multi-agency "worst streets" for anti-social behaviour in Cardiff initiative launched in February 2022. Cllr Hughes reported that at the next Bridgend/Cardiff Vale OVW Area Committee on 25th April the Rt Hon Alun Michael, South Wales Police and Crime Commissioner and Assistant Chief Constable Jenny Gilmer have agreed to join the meeting to talk about anti-social behaviour within communities and how to achieve effective communications with local community police teams. As the Chair of the Area Committee he is encouraging all OVW member councils in the area to make every effort to attend the meeting. To assist the Commissioner and Assistant Chief Constable Cllr Hughes said that it would be helpful if members could consider any questions that they may wish him to submit regarding antisocial behaviour within the community of St Fagans and any concerns regarding communication with the local community police teams. These are to be directed to the Clerk in the first instance. Cllr Pallier reported a recent incident involving an e-scooter which was ignored by police officer in attendance. Cllr Heyworth reported two recent incidents of off road bikes driving over the roundabout at

	the bottom of Church Road throwing up the chippings.
4	**Public Session** There were no members of public in attendance.
5	**Community Projects**
5.1	**Rhydlafar**
5.1.1	The Clerk reported that he was having trouble pinning down the contractor to repair/replace the bollards and railings in Windsor Clive Drive (minute 3.22.5.1) with two promised dates having been missed.
5.1.2	**Westfield Park** Members noted that the new benchesslooked good but three need some finishing off/tidying to the concrete base, this has been promised by Cardiff parks department. Members noted that proposed vegetation clearance works originally planned for 1st April have been postponed to October due to the start of the nesting season. Cllr Pallier reported an incident in the park where a mature tree seemed to have been cut down.
5.2	**Trem Y Coed** Cllr Hughes reported that there are still some gaps in the perimeter fencing around Trem Y Coed which he had yet again raised with Persimmon without a response/action to rectify.
5.3	**Cae St Fagans** Cllr Bradley reported that it appears that the Cae St Fagans development will be finished within the next few months.
5.4	**The Village** Reference minute no. 1.22.6.4.1 (carved wooden train for the park by the railway line) the installation is planned for mid-April. The Clerk reported that he had yet to put the Union Jack up and that he would put it up along with the Welsh flag shortly. Cllr Hughes reported that, in response to a communication received about the trees in the railway park, they appeared to be in good condition following their recent pruning. It was Resolved to replace the information sign in the railway park as the current sign is in poor condition and the Clerk was instructed to place the order with Signs Express who had prepared the artwork and manufactured the sign at a cost of £240.
5.5	**The Queen's Platinum Jubilee** In respect of the request for funding toward street parties (minute no. 3.22.5.5) the Clerk that he had not yet contacted OVW to find out if there were any policies available to inform a policy for SFCC but that he would do so immediately. Members noted that the planned

	event at Westfield Park appears to have been cancelled as confirmed on the Westfield Park facebook site. Cllr Hughes registered his disappointment with the apparent lack of interest in the jubilee within the area.
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 9th May 2022.
6.2	In respect of the draft Cardiff Replacement LDP leaflet prepared by The Radyr and Morganstown Local Development Group it was Resolved to support the group's leaflet as presented based on the information provided by the group.
7	**Environmental Matters**
7.1	**Highways Matters** Cllr Lewis reported that she had advised Cardiff Council of two spelling errors on new street signs that they had installed in the village by Cardiff Council. It was Resolved to contact Cardiff Council to express discontent with the poor state of the highways across the council's area.
7.2	**Streets cleaning/Litter** Cllr Lewis reported a successful litter pick which had been held on 26th March with over 30 bags being collected by groups across the area. It was resolved to hold a further litter pick on 16th April focusing on Pentrebane Road.
7.3	**Flood Working Group** Cllr Hughes reported that he had been in attendance at a presentation on flooding given by Rhys Hatton which he will forward on to members.
8	**Policies and Documents**
8.1	Complaints policy – the Clerk had obtained and circulated a number of council complaints policies to inform the development of an appropriate policy for SFCC. It was Resolved to adopt a policy based on that of Stockbridge Parish Council to be ratified at the next Council meeting.
9	**One Voice Wales** Cllr Hughes provided an update on a number of OVW matters:
10	**Correspondence** The following items of correspondence were noted.

Ref	Date	Item
1	8/3/22	Letter form Colin Blick in response to letter to Julie James AM re: sprinklers in new developments
2	8/3/22	OVW membership area on website - code
3	10/3/33	Guidance on teachers and disqualification from standing for community council elections
4	14/3/22	Electoral Services Operations Manager - Notice of Election - Community Councils
5	14/3/22	Electoral Services - reply to query re: number of community council councillors
6	14/3/22	OVW - Radio opportunity for young person form the area
7	14/3/22	The Local Government and Elections (Wales) Act 2021 (Consequential Amendments and Miscellaneous Provisions) Regulations 2021
8	10/3/22	National Forest for Wales News - Interactive Map
9	9/3/22	Kids Cancer Charity
10	15/3/22	Ukrainian Crisis Letter
11	15/3/22	OVW - Co-ordinating Volunteers to respond to emergency situations in Wales
12	22/3/22	Parking issues in the village

In respect of item 12 members expressed their disappointment with the apparent lack of interest by Cardiff Council in tackling the dangerous parking in the village associated with people visiting the museum.

11 Consultation Documents

There were no consultation documents for this meeting.

12 Finance

12.1 Financial Requests

It was Resolved to support a request for financial assistance from St Fagans Cricket and Bowls club for the purchase of 2 dog waste bins – approximate costs £300 to £350. It was acknowledged that the grounds were regularly used by members of the public walking their dogs.

12.2 Approvals

Members scrutinized the financial report of 4th April 2022 (Appendix A) with the following payments being approved:

Payee	Item	£
A Gowman	Salary and Expenses - March 2022	610.62
Cardiff Council LGPS	LGPS Deductions - March 2022	188.26
XLN (SO)	Broadband - March 2022	82.73
Signs Express	Replacement sign for railway park	288.00

HMRC	PAYE - Qtr. 4 2021/22	444.64

12.3 **Budget Monitoring Report 2021/22 – Quarter 4**

Members noted the quarter 4 budget monitoring report at attached at Appendix B.

12.4 **Bank Reconciliation – Quarter 4**

Members noted the quarter 4 bank reconciliation report at attached at Appendix C.

12.5 **Audit Wales**

Members noted the Conclusion of Audit for the Year Ended 31st March 2021 received form Audit Wales and that the two areas of concern identified in relation to budget setting procedures and bank reconciliations (as considered in relation to the internal audit report for the year ended 31st March 2021) – see minute no. 5.21.11.3 – have now been addressed. Members noted that the required notices had been posted on the noticeboards and website within the timescales specified by Audit Wales and that these are evidenced.

The clerk also confirmed that the audit papers for the year ended 31st March 2022 have been received from Audit Wales with the following timetable:

Date	Action
30th June 2022	Latest date for approval of Annual Return by Council
20th June 2022	Recommended latest date for the Notice of Audit to be placed in a conspicuous place(s) and on the website – minimum period for display is 14 calendar days.
1st August 2022	Deadline for receipt of Annual Return by Audit Wales – Assuming approval on 9th May this can be undertaken immediately after the meeting.

13 **Council Website/Other Council Communication/Policies**

13.1 Newsletter – it was Resolved to add an article which encourages residents to take a proactive role in the RDLP consultation which is on-going.

14 **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 the closing date for nominations is 5th April 2022.

15 **Attendance**

Members noted the members' attendance report

16	**Date and Time of Future Meetings** The Clerk was instructed to report on the technology which will enable effective hybrid meetings to be held moving forward from both a visual and sound point of view. Members were reminded that all meetings of town and community councils were required to make remote access available and that this was presented the sector with certain technical challenges that they had not had to face previously. The next meeting will be held via zoom on 9th May 2022

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

Confirmed as a correct record: Dated: 9th May 2022

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Appendix A

St Fagans Community Council			
Financial Report as at 4th April 2022			
		£	£
Cash Book			
Balance at 28th February 2022	Per Cash Book		49,084.57
Payments approved on 7th March 2022			
A Gowman	Salary and Expenses - February 2022 and backdated pay award	677.30	
Cardiff Council LGPS	LGPS Deductions - February 2022	215.59	
XLN (SO)	Broadband - March 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	
			2,133.62
	Balance as at 31st March 2022		46,950.95
Precept 2022/23			42,000.00
Items for Approval on 4th April 2022			
A Gowman	Salary and Expenses - March 2022	610.62	
Cardiff Council LGPS	LGPS Deductions -		

	March 2022	188.26	
XLN (SO)	Broadband - March 2022	82.73	
Signs Express	Replacement sign for railway park	288.00	
HMRC	PAYE - Qtr. 4 2021/22	444..64	
			1,169.61
Projected balances at 31st March 2022			87,781.34
Approved Expenditure Budget 2022/23		33,880.00	
Earmarked reserves		53,901.34	
Projected Balances in Hand at Year End			**87,781.34**
Notes		**£k**	
Projected year-end balance needed to cover: Election expenses - £5K Park Projects Reserve - £41k brought forward from 2021/22 plus £8k for 2022/23		49	

Appendix B

Budget Monitoring Report - Quarter 4 2021/22

	Outturn 2020/21	Approved Budget 2021/22	Position as at 31/03/22	Full Year Projection	Notes
	£	£	£	£	
RECEIPTS					
Precept	30750	33,733	33,733	33,733	
Bank Interest	46	-	33	33	
VAT Refund	1881	376		-	2 Years refunds due - chasing.
S106 monies		-			
Total Receipts	32,677	34,109	33,766	33,766	
PAYMENTS					
Clerk's salary & travel expenses	6109	7,000	10,167	10,167	Increase due to registration of SFCC into Cardiff Council pension scheme
Ground Rent	500	500	500	500	
Insurances	775	800	797	797	
One Voice Wales membership	0	300	882	882	21/22 and 22/23 Pre-paid
Village Association / Hall	921	1,200	974	974	
Xmas lights	0	1,000	4,054	4,054	
Environmental/Crime prevention	576	1,500	918	918	
Community projects	2900	5,000	10,002	10,002	£7.3k the spend to date in 2021/22 is in relation of the capital project fund - Westfield Park
Grants & donations	0	1,000	1,400	1,400	£1K from 20/21
Wreath, floral tributes, etc.	131	100	149	149	

Audit fees	292	500	160	160	
Chain of office	0	100	-	-	
Members' allowances and expenses	1764	3,000	1,850	1,850	
Conference / Training fees	264	1,000	745	745	
Office expenses	646	1,200	406	1,299	
Website			893		
Newsletters, social media,etc.	978	1,500	487	487	
Professional advice / NWCG costs/Translation Services	0	-	11	11	
Total Payments	15,856	25,700	34,395	34,395	
Surplus / Deficit(-)	16,821	8,409	-629	-629	
Balance brought forward from 2019/20	30,760				
Balance brought forward from 2020/21	47,581			47,581	
		Forecast balance at the end of the year		**46,952**	The budget was set to further accumulate funds for the 2 major Council projects at Westfield Park and Rhydlafar Park - £7.3k has been spent on these to date.

	St Fagans Community Council		
	Bank Reconciliation as at 31st March 2022		
		£	£
A	Balance per Bank Statement as at 31st March 2022		
	Current Account - Cater Allen		31,795.17
	Swansea Building Society (balance at 31st December 2021)		15,186.58
			46,981.75
	Outstanding Items		
B	Less Unpresented Items		
	Underpaid salary - December 2021	0.20	
	Cowbridge Allotment Society	23.50	
			23.70
C	Plus uncleared payments into bank		-
D	Petty Cash		-
E	**Balance in the cash book at 31st March 2022**		**46,958.05**