St. Fagans Community Council

Minutes of the Council Meeting held on Monday 9th May 2022 at 7.30 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), C Heyworth, F Lewis, C O'Brien,T Pallier
Apologies:	Councillor	J Griffiths
In Attendance:	Clerk	Mr A Gowman
Members of Public in attendance – confirmed on electoral register.		Mr S Mason Mr I Timbrell

Minute No. 5.22	
1	**Declarations of Interest** There were no declarations of interest.
2	**To Consider the Minutes of the Meetings of 4th April 2022** The minutes of the meeting of 4th April 2022 were approved following a correction to the declaration of interest item.
3 **3.1**	**Police Matters/Anti-Social Behaviour** Reference minute no. 4.22.3.1 - The clerk had circulated the following reply received form cabinet member Thorne on 4th May: "The Problem Solving Group was set up in January 2021 and consists of over 30 core attendees working together to identify and respond to areas where significant, or sustained, Anti-Social Behaviour, or criminal behaviour is occurring. Work undertaken by the group is specific and area based. Any area that is proposed must meet key criteria, as agreed upon by core attendees, before it can be considered in the Problem Solving Group. This criteria ensures we make best use of resources, across the multiple agencies, and to ensure that the work done in these areas is sustainable and the behaviour is less likely to re-occur. Significant work has been undertaken to date including, but not limited to, installation of SMART street lighting, installation of CCTV, youth diversionary activities, improved partnership working, community engagement opportunities, target hardening, and the

	implementation of new processes and procedures." The Clerk was instructed to write to Cabinet member Thorne to ask whether there are any statistics that you can share which the community council to enable an evaluation of the effectiveness of the problem solving group.
3.2	**Crime statistics** The following statistics and communication had been received from PCSO Davies *"Below are the crime figures from Feb-April 2022.* *I have been directed by the Local Policing Inspector Ben Davies to only provide a basic set format for crime figures going forward. Until recently we were providing different amounts of information for different areas.* *7 x Anti-social behaviour* *1 x off road bikes* *6 x neighbour related issues* *1 x drugs – 2 arrested for possession with intent to supply* *1 x burglary – theft of tools and metal from building site, no suspects identified* *4 x theft* • *3 x theft of vehicle – 1 x vehicle recovered; 1 x person arrested* • *1 x theft from vehicle – no suspects identified* *5 x damage* • *2 x damage to vehicle* • *3 x damage to property* *2 x fires - reported by fire service"* Members were disappointed to receive information via the PCSO that Inspector Davies had instructed the PCSO to provide the monthly statistical information in a form which did not enable SFCC to identify dates and locations of crimes committed in the community. The clerk was instructed to contact Inspector Davies to reinstate the information provided.
4	**Public Session** There were no members of public in attendance.
5	**Cooption of members** The 2 members of the public left the meeting for the discussion as it concerned their applications to be co-opted on to the council. Cardiff council had advised SFCC that following the election of 5th May the 3 vacant positions on SFCC can be filled by co-option. It was Resolved that, in order to be consistent with previous approaches and to offer fair opportunity to all in the community, the 2 applicants will have a meeting with the chairman, vice chairman and clerk with a subsequent recommendation to council dates to be arranged. The 2 applicants re-entered the meeting and the clerk advised them of the procedure to be

	followed, they then decided to leave the meeting.
6	**Community Projects**
6.1	**Rhydlafar**
6.1.1	Reference minute no. 4.22.5.1.1 the Clerk informed members that he had advised BL Groundworks that they were no longer required to undertake the works to Windsor Clive Drive railings as they did not seem to have the required capacity at present. This decision had been endorsed by members via email and it was Resolved to alter the approved contractor Kordels Civils and Buildings with the square edge posts option quoted at £4,607. The following budgetary implication was considered - there is £5,000 in the budget for community projects – £600 is already committed for the tree sculpture and £240 for the new sign in the park. It was Resolved to increase the budget for Capital Projects to £10,000.
6.1.2	In respect of the drainage issues affecting the surface of the play area in Rhydlafar Park members were advised that Cardiff council parks department were sourcing quotes for further survey work and members are hoping that the new members on the council will be asked to represent the community by recommended partnership funding for the project.
6.2	**Westfield Park** Cllr Pallier reported the “fire starting season” had started in the park.
6.3	**Trem Y Coed** Cllr Hughes reported that 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.
6.4	**The Village** Reference minute no. 1.22.6.4.1 (carved wooden train for the park by the railway line) the clerk reported that the sculptor had now completed the carving which has been temporarily moved to Cllr Lewis’ property. The train needs some wood hardener and fire resistant treatment and the clerk was instructed to purchase the required materials for this. A method for securing the train to the ground in the park was also discussed with Cllr O’Brien to liaise with the clerk.
6.5	**The Queen's Platinum Jubilee** The clerk was instructed to contact the maternity ward of the university hospital for Wales to identify any newborns between the dates of 2nd to 6th June to be offered one of the jubilee coins, the clerk will also post this on the facebook site.
7.0	**Planning**
7.1	Due to the timing of the election of 5th May and resultant lack of a constituted planning committee (until determined by the preceding annual meeting) there was no planning committee meeting. Hence Cllr Lewis, as the new (and previous) Chair of the planning committee, gave Members a verbal summary of the following applications which had been circulated to members as part of their pack for this ordinary council meeting.

SFCC Ref. No.	Application Number	Date	Location	Description
172	22/00434/MJR	15/03/22	Part 2 of Phase 2A, Plasdwr	Amendment to wording of condition 6 (Wildlife pond safety assessment) relating to the implementation and completion of the pond - previously approved under 19/03248/MJR
173	22/00532/DCH	30/03/22	12 Trem Y Coed	Single storey extension (orangery) to rear of residential property
174	PRAP/22/00012/MNR	07/04/22	St Fagans Waterworks	Proposed telecom upgrade installation: Proposed 20m high phase street pole c/w wraparound cabinet at base and associated ancillary works
175	21/02297/MJR	13/04/22	Part 2 of Phase 2A, Plasdwr	Discharge of condition 19 (Construction environmental management plan) of 14/02157/MJR
176	20/01345/MJR	19/04/22	Plasdwr	Discharge of condition 44 (District centre design code) of outline planning permission 14/02733/MJR
177	22/00830/MNR	26/04/22	Part 1 of Phase 2A, Plasdwr	Discharge of condition 4 (Play area design and maintenance) of 18/01184/MJR

It was Resolved to make no comments on the above applications.

The following planning decisions were noted:

Ref. No.	Application Number	Decision Date	Location	Description	CCC Decision
93	22/00404/MJR	07/04/22	Phase 2, Plasdwr	Discharge of conditions 51 (Ground gas assessment and mitigation measures) and 52 (Land contamination A:Risk Assessment) of outline application 14/02733/MJR	Full Discharge of Condition
94	22/00210/MJR	08/04/22	Parcel 2 and 4 Plasdwr	Partial discharge of condition 62 (Archaeology) of outline planning permission 14/02733/MJR in respect of parcel P2 of phase 2A (Area covered by reserved matters application 22/00133/MJR, Pendown infrastructure (Area covered by reserved matters application 22/00136/MJR) and parcel 4 of phase 2A	Partial discharge of conditions

	95	22/00434/MJR	05/04/22	Part 2 of phase 2A	Amendment to wording of condition (wildlife pond safety assessment) relating to to the implementation and completion of the pond- previously approved under 19/03248/MJR	Permission be granted
	96	22/00300/MJR	11/04/22	Land North and South of Llantrisant Road	Discharge of condition 17 (Trees) of outline planning permission 14/02157/MJR	Full Discharge of Condition

7.2 Cllr Lewis advised members that the Cardiff Replacement LDP leaflet prepared by The Radyr and Morganstown Local Development Group had been distributed in areas to the north of the SFCC area.

7.3 **Proposed re-location of Pentyrch Surgery to Rhydlafar**

The clerk was instructed to check on the latest progress in respect of the proposed Pentyrch surgery re-location to Rhydlafar by contacting the community health council and also to establish whether they were aware of the granting of the stopping order.

8 **Environmental Matters**

8.1 **Highways Matters**

Cllr Lewis reported that she had contacted Cardiff Council again about the spelling errors on new street signs that they had installed in the village by Cardiff Council.

Members noted the reply received from Cardiff council concerning SFCC's discontent with the poor state of the highways across the council's area, an issue which will be taken up with the new council members. In respect of the dangerous parking which regularly occurs in the village Cllr O'Brien confirmed that he had drafted a plan of options which he would circulate to members for their consideration.

Cllr Hughes reported that he had tried to clear the blocked drains on Michaelston Road, he also reported traffic light timing issues at the junction of Falconwood Driver and Michaelston Road.

In respect of contact from a local resident in the village complaining about dangerous traffic and fuel emissions from lorries it was resolved to take up these issues with the new members. It was also suggested that if she could identify number plates of offending vehicles they could be passed on to the police.

8.2 **Streets cleaning/Litter**

Cllr Lewis confirmed that she would circulate some dates for the next litter pick.

9 **One Voice Wales**

Cllr Hughes confirmed that he is waiting for the minutes of the last OVW meeting which will be circulated. The next area committee meeting is on 10th June.

10 Correspondence

The following items of correspondence were noted.

Ref	Date	Item
1	21/4/22	Channel 4 Series E-Mail
2	22/4/22	OVW - Wales Nature Week
3	22/4/22	Standards and Ethics Committee - Members Briefing - April 2022
4	25/4/22	OVW - Celebrating rural Wales event - 9th and 10th June 2022
5	29/4/22	E-mail from resident (LM) - request for Japanese Knotweed survey
6	25/4/22	e-Mail from Cardiff Council re: treatment of Japanese Knotweed on private land

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 9th May 2022 (Appendix A) with the following payments being approved:

Payee	Item	£
A Gowman	Salary and Expenses - April 2022 - **Note 1**	599.82
Cardiff Council LGPS	LGPS Deductions - April 2022	188.26
XLN (SO)	Broadband - April 2022	82.73
Vision ICT	Website hosting and support to 31st July 2022	72.00
The Radyr and Morganstown Association	Planning Flyer	45.00
J Howell	Internal Audit Fee 2021/22	175.00

12.3 **Receipts and Payments Account 2021/22**

Members noted the above receipts and payments account for 2021/22.

12.4 **Internal Audit Report and Annual Return to Audit Wales for the Year Ended 31st March 2022**

The clerk had received and circulated the report of the internal auditor and the annual return with the internal auditor's certificate. It was Resolved to approve both documents and the chairman confirmed that he would sign the annual return as required.

12.5 **Payments to Members 2022/23**

The clerk drew attention of members to the previously circulated report of the Independent Remuneration Panel 2022 in relation to Payments to Members for 2022/23 (the relevant sections from the Annual Report, Table 12 on Page 54 summarising the decisions required by Council). Members were asked to consider their personal intentions in respect of Determination 44 which they can choose to decline in part or full (see section 13.7 page 47) and if they wish to do this they will need to advise the clerk in writing – an email will suffice.

Members were also advised that they were required to consider the following in respect of Senior Roles (SFCC is in Group 4 as we have 2,777 registered voters as at 1st May 2022):

Senior roles (Determination No. 45)

Per section 13.17, page 49 and table 11 on page 53 – Council is required to determine the number of senior role allowances to be paid (maximum of 3) and what roles they are applied to.

it was Resolved to set two allowances at £500 each for the senior roles for 2022/23 as follows:

- Cllr Lewis for the work involved in Chairing the Planning Committee and representing the Council on the North West Cardiff Group;
- Cllr Hughes for the work involved as the Council's representative on One Voice Wales

The Chairman's Allowance for 2022/23 was set at £400.

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12.6 **Budget 2022/23**

The budget for 2022/23 was approved in January 2022 and was attached for member information. Factors occurring since the budget was set which needed to be considered were:

- The invoice for 2021/22 for the Christmas lights - £4,054 – need to increase budget provision for 2022/23 to £4,500.
- The decision in minute no. 5.22.6.1.1 above to increase the community projects budget to £10,000.
- Reduce the budget provision of £3,600 for election costs – the clerk had received a revised estimate of £1,300 to reflect the fact that an election was not required –

	decrease provision by £2,300. He was instructed clarify the estimate was so high given that no election was actually required and that previously it was thought that in these circumatnces no charge had been made. It was Resolved to approve the above adjustments to the budget.
12.7	**Insurance Policy** The current insurance policy with Zurich Insurance expires on 31st May 2022 and the clerk confirmed that he would be obtaining quotes based on the increase in council assets of £8k, an increase in cover for the contents of the village hall from £41k to £51k and also an estimate of the re-build cost of the hall. The current re-build cover is £278k but this likely to be significantly more now. The VHA had submitted their estimate as follows: *"A browse on the internet did not prove to be all that useful. However one site which appears to list public sector buildings shows a new build fee for buildings such as the hall of £2,180 per sq. The floor area of the hall is 208 sq. m. This would give a new build cost of £453, 440. If the hall was damaged then we would incur demolition and clearance fee . A pure guess of £50,000. Then we must allow for professional fees. Once again a guess but somewhere near £ 30,000. Total say £533,440. That is today, however given the world we live in we must take into account the well -publicised inflation in building material prices and labour Say we allow 10% of the build cost, £40,000 . This would give a total estimated replacement cost of c£573,000 for the hall."* The clerk proposed that council authorise the clerk to seek revised quotes from at least 3 insurers and, having utilised the experience in insurance matters, of Cllr Hughes to arrange appropriate cover. It was Resolved to approve this proposal.
13	**Council Website/Other Council Communication/Policies**
13.1	Newsletter – the clerk confirmed that his will now be over 4 pages A4 and should be printed by the end of the week ended 27th May.
13.2	The clerk reported that he now had the administration access to the council's facebook site and that the new website was being updated regularly as he acquired the skills in using the wordpress software..
14	**Local Government Election 5th May 2022** The clerk was instructed to contact each of the new Cardiff councillors for the new electoral area of Pentyrch and St Fagans to congratulate them on their election result and to invite them to work in partnership with SFCC for the betterment of the community, he is to invite them to attend SFCC meetings.
15	**Attendance** Members noted the members' attendance report
16	**Date and Time of Future Meetings** The Clerk had provided a 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. It was Resolved to return to Hybrid meetings with effect from June. The next meeting will be held, subject to village hall availability on 9th June 2022 with the clerk confirming that he would explore improvement s in the sound quality of the meeting for those attending remotely.

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

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

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Appendix A

St Fagans Community Council			
Financial Report as at 9th May 2022			
		£	£
Cash Book			
Balance at 31st March 2022	Per Cash Book		46,965.42
Precept 2022/23			42,000.00
Balance at 1st April 2022			88,965.42
Payments approved 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	
			1,614.25
	Balance as at 30th April 2022		87,351.17
Items for Approval on 9th May 2022			
A Gowman	Salary and Expenses - April 2022 - **Note 1**	599.82	
Cardiff Council LGPS	LGPS Deductions - April 2022	188.26	
XLN (SO)	Broadband - April 2022	82.73	
Vision ICT	Website hosting and support to 31st July 2022	72.00	
The Radyr and Morganstown Association	Planning Flyer	45.00	
			2,602.06
Projected balances at 31st May 2022			84,749.11
Approved Expenditure Budget 2022/23		33,880.00	
Budget spent to date		4,216.31	
Projected Balances in Hand at Year End			**50,869.11**
Notes			
Clerk's salary paid at scale 11 (scale for 2021/22) pending performance appraisal			