

St. Fagans Community Council

Minutes of the Council Meeting held in the village hall and also remotely via zoom on
Monday 9th January 2023 at 7.00 pm

Present:	Councillors	J Hughes (Chair), J Griffiths, F Lewis, C O'Brien B Devonald (from item 2)
Apologies:	Councillors Cardiff Councillors	B Pathak C Brown-Reckless, R Livesey
In Attendance:	Clerk Cardiff Councilor	Mr A Gowman
Members of Public in attendance – confirmed on electoral register.		There were no members of the public in attendance

Min. No. 1.23	
1	Declarations of Interest There were no declarations of interest.
2	Co-Option to Vacancies It was unanimously Resolved to co-opt Bethan Devonald to the council who was then admitted to the meeting in that capacity.
3	To consider the minutes the ordinary council meeting of 5th December 2022 The minutes of the meeting held on 5 th December 2022 were approved following one minor correction, there were no matters arising which were not covered elsewhere on the agenda.
4	Finance
4.1	Financial Requests There were no requests for this period.
4.2	Approvals Members scrutinized the financial report of 9 th January 2023 Appendix A) with the following payments being approved:

	Payee	Item	£
	A Gowman	Salary and Expenses - December 2022	510.20
	Cardiff Council LGPS	LGPS Deductions - December 2022	208.40
	A Gowman	Reimbursement Renewal of domain name	132.00
	XLN (SO)	Broadband - January 2023	89.87
	Cardiff Council	First instalment (50%) of Rhydlafar Park survey work undertaken by Cambria	1,470.00
	Cardiff Council	Half of cost for work at Windsor Clive Drive - Wooden Barrier	4,303.94
	Allens Printers Ltd	Winter 2022 Newsletters	298.00
	HMRC	PAYE and NI - October to December	1,316.36
			8,328.77
4.3	To receive the Budget Monitoring Report – Quarter 3 - 2022/23 The budget monitoring report – Quarter 3 2022/23 (Appendix B) was scrutinised and the following virements approved: Increase the other income from £150 to £500; Increase the budget for the village hall from £1,200 to £1,520.		
4.4	To consider the budget for 2023/24 Members considered in detail the draft budget and supporting report as circulated by the Clerk. It was Resolved to approve the budget (with supporting notes) as shown in Appendix C with the setting of a precept of £47,000. Members noted that the Council Tax Base Band D equivalent for St Fagans for 2023/24 is £1,941an increase of 6.19% compared to 2021/22, which reflects the significant increase in the number of properties in the community's area.		
5	Public Session There were no members of public in attendance.		
6	Community Projects		
6.1	Rhydlafar In respect of the drainage issues affecting the play surface of Rhydlafar Park (reference minute 09.22.6.1) the Clerk confirmed that he is still awaiting definitive costed options from Cardiff which SFCC can consider but that communication with the parks was actively on-going.		
6.2	Westfield Park The Clerk reported that despite some teething problems the Christmas lights on the tree in Celadine Road had been operational, the Clerk was instructed to contact Centregreat to discuss the issue of the reliability of all council's christmas light installations.		

6.3	Trem Y Coed Per minute 09.22.6.3 Cllr Hughes reported that he continues to chase Adam Spiller of Persimmon Homes to undertake the outstanding works. The Village
6.4	The Clerk reported that he had arranged to take delivery of the 2 jumbo bags of chippings to top up the surface of the park on 13 th January.
6.5	Community Orchard Reference minutes 11.22.7.5. the clerk reported that he is still awaiting clarification from Cooke and Arkwright on the following: “The Trustees can provide the lease, however as this will need to be dealt with as a Deed, it must be drafted by a solicitor, and they may expect the CC to cover their costs in doing so. I expect this to be in the region of £1,200 plus VAT.”
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 9 th January 2023.
8	Environmental Matters
8.1	Highways Matters Concern was expressed that the condition of the highways and pavements across the community was in general decline. The Clerk was instructed to contact the Director of Transport and Strategic Planning to register the council’s concern about the poor condition and lack of maintenance of the highway on Michaelston Road. The clerk was also instructed to invite the cabinet member for transport and strategic planning for a site visit to witness for himself the risk to the health and safety of both motorists and pedestrians at various locations in the village.
8.2	Streets cleaning/Litter Cllr Lewis reminded members noted that the next litter pick is 15th January 2023.
9	Council Website/Other Council Communication/Policies
9.1	The Clerk reported that the winter newsletters were delivered or posted to 1,509 properties, he also confirmed that Cardiff council were estimating that there will be a further 40 completed properties by the end of this financial year.
10	Village Hall There were no updates.

11	One Voice Wales Cllr Hughes reported on issues discussed at the most recent area committee meeting and reminded members about the excellent training course programme being offered by OVW.																								
12	Training Plan Reference minutes no. 12.22.12 members were reminded about the training and to this end the Clerk asked members to consider their personal needs to be able to populate the Learning and Development Plan template and, to assist with this, he confirmed that he had sent out OVW's training course programme.																								
13	Correspondence 13.1 The following items of correspondence were noted. <table><tr><th>Ref</th><th>Date</th><th>Item</th></tr><tr><td>1</td><td>08/12/2022</td><td>One Voice Wales - Bwletin Newyddion / News Bulletin</td></tr><tr><td>2</td><td>08/12/2022</td><td>Environmental Protection (Single-use Plastic Products) (Wales) Bill</td></tr><tr><td>3</td><td>09/12/2022</td><td>Electoral Administration and Reform - deadline 10th January 2023</td></tr><tr><td>4</td><td>14/12/2022</td><td>E-Mail from a resident - KJ - re: 20 mph speed limit and other highways issues</td></tr><tr><td>5</td><td>15/12/2022</td><td>E-Mail from Cllr Livesey - to KJ (Item 4 above)</td></tr><tr><td>6</td><td>18/12/2022</td><td>E-Mail from a resident - SD - re: road safety on Michaelston Road</td></tr><tr><td>7</td><td>20/12/2022</td><td>E-Mail from Cllr Brown-Reckless re: e-mail from SD - (Item 6 above)</td></tr></table> The Clerk reported that the response to the draft report of the IRP for 2023/24 has been sent. 13.2 To consider a communication made to Cllr Hughes from Helen Lloyd Jones Reference minute no. 12.22.13.2 the Clerk confirmed that he had communicated council's decision to support her proposal.	Ref	Date	Item	1	08/12/2022	One Voice Wales - Bwletin Newyddion / News Bulletin	2	08/12/2022	Environmental Protection (Single-use Plastic Products) (Wales) Bill	3	09/12/2022	Electoral Administration and Reform - deadline 10th January 2023	4	14/12/2022	E-Mail from a resident - KJ - re: 20 mph speed limit and other highways issues	5	15/12/2022	E-Mail from Cllr Livesey - to KJ (Item 4 above)	6	18/12/2022	E-Mail from a resident - SD - re: road safety on Michaelston Road	7	20/12/2022	E-Mail from Cllr Brown-Reckless re: e-mail from SD - (Item 6 above)
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14	Police Matters/Anti-Social Behaviour 14.1 Members noted the following crime statistics for November as supplied by South Wales Police and re-iterated the council's on-going dissatisfaction with the quality and usefulness of the crime statistics being supplied and the reasons given to the council for the lack of detail required to render them meaningful. 01/11 - damage - youths damaging Halloween decorations - no suspects identified 08/11 - suspicious incident - male looking into car windows - no suspects identified 09/11 - anti-social behaviour - possible drug dealing - enquires ongoing 11/11 - damage - damage to motor vehicle - enquiries ongoing 28/11 - theft - theft of package from door step - no suspects identified																								
15	Attendance Members noted the members' attendance report																								

16

Date and Time of Future Meetings

2023
6th February
6th March

Meetings to continue face to face and also via zoom and to start at:

Planning Committee – 6.30 pm
Ordinary Council – 7.00 pm

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

Confirmed as a correct record:

Dated: 6th February 2023

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St Fagans Community Council			
Financial Report as at 9th January 2023			
		£	£
Cash Book			
Balance at 30th November 2022			78,437.46
Items Approved on 5th December 2022			
A Gowman	Salary and Expenses - November 2022 plus backdated pay award	647.13	
Cardiff Council LGPS	LGPS Deductions - November 2022	323.04	
XLN (SO)	Broadband - December 2022	89.87	
Cooke and Arkwright	Ground Rent - 25/12/22 - 24/3/22	125.00	
Defib World	Replacement Charge Pack - Rhydlafar	140.00	
Little Haven Nursery	Electricity for Defibrillator - Rhydlafar	30.00	
	Total		1,355.04
	Balance as at 31st December 2022		77,082.42
Items for Approval on 9th January 2023			
A Gowman	Salary and Expenses - December 2022	510.20	
Cardiff Council LGPS	LGPS Deductions - December 2022	208.40	
A Gowman	Reimbursement Renewal of domain name	132.00	
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Cardiff Council	Half of cost for work at Windsor Clive Drive - Wooden Barrier	4,303.94	
Allens Printers Ltd	Winter 2022 Newsletters	298.00	
HMRC	PAYE and NI - October to December	1,316.36	
	Total		9,683.81
Projected balances at 31st January 2023			67,398.61
Approved Expenditure Budget 2022/23		38,950.00	
Budget spent to date		25,189.19	13,760.81
Projected Balances in Hand at Year End			53,637.80

Appendix B

Budget Monitoring Report - Quarter 3 2022/23										
	Outturn 2021/22	Approved Budget 2022/23	Position as at 31/12/22	Full Year Projection	Notes - May Meeting	Adjustments made in May	New Budget	Notes - January meeting	Adjustments in January	New Budget
					Approved Budget Amended 9th May 2022					
	£	£	£	£		£	£		£	£
RECEIPTS										
Precept	33733	42,000	42,000	42,000			42,000			42000
Bank Interest and Other Income	40	50	417	450			50	£250 from Network Rail £100 Cater Allen Bank Compensation	400	450
VAT Refunds		483	3,305	3,305	2 Years refunds now received - adjust budget	2,822	3,305			3,305
S106 monies		-					-			-
Total Receipts	33,773	42,533	45,722	45,755			45,355			45,755
PAYMENTS										
Clerk's salary, HMRC, Pension & travel expenses	10287	11,000	8,309	11,000			11,000			11,000
Ground Rent	500	500	375	500			500			500
Insurances	797	800	860	860	Adjust budget	60	860			860
One Voice Wales membership	882	420	-	420	21/22 and 22/23 Pre-paid		420			420
Village Association / Hall	975	1,200	1,119	1,520			1,200	Rates 22/23 = £316.99 - not in 21/22 due to COVID	320	1,520
Xmas lights	0	4,500	-	4,500	Not billed in 2021/22	4500	4,500			4,500
Environmental/Crime prevention	918	1,500	244	1,500			1,500			1,500
Community projects	14056	10,000	1,378	10,000	Train sculptor/park sign (still to be installed). Commitments: - Windsor Clive Drive - £3,587 - Rhydlafar Drive Survey - £2,450		10,000			10,000
Grants & donations	1400	1,000	-	1,000			1,000			1,000
Wreath, floral tributes, flags etc.	149	100	290	100			100			100
Audit fees	160	500	175	500			500			500
Chain of office	0	-	75	75	Bill received - £75 - Adjust budget	75	75			75
Members' allowances and expenses	1850	2,750	1,700	2,750			2,750			2,750
Conference / Training fees	745	1,000	144	1,000			1,000			1,000
Office expenses	286	500	334	500			500			500
Website	893	500	172	500			500			500
Newsletters, social media, etc.	487	1,000	285	1,000			1,000			1,000
Professional advice	0	1,000	-	1,000			1,000			1,000
Election Costs	0	1,300	-	-	Cardiff Council confirmation - no recharge. Adjust budget.	-1300	-			-
Translation Services	11	500	-	500			500			500
Section 137			45	45	Contribution to Radyr and Morganstown LDP leaflet printing - adjust budget	45	45			45
Total Payments	34,396	40,070	15,505	39,270		6,157	38,950			39,270
Surplus / Deficit(-)	- 623	2,463	30,217	6,485			6,405			6,485
Balance brought forward	47,581			46,958						
Balance carried forward	46,958									
		Forecast balance at the end of the year		53,443	The budget was set to further accumulate funds for the 2 priority Council projects at Westfield Park and Rhydlafar Park					

DRAFT BUDGET 2023/2024		
	2023/24	Notes
	£	
RECEIPTS		
Precept	47,000	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	1,155	Interest on investments - £35k @ 3.3%
VAT Refund for 2022/23	1,337	Current cash book plus estimated to year end
Total Receipts	49,492	
PAYMENTS		
Clerk's salary and pension, HMRC payments & travel expenses	12,361	Assumes pay award for 2023/24 of 2%
Ground Rent Village Hall	500	
Insurances	900	
One Voice Wales membership	500	
Village Association / Hall	1,200	
Xmas lights	9,000	New lights for Trem Y Coed, Cae St Fagans, and Maes Y Deri estates
Environmental/Crime prevention	1,500	
Community projects	5,000	
Grants & donations	1,000	
Wreath, floral tributes, etc.	100	
Audit fees	600	Full audit fee for 2021/22 due from Audit Wales under their new regime - as yet unknown.
Members' allowances and expenses	2,750	Assumes full take up - 9 x £156 plus £400 Chairman's allowance and 2 x £500 senior role allowances - Expenditure in 2022/23 to date in is £1,700.
Conference / Training fees	1,000	Training courses for new and existing members - may become mandatory.
Office expenses	500	
Website	500	
Newsletters, social media, etc.	1,500	
Professional advice/legal fees	2,750	Possible land transaction - £1.5k and Community Orchard provision £1,250 (yet to be resolved)
Election Costs	-	
Translation Services	100	Occasional translation of Council documents
Total Payments	41,761	
Surplus / Deficit (-) for year	7,731	To be transferred to the Capital Projects Reserve - see below.
Projected Balance at start of year	53,000	
Balance at end of year	60,731	
5 Year Financial Plan Set up in 2019/20 - Updated		
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	Consultation exercise required to confirm wishes of local residents
Total	110,000	
Section 106 Funding Confirmed as available for Westfield Project	13,480	Unconfirmed
Finance Required	96,520	
Five Year Projection	£	
Income	49,492	
Fixed Costs	41,761	
Annual Surplus	7,731	
5 Years of surpluses	38,655	
Add Start Up Reserve	25,000	
Total Funding Available at Year 5	63,655	
Capital Funding Shortfall	32,865	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.		