St. Fagans Community Council

Minutes of the Council Meeting held in the village hall and remotely via zoom on Monday 5 August 2024 at 7.00 pm

Present:	Councillors	C O'Brien (acting Chair), F Lewis, J Hughes, C Lewis, P McCarthy
Apologies:	Councillors Cardiff Councillors	A Rao - holiday, B Pathak - holiday R Livesy A Gibson
In Attendance:	Clerk Councillors (via Zoom) Cardiff Councillor (via Zoom)	H Dyer J Griffiths, B Devonald C Reckless-Brown

Min.No 08-24	**Meeting started at 19:04 due to technical issues with Zoom**
1	
1.2	**Co-option of Candidate** The council proposed, seconded, and voted unanimously to co-opt Paul McCarthy as a community councillor. The declaration of acceptance of office was signed by Cllr McCarthy and witnessed by the clerk.
2	**Declarations of Interest** No declarations of interest were made.
3	**Minutes of ordinary council meeting held 1 July 2024** RESOLVED to approve the draft minutes, with a minor manual amendment to an incorrect date.
4	**Matters arising from the minutes – not covered by this agenda**
4.1	**Bin collection:** Issues with bin collection remain unresolved. **Action: Clerk to follow up**
4.3	**Post Box:** The post box has been stolen. **Action: Clerk to write to Royal Mail re replacement**
5	**Finance:**
5.1	**Requests for financial support:** No requests for financial report were received.
5.2	**Monthly Payment Approvals:** Members scrutinised the financial report of 5 August (appendix A - amended) with the following payments being approved:

Payee	Item	Amount
H Dyer	Salary and expenses for July, plus additional hours (April to June inclusive)	1,685.90
Cardiff Council Pension Fund	Pension contributions (EE & ER) for July	463.80
Cllr J Hughes	Allowance, Senior role payment, Expenses	708.00
Cllr A Rao	Allowance	208.00
Cllr F Lewis	Allowance, Senior role payment, Expenses	708.00

Daisy Communications (XLN) (DD)	Broadband for July	109.11
Cllr J Hughes	Travel expenses	28.60
Cllr A Rao	Reimbursement for Play in the Park Event equipment	47.15
SLCC	Membership for clerk 2024-2025	183.00
Audit Wales	Audit fee (full audit for 2021-2022)	1,100.00

5.3 Cashbook and bank reconciliation

The cashbook and bank reconciliation were scrutinised and approved as correct.

5.4 Financial Software

The clerk asked the council for permission to investigate specific financial software for the council as there is duplication involved in the bookkeeping which if streamlined could potentially lead to savings in time. Discussed and agreed that the investigation could take place; however, it may be that this could be resolved with the assistance of Cllr JG who offered to help with creation/ amendment of Excel sheets and Cllr JH who suggested speaking with Paul, OVW.

Action: Clerk to investigate and report back

6 Updates from Cardiff Councillors:

Cllr C Reckless-Brown

- Discussed and collected views on the new refuse recycling scheme and associated issues
- Working as part of the Economy Committee – looking at big projects
- Working on standards & ethics with particular interest in preserving free speech
- Discussed S.106 and proposals for spending the funds which have now been released – pressure being received from Cardiff Council to spend the funds

Due to time constraints, the meeting on S.106 had to be truncated. Cllr CBR left meeting at 19:50.

Action:

Cllr COB to advise Cllr CRB if the refuse is not collected as scheduled this week

Cllr CBR to send copy of table detailing S.106 ideas to the clerk

Clerk to write and confirm views of the Community Council to Cllr CBR and enquire as to whether there is anything else we need to do

Cllr R Livesy – report submitted

Cllr Gibson – notes submitted

7 Policy review

- Adoption of the policy for working with volunteers was proposed, seconded, and unanimously accepted. Brief discussion on ensuring that volunteers who arrange their own litter picks are registered with KWT or work with the council to ensure that they are covered by insurance. Article to be included in newsletter.
- Amendments to risk were accepted with no amendments to be made

Action:

Clerk to include item in newsletter regarding litter picking/ sole working

Clerk to print volunteer policy and risk documents to be signed by Chair on his return

8 Community Projects

8.1 S.106

The main discussion regarding S.106 took place with Cllr CBR (see above). Once plans completed, clerk to write to SG to meet with officers for advice.

Discussion about the church's plans for additional facilities.

Action:

Cllr COB to complete plan with information discussed

Clerk to write to SG once plans completed

	Cllr FL to speak with Ceri regarding the Church's plans
8.2	**Rhydlafar** The repaired sink hole at Rhydlafar is currently holding; however, it does appear to be cracking. The repair will continue to be monitored. Parks with Cllr JH, and Cllr BD in attendance, visited the park and agreed work to be carried out to cut vegetation back from the pathways. Grass cutting carried out in the park – consideration still to be given to weed spraying. **Action: Cllr FL is meeting with Lawn & Weed Expert (formerly Taylor Total Weed Control) on Tuesday to obtain costs.**
8.3	**Westfield Park** Works have been carried out at Westfield Park – nothing to report. Questionnaire to be resent by clerk for approval and printing. **Action:** **Clerk to forward questionnaire for approval** **If approved, clerk to have questionnaires printed**
8.4	**Trem Y Coed** Meeting regarding the wetlands/ wildlife area took place - plans in place. Discussed signage and seating – potential for the community council to contribute, working with the management company to provide information about actions being taken to preserve wildlife.
8.5	**Cae St. Fagans** Progress with transition from management company still not known, but monies are not yet being collected. No major issues at present. Noticeboard for the park area to be agreed with management company. **Action:** **Cllr PMcC to ascertain current position with the handover of the site** **Clerk to contact management company about potential citing of noticeboard**
8.6	**Maes Y Deri/ Goitre Fach** No updates. Awaiting works to commence to kick about area.
8.7	**The Village (including the park by the railway line)** Some rhubarb available in the park for people to help themselves. Problem continues with inability to water plants, exacerbated following theft of water butts. Discussion already held, and money budgeted, for irrigation system. Delivery of the raised beds package expected on Wednesday. Refuse continually left uncollected at the park. **Action: Clerk to write to waste management at Cardiff Council**
8.8	**Michaelston Road Area** Cllr JH advised that the request for a mirror at the cottages was omitted from the discussion with Cardiff Council. Road narrowing signs obscured again Burning has again been noticed by residents (mostly on Sundays) – no details provided **Action:** **Clerk to raise subject of a mirror to ease entry onto Michaelston Road from the cottages** **Clerk to raise with Cardiff Council** **Cllr COB to post to FB regarding environmental reporting**
9	**Public Session** There were no members of the public present.

10	**Planning** *Planning matters are considered by the planning committee which will have met immediately before this meeting.* Cllr FL provided an update of planning applications and permissions granted.
11	**Environmental Matters**
11.1	**Highways** Cllr COB provided an update regarding his meeting with MS MD. The council discussed his plan for a way forward – unanimously agreed. Responses (piecemeal) sent from various offices under the control of Andrew Gregory discussed. **Action:** **Clerk to write to Cllr De'Ath and cc MS MD** **Clerk to send e-mail noting appreciation of MS MD's time and effort on the community's behalf** **Clerk to write to the newly elected MP for the constituency to suggest a meeting and bring him up to date with the issues being faced** **Clerk to draft a response to Kevin Morgan regarding the road closure/ opening without warning and to request prior notification or road closures to allow symbiotic working in safety, and circulate for approval**
11.2	**Street Cleaning/ Litter** Future litter picking days set for 31/08/24 and 28/09/24 (September to tie in with The Big Clean, Keep Wales Tidy event)
11.3	**Flooding** Waiting prolonged rain to carry out inspections.
11.5	**Biodiversity** Orchard project to begin in earnest now a volunteer policy has been agreed. Awaiting outcome of application for orchard pack. **Action:** **Cllr JG to contact neighbour who was keen to be involved, especially in an advisory capacity** **Cllr COB to e-mail potential dates**
12	**Council Communications and Events** Draft newsletter to be worked on next week with a view to getting it published ASAP. **Action: Clerk to draft the newsletter**
13	**Village Hall** All going well, with bookings steady. Enthusiastic about potential for solar panels from S.106 funding.
14	**One Voice Wales (OVW)** Report from Cllr JH circulated within the clerk's report. All seems to be proceeding well.
15	**Correspondence** RTA reported – discussed. No improvements that anyone is aware of. **Action: clerk to respond with thanks for the incident being reported**
16	**Police Matters/ Anti-Social Behaviour** June and July's figures reviewed.
17	**Attendance Statists** No issues.
18	**Date and Time of Future Meetings** The next meeting will be held on Monday 2 September 2024 at 7pm. **2024** 2 September 7 October

		2 December **2025** 6 January 3 February 3 March 6 April 12 May	

The Chair thanked everyone for their attendance and the meeting closed at 21.00.

St Fagans Community Council			
Financial Report as at 5 August 2024			
		£	£
Current Account	**Balance at 1 July 2024**		**53,867.37**
Swansea Building Society			**70,000.00**
		Cash Book Total:	**123,867.37**
Items Approved on 1 July 2024			
H Dyer	Salary and expenses for June	946.31	
Cardiff Council Pension Fund	Pension contributions (EE & ER) for June	204.26	
Daisy Communications (XLN) (DD)	Broadband for June	109.11	
Cllr F Lewis	Chair's Allowance for 2023/2024	500.00	
HMRC	Quarterly PAYE/ NI	27.66	
Cllr J Hughes	Travel expenses 21/06/24 - Builth Wells + 2 passengers	74.00	
One Voice Wales	Training for Cllr BD - 05/06/24 & Cllr BP - 03/06/24 - invoice numbers: 8110 & 8082	80.00	
Lawn & Weed Expert (formerly Taylor Total Weed Control Ltd)	Weed spraying St. Fagans Park 10/06/24 - invoice no: 83666	108.00	
Cllr A Rao	Reimbursement of expenses for Play in the Park Events	253.10	
	Total Of Approved Items	**2,302.44**	
Receipts up to 30 June 2024			
Swansea Building Society	Interest		231.73
	Balance at 31 July 2024		**121,796.66**
Items for Approval on 5 August 2024			
H Dyer	Salary and expenses for July, plus additional hours (April to June inclusive)	1,685.90	
Cardiff Council Pension Fund	Pension contributions (EE & ER) for July	463.80	
Cllr J Hughes	Allowance, Senior role payment, Expenses	708.00	
Cllr A Rao	Allowance	208.00	
Cllr F Lewis	Allowance, Senior role payment, Expenses	708.00	
Daisy Communications (XLN) (DD)	Broadband for July	109.11	
Cllr J Hughes	Travel expenses	28.60	
Cllr A Rao	Reimbursement for Play in the Park Event equipment	47.15	
SLCC	Membership for clerk 2024-2025	183.00	
Audit Wales	Audit fee (full audit for 2021-2022)	1,100.00	
	Total	**5,241.56**	
	Projected balance at 30 August 2024		**116,555.10**
Approved Expenditure Budget 2024/2025		43,872.00	
Budget Spent as at 31 July 2024		4,655.85	
Unspent Budget 2024/2025 as at 31 July 2024		39,216.15	
	Projected Balance in Hand at Year End		**72,683.10**

Confirmed as a correct record: Dated: **2 September 2024**

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Councillor John Griffiths
Chair