St. Fagans Community Council

Minutes of the Council Meeting held in the village hall and remotely via zoom on Monday 7 April 2025 at 7.00 pm

Present:	Councillors	J Griffiths (Chair), F Lewis, C O'Brien, J Hughes, B Devonald, C Lewis, P McCarthy
Apologies:	Councillors Cardiff County Councillors	P McCarthy, A Rao C Brown-Reckless
In Attendance:	Clerk	H Dyer

Min.No 04-25	
1	**Declarations of Interest** Cllr FL declared an ongoing interest and completed the appropriate form.
2	**Minutes of ordinary council meeting held 3 February 2025** RESOLVED to approve the draft minutes without amendment.
4	**Matters arising from the minutes – not covered by this agenda** Recent fires in the area came very close to properties on Michaelston Road. **Action:** **Clerk to post to Facebook page**
5	**Finance**
5.1	**Requests for financial support:** Requests received from St. Fagans Cricket Club (looking for support in principle), Llangollen International Eisteddford, Teenage Cancer Trust, Marie Curie Wales. RESOLVED to provide in principle support for the cricket club (depending on amount and meeting our grant criteria) and to donate £100 to Llangollen International Eisteddfod. **Action:** **Clerk to notify cricket club** **Clerk to prepare donation** **Clerk to respond to other requests**
5.2	**Monthly Payment Approvals:** Members scrutinised the financial report of 7 April 2025 (appendix A) – which includes payments delayed from March - with the following payments being approved:

Payee	Item	Amount (£)
H Dyer	Salary & expenses for February	894.99
Cardiff Council	Pension contributions (EE & ER) February 2025	214.75
BT (DD)	Broadband for February	35.94
Planning Aid Wales	Training - Councillor JH	50.00
Cooke & Arkwright (SO)	Ground rent 25/03/25 - 23/06/25	125.00
One Voice Wales	Training - Council PMcC	40.00
Andy Gowman	Write off payment of £50.00 due (cashbook entries 2023 and March 2025).	50.00
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Lawn & Weed Expert	Weed spraying St. Fagans Park - March 2025	108.00
SLCC Enterprises Ltd	Training course for Cllr JH - Ethical Frameworks 14/05/25	78.00
A Rao	Reimbursement of equipment, accessories and printing for Plant Giveaway event in Westfield Park	202.65
Allens Printers Ltd	A5 Flyers for public meeting 20/03/25	117.00
C O'Brien	Reimbursement of costs to remove Ash tree from the orchard	350.00
J Hughes	Reimbursement for plants for Plant Giveaway in Westfield Park	100.00

Cashbook and bank reconciliation

5.3 The cashbook and bank reconciliation were scrutinised and approved as correct to 28 February 2025.

Costs for tree removal

5.4 Following consensus by e-mail over the cost to remove the tree in the orchard for which planning permission was granted – the council RESOLVED to confirm and formally document the decision.

Asbestos Inspection Report – Village Hall

5.5 The inspection of the Village Hall is a legal requirement and therefore the council RESOLVED to appoint Bridgend and Cardiff Asbestos to carry out the inspection report for the sum of £450 & VAT.

Discussion around need for a representative from the Village Hall Association to attend free asbestos training online. Details to be forwarded to Cllr COB.

Action:
Clerk to appoint Bridgend and Cardiff Asbestos
Clerk to forward training details to Cllr COB

Training costs

5.6 The council RESOLVED to approve training costs in line with the commitment to provide support and training to councillors, relevant to their role.

Rhydlafar Park

5.7 Following consensus by e-mail with regards to the quotation provided by Cardiff Council to improve the park surface, the council RESOLVED to confirm and formally document the decision.

Tree Report

5.8 Following a review of the estimates for providing a report regarding the spread of tree roots at St. Fagans Village Hall, the council RESOLVED to accept the quotation from Tree Check.
Action:
Clerk to appoint Tree Check

Budget

5.9 Budget delayed due to an accounting issue caused by Cardiff Cardiff paying the precept early. Budget to be amended when advice is sought over the correct way to document the changes to income for this financial year and next.

	It was proposed, agreed and RESOLVED to transfer and additional £15,000 to the Swansea Building Society to keep within the FSA guarantee, but to ensure maximum return is being delivered whilst funds are being in held in reserve for projects which are in progress. **Action:** **Clerk to make enquiries as to how to account for increased income 2024/25 and no income for 2025/26** **Clerk to initiate transfer**
5.10	**Increase to Clerk's Salary** Discussed and resolved to increase the clerk's salary by one spinal point in line with the contract of employment.
5.11	**Audit** The clerk gave an overview of the full audit which is to be undertaken this year as part of the three year cycle.
6	**Updates from Cardiff Councillors** - No updates available Discussed and RESOLVED to update Cardiff Councillors on roads and litter and request support. **Action:** **Clerk to write to Cardiff Councillors**
7	**Groes Wen Primary School** RESOLVED to ask Cllr PMcC if he would like to represent the council as school governor. **Action:** **Clerk to discuss with Cllr PMcC**
8	**Community Projects** **VE Day 80** RESOLVED to purchase a flag for the VE Day 80 commemoration. **Action:** **Clerk to arrange music and words for the event**
8.1	**S.106** Update provided with regards to the meeting with MS Mark Drakeford and the Neighbourhood Policing Team with regards to safety, speeding and traffic measures. **Action:** **Clerk to discuss with Cllr PMcC** **Clerk to follow up plans for Cardiff Road with Cllr De'Ath**
8.2	**Rhydlafar** Additional planters have now been approved by Cardiff Council. Discussion about faded signs. **Action:** **Cllr BD & clerk to arrange new planters** **Cllr BD to advise locations and details of signs which need to be replaced to the clerk** **Cllr BD to provide an estimate of bulbs to Cllr JH**
8.3	**Westfield Park** Cherry trees planted on 28 March 2025. Event on 1st June in Westfield Park – clerk requested as many people to attend as possible. Public meeting still to be arranged – venue being sought nearer Westfield Park area, rather than using the Village Hall.
8.4	**Trem-Y-Coed** Bench and signage to be installed soon.

8.5	**Cae St. Fagans** Update from Cllr PMcC – grassed and play areas looking good following maintenance carried out by the contractors. Some development activity from Redrow in the next field up towards the old quarries. Increased police activity following a combination of ASB complaints.
8.6	**Maes-Y-Deri/ Goitre Fach** No update.
8.7	**The Village (including the park by the railway line and orchard space)** Chloe from Coed Caerdydd is coming to look at the park by the railway and orchard to assess the trees. Broad beans and leeks have been planted in the beds in the park. Plan for the orchard to be discussed in May. Suggestion received regarding a small maintenance team to be discussed once a plan has been put together. Adoption of the phone box is progressing – call will be made, via newsletter, for volunteers in the area who may like to help manage the project. **Action:** **Clerk to include an article in newsletter** **Cllr COB to prepare a plan for discussion**
8.8	**Michaelston Road area** Despite the efforts of the councillors and the community, the litter is beginning to build up on Michaelston Road again. Cllr JH advised that he has contacted Highways requesting a schedule for maintenance.
9	**Public Session** There were no members of the public present.
10	**Events working group update** Discussion regarding an additional member required for the working group.
11	**Battlefield working group update** Following meetings and attendance at webinar – potential to apply for HLF of £50k. Still awaiting to hear from Jen Griffiths, Rights of Way. **Action:** **Cllr JH to contact Mr John to arrange an informal meeting with Cllrs FL & BD**
12	**Planning** *Planning matters are considered by the planning committee which will have met immediately before this meeting.*
12.1	Cllr FL (Planning Committee chair) provided an update of the planning applications and permissions granted, and the medical centre being built at Rhydlafar.
12.2	Discussed draft response to RLDP deposit plan. RESOLVED to submit the response with an additional comment.

13	**Environmental Matters**
13.1	**Highways** Discussion regarding potholes on Falconwood Drive. **Action:** **Clerk to report issues to Cardiff Council.**
13.2	**Street Cleaning/ Litter** Litter pick agreed for 10th May 2025. Discussed potential further road closures. **Action:** **Clerk to advertise for volunteers on Facebook, newsletter, website and noticeboards for litter pick** **Clerk to write to Network Rail and Kadie Irish regarding any future road closures**
14	**Senedd Report on Role, Governance and Accountability of Community and Town Council Sector** Cllr JH provided feedback from OVW regarding the report and advised that OVW will be responding.
15	**Review of Policies** Discussed and agreed to adopt a staggered approach to reviewing policies.
16	**Council Communications** Newsletter to be available by week ending 3 May 2025 for distribution. Final comments to be provided promptly to allow for changes to be made. Issue of IT and security was raised. **Action:** **Clerk to ask OVW for recommendations**
17	**Village Hall** Update that the proposed sauna was refused by the Village Hall Association. Slabs at main entrance to be fixed.
18	**One Voice Wales** No news at present – turnover now £1m.
19	**Correspondence** Sight Cymru – Cllr JH advised that he is expecting a response soon.
20	**Police Matters/ Anti-Social Behaviour** Reviewed reports for February and March.
21	**Attendance Statistics** No issues.
22	**Date and Time of Future Meetings** The next meeting will be held on Monday 12 May 2025 at 7.30pm. **2025** Monday 2nd June Monday 7th July

The Chair thanked everyone for their attendance and the meeting closed at 20:43

APPENDIX A

St Fagans Community Council			
Financial Report as at 7 April 2025			
		£	£
Current Account	**Balance at 1 March 2025**		**32,195.99**
Swansea Building Society			**70,000.00**
Uncleared Payments/ Receipts			
		Cash Book Total:	**102,195.99**
Items Approved on 3 March 2025			
No items approved - meeting convened and closed as clerk/ RFO on leave unexpectedly			
	Total Of Approved Items	-	
	Available funds at 31 March 2025		**102,195.99**
Items for Approval on 7 April 2025			
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	Total	**3,518.67**	
	Projected balance at 30 April 2025		**98,677.32**
Approved Expenditure Budget 2024/2025		43,872.00	
Budget Spent (assuming above items approved) as at 7 April 2025		32,893.96	
Unspent Budget 2024/2025 as at 7 April 2025		10,978.04	
	Projected Balance in Hand at Year End		**87,699.28**

Confirmed as a correct record: **Dated: 12 May 2025**

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Councillor Christopher O'Brien
Chair