

St Nicholas with Bonvilston Community Council

Minutes of a Meeting of the St Nicholas with Bonvilston Community Council held at Trehill Hall on Tuesday 11th June 2019 at Trehill.

PRESENT: Cllr F Spriggs (Chair) Cllr I Perry
Cllr K Ward Cllr G Rawson
Cllr E del Torto Cllr J Griffiths
Cllr A Brown

ALSO PRESENT: N. McGarrigle (Clerk)
Anthony Griffin (Resident)

[1] TO RECEIVE APOLOGIES FOR ABSENCE: C.B. Cllr Bird, Cllr S Thomas

[2] TO RECEIVE DECLARATIONS OF INTEREST: None

[3] TO CONSIDER POLICE MATTERS: PC Elson was in attendance and was able to confirm the following incidents:

- Use of unprovoked offensive language from a driver in Bonvilston towards a group of young female residents near the Red Lion in Bonvilston.
- 1 incident of road rage.
- 17 year old female driver was stopped by police and provided a positive drugs test.

PC Elson left the meeting, the Council thanked him for attending.

[4] PUBLIC SESSION: None

[5] MATTERS ARISING FROM THE PUBLIC SESSION: None

[6] THE MINUTES of the AGM and previous Full Council meeting of Monday 13th May 2019, which had been circulated, were confirmed and signed. **Prop EdT Sec JG**

[7] MATTERS ARISING FROM THE MINUTES: Councillors had previously been circulated with a copy of the Clerk's report confirming outcomes of the actions from the AGM and May meeting.

[8] UPDATE FROM THE CHAIR:

- a) Cllr Spriggs confirmed that the recent FOI request had been actioned and the information provided to the resident. The Clerk has now retrieved the remaining paperwork from the previous Clerk's house, although the minutes before 2013 were not there. OVW have confirmed with Cllr Spriggs that there is no need for the Community Council to declare this information with a higher authority. The Clerk has updated the website to confirm that the minutes before 2013 are unavailable. Cllr Spriggs confirmed that a line would be drawn under the matter as the CC has done everything possible to retrieve the paperwork. OVW further confirmed that the CC are under no obligations to store paperwork at the Glamorgan Archives.
- b) Forms for Councillor expenses will be handed out at the July meeting. Once all forms have been returned, the Clerk will request that Russell Heath update the payroll system so that cheques can be distributed.

- c) Further to the April meeting, Cllr Spriggs requested that Cllr Perry sign a declaration of interest form should he wish to remain politically affiliated with Plaid Cymru. Cllr Perry agreed to this request and will sign a form at the end of the meeting.

[9] ACTION PLAN UPDATE: Following the approval of the Action Plans at the May meeting, Councillors agreed which items they were happy to take ownership of. **Please see appendix 1.**

'Action plan update' will be kept as a rolling agenda item so that updates can be received at future meetings.

[10] TABLED BUSINESS:

The Clerk proposed to make a resolution to move 10b to 10a, so that the internal audit could be discussed before agreeing the Accounting Statement and Annual Governance Statement.
Cllr Spriggs proposed to close 10h to the public. **Prop JG Sec FS**

- a) Councillors had previously been circulated with a copy of the 2018/19 internal audit. The Clerk asked if the Council had any further comments in addition to the report; after a short discussion, the Council agreed with the auditor that the budgeting process needs to improve but, in general, the Council agreed that they were satisfied with the report and that the comments made by the auditor were fair. **Prop FS Sec KW**
- b) Councillors had previously been circulated with a copy of the 2018/19 accounting statement and annual governance statement. A detailed copy of the 2018/19 accounts had previously been circulated with the AGM meeting pack. No further comments were raised. The Council unanimously agreed that they were satisfied with the report and Cllr Spriggs signed the annual paperwork. **Prop JG Sec GR**
- c) Councillors had previously been circulated with a report from Cllr Perry and his proposal to update the design of the Community Council logo. After researching possible ideas, Cllr Perry proposed to change the logo to a Sycamore leaf to reflect that it is Sycamore Cross which connects the two communities. After a short discussion, the Council agreed that the design was a good idea although it would need further development. The Council agreed that the decision of the final design could be opened up to the community to gather the opinion of residents. It was **AGREED** that Cllr del Torto would make contact with a resident in Bonvilston who specialises in graphic design to assist with the development of the logo. Three variations would then be featured in the Community Council newsletter for community feedback.
- d) Councillors had previously been circulated with a report from Cllr Perry on the improvements needed to the public realm in both St. Nicholas and Bonvilston. After a short discussion, the Council agreed that features within both communities needed updating. It was **AGREED** that Cllr Perry's report would be taken forward within the 'Highways' section of the action plan. Cllr Spriggs requested that **all future proposals must be submitted with the monthly meeting packs for further discussion at meetings to ensure achievable targets are set.**
- e) Councillors had previously been circulated with a proposal from Cllr Perry, proposing to install water drinking stations within the area. In principle, the Council agreed this was a suitable idea which could be incorporated into the action plan and that the practicalities of the proposal could be looked into further. Cllr Perry commented that Welsh Water could provide a grant for the installation of the fountain, although the connection charge and maintenance of the fountain would be the responsibility of the Community Council. It was **AGREED** that Cllr Perry would carry out further research.
- f) Councillors had previously been circulated with a draft amendment to section 13.b of the Standing Orders, as proposed by Cllr del Torto, to read;

All councillors and non-councillors of the SNBCC with voting rights shall undertake training in the face to face Code of Conduct as soon as is reasonably practicable from the date of the Clerk's receipt of their completed acceptance of office form.

The Council were happy with the proposed changes. It was **AGREED** that the Clerk would upload the updated document on the website. **Prop FS Sec JG**

- g) The Clerk asked for nominations for a Community Liaison Committee representative. Cllr Spriggs agreed that he was happy to take on the responsibility although Cllr Perry felt the role would be beneficial for him as he has taken ownership of highways on the action plan. The Council unanimously agreed to Cllr Perry becoming the new representative and that Cllr Spriggs would become the main OVW representative. Cllr Perry is happy to continue as the Council's 2nd OVW representative but would be willing to step down should another Cllr wish to take on the role.
- h) Councillors had previously been circulated with a copy of Anthony Griffin's letter of interest for the Bonvilston vacancy. AG left the meeting room while the Council discussed his application. After a short discussion, the Council unanimously agreed that they were happy to co-opt AG and he re-joined the meeting. AG advised that he would prefer to have additional time to consider the position thoroughly before signing his declaration of acceptance of office. The Council were happy with this and it was agreed that AG would sign and return his declaration form to the Clerk should he wish to accept.

[11] URGENT BUSINESS: None

[12] CORRESPONDENCE: Cllrs had previously been circulated with all correspondence updates in the meeting pack. Cllr's commented that information was missing from the email sent to them regarding the OVW online learning modules. It was **AGREED** that the Clerk would send the information again.

[13] TO ACCEPT REPORTS FROM:

County Borough Councillor –

Cllr Bird to provide an update at the July meeting.

Community Councillors –

Cllr Griffiths:

- a) The lower branch of the tree adjacent to 1 Button Ride is overgrown and hanging over the property. As the tree sits on VoG owned land, it was **AGREED** that the Clerk make contact with the Vale and request they inspect the area and make contact with the owner of the property.
- b) Parking at Button Ride is becoming more congested. Residents are finding it difficult to park their cars and there is concern that the problem will continue to increase. It was **AGREED** that Cllr Spriggs raise this during his meeting with M. Clogg.

Cllr Rawson – None

Cllr del Torto:

- c) Councillors had previously been circulated with a copy of the May MAR report in the meeting pack.

Cllr Perry:

- d) The lack of grass strimming around the bollards on the village green in St. Nicholas is intentional, in hope it will increase wildlife inhabitants.
- e) Cllr Perry will report the blocked drain on the A48, opposite Cllr Ward's property.
- f) Three speed surveys have recently taken place in the area. Cllr Perry will look into these in further detail and report back to the Council at the July meeting.

- g) A study report on the A48 will be submitted with the July or September meeting pack.
- h) Children attending St. Nicholas school will be holding a sponsored walk around the village to help raise money for the defibrillator. It was agreed that the Community Council should show support and will join the children on their walk. It was **AGREED** that Cllr del Torto will email the school for more information.

Cllr Brown – None

Cllr Ward:

- i) Cllr Ward handed the Chair a newspaper cutting titled ‘Village greens put at risk by court ruling’, taken from the Daily Mail on 29.05.19, which may be of interest to the MYFRA. It was **AGREED** that the Clerk forward a copy of the article to Cllr Thomas for the attention of the MYFRA.

Cllr Spriggs:

- j) Cllr Spriggs has arranged to meet M. Clogg and Cllr Bird to discuss the bollard proposal for St. Nicholas village green and the removal of the litter bin near his house which has resulted in an increase in litter in the area. An update will be given at the July meeting.

Reports on outside bodies: None

The Clerk - Councillors had previously been circulated with a copy of the Clerk’s report in the meeting pack. In addition to this information, the Clerk confirmed the following information:

- k) Cllr’s Brown, del Torto and Spriggs are booked onto the OVW Code of Conduct training on Thursday 27th June 2019. Clerk to confirm details by email. Cllr Spriggs confirmed that he is unable to attend on this date. It was **AGREED** that the Clerk would cancel his place.

[12] RESULTS OF PREVIOUS PLANNING APPLICATIONS:

- None

[13] NEW PLANNING APPLICATIONS:

- **2019/00493/FUL (JK) 3 Ger y Llan, St. Nicholas:** Extended new front porch. **No objection.**
- **2019/00580/LBC (PDJT) Dyffryn House & Gardens, St. Nicholas:** The proposed works will involve the repair and conservation of external stone work at Dyffryn House. The works will also include cyclical external decoration works and joinery repairs. **No objection.**

[14] PAYMENTS TO APPROVE:

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| • Clerks May Payment | 785 | £294.95 |
| • Joanna Howell (Internal Audit) | 786 | £150.00 |

Receipts: There were none.

The Clerk confirmed that the following card payments had been made during May:

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| • Amazon (extension cable for projector) | £14.38 | |
| • Post Office (1 x book of 1 st class stamps) | £8.40 | |
| • Amazon (shredder, for confidential waste) | <u>£25.59</u> | |
| | <u>£48.37</u> | Prop FS Sec EdT |

In accordance with the financial regulations, as the total amount was lower than £200.00, the Clerk was not required to seek approval from the Council before purchasing these items although the Chair was consulted before transactions were made. The Council unanimously agreed that they were happy with these payments.

Cllr Spriggs confirmed that, following the internal audit, he is happy for the Clerk to purchase a lockable filing cabinet. It was **AGREED** that the Clerk would source a suitable cabinet and purchase immediately.

[15] BUDGETARY CONTROL: The Clerk confirmed that all receipts and payments to date were within budget and the present balance of the account was £12,177.35.

The Clerk clarified that, should Councillors attend training without prior consent from the Community Council, Councillors will need to seek approval from the Council at the meeting following the training before submitting an expenses form. Permission must be sought from the Clerk or Chair before agreeing to attend training should anything happen in between meetings. Following this discussion, the Council unanimously agreed to Cllr Perry claiming mileage for the Planning Aid Wales training he attended on 11.04.19.

[17] NEXT MEETING will be held at **7:30** on Monday 1st July 2019 at the Reading Room, Bonvilston.

This meeting closed at 21:25pm.

NAOMI McGARRIGLE.

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Chairman

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Date