

LLANCARFAN COMMUNITY COUNCIL

CYNGOR CYMUNED LLANCARFAN



MINUTES OF THE ANNUAL MEETING OF LLANCARFAN COMMUNITY COUNCIL HELD AT THE VILLAGE HALL, LLANCARFAN ON 16 MAY 2019

Present: Chairman: Cllr M Hughes
Councillors: Cllr J Angell, Cllr M Thomas, Cllr P Bear, Cllr J Scott-Quelch, Cllr J Lott, Cllr A Paulett, Cllr K Kemp,

Vale Councillors: Cllr G Kemp

Apologies: Cllr A RT Davies, Cllr A Rees, Cllr T Thomas,

In attendance: Mrs J Western – Clerk

Declarations of Interest.

The Declarations of Interest completed at the last Annual Meeting still stand.

- 1605/181 To Receive Apologies for Absence**
Apologies were received and accepted from Cllr A RT Davies, Cllr A Rees, Cllr T Thomas.
- 1605/182 To endorse the positions to the office the Chairman and Vice Chairman for the period – 2019 - 2020**
In line with the Standing Orders, the Position of Chairman and Vice Chairman should be endorsed for a second year.
It was **RESOLVED** that Cllr M Hughes would continue the role of Chairman and Cllr K Kemp would continue the role of Vice Chair, **proposed** by Cllr J Scott-Qulech and **seconded** by Cllr J Lott.
- 1605/183 To agree the Standing Committees for the year 2019-2020**
It was **RESOLVED** to agree the Standing Committee for the ensuing year, **proposed** Cllr J Angell and **seconded** by Cllr K Kemp.


20.06.19

- 1605/184** **To re-endorse the Member’s Code of Conduct [The Local Authorities (Model Code of Conduct) (Wales) Order 2008] for Llancarfan Community Council adopted in May 2016 (Minute 16/041)**
It was **RESOLVED** to re-endorse the Member’s Code of Conduct for the ensuing year, **proposed** Cllr J Angell and **seconded** by Cllr M Thomas.
- 1605/185** **To re-endorse the Standing Orders for Llancarfan Community Council adopted May 2016 (Minute 16/042)**
It was **RESOLVED** to re-endorse the Standing Orders for the ensuing year, **proposed** Cllr J Lott and **seconded** by Cllr P Bear.
- 1605/186** **To re-endorse the Financial Regulations for Llancarfan Community Council adopted May 2016 (Minute 16/043)**
It was **RESOLVED** to re-endorse the Financial Regulations for the ensuing year, **proposed** Cllr J Angell and **seconded** by Cllr J Scott-Quelch.
- 1605/187** **To approve that the Clerk continues as RFO**
It was **RESOLVED** to approve the Clerk for the ensuing year, **proposed** Cllr J Scott-Quelch and **seconded** by Cllr J Lott.
- 1605/188** **To request the all Councillors accept / decline the Community Councillor annual salary.**
Forms were given out and signed by Councillors in attendance.
ACTION – Absent Councillors will also asked to accept/decline annual salary.
- 1605/188** **To agree the Councils Asset List (see attached)**
RESOLVED – The approval of the Council Asset List was **proposed** by Cllr J Angell and **seconded** by Cllr P Bear with the following two amendments (See attachment to minutes):
- | | | |
|--------------------------|---|----------|
| St Cadoc’s Burial Ground | £ | 1.00 |
| 4 x Noticeboards | | £1895.00 |
- 1605/189** **To receive the Chairman’s Annual Report for 2018-2019**
Cllr M Hughes gave his report for the previous year (see attachment to minutes). Cllr J Angell thanked Cllr M Hughes and put forward that the report be accepted.

It was **RESOLVED** that the Chairman report be accepted by the Council, **proposed** by Cllr J Angell and **seconded** by Cllr J Scott-Quelch.

ACTION – A copy of the Chairman’s report will be placed on each notice board.
- 1605/190** **To confirm the dates, times and place of ordinary meetings of the Council for the ensuing year**
The date and place for the ordinary meetings for 2019/2020 were agreed as the third Thursday of each month at the Community Village Hall, except for August when there would be no meeting.



20.06.19

Cllr M Hughes put forward a motion of an earlier start time of 7.30pm. A vote took place and it was **RESOLVED** by majority vote that the ordinary Council meetings should start at 7.30pm with the option of having guest speakers starting at 7pm.

This was **proposed** by Cllr J Lott and **seconded** by Cllr J Angell and will commence in the June meeting.

1605/191

To appoint members to serve as the Council's representatives with the under mentioned bodies:

- Airport Consultative Committee – Cllr J Scott-Quelch
Proposed Cllr J Angell, **Seconded** Cllr M Hughes
- Tarmac Community Liaison Committee – Cllr M Hughes and Cllr M Thomas
Proposed Cllr A Paulett, **Seconded** Cllr J Angell
- One Voice Wales – Cllr P Bear
Proposed Cllr K Kemp, **Seconded** Cllr M Hughes
- Llancarfan School Governor – Cllr J Scott-Quelch. This is a four-year term and is not up for re-election.
- Vale of Glamorgan Community Liaison Committee (1 Councillor plus 1 substitute)
ACTION - Cllr A Rees to be consulted to check she would like to remain the representative.
It was **RESOLVED** that on her agreement, Cllr A Rees would be the representative and Cllr J Lott would be the substitute representative, **proposed** by Cllr J Scott-Quelch and **seconded** by Cllr M Hughes.

1605/192

To approve the minutes of the previous Council meeting of 18th April 2019 and matters arising

The minutes of meeting of 21 February 2019 were **Approved – Proposed** by Cllr J Scott-Quelch and **seconded** by Cllr M Thomas.

Llancarfan Waste Bin

Cllr M Hughes contacted the Vale of Glamorgan Council and they have promised to visit the site and level the bin.

Dog Fouling

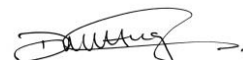
Cllr M Hughes has previously contacted the landlord of the Fox and Hounds pub who have agreed to speak to visitors about not allowing their dogs to use the Burial Ground and dog fouling.

It was noted that local residents have still be seen walking their dog through the Burial Ground and there continues to be dog fouling around the village. It was noted and confirmed that the burial ground is not a public right of way.

Cllr M Hughes has contacted an iron monger to fix the iron gates so that they will shut properly. They have signs on them at the moment but they cannot be seen as the gates are always open. Once the gates are fixed, this may help. Additional temporary signs have been made to be placed on the gates.

It was noted that the new signs should read 'No dogs except for assistance dogs'.

ACTION – A letter will be shared via Llancarfan Updates regarding the dog fouling and will highlight that the Burial Ground is not a public right of way.



20.06.19

1605/193

Road Matters Committee

Following the onsite meeting which took place 2nd April 2019, which was discussed in the April Community Council meeting, some of the pot holes south of Llancadle through to Llantwit Road were filled in.

The chair received an email from Michael Clogg this afternoon which stated that a further inspection on the section of road from the junction of B4265 through Llancadle to Pancross Farm will be undertaken in July 2019. Brewers Lane has been reassessed and scored 210 points on this year's highway surfacing 3 yr plan and again only those roads scoring 270 or over will likely be resurfaced within 2019/20 budget.

ACTION – Email will be circulated to other Council members.

A list of 8 locations have been identified for potential works from Pancross in both directions and a site meeting was held on 15th May to assess. Tenders are now being sought.

The council would like kerbsides to be put in place.

Cllr J Angell has noticed a deterioration in road surface at the bottom of hill in Llancarfan.

1605/194

Planning Committee

Planning Applications / Approvals / Complaints

2019/00413/FUL - Amelia Trust Farm

Conversion of existing car park grass field to hard stand.

2019/00051/CAC - Ty Mawr, Llanbethery

Application withdrawn

There were no comments from Councillors.

Caravan

The Castle Field static caravan in Moulton, sited between Three Horse Shoes and Five Mile lane, has been reported to the VOG Planning Enforcement Officer but has received no response as yet.

ACTION – Cllr G Kemp to email Planning Department in Vale of Glamorgan Council

1605/196

Burial ground Committee

Ash Tree Inspection

Esa Tree Care have been contacted regarding the Ash tree in the Burial Ground. An inspection can take place week commencing 20th May for the cost of £185 plus VAT.

All councillors in favour for inspection to go ahead.

ACTION – Clerk to ask Esa Tree Care to go carry out the climbing inspection.

Wooden Cross Removal

The notice placed on the unidentified wooden cross expired 30th April 2019 and there has been no contact made. The wooden cross was removed on 1st May 2019 and left near the grave site in the Burial Ground with the notice.

Mr Bruno - Temporary Wooden Cross

The documentation has been collated and submitted for legal review. It was noted that the grave has now been turfed.



20.06.19

Drainage Works

A letter has been sent to the PCC regarding the drainage works. The Burial committee are awaiting a response.

1605/197

Well-Being of Future Generations Act 2015 Committee

An LCC update report on the Wellbeing strategy (see attachment to minutes) was presented to the Council by Cllr M Thomas, which considered what had gone well and what can be done differently.

ACTION - Comments and Observations by councillors to be made to Cllr M Thomas.

Communication

It was **RESOLVED** to put a notice in the Llancarfan Updates Newsletter asking people to email the Council if they would like to receive electronic versions of minutes.

ACTION – Cllr M Hughes to contact Llancarfan Updates Newsletter.

1605/198

Community Mapping Committee

Cllr M Thomas has contacted the NRW about what works they have commenced to elevate the pressure of flood water.

1605/199

Finance Committee

SLCC Membership

The Clerk/RFO would like apply for membership of Society of Local Community Council. This was proposed by Cllr J Scott-Quelch and seconded Cllr P Bear.

Clerk Salary Increase

The clerk left the meeting for the item to be discussed. It was **agreed** to increase the salary scale to SCP 22 which results in a new hourly rate of £10.953 per hour for 2019 - 2020, effective for the current monthly payment (May 2019). It was agreed that this will be reviewed annually going forward. **Proposed** by Cllr J Scott-Quelch and **seconded** by Cllr J Angell

Payments and receipts

General Community Account

<u>Receipts</u>	Precept	3844.00	
<u>Payments</u>	Mrs J Western - Clerk wages (Mar 2019)	273.49	
	HMRC - PAYE Clerk Wages (Mar 2019)	63.80	
	Cllr J Angell replacement keys	8.95	
	HMRC - PAYE Clerk Wages (Feb 2019)	64.00	
			(410.24)
<u>Cheques Signed</u>	Mrs J Western - Clerk wages (April 2019)	287.69	
	HMRC - PAYE Clerk Wages (April 2019)	64.00	
	Hall rental x 11	110.00	
	Burial Ground Professional Fees	130.46	
	One Voice Wales Training	40.00	
			(632.15)

 20.06.19

Burial Account

<u>Receipts</u>	Interment of Cremated remains	375.00	
<u>Payments</u>			0.00
<u>Cheques Signed</u>			0.00
			(0.00)

Cheques were signed.

Bank balances as at 16 May 2019

Community Account:	£16,355.46
Burial Account:	£33,890.98

Internal Audit

The internal audit process has been started and currently balancing.

External Audit

Grant Thornton will no longer be carrying out the external audit from 2021.

ACTION - Clerk to check Governance and ensure the correct processes are in place going forward. Best practice to be sought from One Voice Wales

1605/200

Correspondence

Review of the Electoral Arrangements for the County Borough of Vale of Glamorgan. The review was discussed.

ACTION – Clerk to scan and distribute to council members

1605/201

Reports from Representatives, and the Clerk

Llancarfan Primary Governors Meeting

Cllr J Scott-Quelch attended the Llancarfan Governors Meeting 15th May 2019. Governors have received correspondence from Cllr Neil Moore who states to have been told by officers that the process cannot be stopped.

Cllr G Kemp and Cllr A RT Davies will be asking for a meeting with the new Cabinet member for Education.

Trainings

Cllr K Kemp attended two One Voice Wales trainings:

- Devolutions of assets
- Charing meetings

ACTION – Clerk to check for One Voice Wales for minutes from trainings (Wendi Patience) to be forward to other Council members.

The Chair would like to thank Cllr G Kemp for his stand on behalf of the Council and School, it is greatly appreciated.

 20.06.19

One Voice Wales

Cllr P Bear will be attending the One Voice Wales conference – Role of shaping plans on 11th June 2019.

ACTION – all One Voice Wales Newsletters to be forwarded to all Council Members.

1605/202

Items for consideration for next month's Agenda

- Graham Brain RE: Lighting of church
- The steel bridge - the Vale was going to carry out a bridge inspection.
ACTION – Cllr G Kemp to email Miles Punter re the bridge in preparation.
- Prospective planning application for affordable housing across from the school.
Professional advice to be sought on what lines of objection can be used.
ACTION – Cllr G Kemp to discuss with Marcus Goldsworthy, Head of Regeneration and Planning at the Vale of Glamorgan Council

Meeting finished at 9.50pm



Chairman20.06.19..... Date