

LLANFAIR COMMUNITY COUNCIL
Minutes of Council Meeting held at
Llanfair Primary School Hall,
On Thursday, 8th March 2018 at 7.00pm.

Present: Chairman : Councillor Ray Simkiss.
Councillors : David Hawkins, Julian Hitchcock, Mary Llewellyn,
Heather Shaw, Geoff Simpson and Jim Teague.

In Attendance: Jackie Griffin, Clerk.

Item 1: Apologies for Absence.

Councillor Rhian Rees.
Vale Councillors G A Cox, H Jarvie and A Parker.
PC Elson.

Item 2: Declarations of Interest.

Councillor Simkiss – Item 9.2 – Planning Application No.
2017/01286/FUL (Adjacent property).

Item 3: Community Police Matters.

No police presence.

Item 4: Acceptance of Minutes of the Meeting held 1st February 2018.

Resolved that the minutes of the Meeting held 1st February 2018 were a correct record of the meeting and the minutes were duly signed by the Chairman.

Item 5: Matters arising from the Minutes of Meeting held 1st February 2018, (not included in this agenda).

5.1 The Clerk advised that she had e-mailed Councillor A Parker with regard to the empty property in St Mary Church and had not received a response but will continue to chase up the item.

5.2 Members discussed the continued problem of large ‘HGV’ vehicles getting ‘stuck’ in the narrow adjacent to the Village Hall in St Hilary. A further letter had been received regarding this problem from another St Hilary resident. The Clerk will forward the letter to the Highways Department and onto those councillors who had not received it.

Item 6: Report from the Vale of Glamorgan Councillors.

No report.

Item 7: Chairman’s Report.

No report.

Item 8: Clerk’s Report.

8.1 Finances

Bank balance was noted at **£5,232.23** (Current Account £4,339.51 and Savings £892.72).

Payments made since last meeting are:

Clerk’s Salary (February) - £154.26;
HMRC Tax (February) - £38.57;
HCI Data Ltd (Renewal of Domain name for 2 years) - £83.88.

Item 8: Clerk's Report.

8.1 Finances (Continued).

Payments due to be made are:

Clerk's Salary (March) - £154.26;

HMRC Tax (March) - £38.57;

£100 to Llandough for daffodil bulbs;

Greenbarnes Ltd (New Notice board for St Hilary) £1,136.27;

Petty Cash for 1.4.17 to 1.3.18 - £70.85;

Peter Brown (Installation of Noticeboard) - £50.00.

Monies received Nil.

The General Data Protection Regulation.

The Clerk advised that she has attended a short course on the GDPR which is due to come into force on 25th May 2018. The Regulation lays down strict rules with regard to the handling of personal data. One Voice Wales have produced a 'toolkit' which the Clerk can provide to Members upon request.

Item 9: Planning.

9.1

Planning Application No. **2017/01173/FUL**

Applicant: Mr S Williams (No. 21) & Mrs J Jones (No. 19)

Agent: Mr R Williams, Llandaff, Cardiff

Location: 19 & 21 Church Terrace, St Mary Church

Proposal: Proposed two storey rear extension and proposed new bay window to front elevation.

Objection. The Community Council is concerned that the proposal would be overdevelopment of the site and at the loss of light to the neighbouring properties.

9.2

Planning Application No. **2017/01286/FUL**

Applicant: Mr & Mrs P Marrott

Agent: Mr R Rogers, Talbot Green

Location: Woodlands Cottage, Llandough

Proposal: Variation of condition 1 of Planning Permission 2013/00254/FUL (Extension and alterations to dwelling, including a new roof construction and access, plus demolition of existing extensions) to extend expiry date by further 5 years.

No objection.

9.3

Planning Application No. **2018/00085/FUL**

Applicant: Mr R Blackman

Agent: N/A

Location: 1 Church Terrace, St Mary Church

Proposal: Two storey and single storey rear extension with Juliette balcony, single storey side extension and front porch.

No objection.

Item 10: BT Telephone Kiosk in St Hilary.

The Clerk confirmed that a copy of the signed agreement has been received from BT confirming that the Community Council now has ownership of the BT Kiosk.

This item can now be removed from the agenda.

Item 11: Reports of Representatives.

No reports.

Item 12: Letter from the Vale of Glamorgan Council regarding Code of Conduct Training 2017.

The letter advises that the Standards Committee considered a report which provided an update on the feedback received following the Code of Conduct training provided for Members of Vale of Glamorgan Town and Community Councils and Clerk by One Voice Wales. The report is available at:

http://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/minutes_agendas_and_reports/reports/standards/2018/18-01-25/Code-of-Contact-Training.aspx

The Standards Committee is considered that a number of Councillors may not have attended one of the courses provided and it was **resolved** that all Town and Community Council Clerks be requested to ensure that Councillors within their area had received the necessary training on the Code of Conduct and the Standards Committee should be informed accordingly.

The letter was **noted**. The Clerk will provide the information as requested and it was reported that four Councillors and the Clerk had received the training with three more due to undertake the training on 26th March 2018.

Item 13: Membership of One Voice Wales 2018/2019.

The Community Council's Membership of One Voice Wales is due for renewal at a cost of £75 (£72 for 2017/2018).

Proposed by Councillor Simpson, seconded by Councillor Teague and **resolved** that the membership should be renewed at the cost of £75.

Item 14: Correspondence and Publications.

14.1

The Clerk circulated section 13 of the Independent Remuneration Panel for Wales Annual Report dated February 2018. This section relates to payments to Community and Town Councillors. The relevant payments are listed below along with the groupings (Llanfair Community Council is in Group C):

Community and Town Council Groupings:

Community and Town Council Group	Income or Expenditure in 2017-18 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

Determination 45: Community and town councils in Group C are authorised to make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

Determination 47: Community and town councils in Groups B or C are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is claimed.

Determination 48: Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties.

Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.

...Continued

Item 14: Correspondence and Publications (Continued).

14.1

- 24p per mile for private motor cycles.

- 20p per mile for bicycles.

Determination 49: If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24 - hour period allowance for meals, including breakfast where not provided.

- £200 – London overnight.

- £95 – elsewhere overnight.

- £30 – staying with friends and/or family overnight.

Determination 50: Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

- Up to £34.00 for each period not exceeding 4 hours:

- Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hours

Determination 51: All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

Determination 52: Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 53: Community and town councils are authorised to provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Compliance.

Community and town councils must also publish a Statement of Payments by 30th September each year. There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments. This information must be published on council noticeboards and/or websites.

Noted.

14.2

E-mail from the Welsh Government enclosing guidance from the Local Democracy and Boundary Commission for Wales giving updated guidance on the conduct of community reviews by principal councils. The Commission has published its guidance in its final form and the guidance is available at:

<http://ldbc.gov.wales/publications/guidance/commrevguide/;jsessionid+0714C02801543F5F18C2E1C556BF6C7F;jsessionid=DC8069E9C6EEDD45436226275F6D6227?skip=1&lang=en>

The document was circulated to the Members.

Item 14: Correspondence and Publications (Continued).

14.3 E-mail received from Vale of Glamorgan Council detailing the Cardiff Capital City Deal – Transport Consultation, which gave full details of the proposals for improvement to the region’s transport. The relevant papers are available on the Vale of Glamorgan Council’s website. The consultation period closes on 23rd March 2018.

Noted.

14.4 Clerks & Councils Direct Publication – March 2018.

Item 15: Any Other Business allowed at the discretion of the Chairman.

15.1 It was agreed that a ‘thank you’ letter is prepared and delivered to the Gem Newspaper to acknowledge the work carried out by local farmers to assist with clearing some of the roads during the recent ‘snowy’ weather.

Item 16: Date, Place and Time of Next Meeting.

The next meeting will be held on Thursday, 5th April 2018 at St Hilary Village Hall at 7.00pm.

..... Chairman

Date : 5th April 2018.