

LLANFAIR COMMUNITY COUNCIL
Minutes of Council Meeting held at
Llanfair Primary School
On Thursday, 4th October 2018 at 7.00pm.

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

In Attendance: Jackie Griffin, Clerk.
PCSO S Roberts

Item 1: Apologies for Absence.
Councillors Julian Hitchcock, Rhian Rees and Jim Teague.
Vale Councillors G A Cox, H Jarvie and A Parker.
PC S Elson.

Item 2: Declarations of Interest.
None.

Item 3: Community Police Matters.
PCSO Roberts advised of one occurrence of a nuisance phone call in
St Hilary.

Members queried a number of items including:
Concerns at rural crime and difficulties experienced with contacting the
police to report items through the '101' system.
PCSO Roberts explained the system to Members and stressed that
priority always has to be given to '999' calls. As so many calls are
received, especially at peak times, the service can take longer to
respond to the '101' calls but the Police are always striving to answer
each and every call.

Item 4: Acceptance of Minutes of the Meeting held on 13th September 2018
Resolved that the minutes of the Meetings held 13th September 2018
were a correct record of the meetings and the minutes were duly signed
by the Chairman.

Item 5: Matters arising from the Minutes of the Meeting held
13th September 2018.

5.1 (Item 5.1) – Vacant property in St Mary Church.
The Clerk had made an enquiry with the Vale Council to invite an
Officer to attend a meeting of the Community Council to discuss the
issue. A response had been received advising that the property had
been visited by an Officer from SRS (Shared Regulatory Services) who
had assessed the property as “not causing any physical problems and
as such the response from SRS would be ‘we are unable to take any
action in relation to the property’”. The e-mail goes on to say that the
Planning Department can sometimes take action regarding the visual
impact of the property. In addition, the Council has an Empty Homes
and Loans Officer who may be able to provide the information required.
The Community Council **resolved** to invite the “Empty Homes and
Loans Officer’ to a future meeting.

Item 5: Matters arising from the Minutes of the Meeting held 13th September 2018 (Continued).

- 5.2 (Item 5.2 – Matters pertaining to Cardiff Airport – Flight Paths.
The Clerk had contacted Ms P Baggot, Executive Assistant at Cardiff Airport to request that a representative from Llanfair Community Council is selected to attend meetings of the ACC (Airport Consultative Committee). Ms Baggot had responded and advised that she will shortly be reviewing the ACC's meeting dates, attendees and subject matters and would contact the Clerk soon advising of any outcome. Councillor Simpson advised that he would be attending the Airport the next day to meet with the Head of Air Traffic Control to discuss flights paths and other related matters. Councillor Simpson agreed to e-mail Members to give any relevant information gleaned from the meeting.
- 5.3 (Item 14.2) – Cutting of verges and around road signs.
Councillor Shaw was pleased to advise that a double width cut of the verge from the A48 to St Hilary Village had been carried out. It was noted that the long grass and vegetation obliterating the signs on the A48 had also been cut around their bases.
- 5.4 (Item 14.1) – Weeds on the Pavements in St Mary Church.
Councillor Simpson referred to the weed growth on the pavements and asked that the Vale Council be requested to take clearance action.

Item 6: Report from the Vale of Glamorgan Councillors.
No Vale Councillors present.

Item 7: Chairman's Report.
No report.

Item 8: Clerk's Report.

8.1 Finances

Bank balance was noted at **£5,086.06** (Current Account £4,193.23 and Savings £892.83).

Payments made since last meeting are:

Clerk's Salary (September) - £154.26;
HMRC Tax (September) - £38.57;
£100 to Llandough for daffodil bulbs (not yet presented at Bank);
One Voice Wales (Councillor Teague Training Course) - £40.00;
St Hilary Village Hall (Hall hire for meetings) - £121.50.

Payments due to be made are:

Clerk's Salary (October) - £154.26;
HMRC Tax (October) - £38.57;

Monies received Nil.

8.2 Bank Mandate.

The mandate for the bank accounts at Nat West state that cheques must be signed by two councillors. The current councillors on the mandate are: Councillors Llewellyn, Simkiss and Teague. The Clerk is a further signatory for getting bank balances only. Ex-councillor Ilesley will be removed from the mandate. Members **resolved** that another signatory, Councillor Simpson, should be added to the mandate.

- Item 9: Completion of Annual Audit for year ended 31st March 2018.**
Grant Thornton UK LLP has now completed the external audit on behalf of the Auditor General for Wales. The Community Council has achieved a qualified audit report with three matters which are:
- The Notice of Appointment of Date for the Exercise of Electors' Rights allowed 19 working days for the inspection of books and records, but the Accounts and Audit (Wales) 2014 state that the Council must allow 20 working days for inspection.
 - Box 3 on Annual Governance Statement gratuity was answered 'No' on the Annual Return, indicating that the Council has confirmed that it has no obligation or intention to pay a gratuity to employees and therefore the box should read 'N/A'.
 - The Internal Auditor Engagement letter does not outline the responsibilities of the internal auditor. In future years, it is recommended that the Council receive an engagement letter which states the responsibilities of the internal auditor as outlined within the Governance and Accountability for Local Councils in Wales – A Practitioners' Guide.
- Notices stating Completion of the audit will now be published on the Council's Notice Boards and website.

- Item 10: Reports of Representatives.**
No reports.

- Item 11: To Consider the Proposed Amendments to the Community Council's Standing Orders.**
The Clerk reported that this has not yet been completed and as a consequence the item was adjourned to the next meeting.

- Item 12: Correspondence and Publications.**
- 12.1 E-mail from One Voice Wales giving details of training sessions taking place during September and October – ***circulated to Members by e-mail.***
- 12.2 E-mail from the Independent Review Panel into the future of Town and Community Councils in Wales. The report is now complete and can be accessed at the following link:
<https://gov.wales/docs/dsjlg/publications/localgov/181003-independent-panel-report%20-en.pdf>
- 12.3 E-mail received from Mrs L Loch, Secretary of St Hilary Village Hall Committee stating the following:
"The Secretary of the St Hilary Village Hall Committee has noted that Llanfair Community Council discussed the provision of internet at the Village Hall at their meeting on 7th July and quotes the item from the minutes.
Members noted that the Village Hall Committee had not discussed internet provision at their last meeting. However the Members agreed that they would not be in a position to fund the installation of internet but would consider giving funding assistance if an application, accompanied by a copy of the latest accounting information, was received from the Village Hall Committee

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Item 13: **Any Other Business allowed at the discretion of the Chairman.**
13.1 It was noted that the Road Sweeper had made a 'swift visit' to St Hilary, but has not visited Llandough for some time.

Item 14: **Planning.**
14.1 Planning Application No. **2018/00999/FUL**
Applicant: Mr W Thomas
Agent: Andrew Parker Architect
Location: Chigwell House, St Hilary
Proposal: Proposed alterations and extensions to existing garage including increase in ridge height and insertion of dormers to form first floor self-contained unit.

No objection.

14.2 **Results of recent Planning Applications.**
Planning Application No. **2018/00150/FUL** – Alterations and extension of existing stable block and retention of horse exercise are at Rectory Stables, Llandough – **Refused.**

Item 15: **Date, Place and Time of Next Meeting.**
The next meeting will be held on Thursday, 1st November 2018 at St Hilary Village Hall at 7.00pm.

..... **Chairman**
Date : 1st November 2018.