

LLANFAIR COMMUNITY COUNCIL
Minutes of Council Meeting held at
Llanfair Primary School,
On Thursday, 6th June 2019 at 7.00pm.

Present: Vice Chairman : Councillor David Hawkins
Councillors : Stephanie Bonnar, Heather Shaw, Ray Simkiss and Geoff Simpson.

In Attendance: Jackie Griffin, Clerk;
Vale Councillor G A Cox;
PC Stuart Elson.

The Council stood for a period of silent reflection in recognition of the 75th Anniversary of D-Day.

Item 1: Apologies for Absence.
Councillors Julian Hitchcock, Mary Llewellyn and Jim Teague
Vale Councillors H Jarvie and A Parker.

Item 2: Declarations of Interest.
None.

Item 3: Community Police Matters.
PC Elson reported that there was one occurrence of an arrest for drink/driving.

It was agreed that arrangements should be made for the St Hilary Ward Councillors to visit 'The Farm'. PC Elson agreed to provide details of a contact to the Clerk for forwarding to the Councillors.

3.1 South Wales Police 'Community Speed Watch Wales' initiative. Members discussed the increase in speeding traffic using the rural country lanes in recent years and whether the 'Community Speed Watch Wales' initiative could be introduced in the Llanfair area to monitor any excessive speeding of vehicles. It was agreed that if the Council decided to pursue the initiative it should be clarified that it is in the role of councillor and not done on a personal basis. The role would involve training and possibly a considerable time commitment. PC Elson advised that the scheme is good; training is carried out by South Wales Police and three people are required at any one time. Any speeding vehicles are recorded and a letter is sent to the owner of the vehicle. Once volunteers are trained, speed monitoring can be carried out as and when required. Volunteers are required to complete an application and will be vetted. It is not a requirement for volunteers to be councillors. Suitable places for the monitoring are chosen by the Police.

Item to be placed on July's Agenda for further discussion.

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Item 4: Acceptance of Minutes of the Annual Meeting held on 2nd May 2019.

Resolved that the minutes of the Annual Meeting held 2nd May 2019 were a correct record of the meeting and the minutes were duly signed by the Chairman.

Item 5: Acceptance of Minutes of the Meeting held on 2nd May 2019.

Resolved that the minutes of the Meeting held 2nd May 2019 were a correct record of the meeting and the minutes were duly signed by the Chairman.

Item 6: Matters arising from the Minutes of the Meeting 2nd May 2019.

6.1 Item 5.1 – It was reported that the Vale of Glamorgan Council will re-inspect the road adjacent to The Mill, Llandough to assess whether the large pothole, which is partly on the Highway, should be ‘filled’ by them.

6.2 Item 5.2 – Recycling Centre at Llandow. It was reported the lease on the private estate will terminate at the end of 2019 and the Vale of Glamorgan Council will seek an alternative site.

Item 7: Report from the Vale of Glamorgan Councillors.

Councillor Cox reported on the Annual Meeting of the Vale of Glamorgan Council at which Councillor Neil Moore was appointed the Leader of the Council.

Councillor Cox had previously indicated that he would be stepping down as a Cabinet Member with effect from May 2019.

There was a discussion on the formula used to calculate the funding that the Vale of Glamorgan Council gets from the Welsh Government.

Members thanked Councillor Cox for his efforts and work carried out on behalf of the community during his term as a Cabinet Member.

Item 8: Chairman’s Report.

Councillor Hawkins advised that he and Councillor Llewellyn had attended the ‘Chairing Skills’ course hosted by One Voice Wales and he had found the course content to be good and very helpful.

Item 9: Clerk’s Report.

9.1 Finances

Bank balance was noted at **£5,740.30** (Current Account £4,846.20 and Business Reserve Account £894.10).

Payments made since last meeting are:

Clerk’s Salary (May) - £154.26;

HMRC Tax (May) - £38.57;

J Griffin (Reimbursement of payment to HCI Data Ltd to secure the website) £90.00.

Zurich Municipal – Renewal of Council’s insurance policy - £294.25.

Item 9:

Clerk's Report.

Finances (Continued).

Payments due to be made are:

Clerk's Salary (June) - £154.26;

HMRC Tax (June) - £38.57;

Vale of Glamorgan Council ('Unsuitable for HGV's' sign at The Herberts) - £687.99.

No Monies received.

Banking Arrangements.

The Clerk advised that an account can be opened with Lloyds Bank over the telephone. The process takes approximately 30 minutes. Full details of each signatory are required and the mandate will be posted out for completion. It is possible that there will be no requirement for signatories to visit a bank branch. Members agreed that the accounts should be transferred from Nat West to Lloyds Bank as soon as practical. The Clerk will send an e-mail out to all signatories requesting details required from each signatory for opening the account.

Resolved that Councillor Hawkins, along with the four councillors already signatories, is added to the bank mandate.

Draft Charter between Town and Community Councils and the Vale of Glamorgan Council.

The proposed updated Charter had been circulated by e-mail to the Members. Two items in the draft document were queried:

- What induction training is expected for new councillors.
- How does a Town or Community Council complain if the Vale of Glamorgan Council does not meet the expectations detailed in the Charter.

Financial Regulations.

The Council's Financial Regulations were previously e-mailed to Councillors to allow Members to discuss any proposed amendments or updates.

Resolved that it should be minuted that the Council discussed and agreed its budget in December/January for the next financial year and that a bank reconciliation is carried out on a half yearly basis i.e. at the end of September and at the year-end on 31st March.

Item 10:

Approval of Annual Accounts and Governance Statement for year ended 31st March 2019.

The Clerk circulated copies of the Bank Reconciliation, Receipts and Payments accounts and the Audit Form, Governance Statement and the Internal Auditor's statement for the year ended 31st March 2019. It was confirmed that the Internal Auditor had completed the audit and the documents were satisfactory.

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Item 10: Approval of Annual Accounts and Governance Statement for year ended 31st March 2019 (Continued).

Resolved that the Annual Accounts and Governance Statement for the year ended 31st March 2018 be approved. The Chairman signed the audit form in readiness for it being forwarded to the External Auditor.

Item 11: To discuss the Clerk's Salary.

Following discussion, it was **resolved** to review the Clerk's salary in 12 months time with the National Insurance to be reviewed in 3 months time

Item 12: Reports of Representatives.

Councillor Simpson reported on a recent meeting of the Cardiff and Vale University Hospital Stakeholders Reference Group at which there was a presentation entitled "Prehab to Rehab". The initiative is to utilise the period of time between diagnosis and carrying out surgery in a positive way i.e. for exercise, healthy eating etc. Councillor Simpson has the power point which he can make available if requested.

Reference was made to the change in health authority areas which has resulted in the Princess of Wales Hospital being removed from Abertawe Bro Morgannwg University Health Board and into Cwm Taf University Health Board.

Councillor Simpson advised that there are now issues with the proposals to have single centres for Thoracic Surgery to be based in Morriston in terms of assuring senior thoracic support will be available to the Major Trauma unit at the Heath Hospital.

Item 13: Correspondence and Publications.

- 13.1 Application for financial assistance received from Bobath Children's Therapy Centre Wales.
- 13.2 E-mail from One Voice Wales requesting suggestions for Motions for Debate at the Annual Conference.
- 13.3 Notice from the Local Democracy and Boundary Commission for Wales advising that a review of the electoral arrangements for the County Borough of the Vale of Glamorgan and requesting that the notice is posted on notice boards to advise communities and seeking any views.
- 13.4 Papers from the Vale of Glamorgan Council including the agenda of the Annual meeting on 20th May 2019 and accompanying papers and the agenda of the meeting held 1st May 2019 and the minutes of the meeting held 27th February 2019.

All correspondence items noted.

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- Item 14: Any Other Business allowed at the discretion of the Chairman.**
- 14.1 Councillor Shaw referred to aircraft flying over St Hilary and requested the previously promised meeting of an Employee of the Airport with the Community Council is sought.
- 14.2 Reference was made to a 'street light' in St Hilary village which is continually on.
- 14.3 A directional sign in St Hilary is obliterated by the plant growth of a hedge and a request was made for the property owner to be contacted and asked to trim the vegetation.
- 14.4 Along the road between Llandough and The Herberts, the speed information signs have been 'knocked' and are facing in the wrong direction.
- 14.5 It was reported that there is Japanese Knotweed growing on the road out of St Hilary towards Howe Mill.
- Items to be reported to the Vale of Glamorgan Council with the exception of 14.1.**

- Item 15: Planning.**
- 15.1 Planning Application No. **2019/00504/FUL**
Location: Sand Pits Farm, St Hilary
Proposal: Retention of existing agricultural workers caravan (temporary permission for 3 years) and provision of a storage shed. Proposed alterations and extensions to existing farmhouse to provide attached granny annexe.
- No objection.**

- Item 16: Date, Place and Time of Next Meeting.**
The next meeting will be held on Thursday, 4th July 2019 at St Hilary Village Hall at 7.00pm.

..... **Chairman**
Date : 4th July 2019.