

LLANFAIR COMMUNITY COUNCIL
Minutes of Council Meeting held at
Virtually over 'Zoom',
On Thursday, 3rd September 2020 at 7.00pm.

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

In Attendance: Jackie Griffin, Clerk.

Item 1: Apologies for Absence.
Councillor Mary Llewellyn.

Item 2: Declarations of Interest.
None.

Item 3: Community Police Matters.
Members referred to an accident which occurred on the highway adjacent to Howe Mill Farmhouse.

Item 4: To discuss the 'Community Speed Watch Wales' initiative of South Wales Police.
This item to be removed from the agenda whilst Covid-19 regulations remain in place.

Item 5: To consider the Minutes of the Meeting held 2nd July 2020.
Resolved that the Minutes of the meeting of 2nd July 2020 were a correct record of the meeting and the minutes will be signed by the Chairman in due course.

Item 6: Matters arising from the Minutes, which are not included in this Agenda.
No matters arising.

Item 7: Chairman's Report.
Councillor Hawkins referred to a scam e-mail which a number of the Members and the Clerk had received. The e-mail gave the impression that it had come from him and asked the recipient to contact him. Fortunately, no harm appears to have come from it.

Item 8: Clerk's Report and to advise of additional information required by Grant Thornton (External Auditor).

8.1 Finances.
Bank balance was noted at **£6,665.66** (Current Account £5,769.61 and Business Reserve Account £896.05).

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Item 8: Clerk's Report and to advise of additional information required by Grant Thornton (External Auditor).

8.1 Finances (Continued).

Payments made since 2nd July 2020 are:

Clerk's Salary (July and August) - £154.26 x 2 = £308.52;
HMRC Tax (July and August) - £38.57 x 2 = £77.14;
St Hilary Village Hall (Hire for January 2020) - £43.00;
J Griffin (Reimbursement for HCI Data SSL Certificate) - £90.00.

Payments due to be made are:

Clerk's Salary (September) - £154.26;
HMRC Tax (September) - £38.57;
J Griffin – Reimbursement fees for Zoom meetings - £43.17.

Monies received:

Second precept payment via Vale of Glamorgan Council - £1,536.00.

8.2 Request from Grant Thornton for additional information with regard to the Annual Return for year ended 31st March 2020.

The Clerk advised that further information had been requested including:

- A copy of the Fixed Asset Register;
- Details of Earmarked Reserves;
- The Internal Auditor Report;
- Notice of Electors' Rights.

The first two items had been supplied. The Internal Auditor does not provide a written report so the Clerk had advised of that. The amended Notice of Electors' Rights had been posted on the notice boards.

Item 9: Reports of Representatives.

Councillor Simpson had circulated his notes from the meeting of the Cardiff and Vale University Health Board Stakeholders Reference Group in July 2020.

Item 10: Correspondence and Publications.

10.1 One Voice Wales – Community and Town Councils – Community Engagement – Best Practice Guide No. 1 – *forwarded to Members. If Members require a hard copy please request this from the Clerk.*

10.2 Clerks and Councils Direct – Publication September 2020.
All items noted.

Item 11: Any Other Business at the Discretion of the Chairman.

11.1 St Hilary Village Hall had provided a number of documents giving detailed information which had been prepared for prospective hirers, including a Covid-19 Risk Assessment; Special Conditions of Hire during Covid-19; Summary of Covid-19 Policy and Actions and Responsibilities and 'What to do if a hall user displays Covid-19 symptoms.

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Item 11: Any Other Business at the Discretion of the Chairman (Continued)

- 11.1 Members acknowledged the detailed information which had been provided and were concerned at what was expected of hirers. It was agreed to use 'Zoom' for October's meeting and to assess the situation monthly.
The Clerk explained that the public are still able to attend meetings by obtaining the meeting identification and password from the Clerk.
- 11.2 Concern was expressed at the installation of a 'swimming pool' surrounded by decking at a property in St Mary Church, without planning application.
Resolved that enquiries should be made with the Planning Department to ascertain if planning permission is required.
- 11.3 It was reported that there are many potholes on the highway between Llandough and The Herberts which have been reported but no action has been taken as yet. Furthermore, the road approximately 200 yards west of The Kennels, on a bend, has collapsed.
- 11.4 The road sweeper has not visited Llandough for at least six months.
The Clerk will make the necessary enquiries and reports.

Item 12: Planning Applications.

Decisions on Recent Planning Applications.

- (i) **2019/00805/RES** – Construction of a rural enterprise dwelling along with associated equestrian buildings and landscaping utilising the existing vehicle access to the site at **Land at North East of St Hilary – Grants approval with 7 conditions.**
- (ii) **2019/01392/FUL** – Change of use of outbuilding from a home office and gymnasium to a tourism use cottage and first floor extension to increase the floor space at **Woodlands Cottage, Llandough – Grants permission with 9 conditions.**
- (iii) **2020/00536/FUL** – Variation of conditions 5 (Drainage) and 7 (Surfacing of access road) for planning permission 2019/00504/FUL – Retention of existing agricultural workers caravan (temporary permission for 3 years) and provision of a storage shed at side and rear single storey extension at **Sand Pits Farm, Llantrithyd Road, St Hilary – Grants permission with 6 conditions.**
Noted.

Item 13: Place, Date and Time of Next Meeting.

The next meeting will be held on Thursday, 1st October 2020 Virtually over 'Zoom'.

..... **Chairman**
Date : 1st October 2020.