

LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF



Minutes of the Hybrid Meeting of Llantwit Fardre Community Council held on Monday, 28th November, 2022 at 5 p.m. at the Community Council Office, rear of Carnegie Parish Hall, Main Road, Church Village.

PRESENT

Community Councillor D.Stone – Chair

Community Councillors

J.Beattie, R.Butler, P.Fletcher, A.Green, J.James, K.Johnson, R.McCracken,
J.Murphy, A.Raines, G.Stacey and G.Warren

Officers in Attendance

Ms.Karyl May – Clerk & Executive Officer
Mrs.Susan Pickering – Asst.Clerk & Executive Officer
Ms.Claire Hendy – Responsible Finance Officer

117. APOLOGY FOR ABSENCE

RESOLVED – to note that an apology for absence had been submitted by Community Councillor S.Trask.

118. DECLARATIONS OF INTEREST

RESOLVED - to note that in accordance with the Members' Code of Conduct, some Members declared interests later-on in the meeting, Minute No.132 refers.

119. MINUTES

RESOLVED –

- (a) To approve as a correct record the Minutes of the meeting of the Community Council held on the 31st October, 2022.
- (b) To receive the Minutes of the meeting of the Staffing Committee held on the 14th November, 2022 and to approve the publication of the Training

Plans as identified at Minute No.11(2), noting that a report is to be considered later-on in the meeting in respect of this matter.

- (c) To receive the Minutes of the meeting of the Leisure & Amenities Committee held on the 17th November, 2022; and to approve the expenditure as outlined in Minute No.23.

120. PUBLIC BREAK

RESOLVED – to note the response to the under-mentioned question:-

Question from Mr.L.Walker

“Would the Council in view of the cost of the living crisis affecting all people in our community consider opening a food bank two days a week from the Ty Illtud rooms for the next six months, which could be operated by the Operatives during the Winter months and even volunteers. This would go some way to alleviating hardship in our communities during this crisis as other local councils have done”.

Response by Community Councillor R.Butler, Chair of Finance & Policy Committee

“Mr.Walker this is the fourth question that is in the same vein as those asked at the Council Meetings held on the 25th July, 3rd October and 31st October of this year. Three of the four questions are from you and whilst I stated in my closing remarks at the last Council meeting that – “any future requests concerning this matter will be dealt with by the Clerk and by means of a written reply and not a statement at Council. I am now of the view, and I am sure that my colleagues sitting around this table feel the same that you are deliberately being obtuse and creating a time wasting exercise on something that has already been answered succinctly. Therefore, I will refer you to the previous responses as set out in the minutes of the meetings that I referred to earlier.

A comment that has been made in the question that concerns me the most, where Mr.Walker stated that the food bank could be operated by the Council Operatives, two days a week. There is an inference there that our Operatives are not gainfully employed, that is a very inflammatory statement to make.

Our Council workers both outside and inside are very conscientious and work very hard and as a former Member of this Council you are well aware of the duties of the staff. I have nothing more to say”.

121. POLICE REPORT

RESOLVED – to note the Crime Reports for the Church Village and Tonteg Wards for the period 23rd October to 19th November, 2022.

REPORTS OF THE CLERK

122. PLANNING APPLICATIONS

RESOLVED – to note the following planning applications received from Rhondda Cynon Taf County Borough Council had been forwarded to Members for consideration:-

- i. 31 Aspen Way, Llantwit Fardre – Side garage extension, removal of conservatory.
- ii. Green field off Pound Farm Lane, Tonteg. CF38 1SU – Erection of synchronous, compactors with ancillary infrastructure and associated works, including access and landscaping for the purpose to supply grid stability to the national grid as part of their pathfinder initiative.
- iii. 4 Parc Nant Celyn, Efail Isaf – Rear extension with front porch.
- iv. Land at Pound Farm, Tonteg – Installation of a synchronous condenser facility, associated ancillary infrastructure, access and landscaping.
- v. Rear of 4 Acorn Grove/7 Allt y Wiwer, Church Village – TPO No.33 Group of Oak and Alder trees (to the rear garden).
- vi. 104 Parc Nant Celyn, Efail Isaf – Conversion of single garage.

123. PUBLICAITON OF TRAINING PLANS IN ACCORDANCE WITH SECTION 67 OF THE LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT, 2021

With reference to Minute No.6(b) of the Staffing Committee held on the 14th November, 2022, the Clerk outlined the requirements of the Council in publishing a Training Plan for both Members and Council Staff together with a five year budget plan to accord with Section 67 of the Local Government and Elections (Wales) Act, 2021.

Attached to the report was a copy of the Training Plan as agreed by the Staffing Committee and following the observations made by the Clerk, it was **RESOLVED** –

1. That as recommended by the Staffing Committee at its meeting held on the 14th November, 2022 (Minute No.11(2) refers)) to agree to the publication of the Training Plan as appended to the report together with the estimated training budget costs for the next five years, by the end of November, 2022 to accord with Section 67 of the Local Government and Elections (Wales) Act, 2021, which in the main currently relates to staff;
2. that in accordance with Section 67(5) of the Local Government and Elections (Wales) Act, 2021, a revised plan be published following the training needs analysis of each Councillor and the Appraisals of staff;
3. that in accordance with Section 67(3) of the Act, the Training Plan be revised should there be a by-election or a new co-opted Councillor or any staff changes;

4. to note that as indicated in paragraph 3.1 of the report, there may be a need to vire money to the training budget during this financial year.

124. 2022-23 NATIONAL SALARY AWARD

In her report, the Clerk informed Members that agreement had been reached on rates of pay applicable as from 1st April, 2022, the increase of which would be reflected in the staff's pay in November, 2022 and would be backdated to the 1st April, 2022.

RESOLVED –

1. To ratify the pay award as from the 1st April, 2022;
2. that if requested by an ex-employee to do so, any monies due to that employee from 1st April, 2022 to the employee's last day of employment be paid.

125. BUDGETARY CONTROL AND AUTHORITY TO SPEND

In accordance with paragraph 4.5 of the Council's Financial Regulations, the Clerk informed Members that there was a need to purchase a new shaft deck together with the necessary nuts and bolts at a cost of £693.26, thus ensuring that the Hip Hop play equipment at Station Road park could be repaired and back in use as soon as was reasonably possible.

RESOLVED – to agree to the action taken by the Clerk in purchasing the necessary parts for the play equipment at Station Road in accordance with paragraph 4.5 of the Council's Financial Regulations.

126. INTERIM INTERNAL AUDIT REPORT

The Clerk attached to her report, the findings of the Interim Internal Audit that was carried out by Mr.J.Morgan on Monday, 7th November, 2022.

The Clerk drew Members attention to the recommendations of the Auditor together with the proposed action that would be taken.

In conclusion, the Clerk reported that the Council was on track for an unqualified final audit.

RESOLVED –

1. to note the contents of the Interim Internal Audit report and the action to be taken by the Clerk in addressing the recommendations within the report;

2. to note that the completed report of the External Auditor in respect of the Returned Annual Report for the 2021/22 financial year had not been received;
3. to note that Members wished to place on record their thanks to the Clerk and staff for their efforts in the Council achieving a satisfactory audit report.

127. INCOME AND EXPENDITURE – OCTOBER, 2022

RESOLVED – to confirm the income and expenditure accounts for the month of October, 2022.

128. ACCOUNTS FOR PAYMENT – NOVEMBER, 2022

RESOLVED –

1. to agree to the accounts for payment for the month of November, 2022, as shown in the table below, together with the additional payments that were received subsequent to the circulation of the agenda:-

NOVEMBER, 2022		
Lloyds	Monthly Charge	24.00
PC Help Services	Email Hosting (Nov 2022)	48.86
Toshiba Tec UK	Photocopying	214.21
British Telecom	Phone Charges (Nov)	111.42
Jason Morgan	Internal Audit	200.00
RCTCBC	Salaries, pension, HMRC (Nov)	14,000.00
EDF Energy	Electric (Office) (01.10.22 – 31.10.22)	145.03
Lyreco	Clean Products	100.13
RCTCBC	Rates (Parish Hall) (Nov)	669.00
EDF Energy	Electric (Parish Hall) (01.10.22 – 31.10.22)	80.28
Total Energies	Gas (Parish Hall)	-
PPL/PRS	Music Licence (Annual Fee) (Parish Hall)	158.81
RCTCBC	Rates (Ty Illtud – Car Park) (Nov 22)	310.00
RCTCBC	Rates (Ty Illtud – Hall) (Nov 22)	168.00
EDF Energy	Electric (Ty Illtud) (01.10.22 – 31.10.22)	32.40
Total Energies	Gas	-
PPL/PRS	Music Licence (Annual Fee) (Ty Illtud)	158.82
RCTCBC	Wreaths for Remembrance Sunday	40.00

Buffet for all Occasions	Buffet for Remembrance Sunday	200.00
Seer Design	Christmas Event Tickets, Flyers	348.00
Chaplin's Panto	Christmas Panto	1,454.40
Crown Garden Service	Grass Cutting Services	368.06
CPA Horticulture	Bark for various play areas	1,893.60
Mr. Williams	Christmas Tree for front of Parish Hall	80.00
EDF Energy	Electric (Street Lighting)	-
Fuel Genie	Diesel (CN16 FAU)	257.83
TOTAL		£21,097.65
ADDITIONAL PAYMENTS		
Les Kirk Clocks	Annual Service to Parish Hall Clock	340.00
Proludic	Part for Hip Hop play equipment (Station Road)	408.00
Seer Design	Various Corporate Signage (from CIL Receipts)	3,840.00
Rialtas Business Sol.	Asset Inventory Software	552.30
OVERALL TOTAL		£26,237.95

2. To note that the cheques are to be signed by Community Councillors A.Raines and G.Stacey for the payments to be made for November, 2022.
3. To confirm the payments made using the debit card for the month of November, 2022, as shown in the table below:-

NOVEMBER, 2022		
Payee	Item	Cost
Adobe Systems	Annual Fee taken out in Oct	198.96
Ty Nant Garage	MOT (CE58 YNA)	54.85
Makro	Sweets for Christmas Events	37.96
Asda Stores Ltd	Selection Boxes for Christmas Event	178.00
Calico UK	Annual Fee for SSL Certificate	28/80
I.C.O.	Data Protection Fee Renewal	40.00
TOTAL		£538.57

4. To ratify the decision made by the Trustees of the Christmas Evan John Charity Fund in approving an application for funding in the sum of £200.93 at the meeting held at 4.30 p.m. today, the money of which is to be taken from the said account.

129. DISPOSAL OF ITEM

RESOLVED – to agree to the disposal of the following item and the purchase of a replacement:-

- PH008 – Microwave (Igenix) – Carnegie Parish Hall (kitchen)

130. QUESTION FROM COMMUNITY COUNCILLOR J.JAMES

RESOLVED – that the following question raised by Councillor J.James, be referred to the Leisure and Amenities Committee for consideration as suggested by the Chair:-

“Will the Chair update Members on the latest progress regarding the memorial plaques at the Carnegie Parish Hall?”

131. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED – that under the Public Bodies (Admission to Meetings) Act, 1960 (as extended by s.100 of the Local Government Act, 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Parts 4,5,6 (where applicable).

132. GRANT AID – LOCAL GOVERNMENT ACT, 1972, SECTIONS 137(4)(A)/137(3)

Following consideration of the applications received, it was **RESOLVED** –

1. to not award any grant funding in respect of the application submitted by Tonteg No.1 Neighbourhood Watch;
2. to agree to award £100 to Carnegie Girls WI;
3. to defer consideration of the remaining grant applications to an Extraordinary Meeting of the Council to be convened as a matter of urgency.

Note: Prior to consideration of the above item, the following Members declared personal interests, unless otherwise stated:-

- Community Councillor R.Butler – Application Nos.4 and 12 – Llantwit Fardre Football Club and Llantwit Fardre Cricket Club – “I know the applicants of both Clubs”.
- Community Councillor J.James – Application Nos.6 and 7 – 1st Efail Isaf Guides and 1st Efail Isaf brownies (Girl Guiding UK) respectively – “I am a Trustee of the Village Hall and therefore my interest is personal and prejudicial and I will leave the meeting during consideration of both applications”.
- Community Councillor K.Johnson – Application Nos.4 and 16 – Llantwit Fardre Football Club and Llantwit Fardre Ladies Running Club respectively– “my daughter plays for Llantwit Fardre Football Club and I help coach the Running Club”
- Community Councillor G.Stacey – Application No.4 – Llantwit Fardre Football Club – “I know the applicant”.
- Community Councillor G.Warren – Application Nos.10 and 24 – Tonteg WI and Cancer Research UK Llantwit Fardre Branch respectively – “I am a Member of both groups”.

URGENT ITEM

With the permission of the Chair, Members gave consideration to the following `urgent` report of the Clerk.

133. THE PUBLIC SECTOR BODIES (WEBSITE AND MOBILE APPLICATIONS) (NO.2) ACCESSIBILITY REGULATIONS 2018

Pursuant to Minute No.8 of the Council Meeting held on the 28th November, 2020, the Clerk reported on the problems that had been experienced with the Company who had been awarded the contract to build a new website for the Council to accord with the above Regulations, resulting in the contract having to be cancelled.

The Clerk reported that following the cancellation of the contract, she had contacted neighbouring Town/Community Councils having looked at their respective websites and outlined the initial discussions that had taken place with one of the companies that had received excellent reviews.

Following a discussion, it was **RESOLVED –**

1. to endorse the action taken by the Clerk in cancelling the contract with the Company that was agreed at the Council Meeting held on the 29th September, 2020;
2. to agree to award a new contract with the Company who provided the Proposal as attached to the report at a cost of £1,999.99 and noting that

there would be an additional cost of £330 in Year Two for hosting, training and support;

3. to agree to the payment terms i.e. 50% deposit, 25% stage payment when the site is built and ready to populate content and the balance to be paid on completion;
4. that the cost of the new website be taken from the Office Equipment budget, as the original budget of £5,010 remains unspent.

DAVID STONE
CHAIR

The meeting closed at 6 p.m.

Signed..... Date.....