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CYNGOR CYMUNED RHYDRI DRAETHEN, WATERLOO
& RUDRY COMMUNITY COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING

At Rudry Primary School
On Thursday, 26th September 2019 at 19.00 hrs

The meeting commenced at 19.00 hrs

Present: Councillors:	Jayne Garland (Chair) (JG) Michael Garland (MG) Kevin Stanworth (KS) Robert Heaton-Jones (RHJ) Zoe Hewer (ZH)
Also present Clerk/RFO:	Val Steel (VS)
Members of the Public:	No members of the public in attendance
Police Attendance:	Megan Kerswell – Gwent Police - CSO 289 (MK) Sarah Mey – Gwent Police – CSO 303 (SM)

MINUTE REF		ACTION
39/19	To note members' attendance and to receive and agree apologies for absence	
	The Chair welcomed Councillors to the meeting and introductions were received from all in attendance. Apologies were received from Councillors Kathryn Butcher; Paul Bradbury; Terry Hall and Soren Jensen. Resolved: To accept all apologies	
40/19	To discuss Police matters	
	Community Safety Officers' (SM) and (MK) were present. SM reported to the meeting. A copy of the report was received. ACTION - (JG) to include a warning of increased roof lead theft in the area on DWR CC face book page. ACTION - (KS) & (JG) to provide (SM) with names and addresses of off-road bikers abusing Gwern-y-Domen.	JG KS & JG

	Resolved: That the report be Noted	
41/19	To receive Declarations and Register of Interest	
	Councillors were reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Clerk. There were no Declarations of Interest.	
42/19	To approve minutes of the Council meeting held on 25th July 2019	
	An amendment to Minute No. 32/19 (i) was moved at the meeting in accordance with Schedule 10 (a)(i) of the Standing Orders. It was Resolved that Minute No. 32/19 (i) should be amended to read:- (i) VS advised Councillors that a CIL payment of £756 has been paid into the bank by CCBC. It was NOTED that the CIL must be spent within 5 years. Resolved: That minutes of the Ordinary Full Council meeting held on 25th July 2019 were approved as a true and accurate record.	
43/19	To discuss matters arising	
	Minute Reference 78/19 – This item has been deferred – see Minute Reference 50/19 contained in these Minutes. This will be included as an item on the Agenda for future meeting to RESOLVE how to use the asset. Minute Reference 83/19 – (ii) Action for (PB) is ongoing due to circumstances of the owner and will be completed at an appropriate time. It was Resolved to defer the item. Minute Reference 31/19 (JG) has sent a card to BH and will visit him again in hospital before the next meeting. Minute Reference 32/19(iv) - ACTION Completed Minute Reference 32/19(vii) - ACTION Completed Minute Reference 33/19 - ACTION Completed Minute Reference 35/19 - ACTION ongoing Minute Reference 37/19 (i) - Neighbourhood Watch Scheme – Mr Carr has confirmed he is no longer involved with this scheme. Minute Reference 37/19(iv) – ACTION Completed Minute Reference 37/19(v) – The Intergenerational Lunch Project has been postponed waiting on Rhydri Primary School providing a date for the next lunch. ACTION: ALL Councillors to reach out to the older generation and invite them to join the lunch. ACTION - (JG) to send (VS) the PID on the project to disseminate to all Councillors. ACTION - (JG) will work with Rhydri Primary School to improve the project objectives. Minute Reference 37/19(vi) – ACTION Completed Minute Reference 37/19(vii) – ACTION - (KS) as a Trustee of Rudry Parish Hall to liaise with the Hall Committee and establish the	MG PB JG VS ALL JG & VS JG KS

	whereabouts of the marquee and other DWR CC assets and to report back to Council in due course.	
	Resolved: Noted	
44/19	To receive Chair's announcements	
	<p>It was Resolved that as (VS) has been in post for 6 months on 15th October 2019, (JG) & (KB) must arrange a 6 month appraisal for (VS). ACTION – (JG) & (KB) to arrange appraisal.</p> <p>It was Resolved that the Clerk's post requires 10-15 hours per week. ACTION (JG) and (VS) to budget accordingly for financial year 2020/21.</p> <p>(JG) requested ACTION for ALL Councillors to respond as individuals to the WG's Consultation on the Draft National Development Framework.</p> <p>Signatories for Barclays Bank almost completed.</p> <p>Litter is an ongoing issue – ACTION – ALL Councillors to arrange litter picking activities.</p> <p>Speeding continues to be monitored. ACTION – (JG) to distribute the Speed Report to all.</p> <p>Environment Wales Act 2016 requires public bodies to prepare and publish a Community Plan and Environmental Statement setting out what it proposes to do to comply with the duty to maintain and enhance biodiversity within their current working areas.</p> <p>(JG) attended OVW training module on "Creating a Community Plan" that will be paid for by herself.</p> <p>Persimmon Development at Gwern-y-Domen was refused by CCBC. Waiting on the Appeal Decision.</p>	<p>JG & KB</p> <p>JG/VS</p> <p>ALL</p> <p>ALL</p> <p>JG</p>
	Resolved: The Chairperson's Announcements were Noted	
45/19	To receive Clerk's Report and Correspondence	
	<p>(i) It was Resolved to host some planning training early next year. ACTION – (VS) to respond to Planning Aid Wales accordingly.</p> <p>(ii) ACTION – (VS) to send OVW September – December training schedule to all Councillors</p> <p>(iii) It was Resolved that a minor amendment to the model Financial Regulations be made as follows:- Section 11(a)(ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants. Amended to:- Section 11(a)(ii) for specialist services such as are provided by legal professionals acting in disputes. Update to limits under Public Contract Regulations – footnote to Regulations 11.1.b For public works contracts 5,225,000 Euros (£4,104,394). Amended to: For public works contracts 5,225,000 Euros (£4,551,413). ACTION – (VS) to amend the Council's Financial Regulations to incorporate the amendment.</p> <p>(iv) It was Resolved that ACTION - (VS) pursues the web site development with Vision ICT Ltd. When the request for information has been forthcoming (VS) to liaise with (ZH). (Delay with Vision ICT due to the unexpected death of the Director and (VS) on holidays).</p>	<p>VS</p> <p>VS</p> <p>VS & JG</p> <p>VS & ZH</p>

	(v) ACTION – (VS) to check the grant process includes a £500 grant limit. Resolved: The report was Noted	VS
46/19	To receive new Members' Declaration of Acceptance of Office	
	Robert Heaton-Jones and Zoe Hewer signed the Declaration of Acceptance of Office in the presence of (VS) the Clerk & RFO and will continue as Councillors for Waterloo and Draethen wards respectively as discussed at the meeting held on 25 th July 2019 in Minute Ref 33/19. Due to apologies for absence being received from Soren Jenson this action remains outstanding for (SJ) to become a Community Councillor. ACTION (VS) to make the necessary arrangements for the Declaration of Acceptance of Office to be signed before the next meeting. ACTION: (RHJ & ZH) to read the Code of Conduct and The Good Councillor Guide. Resolved: Robert Heaton-Jones and Zoe Hewer are co-opted Councillors for Waterloo and Draethen Wards respectively.	VS RHJ & ZH
47/19	To discuss the Governing Body of Bedwas Junior and Rhydri Primary Federation and resolve whether DWR Community Council nominates a Councillor for the available minor Authority Governor position	
	Due to time constraints, this item was omitted from discussion at the meeting and will be deferred to the next meeting.	
48/19	To approve the Financial Report	
	<ul style="list-style-type: none"> i. The Balance of Funds was received, confirmed and approved by (JG) and (RHJ) in the absence of the Vice-Chairperson. ii. Bank Statements were received, confirmed and approved by (JG) and (RHJ). iii. Reconciliation received, confirmed and approved by (JG) and (VS). iv. Payments to creditors were confirmed and approved by (JG) and (KS). ACTION (JG) to raise cheque for clerk's expenses. v. Income Received: The precept of £7,500 was received into the bank on 30th August 2019. vi. Budgets reviewed and updated to vary spend allocation. vii. BDO LLP update – response received from BDO LLP on 26th September 2019. The report will be included as an item on the agenda for the next meeting to present the report for Councillors to approve and accept the Annual Return. 	JG

	<p>ACTION – (VS)(JG) to ensure it is on the agenda for discussion.</p> <p>viii. The grant application requests were noted. ACTION – (VS) to check legislation in respect of making payments to Churches.</p> <p>ACTION – (JG) to send budgets to ALL Councillors in readiness for the next meeting.</p> <p>Resolved: To Confirm, Approve and Note the Financial Reports.</p>	<p>VS & JG</p> <p>VS</p> <p>JG</p>
49/19	To discuss planning applications	
	<p>The planning applications were discussed.</p> <p>Resolved: No Comments or Objections to the planning applications were Noted.</p>	
50/19	To receive Councillor reports	
	<p>Report from (KB)</p> <p>i. CCBC agreed better signage is needed for Ty Newydd and will progress in April 2020 when funds become available.</p> <p>ii. CCBC area supervisor visited Waterloo - bin collections improved but KB is still monitoring the situation.</p> <p>iii. Issue with littering on the road between A468 and Waterloo village. KB asked if this road in the Waterloo Ward? DWR CC consider signage and litter bins?</p> <p>iv. Issue with speed and corner cutting through Waterloo, especially coming into Waterloo from A468. Can a speedwatch be arranged?</p> <p>v. Stiles on public footpaths in the area have degraded with possible risk to safety. Look into who responsible for rectifying these. ACTION – RHJ to contact Andrew Fleming, CCBC Public Rights of Way Officer to identify land ownership and responsibilities to progress.</p> <p>vi. Looking into community group similar to that in Draethen, also Neighbourhood Watch.</p> <p>ACTION – (VS) to contact CCBC re the policies on refuse and recycling collections at Waterloo Terrace and farms and provision of litter bins and signage.</p> <p>At 9.00 p.m. the Chairperson proposed that the Standing Orders be suspended and it was Resolved that the meeting would continue after 9.00 p.m. in accordance with Standing Order 3. (MG) and (KS) seconded the proposal.</p> <p>ACTION – (RHJ) to join speedwatch team. (JG) to provide speedwatch application form for RHJ. Waterloo area has been risk assessed by the Police and Highways and may only carry out speedwatch at this location.</p>	<p>JG</p> <p>RHJ</p> <p>VS</p> <p>JG RHJ</p>

	<p>Current speed limit in force 20 Plenty signs are not binding although encouraged by residents</p> <p>Report from (MG). The report discussed:-</p> <p>Minutes of the Draethen Community Group (DCG) Draethen Neighbourhood Watch. Speedwatch equipment activity in Draethen Upgrade Draethen Phone box power disconnected in preparation Village Green Furniture Litter Picking Equipment Christmas Tree Lighting Availability of a grant for DCG Land around the Green and Play areas</p> <p>Resolved: that the reports were received and NOTED.</p>	
51/19	To discuss Projects	
	<p>Neighbourhood watch scheme in Draethen Stickers, gate signs and lamp post signs have been received at a cost of £349 which is £49 more than provided in the budget but this include vat</p> <p>Phone box refurbishment – due to the additional information provided by CCBC (JG) proposed to pursue an application for community asset transfer for the green, the playground and the triangle of land on The Row, Draethen. (KS) seconded the proposal with a unanimous show of hands in favour of the proposal. Due to the time this may take (JG) proposed pursuing placing emphasis on the refurbishment of the Waterloo phone box and defibrillator this year in light of the lengthy process to relocate the Draethen phone box. A virement of some available budget to be provided for the noticeboards. A unanimous show of hands in favour of the proposals.</p> <p>Festive lighting – The progress on the alternatives to festive lighting was discussed.</p> <p>(MG) proposed lighting up the cherry tree each year on the green in Draethen. MG provided a quotation in support of the proposal. The lights would be removable. The lights and transformer will remain the property of DWR CC. It was resolved to procure a total cost including VAT is £884.76. (KS) seconded the proposal.</p> <p>(JG) proposed providing planters for Community in Bloom. Cost of Floral Fountain Planters (Planter only) £340 + VAT + Delivery. Planters also available:- Cup & Saucer unit price £24, Rail Planter – unit price £41 For 3 Tier Flower Fountain 'Flowers' - unit price £240 +vat +delivery Plus a contract for watering – price to be provided</p> <p>(JG) proposed providing 1 Floral Fountain within each village. (MG) seconded the proposal. It was resolved with a unanimous show of hands to arrange DWR in Bloom for 2020</p> <p>Intergenerational Lunch – The Intergenerational Lunch Project was postponed waiting on Rhydri Primary School providing a date for the next lunch as discussed in Matters Arising Minute Reference 37/19(v).</p>	<p>JG</p> <p>MG</p> <p>JG</p> <p>JG/VS</p>

	<p>Notice Boards – Due to costs being over budget to provide 4 Notice Boards (JG) proposed that 3 be provided for this year 2019/20. It was resolved 3 Notice Boards would be procured</p> <p>Wreaths – Provision of wreaths for Royal British Legion cost of £30</p> <p>Poppies for Lamp Posts – Provision of poppies for lamp posts (JG) proposed providing £100 for this year to purchase more poppies. (KS) seconded the proposal.</p> <p>Provision of signs at Ty Newydd, Waterloo – (JG) spoke to Darren Hold at CCBC and proposed paying CCBC to erect a sign at Ty Newydd, Waterloo. (RJH) seconded the proposal. A unanimous show of hand in favour of the proposal. It was Resolved for ACTION (JG) raise a cheque for £250 made payable to CCBC. ACTION (JG) to speak to Darren Hold (CCBC Highways).</p> <p>Provision of Bench and Picnic Table for Draethen – (MG) proposed using the Community Infrastructure Levy to purchase a bench and picnic table. A unanimous show of hands in favour of the proposal. (See Minute Reference 53/19 below).</p> <p>Resolved: to Approve the proposals.</p>	<p>JG</p> <p>JG</p> <p>JG</p> <p>JG</p> <p>JG</p>
52/19	To discuss and agree the disposal of photocopier	
	Minute Reference 78/19 – This item was deferred due to lack of time. It will be included as an item on a future Agenda at an appropriate time to Resolve use of the asset.	ALL
53/19	To consider the provision of village garden furniture (park seat) for Draethen Community Group	
	(MG) proposed to provide a picnic table at a cost of £470 and a bench at a cost of £360 plus a contingency for Draethen as requested by DCG. Total approximately £835. (KS) seconded the proposal. A unanimous show of hands in favour of the proposal. Resolved: to Approve the proposals.	MG
54/19	To agree items to be discussed at next meeting	
	It was agreed that the next meeting will focus on budgets and finance for 2020/2021.	VS/JG
55/19	To agree next Council meeting	
	<p>Due to some Councillors experiencing difficulty in attending meetings on a Thursday and to ensure meetings finish by 9.00 p.m. it was Resolved that meetings will continue on a bi-monthly basis and will start earlier.</p> <p>Date, Time and Venue of the next meeting.</p> <p>The date of the next meeting was agreed as Wednesday, 27th November 2019 at 6.30 p.m. at Rhydri Primary School.</p> <p>Please note the new day and time of the meeting.</p>	ALL
	The Chair thanked everyone for their contribution and formally closed the meeting at 9.40 p.m.	

Minutes produced by Clerk/RFO: Val Steel

Signed by Chair of Council/Meeting



Print Name: Jayne Garland

Date: 27/11/19