

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

At Rudry Primary School
On Wednesday 27th November 2019 at 18.30 hrs

The meeting commenced at 6.30 p.m.

Present: Councillors:	Michael Garland Zoe Hewer Jayne Garland Paul Bradbury Kathryn Butcher Rob Heaton-Jones
Also present Clerk/RFO:	Val Steel (VS)
Members of the Public:	No members of the public in attendance
Police Attendance:	No Police Officer in attendance

MINUTE REF		ACTION
56/19	To note members' attendance and to receive and agree apologies for absence	
	The Chair welcomed Councillors to the meeting Members' attendance was noted. There were no apologies received from Councillors. Apologies were received from Police Officer Sarah Mey CO303 and a report sent in her absence. Resolved: To accept all apologies	
57/19	To discuss Police matters	
	A copy of the Police report was received and discussed. (VS) to contact (SM) to attend Council meeting on a "needs" basis but to continue with provision of the monthly report to be received by the Clerk the Wednesday preceding the Council meeting.	VS

	Resolved: The report be Noted	
58/19	To receive Declarations and Register of Interest	
	<p>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.</p> <p>Councillor Jayne Garland declared an interest in Minute No. 64/19 Planning Application Case Reference 19/0889/FULL.</p>	
59/19	To approve minutes of the Council meeting held on 26th September 2019	
	<p>Minutes of the Ordinary Full Council Meeting held on 26th September 2019 were received, approved and signed as an accurate record.</p> <p>Resolved: Minutes of the Ordinary Full Council meeting held on 26th September 2019 were approved as a true and accurate record.</p>	
60/19	To discuss matters arising	
	<p>Minute Reference 78/19 - To discuss and agree the disposal of photocopier – This item has been deferred – see Minute Reference 52/19 contained in September Minutes. This will be included as an item on the Agenda for a future meeting to RESOLVE how to use the asset.</p> <p>Minute Reference 83/19 – (ii) Action for (PB & RH-J) to speak to land owners to arrange removal of DWR CC structures and to discuss the value of the land with a view to the Council purchasing the land.</p> <p>Minute Reference 35/19 - ACTION: (VS) to disseminate planning training available to Councillors as soon as it is received from One Voice Wales or Planning Aid Wales. ACTION ongoing</p> <p>Minute Reference 37/19(v) – The Intergenerational Lunch Project has been arranged for 29th January 2020. ACTION: (VS) to send PID and related documents to Councillors. ACTION - (JG) will work with Rhydri Primary School to define the project objectives.</p> <p>Minute Reference 37/19(vii) – ACTION ongoing - (KS) as a Trustee of Rudry Parish Hall is to liaise with the Hall Committee and establish the whereabouts of the marquee and other DWR CC assets and to report back to Council in due course.</p> <p>Minute Reference 44/19 - It was Resolved that as (VS) has been in post for 6 months on 15th October 2019, (JG) & (KB) must</p>	<p>MG</p> <p>PB/RH-J</p> <p>VS</p> <p>VS JG</p> <p>KS</p> <p>VS/JG/KB</p>

	<p>arrange a 6month appraisal for (VS). ACTION – (VS) to arrange a date for the appraisal.</p> <p>Litter is an ongoing issue – ACTION – ALL Councillors to arrange litter picking activities. (JG) to send DWR CC litter picking equipment and Hi-viz to (PB, RH-J, ZH).</p> <p>Speed Watch project is deferred until the spring months. (JG) to speak to PC Chris Evans re DBS for Councillors involved in the project.</p> <p>Minute Reference 45/19(v) - Action completed – it was agreed that the grant process includes a “catch all” sentence i.e. “The amount of money available for small grants will vary each year depending on the overall council budget. It was Resolved to approve the grant application process.</p> <p>Minute Reference 46/19 - To receive new Members’ Declaration of Acceptance of Office. ACTION (VS) to email and make the necessary arrangements for the Declaration of Acceptance of Office to be signed by Soren Jenson if he is still interested in becoming a Community Councillor.</p> <p>Minute Reference 50/19 (v) – Action Completed. RHJ had advised that some of the stiles on public footpaths around the Waterloo area have degraded with possible risk to safety. Look into who is responsible for rectifying these. A site visit was arranged with Mark Gibbons, Countryside and Rights of Way Warden at Caerphilly CBC to review a number of footpath styles. Six styles and two footpath bridges were identified as requiring improvement. Mark Gibbons will take this work forward and provide progress updates to RHJ who will keep council members updated on progress.</p> <p>Minute Reference 50/19 (iii) ACTION Completed – (VS) to contact CCBC re the policies on refuse and recycling collections at Waterloo Terrace and farms and provision of litter bins and signage. (VS) to provide (RHJ) with CCBC Officer contact details.</p> <p>ACTION – (RHJ) to join speedwatch team (JG) to help with completion of application form whilst the project is deferred for winter months.</p> <p>Minute Reference 51/19 - Phone box refurbishment. ACTION – (MG & JG) to provide quotes by interested local tradesmen for provision of a new phone box and/or a refurbished phone box to compare costs.</p> <p>Festive lighting – ACTION Completed. (MG) will be attending the Draethen official switching lights on event on 30th November 2019.</p> <p>Draethen Bench Installation – the bench has arrived and is being stored at Three Counties whilst awaiting installation.</p> <p>Purchase of Planters – ACTION Completed. ACTION: Ongoing – JG pursuing suggested locations of planters to be agreed at Waterloo Place; The Green, Draethen; The Triangle, Rudry.</p> <p>Notice Boards – Delivery in December.</p> <p>Provision of signs at Ty Newydd, Waterloo – Delivery and installation planned in December.</p>	<p>ALL</p> <p>JG</p> <p>JG</p> <p>VS</p> <p>VS</p> <p>RHJ</p> <p>VS/RHJ</p> <p>RHJ/JG</p> <p>MG/JG</p> <p>JG</p>
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	<p>Minute Reference 53/19 - To consider the provision of village garden furniture (park seat) for Draethen Community Group – It was agreed that the Council will consider the provision of an Acknowledgement Plaque for the village garden furniture (park seat) for Draethen Community Group. ACTION: (VS) to obtain quotes for the provision of signs/brass plaques recognising the support of the Council i.e. Sponsored by DWR CC.</p> <p>Resolved: Noted</p>	VS
61/19	<p>To approve the Financial Report</p> <p>(i) The Balance of Funds was received, confirmed and approved by Council.</p> <p>(ii) Bank Statements were received, confirmed and approved by Council.</p> <p>(iii) Reconciliation received, confirmed and approved by Council.</p> <p>(iv) Payments to creditors were confirmed and approved by Council.</p> <p>Resolved: To Confirm, Approve and Note the Financial Reports.</p>	
62/19	<p>To receive Audit report for the year ended 31st March 2019</p> <p>a) Council received and noted letter from external auditors BDO confirming that the audit is complete.</p> <p>b) Council received, approved and accepted the Annual Return.</p> <p>c) Council received and noted the Issues Arising Report and agreed to implement recommendations set out by the Auditor going forward.</p> <p>d) Council noted that the Notice of Conclusion of Audit will be displayed in a conspicuous place (on the notice boards in Draethen, Waterloo & Rudry) for 14 days from 26th September 2019 and published on the Council's website indefinitely.</p> <p>ACTION: (VS) to sign and display the Notice of Conclusion of Audit in a conspicuous place.</p> <p>Resolved: To approve the Annual Return for 2018/19</p>	VS
63/19	<p>To receive and approve draft budget proposals for 2020/21</p> <p>Resolved: that due to time constraints the Council deferred this item to be discussed at an Extra Ordinary Meeting that will be arranged for Wednesday, 8th January 2020 at 6.30 p.m. to approve the draft budget proposals.</p> <p>ACTION: (VS) to make the necessary arrangements</p>	VS
64/19	<p>To discuss planning applications</p>	

	<p>The planning applications were discussed.</p> <p>Resolved: Objections be raised with CCBC Planning Department for planning application nos. 19/0787/COU & 19/0788/LBC - Proposal to carry out conservation repairs to the former dairy and laundry (The Bothy) and change the use of the stables and coach house building to a mixed use of 7 No. new residential units and stables and 19/0789/COU & 19/0790/LBC - Proposal to carry out conservation repairs, conversion and change of use of ancillary curtilage building consisting of a former greenhouse store to provide an alternative bat roost</p> <p>ACTION: (VS) & (MG) to collate a response and send to CCBC Planning Department.</p> <p>Resolved: No Comments or Objections to planning applications 19/0889/FULL and 19/0920/FULL but they were noted.</p>	<p>VS/MG</p>
<p>65/19</p>	<p>To receive Chair's announcements</p>	
	<p>Chair Cllr Jayne Garland announced the following:-</p> <ul style="list-style-type: none"> • Attended as a nominee for two categories the annual Voluntary Sector Achievement Awards (GAVO) to be presented as winner of 2 awards. Volunteer Award & Trustee Award • Thanked Cllrs PB and MG for installing and then removing the event poppies before and after Armistice Day throughout the three villages. • Thanked Cllrs RHJ & MG for representing DWR CC at the recent Armistice Services at Machen & St. James, Rudry. Cllr JG also represented DWR CC at the Caerphilly Town Centre service • Attended a meeting with the Green Energy Team to discuss funding opportunities for the provision of electric vehicle charging stations within our wards - ongoing. • Proposed a Climate Change Crisis. Cllr ZH seconded the proposal with a unanimous show of hands in favour of the proposal. Resolved: to form a team to look at actions DWRCC can take to tackle climate crisis and reducing its' carbon footprint • Pledged to plant 50 trees on 30th November 2019 as part of the Tree Charter 'Every Tree Counts' project and to tackle the increasing antisocial behaviour of fly tipping where Darren Ould, Highways CCBC quoted for provision of boulders at approx. £1,000. These would serve to protect new tree saplings and 	

	<p>reduce access to frequent fly tipping hotspots. The Landscape Partnership project has agreed to fund this.</p> <ul style="list-style-type: none"> • ACTION: (JG) to promote on DWR CC FaceBook page. • Attended NRW workshop on 26th September 2019 looking at linking with the landscape project and so that we play a strategic part in the Area Statements being produced by NRW. Next one to one meeting is with Steve Morgan 19th December in Monmouth. • As part of the Landscape Partnership Project JG is attending the Landscape Institute Awards 2019 in London with CCBC's Countryside Team, Phil Griffiths and the authors of the Masterplan Lee Morris and Louise Ball of WYG which was nominated for award. • Pursuing the asset transfer of land at Draethen – The Park, The Green and The Triangle. • Darren Ould Highways CCBC agreed that DWR CC may plant plants/foilage that will grow no higher than 1 metre high. Nothing exceeding 1 metre high should be planted that may obscure road users' vision. Darren's team are currently working on potholes outside Rudry Parish Hall and by the Old Griffin Inn • Discussed installing chevrons at the dangerous 'S' Bend at Pentwynwyn Road, Rudry where 4 vehicles have ended up on their roof since January • Meeting Paul Roberts CCBC Highways on Monday, 2nd December to agree location of noticeboard. <p>Resolved: The Chairperson's Announcements were Noted</p>	<p>JG</p>
	<p>Cllr MG proposed deferring Items 14, 15 and 16 due to lack of time to complete the agenda at a reasonable time.</p>	
<p>66/19</p>	<p>To receive Clerk's Report and Correspondence</p>	
	<ul style="list-style-type: none"> • A date for hosting planning training will be scheduled in new year – ACTION: (VS) to arrange – ongoing • Intergenerational Lunch Project – Resolved: 29th January 2020 to be confirmed with Rhydri Primary School. ACTION: 	<p>VS</p>

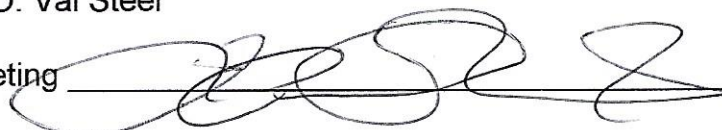
	<p>(VS) to confirm date. (JG) to work with Headteacher on setting objectives.</p> <ul style="list-style-type: none"> • Independent Remuneration Panel Annual Report 2020/21 consultation period ends 10th December 2019. • Resolved: ACTION: (VS) to prepare the report in accordance with the Environment Wales Act 2016 S16 and send to all Councillors for comments and approval. • Councillors Allowance of £150 – Resolved: that payment of £150 will not be a pro-rata payment. ACTION: (VS) to send information to Cllrs (ZH) and (RH-J) • CCBC Draft Budget Proposals – Resolved: (VS) to respond. ACTION: (VS) to send highlighted information from CCBC to all Councillors for comments. Closing date for CCBC consultation is 18th January 2020. • DWR CC draft budget proposals wish list. ACTION: (VS) to collate a list of information suggested by Councillors. • (JG) proposed that (RH-J) represents DWR CC on the Local Health Board Volunteer Community Connectors Network. • (JG) proposed to procure One Voice Wales for the provision of training on HMRC Pay Tools at a cost £160. (PG) seconded the proposal with a unanimous show of hands in favour of the proposal. ACTION: (VS) to engage with OVW. • Resolved: (VS) to pay invoices to avoid late payment charges in accordance with Financial Regulation 5.5. • VE Day celebrations to be discussed at next Ordinary meeting. ACTION: (VS) to include on the Agenda. • Resolved: that the Council’s facebook account needs to be updated from Brian Hancock’s contact details to the current Clerk’s or the Council may need to close down and a new account be set up. ACTION: (JG) to contact Facebook to resolve. <p>Resolved: The report was Noted</p>	<p>VS & JG</p> <p>VS</p> <p>VS</p> <p>VS</p> <p>VS</p> <p>VS</p> <p>VS</p> <p>VS</p> <p>VS</p> <p>JG</p>
	<p>At 8.00 p.m. the Chairperson proposed that the Standing Orders be suspended and it was Resolved: that the meeting would continue after 8.30 p.m. in accordance with Standing Order 3. (MG) seconded the proposal.</p>	
67/19	To Discuss and approve logo and branding	
	<p>(VS) presented 4 options of a new logo and associated branding to Councillors. (JG) proposed Option 1 as the preferred option; (PG) seconded the proposal with a unanimous show of hands in favour of the proposal. Resolved: that Option 1 is the preferred option. ACTION: (VS) to pursue the project with Vision ICT.</p>	VS

68/19	To receive Councillor reports	
	<p>Draethen Ward</p> <p>(MG) – All previous actions have been completed. Festive lighting for Draethen are to be stored at Cllr (KS) in readiness for installation by (KS) and (MG).</p> <p>Waterloo Ward</p> <p>(KB) attended Charing Meetings training on 6th November 2019. (RH-J) attended Code of Conduct training on 5th October 2019. (RH-J) represented the Council at the Remembrance Sunday Service at Machen. (RH-J) attended the LHB’s Community Network Event for the recruitment of Volunteer Community Connectors on 21st November 2019. Matters being progressed with officials at Caerphilly County Borough Council:- i. Repair and improvement of footpath styles and footpath bridges. ii. Improvements to Highway Safety including: Reducing highway flooding due to culvert drainage issues by the former paint works. Addressing highway verge overgrowth that is limiting visibility of street lighting Highway Signage. Matters for discussion: Development of DWR Newsletter to be discussed at next meeting. ACTION: (VS) to include on the Agenda.</p> <p>Resolved: that the reports were received and noted.</p>	VS
69/19	To discuss Projects	
	This item was deferred due to lack of time to complete the agenda at a reasonable time.	
70/19	To discuss and agree the disposal of photocopier	
	This item was deferred due to lack of time to complete the agenda at a reasonable time.	
71/19	<p>To discuss:- (a) 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 - (This item was omitted from the previous meeting due to time constraints) and:- (b) resolve who is to be nominated to represent the Council on Rudry Parish Hall committee</p>	

	This item was deferred due to lack of time to complete the agenda at a reasonable time.	
72/19	To agree items to be discussed at next Ordinary Council Meeting	
	<ul style="list-style-type: none"> • To discuss Projects • To discuss and agree the disposal of photocopier • To discuss:- (a) 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 - (This item was omitted from the previous meeting due to time constraints) and (b) resolve who is to be nominated to represent the Council on Rudry Parish Hall committee • VE Day Celebrations • DWR CC Newsletter 	
73/19	To agree Convening an Extraordinary Meeting	
	<p>The Chairperson has convened an Extraordinary Meeting to receive and approve draft budget proposals for 2020/21.</p> <p>Date, Time and Venue of the Extraordinary meeting.</p> <p>The date of the Extraordinary Meeting was agreed as Wednesday, 8th January 2020 at 6.30 p.m. at Rhydri Primary School</p>	ALL
74/19	To agree next Ordinary Council meeting	
	<p>Date, Time and Venue of the next Ordinary Meeting.</p> <p>The date of the next meeting was agreed as Wednesday, 29th January 2019 at 6.30 p.m. at Rhydri Primary School.</p>	ALL
	The Chair thanked everyone for their contribution and formally closed the meeting at 8.45 p.m.	

Minutes produced by Clerk/RFO: Val Steel

Signed by Chair of Council/Meeting



Print Name:

Jayne Garland

Date:

29/1/2020