



Clerk to the Community Council
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community council

MINUTES OF THE FULL COUNCIL MEETING AT RUDRY PRIMARY SCHOOL On THURSDAY 29TH November 2018, at 19:00

Present: Community Councillors:

Messrs: Ken Morgan, Mike Garland & Kevin Stanworth.
Mesdames; Jayne Garland & Kathryn Butcher

Apologies: Community Councillors

Terry Hall & Paul Bradbury.

Acting Clerk/RPO: Mr Brian Hancock

26. Opening and Welcome

The Acting Clerk opened the Meeting at 19:00 with a welcome and explained the first item was to elect a Chair, until the AGM in May 2018, as it had previously agreed to elect the Council Chair when the Council had more Members at its earliest Full Council Meeting. This was the earliest FULL Council Meeting held since Cllr Hall stood down as Chair

27. Elections for

Chair: Cllr Jayne Garland **was proposed, seconded and elected unanimously**

Vice Chair: Cllr Kathryn Butcher **was proposed, seconded and elected unanimously.**

28. Apologies

Received as noted above.

29. Declarations of interest

None received.

30. Minutes

30.1 Full Meeting 27 Sept 2018:

Received and Approved.

30.2 Extraordinary Meeting 31 Oct 2018:

Received and Approved.

31. Chair's Announcements

The Chair welcomed all especially the new Cllrs Ken Morgan, Paul Bradbury and Kathryn Butcher and thanked members for their nominations.

32. Clerk's Reports

32.1 Resignation: Noted that Mr J. Farce resigned.

32.2 A letter for information was received from: Mr Graham, now answered by Acting Clerk.

32.3 One Voice Wales: Acting Clerk reminded Members that DWR CC can have a second representative. Cllr KB volunteered, it was agreed Cllr Butcher would attend future events.

32.4 Chatter & Natter Table: An initiative tackling isolation to allow people to talk in various locations. The 'Monte' willing to host and 'Maen Llwyd' also interested but has to acquire head office permission. Agreed to set aside a budget to support at 'projects' discussion meeting.

32.5 Laptop: An issue has transpired with password access and security due to the private use of former Clerks on Council equipment.

ACTION: Acting Clerk will take to a specialist.

33. Financial Report and Financial Regulations

33.1 Finance: BT has reimbursed for the 'dongle'.

33.2 Financial Regulations: The new Financial Regulations document was presented as good practice and was proposed by Cllr JG and seconded by Cllr K B.

It was RESOLVED to accept this Policy.

33.3 Financial Risk Assessment: A comprehensive Risk Schedule was presented. Proposed for use by Cllr JG and seconded by Cllr KS. Carried unanimously.

RESOLVED to accept as the Councils Risk Assessment document.

Insurance document to be checked as Council no longer has the office facility commitment.

33.4 Other Equipment: Bingo Machine requires a Memorandum of Understanding for loan/use by external parties and Community, likewise the assets/tables in the Hall, which appreciates and recognises the support provided by DWR CC. **Proposed by Cllr KB and seconded by Cllr KM**

It was RESOLVED Clerk to produce a MOU.

34. Standing Orders

The latest set of Standing Orders date back to 2009 and considerably out of date, recently the National Association of Local Councils (NALC) and OVW suggest several updates for consideration and adoption. **The new set were proposed by Cllr MG and seconded by Cllr KM.**

It was RESOLVED to accept and adopt these Standing Orders.

35. Code of Conduct

Proposed by Cllr MG and seconded by Cllr KS

It was RESOLVED to accept the Code of Conduct

36. Policies

General Privacy Notice, Privacy Notice and Social Media Policy were **Proposed by Cllr JG and seconded by Cllr KB**

RESOLVED to accept

37. Interview Panel for Clerk

The Acting Clerk reported that the position of Clerk has been open for a while, advertised for a second time, and potential candidates have enquired about the status. It was discussed to arrange interviewing the current applicants and organise an interview panel. Cllrs JG and KB volunteered, it was agreed to have 'appointment powers' to expedite recruitment if the appropriate candidate was found. It was thought that Cllr PB may join the Panel if available.

ACTION: Cllr JG to arrange interview dates, venue and invite candidates.

38. Potential Projects

38.1 Property at Waterloo and potential resolutions

38.2 Phone box refurb for defibrillators

38.3 Christmas lights project.

38.4 2018 Christmas Lights Competition: £100 prize for the best illuminated home of each village, and another £100 for the overall winner. Competition to commence 01 Dec 2018.

RESOLVED Cllrs MG, KS, KM volunteered as Christmas Lights Competition judges.

38.5 Notice Boards: All three were reported to be in a poor state, and their locations need to be considered.

ACTION: Clerk will obtain catalogues/prices,

ACTION: Cllr KM will enquire at Ystrad Mynach College for possible fabrication.

ACTION: JG to contact CCBC about land at Waterloo and Draethen

38.6 Cllr TH report: Joint Intergenerational Project with Rudry Primary School (developing from December 2017) tackling loneliness and isolation with older people where junior citizens spend time with seniors over lunch to undertake coordinated activities such as working together with computer, reading, local history and storytelling etc).

Proposed project requirements: Desktop PC, (available from DWRCC existing stock), chrome books & ipad tablets – an existing Memorandum of Understanding (MoU) requires audit review for the ipad tablets already in the School's possession. It was agreed by Council to commence the School Dinners project at Rudry Primary Schools Christmas lunch (12th Dec 2018) with 10 Seniors from within the wards with an added seasonal appearance from Father Christmas (DBS approved) together with some small gifts for the Children and a festive hamper for the Seniors. A £300 Budget was agreed for the Gifts and Hampers

Proposed by Cllr KS and seconded by Cllr MG. RESOLVED.

ACTION Obtain Gifts and Hampers Cllr JG

At 21:08: Cllr JG proposed suspension of Standing Orders to complete Council Business. RESOLVED

39. HMRC/ VAT Reclaiming

It was agreed unanimously to do so for the maximum period.

Action: Cllr JG and Clerk.

40. Planning Applications

40.1 Case 18/ 0953:

Address	Pentwyn Lodge Ty Gawla Isaf To Rhymney River Cefn Mably Cardiff CF3 6LP
Proposal	Erect a stock shed for dairy unit

Cllr KS declared that the Applicant had been in touch. Cllr MG had looked in detail and recommended to NOTE.

40.2 Case 18/0389

Address	Lisvane Riding School Ltd Forest View Rudry Road Lisvane Cardiff CF14 0SN
Proposal	Retain works carried out to include saddling area and a horses hospital, lean to structure to accommodate a feed and bedding hay store, a workshop and stalls, replacement windows, new render on existing block walls and a detached steel hay barn for use as shelter for the horses during inclement weather

Cllr MG commented that it is retrospective and so NOTED.

40.3 Case 18/0960

Address	6 Greenmeadow Machen Caerphilly CF83 8PB
Proposal	Erect a ground floor extension to create a bedroom, en-suite and gymnasium

NOTED

40.4 Case 18/0890:

Address	1 Ty Treharne Cefn Mably Cardiff CF3 6LP
Proposal	Erect a second storey rear bedroom extension above ground floor kitchen area and a ground floor sun lounge to the right of the property

NOTED - as past 21 days period.

41. Date of Next Meeting

An Extra-ordinary Meeting was agreed to consider the Planned and Potential Projects, agree Budget and Precept for **Thursday 17 January 2019, at 7.00.pm.**

The 29th November Full Council Meeting closed at 21:25.

Minutes produced by Acting Clerk/RPO: BJ Hancock

Signed by Chair of Council/Meeting Date: 2019