

## CYNGOR CYMUNED DWR COMMUNITY COUNCIL

Minutes of DWR Community Council Meeting held on 27<sup>th</sup> June 2017

Venue: Rudry Parish Hall at 7.30pm

**Present:** Chairman Cllr Terry Hall **(TH)**, Cllrs Jayne Garland **(JG)**, Margaret Jones **(MJ)**, Joe Farace **(JF)**, Andrew Diplock **(AD)**, Emma Lamb **(EL)**, Vassilia William **(VW)**.

**Note taker:** Cllr Jayne Garland

**Apologies:** Named. Cllr Kevin Stanworth

**92.** Police Report

- a. Report by PC Claire Eyles. Future Statistics would now be presented quarterly at a minimum or as and when circumstances dictate.
- b. Draethen experiencing traffic issues where pedestrians having to use the highway as vehicles are parking on the footpath. PC Eyles would look into the situation and speak to offenders where appropriate.
- c. Community Council to join police in surgery/outreach activity PC Eyles to advise date.

**93.** Declaration of Interest

None

**94.** Minutes of the last meeting

Minutes were accepted as a true record amendments to item 87 & 90b

**95.** Matters arising

- a. Tree Charter discussed VW to speak to Ruperra Conservation Trust to suggest DWR CC partner for tree planting
- b. JG was contacted by Renew Wales about the Orchard evaluation and they suggested that to add value to both Renew Wales and the Tree Charter work DWR CC could undertake a Community Tree Survey that would provide a database of Trees in the area which comes within the 10 Principles outlined within the Charter. This could engage the conservation groups in the area.
- c. The cost for DWR domain email addresses would be around £144 exc VAT. It was agreed as the best way forward for all Councillors to have a secure CC email
- d. Admin of remaining SPICE currency to come back to Council to coordinate. TH rearrange meeting with Anne-Marie Lawrence.

- e. TH enquired into insurance and there is no cover to LOAN the Speedwatch equipment to third party

**ACTION** VW to approach Ruperra re partnering Tree Charter

JG approach Conservation groups to suggest Tree Survey

AD to advise Vision ICT to progress with Councillor DWR email addresses.

TH rearrange his meeting with Anne-Marie Lawrence (SPICE regional coordinator)

VW to recover remaining SPICE currency from LL.

**96. Chairman's Report**

- a. Clerk appointed due to commence 3<sup>rd</sup> July 2017 undertaking 7 hours per week 3<sup>1/2</sup> from home. New Clerk would be asked to look for, from her vast experience, possible quick wins for DWR improvement opportunities.
- b. Paperwork submitted to external auditor, it is clear we have not complied in many areas but valuable lessons have been learned and those non compliances will not reoccur with more robust Governance.

**97. Clerks report**

None

**98. Correspondence**

- a. Julian Haymen presentation request agreed to invite to present to future meeting
- b. Letter of condolence sent to Clerk at Van Community Council in relation to the sad loss of Councillor Sam Gould

**99. Finance**

- a. Budget & Business Plan (papers enc)
  - i. EL queried the figures on the Income & Expenditure template JG stated they were the reconciliation as at 31<sup>st</sup> March and the Precept. The current balance was shown on the statement from 1<sup>st</sup> May to date. The objective was to devise a budget within our precept. EL insisted JG check the figures as she felt they were incorrect. Therefore budget item held over as an urgent item for next meeting.
- b. Advertising (Web, Newsletter, FB)

**ACTION:** Budget, Business plan, Risk assessment and Newsletter items not discussed therefore held over to next meeting budget being utmost priority together with Business Plan and Risk

assessment.

c. Activities Role of the Councillor

AD produced a presentation from the Good Councillor Guide summary. The Vision Statement was discussed, reiterated and agreed by all Councillors as our reason d'être and that we would work to meet it. The Welsh Language act was discussed.

**ACTION** JG contact OVW to see how Council should meet the obligations of the WL Act.

d. Bank reconciliation - Bank account reconciled statement presented.

- i. JG submitted a claim for out of pocket expenses incurred during the unpaid work carried out for the consultation and reimbursement of the postage for sending off the audit paperwork registered post.

**AGREED**

e. Transactions

- ii. CIL - of £607.92 – 30 June 2017 in relation to houses built in Draethen, await payment from CCBC

f. Grants incoming / outgoing

- iii. Ruperra Castle Preservation Trust copy received agreed payment asap  
iv. RCPT cheque to be returned as incorrectly filled out by RCPT.

**ACTION :** VW will contact PJJ for a replacement cheque

**100.** Planning

- a. A response was submitted to CCBC by both DWR Community Council and Cllr Stanworth in relation to the Static Caravan  
b. Gwern y Domen – The closing date for the consultation is 8<sup>th</sup> July the Item was not discussed due to lack of time.

**101.** Report from Councillors

a. Rudry

A request from a number of residents to reinstate the Rudry sign coming into Rudry from Caerphilly along Pentwyngwyn Road.

The park bench options were put to the Councillors and it was agreed to go ahead

**AGREED** JG to arrange procurement and purchase the picnic bench with access for

wheelchair users and prams

**ACTION** New Clerk contact CCBC look at replacing sign

b. Waterloo

AD updated Website with Minutes. JG mentioned there were some pages that needed tweaking ie the Finance Regulations was upside down and the contact information was out of date.

**ACTION** AD to update current contact details and amend the FR page  
Plaque discussed for Dr Price Monument, VW referred to potential of an unveiling ceremony agreed in principle but budget not set so cannot commit

**ACTION** VW to obtain potential options and costs of an unveiling ceremony and bring back to Council for further discussion once budget identified

c. Draethen

There were campers noted on the ridge by the Maenllwyd, no issue but for information only. Hedge falling out at Draethen there was issue as to who responsible Owner or Parks this was discussed for info only as Parks are dealing MJ to keep us up to date

**102. AOB**

Claims procedure discussed

**ACTION** JG to obtain Claim form for JF

**Date of Next Meeting** 25 July 2017 **start time amended to 7pm**

**Signed as agreed true and correct record:**

**Role:**