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<u>CYNGOR CYMUNED RHYDRI</u>		
<u>DRAETHEN, WATERLOO & RUDRY COMMUNITY COUNCIL</u>		
<u>MINUTES OF THE ORDINARY COUNCIL MEETING</u>		
Due to the COVID-19 Pandemic, this meeting was held remotely and consequently because of these exceptional circumstances the meeting was not open to the public or press		
The meeting was held on Wednesday, 12th August 2020 at 18.30 hrs		
The meeting commenced at 6.30 p.m.		
Present Councillors:	Jayne Garland Michael Garland Rob Heaton-Jones Zoe Hewer	
Also present Clerk/RFO	Val Steel	
MINUTE REF		ACTION
102/20	To note members' attendance and to receive and agree apologies for absence	
	The Chair welcomed Councillors to the meeting Members' attendance was noted. Apologies were received from Councillors Terry Hall; Kevin Stanworth; and Paul Bradbury. Notice from Councillor Kathryn Butcher to stand down with immediate effect from 12 th August 2020 was accepted. Resolved: To accept all apologies and Notice to Stand Down.	
103/20	To receive Declarations and Register of Interest	
	Councillors and Officers were reminded of their personal responsibility to declare any personal and/or prejudicial interests(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 Declaration of Interest	

104/20	To approve minutes of the Council meeting held on 29th January 2020	
	<p>Minutes of the Ordinary Full Council Meeting held on 29th January 2020 were received and approved as an accurate record subject to amendments to Minute Reference 84/20 Matters Arising Minute Reference 46/19 to include Minute Reference 60/19 and Minute Reference 53/19 to be amended to Minute Reference 60/19. Minute Reference 91/20 Highway Flooding opposite the former paint works update amended as follows:-</p> <p>Highway Flooding opposite the former paint works update: On 2nd December RHJ spoke to Michelle Johnson (MJ) Principle Engineer for highway drainage about the problem. It appears there is both a capacity and tree debris issue at certain times that impacts the flow of the culvert that runs through the former paint works and the related highway drainage system. This culvert and the highway drains at this location are listed as a priority and arrangements are in place to regularly clear leaf litter and tree debris. Members of the public are encouraged to let the Highways Department know as soon as any build-up of debris is noticed. When it does flood council highways' officers look to respond ASAP to clear the blockage.</p> <p>Resolved: Minutes of the Ordinary Full Council Meeting held on 29th January 2020 were approved with a unanimous show of hands as a true and accurate record.</p>	
105/20	To discuss Matters Arising	
	<p>Minute Reference: 80/20 - Members agreed to suspend the six month rule for all Councillors in the event they are unable to attend meetings held by remote video conference. (JG) Proposed to suspend the six month rule for all Councillors and (ZH) seconded the proposal.</p> <p>Minute Reference: 35/10 & 84/20 – ACTION deferred awaiting a response from CCBC (VS) to follow up with E. Sullivan.</p> <p>Minute Reference: 37/19(vii) & 84/20 As a Trustee of Rudry Parish Hall to (KS) 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 - ACTION ongoing</p> <p>Minute Reference: 83/19 & 84/20 – (PB) awaiting meeting with landowners of land at Waterloo. Structures have been removed from site. ACTION (JG) & (RHJ) to draft information to be included on the web site.</p> <p>Minute Reference: 84/20 All Councillors to arrange litter picking activities in partnership with Keep Wales Tidy for</p>	<p>VS</p> <p>KS</p> <p>JG/RHJ</p> <p>ALL</p>

	<p>insurance purposes. ACTION deferred awaiting COVID Guidelines and advice from Keep Wales Tidy Minute Reference: 84/20 – (JG) to speak to PC Chris Evans re DBS for Councillors involved in the project - ACTION deferred Minute Reference: 51/19 & 84/20 – Phone Box Refurbishment – ACTION (RHJ) to take this project forward from July 2020. ACTION deferred (VS)(RHJ) to pursue and to arrange PAT testing. Minute Reference: 84/20 Notice Boards – ACTION: (JG) to arrange for CCBC to install the notice boards. (JG) confirmed that CH Fencing & Landscape will now be installing as CCBC has backlog of work. Minute Reference: 65/19 & 84/20 Promoting DWR CC on Facebook page – ACTION ongoing (JG) Minute Reference: 89/20 – ACTION (RHJ) to speak to resident following response from CCBC re switching lights off overnight. Minute Reference: 90/20 All Councillors to be involved in pursuing the Intergenerational Lunch – ACTION deferred Minute Reference: 90/20 (VS) to send link to Nick Bennett video on the Code of Conduct to KS/ZH/PB. If still not available speak to CCBC E. Sullivan.</p>	<p>JG</p> <p>VS/RHJ</p> <p>JG</p> <p>JG</p> <p>ALL</p> <p>VS</p>
106/20	To approve minutes of the Council meeting held on 18th June 2020	
	Minutes of the Ordinary Council meeting held on 18 th June 2020 were received and approved as an accurate record. (JG) proposed to approve the minutes with a full show of hands.	
107/20	To discuss Matters Arising	
	There were no Matters Arising.	
108/20	To discuss and resolve whether to exclude the press and public from future remote meetings until further notice	
	Resolved: to exclude the press and public until further notice due to the practicalities surrounding the COVID-19 restrictions. Unanimous show of hands in favour.	
109/20	To agree the Term of Office Extension for the current Chair and Vice Chair – (can be up to 1st May 2021)	
	Resolved: to extend the term of office for the current Chair up to the 1 st May 2021 that can be reviewed if necessary in the meantime. (MG) proposed and (ZH) seconded the proposal.	
110/20	To Consider and Agree the deferral of DWR CC AGM for 2020	
	Resolved: (JG) to hold the AGM on Thursday, 10 th December 2020 at 6.30 p.m. (ZH) seconded the proposal.	

111/20	To Consider and Agree Delegated Powers During COVID-19 Restrictions	
	Resolved: to agree Delegated Powers for the Chair and Clerk to pay invoices to a maximum spend of £1500 subject to the majority of Councillors responding within 24 hours to agree payment.	
112/20	To Ratify the Financial Report	
	Resolved: to ratify the financial report.	
113/20	To Consider the Independent Remuneration Panel Annual Report 2020/21 (Effective from the 1st July 2020)	
	<p>Resolved: to approve Determination Nos:</p> <p>44 – to make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities in addition to the £150 payment for costs and expenses.</p> <p>Resolved: that an annual payment of £500 will not be made to up to 5 members in recognition of specific responsibilities.</p> <p>45 – Community and Town Councils can make payments to each of their members in respect of travel costs for attending approved duties.</p> <p>Resolved: to pay members travel costs for attending approved duties if they wish to claim.</p> <p>46 – If a particular duty requires an overnight stay a Community Council can authorise reimbursement of subsistence expenses to its members.</p> <p>Resolved: Payment for an overnight stay will not be reimbursed to Members.</p> <p>47 – Community Councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.</p> <p>Resolved: Financial loss compensation will not be paid.</p> <p>49 – Community and Town Councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.</p> <p>Resolved: (JG) proposed that a payment of £250 will be paid annually to the Chair. (MG) seconded the proposal.</p> <p>50 – Community and Town Councils can provide a payment to the deputy mayor or deputy chair of the Council up to a maximum of £500.</p> <p>Resolved: (MG) proposed that no payment to the Deputy Chair will be made. (RHJ) seconded the proposal.</p> <p>Resolved: to accept the mandated items Determination Nos:</p> <p>42 – £150 to each member</p> <p>48 – Care costs up to £403 per month</p> <p>51 – Members in receipt of a Band 1 or Band 2 senior salary from a principal council (CCBC) i.e. Leader, Deputy Leader or Executive Member) can only receive travel and</p>	

	<p>subsistence expenses and reimbursement of costs of care; if they are eligible to claim and wish to do so.</p> <p>Resolved: that:-</p> <p>(i) Members who wish to forego payment are to write individually to the Clerk.</p> <p>(ii) Members who wish to claim the remuneration will need to complete a standard form and return it to the Clerk either by post to the relevant address or via Council email.</p> <p>Resolved: that the Community Council will make and record a policy decision in respect of:-</p> <p>(i) When the payment is actually made to the member Resolved: to pay within one month of the AGM being held.</p> <p>(ii) How many payments the total amount payable is broken down into Resolved: to make one payment</p> <p>(iii) Whether and how to recover any payments made to a member who leaves or changes their role during the financial year Resolved: (JG) proposed not to recover any payments in the event any member leaves or changes role during any financial year.</p> <p>ACTION: (VS) Opt Out Forms/Letters, Policies and Standing Orders to be checked and updated if necessary.</p>	<p>ALL/VS</p> <p>ALL/VS</p> <p>VS</p>
114/20	To discuss and approve changing the Payroll Bureau Service to an alternative provider	
	<p>(JG) proposed to change to the WCVA Payroll Bureau with immediate effect. (ZH) seconded the proposal.</p> <p>Resolved: To change to the WCVA Payroll Bureau with immediate effect.</p> <p>ACTION: (VS) to liaise with the alternative provider and the existing provider to ensure business continuity.</p>	VS
115/20	To approve the publication of the Community Council's report in accordance with Section 6 of the Environment (Wales) Act 2016 – The Biodiversity and Resilience of Ecosystems Duty	
	<p>The Biodiversity and Resilience of Ecosystems Duty Report 2019/20 was discussed.</p> <p>Resolved: To adopt the report.</p> <p>Resolved: ACTION: (VS) to update the introduction to read “currently 7 Councillors” and “2 Councillors in Waterloo”; publish on the web site and forward a copy to any relevant Government departments.</p> <p>(JG) proposed to review the report every 3 years from the date of adopting unless there are significant government policy changes that would have an impact on this timeframe; (RHJ) seconded the proposal.</p>	<p>VS</p> <p>All</p>

	Resolved: ACTION: To review and update the report on 12 th August 2023 and every 3 years thereafter.	
116/20	To receive and discuss Planning Applications and to agree a procedure for responding to planning applications	
	Resolved: to accept the Planning report and to continue with the current procedure for responding to planning applications – unanimous vote in agreement.	
117/20	To discuss and agree a process for responding to funding opportunities	
	Resolved: ACTION: Suitable grant funding opportunities to support local communities to be researched and identified by all Councillors and Clerk to be considered at the next meeting in readiness for a process to be developed.	ALL
118/20	To receive Chair’s announcements	
	<ul style="list-style-type: none"> (i) The Biodiversity & Resilience of Ecosystems Duty Report 2019/20 – report completed. (ii) Car re-charging points – WDP & Pod Points provided quotes that have been passed to Warden and CCBC to inform the feasibility study and conclusions. (iii) Place for Nature – received the resources for Rudry. Awaiting on Keep Wales Tidy guidance for project start date. (iv) Councillor Walks to promote the areas – (RHJ) provided a walk that will be included on the web site. Awaiting other Councillors to contribute. (v) Operation Harley – successful in installing barriers at hot spot access points to impede unlawful access. Work ongoing with CCBC; SW Fire Service; Gwent Police & NRW. (vi) Litter Picking & Fly Tipping – Photographs and reports have been provided to CCBC. Fly Tipping Wales has also been promoted for the public to report instances easier. (vii) Bridle path – BR5 is having drainage work carried out to combat any further erosion. (viii) New Look Web Site – content required. All Councillors to forward any relevant information for inclusion to (VS). (ix) Phoneboxes – Draethen (JG) still dealing with the land and working with CCBC on the lease versus upgrade. Waterloo – project passed to (RHJ). (x) Roadsurfacing works in Rudry 3 areas from 1st September 2020 (Pentwyngwyn Farm down to Gwaun-y-Bara & Three Counties Agriculture; Village Hall & Maenllwyd). Chevrons to be ordered to be installed at the same time as these works being carried out ACTION: (MG) to order chevrons. (xi) Flower Fountains blooming 	MG

	<p>(xii) Projects:-</p> <ul style="list-style-type: none"> (a) Minister Lesley Griffiths visiting Landscape Project on 24th August meeting key personal to talk about our part in the Landscape Project for the area. (b) PROW BR5 – drainage problem completed. Permission has been sought from CCBC for a step over and gate. (c) Firebreaks completed (d) Pont survey – how to get the common having stock returned (e) Habitat & Species survey for the area being carried out by the Warden (f) Park enquiry – Lease versus upgrade at Draethen. CCBC reluctant to permit a lease but willing to allow an upgrade with an adult outdoor gym. (g) Place for Nature in Rudry to continue the Bee Friendly status. (h) Waterloo structures have now been removed. No further liability or risk to DWR CC, the landowner or the public. The remaining stone will stay in place until further discussion with the landowner and a decision will be made as to what to do with it at the appropriate time. ACTION: RHJ will make a courtesy call to the resident living opposite the land in Waterloo. (i) Noticeboards – will be installed in due course. The contractor has been appointed and will install at the same cost as CCBC. <p>At 8.15 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. (ZH) seconded the proposal.</p> <p>Resolved: The Chair’s report was noted.</p>	RHJ
119/20	To receive Clerk’s Report and Correspondence	
	<ol style="list-style-type: none"> 1. Consideration to be given to changing future agendas to include Finance in the Clerk’s Report as a trial. Resolved: to include the finance section in the clerk’s report. ACTION: (VS) to send a sample to Councillors before changing the structure of the agenda. 2. Suggestions required as to whether to purchase appropriate equipment for Councillors to access and participate in Community Council meetings. (MG) proposed to purchase on a needs basis (ZH) seconded the proposal. Resolved: to continue with existing methods/personal equipment and to purchase new equipment on a needs 	VS

	<p>basis. Pursue a solution – ACTION: (VS) to speak to all Councillors to find out who needs a suitable device and support to access remote meetings.</p> <p>3. For consistency and to avoid duplication minute numbering will re-start from 1st January to 31st December each year. Resolved: to restart minute numbering from 1st January to 31st December each year. ACTION: (VS) to update the Standing Orders if necessary.</p> <p>4. The Draft Climate Emergency Statement and Pledge was discussed. Resolved: Draft Climate Emergency Statement and Pledge to be developed and adopted. ACTION: All Councillors to feedback.</p> <p>5. Web Site – ACTION: Ongoing information is required from all CILrs if the content of the web site is to be improved. 14 out of 18 CC's currently with CCBC for hosting their web sites with one other in discussion. DWR CC may wish to consider for the future during financial year 2021/22. Resolved: information for the web site required from all Councillors Resolved: changing the provider for hosting the web site to CCBC to be considered in the future to be consistent with other Community Councils and CCBC</p> <p>6. CIL payments update – CCBC satisfied with the spend so far and has offered help with future projects if needed.</p> <p>7. 2 emails received from residents needing a response. Resolved: that a draft response be forwarded to Councillors prior to responding. ACTION: (VS) to draft a response and forward to Councillors.</p>	<p>VS</p> <p>VS</p> <p>ALL</p> <p>ALL</p> <p>VS</p>
120/20	To receive Councillors Reports	
	<p>(RHJ) Report:- Contacted CCBC - overgrowth by street lighting has been removed. Recurring issues re traffic calming in Waterloo – spoken to CCBC highways department regarding installing more signage. CCBC has responded saying more signage is not required. Include on the agenda for the next meeting.</p> <p>(ZH) Report:- Draethen. (ZH) received emails from DCG awaiting a meeting invitation. Received enquiries regarding the installation of the notice board and the picnic bench.</p>	

	(MG) has kept DCG up to date on the impact of COVID-19 on projects i.e. stalled the installation of the items.	
121/20	To receive and discuss Project & New Project Summaries and determine who is the lead Councillor for each project	
	Item deferred	
122/20	To discuss and agree Terms of Reference for the development of a DWR CC Newsletter	
	Draft copy of the Terms of Reference provided to Councillors. Resolved: ACTION: All Councillors and Clerk to progress developing the newsletter immediately. Resolved: ACTION: All Councillors to feedback on the draft Terms of Reference. Resolved: At the next meeting discuss and agree which Members will be involved on the Committee	ALL ALL ALL
123/20	To discuss and agree installation of chevrons at Rudry Lane	
	Discussed at Chair's Report Item 118/20.	
124/20	To agree items to be discussed at next meeting	
	Traffic calming at Waterloo. Deferred item 121/20 - To receive and discuss Project & New Project Summaries and determine who is the lead Councillor for each project. Discuss and agree which Members will be involved on the Committee to produce the Community Council newsletter.	
125/20	To agree the date and time of the next Council Meeting	
	Date, Time and Venue of the next Ordinary Meeting. The date of the next meeting was agreed as Thursday, 24th September 2020 at 6.30 p.m. The meeting will be held remotely.	ALL
	The Chair thanked everyone for the 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:	
Dated:	

