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<u>CYNGOR CYMUNED RHYDRI</u>		
<u>DRAETHEN, WATERLOO & RUDRY COMMUNITY COUNCIL</u>		
<u>DRAFT 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 Thursday, 1st October 2020 at 6.30 p.m.		
The meeting commenced at 6.39 p.m.		
Present: Councillors	Jayne Garland Michael Garland Rob Heaton-Jones Zoe Hwer Terry Hall Paul Bradbury	
Also present Clerk/RFO	Val Steel	
MINUTE REF NO		ACTION
126/20	To note members' attendance and to receive and agree apologies for absence	
	The Chair welcomed Councillors to the remote meeting. Members' attendance was noted. An apology was received from Councillor Kevin Stanworth Resolved: To accept the apology	
127/20	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	

128/20	To approve minutes of the remote Council meeting held on 12th August 2020	
	Minutes of the remote Ordinary Full Council Meeting held on 12 th August 2020 were received and approved as an accurate record.	
129/20	To discuss Matters Arising	
	<p>Minute Reference: 35/10, 84/20 & 105/20 – VS to follow up planning training if available via CCBC Planning Department. ACTION: deferred until CCBC Officers return to the office.</p> <p>Minute Reference: 37/19(vii), 84/20 & 105/20 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, 105/20 (PB) awaiting meeting with landowners of land at Waterloo. Structures have been removed from site. ACTION (JG) & (VS) to draft information to be included on the web site. ACTION (VS) to send (PB & JG) Tuesday or Thursday availability/dates for (PB) to arrange a meeting with the landowner to discuss options for the land at Waterloo.</p> <p>Minute Reference: 84/20 & 105/20 All Councillors to arrange litter picking activities in partnership with Keep Wales Tidy for insurance purposes. ACTION: deferred awaiting COVID Guidelines and advice from Keep Wales Tidy</p> <p>Minute Reference: 84/20 & 105/20 – (JG) to speak to PC Chris Evans re DBS for Councillors involved in the project – ACTION: deferred</p> <p>Minute Reference: 84/20, 51/19, 105/20 - Phone Box Refurbishment – ACTION: (RHJ) to take this project forward from July 2020. ACTION: (VS)(RHJ) to pursue and to arrange PAT testing.</p> <p>Minute Reference: 84/20, 105/20 – CH Fencing & Landscaping has been delayed with installing the noticeboards. An alternative provider may need to be sourced. ACTION: (JG) to pursue an alternative provider if necessary.</p> <p>Minute Reference: 84/20, 65/19, 105/20 – Promoting DWR CC on Facebook page – ACTION COMPLETED</p> <p>Minute Reference: 89/20 & 105/20 - (RHJ) to speak to resident following response from CCBC re switching lights off overnight – ACTION: COMPLETED</p> <p>Minute Reference: 90/20 & 105/20 All Councillors to be involved in pursuing the Intergenerational Lunch – ACTION: deferred</p>	<p>VS</p> <p>KS</p> <p>VS/PB/JG</p> <p>ALL</p> <p>JG</p> <p>VS/RHJ</p> <p>JG</p> <p>RHJ</p> <p>ALL</p>

	<p>Minute Reference: 90/20 & 105/20 – ACTION: (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>Minute Reference: 113/20 – ACTION: (VS) Opt Out Forms/Letters, Policies and Standing Orders to be checked and updated if necessary.</p> <p>Minute Reference: 114/20 - ACTION: (VS) to liaise with the alternative payroll service provider and the existing provider to ensure business continuity. ACTION: COMPLETED</p> <p>Minute Reference: 115/20 - The Biodiversity and Resilience of Ecosystems Duty Report 2019/20 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>Minute Reference: 117/20 - 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.</p> <p>Minute Reference: 118/20(x) – Order chevrons – ACTION: COMPLETED</p> <p>Minute Reference: 118/20(xii)(h) - The remaining stone on land at Waterloo 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.</p> <p>Minute Reference: 119/20(1) - Consideration to be given to changing future agendas to include Finance in the Clerk’s Report as a trial. ACTION: (VS) to send a sample to Councillors before changing the structure of the agenda.</p> <p>Minute Reference: 119/20(2) - Suggestions required as to whether to purchase appropriate equipment for Councillors to access and participate in Community Council meetings. ACTION: (VS) to speak to all Councillors to find out who needs a suitable device and support to access remote meetings.</p> <p>Minute Reference: 119/20(3) - Minute numbering will re-start from 1st January to 31st December each year. ACTION: (VS) to update the Standing Orders if necessary.</p> <p>Minute Reference: 119/20(4) – Adopted Climate Emergency Statement and Pledge to be developed. ACTION: All Councillors to feedback.</p>	<p>VS</p> <p>VS</p> <p>VS</p> <p>VS</p> <p>ALL</p> <p>JG</p> <p>ALL</p> <p>RHJ</p> <p>VS</p> <p>VS</p> <p>VS</p> <p>VS</p> <p>ALL</p>
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	<p>Minute Reference: 119/20(5) - Web Site – ACTION: Ongoing information is required from ALL Cllrs if the content of the web site is to be improved.</p> <p>Minute Reference: 119/20(7) - 2 emails received from residents needing a response. ACTION: (VS) to draft a response and forward to Councillors. ACTION: COMPLETED</p> <p>Minute Reference: 122/20 - ACTION: All Councillors and Clerk to progress developing the newsletter immediately.</p> <p>ACTION: All Councillors to feedback on the draft Terms of Reference.</p>	<p>ALL</p> <p>ALL/VS</p> <p>ALL</p>
130/20	To Ratify the Financial Report	
	<p>Resolved: to receive, confirm and approve ‘Balance of Funds’ document</p> <p>Resolved: to receive, confirm and approve Bank Statements</p> <p>Resolved: to receive, confirm and approve reconciliation document</p> <p>Resolved: to receive, confirm and approve income of £7,500 from CCBC for the 2nd half of precept received on 28th August 2020</p> <p>Resolved: to confirm and approve payments</p> <p>Resolved: to ratify the financial report</p> <p>(MG) proposed to ratify the financial report (ZH) seconded the proposal.</p>	
131/20	To discuss and approve payment to an individual for the purchase of flowers for Draethen	
	<p>(MG) proposed to approve the payment to the individual for purchasing flowers for Draethen to support the Place for Nature project. (JG) seconded the proposal.</p> <p>ACTION: (MG) to arrange for bank details to be forwarded to (VS) to arrange payment</p>	<p>MG</p> <p>VS</p>
132/20	To receive and discuss Planning Applications	
	Resolved: to note the Planning report	
133/20	To receive Chair’s announcements	
	<p>Chair Councillor Jayne Garland announced the following:-</p> <p>(1) A member of the community has come forward to express an interest in standing as a co-opted Councillor for Draethen. The matter was fully discussed and (JG) proposed to co-opt Sarah Parks-Jones to the Community Council for Draethen. (MG) seconded the proposal with all Councillors also in favour. ACTION: (JG) to confirm Sarah Parks-Jones’ request.</p> <p>(2) There is a vacancy for a co-opted member for the Waterloo area. ACTION: (MG) to approach a Waterloo</p>	<p>JG</p> <p>MG</p>

	<p>resident who has expressed an interest in the Community about becoming a co-opted member of the Community Council for Waterloo. (RHJ) suggested that he would be happy to discuss matters with the resident prior to any decision being made.</p> <p>(3) Attended OVW NEC Annual General Meeting. New Chair appointed Mike Cuddy retired.</p> <p>(4) The contentious Mast Planning Application at Rudry has been refused on the grounds of being detrimental to visual amenity.</p> <p>(5) Charging points update - the project is waiting to hear if there is to be an extension, if not an alternative funding source will need to be sought.</p> <p>(6) The Place for Nature has now been installed in Rudry. A resident and his son were involved but due to C-19 restrictions the number of individuals involved had to be limited.</p> <p>(7) BR5 has now been upgraded and a new stepover has been ordered.</p> <p>(8) A bespoke bench has been commissioned through the Landscape Project for the viewpoint at BR5 but an information board that had been planned to replace a long since lost board had not been commissioned in time so may now fall out of the projects funding unless it can be extended. DWR CC could commission a replacement instead if extension not agreed. Awaiting WG response.</p> <p>(9) 'Fly tipping Action Wales' corex notices to be installed in key hotspot locations available for collection from the Chair. ACTION: (RHJ & ZH) to collect posters and post in suitable locations.</p> <p>(10) Application to move Draethen phone box has been provided to Lesley Thomas at CCBC. Awaiting cabinet outcome for approval to relocate to CCBC housing land, at The Green, Draethen</p> <p>(11) Waterloo Phonebox requires PAT testing. ACTION: (VS) to include on the risk register.</p> <p>(12) The contractor installing the noticeboards is struggling to catch up with work backlog. An alternative contractor may need to be sourced. ACTION: (VS) to include as an item on the agenda for the next meeting.</p> <p>(13) Road resurfacing has been delayed for Rudry Lane. Awaiting a new date from CCBC Highways.</p> <p>(14) The Flower Fountains have been collected and taken back for storage until next year. The Council need to agree how the collection of the fountains and watering will be managed next year.</p>	<p>RHJ/ZH</p> <p>VS/RHJ</p> <p>VS</p>
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	<p>(15) Chair's Scarecrow competition. Inspector Gavin Clifton will be judging the entries during the week commencing 12th October. The scarecrow competition prizes, to invest in local businesses have been arranged. £50 Old Griffin Kitchen Hamper, £50 voucher for Three Counties Agriculture and a Rudry Fresh Meat Hamper all funded through the Chair's allowance.</p> <p>(16) A resident has offered to compliment this competition by sponsoring a children's scarecrow drawing competition to win amazon vouchers of £15, £20 and £30. ACTION: ALL Councillors to promote the Scarecrow Competition and refer to (VS) to collate a list of entrants.</p> <p>(17) The Council would normally hold a coffee morning for MacMillan Cancer support. Perhaps a donation can be sent this year instead. (JG) proposed a donation to MacMillan Cancer of £300. ACTION: (VS) to include as an item on the agenda for the next meeting to include £300 proposal. RHJ whilst fully supporting MacMillan Cancer, proposed the Council discusses alternative charities that may be supported before approving the £300 to MacMillan Cancer.</p> <p>(18) The Chair is a volunteer at the BM Care project that is always looking for help. The Chair requested Councillors put themselves forward to do something. "You can't help everyone, but everyone can help someone".</p> <p>(19) DWR CC together with Rudry Commoners Association as part of the Landscape Partnership Project are hosting Covid-19 compliant walks on some of the improved rights of way. ACTION: (VS) to put on DWR CC web page.</p> <p>Resolved: The Chairperson's Announcements were Noted</p>	<p>ALL VS</p> <p>VS</p> <p>VS</p>
134/20	To receive Clerk's Report and Correspondence	
	<p>(1) OVW Training Schedule sent out to all Councillors.</p> <p>(2) Poppy Appeal – Elaine Thomas has Wreaths £18.50 each; Flower crosses £15 each; Flower posies £10 each. No service at cenotaph this year. Payment by cheque and for collection from Elaine's home address. (JG) proposed purchasing 3 wreaths (MG) seconded the proposal. ACTION: (VS) to order 3 wreaths</p> <p>(3) Audit queries received from BDO LLP requesting evidence that issues have been addressed/acted upon. ACTION: (VS) to respond accordingly and within the timescale.</p>	<p>VS</p> <p>VS</p>

	<p>(4) HMRC not been paid by Playworks for the Clerk's PAYE since November 2019. Letter from HMRC received notifying the Council that £522.47 remains outstanding.</p> <p>(5) Malwarebytes payment of £39.99 paid automatically.</p> <p>(6) 2020-21 National Salary Award NJC agreed new pay scales to be implemented from 1.4.2020. Currently problems with identifying the Clerk's pay scale but working with WCVA to ensure the problems are rectified.</p> <p>(7) IRP Draft Report 2021/22 sent out to all Councillors. Any comments must be sent to the Clerk to enable a response to be collated and returned within the timescale.</p> <p>Resolved: The Clerk's Report was Noted</p>	
135/20	To receive Councillor Reports	
	<p>DRAETHEN</p> <p>(MG) attended the Draethen Community Group Virtual Meeting on the 16th September 2020. Minutes of the meeting were circulated with the agenda. received and noted.</p> <p>The bench will be located on The Green at Draethen on Monday, 5th October 2020 at 1.00 p.m.</p> <p>(ZH) attended the Draethen Community Group Virtual Meeting on the 16th September 2020. Contacted CCBC re speeding through Draethen. (JG) referred Councillors to CCBC Go Safe web site and read the research for The Voice Project.</p> <p>(ZH) Needs to understand what DWR CC wants to achieve for the 3 villages in respect of speeding? How to get actively involved in these projects and how to coordinate the information and communicated to residents.</p> <p>ACTION: (MG) checking up legislation for safe villages to impose 20mph speed limits.</p> <p>Police presence with speed cameras including signage such as "this is a speed camera area" find out what the criteria is to get this type of signage.</p> <p>(ZH) – recommends to work as a group with a plan to understand what the tasks are; when they need to happen; who is responsible for what and where; what other issues we need to look at; who we need to lobby; who we need to talk to and done as a group with a plan.</p>	MG

	<p>have been raised with the Ecologist and Planning at CCBC and Natural Resources Wales.</p> <p><u>Drainage Clearance</u> - There is an amount of conifer debris accumulating around the highway drainage system opposite the former paint works that has a history of flooding in that location. The issue has been raised with CCBC to clear the tree debris. (RHJ) will keep under review.</p> <p>As the representative on the Aneurin Bevan Health Board's Champions Group. Attended a virtual meeting held last month. Raised key points:-</p> <ul style="list-style-type: none"> • Advanced opening of the new Grange Hospital in November • Health Board preparing to write to all Gwent households about the services at the new hospital and those at the other hospitals • Health Board's web sit enow provides information in 3 key sections:- <ul style="list-style-type: none"> • The Grange Hospital • Clinical Futures section provides what each of the Health Board's hospitals are going to be responsible for and how services are restarting • Details of the COVID testing centres <p>Resolved: to note Councillors' Reports.</p>	
136/20	To receive and discuss Project & New Project Summaries and determine who is the lead Councillor for each project – item 121/20 deferred from 12th August 2020 meeting	
	Item deferred to an extra ordinary meeting to discuss projects at length. ACTION: (VS) to arrange meeting.	VS
137/20	To discuss and agree which Members will be involved on the Committee to develop a DWR CC Newsletter	
	Resolved: that The Clerk; Councillor Rob Heaton-Jones representing Waterloo; Councillor Jayne Garland representing Rudry; Councillor Zoe Hwer representing Draethen will be involved on the Committee to develop a DWR CC newsletter.	
138/20	To discuss and agree the 2020 Royal British Legion Poppy Appeal purchase of wreaths/crosses/posies	
	Item discussed at Minute Reference No. 134/20(2) Clerk's Report. Resolved: (VS) to order 3 wreaths	VS

139/20	To discuss Place Planning	
	Item deferred to the next meeting.	
140/20	To discuss traffic calming measures at Waterloo and agree the way forward	
	Speed and highway safety discussed at Minute Reference No. 135/20. New recruiting campaign needed for the Community Speedwatch project.	
141/20	To discuss Highway Safety and agree the way forward	
	This item also discussed at Minute Reference No. 135/20. As part of highway safety discussions (RH) raised the issue of providing self-use grit bins at Waterloo to help residents during winter and support the Highway Authority's main winter gritting strategy. Also whether a similar approach would be useful for Draethen and Rudry. It was noted that DWR CC can procure and site grit bins in consultation with the Highway Authority. It was agreed that Councillors would review provision to discuss and agree requirements at the next meeting. ACTION: (RHJ) Arrange to speak to Darren Olde and Paul Roberts re locating grit bins and re-filling. Item deferred to next meeting.	RHJ ALL RHJ
142/20	To discuss fly tipping and litter solutions and agree the way forward	
	Item discussed at Minute Reference No. 133/20(8) above.	
143/20	To agree Convening an Extraordinary Meeting	
	The Chairperson has convened an Extraordinary Meeting to receive and discuss Project & New Project Summaries and determine who is the lead Councillor for each project – item 121/20 & 136/20 deferred from 12 th August 2020 and 1 st October 2020 meetings respectively. Date and Time of the Extraordinary meeting. The date of the Extraordinary Meeting was agreed as Thursday, 22 nd October 2020 at 6.30 p.m. The meeting will be held remotely.	
144/20	To agree items to be discussed at the next Ordinary Meeting	
	Installation of Noticeboards – procuring alternative contractor Malwarebytes Independent Remuneration Panel Draft Report 2020/21 Refurbishment of and installation of defibrillator at K6 BT telephone kiosk at Waterloo DWR CC Newsletter Development	

	Deferred Item - Minute Reference 139/20 deferred from 1 st October 2020 meeting - To discuss Place Planning	
145/20	To agree the date and time of the next Council Meeting	
	Date and time of the next Ordinary Meeting. The date of the next meeting was agreed as Thursday, 26 th November 2020 at 6.30 p.m. The meeting will be held remotely.	
	The Chair thanked everyone for the contribution and formally closed the meeting at 8.25 p.m.	

Minutes produced by Clerk/RFO: Val Steel

Signed by Chair of Council/Meeting:	
Print Name:	
Dated:	