

CYNGOR CYMUNEDOL DRAETHEN, WATERLOO A RYHDRI
DRAETHEN, WATERLOO & RUDRY COMMUNITY COUNCIL
DRAFT MINUTES OF THE ORDINARY COUNCIL MEETING

Due to the COVID-19 Pandemic, this meeting was held remotely consequently because of these exceptional circumstances the meeting was not open to public or press

The meeting was held on Thursday, 28th January at 6.30 p.m.

The meeting commenced at 6.30 p.m.

Present: Councillors	Jayne Garland (Chair) Michael Garland Rob Heaton-Jones Zoe Hwer Terry Hall Kayleigh Hayes Sarah Parks-Jones
Also present Clerk/RFO	Val Steel
Police Attendance	Inspector Gavin Clifton PC Anthony Moore

Insp Clifton and PC Moore presented the report to Members at 6.30 p.m. and concluded at 7.10 p.m.

The report was noted, there was then a discussion about COVID restrictions and enforcement. Insp Clifton reiterated exercise must start and end at home and those found not complying will be issued necessary fines.

Recent burglaries in Rudry and Waterloo have been followed up and the Bryngolau theft has resulted in an arrest and a vehicle has been recovered.

Police will be patrolling the area and a long term strategy is being considered to tackle the rat run route through our lanes. Gwent Police are working with South Wales Police to try and patrol the lanes as there are known problems with travelling criminals across Caerphilly.

PC Moore discussed the importance and successful convictions from CCTV footage. They welcome community support in solving crime and call for residents who have CCTV to volunteer their support and footage. PC Moore said the doorbell cameras have proved especially useful in providing evidence to convict criminals. Suspects have been caught as a result of residents using CCTV apps linked to their mobile phones and

	<p>reporting the crime immediately often catching criminal's red handed still on the premises.</p> <p>A silver Mondeo was reported where its occupants have been seen acting suspiciously and approaching people in the area seeming especially interested where people have dogs. The registration number has been provided to the Police for them to follow up.</p> <p>It was agreed to put information on Facebook for residents to make their tradespeople aware not to leave keys in their vehicles whilst attending their properties.</p> <p>Police Corporate Comms are developing appropriate promotional materials looking at different aspects to prevent people from carrying out criminal activities.</p> <p>An operation to tackle illegal off-road bikes is being arranged over the next few weeks. DWR CC to be involved. It was agreed to arrange a network bringing together NRW, PRoW Officers and community to help.</p> <p>Police were asked why they do not use drones to follow the off-road bikes. Inspector Clifton explained that there are complications using drones that were discussed.</p> <p>Insp Clifton noted DWRCC FB page was very proactive in providing information to residents in alerts and updates, so he was very pleased with its community contribution.</p> <p>The Police Report was noted.</p>	<p>JG</p> <p>JG</p>
MINUTE REF NO	The Council meeting commenced at 7.12 p.m.	ACTION
	In accordance with Standing Order 3(l) - Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent. The Chair declared that the meeting will be recorded for the purpose of the minute writer to check information while drafting minutes of the meeting. The recordings will be deleted when minutes produced and agreed.	
05/21	To note members' attendance and to receive and agree apologies for absence	
	<p>The Chair welcomed Councillors to the remote meeting. Members' attendance was noted.</p> <p>An apology was received from Councillor Kevin Stanworth. Resolved: To accept the apology</p>	
06/21	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.	

	Councillor SPJ declared an interest in the responses to correspondence Minute Ref No. 19/21.	
07/21	To approve minutes of the Council meeting held on 26th November 2020	
	Minutes of the remote Ordinary Full Council Meeting held on 26 th November 2020 were received and approved as an accurate record.	
08/21	To discuss Matters Arising	
	Minutes Reference 192/20 and 160/20 ACTION: KS to ask RPHSC where the marquee and other DWR CC assets are currently located. Item deferred.	KS
	Minute Reference 160/20 ACTION: Arrange electrical testing of the phone-box at Waterloo. ACTION: Provide telephone number.	RHJ JG
	Minute Reference 162/20 Local Conservation document ACTION: obtain a copy.	JG
	Minute Reference 162/20 – ACTION: Obtain the cost of consultant arrange a meeting with the CCBC Parks Department.	MG
	Minute Reference 162/20 – ACTION: Contact details for VS to organise watering contract for the planters.	JG
	Minute Reference 162/20 - Liaised with Police re DWR CC Community Speedwatch on their web site. ACTION: Chase up.	JG
	Minute Reference 169/20 – ACTION: Arrange meeting D Smith CCBC Highways traffic and update DWR CC. Work in progress. MG temporarily left the meeting at 7.25 p.m.	ZH
09/21	To approve minutes of the Annual General Meeting held on 10th December 2020	
	Minutes of the remote Annual General Meeting held on 10 th December 2020 were received and approved as an accurate record.	
10/21	To discuss Matters Arising	
	Item 184/20 One Voice Wales model Capability Policy was Deferred. ACTION VS add item to next meeting	VS
11/21	To approve minutes of the Extra-Ordinary Council meeting held on 7th January 2021	
	Minutes of the remote Extra-Ordinary Full Council Meeting held on 7 th January 2021 were received and approved as an accurate record.	
12/21	To discuss Matters Arising	
	There were no Matters Arising. ACTION: VS to send a copy of the approved budget for 2021/22 to all Councillors. MG returned to the meeting at 7.30 p.m.	VS
13/21	To Ratify the Financial Report	
	Resolved: to receive, confirm and ratify the Reconciliation document Resolved: to receive, confirm and ratify the Bank Statements Resolved: to receive, confirm and approve income of £39.99 from Malwarebytes received on 5 th January 2021 Resolved: to confirm and ratify payments Resolved: to ratify the financial report ACTION: Check if Community Councils can switch to alternative banks to receive a financial incentive.	VS


14/21	To receive and discuss Planning Applications	
	Planning Applications received were noted.	
15/21	To discuss and agree payment for installation of chevrons at Rudry Lane (Previously discussed and agreed in meetings held on 29th January 2020 Minute Reference 89/20 and the 1st October 2020 Minutes Reference 118/20(x))	
	<p>Original cost quoted by CCBC was £250 per chevron. Revised cost quoted by CCBC has increased to £1,200 for one large chevron to be installed. Increased costs have been explained: can no longer be part of road resurfacing job (economies of scale) requires foundation blocks and have to go in the ground and CCBC highways labour costs.</p> <p>CCBC cannot consider committing the cost for providing and installing chevrons at this time although they were willing to install reminder signs to drivers. DWR CC have informed CCBC that this location is an accident “hot spot” having four vehicles each ending upside down on their roof within a six month period which justified the intervention.</p> <p>Councillors were invited to vote as to whether DWR CC pays the whole amount for the provision and installation of the chevron.</p> <p>Resolved: by a unanimous show of hands that DWR CC will pay for the provision and installation of the chevrons for community safety reasons.</p>	
16/21	To discuss and agree publishing a process for Casual Vacancies	
	<p>Members discussed the publication of guidance to assist the public in understanding the process used by DWRCC to recruit and fill Casual Vacancies. A flow chart was provided for members to discuss introducing an accompanying document to support the flowchart as guidance.</p> <p>Councillors were invited to vote on publishing the flowchart and accompanying guidance document.</p> <p>The Council agreed in favour of Flowchart on proposed document provided by MG</p> <p>Resolved: to publish the flowchart and accompanying guidance. ACTION: Produce combined document to publish on DWR CC website.</p>	MG/VS
17/21	To confirm the process for Co-opted Members	
	<p>It was unanimously agreed that the process for recently co-opting Members had been carried out in line with the requirements of the process which were verified by CCBC Electoral Services Manager. Resolved: to agree that the specified process had been followed.</p>	
18/21	Chair’s Report	
	<p>A copy of the Chair’s Report was sent to all Councillors prior to the meeting. The Chair’s report was discussed and noted.</p> <p>Summarised items discussed:</p> <ul style="list-style-type: none"> • Contacted Gwent Police re spike in burglaries locally • Responded to personal attacks by some Waterloo residents 	

	<ul style="list-style-type: none"> • Promoted Lewis Richards Community Santa's Sleigh tour over Christmas • Worked on DWR CC policies • Prepared the budget for 2021/22 and delivered it to the Extraordinary meeting for approval. • Place Planning – took up with One Voice Wales • Found alternative funding for the PRow stepover at RN5 • Spoken to CCBC's legal department re Draethen phone box land lease • Working on the Section 38 Commons Landscape Project with CCBC • Attended OVW National Executive Council meeting and the RCT/Merthyr/Caerphilly Area Committee meeting • Contacted CCBC re road surface at Pentwyngwyn Road • Fitted new pads to defib in Rudry • NRW felling schedule provided to the public for information • Spoke to CCBC re the bridge in Rudry • Responded to CCBC re double yellow lines in Rudry • Requested Councillors to become involved in the revised Draft Delivery Agreement for the 2nd Replacement LDP • Referred to DWR CC research document and consultation • Referenced the Facebook reach <p>In addition to the report SPJ sending a photograph of noticeboard door in Draethen that had warped. Contacted supplier who is providing a solution/replacement.</p>	JG
19/21	Clerk's Report and Correspondence	
	<p>Summary of Clerk's report:</p> <ul style="list-style-type: none"> • Wales Audit correspondence re 3-year programme for auditing Town and Community Councils. DWR CC has been scheduled for the new transaction-based audit to be undertaken in 2021/22 • Responses to correspondence received from residents needs approval – a process needs to be developed for responding to correspondence in the future • Boundary Commission Report – no immediate impact on CCBC Community Council's. CCBC intends to go out to consultation in the future • Response from Macmillan thanking DWR CC for its' donation • Insurance Renewal Notice from Came & Co has been received • Annual Declarations of Interest – not required for Community Councils • Letter from Gov.uk re preparation of draft and final accounts • Appointment of Internal Auditor to be included on the next Ordinary Council Meeting Agenda <p>At 8.29 p.m. (MG) proposed that the Standing Orders be suspended. It was Resolved: that the meeting would continue after 8.30 p.m. in accordance with Standing Order 3(w). RHJ seconded the proposal.</p>	

	<ul style="list-style-type: none"> • Web site updating – Councillors to include information required to be published on web as a pdf and to communicate with each other to avoid duplication being sent to the Clerk <p>A response in reply to C. Allender. was discussed and agreed. Resolved: to send the agreed drafted response</p> <p>A response in reply to Mr. & Mrs. Rich including the further emails received was discussed</p> <p>Resolved: VS would send agreed drafted response to Mr and Mrs Rich including an additional final paragraph to notify them that any correspondence received since the letters were drafted would be addressed in due course once Members were provided copies of latest emails</p> <p>Note that SPJ was not involved in the decision.</p> <p>A subject access request has also been received from Mr. Rich ACTION: VS to coordinate, collate and draw up a response.</p>	<p>VS</p> <p>VS</p> <p>VS</p>
20/21	To receive Councillor Reports	
	<p>RHJ & KH – Waterloo A copy of the Councillors’ Report was sent to all Councillors prior to the meeting. The report was discussed and noted.</p> <p>Summarised items discussed:-</p> <ul style="list-style-type: none"> • Significant flooding problems 5-6 times over one month. Ongoing issues that are getting more severe. • Highway safety – CCBC will be inspecting the road/bend on the entrance to Waterloo and will make recommendations about appropriate advisory signage or markings to improve driver awareness and road safety • Waterloo AED – invoice for £1,356 received for the K6 replacement parts • Rudry AED – referenced the need for periodic checks and nominating a responsible person to undertake and record the check. ACTION: VS Need to check the Council’s insurance to ensure that public liability covers the defibs • Keep Wales Tidy – ACTION: KH to contact KWT in March for an update <p>MG - Draethen A copy of the Councillor’s Report was sent to all Members prior to the meeting. The report was discussed and noted.</p> <p>Summarised items discussed:-</p> <ul style="list-style-type: none"> • 3 DWR CC Councillors attended the DCG virtual meeting held on 12th January 2021. • A copy of notes of DCG meeting provided by MG. • Keep Wales Tidy – DCG (John Middlemist) emailed MG requesting a grant for the purchase of litter picking equipment. DWR CC has 	<p>VS</p> <p>KH</p>

	<p>already provided a permanent loan of equipment. ACTION: MG to contact the DCG and suggest it applies for a grant. MG to send grant form.</p> <ul style="list-style-type: none"> Playground equipment – a replacement playground slide is a priority for DCG. MG to hand over to SPJ. <p>ZH – no report as contained in the notes of the DCG meeting</p> <p>TH – provided a verbal report regarding Rudry Primary School</p> <p>The Chair welcomed KH and SPJ to DWR Community Council</p>	<p>MG</p> <p>MG / SPJ</p>
21/21	To agree Working Groups incorporating new Members for current and future roles and activities	
	It was proposed to defer the item to an Extra-Ordinary Meeting - KH seconded the proposal ACTION date to be arranged	VS
22/21	To discuss Terms of Reference for DWR CC communications (Committee Members have already agreed Minute Ref: 122/20 (12.08.2020) & 137/20 (01.10.2020))	
	It was proposed to defer the item to an Extra-Ordinary Meeting -. KH seconded the proposal. ACTION date to be arranged	VS
23/21	To agree items to be discussed at next Council Meeting	
	<ul style="list-style-type: none"> To agree the appointment of the Internal Auditor To discuss and agree a process to be agreed for responding to correspondence received by DWR CC To discuss and agree a review of the highway signage at Waterloo To discuss and agree policies To discuss ideas to slow drivers down at Draethen 	
24/21	To agree the date and time of the next Council Meeting	
	Date and time of the next Ordinary Council Meeting confirmed for 25 th February 2021 at 6.30 p.m. Meeting will be held remotely.	
	The Chair thanked everyone for the contribution and formally closed the meeting at 9.21 p.m.	

Minutes produced by Clerk/RFO: Val Steel

Signed by Chair of Council/Meeting:	
Print Name:	Jayne Garland
Dated:	25 February 2021