

**CYNGOR CYMUNEDOL DRAETHEN, WATERLOO A RYHDRI**

**DRAETHEN, WATERLOO & RUDRY COMMUNITY COUNCIL**

**DRAFT MINUTES OF THE EXTRA-ORDINARY COUNCIL MEETING**

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, 25<sup>th</sup> February 2021 at 6.30 p.m.**

**The meeting commenced at 6.30 p.m.**

<b>Present: Councillors</b>	Jayne Garland (Chair) (JG) Michael Garland (MG) Rob Heaton-Jones (RHJ)	Kayleigh Hayes (KH) Sarah Parks-Jones (SPJ)
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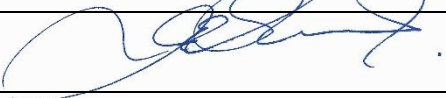
<b>Also present Clerk/RFO</b>	Val Steel (VS)
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<b>Min Ref</b>		<b>Action</b>
<b>47/21</b>	<b>To note members' attendance and to receive apologies for absence</b>	
	The Chair welcomed Councillors to the remote meeting. Members' attendance was noted. Apologies received from Cllr Stanworth and Cllr Hall.	
	<b>To receive Declarations and Register of Interest</b>	
	To receive Declarations and Register of Interest Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(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	
<b>48/21</b>	<b>To approve minutes of the Ordinary Full Council meeting held on 28<sup>th</sup> January 2021 and discuss and agree matters arising not on the agenda.</b>	
	The minutes of the meeting 28 <sup>th</sup> January were accepted, with an amend to page 8 item 20/21 Waterloo report on flooding to read; to consider establishing a working group.	
	The Co-option guidance distributed to Members 31 Jan 2021 was agreed for publication by a majority vote. VS to publish on DWR CC web page	
	Matters arising: an electrical review and safety certificate was obtained where £175 was quoted for electrical light fitting replacement in Waterloo phone box.	
	Members asked Clerk was there an incentive for DWR CC to change Bank accounts, the recommendation is to stay with current bank as incentive for community accounts not our type of accounts.	
	VS asked at last meeting to confirm if insurance covers defibrillators. VS confirmed it does.	

<b>49/21</b>	<b>To ratify the financial report</b>	
	Resolved: to receive, confirm and ratify the Reconciliation document Resolved: to receive, confirm and ratify the Bank Statements: Resolved: to confirm and ratify payments Resolved: to ratify the financial report	
<b>50/21</b>	<b>To receive planning applications</b>	
	Noted	
<b>51/21</b>	<b>To receive Chair's announcements</b>	
	A copy of the Chair's Report was sent to all Councillors prior to the meeting. The Chair's report was discussed and noted. Vehicle charging points project now has funding, in discussion with CCBC around location and power. CCBC also deliberating on power supply route for Draethen phonebox.	<b>JG</b>
<b>52/21</b>	<b>To receive Clerk's report &amp; correspondence</b>	
	<b>Noted</b> Subject Access Request was responded to within the timeframe and sent to resident	<b>Clerk</b>
	Further correspondence in reply to C Allender was agreed. <b>Resolved:</b> Clerk to send on behalf of Council.	<b>Clerk</b>
	Received renewal premium for Came and Company Insurance. <b>Resolved:</b> Council agreed for payment £406.46. Came and Company 2021/2	
	Financial assistance claim received from DCG group grant form sent to Finance committee. To be reviewed by Finance Committee and put on next meeting for a decision.	
	<b>Noted</b> Independent Remuneration Panel looking for Community Councils to take part in their survey. Clerk to see what is involved.	
	Setting agendas: Outline of strict deadlines to be adhered to for submitting documents to accompany Agenda for Clerk and Chair to manage meetings together. Draft minutes are to be provided with agenda for Members to review at the Council for accuracy and matters arising.	
	CCBC provided price for installation of traffic chevrons on Rudry Road <b>Resolved:</b> agreed payment for CCBC installation of chevrons £1208. ex vat	<b>Clerk</b>
<b>53/21</b>	<b>To agree to appoint the Internal Auditor for 2021/22</b>	
	<b>Resolved</b> to accept quote of £200 from Internal Auditor. Clerk to produce Internal Auditor letter of appointment and terms of reference to be agreed at next meeting.	
<b>54/21</b>	<b>To note recent casual vacancy and commence process</b>	
	<b>Resolved</b> to approach Electoral Services to commence the Casual Vacancy process after recent Member resignation.	<b>Clerk</b>
<b>55/21</b>	<b>To discuss and agree policies (Item 184/20 and 10/21 deferred from previous meeting)</b>	
	<b>Resolved:</b> Capability Policy now has reference to the new Staff Committee	
<b>56/21</b>	<b>To approve the procurement of Social Media Tool.</b>	
	The benefits of a social media tool discussed by Members <b>Resolved.</b> It was agreed to procure, for a trial period of six months, at a cost of £276 inc vat (30 days cancelation notice) to be reviewed for value and success going forward after the trial period concludes.	<b>KH</b>

57/21	<b>To discuss and agree award for the Friends of the Aneurin Bevan University Hospital Health Board</b>	
	Financial donation/assistance was discussed for the new Breast Clinic at Ystrad Mynach Hospital. <b>Resolved:</b> to make a donation of £250.00	<b>Clerk</b>
58/21	<b>To receive Members reports</b>	
	<b>SPJ</b> – Provided a verbal report where SPJ has been delegated as liaison responsibility between DCG and DWRCC Gained donation for planting in ‘the green’ from a resident and is looking for an additional £100 from DWRcc for local provenance trees to replace some that have died. SPJ will bring formal request to next meeting. <b>SPJ:</b> Spoke with Gareth Davies and Simon Beecham regarding the slide upgrade which they have agreed to. Referred SPJ to contact details for Gina Jones from GAVO for grant potential for it to contribute to a specific piece of equipment which would be outside of CCBC budget. <b>KH &amp; RHJ</b> – A copy of the Councillors’ Report was sent to all Councillors prior to the meeting. The report was noted and referred to within the meeting. <b>MG</b> - A copy of the Councillor’s Report was sent to all Members prior to the meeting. The report was discussed and noted contents in relation to deputy Minister’s 20 mile an hour pilot prior to April 2023 roll-out. MG provided DGC with a practical risk assessment.	
59/21	<b>To discuss highway signage at Waterloo</b>	
	CCBC to produce costings for appropriate highways safety markings for Waterloo RHJ to bring back to Council to discuss. Highways also need to renew the centre line markings which are worn. It was also noted that Rudry red tarmac is also coming away and needs replacing.	
60/21	<b>To discuss and agree ideas to slow drivers in Draethen</b>	
	Looking at speed and parking issues in Draethen ongoing work with residents and how ‘lockdown visitors’ are coming to the area presenting parking issues, looking for suggestions.	
61/21	<b>To agree items to be discussed at the next meeting</b>	
	Public Rights of Way Waterloo signage	
62/21	<b>To agree date and time of the next Council meeting</b>	
	Date and time of the next Ordinary Council Meeting confirmed for 25th March 2021 at 6.30 p.m. Meeting will be held remotely.	
	The Chair thanked everyone for their contribution and formally closed the meeting at 20.49	

Minutes produced by J Garland

Signed by Chair of Council/Meeting:	
Dated: 25.03.2021	Print Name: Jayne Garland