

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 and consequently because of these exceptional circumstances the meeting was not open to the public or press

The meeting was held on Thursday, 25th March 2021 at 6.30 p.m.

The meeting commenced at 6.38 p.m.


Present: Councillors	Jayne Garland (Chair) (JG) Michael Garland (MG) Terry Hall (TH) Kevin Stanworth (KS) (at 19.05)	Kayleigh Hayes (KH) Sarah Parks-Jones (SPJ) Rob Heaton-Jones (RHJ)
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Min Ref		Action
63/21	To note members' attendance and to receive apologies for absence	
	The Chair welcomed Councillors to the remote meeting. Members' attendance was noted. Apologies were received from KS for late attendance, he experienced trouble accessing the meeting due to IT issues.	
	To receive Declarations and Register of Interest	
	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	
	SPJ declared an interest (DoI) in Item 8	
64/21	To approve minutes of the Extraordinary Council meeting held on 16th February 2021 and discuss and agree matters arising	
	The minutes were approved as a true record of the meeting with amend for accuracy on page 1 (28/21 viii) from RJH to RHJ. No matters arising	
65/21	To approve minutes of the Ordinary Full Council meeting held on 25th February 2021 and discuss and agree matters arising	
	The minutes of the meeting were approved as a true record of the meeting. Matters arising from the meeting: the electrical certificate for the Phone box had been received but the internal light was still flashing. The electrician will come back to check it may be a faulty sensor.	
66/21	Finance	
	To appoint intermediate Clerk & RFO Reconciliation: The position of the Clerk/RFO was discussed. Temporary measures were agreed to put in place to carry out the audit and for business continuity until a replacement recruited. RESOLVED: JG would act as temporary Clerk RFO until a replacement found RESOLVED: ratify the financial report RESOLVED: ratify reconciliation document RESOLVED: ratify Bank Statement. RESOLVED: ratify payments statements & payments to creditors To agree the Terms of Reference for the Internal Auditor:	JG

	RESOLVED: The letter of appointment and Terms of Reference for the Internal Auditor was approved. ACTION appoint and send to Internal Auditor	JG
67/21	To receive planning applications	
	Planning applications 21/0145/TCA, 21/0205/FULL, 21/0112/COU Noted	
68/21	To receive Chair's announcements	
	Correspondence: Due to the departure of the Clerk the Chair will go through paperwork and see what outstanding correspondence there may be. Chairs report copy was sent to all Members prior to the meeting and Noted Recruitment: Chair notified Members of Clerk/RFO resignation and the need to recruit for a replacement. Staffing Committee had met and drafted Advert and all other recruitment paperwork RESOLVED: Staffing committee commence recruitment for Clerk/RFO	KH TH JG
	KS Joined the meeting at 19.05	
69/21	To discuss and agree Casual Vacancy & Co-option	
	Casual Vacancy: The Casual Vacancy created has now been notified to Electoral Services and Notices and advert have now been posted. SPJ declared an interest in this item. Dol form to SPJ to complete Co-option. The vacancy for co-option received two expressions of interest from Martyn Rich and Milena Morgan both of Draethen. The candidates were both put forward and the Chair called for nominations to propose/nominate Martyn Rich and secondly nominate Milena Morgan. Martyn Rich received no nomination/proposer therefore failed. Milena Morgan was proposed/nominated by MG and seconded by TH and put to a vote and received a unanimous show of hands RESOLVED that Milena Morgan be co-opted to DWR Community Council Chair to notify both candidates of the outcome and arrange for Acceptance of Office to be completed by Milena Morgan.	SPJ JG
70/21	Financial Assistance and Grants	
	There were two requests discussed that sought financial assistance from the DCG Community group for environmental benefit. TH proposed KS seconded Litter Picking equipment & Community Mini Orchard JG proposed SPJ seconded again a unanimous show of hands to award. RESOLVED £429.47 unanimous decision to approve Grant application for litter picking equipment RESOLVED: £250 unanimous decision to donate for the Mini Orchard where CCBC had advised on what local provenance trees should be used and the area in which they agreed they should be placed.	MG SPJ
71/21	Members reports	
	Copy KH & RHJ report was sent to all Members prior to the meeting and Noted. KH updates since report in following agenda item. RHJ said the renovation of the Phone-box will commence within the next week. Copy SPJ & MG report was sent to all Members prior to the meeting and Noted Updates from SPJ after meeting CCBC traffic who have advised will not move until legislation comes into force but found a London transport heritage toolkit outlining traffic calming solutions come up with 16 possible solutions. Work in progress SPJ will update at next meeting. MG updated on Pont-y-Draethen which also lies within Newport and CCBC jointly so a joint meeting being arranged. MG to update on progress. There is also significant water erosion causing part of the road to widen 'Road Creep' SPJ to co-host with DCG the 'Spring Walk' to connect people to support Breast Cancer funding.	SPJ MG SPJ

	MG has researched quite a bit of local history and placed on the Website and FaceBook in snippets. MG to continue researching and providing for Social Media.	MG
72/21	To discuss Public Rights of Way updates	
	The Public Rights of Way (PRoW) at BR5 Rudry now had the Step-over installed and has already deterred illegal motor vehicles. There are discussions with the PRoW team to make enhancements after nesting season to PF6 with the adjacent landowner but FP21 is causing the landowner issue with straying walkers causing trauma to their stock. Work in Progress signage and education. SW Fire service have refreshed and widened the fire breaks creating further safer access and protection to habitat and wildlife. KH is working closely with landowner, CCBC PRoW team and Countryside department along the Machen Forge Trail. Funding is being secured, facilitated by DWR cc, for significant improvement and enhancement. PRoW team looking into RUDR/FP10/5 regarding adjacent dilapidated fencing ownership and responsibility.	KH
73/21	To discuss Waterloo highways and signage	
	The highways road markings at Waterloo were discussed after conversations with CCBC, they state this is not a priority for them. RHJ asked to put forward a motion to pay for surface road and signage but had no seconder. Council felt there were further avenues yet to be exhausted before any Motion could be put forward. RESOLVED: Council to formally write to CCBC about traffic signage for the Waterloo area and to refresh the worn road signs in Rudry.	
74/21	To agree items to be discussed at next meeting	
	Agree draft letter from KH on proposal on traffic calming measures for Waterloo. Possible allotment project for Draethen Cray Valley land. Flooding and Pollution issues.	
75/21	To agree the date and time of the next Council Meeting	
	The next meeting scheduled for Thursday 29 th April 2021 at 6:30	
	Meeting Closed 20:40 The Chair thanked everyone for their contribution	

Minutes produced by: Temporary Acting Clerk

Signed by Chair of Council/Meeting:	
Dated: 29 th April 2021	Print Name: Jayne Garland