

CYNGOR CYMUNED RHYDRI DRAETHEN, WATERLOO
& RUDRY COMMUNITY COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING

At Rudry Primary School
On Wednesday 29th January 2020 at 18.30 hrs

The meeting commenced at 6.30 p.m.

Present: Councillors:	Michael Garland Jayne Garland Kathryn Butcher Rob Heaton-Jones
Also Present Clerk/RFO:	Val Steel (VS)
Members of the Public:	No members of the public in attendance
Police Attendance:	No Police Officer in attendance

MINUTE REF		ACTION
80/20	To note members' attendance and to receive and agree apologies for absence	
	<p>The Chair welcomed Councillors to the meeting Members' attendance was noted. Apologies were received from Councillors Terry Hall; Kevin Stanworth; and Paul Bradbury.</p> <p>Councillors were reminded of the Protocol on Absence at meetings and of the requirements of Schedule 12 of the Local Government Act 1972. Schedule 12 requires a record to be kept of the members present and that this record forms part of the minutes of the meeting. The Clerk reiterated that Members who cannot attend a meeting should tender apologies to the Clerk.</p> <p>Resolved: To accept all apologies</p>	ALL
81/20	To discuss Police matters	
	A copy of the Police report was received and discussed.	

	Resolved: The report be Noted	
82/20	To receive Declarations and Register of Interest	
	<p>Councillors were 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.</p> <p>There were no Declarations of Interest.</p>	
83/20	To approve minutes of the Council meeting held on 27th November 2019	
	<p>Minutes of the Ordinary Full Council Meeting held on 27th November 2019 were received, approved and signed as an accurate record subject to the inclusion of the following amendments to Minute Reference 68/19.</p> <p>Waterloo Ward</p> <p>Matters being progressed:-</p> <p>Culvert drainage at the former paintworks – Matters being progressed with CCBC officials – awaiting discussion.</p> <p>Highway flooding due to culvert drainage at the former paintworks.</p> <p>Matters for discussion: Development of DWR Newsletter to be discussed at next meeting. ACTION: (VS) to include on the Agenda.</p> <p>Resolved: Minutes of the Ordinary Full Council meeting held on 27th November 2019 were approved as a true and accurate record.</p>	VS
84/20	To discuss matters arising	
	<p>Minute Reference 57/19 – ACTION Completed</p> <p>Minute Reference 83/19 – (PB) has been in touch with the land owners at Waterloo and is awaiting on a meeting to discuss.</p> <p>Minute Reference 35/19 - ACTION: (VS) to disseminate planning training available to Councillors as soon as it is received from One Voice Wales or Planning Aid Wales. ACTION (VS) to speak to One Voice Wales to determine if planning training is available.</p> <p>Minute Reference 37/19(v) – The Intergenerational Lunch Project – ACTION Completed.</p> <p>Minute Reference 37/19(vii) – ACTION ongoing - (KS) as a Trustee of Rudry Parish Hall is 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.</p> <p>Minute Reference 44/19 – ACTION Completed.</p>	<p>PB</p> <p>VS</p> <p>KS</p>

	<p>Litter is an ongoing issue – ACTION – ALL Councillors to arrange litter picking activities in partnership with Keep Wales Tidy for insurance purposes.</p> <p>Speed Watch project is deferred until the spring months. ACTION - (JG) to speak to PC Chris Evans re DBS for Councillors involved in the project</p> <p>Minute Reference 46/19 and 60/19 - To receive new Members' Declaration of Acceptance of Office. ACTION (VS) to email and make the necessary arrangements for the Declaration of Acceptance of Office to be signed by Soren Jenson if he is still interested in becoming a Community Councillor. Noted that there has been no response to this request.</p> <p>Minute Reference 51/19 - Phone box refurbishment. ACTION Ongoing – (JG) has spoken to a local fabricator, who is taking a template of the phone boxes and providing a quote.</p> <p>Draethen Bench Installation – the bench continues to be stored at Three Counties whilst awaiting improvements in the weather for installation.</p> <p>Purchase of Planters – ACTION: Ongoing – (JG) pursuing suggested locations of planters to be agreed at Waterloo Place; The Green, Draethen; The Triangle, Rudry.</p> <p>Notice Boards – have arrived and being stored at Councillor Garland's property awaiting installation. A quote has been received from CCBC for no more than £150 per notice board for installation. (JG) proposed to accept the quote. (MG) seconded the proposal. Resolved: ACTION – (JG) to arrange for CCBC to install the notice boards.</p> <p>Provision of signs at Ty Newydd, Waterloo – Completed in January 2020.</p> <p>Minute Reference 53/19 – ACTION Completed</p> <p>Minute Reference 60/19 (Matters Arising 53/19) – Quote to be obtained for the provision of Acknowledgement Plaque x 4 for the village garden furniture (park seat) for Draethen Community Group. ACTION: (VS) to obtain quotes for the provision of signs/brass plaques recognising the support of the Council (one in remembrance) i.e. Sponsored by DWR CC. ACTION COMPLETED – Verbal quote from Timpsons for £20 per sign.</p> <p>ACTION: (VS) to check if there are any policies on the maximum number of plaques on park benches.</p> <p>Minute Reference 62/19 – ACTION Completed</p> <p>Minute Reference 63/19 – ACTION Completed</p> <p>Minute Reference 64/19 – ACTION Completed</p> <p>Minute Reference 65/19 – ACTION (JG) to continue with promoting DWR CC on Facebook page</p> <p>Minute Reference 66/19 – ACTIONS Completed</p> <p>Minute Reference 67/19 – ACTION Completed</p> <p>Minute Reference 68/19 – ACTION Completed</p> <p>Resolved: Noted</p>	<p>ALL</p> <p>JG</p> <p>VS</p> <p>JG</p> <p>JG/ALL</p> <p>JG</p> <p>VS</p> <p>VS</p> <p>JG</p>
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85/20	To approve minutes of the Extra Ordinary Council meeting held on 8th January 2020	
	Minutes of the Extra Ordinary Full Council Meeting held on 8 th January 2020 were received, approved and signed as an accurate record.	
86/20	To discuss Matters Arising	
	Minute Reference 77/20 – ACTION ongoing until all relevant applications have been submitted to HMRC. Minute Reference 78/20 – ACTION Completed.	VS
87/20	To approve the Financial Report	
	(i) The Balance of Funds was received, confirmed and approved by Council. (ii) Bank Statements were received, confirmed and approved by Council. (iii) Reconciliation received, confirmed and approved by Council. (iv) Payments to creditors were confirmed and approved by Council. Resolved: To Confirm, Approve and Note the Financial Reports.	
88/20	To receive and discuss Planning Applications	
	The planning applications were discussed. Councillors expressed a continued interest in receiving planning training to enable informed comments and objections to be submitted to CCBC. ACTION: (VS) to pursue training with OVW/Planning Aid Wales. Resolved: No Comments or Objections to the planning applications were Noted.	VS
89/20	To receive Chair's announcements	
	(JG) was invited to attend Cabinet meeting in recognition and celebration of the award-winning Landscape Partnership project. Boulders on Rudry Common – payment issue has been resolved. (JG) has spoken to Darren Ould Highways Department re chevrons being placed for the interest and safety of road users on a dangerous bend in Rudry Lane where 4 vehicles have ended upon their roof within 12 months CCBC provided a quote of £250 per chevron sign incl. labour costs. ACTION - (JG) proposed to discuss procurement and installation from CCBC of one chevron sign. ACTION – (VS) to include as item on the agenda for next meeting to discuss and resolve the project. Noticeboards have been received. Awaiting availability for work to commence and install. (JG) was approached by resident at Waterloo re street lighting being too bright outside his property. ACTION – RHJ to contact the street lighting department at CCBC to determine the best outcome for the resident and to make enquiries as to whether Waterloo is included in the schedule for switching lights off overnight. Keep Wales Tidy has contacted (JG) confirming available funds for Community Councils litter picking activities.	JG VS RHJ JG

	<p>The landowner of Rudry Common has acknowledged and congratulated us on the work done so far and given further permission to place boulders in place on Rudry Common. There has been positive feedback on Facebook from residents about Ty Newydd street name sign being put in place by the Community Council.</p> <p>A feasibility study is to be undertaken regarding installation of electric vehicle charging points within DWR CC communities. (JG) in communication with Western Power Distribution to progress.</p> <p>(JG) and (KB) completed the Clerk's appraisal on 17th January 2020.</p> <p>Community asset transfer project is ongoing.</p> <p>Resolved: The Chairperson's Announcements were Noted.</p>	
90/20	To receive Clerk's Report and Correspondence	
	<p>The draft report for S6 of the Environment Act 2016 will be sent to Councillors for feedback in readiness to approve at the next meeting.</p> <p>ACTION – (VS) to send draft report to all Councillors when available.</p> <p>Resolved: that the Intergenerational Lunch will be pursued.</p> <p>ACTION: All Councillors to be involved.</p> <p>Boundary Commission Draft proposals for Caerphilly Electoral Boundaries. 12 week consultation closing on 15th April 2020. ACTION: All Councillors to submit any comments on behalf of DWR CC to (VS).</p> <p>ACTION: (VS) to send link to Nick Bennett video on the Code of Conduct to KS/ZH/PB.</p> <p>One Voice Wales training schedule has been sent to all. Any training requirements to be sent to (VS)</p> <p>Hosting a bespoke course on planning by Planning Aid Wales – Cost is £600 plus travel costs; 2 free places and £40 per delegate.</p> <p>Resolved: ACTION: (VS) to make enquiries with One Voice Wales for a cheaper option.</p> <p>It was noted that the Clerk's hours have exceeded 15 hours banked.</p> <p>Resolved: The Clerk's report was Noted.</p>	<p>VS</p> <p>ALL VS</p> <p>ALL</p> <p>VS</p>
91/20	To receive Councillor reports	
	<p>Draethen Report</p> <p>(MG) and (ZH) attended Draethen Community Group AGM on Monday, 20th January 2020. Minutes were provided and (MG) announced that he made a correction to the minutes - Under DWRCC Update/Community Asset Transfer, I indicated that we were looking into the possibility, rather than having 'agreed' anything. (MG) requested that a grant application form be sent to Neil Partick.</p> <p>ACTION: (VS) to send a grant application to Neil Patrick.</p>	VS

Waterloo Report

1. EVENTS

- A pre-Christmas litter pick was carried out in Waterloo on Saturday 7 December by KB, RHJ and Sian Heaton-Jones. A total of 14 bags of litter were filled and collected by CCBC.
- RHJ attended a Chairing Skills training session on 16 December arranged through Caerphilly CBC.
- A large amount of fly-tipping reported by KB on 12 January and was cleared by CCBC on 15 January. (KB) provided a formal statement to the Police on the fly-tipping incident.

2. MATTERS BEING PROGRESSED

- **Repair and improvement of footpath styles and footpath bridges:** Mark Gibbons (MG) Countryside and Rights of Way Warden at Caerphilly CBC is taking this work forward with the relevant landowners and will provide progress updates.
- **Highway Verge Overgrowth update:** There is significant overhang from trees in the former paint works that is limiting visibility and preventing a lamppost illuminating the footway and highway on a bend into Waterloo. Paul Roberts (PR) Highways Inspector for highway maintenance has written to the landowner to require them to carry out the necessary tree management to improve visibility. PR will be updating on progress.
- **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.
- RHJ sought clarification of who was responsible for maintaining a free flowing culvert through the former paint works. MJ confirmed it was the landowner. RHJ requested that the Council write to the landowner to remind them of their responsibility and to seek confirmation that it would be carried out. MJ agreed to write to them.
- MJ advised that there is to be a review of the culvert and related drainage systems capacity in the summer to identify any issues to flag for future consideration. RHJ requested that he be kept informed of the review and outcome.

	<ul style="list-style-type: none"> • Highway Signage Update: RHJ contacted Dean Smith, Principle Engineer for Traffic Management about potential improvements to highway signage for Waterloo. His Dept responded in detail that in accordance with the Caerphilly County Borough Council Speed Management Strategy, for a site to be considered for speed reduction measures in the form of vehicle activated signs, a mean speed of at least 32mph and 85th percentile (the speed at which 85 percent of the traffic is travelling at or below) speed of at least 37mph is required within a 30mph speed limit area. For consideration the Council's traffic calming measures, mean and 85th percentile speeds of at least 37mph and 42mph respectively are required, together with a history of personal injury collisions. • The most recent speed survey results for Waterloo in 2017 indicated the mean speeds at the both entrances were 33.4mph and 36.4mph and the 85th percentile speeds were 23.5mph and 25.5mph. There have been no personal injury collisions at Waterloo since records began. The advice is that occasional speeding vehicles would be a matter for the Police as these speeds do not qualify for traffic calming measures at this time. Also that the signage advising drivers of the speed limit reduction comply with regulations. • Therefore our Waterloo Spring Speed Watch Programme will look to reinforce drivers' speed awareness. <p>Resolved: The Councillors' reports were Noted.</p>	
92/20	To discuss Projects (Deferred from meeting 27.11.19.)	
	<ul style="list-style-type: none"> (a) Neighbourhood watch scheme in Draethen – no issues – Project Completed (b) Phone box refurbishment - Work in progress (c) Intergenerational Lunch – Work in progress (d) Notice Boards – Work in progress (e) Planters – Work in progress and ACTION - Councillors need to decide on suitable locations. 	ALL
93/20	To discuss and agree the disposal of photocopier (Deferred from meeting 27.11.19.)	
	ACTION – (MG) to obtain the best price over £150 for the photocopier and to speak to the supplier to ensure the best price is achieved.	MG
94/20	<p>To discuss:-</p> <ul style="list-style-type: none"> (a) the Governing Body of Bedwas Junior and Rhydri Primary Federation and resolve whether DWR Community Council nominates a Councillor for the available Minor Authority Governor position. (This item was omitted from the previous meeting due to time constraints) and:- (b) resolve who is to be nominated to represent the Council on 	

	Rudry Parish Hall Committee (Deferred from meeting 27.11.19.)	
	(RHJ) volunteered for the Minor Authority Governor position on the Governing Body of Bedwas Junior and Rhydri Federation. (JG) proposed that (RHJ) represents the Council on the Governing Body of Bedwas Junior and Rhydri Federation and the Rudry Parish Hall Committee and (MG) seconded the proposals. ACTION – (VS) and (JG) to write to Governing Body of Bedwas Junior and Rhydri Federation and Rudry Parish Hall.	VS/JG
95/20	To discuss VE Day Celebrations	
	ACTION – ALL Councillors to provide ideas for the local VE Day Celebrations. Make enquiries for VE Day Packs and decorations.	ALL
96/20	To discuss the development of a DWR CC Newsletter	
	Resolved: that a working group be set up to produce a newsletter. ACTION – (RHJ & VS) to co-ordinate a working group to develop a newsletter and (VS) to determine what “Terms of Reference” must be in place.	RHJ/VS
97/20	To agree items to be discussed at next meeting	
	Installation of chevron signs at Rudry Lane	
98/20	To agree the next Ordinary Council Meeting	
	Date, Time and Venue of the next Ordinary Meeting. The date of the next meeting was agreed as Wednesday, 25th March 2020 at 6.30 p.m. at Rhydri Primary School.	ALL
	The Chair thanked everyone for their contribution and formally closed the meeting at 8.29 p.m.	

Minutes produced by Clerk/RFO: Val Steel

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