**MINUTES OF REMOTE MEETING OF COMMUNITY COUNCIL**

**HELD ON MICROSOFT TEAMS PLATFORM**

**ON TUESDAY 26TH MAY 2020 AT 7.00pm**

|  |  |  |
| --- | --- | --- |
|  | **PRESENT**: | |
|  | **Community Councillor** | **Community Councillor** |
|  | Paxton Hood-Williams [PHW]  Kevin White [KW]  Daniel Jones [DPJ]  Belinda Hansford [BH] | Andrew Rogers [AR]  Warren Smart [WS]  Janet Taylor [JT] |
|  | **Clerk:** Ian Donaldson [ID] |  |
|  |  |  |
|  |  |  |
|  |  | |
|  |  | |

**Meeting commenced 7.00pm Community Councillor Paxton Hood-Williams (Chairman of the Community Council) presiding.**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **HEADING** | **ACTION BY** |
| 1507  1508  1509  1510  1511  1511  1512  1513  1514  1515  1516  1517  1517  1518  1519  1520  1521 | **CHAIRMAN’S REPORT**  The Chairman welcomed everyone to the very first virtual/remote meeting to be held by the council. He thanked Cllr Rogers for setting it up.  **APOLOGIES FOR ABSENCE**  There were no apologies, all councillors were present.  **DISCLOSURES OF PERSONAL PREJUDICIAL INTEREST**  There were declarations of interest from Cllr Hood-Williams, with regard to all C&CS matters.  **MINUTES OF MEETINGS**  The minutes of the meetings held on 20th February and the 19th March had been circulated prior to the meeting. Cllr Jones proposed and Cllr Hansford seconded the motion that the 20/2/20 minutes be approved and this was carried unanimously with Cllrs Smart and White abstaining as they were not present at that meeting.  Cllr White proposed and Cllr Rogers seconded the motion that the minutes of 19/3/20 be approved and this was also carried unanimously with Cllrs Smart, Hansford, Taylor and Jones abstaining as they were not present in that meeting.  **MATTERS ARISING**  [1496] Cllr Hood-Williams reported that due to the Covid-19 situation he had been unable to get hold of certain individuals in C&CS about making good the grass banks and the Gower Way stone at the Community Centre crossroads. He said that he was still pushing them to complete the work.  [1496] Banc Drainage – Cllr Smart agreed to speak with Mr Lewis about the rights to the specification.  [1496] The chairman said that he was still chasing the Highways Dept about the roadworks just above Wern Olau and had been speaking with a resident recently.  [1499] Cllr White asked the clerk if the Letter of Engagement and Scope of Work document had been approved by council prior to the Internal Audit. The clerk confirmed that it had been.  [1497] The question was raised about the bench that had been revealed after some of the Japanese Knotweed had been cut down on the Wern. After discussion it was decided to inspect the bench and, if necessary make safe. Cllr Taylor asked if the Cefn Draw bench could also be repaired at the same time.  Cllr Jones proposed and Cllr Smart seconded that the clerk arrange this work and the motion was carried unanimously.    **CLERK’S REPORT AND CORRESPONDENCE**  **1. Land at Wern Olau –** 2019/20 rental fee paid (£10) and notice given to terminate any agreement. Request made to have this confirmed in writing by the trust. No confirmation received yet.  **2. Banc Drainage Survey & Report –** Cllr Smart consulting with Mr Lewis.  **3. Big Lottery Grant –** Application successful with £74,855 awarded. Contractors informed.  *The chairman expressed his thanks on behalf of the council to all those involved with the successful application.*  **4. Banc Deeds & Conveyancing to TCCC –** Registration complete and deeds received.  *The chairman expressed his thanks on behalf of the council to Cllr Rogers for his hard work in sorting this matter out.*  **5. Village Trust** –Charity Commission have approved the amendments to the scheme. Work underway to register the Community Centre and grounds with Land Registry.  **6. Local Places for Nature Scheme –** Application, prepared by Dr Hazel Nichols, submitted for a butterfly starter package to be sited at the community centre.  **7. Internal Audit Process –** Annual Return returned from Lyn Llewellyn unqualified.  **8.** **Fete Day & Hog Roast Event –** options tabled by Cllr Smart by email 4/4/2020. Decision to be made by council.  **FINANCIAL REPORT/ACCOUNTS FOR PAYMENT**  The clerk presented the May accounts for payment. It was proposed by Cllr Smart that these be accepted. Cllr Taylor seconded this and the motion was carried unanimously. The approved accounts are appended to these minutes.  **TO FORMALLY APPROVE THE 2019/20 ANNUAL RETURN**  The clerk had circulated the Annual Return statement for last financial year and the internal auditor’s report. He explained that the process was that council should approve the return and the minute reference would be registered in the document prior to it being sent to the external auditors.  Cllr White proposed and Cllr Jones seconded the motion that it should be approved. This was carried unanimously.  **TO CONSIDER THE REVIEW OF THE INTERNAL AUDIT PROCESS**  As in previous years, Cllr White agreed to carry out this task.    **COMMUNITY COMMUNICATIONS & EVENTS**  Cllr Hansford said that she was targeting early July for the next edition of the newsletter. This would obviously depend on the ability to hand deliver them to residents. She outlined some ideas for articles; lockdown stories, celebrating the wonderful community spirit demonstrated by the community. She said she had already been sent poetry and was looking to involve Mr Saer, the headteacher of Crwys School, in sourcing work from the pupils. Litter picking was also mentioned and it was hoped that some details on the playground refurbishment could be shared.  The chairman thanked Cllr Hansford, Vanessa Cashmore and Rayna Soproniuk for all their hard work in setting up and running the Mutual Aid scheme in the village.  The Fete Day/ Hogroast annual event scheduled for June had been postponed and Cllr Smart had spoken by email with Julia Ford of Commercial Marquees  and explained that we did not believe that the summer event could take place due to Covid -19. He relayed the email feedback from councillors that we wanted an event once lockdown ended and suggested early September as the last opportunity this year. She said that she would look after the regular customers and fit us in where possible. Cllr Smart agreed to contact her again when we had a clearer picture of post Covid-19 requirements.  *Following the discussion at the last meeting Cllr will go back to her and say that we can’t hold an event in 2020 due to the playground works.*  **CAPITAL PROJECTS**  The clerk confirmed that the offer of a Lottery Community Fund grant had been formally accepted. He said he had already informed the three play companies previously involved in design of the grant, but not the amount.  He said that the sales teams had been furloughed but were due back at work shortly.  He explained that the allocated funding officer would be contacting us shortly to discuss the project. He said that the drainage improvement work would have to go to tender based on an agreed specification.  The play equipment/ surfacing/ fencing project, where three previous schemes had been submitted by suppliers, was discussed as to the best way to procure. After discussion, it was agreed that a specification, based on the preferred scheme supplied in January, would be drawn up and sent to all potential contractors. He would discuss this with the lottery funding officer.  **CITY COUNCIL MATTERS**  Cllr Jones raised the issue of grass verges around the village not being cut. He had had some complaints from residents. He also mentioned that the street lamps in the lane between Coed Lan and Joiners Rd were being obscured by foliage. The chairman agreed to look into this.  Cllr Smart mentioned the debris behind one of the homes backing onto LH56 (the footpath between Pant y Dwr and Chapel Rd. He also said that there was a pile of topsoil/turf, which had been there for a while now, between the footpath and one of the homes.  He informed the meeting that the homeowner of No 2 Chapel Rd had removed a wall between his drive and Dukefield and replaced it with a fence around 1-2 metres west of the original boundary. Building rubble had been left on the Dukefield side of the fence which is common land owned by the Somerset Trust. In addition, unauthorised vehicles were parking on this land. It was agreed to monitor the situation here.  Cllr Smart asked whose responsibility it was to control/eradicate Japanese Knotweed along the right of way down to Pen y Wern woods alongside the golf course.  The chairman said he thought it would be the land owner, but that he would check with the City Council when he could.  Cllr Smart then mentioned that the telecom cables along the line of LH56 were, in his opinion below the minimum height requirement. The clerk agreed to write to Openreach to investigate.  **PLANNING APPLICATIONS**  There were no planning applications to discuss.  **FOOTPATHS AND BRIDLEWAYS**  Nothing further to discuss.  **DATE OF NEXT MEETING**  Scheduled for 19th June 2020 at 7.30pm on Microsoft Teams and followed by a Finance Meeting  The meeting ended at 8.30pm. | PHW  WS  PHW  ID  WS  ID/AR  ID  ID  ID  KW  BH  WS  ID/BH  PHW  ALL  PHW  ID |