



Minutes of the Meeting of St Nicholas with Bonvilston Community Council, on Monday 12th December 2022 at 19.00

The meeting was held remotely in accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

PRESENT: Cllrs I Perry, C Halsey, A Harris, R Glasson.

Members of the Public: 9

Minutes: Mrs C L Cotterell (Locum Clerk)

Meeting started at 19.05

1. Chair's welcome and introductions

The Chairman welcomed all to the meeting.

2. To receive apologies for absence

Apologies were received from Cllrs Rackley, Griffiths, Sexton and Clarke. Cllr Driscoll was absent.

3. To receive declarations of interest

None received.

4. Police Matters

Report received from PCSO Davies:

- 01/11/2022 (St Nicholas) Report to Police that a car had collided with the reporting persons car on their drive way and driven off. Outcome: The owners of the vehicle have contacted the reporting person and issue resolved without further Police intervention.
- 06/11/2022 (St Nicholas) Report to Police of a road rage incident on the A48, the reporting person has given a description of the vehicle and no registration number. Outcome: There is no CCTV footage to corroborate the claim and the second vehicle has not been identified.
- 17/11/2022 (St Nicholas) Call to police cars blocking driveways. Outcome: when police attended there were no obstructions. Neighbourhood policing team will conduct patrols and monitor.
- 21/11/2022 (St Nicholas) Family dispute call made to Police: Outcome Police supporting family to resolve issues.
- 21/11/2022 Call to Police regarding individual's welfare: Outcome: individual found safe and well and family are being supported by Police & agencies.
- 23/11/2022 (St Nicholas) Car stopped on the A48 for speeding: Outcome further checks showed vehicle was not taxed & no valid MOT reported to the DVLA.
- 24/11/2022 (Bonvilston) Report to Police neighbourhood dispute regarding inconsiderate parking. Outcome: both parties spoken too, neighbourhood policing team aware of the issues and conducting additional patrols to monitor situation.



- 28/11/2022 (St Nicholas) Antisocial Behaviour, inappropriate hand written signs placed on a For Sale sign. Outcome: no CCTV incident logged by Police.
- 30/11/2022 (Bonvilston) Call to Police concerns for neighbour. Outcome: Police attended neighbour was poorly and ambulance called and neighbour was taken to the hospital for test and observation.

Item 14 To consider Planning Applications & Matters (brought forward)

- a) Old Station, St Nicholas – This application is going to the Planning Committee – Cllrs **resolved** for Cllr Harris to speak at Committee on behalf of Community Council raising an objection – Proposed Cllr Halsey, seconded Cllr Harris.
- b) Parc Dyffryn - Land at Vianshill Farm, The Downs, St Nicholas Solar farm with battery storage facility and associated ancillary infrastructure (Parc Dyffryn Solar Farm) – residents expressed their concerns about the application, including light pollution, flooding risks, access and traffic problems during any construction period and the difficulty in accessing the background papers – Cllr Perry will raise with the Welsh Government the difficulty residents have had around accessing the documents. – **Resolved – Objection** on the grounds of: loss of productive agricultural land graded 3a, potential contamination and degradation of soil – including erosion and compaction should installation of solar panels occur, harm to the Dyffryn Basin and Ridge Slopes Special Landscape Area, public Rights of Way would be rerouted and their amenity degraded, one access to the site from the A48 (at Vianshill Farm) should be sufficient, harm to biodiversity from “opening up” woodland, cumulative impact from Parc Dyffryn, Oaklands, Parc Worlton, Penn Onn and East Aberthaw solar schemes in addition to smaller sites and accessibility of batteries and inverters for emergency services - Proposed Cllr Perry, seconded Cllr Halsey - 3 voted for, 1 abstained – Proposal carried.
- c) Parc Worlton – Cllrs agreed to raise concerns around the access requirements for construction on Duffryn Lane to submit to the consultation.
- d) 2022/00449/FUL (HW) - Wild Rose Cottage, Duffryn Lane, St. Nicholas - Proposed mixed unit holiday accommodation scheme – **Resolved to Support** – Proposed Cllr Harris, seconded Cllr Halsey.
- e) Maes Y Ffynnon village green update – Cllr Perry confirmed there is no case for judicial review.



5. Vale of Glamorgan Council Matters (this item deferred due to time constraints)

6. Minutes

To approve the minutes of the meetings held on:

- a) 7 November 2022 – **Resolved** – Proposed Cllr Harris, seconded Cllr Perry
- b) 21 November 2022 – **Resolved** – Proposed Cllr Perry, seconded Cllr Harris

7. Updates on Projects

- Christmas trees are being installed tomorrow.

8. Matters not on the agenda – Discussion Forum

None.

9. Annual Governance and Accountability Return

- a) To receive the Audit Wales reports for 20/21 and 21/22 – Noted **Received**
- b) To approve an action plan addressing matters raised (see appendix) – **Resolved** – Proposed Cllr Harris, seconded Cllr Perry, and agree a fee for copies of Audit documents – **Resolved** to charge £10.00 per hard copy – Proposed Cllr Perry, seconded Cllr Harris.

10. Internal Audit for 2022-23

To appoint an Internal Auditor for 2022-23 – **Resolved** to re-appoint Joanna Howell as internal auditor for 2022-23 at a cost of £200.00 – Proposed Cllr Halsey, seconded Cllr Glasson.

Item 16 Public Engagement (brought forward)

- a) Approve engagement of Public Engagement Officer – Francesca Pridding from Local Government Resource Centre (LGRC) attended the meeting providing an overview and suggestions how she can help the Council with their Public Engagement. After discussion Cllrs agreed with the suggested outcome of the completion of community involvement and compilation of evidence to support a Place Plan. As a costed proposal is awaited from LGRC, approval of the engagement of Francesca and the expenditure was **deferred** to the next meeting.
- b) PlaceCheck.info – Cllrs agreed to wait to consider this item until after the Public Engagement project above is completed.

11. Well-being Consultation – (This item deferred due to time constraints)

12. Finances

- a) The following payments were approved – **Resolved** – Proposed Cllr Harris, seconded Cllr Glasson.

<u>Payee</u>	<u>Payment Method</u>	<u>Amount</u>
Damien McKenna Grass cutting Inv 10	100	£720.00
SLCC Invoice 407 (Locum services Oct)	100	£1899.60
ICO DPA Registration	Direct Debit	£35.00
Weebly website hosting	card	£72.00
The Poppy Appeal – wreaths and donations	card	£52.00
Royal British Legion – lamppost poppies	card	£80.00



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COMMUNITY COUNCIL

<u>Payee</u>	<u>Payment Method</u>	<u>Amount</u>
Cable ties – Amazon	card	£10.50
Cable ties – The Range	card	£8.45
Cllr Perry collecting poppies/wreaths 30 miles	100	£13.50
Enwau Wales – domain name renewal	card	£11.99
Netistrar monthly – software	card	£10.26

- b) To consider application for financial assistance – St Nicholas and St Mary's Church – (decision **deferred** due to time constraints)

13. To receive updates on planning matters

The following updates were provided with the agenda papers but were not discussed at the meeting.

- a) Manderley, 3, Broadway Green, St. Nicholas – Amendments to consent 2021/01547/FUL – Proposed two storeys rear extension, removal of existing conservatory for new part two storey part single storey extension with roof terrace – Approved 25.11.22.
- b) Tinkins Hall, Cowbridge Road, St. Nicholas – Replacement of existing railings and reinstatement of the front courtyard. Repair of existing stone bollards – Approved 16.11.22.
- c) Garreg Wen, A48, Bonvilston – Retrospective planning permission for shelter to provide cover over seating area benches already in situ and side extension – Approved 28.11.22.
- d) Twyn Bach, St. Nicholas – Work to Tree(s) covered by Tree Preservation Order 1972, No. 5: Fell 1 x Ash, infected with Ash dieback (identified as T1) located in rear garden – Approved 25.11.22.
- e) Bonvilston East Waste Treatment Works (WwTW) upgrade Screening Opinion as to whether the construction and operation of the proposed Scheme, as described in this letter and enclosures, constitutes EIA Development – Environmental Impact Assessment (Screening) – Not Required – Approved 30.11.22
- f) Land at Sycamore Cross Variation of Conditions 1 and 2 (Approved Plans) – Approved 4.12.22

14. To consider Planning Applications & Matters (see above)

15. To consider – (This item was **deferred** due to time constraints)

- a) Remembrance 2023
- b) St Nicholas Village Green Improvements
- c) Biodiversity Duty Reporting (Section 6 – Environment (Wales) Act 2016)

16. Public Engagement (see above)

17. Announcements and Next Meeting

Community Council meeting – 9th January 2023 at 19.00

Meeting closed at 21.05



Appendix

External Audit Action Plan 2021 and 2022

Loss of Clerk

The Council should continue to seek to recruit a new Clerk/RFO as soon as possible.

Lack of Segregation of Duties

The Council should seek to urgently recruit a new Clerk/RFO to mitigate the risks identified and ensure full implementation of financial regulations going forward.

Brought Forward Failures

The Council and new Clerk/RFO need to ensure full implementation of the financial regulations to prevent previous failures carrying forward into 22/23.

Appropriate Books of Account have been properly kept throughout the year.

Invoices need to be kept either electronically or in hard copy to support all payments. Authorisation by Council linked to payment approval has now been set up and needs to be maintained.

Financial Risks

All payments should be properly authorised by Council as required by the financial regulations and before payments are made, debit card use should be well controlled.

Insurance

Insurance was in place for 21/22 with documentation but no payment shows in cashbook – payment to be located and added to a cashbook.

Members Expenses/Allowances

Members list of expenses/allowances to be published on the website – permanent Clerk to be trained in updating the website.

Bank Reconciliations

Quarterly bank reconciliations to be reported to Council and signed off by a member.

Budget vs Actual Reports

Reports to be approved by Council on at least a quarterly basis.

Budgetary Process/Monitoring

Council should ensure that sufficient detail is minuted in the budget process/decision making to ensure that reserves and comparison with previous year expenditure has been considered in the process. Budget monitoring to be carried out on a quarterly basis as above (Budget vs Actual Reports).

Accounting Statements

Council should have a complete and clear audit trail for payments in the cashbook, this should be complete for 22/23.