



Minutes of the Meeting of St Nicholas with Bonvilston Community Council, on Monday 20th April 2022 at 19:00.

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

PRESENT: Cllr I Perry (Chair), Cllr S Clarke, Cllr J Griffiths, Cllr G Rawson.
Sam Shippen (Locum Financial Officer)
Glyn Davies (PCSO)

Members of the Public: 2

Minutes: Mrs C L Cotterell (Locum Clerk)

Meeting started at 19.15

1. Chair's welcome and introductions

The Chairman opened the meeting and introduced Council members to members of the public.

2. To receive apologies for absence

Apologies were received from Cllr Andrew Brown.

3. To receive declarations of interest

None.

4. Police Matters

Glyn Davies gave an update of reports received in January and February 2022. These reports are published on the Community Council website with the agenda for the meeting.

An update on March and April reports will be given at the next meeting.

A resident expressed concern about young children in the play area late in evening in St Nicholas.

5. Vale of Glamorgan Council Matters

- a) Adoption of Cae Newydd – pending, no update as yet.
- b) Cottrell Gardens Management Company – it is not going to be adopted but will be going to a management company.

6. Minutes to approve

- a) October 5, 2021 – **Resolved** - Proposed Cllr Perry, seconded Cllr Griffiths
- b) January 10, 2022 – **Resolved** - Proposed Cllr Perry, seconded Cllr Clarke
- c) February 3, 2022 – **Resolved** - Proposed Cllr Perry, seconded Cllr Clarke
- d) February 10, 2022 – **Resolved** - Proposed Cllr Perry, seconded Cllr Clarke
- e) March 7, 2022 – **Resolved** - Proposed Cllr Perry, seconded Cllr Clarke

7. Annual Governance & Accountability Return 2020/21

- a) To consider the Internal Auditor's report and associated action plan – Sam Shippen took the Council through a draft action plan based on the Internal Audit report – Cllrs **resolved** to accept and implement the Internal Audit action plan – Proposed Cllr Perry, seconded Cllr Griffiths.
- b) To approve the Accounts Statement for 2020/21 – Cllrs **resolved** to approve the Accounts Statement for 2020/21 – Proposed Cllr Clarke, seconded Cllr Griffiths.
- c) To approve the Annual Governance Statement for 2020/21 – Cllrs **resolved** to approve the Annual Governance Statement for 2020/21 with the following answers:
No answers to questions 1, 2, 3, 4, 5 and 8 – (see Appendix 1 to minutes for responses)
Yes answers to questions 6 and 7.
Proposed Cllr Perry, seconded Cllr Griffiths.
- d) To agree the publication of electors rights for 2020/21 – Cllrs agreed that a notice will be posted on noticeboards and website for publication of electors rights for 2020/21 once the Annual Governance and Accountability Return has been signed and submitted for 2020/21.

8. Financial Regulations

To review and adopt Financial Regulations

Cllrs **resolved** to adopt amended Financial Regulations with amendments to items: 1.8 (the Clerk has been appointed as RFO for this Council) 1.10, 1.11, 2.2, 3.3, 4.3, 4.4, 4.8, 5.1, 5.2, 5.4, 5.6, 5.8, 6.4, 6.6, 6.15, 6.17, 6.18, 6.19, 6.20, 6.21, 8.3, 10.4, 11.1g, 14.6, 14.7, 15.1, 15.2, 15.3, 15.4, 16.1, 16.2, 17.1.

It was **resolved** that Items 4.1 and 4.5 should remain at £500.00

– Proposed Cllr Perry, seconded Cllr Clarke.

9. Finances

- a) Payments, income - Cllrs **resolved** to approve the following payments – Proposed Cllr Perry, seconded Cllr Clarke.

<u>Payee</u>	<u>Amount</u>
Local Government Resource Centre – Financial Consultancy	£522.60
• Cheque 100875	£380.70
• Cheque 100876	
Harper Office – Pedi Padz	£104.93
Ornamental Trees Ltd	£813.57
Reading Rooms – Pedi Padz	£83.24
- Venue Hire	£30.00
• Cheque 100877	
History Points	£50.00
• Cheque 100878	
Joanna Howell – Internal Audit 2020/21	£300.00
• Cheque 100879	

<u>Payee</u>	<u>Amount</u>
Damian McKenna – Tree planting	£211.20
• Cheque 100880	
Jubilee Big Lunch	£800.00
• Cheque 100881	

- b) Remuneration, reimbursement and expenses – This item regarding Cllr expenses was **deferred** to the next meeting.
- c) To consider Financial Assistance request for the Big Lunch – Cllrs **resolved** to grant £800 to support the Jubilee Big Lunch (Local Government Act 1972 s145) – Proposed Cllr Perry, seconded Cllr Clarke.

10. Appointment of Internal Auditor for 2021/22

To appoint an Internal Auditor for 2021/22

Cllrs **resolved** to appoint Joanna Howell as Internal Auditor for 2021/22 at £175.00 (plus costs if required for additional visits) – Proposed Cllr Perry, seconded Cllr Clarke.

11. Administration of the Council

- a) Smart phone and phone number for the Clerk – Cllrs **resolved** to approve the purchase of a smart phone/phone number, approx. cost between £100-200, to be purchased when new Clerk in post – Proposed Cllr Clarke, seconded Cllr Griffiths.
- b) PO Box address for the Council – Cllrs **resolved** to obtain a PO Box address for received mail, small charge of £1.20 per letter received – Proposed Cllr Griffiths, seconded Cllr Clarke.
- c) To agree Meeting dates for 2022-23 – The meeting dates were agreed for 2022/23 (see Appendix 2 to minutes) – Proposed Cllr Perry, seconded Cllr Griffiths.

12. To receive updates from other meetings attended and One Voice Wales

- a) Nature and Us Consultation – details were circulated and published with the agenda.

13. Correspondence

- a) Disturbance outside St Nicholas School

Concerns were raised by a resident regarding an incident outside the school at school pick up time in March. It was confirmed that the Traffic Safety Officer from Vale Council and a Police Officer were in attendance at the time. Cllr Perry will contact them and report back to Council.

Cllr Perry reported that a tree next to the old school will be inspected soon.

14. Matters not on the agenda – Discussion Forum

None.

15. To receive updates on planning matters

- a) Planning decisions – Decisions published with agenda were noted.
- b) Planning enforcement at Cottrell Gardens – A minor planning enforcement is being dealt with by officers.

16. To consider other Planning Applications & Matters

- a) Dyffryn House & Gardens, St Nicholas
Repairs to flat roofs to prevent water ingress – Cllrs agreed **No comment**.
- b) 2022/00066/RG3 (RL) - St. Nicholas Church In Wales Primary School, St. Nicholas
Proposed replacement primary school for 126 pupils plus additional capacity for 24 part-time nursery places, including associated works (Pre-application consultation report now available to view) – After lengthy discussion Cllr Perry proposed to submit an objection to this application, there was no seconder – Proposal Failed.
Cllrs **resolved** unanimously to submit a summary of their discussions as a comment, Cllr Perry to provide a summary and circulate to Cllrs – Proposed Cllr Clarke, seconded Cllr Rawson.
- c) 2021/00423/FUL – Land at Bolston House, Bonvilston – Demolition of the existing dwelling and redevelopment of the site to accommodate residential development and associated works – Cllrs **resolved** to submit a comment to confirm the Community Council's previous objection still stands – Proposed Cllr Perry, seconded Cllr Clarke.

17. Announcements & next meeting

Next meeting 16th May 2022 – Annual Meeting and Ordinary Meeting to follow annual meeting.

Meeting closed at 21.15.

Appendix 1

Annual Governance Statement 2020/21

Reasons for “No” Responses

1. We have put in place arrangements for:

- effective financial management during the year; and
- the preparation and approval of the accounting statements.

Answer: Financial management has been varied, partly due to lack of consistent staffing.

Measures to address will be put in place for 2022/23.

2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.

Answer: Internal controls not always adequately exercised. Measures have been put in place to ensure future compliance.

3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.

Answer: Codes of practice not always properly followed. Measures now in place to correct in future.

4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.

Answer: Accounts and Governance Statement not completed in time to allow for exercise of electors rights within requirements.

5. We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Answer: Risks not properly assessed during the year. Now rectified.

8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.

Answer: Matters previously highlighted by Internal Audit not all rectified. Action now in place to deal with recommendations.

Appendix 2

St Nicholas with Bonvilston Community Council

Schedule of Meeting Dates for 2022/23

16th May 2022 – Annual Council Meeting

13th June 2022

4th July 2022

5th September 2022

3rd October 2022

7th November 2022

5th December 2022

DRAFT