

St Nicholas with Bonvilston Community Council

Minutes of the Full Council Meeting of the St Nicholas with Bonvilston Community Council held remotely via video conferencing on Monday 1st June 2020 at 19:30.

PRESENT:

Cllr E del Torto (Vice Chair) Cllr S Crockford
Cllr A Brown Cllr J Griffiths
Cllr I Perry (arrived at 20:00)

ALSO PRESENT:

N. McGarrigle (Clerk)
County Councillor J. Bird

Cllr del Torto put herself forward as Meeting Chair and requested further nominations from the Council. No further nominations were received.

RESOLVED that: Cllr del Torto would Chair the meeting.

Cllr del Torto acknowledged the comment raised by J. Howell in the recent internal audit report that the Council must elect a Chair. Cllr del Torto confirmed this would be done at the next meeting as a matter of urgency (on the conditions agreed and set out in item 17 below).

[1] APOLOGIES FOR ABSENCE

Cllr C Jones
Cllr G Rawson
Cllr K Ward

[2] DECLARATIONS OF INTEREST

There were none.

[3] POLICE MATTERS

The Clerk has requested a copy of the May crime stats from PCSO Summers. To be disseminated once received. County Cllr Bird acknowledged the high increase of fly tipping in the Vale during lockdown due to the closure of household waste recycling centers.

[4] PUBLIC SESSION

No members of the public were in attendance.

Cllr del Torto acknowledged the efforts made by Cllr Perry who has been coordinating collections and deliveries of prescriptions from Sylvia Williams Pharmacist, Cowbridge.

[5] MATTERS ARISING FROM THE PUBLIC SESSION

None.

[6] THE MINUTES OF THE PREVIOUS MEETING

The minutes of the previous Full Council meeting held on Monday 2nd March 2020, which had been circulated, were confirmed and are to be signed by Cllr del Torto. **Prop SC Sec JG**

[7] MATTERS ARISING FROM THE MINUTES

There were none.

[8] TO RECEIVE THE REPORT OF THE COUNTY COUNCILLOR

- Cllr Bird is working from home and is receiving correspondence on a daily basis.
- Fly tipping has been the main issue.
- The Planning Register is currently backed up. The Vale are hoping to hold a remote meeting in order to resolve this once a secure system has been found.
- Basic maintenance has been completed on the roads.
- Wheelie bins of residents in rural areas were recently left by refuse collectors and had stickers left on the bins stating 'storage only'. It has now been confirmed that the use of wheelie bins can be used in rural areas. Please speak with Cllr Bird should problems continue.

[9] TO RECEIVE THE REPORT OF THE CLERK

Councillors had been circulated with a copy of the Clerk's report prior to the meeting. The Clerk had no further comments to add.

Cllr Perry joined the meeting.

[10] INVOICES & PAYMENTS TO APPROVE

• Clerks May Salary	829	£256.69
• J. Howell (Internal Audit)	830	£150.00
• ICO Membership Renewal	DD	£40.00

Payments made during May with prior authorisation from Cllr del Torto

• SLCC Webinar	DD	£36.00 (Creating accessible Word documents)
• Zurich 20/21 Insurance renewal	828	£307.19
• Zoom June membership	DD	£11.99 plus VAT

Payments made during May with the CC bank card (prior to internal audit)

• Post Office	DD	£13.72
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Following feedback received in the internal audit report, the Clerk requested to make a bulk purchase of the following office equipment based on 2019/20 expenditure:

• Black ink cartridge x 5 (approx. cost £12 per item)	£60.00
• Colour ink cartridge x 2 (approx. cost £12 per item)	£24.00
• Reem of paper x 3 (approx. cost £3 per item)	£9.00
• Pack of envelopes x 2 (approx. cost £1 per item)	£2.00
• Book of 12 first class stamps x 2 (cost £9.12 per book)	£18.24
• Book of 4 large first class stamps to post meeting packs x 7 (cost £4.60 per book)	<u>£32.20</u>
	£145.44

The Council agreed they were happy with this request.

RESOLVED that: The Clerk could make the above purchases with a spending limit of £150.00.

[11] BUDGETARY CONTROL

The Clerk confirmed that the balance of the bank account as of 31/05/2020 is £13,581.90

Receipts

None received this month.

[12] NEW PLANNING APPLICATIONS

- 2020/00433/LBC Tinkins Hall, Cowbridge Road, St. Nicholas No objection

Following a short discussion, although the Council do not object to this planning application, a response would be submitted to the Vale Planning Department outlining the Council's views on the application.

It was also noted that a separate response had been submitted by Cllr Perry on 22.05.20 which had the appearance of a comment made by the Community Council. Whilst the Council do not object to individual Cllr's submitting a response on planning applications, it must be made clear that it is the view of the Cllr as an individual and not the Community Council. It was requested that a procedure on how the Community Council responds to planning applications be formally resolved at the next meeting to avoid any further ambiguity in the future.

RESOLVED that: Cllr Crockford to prepare a response on behalf of the Community Council. Clerk to submit response once received and to inform the Vale Planning Department that the response sent in by Cllr Perry is an individual comment and not the view of the Community Council. Discussion of how the Council responds to all planning applications to be added to the next meeting agenda.

- 2020/00437/FUL Land East of Five Mile Lane, Whitton Mawr, Barry No objection
- 2019/01432/FUL Greenland Farm, A48, Bonvilston No objection
- 2020/00496/FUL (PDJT) Land to South of A48, Bonvilston No objection

Results of previous Planning Applications

- 2020/00316/FUL 11 Dyffryn Close, St. Nicholas Approved 04.06.20

[13] CORRESPONDENCE

Councillors had previously been circulated with a list of all correspondence received in the Clerks report prior to the meeting. The Clerk had no further comments to add.

[14] OTHER MEETINGS ATTENDED

None.

[15] TABLED BUSINESS

- a) Cllrs had previously been circulated with a copy of the Annual Accounts for 2019/20. There were no further comments or questions in relation to the accounts.

RESOLVED that: The Council agreed they were satisfied with the 2019/20 Annual Accounts.

- b) Cllrs had previously been circulated with a copy of the 2019/20 Audit Report as completed by J. Howell on 15th May 2020. There were no additional comments or questions raised by the Council, however, Cllr del Torto advised the Council that a discussion would be held with the Clerk following the meeting on how to rectify the breaches. The Council agreed they were satisfied with this suggestion.

RESOLVED that: Cllr del Torto to meet with the Clerk to rectify breaches raised in the internal audit report and to report back to the Council at the next meeting.

- c) Cllrs had previously been circulated with a copy of the 2019/20 Accounting Statement and Annual Governance Statement. There were no additional comments or questions raised by the Council.

RESOLVED that: The Council agreed they were satisfied with the 2019/20 Accounting Statement and were happy to proceed and complete the Annual Governance Statement. Clerk to make suitable arrangements with Cllr del Torto to obtain a signature. Clerk to publish Notification of Electors' Rights on both notice boards and to publish a copy of the notification on the Council website.

Prop JG Sec SC

- d) The Council previously agreed that a new website would be created for Community Council to assist with meeting government accessibility requirements. Further to this agreement, Cllrs had been circulated with a copy of the website cost matrix, as prepared by Cllr Crockford, and a copy of a proposal written by Cllr Cockrell. Following a short discussion, the Council agreed a list of additional questions would be put forward to Cllr Cockrell to obtain more information before a decision can be made.

RESOLVED that: the discussion of a new website would be deferred to the next meeting. Cllr Crockford to compile a list of questions for Cllr Cockrell. A response from Cllr Cockrell will be circulated in the next meeting pack.

- e) Cllrs had previously been circulated with a copy of the latest draft License to Access in relation to the Old Post Office, as prepared by JCP Solicitors following the completion of the boundary survey. The Council have been asked to agree the notice period of termination as required in section 7 of the draft license, although as the Clerk was not provided with a copy of the latest plans until the day of this meeting. A decision was made to defer this item until the next meeting.

RESOLVED that: Cllr del Torto to make recommendations in preparation for the next meeting and for the Clerk to circulate the recommendations with a copy of the revised plans once the recommendations have been received.

[16] COUNCILLOR REPORTS & ANNOUNCEMENTS

- Cllr del Torto suggested holding an end of lockdown party for both villages when it is safe to hold public events again. A suggestion has been made to hold the event on the school field and to involve the school when organising the event.

RESOLVED that: The Council agreed to the event in principle. Funding options to be explored.

[17] NEXT MEETING

It was agreed that voting in a new chair was important, as noted by the auditors, but that under the current coronavirus situation, meetings are being held remotely and so it is important that the three councillors, without access to technology in their homes, should be able to have a vote on the next chair.

With this in mind, it was agreed that a remote meeting will be held in July. Councillor Bird kindly offered to host the three councillors under social distancing rules at his local function room premises in order to include them in the July meeting. The Clerk will ring the three Cllrs to see if they are happy with the proposed arrangement, otherwise voting a new chair will be delayed until the Community Council can meet in person safely.

RESOLVED that: The next meeting of the Community Council will be held remotely on Monday 6th July 2020 at 19:30.

The Council agreed they were happy for the Clerk to purchase another month on Zoom to accommodate this meeting.

This meeting closed at 21:00.

NAOMI McGARRIGLE.

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Chairman

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Date