

St. Fagans Community Council

Minutes of the Council Meeting held on Monday 4th October 2021 at 7.00 pm

In accordance with the Local Government and Elections (Wales) Act 2021 this meeting took place physically in the village hall and remotely using the Zoom social media platform. This was advised with due notice on the Council's website and registered elector wishing to attend the meeting were advised that they should contact the Clerk using the Council's email address and that he would then advise the meeting number and password (this was not publicized on the website for security reasons). The Clerk then controlled entry to the meeting using the waiting room facility.

Present:	Councillors	D Bradley, J Griffiths, C Heyworth (via Zoom), J Hughes, F Lewis, T Pallier, C Price
Apologies:	Councillor	C O'Brien, R Williams
In Attendance:	Clerk	Mr A Gowman
Members of Public in attendance – confirmed on electoral register.		No members of the public were present

In the absence of Cllr O'Brien (Chair) who was away on business Cllr Hughes (Vice Chair) presided over the meeting.

Minute No. 10.21	
1	<p>Declarations of Interest</p> <p>Cllrs Griffiths and Lewis declared an interest in minute no. item 9.4 as they are residents of St Fagans Drive, they provided information for the information of members and as there were no resolutions to be made did not withdraw from the meeting.</p> <p>Cllr Heyworth declared an interest in item 6.2 as she is a resident of Rhydlafar and as such she refrained from voting on the matter.</p>
2	<p>To Consider the Minutes of the Meetings of 7th September 2021</p> <p>The minutes of the meeting of 7th September 2021 were approved.</p>
3	<p>Police Matters</p>
3.1	<p>Statistics for September – The following statistics as received from South Wales Police were noted.</p> <p>3 x anti-social behaviour 1 x Trem y Rhyd – neighbour related dog issue – both neighbours spoken to 1 x Trem y Coed – off road bikes – no subjects identified 1 x Falconwood Drive – vehicle obstruction</p> <p>1 x burglary – Cwrt y Cadno – dwelling burglary with various items stolen – enquiries ongoing</p> <p>1 x theft – Falconwood Drive – blackmail – enquires ongoing</p>

3.2	Reference minute no. 8.21.3.2 concerning the meeting of 13 th July between SFCC members, Cllr Peter Bradbury, Cardiff Councillors from Ely and Fairwater, police and Chris Hyde (Plymouth Estate) to discuss fires and ASB in Westfield Park/Plymouth Woods the Clerk was instructed to draft an agenda and outline strategy, to be circulated to members for feedback, for a proposed meeting with senior police officers. It was agreed that unless there is senior police engagement with SFCC and the local community there was little point in holding a meeting.
4	<p>Public Session</p> <p>There were no members of public in attendance.</p>
5	<p>Community Projects</p> <p>5.1 Rhydlafar</p> <p>Reference minute 9.21.5.1 Cllr Heyworth reported that the roundabout has now been completely jet washed. The Clerk reported that he had contacted Cardiff Highways department to request:</p> <ul style="list-style-type: none"> • A road safety mirror be installed on the bend level with the green at the end of Windsor Clive Drive • A "Drive slow children crossing sign" be located on Rhydlafar Drive where the pupils cross to get on/off the school buses. • A 20 mph limit should be applied to the whole of the Rhydlafar estate. <p>Cardiff have yet to reply to these requests.</p> <p>The Clerk also advised members that he had contacted the Parks department Parks to propose that SFCC fund:</p> <ul style="list-style-type: none"> • The replacement of the rotten kissing gate at Rhydlafar Park • The replacement of the broken posts and poles at the end of Windsor Clive Drive. <p>The key member of staff who could facilitate these items is currently on sick leave.</p> <p>5.2 Westfield Park</p> <p>The Clerk reported that he had contacted Cardiff Council for a date for the re-installation of the benches in Westfield Park and stipulated that they be installed with the fittings being set within a concrete base, a response was still awaited again due to staff sickness.</p> <p>A volunteer working morning in the park has been scheduled by Cardiff Council for 9th October to be combined with litter clearance.</p> <p>5.3 Trem Y Coed</p> <p>Cllr Hughes reported that, whilst the kissing gates and boulders had recently been installed (minute 9.21.5.3), there are still some gaps in the boundaries to the estate though which off road bikes can gain entry, he was trying to arrange a meeting with Adam Spiller of Persimmon homes to discuss the issue.</p>

<p>5.4</p>	<p>Village</p> <p>Reference minute no. 9.21.5.4. Cllr Lewis reported that the Clerk has instructed Gareth Jones of Cardiff Council to progress with the installation of the bollards around the grass triangle to the front of St Marys church, she hoped to able to report progress at the next meeting.</p> <p>The Clerk reported that he had yet to order the Welsh version of the no entry sign to be installed on the gate in the park by the railway line.</p> <p>Members noted that at long last following countless emails/phone calls and personal visits to Network Rail by SFCC over the last 2 years the unsightly cabins by the railway line have been removed.</p> <p>The Clerk reported that he has received some complaints from residents in the village about a large number of what appear to be unauthorized “no speeding” and speed limit stickers being placed on signs and planters adjacent to the highway. He was instructed to contact Cardiff Council to ask them to deal with the matter.</p>
<p>5.5</p>	<p>Cae St Fagans</p> <p>Cllr Bradley reported that the development of the estate was progressing at a rapid pace.</p>
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Planning</p> <p>Cllr Lewis, as the Chairman of the planning committee, gave Members a verbal summary of the discussions of the planning committee meeting which had taken place immediately prior to the Council meeting, the minutes of the meeting will be presented (to be noted) at the next Council meeting on 1st November 2021.</p> <p>Proposed Relocation of Pentyrch Surgery</p> <p>Cllr Heyworth as a resident of Rhydlafer potentially affected by the following matter declared an interest and withdrew from voting. Further to minute 9.21.6.2. – the on-going issue of the proposed relocation of Pentyrch surgery Cllr Lewis summarized the content of a letter of 14th September from Mr Stephen Allen, Community Health Council CHC to Mr Len Richards Chief Executive Cardiff & Vale University Health Board (CVUHB), the letter had been circulated to all members beforehand.</p> <p>Members were unanimous in expressing their disappointment with CVUHB, in particular with their complete lack of consultation on the matter and also the secretive manner in which they have proceeded. It was Resolved that Cllr Lewis should write a letter to the First Minister for Wales to express the concerns of SFCC. – she confirmed that the draft letter would be circulated to all members before dispatch to ensure that it accurately represented the council’s views.</p> <p>Parking Restriction Signs, Plymouth Arms Car Park</p> <p>Further to minute no. 8.21.6.2 the Clerk was instructed to contact Cadw to establish their views of Cardiff Council’s on their suitability.</p>

7	Environmental Matters																								
7.1	<p>Streets cleaning/Litter</p> <p>The clerk reported that both the cricket and bowls club had undertaken a highly successful litter picking weekend in the club's grounds (see minute 9.21.7.1), members noted emails of thanks from both clubs for the council's support.</p> <p>Cllr Lewis confirmed that she had undertaken a litter pick on 2nd October in atrocious weather which had resulted in all other volunteers postponing their efforts to future dates. A litter pick at Westfield Park has been planned for 9th October to dovetail in with proposed grounds works</p>																								
7.2	<p>Flooding</p> <p>Cllr Griffiths confirmed that he was planning a meeting of the flooding working group over the next week.</p>																								
7.3	<p>Home Energy Efficiency</p> <p>It was Resolved to send a letter drafted by Cllr Griffiths and Lewis which recommended various home energy measures to be incorporated in to all new developments without waiting to hear from the neighbouring community councils as to whether they supported the letter.</p>																								
8	<p>One Voice Wales</p> <p>Cllr Hughes submitted a brief update of OVW business for member information which was noted, he confirmed that a detailed report would follow at the next meeting.</p>																								
9	<p>Correspondence</p>																								
9.1	<p>The following items of correspondence were noted.</p> <table border="1"> <thead> <tr> <th>Ref</th> <th>Date</th> <th>Item</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>09/09/2021</td> <td>Invite to Welsh Government Tax Conference – 3rd November 2021</td> </tr> <tr> <td>2</td> <td>10/09/2021</td> <td>Business Wales Newsletter</td> </tr> <tr> <td>3</td> <td>08/09/2021</td> <td>Email from Cooke and Arkwright - proposal re: land adjoining Quarry Cottages</td> </tr> <tr> <td>4</td> <td>07/09/2021</td> <td>One Voice Wales and Keep Wales Tidy Webinar 15/09/21</td> </tr> <tr> <td>5</td> <td>22/09/2021</td> <td>Draft Letter from Cllr Griffiths/Lewis re: Home Efficiency</td> </tr> <tr> <td>6</td> <td>22/09/2021</td> <td>Email from Cooke and Arkwright - proposal re: Woodland Grant - land adjoining Quarry Cottages</td> </tr> <tr> <td>7</td> <td>23/09/2021</td> <td>Public Services Ombudsman for Wales consultation - Principles of Good Administration and Good Records Management</td> </tr> </tbody> </table>	Ref	Date	Item	1	09/09/2021	Invite to Welsh Government Tax Conference – 3 rd November 2021	2	10/09/2021	Business Wales Newsletter	3	08/09/2021	Email from Cooke and Arkwright - proposal re: land adjoining Quarry Cottages	4	07/09/2021	One Voice Wales and Keep Wales Tidy Webinar 15/09/21	5	22/09/2021	Draft Letter from Cllr Griffiths/Lewis re: Home Efficiency	6	22/09/2021	Email from Cooke and Arkwright - proposal re: Woodland Grant - land adjoining Quarry Cottages	7	23/09/2021	Public Services Ombudsman for Wales consultation - Principles of Good Administration and Good Records Management
Ref	Date	Item																							
1	09/09/2021	Invite to Welsh Government Tax Conference – 3 rd November 2021																							
2	10/09/2021	Business Wales Newsletter																							
3	08/09/2021	Email from Cooke and Arkwright - proposal re: land adjoining Quarry Cottages																							
4	07/09/2021	One Voice Wales and Keep Wales Tidy Webinar 15/09/21																							
5	22/09/2021	Draft Letter from Cllr Griffiths/Lewis re: Home Efficiency																							
6	22/09/2021	Email from Cooke and Arkwright - proposal re: Woodland Grant - land adjoining Quarry Cottages																							
7	23/09/2021	Public Services Ombudsman for Wales consultation - Principles of Good Administration and Good Records Management																							
9.2	<p>In respect of Item 1 – Cllr Hughes confirmed his attendance.</p>																								

9.3 Welsh Government Consultation on Local Taxes for Second Homes and Self Catering Accommodation

See minute 09.21.9.2 - Members again noted the consultation document received on 25th August with a deadline for comments of 17th November. Cllr Hughes recommended that, although second homes were not thought to be a problem in St Fagans at present, it was important for SFCC to show its support for other communities in Wales who are being impacted significantly by second home ownership and self-catering accommodation. It was resolved to add this to the agenda for the next meeting, members were invited to submit comments to the Clerk for assimilation for that meeting.

9.4 Responsibility for Maintenance of Grass Areas on St Fagans Drive

The Clerk reported that he had received answers from Cardiff Council and the Land Registry (received on 27th September) in relation to responsibilities for the maintenance for various grass areas on St Fagans Drive (see minute no. 9.21.9.1).

It was Resolved to place this on the agenda for the meeting of 1st November 2021.

9.5 Members noted that the Clerk has now commenced the CiLCA course and that he has one year to complete the qualification which consists of completing 30 learning outcomes. He will be sharing these with members as he proceeds through the course and he stated that he thinks the qualification could bring many benefits to the council in particular in relation to the forthcoming use of the General Power of Competence. Members noted that the cost of the course (£400) is fully funded via a bursary. The Chair signed the Learning Agreement as required as part of the qualification.

10 Finance

10.1 Financial Requests

An application for a grant/donation from Ray of Light Cancer Support was rejected as it failed to comply with the Council's grants policy.

10.2 Approvals

Members scrutinized the financial report of 4th October 2021 (Appendix A) with the following payments being approved:

Payee	Item	£
A Gowman	Salary and Expenses - Sept 2021	454.29
Cardiff Council LGPS	LGPS Deductions – Sept 2021	142.12
HMRC	PAYE - July to September	323.60
XLN (SO)	Broadband - September 2021	82.73
OVW	Innovative Practice Conference – 22 nd September 2021	80.00

10.3 Budget Monitoring Quarter 2

The budget monitoring report (see Appendix B) was scrutinised and noted.

10.4	<p>Budget for 2022/23</p> <p>The Clerk had produced a briefing note (Appendix C) for Member consideration ahead of presenting a detailed draft budget for the meeting of 1st November. It was Resolved to continue with the 5 year financial plan with the 2 main priorities outlined in section 1 of the note.</p>					
11	<p>Wales National History Museum</p> <p>The Clerk confirmed that he had been in contact with Bethan Lewis from the museum to arrange a catch up meeting which will take place in the Council meeting of 1st November.</p>					
12	<p>Council Website/Other Council Communications</p> <p>12.1 Welsh Language</p> <p>The Clerk had prepared and circulated a detailed report about the Council's use of Welsh in its communications and also included options to be incorporated into a Welsh Language Policy. The views of members were very similar and were recorded to by the Clerk. It was Resolved to:</p> <ul style="list-style-type: none"> • Adopt a Welsh Language Scheme that is proportionate to the demand for the use of Welsh in the community to be prepared by the Clerk, this will be considered in the meeting of 1st November. 					
13	<p>Attendance</p> <p>Members noted the attendance report</p>					
14	<p>Date and Time of Future Meetings</p> <table border="1" data-bbox="185 1236 679 1442"> <tr><td>1st November</td></tr> <tr><td>6th December 2021</td></tr> <tr><td>10th January 2022</td></tr> <tr><td>7th February 2022</td></tr> <tr><td>7th March 2022</td></tr> </table>	1st November	6th December 2021	10th January 2022	7th February 2022	7 th March 2022
1st November						
6th December 2021						
10th January 2022						
7th February 2022						
7 th March 2022						

The Chairman thanked everyone for their attendance and the meeting closed at 8.59 pm.

Confirmed as a correct record:

Dated: 1st November 2021

.....

.....

St Fagans Community Council			
Financial Report as at 4th October 2021			
		£	£
Cash Book			
Balance at 31st August 2021	Per Cash Book		62,847.54
Payments approved on 7th September 2021			
A Gwrran	Salary and Expenses - August 2021	459.06	
Cardiff Council LGPS	LGPS Deductions - August 2021	142.12	
A Gwrran	Reimbursement - Sand and Cement for gate at	26.40	
A Gwrran	Reimbursement - No entry sign - land at railway line	19.02	
A Gwrran	Reimbursement Chain and Padlock for gate at	28.68	
Cardiff Council LGPS	Person Scheme - Employer Joining Fee	300.00	
XLN(SQ)	Broadband - July 2021	82.73	
TWIC	Weed control - 20th August 2021	108.00	
S Duley	Installation of gate	120.00	
Cooke and Arkwright	Ground Rent 29/9/21 - 24/12/21	125.00	
A Gwrran	Skip Hire - paid by AG	451.20	
			1,862.21
	Balance as at 31st August 2021		60,985.33
Items for Approval on 4th October 2021			
A Gwrran	Salary and Expenses - September 2021	454.29	
Cardiff Council LGPS	LGPS Deductions - September 2021	142.12	
HMRC	PAYE - July to September	323.60	
XLN(SQ)	Broadband - July 2021	82.73	
			1,002.74
	Projected balances at 31st October 2021		59,982.59
Approved Expenditure Budget 2021/22		26,700.00	
Total Spend to 30th September 2021		12,963.96	
Spend from Capital Reserve		7,365.00	
Balance of budget remaining			13,736.04
	Projected Balances in Hand at Year End		46,246.55
Notes			
Projected year end balance needed to cover:		£k	
Election expenses - £5K		46	
Park Projects Reserve - £33k brought forward plus £8k for 2021/22 - £41k			

Budget Monitoring Report - Quarter 2 2021/22					
	Outturn 2020/21	Approved Budget 2021/22	Position as at 30/9/21	Full Year Projection	Notes
	£	£	£	£	
RECEIPTS					
Precept	30,750	33,733	33,733	33,733	
Bark Interest	46	-			
VAT Refund	1,881	376		483	
S106 monies		-			
Total Receipts	32,677	34,109	33,733	34,216	
PAYMENTS					
Clerk's salary & travel expenses	6,109	7,000	4,103	8,000	Increase due to registration of SFCC into Cardiff Council pension scheme
Ground Rent	500	500	250	500	
Insurances	775	800	797	800	
One Voice Wales membership	0	300	405	405	2020/21 pre-paid in 2019/20
Village Association/ Hall	921	1,200	478	1,200	
Xmas lights	0	1,000		1,000	
Environmental/ Crime prevention	576	1,500	775	1,500	
Community projects	2,900	5,000	8,329	13,329	£7.3k the spend to date in 2021/22 is in relation of the capital project fund - Westfield Park
Grants & donations	0	1,000	1,000	2,000	The £1k spent to date is the approval from 2020/21
Wreath, floral tributes, etc.	131	100	-	100	
Audit fees	292	500	160	500	
Chair of office	0	100	-	100	
Members' allowances and expenses	1,764	3,000	1,850	2,000	
Conference/ Training fees	264	1,000	650	1,000	
Office expenses	646	1,200	229	1,200	
Website			653		
Newsletters, social media, etc.	978	1,500	349	1,500	
Professional advice/ NWCG costs	0	1,000	-	1,000	
Total Payments	15,856	26,700	20,029	36,134	
Surplus/ Deficit(-)	16,821	7,409	13,704	- 1,918	
Balance brought forward from 2019/20	30,760				
Balance brought forward from 2020/21	47,581			47,581	
		Forecast balance at the end of the year		45,663	The budget was set to further accumulate funds for the 2 major Council projects at Westfield Park and Rhydafar Park - £7.3k has been spent on these to date.

Briefing Note - Budget 2022/23

Introduction

The annual financial timetable requires council to commence the process of setting the budget for 2022/23. I provide the relevant financial context in section 1 before posing a number of questions which members should consider in section 2. In the November meeting it my intention to present a detailed budget for member consideration which will then be refined and approved in December to enable the precept demand to be sent to Cardiff Council.

Members should note that at this stage of the process the impact of the budget on the precept is not considered, this is in response to the comments of the internal auditor in her report for 2020/21 as follows:

4 The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.

January 2021 minutes stated the 2021/22 precept request was approved with an increase of £3k (approx. 10%) on the prior year. However, the 2021/22 budget was not agreed till the February 2021 meeting and indeed the January meeting minutes stated that the precept was determined based on previous years precepts and how much different council tax bands would be charged, rather than on how much precept was needed per a budget.

The balance of £48.7k carried forward at the 31/03/2021 was significantly higher than that originally budgeted of £39k.

However, I note that the 2021/22 budget shows a carried forward surplus at 31/03/22 of approx. £40k. this represents approx. 18 months of the budgeted gross expenditure reserve, which falls outside the guidance in the Practitioners' Guide, namely, to hold between three to twelve months' gross expenditure as reserves. However, minutes show that the Council have earmarked the surplus for the year into a capital expenditure fund for two specific play area refurbishment projects (5-year projects), therefore the general reserves fall within the guidance.

See commentary on test 2 regarding budget monitoring.

The precept did not result from an adequate budgetary process and hence this test was FAILED.

Section 1 - Budget 2021/22

Members may recall that the approved budget for 2021/22 was set with the intention of further accumulating funds at a rate of £7k per annum to fund the 2 priority community projects which were earmarked in 2020/21 as requiring a 5 year funding plan as follows:

Council's Priority Capital Projects	Estimated Cost £	

Rhydrafar Park Play Area Resurface and Table Tennis Table	30,000	
Westfield Park Children and Adult Play Area	80,000	
Total	110,000	
Section 106 Funding Confirmed as available for Westfield Project	13,480	
Finance Required	96,520	
Five Year Projection	£	
Precept 2021/22	33,733	
Fixed Costs	26,700	
Annual Surplus	7,033	
5 Years of surpluses	35,165	
Add Start Up Reserve	25,000	
Total Funding Available at Year 5	60,165	
Capital Funding Shortfall	36,355	To be met from future precept increases or Section 106 Monies?
Revenue Commitments		
Council will need to ascertain what the revenue implications are - as yet unknown.		

It should be noted that the following expenditure has already taken place in 2021/22 in respect of Westfield Park:

- New bins - £1.5k
- New benches - £5.7k

Members will note from the quarter 2 budget monitoring report (item 16.3 of the agenda) a forecast year balance for 2021/22 of £46k.

Section 2 – Factors/Questions for Consideration when setting the Budget 2022/23

- 2.1 Do we continue with the 5 year plan to accumulate funds for the 2 priority projects?
- 2.2 Are there new priorities which need to be considered in response to national/local agendas?
- 2.3 Staffing costs:
- Clerk's performance appraisal
 - Additional workload arising out of the Local Government and Elections (Wales) Act 2021 – Annual report
 - Other staff?
- 2.4 Decision in respect of the provision and therefore cost of providing council services bilingually.

- 2.5 Cost of election in May 2022 – Estimate of £3.6 received from Cardiff Council
- 2.6 Given that the elections are in May 2022 is it right to make new commitments which a new membership may change?
- 2.7 Opportunity for members to add new/alternative budgetary proposals to the agenda for the November meeting.