

**MINUTES OF THE LISVANE COMMUNITY COUNCIL MEETING HELD ON 11 MAY
2020 BY TELE-CONFERENCE**

PRESENT:

Cllrs C Bolton, S Finch, H Hancock, V Hanson, D Jones, R Kelly, E McNeil-Watson, J Rees and A Whittle

In attendance: Mr H Davies (Clerk)

Cllr Bolton in the Chair until election of Cllr Hancock

Min No. 79/20: Public Representation

None

Min. No. 80/20: Declaration of Interests

Cllrs Hanson, Jones and McNeil-Watson declared an interest in agenda item 10(a) proposed donation of £15k to LOSCC as they are Trustees of LOSCC

Min. No. 81/20: Apologies for Absence

Cllr A Prosper.

Min. No. 82/20: Election of Chairman of the Council for 2020-21

Cllr Finch proposed and Cllr Hanson seconded, Cllr Hancock as Chairman. Cllr Hancock was elected nem.con.

Cllr Hancock thanked Cllr Bolton for the competent way in which he had carried out his duties as Chairman

Min. No. 83/20: Election of Vice Chairman of the Council for 2020-21

Cllr Hancock proposed and Cllr Rees seconded, Cllr McNeil-Watson as Vice Chairman. Cllr McNeil-Watson was elected nem.com.

Min. No. 84/20: Signing of Declarations of Acceptance of Office by Chairman and Vice Chairman

The Clerk arranged for Cllr Hancock and Cllr McNeil-Watson to sign the Declarations of Acceptance of Office as Chairman and Vice Chairman respectively

Min. No. 85/20: To confirm the appointments on the following bodies:

- a. One Voice Wales – Cllr Kelly
- b. Llysfaen Primary School Governing Body – Cllr Whittle
- c. Lisvane Old School Community Centre – Cllrs Hanson, Jones and McNeil-Watson
- d. Environmental Working Party – Cllrs McNeil-Watson and Rees
- e. Staff Working Party – Cllrs Bolton, Jones, Kelly and McNeil-Watson
- f. Policy Committee – Cllrs Bolton, Hanson and Prosper
- g. PACT Representative – Cllr Hanson
- h. Cardiff Joint Community Council Meetings – no appointments made as this has been superseded by the quarterly Community Clerks meeting with the Cardiff Council Monitoring Officer
- i. Lisvane Village Plan Working Party – Cllrs Finch, Hancock, Hanson and McNeil-Watson

Cllr Hanson confirmed that he will continue to be Website Manager

Min. No. 86/20: Minutes of the Previous Meeting, held on 20 April 2020

The minutes of the previous meeting were **agreed**.

Min. No. 87/20: Matters Arising

The Clerk confirmed that he had placed articles on the Website, Lisvane Facebook and Lisvane Link covering “pavement etiquette”, pavement repairs and trespass on private land in accordance with Min. No. 69/20. Cllr Whittle was concerned that there continued to be some congestion on pavements and wondered if a further reminder to residents was appropriate. Members agreed with Cllr Jones that no further action was needed at present.

Min. No. 88/20: Lisvane Community Building Project

Cllr Jones was pleased to report that Cardiff Council has received a further £36k (S106 money) from Churchlands. S106 funds available for the Old School development now stand at £133k, (50k from Chapel Mead and £83k from Churchlands). In total, funds are approximately £50k short of the estimated cost of £923k for the development. In addition there is an unknown cost of the sustainable drainage requirement which could be £40k or £50k extra.

Until the Tenders are received Trustees will not know what the actual costs will be. The closing date for Tenders is 22 May and after the evaluation process, Trustees will want to consider awarding the contract, probably during the week commencing 8 June.

Based on current estimates, LOSCC might be £80k - £90k short of sufficient funds to meet the contract obligations. For this reason the Trustees have approached the County Council, Corporate and Treasury section to see if it would be possible to get financial help to bridge the shortfall. No adequate response to this request has been received.

The Clerk, has also approached ‘Social Investment Cymru’, who provide loans to social enterprises in Wales. They have been asked to consider providing a bridging loan based on receipt of S106 money. An encouraging response has been received and the terms are being discussed. It is an arrangement which coupled with the additional £36k from S106 should provide enough funds to sign the contract depending on actual Tender figures.

Approaches have also been made to several other grant funding bodies, but, to date, without success.

Cllr Jones added that to delay signing the contract is not a rational option, because it would not give enough ‘build time’ to be able to draw down WG and PWLB money before the deadline of 31 March, 2021.

TG have yet to inform LOSCC of their intentions for the annexe until they can get an agreement on their temporary re-location. When their position is finally confirmed, Trustees will discuss future contract arrangements.

In response to a suggestion of crowd funding, Cllr Jones did not believe sufficient time remains for this to be fully tested

a) Proposed donation of £15k to LOSCC

Cllr Finch proposed and Cllr Rees seconded, that a £15k donation to LOSCC for the re-development fund should be made from 2020-21 Reserves (based on the actual

outcome of 2019-20 which the Clerk covered at the previous meeting - Min. No. 77/20 refers). It was **RESOLVED** that the donation should be approved. No LOSCC Trustees took part in the discussion or decision

Min. No. 89/20: Maintenance of Old School Site

The Clerk reported that a replacement lock had been fitted to the annexe front door and that he had also arranged for the door to be painted

Min. No. 90/20: Lisvane Community Council Policy Documents Review

a) Minutes of the Policy Committee meeting of 14 April 2020

Members considered the Minutes of the Policy Committee meeting of 14 April 2020 and all of the recommendations documented in the minutes were approved

b) Risk Management Register Review

The Risk Management Register was updated. It was agreed to add (a) additional commentary to "Assets – Deterioration of buildings and equipment" to reflect the different maintenance needs of the current buildings with that of the new build and (b) a new risk which covers the loss of key personnel (on the recommendation of the Internal Auditor).

The Likelihood and Impact ratings for "Finance – inadequate budgeting process" placed this in the Red zone as per the Risk Management Plan matrix. It was agreed that Cllr Hancock would be re-appointed to monitor this risk

Min. No. 91/20: Village Plan

Cllr McNeil-Watson reported that she had issued a draft Village Plan update document to team members and was awaiting responses. She added that the current pandemic had highlighted the need to be mindful of concerns around isolation and communication. Members expressed their appreciation to Cllr McNeil-Watson for her work on the Plan

Min. No. 92/20: Police Matters

April 2020 crime figures were not available at the time of the meeting

Min. No. 93/20: Highways/Footpaths

The Clerk had shared an email from Graig Protection Society who were formulating their proposals for changes to public footpath 14. This has been delayed as a result of the Kier group disposing of their interest in Churchlands Phase 3 (also known as Parish Reach).

Cllr Kelly noted that the new footpath at Lozelles is complete but has not been open to the public which is disappointing now that traffic is beginning to increase. It was **agreed** that the Clerk would contact Cardiff Council for an update

Min. No. 94/20: Parks

a.) Heol y Delyn playing field

No issues

b) Alexander Gardens

Members were aware that some grass cutting had been resumed and it was **agreed** that the Clerk would contact Cardiff Council to establish when the grass at Alexander Gardens will be next cut. If Cardiff Council has no immediate plans to cut the grass, then Members agreed to consider paying for this to be done.

c) Field at rear of St Denys Church

No issues

Min. No. 95/20: Planning

a) Weekly Planning Schedule

W/E 13 APR	NONE
W/E 20 APR	NONE
W/E 27 APR	NONE
W/E 4 MAY	NONE

b) Planning Decisions

W/E 13 APR	NONE
W/E 20 APR	NONE
W/E 27 APR	NONE
W/E 4 MAY	

WESTWINDS, 4 HEOL Y DELYN

DISCHARGE OF CONDITION 19 (PROPOSED SITE LEVELS) OF 19/00998/MNR

FULL DISCHARGE

LAND ON THE EAST SIDE OF THORNHILL ROAD, LISVANE

DISCHARGE OF CONDITIONS 4 (ENTRANCE GATES) AND 5 (MATERIAL SAMPLES OF THE MAIN ENTRANCE) OF 18/01545/MJR

FULL DISCHARGE

MOOR LYNCH, RUDRY ROAD, LISVANE, CARDIFF, CF14 0SN

MINOR ALTERATION AND ENLARGEMENT OF THE DWELLING AT PLOT 5 TO IMPROVE THE AMENITY OF THE FUTURE OCCUPIER - PREVIOUSLY APPROVED UNDER 18/01439/MJR

GRANTED

Min.No. 96/20: Reports

a) Friends of Coed-y-Felin

No issues

b) Friends of Cefn Onn

No issues

Cllr Jones explained that following Government announcements with regards to Covid-19, Cardiff Council decided on 19 March to suspend all non-essential meetings for the time being. This includes all voluntary activity such as the Friends groups for Cefn Onn Park and Coed-y-Felin.

Min. No. 97/20: Website

Cllr Hanson reported that in addition to Vision ICT, four other potential suppliers have

been contacted for quotes - Albany Web, Somerset Web Services, Penguin Internet and Eyelid.

They are all small organisations of one or two people, apart from Vision and Penguin. Penguin are a more general IT services and web hosting company. All would offer to transfer our content on to a new WCAG2.1 compliant platform. All say that maintenance of the site could be done by the user. Two of the companies Eyelid and Penguin use Wordpress, which is a well established and popular IMS (information management system) platform, which is, by repute, easy to use.

All of the companies have a portfolio including websites for town, parish or community councils, apart from Penguin. Penguin is the only company based in Cardiff.

Vision and Penguin are similar in costs to provide the new compliant website. The others are about half the cost. There are various facilities which feature in the various quotes. Some of these are at extra cost. The risk with small firms is that support may not always be available when required.

Cllr Hanson added that overall comparison is difficult. LCC will need to assess whether it is worth changing supplier to save some money and whether that would require more work for LCC.

Cllr Finch produced a spreadsheet which should enable LCC to identify the key features and costs of each quote. He has also suggested some key questions that need to be answered before making a decision.

Min. No. 98/20: Welsh Government Consultations

None

Min. No. 99/20: Other Consultations

None

Min. No. 100/20: Correspondence

None

Min. No.101/20: Finance

a) S137 requests

None

b) Internal Auditor Report for 2019-20 Accounts

The Report of the Internal Auditor was considered and accepted. The Internal Auditor had made 2 recommendations, namely (a) addition of new risk to Risk Management Register relating to the loss of key personnel (Min. No. 90/20 refers) and (b) the need to make adjustments to the annual budget in the event of an overspend on any individual budget headings

c) Approval of Grants

The following Grants were approved:

£1,000 Library
£135 Friends of Coed Y Felin

£180 Friends of Cefn Onn

d) Payment Schedule

The Payment Schedule was presented to and **approved** by Members and the following cheques were therefore signed:

Cheque Number	Payee	Amount (£)
400817	LOSCC (3 x Grants)	1,315.00
400818	LOSCC (LCC rent 2019-20)	174.00
400819	H W Davies (Pay)	942.61
400820	HMRC (Employee/Employer National Insurance + Tax)	74.25
400821	Cardiff Council (Employee & Employer Pension)	257.02
400822	LOSCC	15,000.00

Min. 102/20: Date of Next Meeting

The next meeting of the Community Council will be held on 8 June 2020 at the Cabin, Old School, Lisvane, commencing at 7.30pm.