

**MINUTES OF THE LISVANE COMMUNITY COUNCIL MEETING HELD ON 13
JANUARY 2020 AT THE OLD SCHOOL, HEOL-Y-DELYN, LISVANE**

PRESENT:

Cllrs. C Bolton, S Finch, V Hanson, D Jones, R Kelly, E McNeil-Watson and J Rees

In attendance: Mr H Davies (Clerk)

Cllr Hancock in the Chair

Min No. 1/20: Public Representation

None

Min. No. 2/20: Declaration of Interests

None

Min. No. 3/20: Apologies for Absence

Cllrs H Hancock, A Whittle and A Prosper

Min. No. 4/20: Minutes of the Previous Meeting, held on 9 December 2019

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

Min. No. 5/20: Matters Arising

All matters arising were picked up under the relevant agenda items apart from:

a) The Clerk confirmed that he had passed on concerns about the recent rollout of 5G to the Chairman of the Cardiff Council Environmental Committee

Min. No. 6/20: Lisvane Community Building Project

Cllr Jones shared the Architect plans that will be used for the Tender process. The intention is to invite Tenders on 7 February 2020 with a closing date of 20 March 2020. The Trustees have had a series of meetings with the Architect, QS and M&E Consultant to agree room by room details and building finishes.

Decisions have been taken on electrical, heating and appliance fittings and also the finishes for ceilings, walls and floors. Cllr Hanson added that the brickwork, flooring etc was in keeping with the existing type.

Cllr Jones expressed his appreciation to all Trustees for their efforts during this busy period and was pleased that most of the information needed for the Tender process was now in place. He added that the choice of Companies invited to tender would be a matter for the QS but that the QS would ensure that any Company so invited would be selected based on their experience, quality of work and ability to perform the contract.

As regards finance, Cllr Jones added that there were two outstanding issues (a) HMRC response to the "opt to tax" application (reclaiming VAT on the build is worth £170k) and (b) a PWLB facility of £300k will be needed to bridge the timing of S106 monies. He went on to give an update on the various sources of S106 payments which are payable to Cardiff Council (a) following Reserved Matters approval and (b) prior to construction work.

a) Relocation of Library

Councillor Hanson stated that Redrow had still not provided the dimensions of the temporary building and that there matters relating to services still to be resolved. Water supply/drainage would not be possible. He went on to suggest that a meeting of all relevant parties would need to take place and that it was most likely LCC would be asked to fund the cost of a temporary planning application and License. In the event that Redrow did not want the unit returned at the end of the License period there was concern as to how much its removal might cost.

b) To approve Freeholder consent to LOSCC re-development

The Clerk explained that under the terms of the Lease dated 22 May 2015, LCC (as Landlord) needs to consent to the development work at Lisvane Old School Community Centre in order for it to go ahead. Initially a written "Project Acceptance Notice" is required for the period of discussions and then a "Development Agreement" is needed with LOSCC which specifies various details as required in Schedule 1 of the Lease. The Clerk explained that Collateral Warranties in favour of LOSCC would be requested of the Contractor's Professional Team but that it is not proposed to include LCC in these (a Collateral Warranty creates a contractual liability to (and amongst others) the Client ie LOSCC instead of just to the Contractor). The Professional Team will be supported by their own Professional Indemnity Insurance cover. The Contract will be a standard JCT (Joint Contracts Tribunal) Contract.

It was **RESOLVED** to proceed on this basis – proposed by Cllr Finch and seconded by Cllr Rees (no LOSCC Trustees took part in the decision or voting).

c) To approve a PWLB application for £300k

Members acknowledged that a PWLB loan for £300k would be needed and for a term of up to 25 years. Loan quotes were provided.

It was **RESOLVED** to progress the application which will require Welsh Government approval – proposed by Cllr Finch and seconded by Cllr Rees (no LOSCC Trustees took part in the decision or voting).

Min. No. 7/20: Maintenance of Old School Site

The Clerk reported that Simon Davies had attended to repairs to the front and rear doors at the annexe. The conifers at the rear of the Cabin have been removed in response to issues raised by the neighbour.

Min. No. 8/20: Village Plan

Cllr McNeil-Watson advised that the Village Plan team would be meeting later that week and an update will appear in the February Lisvane Link including a request for new ideas. Cllr Finch confirmed that he is now a qualified Nordic Walk Leader

Min. No. 9/20: Police Matters

November 2019

6-7 Nov – Theft from Motor Vehicle (TFMV) – Llwyn y Pia Road

10 Nov – Garage burglary - Ridgeway

15-16 Nov – TFMV - Ridgeway

19 Nov - TFMV x 2 – Lisvane Road

22-24 Nov – TFMV – Holly Grove

December 2019

2-3 Dec – TFMV – Millwood

16-17 Dec – TFMV – Millwood

17-18 Dec – Theft of motor vehicle – Tyn-y-Berllan. Vehicle recovered in Gwent.

31 Dec – Attempt theft from motor vehicle – Mill Road

Min. No. 10/20: Highways/Footpaths

The Clerk confirmed that he had written to Cardiff Council about the intended footpath works in front of 1 & 3 Heol Y Delyn. The Traffic Regulation Orders team state that their “records show that the section of highway you refer to is adopted highway and is not part of the private land owned by the properties on Heol Y Delyn”.

Min. No. 11/20: Parks

a.) Heol y Delyn playing field

The Cardiff Council Survey Report for the changing rooms Pavilion had been shared with Members and the Clerk confirmed that he had asked Cardiff Council asking whether they have a further Report giving the results of the trial pits inspection.

b) Alexander Gardens

No issues

c) Field at rear of St Denys Church

The Clerk stated that 9 people had volunteered to help form a “Friends Group” and that he would now liaise with Cardiff Council for an exploratory meeting.

Min. No. 12/20: Planning

a) Weekly Planning Schedule

W/E 2 DEC

50 HEOL Y DELYN

TWO STOREY REAR KITCHEN AND BEDROOM EXTENSION

36 MILLWOOD

REAR DORMER ROOF EXTENSION WITH REAR SINGLE STOREY/TWO STOREY EXTENSION, REMODELLING OF PORCH AND GARAGE CONVERSION

LAND ON THE EAST SIDE OF THORNHILL ROAD AND NORTH OF M4

DISCHARGE OF CONDITIONS 3 (ACCESS DETAILS AND HIGHWAY WORKS), 6 (CYCLE PARKING), 7 (TREE ASSESSMENT), 8 (HARD AND SOFT LANDSCAPING - EXTERNAL LIGHTING), 10 (DRAINAGE SCHEME) AND 11 (GREEN INFRASTRUCTURE MANAGEMENT STRATEGY - LIGHTING SCHEME) OF 18/01545/MJR

W/E 9 DEC

BROOKDALE HOUSE, LISVANE ROAD

PROPOSED SIDE SINGLE AND TWO STOREY SIDE EXTENSION, AND SINGLE STOREY AND FIRST FLOOR REAR EXTENSIONS

CHURCHLANDS LAND NORTH AND EAST OF LISVANE

CONSTRUCTION OF BRICK BUILT SUBSTATION AT WESTERN SPUR OF SPINE ROAD - PREVIOUSLY APPROVED UNDER 18/02222/MJR

28 ROWAN WAY

REAR SINGLE STOREY EXTENSION

PLOT 45, PHASE 1A, CHURCHLANDS LAND NORTH AND EAST OF LISVANE

CONSTRUCTION OF A CONSERVATORY ON PLOT 45 - PREVIOUSLY APPROVED UNDER RESERVED MATTERS APPLICATION 18/00012/MJR

18 HOLLY GROVE

	ALTER SIZE & PLACEMENT OF WINDOWS TO REAR ELEVATION & SIDE ELEVATION WITH CHANGE IN CLADDING TO FRONT - PREVIOUSLY APPROVED UNDER 19/02011/DCH
W/E 16 DEC	31 HEOL CEFN ON DOUBLE STOREY SIDE EXTENSION AND SINGLE STOREY REAR LEAN TO EXTENSION A PHASE 2D, CHURCHLANDS LAND NORTH AND EAST OF LISVANE RESERVED MATTERS APPLICATION PURSUANT TO 14/02891/MJR RELATING TO LAYOUT, SCALE, APPEARANCE OF BUILDINGS, MEANS OF ACCESS (WHERE NOT ALREADY PERMITTED BY THE PERMISSION) AND LANDSCAPING FOR PHASE 2D OF THE SITE COMPRISING 102 DWELLINGS PHASE 1D, CHURCHLANDS LAND NORTH AND EAST OF LISVANE RESERVED MATTERS APPLICATION PURSUANT TO 14/02891/MJR RELATING TO LAYOUT, SCALE, APPEARANCE OF BUILDINGS, MEANS OF ACCESS (WHERE NOT ALREADY PERMITTED BY THE PERMISSION) AND LANDSCAPING FOR PHASE 1D OF THE SITE COMPRISING 47 DWELLINGS PHASE 2C, CHURCHLANDS LAND NORTH AND EAST OF LISVANE RESERVED MATTERS APPLICATION PURSUANT TO 14/02891/MJR RELATING TO LAYOUT, SCALE, APPEARANCE OF BUILDINGS, MEANS OF ACCESS (WHERE NOT ALREADY PERMITTED BY THE PERMISSION) AND LANDSCAPING FOR PHASE 2C OF THE SITE COMPRISING 67 DWELLINGS.
W/E 23 DEC	NONE
W/E 30 DEC	NONE
W/E 6 JAN	NONE

b) Planning Decisions

W/E 2 DEC	PHASE 3, CHURCHLANDS LAND NORTH AND EAST OF LISVANE DISCHARGE OF CONDITION 6 (DESIGN CODE), 11 (LANDSCAPING SCHEME FOR SPINE ROAD), 13 (TREE ASSESSMENT), 15 (SOIL RESOURCE SURVEY), 25 (KNOTWEED METHOD STATEMENT), AND 27 (ARCHAEOLOGICAL WRITTEN SCHEME OF INVESTIGATION) FOR PHASE 3 OF 14/02891/MJR FULL DISCHARGE
W/E 9 DEC	WESTWINDS, 4 HEOL Y DELYN DISCHARGE OF CONDITIONS 3 (EXTERNAL FINISHING MATERIALS), 4 (SITE ENCLOSURE DETAILS), 5 (HARD & SOFT LANDSCAPE) AND 18 (SECURE CYCLE STORAGE) OF 19/00998/MNR FULL DISCHARGE
W/E 16 DEC	PLOT 45, PHASE 1A, CHURCHLANDS LAND NORTH AND EAST OF LISVANE CONSTRUCTION OF A CONSERVATORY ON PLOT 45 - PREVIOUSLY APPROVED UNDER RESERVED MATTERS APPLICATION 18/00012/MJR GRANTED 4 TANGLEWOOD CLOSE REAR SINGLE STOREY EXTENSION GRANTED PHASE 3, CHURCHLANDS LAND NORTH AND EAST OF LISVANE, LISVANE, CARDIFF RESERVED MATTERS PURSUANT TO 14/02891/MJR RELATING TO LAYOUT, SCALE, APPEARANCE OF BUILDINGS, MEANS OF ACCESS (WHERE NOT ALREADY APPROVED) AND LANDSCAPING FOR PHASE 3 OF THE SITE COMPRISING 270 HOMES GRANTED TYN-Y-BAILEY, GRAIG-LLWYN ROAD PROPOSED SINGLE AND TWO STOREY EXTENSIONS AND OTHER

	ALTERATIONS TO EXISTING DWELLING GRANTED
W/E 23 DEC	NONE
W/E 30 DEC	NONE
W/E 6 JAN	18 HOLLY GROVE ALTER SIZE & PLACEMENT OF WINDOWS TO REAR ELEVATION & SIDE ELEVATION WITH CHANGE IN CLADDING TO FRONT - PREVIOUSLY APPROVED UNDER 19/02011/DCH GRANTED

Cllr Kelly expressed concerns about the width of the new pavement at Lozelles which appeared to be short of the standard 2 metres. He would be making further enquiries.

Min.No. 13/20: Reports

a) Friends of Coed-y-Felin

No issues – minutes of the last meeting were received with thanks

b) Friends of Cefn Onn

No issues – minutes of the last meeting were received with thanks

Min. No. 14/20: Website

Cllr Hanson explained that he had sent a draft Statement of Requirements to the Working Party Members and that a meeting would need to be held. An upgrade will be needed but a decision is required as to whether this should be done by Vision ICT or another website design agency.

Min. No. 15/20: Welsh Government Consultations

a) Changes to Planning and related application fees

Members were comfortable with the proposals and did not consider it necessary to submit a response

Min. No. 16/20: Other Consultations

None

Min. No. 17/20: Correspondence

None

Min. No. 18/20: Appointment of Internal Auditor for 2019-20

a) To approve the draft letter of engagement

It was **RESOLVED** that the letter of engagement should be issued without amendment.

Min. No. 19/20: Finance

a) Accounts to 31 December 2019

The Accounts were approved and the Reconciliation Statement signed by Cllr Kelly

b) Budget monitoring to 31 December 2019

The Budget Monitoring report was approved and the Allocation of Reserves 2020-21 update was noted

c) Precept for 2020-21

The Clerk presented the proposed 2020-21 budget and this was approved.

It was **RESOLVED** that a Precept of £45,000 should be set – proposed by Cllr Finch and seconded by Cllr Kelly.

d) Employer Pension

The Clerk explained that a recent actuarial valuation of the Cardiff and Vale of Glamorgan Pension Fund concluded that a reduction in the LCC contribution rate for the period 2020-21 to 2022-23 was appropriate. The proposal was to reduce the contribution rate from 25% of salary to 19.4% and this was agreed.

e) S137 requests

None

f) Payment Schedule

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

Cheque Number	Payee	Amount (£)
400796	Complete Business Solutions Group Ltd	35.83
400797	H W Davies (Pay)	902.68
400798	HMRC (Employee/Employer National Insurance + Tax)	93.44
400799	Cardiff Council (Employee & Employer Pension)	308.48
400800	BT	141.39

Min. 20/20: Date of Next Meeting

The next meeting of the Community Council will be held on 10 February 2020 at the Cabin, Old School, Lisvane, commencing at 7.30pm.