

**MINUTES OF THE LISVANE COMMUNITY COUNCIL MEETING HELD ON 12 APRIL
2021 BY TELE-CONFERENCE**

PRESENT:

Cllrs S Best, 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 Hancock in the Chair

Min No. 57/21: Public Representation

None

Min. No. 58/21: Declaration of Interests

None

Min. No. 59/21: Apologies for Absence

None

Min. No. 60/21: Minutes of the Previous Meeting, held on 8 March 2021

The minutes of the previous meeting were **agreed** (subject to the word “my” being changed to “by” in min. no. 44/21)

Min. No. 61/21: Matters Arising

The Clerk confirmed that he had written to the Operational Manager for Parks regarding parking at Cefn Onn Parc who agreed that the LCC suggestion, to create additional parking on the access road, would be considered by the Parks Dept as part of their current review.

The PCSO confirmed the fatality of a cyclist on St Mellons Road on 7 March 2021 but that this was not caused by a road traffic incident.

On 9 March 2021 the Clerk shared with Members the Churchlands Phase 3 approved Landscape Plan which allows for Bellway to remove certain hedges and trees at their site next to St Mellons Road. The work had also been completed within the timescale permitted.

Min. No. 62/21: Lisvane Community Building Project

Cllr Jones was pleased with the excellent progress being made with the construction work. There have been no adverse weather conditions or unmanageable situations on site.

Trustees held a teleconference Meeting on 31 March 2021 and whilst there were a number of outstanding issues to discuss, they were generally pleased that everything is going ahead on schedule.

To avoid a delay to the construction programme a request has been made to Cardiff Council Planning Dept. to speed up a non-material planning amendment for a fire exit and other minor changes.

Cllr Jones expressed his appreciation to Cllr Hancock for her advice on the Development Agreement between the Landlord and the Tenant as required by the Lease. This Agreement is the legal consent specified in the Lease to execute the Building Contract. Cllr Hancock expected the Agreement to be available imminently.

Cllr Jones added that the Library is now open and the Saturday morning arrangement appears to be working successfully. The work on site has left the Annexe without water and toilets. The builder will rectify this as soon as the construction work allows.

Min. No. 63/21: Maintenance of Old School Site

The Clerk reported no issues other than Dwr Cymru will be at the site on 15 Feb 2021 as the Contractor is unable to locate the external stop valve.

Min. No. 64/21: Village Plan

Cllr McNeil-Watson was hopeful that Nordic walking would resume from 26 April 2021

Min. No. 65/21: Police Matters

The only crime in March in Lisvane was at a property on St. Mellons Road near to Lisvane Road, where number plates were stolen from the front and rear of a vehicle on a driveway between the evening of 21/03/21 and the morning of 22/03/21.

Min. No. 66/21: Highways/Footpaths

No issues

Min. No. 67/21: Parks

a.) Heol y Delyn playing field

Cllr Finch observed that the Lisvane Scouts were in the process of constructing a storage room at the entrance to the Scout Hall used by Treetops. Cllr Bolton was able to confirm that debris had recently been removed from the grass verge.

b) Alexander Gardens

No issues

c) Field at rear of St Denys Church

No issues

Min. No. 68/21: Planning

a) Weekly Planning Schedule

W/E 1 MCH

60 HEOL Y DELYN

VARIATION OF CONDITION 2 OF 16/02798/DCH TO SUBSTITUTE APPROVED PLANS

YELLOW WELLS, GRAIG ROAD

RELOCATION OF ACCESS STAIRWAY TO FACILITATE FIRE ESCAPE AND ENLARGE FOOTPRINT OF ORIGINAL PROPOSAL TO INCLUDE A "PLANT ROOM" AND RAISED ROOF - PREVIOUSLY APPROVED UNDER 20/02153/DCH

AVONDALE, ST MELLONS ROAD

SINGLE STOREY REAR EXTENSION

	PHASE 3, CHURCHLANDS LAND NORTH AND EAST OF LISVANE DISCHARGE OF CONDITION 6 FOR PLOT 27 ONLY (NATURAL SURVEILLANCE), 7 PLOT 23 ONLY (HOUSE TYPE ELEVATIONS) AND 8 (BOUNDARY ENCLOSURES) OF 19/01113/MJR
W/E 8 MCH	21 BLOSSOM DRIVE FIRST FLOOR SIDE EXTENSION
	34 CLOS LLYSFAEN CONSTRUCTION OF A TWO STOREY EXTENSION TO FRONT ELEVATION
W/E 15 MCH	28 MILLWOOD CONSTRUCTION OF PART SINGLE STOREY / PART TWO STOREY EXTENSIONS
	LAND ADJACENT TO THE FARTHINGS, LISVANE ROAD EXCHANGE CLADDING FOR GLASS BENEATH THE GABLE AND ABOVE THE LIVING ROOM WINDOWS IN THE FRONT ELEVATION AND PILLARS BE MOVED TO EDGE OF PROJECTING GABLE - PREVIOUSLY APPROVED UNDER 20/00757/MNR
	41 ROWAN WAY SINGLE STOREY REAR EXTENSION
W/E 22 MCH	CHURCHLANDS LAND NORTH AND EAST OF LISVANE AMENDING LANDSCAPED AREA TO INCORPORATE A PUMPING STATION AND ELECTRICAL SUBSTATION - PREVIOUSLY APPROVED UNDER 14/02891/MJR
	35 MILL ROAD DEMOLITION OF EXISTING CONSERVATORY AND CONSTRUCTION OF GROUND AND FIRST FLOOR EXTENSION TO REAR
W/E 29 MCH	43 MILLWOOD, LISVANE EXISTING REAR TWO STOREY EXTENSION TO BE INCREASED IN HEIGHT ALONG WITH ASSOCIATED WORKS
	PHASES 1 AND 2, CHURCHLANDS LAND NORTH AND EAST OF LISVANE DISCHARGE OF CONDITION 27 (ARCHAEOLOGY) OF 14/02891/MJR
W/E 5 APR	CHURCHLANDS LAND NORTH AND EAST OF LISVANE, MAERDY LANE NON-MATERIAL AMENDMENT TO AMEND WORDING OF CONDITION 7 (RELATING TO PUBLIC ART) OF PERMISSION 14/02891/MJR TO REVISE TIMING TO AGREE AND IMPLEMENT THE PUBLIC ART STRATEGY
	TYN-Y-BAILEY, GRAIG-LLWYN ROAD DISCHARGE OF CONDITIONS 3 (ARBORICULTURAL METHOD STATEMENT), 5 (LANDSCAPING), 9 AND 10 (ECOLOGICAL REPORT) OF 18/01477/DCH

b) Planning Decisions

W/E 1 MCH	NONE
W/E 8 MCH	14 MILLRACE CLOSE SINGLE AND TWO STOREY REAR EXTENSION GRANTED
W/E 15 MCH	NONE
W/E 22 MCH	1 CHERRY ORCHARD ROAD GROUND FLOOR REAR EXTENSION AND EXTERNAL REFURBISHMENT WORKS GRANTED
W/E 29 MCH	LAND AT LISVANE ROAD THE PROPOSED INSTALLATION OF A 20M SLIM-LINE COLUMN SUPPORTING 6 NO. ANTENNAS, 2 NO. TRANSMISSION DISHES, A GPS MODULE AND 3 NO. REMOTE RADIO UNITS (RRUS), WITH 2 NO. EQUIPMENT CABINETS AT THE BASE AND ANCILLARY

W/E 5 APR

DEVELOPMENT THERETO

PERMISSION REQUIRED WHICH WOULD BE REFUSED

2 LONGLEAT CLOSE

REAR SINGLE STOREY EXTENSION, FRONT PORCH EXTENSION
AND CONVERSION OF GARAGE TO HABITABLE ROOM

GRANTED

32 ROWAN WAY

REMOVAL OF EXISTING SINGLE STOREY SIDE EXTENSION AND
CONSTRUCTION OF SINGLE STOREY REAR AND TWO STOREY SIDE
EXTENSIONS

GRANTED

Members **confirmed** their objection to the planning application by Edenstone Homes relating to 23 houses at Lisvane Road (North) on the basis that (a) the application is misleading and incomplete (b) 7 houses will be built at a higher level which will make the development look more imposing and (c) the impact on ecology/nature conservation has not been adequately covered. Cllr Whittle added that Edenstone Homes had agreed to meet with local residents on 13 April 2021 to address their concerns.

Members also **confirmed** their objection to a premises licence application at 14 Rowan Way on the basis that the application fails to meet 3 of the fundamental objectives under the Licensing Act 2003 namely (a) the protection of children from harm (b) the prevention of public nuisance and (c) the prevention of crime and disorder.

Cllr Whittle reminded Members that she had shared her concerns in her email of 20 March 2021 about the extent to which population growth had been underestimated by Cardiff Council as part of their LDP. LCC did express this concern in its letter to the Head of Planning dated 13 January 2021 and it was **agreed** that a further letter to be submitted reinforcing LCC's disappointment.

Min.No. 69/21: Reports

a) Friends of Coed-y-Felin

No issues

b) Friends of Cefn Onn

Cllr Finch expressed his appreciation to the Friends group who very kindly arranged for a magnolia tree to be planted at the park in memory of Alan Prosper

Min. No. 70/21: Welsh Government Consultations

a) Proposed litter and fly-tipping prevention plan

Members had submitted their own thoughts to the Clerk who had produced a draft response shared with Members.

It was agreed to amend the response to Q1 from "No - it is desirable to incorporate these in a single plan" to "No - it is desirable to incorporate these in separate plans".

Cllr Best observed that there appear to be many "priorities" listed in the response and wondered if they should be reduced in number but it was agreed that the list was appropriate.

ACTION: it was **agreed** that the Clerk would submit the response to the WG

Min. No. 71/21: Other Consultations

None.

Min. No. 72/21: Correspondence

a) Cyber security guide

The Clerk shared a new guide produced for the benefit of Community Councils and Councillors. Cllr Hanson thought it would be good document for the Policy Committee to consider at its meeting of 26 April 2021 when all LCC policies are due for their annual review.

Cllr Hanson gave examples of organised cyber-attacks but there was a general consensus that an attack on the community website would be a low priority for perpetrators as the site contains no personal or other data of any value. **ACTION:** It was **agreed** to pass the guide to the website designer Eyelid Productions for their opinion on whether any additional measures may be necessary.

b) Auditor General for Wales re: delayed new procedures

Letter received from the Auditor General explaining that the new “transactional” audit arrangements would be delayed by one year as a result of the pandemic

c) Auditor General for Wales re: 2020-21 Audit

Letter received from the Auditor General giving the timetable and detail for the 2020-21 Audit arrangements

d) Graig Protection Society

The Clerk had shared with Members an email from Graig Protection Society explaining that they would be creating a heritage trail in Lisvane. Members thought that this was a good idea and Cllr Hanson was able to elaborate on the framework for the draft guide. There was some concern that the waymarker signs may create complaints from residents if placed outside their property and it was **agreed** that **ACTION** the Clerk should raise this with the Society in particular the number of signs, size of them and locations. A copy of the draft guide would also be requested.

e) Independent Remuneration Panel for Wales

Members had previously agreed to participate in a review of remuneration being undertaken by the IRP and LCC has been asked to appoint one Member representative to attend a remote Microsoft teams meeting on 29 April 2021. It was **agreed** that Cllr Hancock would attend.

Min. No. 73/21: LOCAL GOVERNMENT AND ELECTIONS ACT (WALES) 2021

The Clerk explained that the Local Government and Elections Act (Wales) 2021 had some implications for Community Councils and the main ones were:

a) General Power of Competence

In future Community Councils would be able to apply for a General Power of Competence. This would give them wider powers including the ability to charge for services. However there are challenging qualifying criteria and Cllr McNeil-Watson

suggested this option was really only appropriate for larger Community Councils

b) Production of Annual Reports from April 2022

In addition to the Annual Return there will be a requirement to produce an Annual Report about the Council's priorities, activities and achievements. The first will relate to the financial year 2021-22 and Members were of the opinion that this would need to be signed off by the Chairman

c) Publication of Training Plan by November 2022

LCC does have a training plan. There will be a requirement from May 2022 for Community Councils to consider training for Members and staff and to publish a training plan by November 2022

d) Remote meetings

Remote meetings are currently allowed only up to April 2021 as a result of a 2020 WG Act to enable Councils to operate during the pandemic. The 2021 WG Act will make permanent the option of remote meetings

e) Publication of Draft Minutes

Key information will need to be made available within 7 days of a Council meeting meaning that the Draft minutes will need to be published in that period on the website. The documents will be labelled as "draft" as clearly the minutes will not be formally approved until the next meeting.

Min. No. 74/21: Finance

a) Accounts to 31 March 2021

b) Bank Reconciliation as at 31 March 2021

c) Budget monitoring to 31 March 2021

d) Allocation of Reserves 2020-21

a) Accounts to 31 March 2021 and (c) Bank Reconciliation

The Accounts were **APPROVED** and the Reconciliation Statement signed by Cllr Jones

c) Budget monitoring to 31 March 2021 and (d) Allocation of 2020-21 Reserves

The Budget Monitoring Report was **APPROVED** and the Allocation of Reserves was noted. A proposed £20k donation to LOSCC will be added to the agenda for the May 2021 meeting

e) S137 requests

None

f) Renewal of One Voice Wales Membership 2021-22

It was **agreed** to renew the Membership for which the fee is £514

g) Approval of Payment Schedule

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

Cheque Number	Payee	Amount (£)
400875	One Voice Wales (Membership 2021-22)	514.00
400876	H W Davies (April Pay)	981.34
400877	HMRC (Employee/Employer National Insurance + Tax)	88.30
400878	Cardiff Council (Employee & Employer Pension)	269.32
400879	*Cardiff Council (Employee & Employer Pension)	264.14

*The Clerk explained that Cheque no. 400856 dated 9 November 2020 for £264.14 payable to Cardiff Council had not been received by Cardiff Council. It was **agreed** that the bank should be instructed to stop payment and a replacement cheque should be issued

Cllr McNeil-Watson and the Clerk advised Members that in accordance with the Clerk's Employment Contract the pay scale would now move from SCP15 to SCP16 wef 1 April 2021 (Min. No. 35/21 also refers). This means an increase of 24p in the hourly to £12.48 and this was **agreed**.

Min. 75/21: Date of Next Meeting

The next meeting of the Community Council will be held on 10 May 2021 by way of teleconference commencing at 7.30pm.