MINUTES OF THE LISVANE COMMUNITY COUNCIL MEETING HELD ON 10 MAY 2021 BY TELE-CONFERENCE

PRESENT:

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

Mr J Murray attended the Public Representation part of the meeting.

In attendance: Mr H Davies (Clerk)

Cllr Hancock in the Chair until election of Cllr McNeil-Watson

Min. No. 75/21: Public Representation

Mr J Murray addressed the meeting in his capacity as the applicant for a premises licence at 14 Rowan Way to which LCC has objected (Min. No. 68/21 refers). He explained that the level of deliveries to/collections from the premises were minimal and that these were arranged to take place outside of school pick up and drop off times. Stock levels will be minimal and protected by way of an alarm system and CCTV.

Mr Murray added that this business will have little or no effect on neighbours – Llysfaen Primary School had not expressed any concerns and he shared with Members a letter of support from residents of 16 Rowan Way.

In response to questions from Members about future growth of the business Mr Murray agreed that a relocation would be appropriate if the business turnover grew very substantially but that would not be viable at the current level of trading.

Mr Murray left the meeting at 7.55pm whereupon Members debated the matter. There was agreement that the LCC objection would be appropriate for a larger business than that being run by Mr Murray but as this was a small microbusiness Members agreed that the objection should be withdrawn with the recommendation to the Sub-Licensing Committee that (a) courier collections should be limited to 1 per day (b) stock deliveries limited to 2 per week and (c) stock value (at cost) not to exceed £5k at any one time. **ACTION:** the Clerk will advise the Sub-Licensing Committee of this provided that the Headmistress of Llysfaen Primary School confirms that she is comfortable with the application.

Min. No. 76/21: Declaration of Interests

Cllrs McNeil-Watson, Jones and Hanson declared an interest in agenda item 6(a)(b)&(c) as they are Trustees of LOSCC (they are still entitled to speak and vote as this is a "private" not "prejudicial" interest in that they sit as Trustees as representatives of LCC as opposed to a personal capacity)

Min. No. 77/21: Apologies for Absence

Cllr J Rees

Min. No. 78/21: Election of Chairman of the Council for 2021-22

Cllr Finch proposed and Cllr Jones seconded, Cllr McNeil-Watson as Chairman. Cllr McNeil-Watson was elected nem.com

Min. No. 79/21: Election of Vice Chairman of the Council for 2021-22

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

Min. No. 80/21: Signing of Declarations of Acceptance of Office by Chairman and Vice Chairman

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

Min. No. 81/21: 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 (Cllr Jones attends as a representative of the Friends of Coed Y Felin)
e. Staff Working Party – Cllrs Bolton, Jones, Kelly and McNeil-Watson
f. Policy Committee – Cllrs Best, Bolton and Hanson
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 Best, Finch, Hancock, Hanson and McNeil-Watson

Cllr Hanson confirmed that he will continue to be Website Manager

Min. No. 82/21: Minutes of the Previous Meeting, held on 12 April 2021

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

Min. No. 83/21: Matters Arising

The Clerk confirmed that objections had been submitted to Cardiff Council relating to (a) Edenstone Homes planning application at Lisvane Road (North) and (b) premises licence application at 14 Rowan Way.

The Clerk shared responses with Members relating to matters raised with (a) Cardiff Council regarding population figures used in the LDP (b) Eyelid Productions relating to cyber security and (c) Graig Protection Society in respect of their Lisvane Heritage Trail.

Cllr Hancock attended the Independent Remuneration Panel for Wales remote meeting on 29 April 2021 relating to a review of remuneration.

Min. No. 84/21: Lisvane Community Building Project

Cllr Jones was pleased with the excellent progress being made with the construction work. The builder has reported that construction work is now 4 weeks ahead of schedule. Work has started on the sustainable drainage requirements and the Cardiff Council SAB officer has made his first inspection of the site. During his visit it was agreed that one rainwater garden was unnecessary. The money saved on this will be used to replace the three windows in the Old School Hall which are in a very poor condition.

The non-material planning amendment for the fire exit etc. was approved. A separate planning application will need to be made in respect of the car park lighting proposal.

Trustees received information from County Councillor David Walker on the Welsh Water

Community Fund which offers grants to compensate for disruption in the community. In recognition of the problems caused by work at the reservoirs a grant of £500 was secured for furniture in the new development. The Library also obtained a grant for £500.

A meeting is planned with Ros Baker the Cardiff Council S106 officer on 26th May 2021 to discuss the transfer of S106 funds from the Churchlands/Chapel Mead developments. Cardiff Council is currently holding £292k in S106 funding for the development. There will be £308k to follow. Cardiff Council would prefer to route this money through LCC (and then onto LOSCC). Cllr Jones did not see this as a problem but it will mean that LCC will need to sign a S106 Agreement with Cardiff Council. He added that this ideally should be in place before the meeting on 26 May 2021. Cllr Hancock kindly agreed to examine the Agreement.

Trustees have a teleconference meeting on Wednesday 12 May 2021 to discuss progress and outstanding construction issues.

a) Proposed donation of £20k from 2020-21 Reserves to LOSCC – Min. No. 74/21 refers

A donation of £20k from the 2020-21 Reserves to LOSCC was **APPROVED**

b) To agree process for the transfer/part transfer of PWLB funds to LOSCC

The Clerk reminded Members that at the July 2020 LCC meeting a cashflow forecast had been produced as part of the LOSCC funding strategy that LCC supported. This cashflow forecast identified the need for the £300k PWLB funds to be released to LOSCC by way of 3 tranches of £100k. The timing of these would reflect payments made by LOSCC to the Contractor and the corresponding added value to the site. Release of the first £100k payment to LOSCC was **APPROVED**. Members agreed to add this to the May 2021 Payment Schedule.

The Clerk stated that he had just received WG approval for the additional £100k PWLB contingency loan.

c) Development Agreement between LCC and LOSCC

The Clerk explained that the Lease between LCC and LOSCC requires two documents to be produced as part of the development process: A *Project Acceptance Notice* was issued by LCC to LOSCC on 20 January 2020 and LCC is now required to enter into a *Development Agreement* with LOSCC which Cllr Hancock has kindly drawn up. Cllr Hancock added that the document needed to include a copy of the form of collateral warranty. The Development Agreement was shared with Members and it was **AGREED** it should be signed on behalf of LCC.

Min. No. 85/21: Maintenance of Old School Site

The Clerk reported no issues other than Welsh Water had attended the site on 6 May 2021 to allow access to the external stop valve which had been tarmacked over on Rudry Road.

Min. No. 86/21: LCC Policy Documents Review

a) Policy Committee Report of 26 April 2021

Members considered the Policy Committee Report of 26 April 2021 and all of the recommendations documented in it were **APPROVED**

b) Risk Management Register Review

The Risk Management Register was reviewed.

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. 87/21: Village Plan

Cllr McNeil-Watson confirmed that Nordic walking had resumed from 26 April 2021 but otherwise activities were still quiet.

Cllr Kelly suggested that the Village Plan Team might welcome a copy of the "Place Plans" presentation which had recently been shared with Members.

Min. No. 88/21: Police Matters

Details from the PCSO are awaited and will be included in the June update

Min. No. 89/21: Highways/Footpaths

Cllr Whittle expressed concern about the problems being caused by parked cars at the bottom end of Mill Road. There was a suggestion that yellow lines on one side of the road might now be appropriate. **ACTION:** it was agreed that the Clerk would raise the matter with County Councillor David Walker as he had previously raised concerns about this with County Councillor Caro Wild (Cabinet Member for Strategic Planning & Transport)

Min. No. 90/21: Parks

a.) Heol y Delyn playing field

No issues

b) Alexander Gardens

No issues

c) Field at rear of St Denys Church

No issues

Min. No. 91/21: Planning

a) Weekly Planning Schedule

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 **14 CARDINAL DRIVE** SINGLE AND DOUBLE STOREY EXTENSION TO SIDE AND REAR WITH PARTIAL CONVERSION OF GARAGE AND PORCH TO FRONT **13 CHARTWELL DRIVE** REAR SINGLE STOREY EXTENSIONS

W/E 12 APR	**PHASE 1B(II) & PHASE 1C(I), CHURCHLANDS LAND NORTH AND EAST OF LISVANE, MAERDY LANE** AMENDMENTS TO SITE LAYOUT FOR PLOTS 134-148 INCLUDING REMOVAL OF PLOTS 133 AND 134, RE-NUMBERING TO 133-146 AND HOUSE TYPE CHANGES - PREVIOUSLY APPROVED UNDER 19/02053/MJR
W/E 19 APR	NONE
W/E 26 APR	**2 CHERRY TREE CLOSE** DOUBLE STOREY REAR EXTENSION
W/E 3 MAY	NONE

b) Planning Decisions

W/E 5 APR	**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** **5 BLOSSOM DRIVE** PROPOSED ENTRANCE PORCH TO FRONT ELEVATION AND SINGLE STOREY REAR EXTENSION INCLUDING A DECKING AREA AND CONCEALED OUTBUILDINGS **GRANTED**
W/E 12 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 **GRANTED** **COMMUNITY CENTRE, RUDRY ROAD** NEW FIRE DOOR, RAMP WITH BALUSTRADE, RAISING WINDOW CILLS TO WINDOWS FACING INTO COURTYARD ON SOUTH-EAST ELEVATION, LIGHTWEIGHT SPANDREL PANEL CLADDING COLOUR TO MATCH ADJACENT RENDER WHERE STAIRWELL HAS TO BE BUILT OFF ROOF STRUCTURE AND NEW COLUMN MOUNTED CAR PARK LIGHTING - PREVIOUSLY APPROVED UNDER 19/01028/MNR **SPLIT DECISION (ALL GRANTED EXCEPT CAR PARK LIGHTING)**
W/E 19 APR	**60 HEOL Y DELYN** VARIATION OF CONDITION 2 OF 16/02798/DCH TO SUBSTITUTE APPROVED PLANS **GRANTED**
W/E 26 APR	NONE
W/E 3 MAY	**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 **GRANTED** **2 TYN Y BERLLAN** PROPOSED SINGLE STOREY REAR EXTENSION WITH TERRACE **GRANTED**

Min.No. 92/21: Reports

a) Friends of Coed-y-Felin

Cllr Jones stated that Welsh Water had agreed a £500 community grant which would be used for the purchase of materials/leaflets

b) Friends of Cefn Onn

None

Min. No. 93/21: Welsh Government Consultations

None

Min. No. 94/21: Other Consultations

The Clerk explained that Cardiff Council will be launching a public consultation for the replacement of the LDP and would be holding a remote meeting at 11am on 26 May 2021 for Community Councillors. It was **agreed** that LCC would be represented by Cllrs McNeil-Watson, Whittle, Finch and Best.

Min. No. 95/21: Correspondence

None

Min. No. 96/21: Finance

a) S137 requests

None

b) Internal Auditor Report for 2020-21

The Report of the Internal Auditor was considered and **ACCEPTED**. The Internal Auditor had identified the need to update the website for information relating to Councillors co-option status and political affiliation which the Clerk had now attended to.

c) Approval of £2,500 Grant for Library

A grant of £2,500 for the Library for 2020-21 was **APPROVED**

d) Approval of Payment Schedule

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

Cheque Number	Payee	Amount (£)
400880	Mrs J Howell (Internal Audit fee)	160.00
400881	Cardiff Council (Employee & Employer Pension)	269.32

400882	H W Davies (May Pay)	981.34
400883	HMRC (Employee/Employer National Insurance + Tax)	88.30
400884	Cllr V Hanson (reimbursement of Domain Fee)	16.77
400885	LOSCC – Library Grant 2020-21	2,500.00
400886	LOSCC – donation from 2020-21 Reserves	20,000.00
400887	LOSCC – Tranche no 1 from PWLB loan	100,000.00

Min. 97/21: Date of Next Meeting

The next meeting of the Community Council will be held on 14 June 2021 by way of teleconference commencing at 7.30pm.