

**MINUTES OF THE LISVANE COMMUNITY COUNCIL MEETING HELD ON 14 MARCH
2022 AT LISVANE OLD SCHOOL COMMUNITY CENTRE**

PRESENT:

Cllrs S Best, C Bolton, S Finch, H Hancock, V Hanson, D Jones, R Kelly, J Rees and A Whittle.

In attendance: Mr H Davies (Clerk)

Cllr Finch in the Chair

Min. No. 37/22: Public Representation

None

Min. No. 38/22: Declaration of Interests

None

Min. No.39/22: Apologies for Absence

Cllr E McNeil-Watson

Min. No. 40/22: Minutes of the Previous Meeting, held on 14 February 2022

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

Min. No. 41/22: Matters Arising

The Clerk confirmed that he had reported the pothole on Llwyn Y Pia Road and had also received confirmation from the Cardiff Council Head of Transportation that a survey would be conducted of cars being parked on Lisvane Road next to the Edenstone development.

The Clerk had received confirmation that the S106 open space contribution from Lozelles is payable when all units are sold (with funds earmarked for improvements to the car park at Heol Y Delyn playing field)

Min. No. 42/22: Lisvane Old School Community Centre

a) LOSCC Report

Cllr Jones was pleased that the day-to-day running of the Community Centre is going well with volunteers contributing to the bookings and the opening/closing arrangements. Trustees anticipate a significant improvement in the smooth running of the centre when the new Administration Officer takes up her post on 1st April 2022. The Chairman expressed his thanks to the selection panel for dealing with the appointment.

Cllr Jones made reference to the Library and explained that arrangements were being made for a two page Agreement summarising the fundamental aspects of its Tenancy. The Library has had a very long legally binding informal Tenancy but at no time in the past was an expensive legal document considered necessary. However, the general view now is that a basic Agreement would help to provide a better understanding of the Tenancy. A draft has been prepared and is now being considered by LOSCC and the Library.

On the 26th February 2022 Trustees met with Mr. Clynton Marks and Ms. Ashleigh

Fleming to discuss their plans for the future operation of the café. They suggested the café could be open daily (Mon to Fri) from 9am to 3pm although there would be flexibility to extend these hours if needed. The plan is to install two coffee machines, one in the kitchen and the other in the café which could be used by anyone at any time. He was happy for people to bring their own food to children's parties but would also be happy to offer his services. He has prepared a draft Business Plan based on a 3 year lease.

In a private session Trustees agreed that the café area needed to be used more fully and although volunteer support is much valued it would not be enough to run a daily café. LOSCC has had a lot of feedback from the community asking when the café is going to be open. People in the community are saying that they want the café to be open every day. There would be problems with LOSCC operating the café itself (e.g. staffing, VAT, hygiene, food and other regulations) which our Accountants have strongly advised against.

Trustees believe that a probation period with a break clause of 12 months would be appropriate. The projected rent would be £9,600 (incl. VAT) pa discounted at first and operating in full after 6 months to allow the operator a lead time to build an income stream. This would be in line with the charity commission requirement to get the best return and the HMRC objective to run the centre as a business.

There was unanimous agreement from Trustees that the matter should be progressed further with a view to agreeing the outline terms of a Lease with Mr. Marks. The LOSCC Solicitor has advised that it would not be a breach of the Freehold covenants but to be 100% clear Cardiff Council has been approached for their confirmation.

Cllr Jones added that Trustees will meet again on 24 March 2022 when amongst other issues the first plans for the official opening on 31 May 2022 will be discussed.

In response to questions, Cllr Jones confirmed that the plan is for the café to provide simple food (eg Paninis etc) although Sunday lunches might also be possible. Cllr Hanson was concerned about how the LOSCC Lease will work alongside the Café Lease in that the LOSCC Lease could technically be cancelled by LCC with just one months notice. The issue would also affect the Library and TG. Cllr Hancock explained that it would simply be a matter of LCC giving its consent to the underlease in the same way that it has done for TG.

b) Maintenance issues

None

Min. No. 43/22: Village Plan

The Chairman explained that members of the Village Plan team were dealing with a number of work streams including the distribution of Lisvane Links to the new developments and finding out about what kind of things young people are expecting from the community.

Min. No. 44/22: Police Matters

JANUARY

04/01/22 – Theft from motor vehicle. Works van. Chartwell Drive.

05/01/22 – Attempt theft from insecure motor vehicle. Clos Gwenllian

09/01/22 – Attempt theft from motor vehicle. Heol-y-Delyn

13/01/22 – theft from motor vehicle. Heol Nant Glandulais

26/01/22 – theft of plant machinery (bucket from digger). St. Mellons Road.

28/01/22 – theft from motor vehicle. Early hours. Clos Gwenllian

31/01/2022-01/02/2022 – Vehicle interference; The Spinney

FEBRUARY

02/02/2022 – Dwelling Burglary – Rudry Road

08/02/2022 - vehicle interference: Millwood

08/02/2022 – Theft from motor vehicle: Llwyn-y-pia Road

20/02/2022 – shed burglary – Heol-y-Delyn

Min. No. 45/22: Highways/Footpaths

Cllr Jones advised Members that repairs are being made to the boardwalk between Clos Llysfaen and Millrace Close. Also the street light on the boardwalk has been reported as it's not working.

Min. No. 46/22: Parks

a.) *Heol y Delyn playing field*

No issues

b) *Alexander Gardens*

No issues.

c) *Field at rear of St Denys Church*

At the request of a neighbour, the Clerk had written to Cardiff Council to ask if the overgrown grass and brambles could be cut back

Min. No. 47/22: Planning

a) *Weekly Planning Schedule*

W/C 7 FEB	FAIROAK FARM, RUDRY ROAD REPLACING EXISTING BOUNDARY GATE WITH NEW GATE AND PILLARS BRYN HYFRYD, GRAIG ROAD ALTERATIONS AND EXTENSION TO BRYN HYFRYD TO INCLUDE AN INDOOR POOL, WITH GREEN FLAT ROOF 16 LLWYN Y PIA ROAD DEMOLITION OF EXISTING DETACHED HOUSE AND CONSTRUCTION OF 5 BED DWELLING TOGETHER WITH THE PROVISION OF ASSOCIATED ON-SITE AMENITY AND CAR PARKING SPACES, WASTE BIN AND CYCLE STORAGE FACILITIES
W/C 14 FEB	WOOD NORTON, MAERDY LANE CONSTRUCTION OF TWO BED DWELLING
W/C 21 FEB	PHASE 3, CHURCHLANDS LAND NORTH AND EAST OF LISVANE ALTERATIONS TO APPROVED PLANS - PREVIOUSLY APPROVED UNDER 19/01113/MJR 85B MILL ROAD SINGLE STOREY GARAGE EXTENSION WITH FIRST FLOOR EXTENSION OVER
W/C 28 FEB	PROTEA HOUSE, LISVANE ROAD SINGLE STOREY REAR EXTENSION AND CONVERSION OF GARAGE INTO HABITABLE ROOM
W/C 7 MCH	NONE

b) Planning Decisions

W/C 7 FEB	PHASE 1B(II) & PHASE 1C(I), CHURCHLANDS LAND NORTH AND EAST OF LISVANE, MAERDY LANE AMENDMENT TO THE ACCESS AND PARKING LAYOUT TO PLOTS 147-161 - PREVIOUSLY APPROVED UNDER 19/02053/MJR REFUSED 2 CHURCH CLOSE SINGLE STOREY EXTENSIONS TO FRONT AND REAR AND FIRST FLOOR SIDE EXTENSION GRANTED
W/C 14 FEB	NONE
W/C 21 FEB	NONE
W/C 28 FEB	NONE
W/C 7 MCH	GROUND OF LLANISHEN RESEVOIR, LISVANE ROAD DISCHARGE OF CONDITION 34 (BAT SURVEY) OF 20/02175/MJR FULL DISCHARGE

ACTION: Members noted that an Objection had previously been made by LCC in relation to the proposed work at 85B Mill Road and it was agreed that a further Objection should be submitted

Min.No. 48/22: Reports

a) Friends of Coed-y-Felin

Cllr Jones confirmed that the group held a meeting on 9 March 2022 but was disappointed that the Ranger was not in attendance and also that he had not given his apologies for non-attendance.

b) Friends of Cefn Onn

No issues

Min. No. 49/22: Welsh Government Consultations

None

Min. No. 50/22: Other Consultations

Cllr Best advised Members that there is a Cardiff Council online survey about its "draft recycling and waste strategy 2021-25" which is available for residents to complete until 27 March 2022.

Min. No. 51/22: Correspondence

Members were saddened to learn of the demise of Lisvane Gardening Club. Their constitution states that any residual funds must be passed to LCC. Members agreed that this should be ring-fenced so that a suitable acknowledgement can be made about the Club when the funds are used. The Club also has various non-cash items that they also need to dispose of such as cups and trophies but LCC does not have any secure storage for such items and Members suggested that the Club could allow the last holder/winner of the item retain it. There was also a suggestion that the Club could give

an update in the Lisvane Link.

Min. No. 52/22: Annual Report 2021-22

Members **APPROVED** the wording of the final draft which will now be published on 1 April 2022.

Min. No. 53/22: Annual Review of Internal Audit Arrangements

The Policy Committee presented their Report following their Annual Review of the Internal Audit Arrangements and this was **APPROVED**

Min. No. 54/22: Local Elections May 2022

The Clerk made reference to various documents from the Cardiff Council Electoral Services Manager that had been shared with Members. Further guidance on some technical matters would be sought and copied to Members. The closing date for nominations is 4pm on 5 April 2022.

Min. No. 55/22: Finance

a) S137 requests

None

b) Approval of Pay Awards

The Clerk explained that the latest pay award from NALC has only just been confirmed wef 1 April 2021 (which means that a further pay award can be expected for or shortly after 1 April 2022).

Members **APPROVED** the following rates of pay:

Admin Officer – £9.53 per hour (old rate £9.27)

Clerk - £12.95 per hour (old rate £12.48 – this also includes an incremental move from SCP 16 to SCP 17)

c) Approval for renewal of OVW membership 2022-23

Members agreed to renew LCC membership at a cost of £548

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 (£)
400936	H W Davies March Pay	981.36
400937	HMRC Employee/Employer Tax and National Insurance	88.30
400938	Cardiff Council Pension	269.32
400939	Reimbursement for purchase of stamps	23.76

Min. 56/22: Date of Next Meeting

The next meeting of the Community Council will be held on 11 April 2022 commencing at 7.30pm at Lisvane Old School Community Centre.

DRAFT