

**MINUTES OF THE LISVANE COMMUNITY COUNCIL MEETING HELD ON 9 MAY
2022 AT LISVANE OLD SCHOOL COMMUNITY CENTRE
AGM**

PRESENT:

Cllrs McNeil-Watson, S Best, H Hancock, V Hanson, J Rees and A Whittle.

In attendance: Mr H Davies (Clerk) and Mrs R Williams (Admin Officer)

Cllr McNeil-Watson in the Chair

Min. No. 74/22: Public Representation

None

Min. No. 75/22: Declaration of Interests

Cllr Hanson declared a personal interest in relation to Min. No. 96/22(b) as he is a Member of the Library Committee and also of the Friends of Coed Y Felin

Min. No. 76/22: Apologies for Absence

Cllrs C Bolton, S Finch, D Jones and R Kelly

Min. No. 77/22: Signing of Declarations of Acceptance of Office

All attendees signed the Declaration of Acceptance of Office in addition to Cllr Bolton who signed his on 6 May 2022. The remaining three Members have not been able to sign theirs as they are away (and remote signing is not allowed). It was **AGREED** therefore that the deadline for completion of the Declaration should be extended to the date of the next Council meeting (ie 13 June 2022) and that this deadline should also apply to any Chairman and/or Vice Chairman appointed at the AGM in their absence

Min. No. 78/22: Election of Chairman of the Council for 2022-23

It was proposed by Cllr McNeil-Watson and seconded by Cllr Whittle that Cllr Finch should be appointed as Chairman. Cllr Finch was elected nem.com

Members joined Cllr Rees in thanking Cllr McNeil-Watson for her year as Chairman which had been made more difficult because of the pandemic

Min. No. 79/22: Election of Vice Chairman of the Council for 2022-23

It was proposed by Cllr McNeil-Watson and seconded by Cllr Rees that Cllr Kelly should be appointed as Vice Chairman. Cllr Kelly was elected nem.com

Min. No. 80/22: Signing of Declarations of Acceptance of Office by Chairman and Vice Chairman

In the absence of Cllrs Finch and Kelly Min. No. 77/22 applies.

Min. No. 81/22: To confirm the appointments on the following bodies:

- a. One Voice Wales – Cllr Kelly
- b. Llysfaen Primary School Governing Body – Cllr Hancock
- c. Lisvane Old School Community Centre – Cllrs Best, Jones and McNeil-Watson
- d. Environmental Working Party – Cllrs McNeil-Watson, Rees and Whittle (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. Lisvane Village Plan Working Party – Cllrs Best, Finch, Hancock, Hanson and McNeil-Watson

Cllr Hanson confirmed that he will continue to be Website Manager

ACTION: It was agreed that the Clerk would contact the three new County Councillors to let them know about the Environmental Working Party which has not met since before the pandemic

Min. No. 82/22: Minutes of the Previous Meeting, held on 11 April 2022

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

Min. No. 83/22: Matters Arising

Cllr Rees confirmed that improvements to the road surface between the Old Cottage and the M4 bridge had now been satisfactorily completed. The Clerk had also shared with Members a response from Cardiff Council relating to the proposed footpath in front of Islington House, Lisvane Road.

Min. No. 84/22: Lisvane Old School Community Centre

a) LOSCC

Cllr Hanson made reference to Min. No. 62/22 from the 11 April 2022 Council meeting in which Cllr Jones had *“clarified the position regarding the Cardiff Council restrictive covenants in the deeds in that the LOSCC Solicitors have advised that the café operation is not a breach of the covenants and that Cardiff Council (Strategic Estates) has also now confirmed that the café arrangement is compliant”*.

Cllr Hanson referred Members to some notes that he recited from the HMLR Charges Register in response to which the Clerk confirmed that Min. No. 62/22 was in fact totally correct, that the café arrangement is not in breach of the covenants and agreed to share the Cardiff Council confirmation letter with Members.

In reply to Cllr Rees the Clerk said that the main hall in the building had an occupancy of about 80% with the committee room used most days although with less use made of the first floor meeting room. He added that the café was being well used by residents. The Clerk added that some Memorial Hall hirers had contacted him to arrange LOSCC bookings as the Memorial Hall appeared to be having problems managing their booking system.

Cllr Best felt that there is an acoustics issue in the café area which had the effect of raising the noise level. The Clerk confirmed that the matter is already an agenda item for the next Trustees meeting.

b) Maintenance issues

None

Min. No. 85/22: Lisvane Community Council Policy Documents Review

a) Report of Policy Committee

Cllr Best presented the Policy Committee report of 21 April 2022 and all of the suggested Policy amendments were **APPROVED**

b) Risk Management Register

The Risk Register was reviewed. It was agreed to amend the likelihood rating from Medium to Low in the section for "Inadequate budgeting process". In addition for the section "Lack of compliance with borrowing restrictions" it was agreed to delete the words "but processes being investigated for possible loan for development"

Min. No. 86/22: Training Plan

The Clerk explained that the WG now requires all Councils to publish an annual Training Plan for Members and Staff. This has to be done by November 2022.

The Admin Officer said that she would compile the Training Plan and would liaise with Members to tailor it to individual needs. Members agreed that it would be important for all Members to attend the Code of Conduct training (even those who had attended it before as regulations have evolved). **ACTION:** The Clerk will liaise with OVW with a view to arranging F2F training in LOSCC. The cost is likely to be around £420 although spare places could be sold to other Councils. There is also an intention for all Members to attend a general refresher course in around early 2023 (the last such course was held in 2019)

Min. No. 87/22: Village Plan

The Chair reported that the team had recently met and had agreed to:

- Follow up deliveries of the Lisvane Link to developers by ascertaining which new residents would like to subscribe to the LCA
- Rewrite the information leaflet
- Review the Village Plan
- Arrange a Frank Hennessey charity night on 14 October 2022 at the Memorial Hall – the Chair invited Members to nominate a suitable charity

Min. No. 88/22: Police Matters

16/03/2022: Y Deri Duon – Theft from motor vehicle

17/04/2022: Graig View – Dwelling Burglary

Min. No. 89/22: Highways/Footpaths

No issues

Min. No. 90/22: 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. 91/22: Planning

a) Weekly Planning Schedule

W/C 4 APR	DILLONS, CEFN MABLY ROAD ADDITIONAL DEMOLITION AND RECONSTRUCTION OF THE HOUSE IS REQUIRED THAN DESCRIBED IN THE ORIGINAL PERMISSION. THE FRONT PORTION OF THE PROPERTY (NOT THE POOL BUILDING WHICH WILL REMAIN) WILL BE TAKEN DOWN TO STRUCTURAL SLAB LEVEL AND THEN REBUILT IN ACCORDANCE WITH THE ORIGINAL PLANNING PERMISSION TO THE SAME DIMENSIONS AND OPENING POSITION AS THE ORIGINAL APPLICATION- PREVIOUSLY APPROVED UNDER 21/02668/DCH PLOT 546, CHURCHLANDS LAND NORTH AND EAST OF LISVANE PROPOSED ALTERATION OF APPROVED DWELLING TO INCLUDE REAR CONSERVATORY EXTENSION
W/C 11 APR	94 MILL ROAD PROPOSED DOUBLE STOREY SIDE EXTENSION AND REAR SINGLE STOREY EXTENSION AND ALTERATIONS
W/C 18 APR	NONE
W/C 25 APR	18 PLAS Y DELYN TWO STOREY SIDE EXTENSION, FENESTRATION CHANGES TO REAR ELEVATION OF EXISTING PROPERTY; AND ASSOCIATED EXTERNAL WORKS LOZELLES, CHURCH ROAD DISCHARGE OF CONDITION 14 (LIGHTING STRATEGY) OF 16/02752/MJR 9 IVYDALE SINGLE STOREY EXTENSION TO SIDE AND REAR AND DOUBLE STOREY EXTENSION OTHER SIDE
W/C 2 MAY	NONE

b) Planning Decisions

W/C 4 APR	BRYN HYFRYD, GRAIG ROAD ALTERATIONS AND EXTENSION TO BRYN HYFRYD TO INCLUDE AN INDOOR POOL, WITH GREEN FLAT ROOF GRANTED
W/C 11 APR	FAIROAK FARM, RUDRY ROAD REPLACING EXISTING BOUNDARY GATE WITH NEW GATE AND PILLARS GRANTED
W/C 18 APR	NONE
W/C 25 APR	NONE
W/C 2 MAY	PROTEA HOUSE, LISVANE ROAD SINGLE STOREY REAR EXTENSION AND CONVERSION OF GARAGE INTO HABITABLE ROOM GRANTED WOOD NORTON, MAERDY LANE CONSTRUCTION OF TWO BED DWELLING REFUSED 85B MILL ROAD SINGLE STOREY GARAGE EXTENSION WITH FIRST FLOOR EXTENSION OVER GRANTED

Min.No. 92/22: Reports

a) Friends of Coed-y-Felin

Cllr Hanson said that the Ranger's walk of 23 April 2022 had been well attended. He went to say that Coed Y Felin Woods is taking part in the Green Flag Award and that one of their judges had just visited

b) Friends of Cefn Onn

No issues

Min. No. 93/22: Welsh Government Consultations

None

Min. No. 94/22: Other Consultations

None

Min. No. 95/22: Correspondence

a) Letter from resident regarding Churchlands

Members were very concerned to learn that one of the developers for the Churchlands site had illegally removed a hedgerow along Maerdy Lane and that there were other unsatisfactory issues such as operating outside of permitted construction work times. It was **AGREED** to write to the Planning Authority in support of the resident's complaint

Min. No. 96/22: Finance

a) S137 requests

None

b) Approval of Grants 2022-23

The Clerk explained that it was usual to pay hire fee and rent grants in arrears and that it was important for those benefitting from the grants to know that they have been approved upfront. It was therefore **AGREED** that the following grants would be made available:

Library £8,000

Friends of Coed Y Felin £202

Friends of Cefn on Parc £202

50+ Club £184

c) Approval of Payment Schedule

The Payment Schedule was presented to and **APPROVED** by Members and the following cheques were signed (except for the £30 OVW cheque as it was agreed that Cllr Hancock would attend the group F2F Code of Conduct training instead of the OVW remote training for which the fee would have been £30):

Cheque Number	Payee	Amount (£)
400951	H W Davies Pay May	1,013.34
400952	R Williams Pay May	780.11
400953	HMRC Tax and NI	112.70
400954	Cardiff Council Employer/Employee pension payments	485.12

Min. 97/22: Date of Next Meeting

The next meeting of the Community Council will be held on 13 June 2022 commencing at 7.30pm at Lisvane Old School Community Centre.