

**MINUTES OF THE LISVANE COMMUNITY COUNCIL MEETING HELD ON 17 APRIL
2023 AT LISVANE OLD SCHOOL COMMUNITY CENTRE**

PRESENT:

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

In attendance: Mr H Davies (Clerk) and Mrs A Rees (Admin Officer)

Cllr Finch in the Chair

Min. No. 52/23: Public Representation

None

Min. No. 53/23: Declaration of Interests

Cllr Hanson declared a prejudicial interest relating to Min. No 67/23f (Library grant request) as he is a member of the Library committee. He took no part in the discussion or decision to award a Grant

Min. No.54/23: Apologies for Absence

Cllr J Rees

Min. No. 55/23: Minutes of the Previous Meeting, held on 13 March 2023

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

Min. No. 56/23: Matters Arising

All matters arising were picked up under agenda items

Min. No. 57/23: Lisvane Old School Community Centre

a) LOSCC

Cllr Jones reported that Trustees took advice from the Architect about the possible installation of a first floor WC which could be funded by the surplus LCC monies. The Architect has summarised some of the issues involved including the need to avoid any compromise of fire protection/means of escape. Trustees are concerned about the potential cost of installation and might seek more detailed professional advice. In the meantime Trustees are considering other capital items including solar power.

LOSCC will hold around £50k credit balances in bank accounts on receipt of the remaining S106 funds and about half of this represents surplus LCC funds which have been specifically earmarked for capital expenditure.

Trustees have reviewed hire fees and decided that a small increase will be necessary effective from 1 Sept 2023. For most hirers this will be for less than the rate of inflation. Cllr Best added that the new hire fees were in line with those charged by the Memorial Hall and Trustees believe that the community centre continues to offer quality facilities at a fair price.

Cllr Jones added that TG had asked to locate a portacabin behind the annexe to assist with their increased numbers but this would not be possible without losing car park

spaces which would breach LOSCC planning conditions. TG is trialling use of the first floor meeting room.

b) Maintenance issues

The Admin Officer reported that:

- A tree behind the annexe has been cut back
- Quotes are being arranged for new plants in the SuDS planters
- A tap in the kitchen has been replaced

Min. No. 58/23: Village Plan

The Admin Officer confirmed that monthly Sporting Memories meetings will start on 11 May 2023 (this is a charity with 3 groups in Cardiff who are keen to set up a group in North Cardiff. They provide materials such as videos and photographs for activities such as quizzes, physical activities and talks).

Support for and interest in the Well-being seminar has enabled an event to be arranged for 14 June 2023 and will comprise of around 10 stalls (a 1-day session to provide information about a wide range of topics to address well-being).

Min. No. 59/23: Police Matters

January

None

February

01/02/2023-02/02/2023 – Theft from insecure motor vehicle – Cherry Orchard Road
07/02/2023-08/02/2023 – Theft from insecure motor vehicle – Millrace Close
07/02/2023-08/02/2023 – Attempted Theft from insecure motor vehicle – Ridgeway

March

14/03/2023 -15/03/2023 – Theft of vehicle (car) – Lon Coetage (new estate off Lisvane Road) (push button rather than proper key)

Cllr Hanson added that the March PACT meeting had been cancelled and a new date is awaited. The Police did give a presentation to the 50+ Club in March which was well attended.

Min. No. 60/23: Highways/Footpaths

Following the March LCC meeting, the Clerk reported a large pothole at Heol Hir (north of M4) but in the absence of any repair this has now been escalated to the Member Enquiry Service.

Members were pleased that Cardiff Council is also now addressing the overhanging branches and trees at Rudry Road.

Min. No. 61/23: Parks

a.) Heol y Delyn playing field

No issues

b) Alexander Gardens

The Chairman reported that there had been some adverse comments from residents on social media about the appearance of the park and Members were also concerned that the two benches remain in a very poor state of repair, one of which is damaged and could cause injury. **ACTION** the Clerk will request an update from County Councillor Melbourne.

c) Field at rear of St Denys Church

No issues

Min. No. 62/23: Planning

a) Weekly Planning Schedule

W/C 6 MCH	None
W/C 13 MCH	None
W/C 20 MCH	Phase 2C Churchlands Land North And East Of Lisvane Discharge of Conditions 2 (Planting and Aftercare), 4 External Finishing Materials - Dwellings), 5 (External Surfacing Materials - Block Paving), 6 (Details of Surface Treatments), 7 (Meter Boxes) and 8 (Lighting Details) of 19/03230/MJR
	36 Millwood Discharge of Condition 4 (Precautionary Mitigation Method Statement) of 19/03170/DCH
	Phase 1D Churchlands Land North And East Of Lisvane Discharge of Conditions 9 (Construction Environmental and Management Plan - CEMP), 13 (Tree Assessment) and 25 (Soils affected by Japanese Knotweed and Himalayan Balsam) of 14/02891/MJR
W/C 27 MCH	Phase 1B(II) & Phase 1C(I) Churchlands Land North And East Of Lisvane Maerdy Lane Discharge of Conditions 7 (Pedestrian Access to Open Space) and 15 (Apartment Block Refuse Details) of 19/02053/MJR
W/C 3 APR	None
W/C 10 APR	None

b) Planning Decisions

W/C 6 MCH	62 Heol Y Delyn TWO STOREY SIDE EXTENSIONS TO BOTH SIDES AND REPLACEMENT ROOF WITH ALTERATION TO FRONT ELEVATION Granted
W/C 13 MCH	None
W/C 20 MCH	Plot 1 Ty-draw Road Proposed Non-Material Amendment to Planning Permission 20/01863/MJR to allow the removal of the retaining walls along the western boundaries, a traffic Vehicle island/barrier added to site entrance and the alignment of footpath altered to accommodate larger vehicles entering the site, an external generator location added and Substation omitted and amendments to the site boundaries Granted
W/C 27 MCH	Plot 1 Ty Draw Road Discharge of Conditions 5 (Imported Soils) and 6 (Imported Aggregates) of 20/01863/MJR Full Discharge

W/C 3 APR	Plot 567 Llwyn Y Pia Road SINGLE STOREY CONSERVATORY EXTENSION TO APPROVED DWELLING UNDER CONSTRUCTION Granted 2 The Spinney Double and Single Storey Extensions to Side and Rear Granted
W/C 10 APR	Land To North Of Lisvane Road Proposed Non-Material Amendment to Planning Permission 11/01301/DCO - Minor amendments to roof materials for plots 1-7, 11-12, 21-22. Originally approved as full brick with brown roof tiles, and are to be constructed in full brick with grey roof tiles Granted None

Cllr Whittle was concerned about the mention of Japanese Knotweed at Churchlands Phase 1D. It was **AGREED** that the Clerk would review the planning discharge application and share relevant information with Members

Cllr Kelly was disappointed that despite several reminders Redrow has yet to produce the Transport update from Vectos relating to Church Farm. **ACTION** The Clerk will write to the LPA to express concern about the absence of this information (the planning application is expected to be submitted soon)

Min.No. 63/23: Reports

a) Friends of Coed-y-Felin

Cllr Jones advised that the Ranger is shortly to retire after 27 years – it was **AGREED** that the Clerk would send a thank you letter to Mr Chettri. A successor has been appointed on a temporary basis.

b) Friends of Cefn Onn

The Admin Officer reported that the Friends group:

- now have a key for the new on-site office which allows them to collect all paperwork etc
- Cardiff Council has requested help to build a footpath adjacent to the access road and the Group is considering making a financial contribution
- Cardiff Council is looking at the feasibility of providing a coffee shop
- The Summer House is to be planted with new rockery plants, climbing including flowers over the structure.
- The sculpture Chris Woods has been asked to provide some items made of wood as wildlife animals

Min. No. 64/23: Welsh Government Consultations/Other Consultations

None

Min. No. 65/23: Correspondence

None

Min. No. 66/23: External Auditor's Reports

Notice of Conclusion of the Audits for 2020-21 and 2021-22 have been posted on the website and notice board and the Clerk shared the unqualified audited Annual Returns which were **APPROVED**. No issues were raised in the External Auditor's Reports.

Min. No. 67/23: Finance

a) Accounts to 31 March 2023 b) Bank Reconciliation as at 31 March 2023

The Clerk presented the Accounts to 31 March 2023 and Bank Reconciliation and these were **APPROVED**

c) Budget Monitoring to 31 March 2023

The Clerk presented the budget monitoring Report to 31 March 2023 which was **APPROVED**. He explained that the only budget exceeded was HMRC which had been caused by changes in National Insurance rates coupled with the effect of the backdated national salary award for 2022-23

d) Allocation of Reserves 2023-24

The Clerk presented the allocation of Reserves for 2023-24 and this was **APPROVED**

e) S137 requests

None

f) Grant request from Lisvane Community Library Association

The Clerk shared with Members a request from the Treasurer of Lisvane Community Library Association for assistance with their Festival activities and running costs.

It was **AGREED** that a grant of £500 should be awarded from the 2023-24 Village Plan budget

g) Approval to move Admin Officer pay scale from SCP1 to SCP2

The Clerk was pleased to confirm that the Admin Officer has successfully completed her probationary period and that an incremental move from SCP1 to SCP2 was appropriate (pay to increase from £10.53 per hour to £10.62) and this was **APPROVED**

h) Approval of Payment Schedule

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

Cheque Number	Payee	Amount (£)
401016	H W Davies - pay	1,014.38
401017	A F Rees - pay	731.78
401018	HMRC - Tax, employee/employer NI	260.77
401019	Cardiff Council - employee/er pension contributions	506.80
401020	One Voice Wales - 2023-24 Membership	629.00
401021	One Voice Wales - Training Course (Admin Officer)	35.00
401022	Lisvane Men's Shed	1,000.00
401023	LOSCC - final S106 monies	11,376.07
401024	LOSCC - 2022-23 committee room hire for LCC	242.00

401025

LOSCC - Grants for Library £8,000, 50+ club £189,
Friends of Coed y Felin £49.50 and Friends of Cefn Onn
£198

8,436.50

Min. 68/23: Date of Next Meeting

The next meeting of the Community Council will be held on 15 May 2023 commencing at 7.30pm at Lisvane Old School Community Centre.

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