

**MINUTES OF THE LISVANE COMMUNITY COUNCIL MEETING HELD ON
13 MAY 2024 AT LISVANE OLD SCHOOL COMMUNITY CENTRE
AGM**

PRESENT:

Cllrs S Best, C Bolton, S Finch, H Hancock, R Kelly, E McNeil-Watson and J Rees

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

Cllr Kelly in the Chair until election of Cllr Best

Min. No. 259/24: Public Representation

None

Min. No. 260/24: Declaration of Interests

None

Min. No. 261/24: Apologies for Absence

Cllrs Hanson, Jones and Whittle

Min. No. 262/24: Election of Chairman of the Council for 2024-25

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

Min. No. 263/24: Election of Vice Chairman of the Council for 2024-25

It was proposed by Cllr Best and seconded by Cllr Kelly that Cllr Bolton should be appointed as Vice Chairman. Cllr Bolton was elected nem.com

Min. No. 264/24: Signing of Declarations of Acceptance of Office by Chairman and Vice Chairman

The Clerk arranged for Cllr Best and Cllr Bolton to sign the Declarations of Acceptance of Office as Chairman and Vice Chairman respectively

Min. No. 265/24: 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, Bolton and Whittle
- 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, McNeil-Watson and Whittle
- 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

Min. No. 266/24: Minutes of the Previous Meeting, held on 8 April 2024

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

Min. No. 267/24: Matters Arising

Cllr McNeil-Watson reported that the Staff Working Party selection panel has appointed Mrs Chris Davies as the new Admin Officer who will start at the SCP2 pay scale rising subject to satisfactory staff annual reviews to SCP6. This will be a two year Contract with a probationary period of six months. Members welcomed the appointment.

All other matters arising were picked up under agenda items

Min. No. 268/24: Lisvane Old School Community Centre

a) LOSCC

The Admin Officer advised that Trustees have been discussing renewal of the Café Lease which expires in April 2025.

The Clerk reported that, in response to requests from hirers of the first floor meeting room, quotes from Drake Audio Visual have been obtained for the installation of audio visual equipment. One option is a basic projector, screen and speaker or alternatively an 86 inch TV screen.

b) Maintenance issues

The Admin Officer explained that she was obtaining quotes for the chimney leak in the Library. The chimney does not have a DPC and the last quote from Camilleri Roofing in Sept 2021 was for between £10k and £15k. The Chairman expressed the view that a contribution from LCC would be welcome although in the current financial year the LCC maintenance budget is £3k and Cllr McNeil-Watson pointed out that some of that might be needed for other more pressing repairs.

Min. No. 269/24: LCC Policy Documents Review

a) Report of Policy Committee

The Policy Committee presented their Report of 30 April 2024 and all of the suggested Policy amendments were **APPROVED**

b) Risk Management Register

The Risk Register was reviewed. It was agreed that the existing “likelihood” and “impact” assessments should continue as they are. Under the “Banking Fraud” section it was **AGREED** to add “except for the HMRC and PWLB direct debits” after “All bank transactions are undertaken by cheque”

c) Training Plan

The Admin Officer presented the updated Training Plan 2024-25 and this was **APPROVED**

Min. No. 270/24: Village Plan

Cllr McNeil-Watson reported that members of the VP team took part in a recent “Teams” meeting with Cardiff Council regarding Heol Y Delyn Playing Field. She advised Members that:

- S106 (open space) monies from Moor Lynch and Lozelles total £75k to which can be added £47k from the Edenstone development

- Around £20k to £30k of this will be used to resurface the playing field car park which is likely to happen very soon
- There is some confusion over the fate of the pavilion although Cardiff Council is of the opinion that the building is structurally unsafe and that it needs to be demolished as the repair costs would be disproportionate to the value of the building
- Cardiff Council will continue to manage and own the children's play area
- The community will be consulted as to how the remaining S106 monies should be spent which could include eg more seating, basketball area, outside gym equipment (although equipment needing maintenance would not be a priority)
- Cardiff Council confirmed that it would be possible for them to apply for "Fields in Trust" status which the Head of Parks Dept could deal with

Cllr McNeil-Watson was pleased to advise that Mrs Alex Rees has been co-opted onto the VP team

Min. No. 271/24: Police Matters

March 2024

01/03/2024 – theft of gold jewellery by cold caller. Some jewellery was sold to this cold caller, but some was also stolen – Barbrook Close. Suspect identified and efforts attempting to locate. Messages placed on Thornhill and Lisvane Facebook groups deterring people answering doors to cold callers asking to buy gold and not to invite them into their home. Trading Standards are aware as well

April 2024

12/04/24 – Fraud by false representation. Bags charity collector. Arrested at Cotswold Avenue. Collected money at Cotswold Ave and Llwyn-y-Pia Rd. Released under investigation

17/04/24 – Vehicle interference – Heol-y-Delyn. Attempted to gain access to vehicle without success. Police attended and searched for suspect with negative result. Unable to identify suspect from CCTV

Min. No. 272/24: Highways/Footpaths

The Clerk reported that Welsh Water would be undertaking further excavations at the junction of Cherry Orchard Road and Llwyn Y Pia Road in order to address the long term water leak.

Members reported road surface problems at Old Mill Road and Cherry Orchard Road near the M4 bridge which the Clerk will report to Cardiff Council.

Min. No. 273/24: 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. 274/24: Planning

a) Weekly Planning Schedule

W/C 1 APR	1 Millwood GARDEN OF 1 MILLWOOD - TREE 2 TPO T32 MONTEREY CYPRESS - REDUCE CROWN OVERALL BY 2.0M, REMOVE DEAD, DISEASED AND STRUCTURALLY VULNERABLE STEMS. TREE 3 OAK TPO T31 - REDUCE LIMBS OVER ROAD BY 2-3M. T4 OAK TPO T30 - REDUCE OVERALL CROWN BY 2.0M
W/C 8 APR	145 Llwyn Y Pia Road Erect Heritage Orangery to rear Elevation.
W/C 15 APR	5 Portland Place To remove a large hybrid poplar tree and to replace it with a suitable tree. Due to safety concerns of instability, and aesthetic as the tree blocks light and views. Wood Norton Maerdy Lane New garden store on to previously approved summer house extension with new boundary fencing. Open for comment icon
W/C 22 APR	None
W/C 29 APR	None
W/C 6 MAY	None

b) Planning Decisions

W/C 1 APR	None
W/C 8 APR	None
W/C 15 APR	5 The Coppins Proposed front porch, two single storey rear infill extensions and external alterations. GRANTED
W/C 22 APR	5 Portland Place To remove a large hybrid poplar tree and to replace it with a suitable tree. Due to safety concerns of instability, and aesthetic as the tree blocks light and views. REFUSED 10 Cotswold Avenue Proposed single storey side / rear extension (and associated works). GRANTED 14 Heol Cefn Onn To cut down an old mature tree (whitebeam T08) and to replace it with a new tree to accommodate a driveway extension REFUSED
W/C 29 APR	1 Millwood GARDEN OF 1 MILLWOOD - TREE 2 TPO T32 MONTEREY CYPRESS - REDUCE CROWN OVERALL BY 2.0M, REMOVE DEAD, DISEASED AND STRUCTURALLY VULNERABLE STEMS. TREE 3 OAK TPO T31 - REDUCE LIMBS OVER ROAD BY 2-3M. T4 OAK TPO T30 - REDUCE OVERALL CROWN BY 2.0M GRANTED
W/C 6 MAY	62 Heol Y Delyn Demolition of part of side ground floor. Rear dormer loft conversion and single storey flat roof rear extension. External alterations to the property. REFUSED Phase 2C Churchlands Land North And East Of Lisvane Proposed Non-Material Amendment to Planning Permission 19/03230/MJR to Vary Condition 1 (Approved Plans) to change plots 638 & 639 from Oxford Lifestyle to Oxfords. GRANTED

In response to a query from Cllr Rees the Clerk agreed to provide Members with a site plan of Churchlands Phase 2A which will clarify vehicular access arrangements to the

three new houses being built opposite the show homes.

Min.No. 275/24: Reports

a) Friends of Coed-y-Felin

No issues

b) Friends of Cefn Onn

No issues

Min. No. 276/24: Welsh Government Consultations/Other Consultations

None

Min. No. 277/24: Correspondence

a) Cardiff Bus

The Clerk shared with Members the response from Cardiff Bus regarding the no 29 bus service. Members were very disappointed with this as the current arrangements simply don't work for residents. It was **AGREED** that the Clerk would raise the matter with Julie Morgan AM prior to involving the Press in the matter.

Min. No. 278/24: Finance

a) S137 requests

None

b) Grant Application from Lisvane Men's Shed

Members **APPROVED** a £750 Grant

c) Approval of Payment Schedule

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

Cheque Number	Payee	Amount (£)
401101	H W Davies - pay	1,158.00
401102	A F Rees - pay	580.83
401103	Cardiff Council - employee/employer pension contributions	454.66
401104	H W Davies - reimbursement for postage	21.20
401105	J Howell - Internal Audit fee	175.00

Min. 279/24: Date of Next Meeting

The next meeting of the Community Council will be held on 10 June 2024 commencing at 7.30pm at Lisvane Old School Community Centre.