

**MINUTES OF THE LISVANE COMMUNITY COUNCIL MEETING HELD ON  
14 APRIL 2025 AT LISVANE OLD SCHOOL COMMUNITY CENTRE**

**PRESENT:**

S Best, S Finch, V Hanson, D Jones, R Kelly, E McNeil-Watson, J Rees and H Williams

In attendance: Mr H Davies (Clerk) and Mrs C Davies (Admin Officer).

Cllr Best in the Chair.

**Min. No. 57/25: Public Representation**

None

**Min. No. 58/25: Declaration of Interests**

None

**Min. No. 59/25: Apologies for Absence**

Cllrs R Banfield and C Bolton

**Min. No. 60/25: Minutes of the Previous Meeting, held on 10 March 2025**

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

**Min. No. 61/25: Matters Arising**

The Clerk confirmed that an invitation to attend an LCC meeting has been sent to PC Hughes and the PCSO

All other matters arising were picked up under agenda items

**Min. No. 62/25: Lisvane Old School Community Centre**

**a) LOSCC**

The Admin Officer reported that:

- New AV equipment has been installed in the committee room and has been well received
- The cleaner has been asked not to wash the floor on Monday nights as members of the bridge club reported that it was slippery for them
- CPR training sessions are very well attended with a waiting list in place
- Community film nights continue to be very popular – consideration is being given to whether a film night in August will take place given that many people are away on holiday
- A review of keyholder volunteers is taking place as only a small number on the list volunteer to open/close for Saturday children's birthday parties

**b) Licence to underlet consent for Café 1913 Underlease**

At the Council meeting of 14 October 2024 LCC agreed in principle to the Café 1913 Lease renewal (Min. No. 335/24 refers). Legal documentation now needs to be signed by all parties and it was **AGREED** that LCC should formally approve and sign the Licence to underlet which authorises the Trustees to enter into a new Lease with Café

1913.

*c) Maintenance issues*

The Admin Officer is arranging for the air conditioning units to be serviced by the installer

**Min. No. 63/25: Village Plan**

Cllr McNeil-Watson reported that the VP team was looking at requesting tables and chairs to be installed at the Heol Y Delyn playing field along with cutting back of some vegetation but the team will revisit this now that additional S106 monies have become available. There is an intention to consult with residents once costings are known.

The Chairman was pleased to say that two sessions of walking football have taken place with around 12 people in attendance.

Cllr McNeil-Watson is hoping to arrange an initial meeting for those interested in setting up a Welsh conversation group which has been advertised in the Lisvane Link.

**Min. No. 64/25: Police Matters**

March crime details are awaited

**Min. No. 65/25: Highways/Footpaths**

The Clerk reported that grass cutting in Lisvane is due on 23 April 2025 and that arrangements are being made to meet with the Cardiff Council grass cutting team leader to discuss the 2025 schedule

**Min. No. 66/25: Parks**

*a) Heol y Delyn playing field*

No issues

*b) Alexander Gardens*

No issues – Cllr

*c) Field at rear of St Denys Church*

No issues

**Min. No. 67/25: Planning**

*a) Weekly Planning Schedule*

W/C 3 MCH

**4 Plas Y Delyn**

Single storey rear extension.

W/C 10 MCH

**Baytrees Graig Road**

T1 Oak, Remove Epicormic growth from lower main stem up to a height of 3.5 metres above ground level, prune to improve light splay from adjacent street light, remove any major deadwood from the area of crown overhanging Cherry Orchard Road.

**The Scout Hall Heol Y Delyn**

Proposed Non-Material Amendment to Planning Permission 21/01878/MNR  
- Reduce overall size of single storey extension, keeping existing roof profile and minimising internal alterations.

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| W/C 17 MCH                   | <p><b>1 Church Close</b><br/>Extension to front roof slope and first floor side extension, ground floor rear extension and external alterations to the property (Approved 28 October 2024 - 24/01720/HSE): -<br/>Variation of Condition 2 (Approved Plans) of 24/01720/HSE to amend the approved plans as follows: 1) to remove step in ridge to allow for easier construction.</p> <p><b>4 Llwyn Y Pia Road</b><br/>Demolition of garage and conservatory. Construction of single storey rear extension and 2 storey side extension.</p>                                                                                                                                   |
| W/C 24 MCH                   | <p><b>Wheatham, Cherry Orchard Road</b><br/>Proposed construction of detached dwelling with associated amenity space and off road parking</p> <p><b>18 Plas Y Delyn</b><br/>Part single part two storey front extension, first and mezzanine floor side extension and rear dormer extension, all with associated external works.</p>                                                                                                                                                                                                                                                                                                                                        |
| W/C 31 MCH                   | <p><b>5 Portland Place</b><br/>T2 Poplar - Crown reduction of 3 to 5 metres, pruning back to suitable live growth points. Reduction details: - 4 to 5 metres from the top centre of the tree - Approximately 3 metres off the radial spread - Crown lift to 5 metres above ground level, which includes: - Removal of three (3) low primary limbs above the fence line. - Removal of associated smaller primary and secondary branches to achieve the lift. 3. Objective of Tree Works - Improve light levels in the surrounding area. - Maintain the structural integrity and long-term stability of T2. - Ensure compliance with best practices for tree maintenance.</p> |
| W/C 7 APR                    | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <i>b) Planning Decisions</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| W/C 3 MCH                    | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| W/C 10 MCH                   | <p><b>10 Ivydale</b><br/>T1, Oak - Removal of lower limb overhanging 10 Ivydale and reduce crown overall by 1.5-2.0m. T2, Oak - crown reduction up to 1.5m</p> <p><b>GRANTED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| W/C 17 MCH                   | <p><b>Baytrees Graig Road</b><br/>T1 Oak, Remove Epicormic growth from lower main stem up to a height of 3.5 metres above ground level, prune to improve light splay from adjacent street light, remove any major deadwood from the area of crown overhanging Cherry Orchard Road.</p> <p><b>GRANTED</b></p>                                                                                                                                                                                                                                                                                                                                                                |
| W/C 24 MCH                   | <p><b>1 Millwood</b><br/>Single storey side and rear extensions.</p> <p><b>GRANTED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| W/C 31 MCH                   | <p><b>49 Plas Y Delyn</b><br/>Demolition of existing garage and side extension. Construction of single storey side extension.</p> <p><b>GRANTED</b></p> <p><b>14 Y Deri Duon</b><br/>Rear conservatory extension</p> <p><b>GRANTED</b></p> <p><b>62 Heol Y Delyn</b><br/>Two storey extensions, single storey rear and side extensions, replacement roof, rear dormer loft conversion and other external alterations.</p> <p><b>GRANTED</b></p>                                                                                                                                                                                                                             |
| W/C 7 APR                    | <p><b>5 Portland Place</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

T2 Poplar - Crown reduction of 3 to 5 metres, pruning back to suitable live growth points. Reduction details: - 4 to 5 metres from the top centre of the tree - Approximately 3 metres off the radial spread - Crown lift to 5 metres above ground level, which includes: - Removal of three (3) low primary limbs above the fence line. - Removal of associated smaller primary and secondary branches to achieve the lift. 3. Objective of Tree Works - Improve light levels in the surrounding area. - Maintain the structural integrity and long-term stability of T2. - Ensure compliance with best practices for tree maintenance.

**GRANTED**

Members noted that the revised plans for Wheathams fail to address the concerns expressed in the LCC Objection or the Objections of neighbours and it was **AGREED** to resubmit the Letter of Objection

Members were also very disappointed with the decision to approve the planning application for 62 Heol Y Delyn. The neighbour's letter to the Cardiff Council Legal Team was shared with Members who agreed with its contents. Members remain concerned about the lack of enforcement action taken by the Council during the building work and it was **AGREED** to write to the Planning Dept and express support for the neighbour's submission

#### **Min.No. 68/25: Reports**

##### *a) Friends of Coed-y-Felin*

Cllr Jones reminded Members that Storm Darragh had brought down a large Coed Y Felin tree which demolished a rear garden in Millwood. Following discussions with the resident, the Friends group has agreed to plant Rhododendron and Hydrangea bushes in the garden in May to help make good the damage.

Cllr Jones added that the Friends group has set up a series of activity visits for Tredegarville Primary School. This is an inner city school with children of different backgrounds and some with challenging learning issues. The visits will take place during the summer and will give the children something constructive to do as part of the woodland management programme. The overall aim of these visits is to help the children achieve a higher level of self esteem

##### *b) Friends of Cefn Onn*

The Clerk has shared with Members a recent update from the Group including their January 2025 AGM and Spring Newsletter

#### **Min. No. 69/25: Welsh Government Consultations/Other Consultations**

##### *a) Cardiff Replacement LDP Deposit Plan*

The Clerk shared a draft response based on individual contributions from Members. This was **APPROVED** and will now be sent to the LDP team.

##### *a) Regional Transport Plan*

Cllr Jones observed that the Plan takes the form of a list of schemes that the local transport authorities intend to invest in. There is no specific mention of Lisvane. The objective appears to be to provide better bus services but the document is written in general terms and Cllr Jones described it as being imprecise and vague.

It was **AGREED** that Members should submit individual online responses to the

consultation survey but that the item would remain on the agenda for the May 2025 LCC meeting (closing date is 19 May 2025)

#### **Min. No. 70/25: Correspondence**

##### *a) Role Governance & Accountability of Community & Town Council sector*

The Clerk shared the Report with Members. The Chairman observed that many Councils had Accounting irregularities and some had disputes between individuals. Some Councils also struggled with IT issues. He was satisfied and pleased however that none of these matters are issues that affect LCC

##### *b) Redrow Construction traffic*

The Clerk shared correspondence from a Rudry Road resident expressing concerns about heavy works traffic using the road as a short cut to the Redrow development(s). This would appear to be non-compliant with the agreed route in the Construction Environmental Management Plan (CEMP) for Churchlands and Church Farm. Redrow has been asked to comment.

Redrow has however offered to meet with a small LCC delegation to discuss a number matters raised with them including the timing of the St Mellons Road bus gate installation and opening of the spine road. It was **AGREED** to progress this meeting.

#### **Min. No. 71/25: Training Plan**

The Admin Officer will share dates of OVW online training and she asked Members to let her know which courses, if any, they would like to attend. In order to update the Training Plan Members were also asked to indicate what courses they might want to attend during the next year or two.

A training bursary of £100 for 2025-26 is available from the WG and a request for this will now be made (paid by way of discounted OVW invoicing)

#### **Min. No. 72/25: Staff Working Party**

##### *a) Re-evaluation of SCP bands for Clerk's role*

The Clerk left the room during the discussion. Cllr McNeil-Watson explained that the role has changed during the last 2-3 years and become more demanding. An SLCC template exercise has been completed which shows that the role should more particularly be at SCP 26 rather than SCP 17. It was **AGREED** that an immediate move to SCP 18 should now apply with an incremental movement of one SCP band per year up to SCP 26 subject to satisfactory annual reviews

#### **Min. No. 73/25: Finance**

##### *a) S137 requests*

None

##### *b) Accounts to 31 March 2025 and Bank Reconciliation*

The Clerk presented the Accounts and Bank Reconciliation to 31 March 2025 and these were **APPROVED**. He explained that Cardiff Council has paid the 2025-26 Precept prematurely in error which has the effect of inflating the 2024-25 receipts.

##### *c) Budget Monitoring Report to 31 March 2025 and Allocation of Reserves*

The Clerk presented the Budget Monitoring Report to 31 March 2025 and Allocation of 2025-26 Reserves and these were **APPROVED**

*d) Approval of Payment Schedule*

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

| <b>Cheque Number</b> | <b>Payee</b>                                                                | <b>Amount</b> |
|----------------------|-----------------------------------------------------------------------------|---------------|
| 401153               | H W Davies - pay                                                            | 1,178.03      |
| 401154               | C M Davies - pay                                                            | 815.57        |
| 401155               | Cardiff Council - employee/employer pension contributions                   | 578.17        |
| 401156               | One Voice Wales - 3 x training courses                                      | 122.00        |
| 401157               | One Voice Wales - 2025-26 Membership                                        | 794.00        |
| 401158               | LOSCC - Grants Library rent, Friends of Coed y Felin/Cefn Onn/LCC hire fees | 10,203.91     |

**Min. 74/25: Date of Next Meeting**

The next meeting of the Community Council will be held on 12 May 2025 commencing at 7.30pm at Lisvane Old School Community Centre.