

**MINUTES OF THE LISVANE COMMUNITY COUNCIL MEETING HELD ON
12 MAY 2025 AT LISVANE OLD SCHOOL COMMUNITY CENTRE**

PRESENT:

Cllr R Banfield, S Best, C Bolton, S Finch, R Kelly, E McNeil-Watson and J Rees

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

Cllr Best in the Chair until election of Cllr Bolton

Min. No. 75/25: Public Representation

None

Min. No. 76/25: Declaration of Interests

None

Min. No. 77/25: Apologies for Absence

Cllrs V Hanson, D Jones and H Williams

Min. No. 78/25: Election of Chairman of the Council for 2025-26

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

Min. No. 79/25: Election of Vice Chairman of the Council for 2025-26

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

Min. No. 80/25: Signing of Declarations of Acceptance of Office by Chairman and Vice Chairman

Cllr Bolton signed the Declaration of Acceptance of Office as Chairman. In the absence of Cllr Jones the Clerk will arrange for Cllr Jones to sign the Declaration of Acceptance of Office as Vice Chairman at the earliest opportunity.

Min. No. 81/25: To confirm the appointments on the following bodies:

- a. One Voice Wales – Cllr Kelly
- b. Llysfaen Primary School Governing Body – Cllr Williams
- c. Lisvane Old School Community Centre – Cllrs Banfield, Best and Bolton
- d. Environmental Working Party – Cllrs McNeil-Watson and Rees (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, Hanson and McNeil-Watson

Min. No. 82/25: Minutes of the Previous Meeting, held on 14 April 2025

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

.

Min. No. 83/25: Matters Arising

The Clerk confirmed that a meeting has been arranged with Redrow to discuss (a) the route of works traffic and (b) St Mellons Road bus gate. Cllrs Banfield and McNeil-Watson will be attending.

All other matters arising were picked up under agenda items

Min. No. 84/25: Lisvane Old School Community Centre

a) LOSCC

The Admin Officer reported that:

- Two CPR sessions have recently taken place with a third later in May 2025. The defibrillator code to unlock the unit is now displayed by the keypad which would avoid the need for any user to have to call 999 for the code
- There is no film night in August – last one for the summer is 25 July 2025
- Five new keyholders have been added to the volunteers list
- Following complaints about how hot the café is during sunny weather, Trustees are looking at the installation of air conditioning
- 30 new vinyl chairs have been ordered to replace some of the fabric chairs which are worn/broken.

b) Maintenance issues

A dado rail is to be fitted in the main hall to stop damage/marks to the walls caused by stacked chairs

Min. No. 85/25: Policy documents review

a) Report of Policy Committee

The Policy Committee presented their Report of 1 May 2025 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

c) Training Plan

The Admin Officer presented the updated Training Plan 2025-26 and this was **APPROVED**

Min. No. 86/25: Village Plan

Cllr McNeil-Watson reported that a response from Cardiff Council is awaited regarding the suggestions submitted for the use of S106 monies at the playing field. The VP team is particularly interested in the likely cost as this will determine whether there will be any surplus funds.

Cllr McNeil-Watson arranged an initial meeting in the committee room for a Welsh conversation group. A further ten weekly Saturday morning bookings have now been made. As indicated in an earlier email shared with Members, Cllr McNeil-Watson has asked that £200 of the VP budget should be set aside to cover the room hire cost and this was **AGREED**

Cllr Finch was pleased to say that four sessions of walking football have taken place with around 10-12 people in attendance. A payment of £50 will be given to the trainer to cover the initial set up of the group.

Min. No. 87/25: Police Matters

MARCH 2025:

26/02/2025 – 01/03/2025 - Burglary – Heol Cefn Onn. Two suspects identified. Enquiries ongoing

02/03/2025 – 02/03/2025 – Vehicle Interference – Heol Nant Glandulais. Insecure vehicle. No property stolen.

APRIL 2025:

19/04/2025 – Garage Burglary – Ridgeway. Awaiting outcome of forensic examination

24/04/2025 – Theft of motor vehicle x 2 from driveway. Push button electric company cars stolen off driveway. Both located in Pentwyn, Enquiries ongoing.

PC Hughes has confirmed that he will attend the June 2025 LCC meeting

Min. No. 88/25: Highways/Footpaths

The Clerk reported that he met with the Cardiff Council grass cutting team who confirmed that the next grass cutting will take place on 21 May 2025 and every four weeks thereafter. This will include Alexander Gardens and the field at the rear of St Denys Church

Cllr Rees raised concerns about potholes between the Old Cottage and M4 bridge. The Clerk will report these to Cardiff Council

Min. No. 89/25: Parks

a) Heol y Delyn playing field

Cardiff Council has advertised the availability of land at the changing rooms for any interested community groups. Lisvane Men's Shed is already well advanced with their application

b) Alexander Gardens

The Clerk explained that he is awaiting information from Cardiff Council into whether it might be possible for a community asset transfer of Alexander Gardens to LCC.

c) Field at rear of St Denys Church

No issues

Min. No. 90/25: Planning

a) Weekly Planning Schedule

W/C 7 APR

None

W/C 14 APR

20 Rowan Way

Two storey side extension, remodelling of front roof and new single garage.

W/C 21 APR

Phase 2D Churchlands Land North And East Of Lisvane

Proposed Non-Material Amendment to Planning Permission 19/03247/MJR pursuant to 14/02891/MJR - 1) Retaining wall height reduced behind plots 677 and 686. 2) Finished floor levels for plots 677 and 686 increased. 3) St

	Mellons Road footpath reconfigured, hedgerow removed, retaining wall relocated and new planting proposed. 4) Materials change at the junction. 5) Plot 672 changed to Leamington Style.
W/C 28 APR	None
W/C 5 MAY	None

b) Planning Decisions

W/C 7 APR	5 Portland Place 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
W/C 14 APR	4 Plas Y Delyn Single storey rear extension. GRANTED Amberly Rudry Road Demolition of existing single storey extensions and construction of new single storey side and rear extension. Hip to gable and rear dormer roof extension. GRANTED
W/C 21 APR	None
W/C 28 APR	34 Rowan Way Proposed Non-Material Amendment to Planning Permission 23/00310/HSE- Reduce footprint from original submission, change roof construction to monopitched and change finish from brick to render to match rendered portion of dwelling. GRANTED
W/C 5 MAY	None

Min.No. 91/25: Reports

a) Friends of Coed-y-Felin

The Secretary reported that the Friends of Coed Y Felin plan to meet on Friday 23 May 2025 to discuss the work programme for the Summer and Autumn months. The Minutes will be circulated to all LCC Members

The Chairman added that the Friends' working party has recently replaced part of the fence at Ivydale

b) Friends of Cefn Onn

No issues

Min. No. 92/25: Welsh Government Consultations/Other Consultations

a) Regional Transport Plan

Members have submitted individual online responses to the consultation survey.

Min. No. 93/25: Correspondence

a) Wheatham Planning Application

The Clerk shared correspondence with Members from the Wheatham planning applicants requesting that the LCC objections should be withdrawn. Members were satisfied that the points raised in the objections remain pertinent and that they also reflect the concerns expressed by neighbours. It was **AGREED** that the objections should not be withdrawn

Min. No. 94/25: Finance

a) S137 requests

None

b) Approval of Payment Schedule

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

Cheque Number	Payee	Amount
401201	H W Davies - pay	1,193.12
401202	C M Davies - pay	815.57
401203	Cardiff Council - employee/employer pension contributions	583.53
401204	Audit Wales for 2023-24 External Audit	423.00
401205	J Howell for 2024-25 Internal Audit	200.00
401206	V Hanson – annual website domain fee reimbursement	19.17
401207	Banner Business Solutions Ltd for toner, paper and envelopes	125.57

Min. 95/25: Date of Next Meeting

The next meeting of the Community Council will be held on 9 June 2025 commencing at 7.30pm at Lisvane Old School Community Centre.