

Penllyn Community Council

Clerk to the Council
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Minutes of an Ordinary Meeting of Penllyn Community Council held at
Llansannor Community Hall, City at 7.00 p.m. on Monday
2nd December 2019

Present – Councillors S.C. Howells (Ystradowen) Chair, D.R. Austin (Penllyn),
J. E. Evans (Llansannor), E.P. Jarvis (Llansannor), M.R. Lewis (Ystradowen), M.
Smith (Ystradowen), P. Summers (Penllyn).

Also in attendance: Mr A.D. Williams, Clerk to the Council; Vale of Glamorgan
Councillors G.A. Cox, T.H. Jarvie, and A. Parker.

134) Apologies for absence.

Cllr. D. Fardo, A. Jarvis, E.G. Petty.

135) Declarations of Interest.

None.

136) To approve the minutes of the Council meeting held on 4th November 2019.

Resolved: That the minutes be approved.

137) Community Police Matters.

PC Stuart Elson in attendance.

(a) Crime report

Crime in the period July to November 2019 was minimal.

(b) Llansannor School (Minute No. 123 (B) (ii) November 2019 refers) – Continued parking and access issues, letters in the process of being sent to parents, use of police bollards being considered.

(c) Other and policing changes – Rural policing had moved in Llantwit Major from the old police station to accommodation at the fire station site, also advised on impending staffing changes through retirements etc.

Resolved: PC Elson be thanked for his attendance.

138) Vale of Glamorgan Council matters.

(A) Highways matters:

(a) Junction between Trebettyn to City road and Llansannor Hill road between Church Farm and Court Farm OS SS996776. (Item 8 in the report on ongoing highways issues march 2019) (Cllr Summers)

This junction becomes dangerously flooded after even short periods of rain and is impassable on foot after prolonged rain. It is of particular concern that this blind junction will ice over whilst flooded and cause a serious RTA.

(b) Penllyn to Llanharry road between Brigam farm and Degar approx. OS SS998798. (Cllr Summers)

Recent severe flooding in the hollow at the bottom of the bend is already known to highways, temporary flood signs having already been placed at each end of the affected area.

The risk of a serious accident will increase significantly if this standing water freezes as it is highly probable it will during the winter period.

Resolved: Sites as above be referred to Vale highways and be added to the schedule of ongoing highways issues.

(B) Other Vale Council matters:

(a) Edenbrook Development, attenuation ponds (Cllr Evans) (Minute No.123 (B) (i) November 2019 refers) - Problems with algae build up.

Cllr Evans in continued correspondence with Vale highways regarding arrangements for the site visit referred to in last minutes to take place.

(b) Badgers Brook, dropped kerbs and bus shelter provision Circa £80k (Chair) (Minute No. 79 (B) (e) July 2019 refers)

Chair advised on progress as follows:

Dropped kerbs – Following consultation with residents a prioritised list of sites as set out below had been sent to the Vale Council:

- (i) Exit of Radcliffe Walk (left hand side) which would allow access to the park as you can then proceed along the pavements which do have dropped kerbs. Please note that two of the families in the village with children in wheelchairs live in Radcliffe Walk.
- (ii) Exit of St. Owain's Crescent (where it meets the main road – A4222) on left hand side just past the post box. There is an existing dropped kerb here but the pavement is too narrow for anyone to use it. An improvement here would be beneficial for all villagers using the pavement as it is the main route to the post box, bus stops, village hall

and Tudor Garage. In addition, the pavement from this point up to the cut through to St. Owain's Crescent is in very poor condition. This issue has been raised by many villagers in the consultation. Lighting here is non-existent and has been raised with Highways.

- (iii) Where the pavement meets the pub car park (both sides). At present, wheelchair users here have to go into the main road (A4222). Dropped kerbs here would allow access to the village hall, pub and church (the church has a new disabled access which can be entered from the village hall car park).
- (iv) The pavement before Tudor Garage. There are three points here where the existing dropped kerbs are so poor that the wheelchair user has to go into the main road.
- (v) There is a cut through from St. Owain's Crescent to the main road. There is a need for a dropped kerb and an improvement to the path.
- (vi) There are two existing sets of dropped kerbs which are too steep for users so that their wheelchairs could topple over if they did not have assistance (i) entrance to The Meadow – near the bus stop/pedestrian crossing; (ii) near the entrance to Ash Grove – where there is currently a crossing point.

Bus shelter – Construction has been delayed and will commence in January 2020 once work by Transco , gas utility, is complete.

Note: Vale of Glamorgan Councillors G.A. Cox, T.H. Jarvie and A. Parker left meeting following consideration of the matter as above.

139) Chair / Member's reports and communication.

(a) Chair

(i) Ystradowen Community & Sports Assoc.(YCSA), further development of Parc Owain with installation of early years children's play area – (Minute No. 124 (a) (i) November 2019 refers)

Chair advised estimated cost c £23 k, funded £6k S106 monies, £17k Vale Council's Stronger Communities Grant Fund.

Following the grant approval as reported to last Council it would be necessary to form a working group to take the project forward and report its recommendations back to Council for approval.

Resolved: That the working group as above comprise of the Council's chair, Cllr J.E.Evans, together with representatives of the YCSA.

(ii) Ystradowen Defibrillator (Minute 124 (a) (ii) November 2019 refers) – Publicity / recognition for the Council's contribution being sought.

140) Delegate Reports.

None

141) Matters relating to land holdings

(a) Winchfield, Graig Penllyn – Concerns regarding Ash tree.

Clerk reported that the Cllr Fardo had met on site with the Vale Council's arboriculturist whose verbal opinion was that "the tree is perfectly healthy with no evidence of Ash die back and that he would be prepared to inspect it again next year when it is in leaf".

Resolved: That the Council obtain the above advice in writing, failing this the Council to seek advice from the Natural Resources Wales.

(b) Wellfield, Trerhyngyll

(i) Ongoing maintenance standards (Minute 126 (b) (ii) November 2019 refers)

Notwithstanding the decision of last Council, the Chair advised that in view of the proximity to the General Election and Christmas she was giving further consideration to the draft document with a view to it being delivered to households in the new year.

(ii) Wellfield children's playground inspection (Minute 126 (b) (ii) November 2019 refers)

The Clerk had circulated to Members in advance of the meeting a formal inspection regime as set out below (based on the advice received from the Council's playground inspector, as reported to October 2019 Council):

(i) Routine Daily Visual Inspection – **Not required** – (unless one off problems are notified eg vandalism, storm damage.)

(ii) Operation and stability Inspections – Every 1 to 3 months – Review of equipment and surfaces for any safety issues eg ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear of moving parts, structural integrity, etc. - Required

(iii) Annual Inspection – Will be undertaken by an independent professional playground inspector as per ongoing arrangements via the Vale Council. - **Required**

Resolved: That,

(a) the formal inspection regime as set out above be adopted, and

(b) the offer of the Chair to carry out the "operational and stability inspections" (item (ii) above), in the interim pending permanent arrangements, be gratefully accepted.

(c) Environmental Wales Act 2016 Sec 6 – Duty to publish plan to maintain and enhance biodiversity(112 (a) October 2019.

Further consideration was given to the above and the absence of any further advice

on the matter forthcoming from Welsh Government.

Resolved: That the policy of the Vale Council be adopted.

(d) Council owned land (Minute 112 (c) October 2019 refers)

The Clerk had previously confirmed the registered title in respect of the following;

(i) Wellfield, Trerhyngyll, freehold title in favour of the Council.

(ii) Winchfield, Graig Penllyn, freehold title in favour of Penllyn Charity.

The Clerk would continue to investigate the title in respect of the following:

(iii) Parish Field, Penllyn, vis a vis Allotments for the Labouring Poor Charity.

The Clerk would also continue to investigate the trust deed in respect of:

(iv) Allotments for the Labouring Poor Charity.

(v) Penllyn Charity

142) Planning matters

(a) The following Planning Applications were considered:

Application No.	Location & proposal	Community Council's Recommendation
2019/01210/FUL	Land adjacent The Rookery and Garden Cottage, Court Drive, Llansannor Proposed self-build low carbon bungalow	No Comment
2019/01264/FUL	19, Badgers Brook Drive, Ystradowen First floor side extension & garage conversion	No objection.
2019/01230/FUL	Garwa Quarry, Penllyn Retrospective planning permission for an existing fence line and planning permission of a proposed new fencing line at Garwa Quarry	No comment.

Resolved: That recommendations as set out above be forwarded to the Vale of Glamorgan Council.

(b) The following Planning updates, previously reported applications, decisions etc. since last meeting were considered.

Application No.	Location & proposal	Community Council's recommend'	Vale Council decision
2019/01098/FUL	Llansannor & Llanharry School Extension...	No comment	Approved

2019/01055/LAW	Tafan Bach Farm, Trerhyngyll Two storey rear extension	Withdrawn	Approved
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Resolved: Noted.

143) Finance – Payment of accounts etc

Payments as follows were approved:

Chq No.	Payee	Details	Amount £.p
541	Mr AD Williams	December 2019 salary.	263.61
542	HMRC	3 rd quarter PAYE deductions.	197.80
543	Cardiff County Council	3 rd quarter pension contributions.	319.34
544	Royal British Legion.	Remembrance Day wreath and donation.	35.00
545	SC Howells	Refund of Planning course fee paid to Eventbrite.	35.00
546	Vale of Glamorgan Council	Purchase of replacement laptop.	1027.44

147) Clerk's Correspondence

(a) Affordable Housing – Email from Vale re invite to drop in session at Cowbridge leisure Centre 4th December 2019, circulated to members 26th November 2018.

(b) Council's new email address – penllyn.community.council@gmail.com

(Necessitated by Talk Talk discontinuing their free email service).

145) Equality and Diversity Policy

Council considered the draft policy, as circulated to Members with the meeting' agenda and as set out below:

"Penllyn Community Council is committed to supporting, developing and promoting equality and diversity in all of its practices and activities.

We aim to establish an inclusive culture, free from discrimination and based upon the values of dignity, courtesy and respect.

Penllyn Community Council is committed to supporting and advancing equality and eliminating discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including ethnic origin, skin colour, nationality and national origin), religion and belief (including lack of belief), sex and sexual orientation and to fostering good relations between different groups.

This policy builds upon the foundation of equality legislation (particularly the Equality Act 2010) and anti-discrimination guidance, and aims, not only to comply with legal

requirements, but to ensure that Penllyn Community Council endeavours to exemplify best practice.

This policy applies to all staff, councillors and those who use the council's facilities and participate in the council's activities.

OBJECTIVES

The aim of this policy is to ensure that in carrying out its activities Penllyn Community Council will:

- ☐ develop and promote a culture of equality and diversity throughout the organisation;
- ☐ foster good relations between people of diverse backgrounds.

In the implementation of this policy Penllyn Community Council will aim to:

- ☐ eliminate unlawful discrimination, harassment and victimisation and advance equality of opportunity,
- ☐ develop and promote a culture of dignity, courtesy and respect;
- ☐ deal with all forms of discrimination consistently and effectively;
- ☐ ensure that the Equality and Diversity policy influences and informs the culture of Penllyn Community Council.

DEFINITION

Equal opportunities refers to the elimination of unlawful and unfair direct and indirect discrimination of particular groups and promoting equal access, treatment and outcomes that take into account specific needs of individuals.

Diversity encompasses visible and non-visible individual differences that includes, but is not limited to, differences protected by anti-discrimination legislation. Appreciating diversity is about valuing differences and recognising that everyone through their unique mixture of skills and experience has their own valuable contribution to make.

ROLES AND RESPONSIBILITIES

As an employer we will provide equality for all in our employment and will not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief (including lack of belief), sex and sexual orientation.

All employees will be treated fairly and with respect regardless of position, part-time/full-time working, or length of contract. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude, commitment and ability.

All employees are required to treat one another with respect. Harassment and discrimination in any form is unacceptable behaviour and offenders will be subject to disciplinary action.

The Community Council aims to achieve and deliver the standards set out within this policy by:

- ☐ Ensuring that their employees are made aware of their rights and responsibilities to each other and to customers and service users;
- ☐ Providing a way in which individuals can communicate any concerns via competent named personnel (e.g. Line Managers / Senior Finance & H.R. Officer / Council Clerk);

- Treating any unacceptable behaviour seriously and ensuring that all Managers take personal responsibility for the implementation of this policy
- Taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, elected Members, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

As a Service and Activities Provider the Community Council will strive for equality of access to all its services and activities and will consider the equality policy when commissioning, designing, delivering or evaluating services.

As a Community Council we are committed to ensuring that our services are relevant and responsive to the needs of all sectors of the local community. We recognise that all members of the community have specific and different needs and we will strive to meet those needs.

All service users will be treated with dignity and respect. We will not tolerate discrimination, harassment or victimisation of our service users or communities.

The Community Council will work closely with local people, voluntary and community groups and with the Vale of Glamorgan Council to promote Equality and Diversity Policy.

The Community Council will ensure that all contractors directly supplying services or executing works for, or on behalf of, the Community Council comply with Penllyn Community Council's stated Equality and Diversity Policy.

As a Council the Community Council will challenge any discrimination it recognises within the Community Council and the wider community. It is the responsibility of each individual member of council and each individual member of staff to challenge discrimination when it is encountered.

All Councillors are responsible for implementing the Community Council's Equality and Diversity Policy. It is important that all elected Councillors appreciate that they have a role to play in the provision and promotion of equality and diversity.

The Community Council will apply equality principles to work undertaken for the council by external contractors or with partners. Decisions to make grant funding and/or to support other organisations and events or work in partnership with any third party will be informed by the equality policy and practice of the organisations concerned.

TRAINING

Equality and diversity awareness raising and training will be mandatory for all staff and councillors.

COMMUNICATION

The Community Council will publish and promote its equality and diversity policy so that all councillors, employees, contractors, service users and members of the public are aware of its commitment to equality.

MONITORING

Statistics will be gathered to monitor equality across aspects of the Community

Council's processes and will be used to inform future practice.

CONFIDENTIALITY

Any information disclosed to the Community Council in relation to equality and diversity issues will be kept strictly confidential in accordance with legislative requirements unless anonymised.

BREACH OF POLICY

Acts of bullying, harassment, victimisation and unlawful discrimination will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, in relevant circumstances and appropriate action will be taken.

Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice in the case of staff. The Council reserves the right to take steps to protect staff in cases of inappropriate behaviour towards them, including by councillors and members of the public. In the case of councillor misconduct in this respect, complaints may be made under the Council's Code of Conduct.

Sexual harassment may amount to both an employment rights/Code of Conduct and a criminal matter, such as in the case of sexual assault allegations. In addition, harassment under the Equality Act 2010 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

The Council has a corporate Complaints Procedure.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination."

Resolved: That the document as set out above be approved as the Council's Equalities Policy.

148) Any other business

Council Annual Dinner

The Chairman confirmed arrangements had been made as follows:

Red Fox, Penllyn, Friday 10th January 2020.

Date of next meeting

Next meeting: 6th January 2020 7 pm, Llansannor Community Hall.

Signed:

Chair

Date:
