



## Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

**Minutes of a COUNCIL MEETING held on Thursday, 19 March 2026 at 7:00pm**

**This meeting was held at the Old Church Rooms, Park Road, Radyr, Cardiff and made available remotely in accordance with the Local Government and Elections (Wales) Act 2021**

**These Minutes are subject to confirmation at the Council Meeting to be held on 23 April 2026**

**Present:** Councillor: J Charles, D Silver, H Onllwyn Jones, A Cook, Tyrone Davies, H Lloyd Jones, V Patel, J Spencer Matthews, J Holms (in person)

**Absent:** Councillors, I Shariff & M Williams

Guests: None present

**Also:** J Thomas - Senior Clerk & County Cllr Callum Davies

<b>Agenda Item</b>	<b>Discussion points</b>	<b>Action</b>	<b>Person/ dates</b>
25/145 Apologies for Absence	Apologies from Cllrs I Shariff were <b>noted</b>		
25/146 Declarations of Interest	Penrhys Pilgrimage HLJ		
25/147 Method of Voting	It was <b>resolved</b> that the manner of any voting at this meeting and any subsequent meetings will be a show of hands and calling each name alphabetically with a response of "for" or "against" or "abstain"		
25/148 Co-option	There were no expressions of interest received for co-option.  A proposed PR engagement officer for next year's election was discussed. Members were advised not to interfere with the election process, OVW promotes Wales and will be doing the advertising for us and all Community Councils in same position.	Co-option word doc as pdf was not sufficient	<b>Clerk Cllr Silver/H L Jones (Mar)</b>
25/149 Members of the public invited to speak	No members of the public were in attendance.  A motion was made by the Chair to move Agenda Item 19 forward; the Senior Clerk was asked to leave the meeting while members discussed the matter."		

	<p>Chair of Finance committee advised they were underprepared and not appropriately placed for decisions or recommendations to be made on the vacancy and changes to the Clerks. (See item 25/163 for proposals and actions)</p> <p>Clerk re-entered the meeting at 8pm</p>		
25/150 Chair & Vice Chair announcements	<p><b>Chair &amp; Vice Chair Announcements:</b> - The chair had shared the reports ahead of the meeting for members to review.</p> <p>Main Points to note: -</p> <ul style="list-style-type: none"> <li>The chair advised updates on points will all be covered in the meeting this evening.</li> </ul>		
25/151 County Councillor Report	<p>Cllr Helen Lloyd Jones &amp; Callum Davies shared their reports for review with members.</p> <p><b>Updates to Reports</b></p> <ul style="list-style-type: none"> <li>An officer met with members to review litter bin requirements, including at Windsor Gardens. The collection pattern will be increased, requiring additional bins to be provided to the Council.</li> <li>The Snowdrop Park gate installation is progressing.</li> <li>The solar light at Drovers' Way will be installed by Centregreat following a request from the Cardiff Council.</li> <li>No updates were available regarding Golf Club Lane.</li> <li>Members noted that the Co-op intends to lease the adjoining shop and that progress is still awaited. Future plans include additional storage and a potential extension.</li> <li>Members noted that the bug hotel is more expensive than anticipated. Cllr Cook will speak with Men's Sheds to explore possible assistance.</li> <li>The Easter Bunny event on 11 April will take place on the new bus route.</li> <li>County Cllr Davies thanked everyone involved in securing the resurfacing of the crossing on Heol Isaf. Members</li> </ul>	<p>Meeting officer Ash Tree &amp; Walnut tree close to discuss drainage issues</p> <p>Chase invoice for 50% share</p> <p>Contact and assess costs requests</p> <p>To share the times and stops</p>	<p><b>Cllr H Lloyd Jones (ongoing)</b></p> <p><b>Clerk (Mar)</b></p> <p><b>Cllr Cook (Mar)</b></p> <p><b>Cllr Cook (Mar)</b></p>

	requested that potholes near the Quarry be reported to the Council.		
25/152 Community Safety Update	The Clerk had received notification of how to request the FOI for ongoing updates, also invitation acceptance to attend for the May FC Meeting had been received	Add attendee to FC Agenda	<b>Clerk (May)</b>
25/153 Minutes of the Full Council Meeting	The Chair introduced the minutes of the meeting held on 19 February 2026  It was <b>RESOLVED</b> that the minutes are confirmed as a true and accurate record of the meeting and proposed by Cllr H Onllwyn Jones and seconded by Cllr Cook  (The Chair signed the Minutes.)  Members <b>proposed</b> for Cllr Cook to act as the RMCC representative and <b>agreed</b> to support Cardiff Council's recommendations in this matter.	25/137 LDP group supporters to appeal not to have land in the next issue.	<b>Cllr Cook (Mar)</b>
25/154 Notes of the Old Church Rooms Board Meeting	Cllr Onllwyn Jones introduced the notes from the OCR meeting. Members discussed a list of works completed over recent years and a new list of priorities going forward. A meeting will be held with the Chair to update the list before taking it back to the OCR group  Members were informed that a letter had previously been sent to the Lottery (pre-Covid) regarding potential grant funding, and a list has since been received outlining eligible projects. It was noted that due to the high-level requirements, a specialist may be needed to prepare the lottery grant applications.	Walk around OCR with prior list and update for new proposals  Updates to be received from OCR board	<b>Cllr Charles &amp; Onllwyn Jones (Mar/Apr)</b>  <b>Cllr Onllwyn Jones (ongoing)</b>
25/155 Minutes of the Publicity & Communications Committee	Cllr D Silver introduced the minutes of the meeting held on 12 March 2026. The Assistant Clerk was unable to provide an update on the Facebook relaunch. Members noted that several amendments and posters may need to be condensed and reduced to A5 size.  Members were advised that Council e mails to be used when talking council business, other business ie festival, outside of the RMCC will be sent via their personal accounts.	Asst clerk to update on her return to work  RMCC e mails to be used for RMCC work	<b>Asst Clerk (Mar/Apr)</b>  <b>All members</b>

<p>25/156 Minutes of the Finance Committee</p> <p>(i) Bank statements, management accounts and payment schedule for February 2026</p> <p>ii) Mrs Bucket price increased 6.8%</p> <p>iii) Unity Trust change of assistant Clerk</p> <p>iv) OVW Membership 2026-2027</p> <p>v) Independent remuneration for Wales Annual report 2026-2027</p>	<p>Cllr T Davies introduced the minutes of the meeting held on 12 March 2026 and expressed thanks to the Senior Clerk for their hard work and for maintaining the accounts in good order.</p> <p><b>Finance Matters</b></p> <p>Bank statements, Management accounts, payment schedules will be verified by the chair of finance in accordance with financial regulations. Any exceptions arising from this verification will be reported.</p> <p>The Clerk advised that the agreement was confirmed and order will be sent to renew the policy for 2026-2027</p> <p>The Clerk advised that the paperwork has been received and that the bank setup and training will be completed once the Assistant Clerk returns.</p> <p>The Clerk shared the response from OVW regarding the services covered by the annual fee. Members noted that OVW had been a useful safety net for addressing issues with previous employees but expressed concern about the increasing cost. Members agreed that a representative should attend to provide a full overview of the services offered before any further payment is made.</p> <p>The Clerk shared the annual report and recommendations for 2026–2027. The report sets out the allowances and payments for Community Councillors. Members noted that the responsibility for reviewing these should move from the Employment Committee to the Finance Committee.</p> <p><b>Summary of Recommendations:</b></p> <ul style="list-style-type: none"> <li>• Councillors to receive £156 each unless they request to opt out.</li> <li>• Chairs to receive £150 each (four Chairs under the new banding).</li> <li>• Chair’s allowance set at £600 and Vice Chair’s at £400.</li> </ul>	<p>Bank Statements, Management accounts to be signed</p> <p>Send confirmation order</p> <p>Delivery of training in April</p> <p>Clerk to ask for a OVW representative attend the office to discuss this in more detail</p> <p>Members to be sent the appropriate forms for acceptance or opt out and payments to be made in the new elected year</p>	<p><b>Cllr Davies (Mar)</b></p> <p><b>Clerk (Mar)</b></p> <p><b>Clerk Asst clerk (Apr)</b></p> <p><b>Clerk (Mar)</b></p> <p><b>Clerk (May/Jun)</b></p>
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vi) Cardiff Lift – ongoing service maintenance contract	<ul style="list-style-type: none"> <li>Additional expenses to be reimbursed upon claim, submitted within 8 weeks of the cost being incurred.</li> <li>Mandatory £52 payment for consumables to support Council duties.</li> <li>Members recommended that the additional £56 payment also be made mandatory.</li> </ul> <p>It was unanimously <b>agreed</b> to approve the above recommendations.</p> <p>It was <b>agreed</b> to increase the RFO/Senior Clerk salary to point 33 with effect from 1<sup>st</sup> April 2026</p> <p>The Service maintenance contract from 1<sup>st</sup> April 2026 documents had been shared with members.</p> <p>Members noted uncertainty regarding which structured level should be adopted. It was agreed that the matter should be referred to the OCR Board. An extension of time will be required, as the OCR Board will next meet on 13 April.</p>	Update payroll file	<b>Clerk (Apr)</b>
		Write to Cardiff Lift for extension whilst more information and advice requested, also add to OCR board in April	<b>Clerk (Mar)</b>

25/157 Environment Committee	<p>Cllr Cook gave an update from the Environment &amp; Regeneration Committee.</p> <p><b>Easter Bunny Bus:</b> Cllr Cook arranged performer who will be on the bus entertaining the Children. Times required from Cardiff bus so we can advertise.</p> <p><b>Bus guide :</b> Members reviewed the maps and guide and proposed that they be added to the website to encourage public use and avoid them being overlooked</p> <p><b>Bug Hotel Competition:</b> Members proposed setting a budget of £1,500 to cover the cost of materials.</p> <p>Members <b>recommended</b> this budget was approved.</p>	<p>Details via Cardiff bus to be updated</p> <p>Maps and guide to be uploaded to the Council website</p>	<p><b>Cllr Cook</b> <b>Cllr Lloyd Jones</b> <b>(Apr)</b></p> <p><b>Clerk</b> <b>(Mar)</b></p>
25/158 LDP Planning Consultation Closing Date	<b>Prehearing meeting:</b> Members received an update from Cllr Cook in respect to a prehearing meeting		

	(PHM) held at County Hall, Atlantic Wharf, Cardiff CF10 4UW at 9:30 on Tuesday the 24th of March 2026		
25/159 Pantomime	Cllr Cook provided an update confirming pantomime had been booked		
25/160 Fete	Cllr Silver gave an update of fete 2 hour shifts required. Send rota to include all Councillors except Cllr Cook and Silver as they will already be booked at the Fete.	Shift rota to be sent to all members	<b>Clerk (Mar)</b>
25/161 Civic Service	<p>Cllr Cook confirmed the 2026 booking for 3 May. The Clerks have issued all invitations and are awaiting details from the political parties.</p> <p>Crumbles Catering was unavailable to assist, the Clerks had secured Robinson's to provide catering and waitressing services for the event, with a quotation to follow.</p> <p>The reception will take place in the Church Hall. Catering and waitressing are now covered, and wine will be ordered for the event.</p> <p>As the event falls only a few days before the election, it was recommended that invitations be limited to those who have worked with the Community Council over the past 12 months. The invitations were confirmed as being sent and replies awaited.</p>	<p>Catering to be booked</p> <p>Send orders for the event to Robinsons</p>	<p><b>Asst Clerk (Mar)</b></p> <p><b>Clerk (Mar)</b></p>
25/162 Policy Reviews	The Clerk proposed that the Committee chairs review and advise of any updates prior to approval for the annual meeting in April 2026	Add to agendas for approval at FC April	<b>Clerk (Mar)</b>
i) Update to the council's anti bullying and harassment policy	Cllr Onllwyn Jones submitted amendments to the Anti-Bullying Policy for consideration. Members held a robust discussion regarding the Ombudsman's guidance, additional measures to be checked and included to ensure balance within the policy.	Policies to be re-checked for clarity and approved at next meeting April	<b>Clerk (Apr)</b>

<p>ii) Section 6 Biodiversity report and action plan</p> <p>iii) Terms of Reference - all committees</p>	<p>Cllr Spencer Matthews advised members the biodiversity report and action plan had been approved and sent to OVW</p> <p>Clerk advised for All members to check TOR by April meeting for approval at Full Council</p>	<p>Add to April meetings for review</p>	<p><b>Clerk (Apr)</b></p>
<p>25/163 Update Senior &amp; Assistant Clerks Work Pattern</p>	<p>To receive an update from the Chair, new proposed salary increment for Senior clerk and re-advertising of position for succession planning.</p> <p><b>Summary of Employment Committee Recommendations (Ratified by Full Council)</b></p> <ul style="list-style-type: none"> <li>• The Vacancy is for a permanent Clerk giving cover to the Senior Clerk and working alongside Assistant Clerk</li> <li>• Job description and vacancy to be re-written and re-advertised</li> <li>• Senior Clerk to mentor the new Clerk and the current Assistant Clerk</li> <li>• Senior Clerk to reduce hours from 23 to 15 h/pw giving a 2 months' notice period once new Clerk is employed</li> <li>• Mini employment committee to be set up (Cllrs Charles, Davies, Silver &amp; Holms) to oversee applicant's interviews</li> <li>• Senior clerk/RFO salary to be increased to Spinal point 33 from 1<sup>st</sup> April 2026</li> </ul> <p>It was <b>resolved</b> unanimously to proceed with these recommendations.</p>	<p>Vacancy to be re-written and sent to OVW and Agency</p> <p>Updates from the Chair to be discussed each FC meeting</p> <p>Increase salary on Payroll system</p>	<p><b>Cllr Charles (Apr)</b></p> <p><b>Chair (ongoing)</b></p> <p><b>Clerk (Apr)</b></p>
<p>25/164 Morganstown Village Hall</p>	<p>Cllr Cook provided an update on Morganstown Village Hall. A meeting was held with Derek Bateman, and it was noted that approximately £30,000 of work is required to bring the building up to standard. The OCR Board discussed the matter, as the Clerks would be responsible for bookings and considering future options.</p> <p>It was noted that there are currently three signatories and no succession planning</p>	<p>Meeting to be arranged and updates to be discussed at future FC Meetings</p>	<p><b>Cllr Cook (Mar/Apr)</b></p>

	<p>in place. Although the Hall is set up as a charity, required costings have not been submitted on time over recent years.</p> <p>The Council's budget allocation was previously removed due to the lack of engagement and absence of clear funding requirements.</p> <p>Members <b>recommended</b> that no further progress be made unless a formal grant application is submitted to the Finance Committee.</p>		
<p>25/165 Dates of Next Council Meeting</p>	<p>To note that the next council meeting will take place on 23<sup>rd</sup> April 2026 at 7:00pm on a hybrid basis with physical provision having regard to statutory considerations and guidance (Local government and elections (Wales) act 2021)</p>		

The meeting closed at 20.59

SIGNED:

CHAIR: Cllr Julia Charles