

No.

COMMUNITY LIAISON COMMITTEE

Minutes of a remote meeting held on 5th July, 2021.

The Committee agenda is available [here](#).

The Meeting recording is available [here](#).

Present: Councillor Mrs. S.M. Hanks (Chair); Councillor Ms. R.M. Birch (Vice-Chair); Councillors Ms. J. Aviet, G.D.D. Carroll, Mrs. C.A. Cave, M.J.G. Morgan, A.C. Parker, R.A. Penrose, Mrs. S.M. Perkes, A.R. Robertson, L.O. Rowlands, and M.R. Wilson.

Representing Town and Community Councils: Councillors Mrs. S. Hodges (Barry Town Council), Mrs. H. Weddell (Cowbridge Town Council); G. Thomas (Llantwit Major Town Council), M. Cuddy (Penarth Town Council), S. Griffiths (Dinas Powys Community Council), Mrs. H. Baker (Ewenny Community Council), Dr. A. Rees (Llancarfan Community Council); R. Thomas (Llandow Community Council), Mrs. S. Bonnar (Llanfair Community Council), Mrs. P. Wilson (Substitute) (Llangan Community Council), G. Smith (Llanmaes Community Council), Mrs. G. Marks (Michaelston le Pitt with Leckwith Community Council), Mrs. G. Kellen (Pendoylan Community Council), Ms. A. Phillips (Peterston Super Ely Community Council), Mrs. A. Barnaby (St. Athan Community Council), Mrs. M. Jeffreys (St. Donats Community Council), W. Howells (St. Georges and St. Brides Super Ely Community Council), I. Perry (St. Nicholas and Bonvilston Community Council), C. Tatt (Sully and Lavernock Community Council) and C. Hawkins (Wick Community Council).

Also present: Councillors Mrs. J.E. Charles, G. John, Mrs. J.M. Norman, and E. Williams.

164 ANNOUNCEMENT –

Prior to the commencement of the business of the Committee, the Chair read the following statement: “May I remind everyone present that the meeting will be live streamed as well as recorded via the internet and this recording archived for future viewing.”

The Democratic Services Officer also provided a brief update on pending Requests for Consideration for the Committee and kindly requested that any outstanding forms be returned to Democratic Services as soon as possible if still required.

165 APOLOGIES FOR ABSENCE –

These were received from Councillors D. Reed (Llangan Community Council) and Dr. S. Howells (Penllyn Community Council).

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166 MINUTES –

AGREED – T H A T the minutes of the meeting held on 27th April, 2021 be approved as a correct record.

167 DECLARATIONS OF INTEREST –

Councillor A.R, Robertson declared an interest in that he was also a Member of the Dinas Powys Community Council but had a dispensation from the Standards Committee to speak and vote on Town and Community Council matters.

Councillor Mrs. S.M. Perkes declared an interest in that she was also a Member of the Barry Town Council but had a dispensation from the Standards Committee to speak and vote on Town and Community Council matters.

168 POLICE MATTERS -

Chief Inspector Rees provided a verbal update to the Committee on the following policing matters for the Vale of Glamorgan area:

- Progress on matters raised by the Committee at its 27th April meeting,
- Key statistics for the period 1st April to 30th June, 2021,
- Burglary,
- Road Safety; and
- Operation Elstree (Coastal Demand)

Following the Chief Inspector's update and subsequent questions raised by the Committee, the Chief Inspector stated the following:

- The relevant community engagement Police Officers would be consulted to ensure a police officer presence at future Town and Community Council (TCC) meetings subject to Officer duty schedules and/or a policing report for the area was provided to the TCC;
- The PCSO for the Stanwell Road area in Penarth would be requested to return messages left by Councillor Mark Wilson;
- The concerns over traffic near misses as a result of illegal parking on both sides of Lavernock Road in Penarth (adjacent to the rugby pitches) especially on Sunday mornings would be passed on to the relevant policing team to ensure public safety;
- Due to social restrictions as a result of the national pandemic, P.A.C.T meetings that had resumed on a phased basis were being undertaken remotely. It was acknowledged that it would be useful for all Community Liaison Committee members to receive invitations for P.A.C.T meetings and that confirmation would be sought for how such meetings were publicly advertised;

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- Following a significant number of missing children reports being received from Barry Island beach during warm weather, child safety wrist bands were available free of charge from most Barry Island traders and Royal National Lifeboat Institution (RNLI) stands. This was a RNLI scheme endorsed and promoted by the Police Service;
- Concerns over the accuracy of contact information for PCSOs available on the main South Wales Police website would be passed on to the Corporate Communications Police Team to ensure a review of information was undertaken.

AGREED –

- (1) T H A T Chief Inspector Rees be thanked for her time and verbal update.
- (2) T H A T a list of all Town and Community Clerk contacts be provided to the Chief Inspector, by the Democratic Services Officer, so that progress on police reports and officer presence for individual Council meetings may be arranged.

169 FIRE AND RESCUE SERVICE MATTERS –

Mr. Hadfield provided a verbal update to the Committee on the following matters for the Vale of Glamorgan area:

- A breakdown of Vale of Glamorgan Fire calls statistics for 2020/21 under the following categories:
 - Accidental Dwelling Fires,
 - Grass Fires,
 - Refuse Fires,
 - Road Traffic Collisions,
 - Flooding,
 - Water rescues; and
 - False Alarms.
- Fire Cadet Programme
- Key Stage 1 and 2 School Visits
- Deliberate refuse fires
- Large Scale Rail Exercise on Saturday, 26th June.

AGREED - T H A T Mr Hadfield be thanked for his time and verbal update.

170 VALE OF GLAMORGAN PUBLIC SERVICES BOARD ANNUAL REPORT 2020-21 (MD) –

The Head of Policy and Business Transformation presented the report, the purpose of which was to provide an overview of the third year of progress in delivering the Well-being Objectives and actions set by the Vale Public Services Board (PSB) in its Well-being Plan as launched on 22nd May, 2018.

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To capture the progress made in the third year of the Well-being Plan the Officer advised that the PSB had produced an Annual Report in the form of an online report using Microsoft Sway. The Annual Report, as approved by the PSB at its meeting on 2nd July, gave an overview of the progress that had been made by partners in implementing the four Well-being Objectives and activities detailed in the Plan and against the PSB's priority workstreams. Many of the activities detailed had been developed or adapted in response to COVID-19.

The Officer was also supported in his presentation by the Town and Community Council Representative for the PSB; Councillor Cuddy, who apprised Committee on the comments raised during meetings held in June 2021 between the PSB and TCCs. Issues raised and suggestions for ways forward as raised during said meetings were presented to Committee via a PowerPoint Presentation.

Following the presentation and during subsequent Committee debate, the Committee raised various suggestions as set out in Recommendation (3) below.

AGREED –

(1) T H A T the Vale of Glamorgan Public Services Board (PSB) Annual Report for 2020-21 and the progress partners are making in implementing the priorities set out in the Well-being Plan be noted.

(2) T H A T the outcomes of the recent discussions between PSB partners and representatives of some of the Town and Community Councils (TCCs), as provided via the PowerPoint presentation, be noted.

(3) T H A T the following recommendations be passed to the PSB, via Cabinet, regarding the future focus of PSB activity in delivering the Well-being Plan:

- Ensuring that the PSB and TCCs work more closely together so as to avoid being a 'tick box' exercise.
- TCCs have the opportunity to register to speak at Scrutiny Committees on items of interest.
- TCCs should continue to have a dedicated representative on the PSB.
- The dedicated sessions three times per year be a useful mechanism to identify and develop issues of mutual interest with one or more TCCs and the PSB.

(4) T H A T the recent Vale of Glamorgan Cabinet Reports, as listed below, be emailed to all Town and Community Clerks by the Democratic Services Officer for further consideration:

- Coronavirus Update: a high-level overview of the current position regarding coronavirus and the Council's current arrangements to respond and recover from the pandemic.
- Project Zero - Draft Climate Change Challenge Plan: the Council's response to the climate emergency and the work that will be undertaken as part of Project Zero.

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Reasons for decisions

- (1) To enable Committee Members to consider the content of the draft Annual Report and progress being made in the delivery of the Well-being Plan.
- (2) To enable the Committee to consider how the PSB and Town and Community Councils can work together.
- (3) To enable Members to make recommendations to the PSB.
- (4) For information.

171 OBSERVATIONS BY INDEPENDENT MEMBERS OF THE STANDARDS COMMITTEE OF THE VALE OF GLAMORGAN AND TOWN AND COMMUNITY COUNCIL COMMITTEES AND DISCUSSIONS AT MEETINGS WITH CLERKS AND THE MONITORING OFFICER (MO/HLDS) –

The Principal Democratic and Scrutiny Services Officer presented the report, the purpose of which was to provide the Committee with an overview of:

- the process undertaken and observations by Independent Members of the Standards Committee of Vale of Glamorgan and Town and Community Council (TCC) Meetings; and
- discussions at Meetings between the Monitoring Officer and with Clerks to TCCs.

One of the roles of the Standards Committee was to promote and maintain high standards of conduct by Councillors, Co-opted Members and Church and Parent Governor representatives of the Council. To assist this process, in March 2018, Independent Members of the Standards Committee agreed to undertake observations of Vale of Glamorgan Council Meetings. In March 2019 this was extended to observations being also undertaken of TCC meetings.

Following such observations, Independent Members report verbally on a regular basis their findings to the Standards Committee, with the observations also relayed to the relevant Chair and Clerks as appropriate by the Monitoring Officer and or Principal Democratic and Scrutiny Services Officer.

Some of the findings that had been shared since the introduction of the initiative had included:

- use of name cards and names on screen to inform the viewer / attendee,
- that relevant introductions be made in order that the public viewing or attending are clear as to the roles of those attending,
- consideration of a maximum time to be allocated for a meeting. Where meetings take a long time Councils may wish to consider agreeing a maximum time of two hours for a meeting,

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Meetings between the Monitoring Officer and Clerks of TCCs commenced in 2019 with meetings held on 22nd March, 2019 and 10th October, 2019 to provide a formal opportunity to discuss matters of mutual concern, share good practice, provide open discussion and networking opportunities, and share generic observations of the Independent Members of the Standards Committee. A meeting had been scheduled for March 2020 but as a result of the pandemic the meeting could not proceed. The meetings had been resumed with a recent meeting having been held on 19th May, 2021 and the next meeting scheduled for 24th November, 2021.

Councillor Robertson commented that he considered it important that the observations were presented to the Committee and that he would welcome an update on the observations on either an annual or six-monthly basis. Councillor Robertson also took the opportunity to advise the Committee that he was a Member of the Vale Council's Standards Committee and had been impressed by the Independent Members' meticulous attention to detail, their knowledge on Code of Conduct matters and the role of TCCs.

Following a query from Councillor S. Hodges (Barry Town Council) regarding public access to Vale of Glamorgan Council meetings, the officer advised that since the calendar of meetings had resumed during the pandemic, all meetings of the Vale of Glamorgan Council had been recorded and uploaded to the website following the meetings, save for where confidential matters were discussed and having regard to Welsh Government regulations. From that time members of the public had and continued to have the ability to register to speak at meetings, following completion of the registration process, where public participation took place. Since 1st May, 2021 all Council meetings had also been live streamed on the internet, subject to any technical difficulties, as well as being recorded for archive purposes.

AGREED –

- (1) T H A T the contents of the report be noted.
- (2) T H A T the Committee receives further updates on future observations, on a rolling annual basis, following the 2022 Local Government Elections.

Reason for decisions

(1&2) Committee is apprised of the observations process undertaken and an overview of discussions held between the Monitoring Officer and Clerks of Town and Community Councils.