

# **OLD ST. MELLONS COMMUNITY COUNCIL**

Agenda of virtually held meeting at 6pm on  
Thursday 9<sup>th</sup> March 2023

1. **Apologies for absence & acceptance (1 min)**
2. **Declaration of interests (1 min)**
3. **Minutes – to approve as a correct record of the minutes of the meeting held on 9<sup>th</sup> February (5 min)**
4. **Matters arising from the minutes of 9<sup>th</sup> February 2023 (15 min)**
  - 4.1 Wi-Fi & hybrid meeting
  - 4.2 Village Hall trees update - DR
  - 4.3 Report from Persimmon meeting
  - 4.4 Quote for Loft ladder
  - 4.5 Planters in Village – JC
  - 4.6 Governance Toolkit
5. **Local Residents (15 min) – web link available on request if meeting held via Zoom**

*Under Standing Order 64 the meeting may be adjourned for up to fifteen minutes for a public session. Each member of the public may speak only once and may express observations only. Members of the Council should not enter into any discussion. The Chair may limit an individual's speech to provide equal opportunity to all members of the public.*
6. **County Councillors Report (10 min)**

*(Cllr Joel Williams, Cllr Peter Littlechild to present their report)*
7. **Finance (15 min)**

*(RFO to present financial report)*

  - 7.1 To approve RFO, Clerk and Caretaker expenses and O/T
  - 7.2 Mandate for NatWest Card
  - 7.3 Village Hall gas appliance service - update
  - 7.4 Insurance renewal
  - 7.5 Amazon account
  - 7.6 Zoom to pay annually?
  - 7.7 Defibrillator – grant and quotes for power source
  - 7.8 SLCC renewal membership £139
  - 7.9 OVW renewal membership £821
8. **Annual Planner (10 min)**
  - 8.1 Tree risk assessment include all trees on Playing Fields and at St Edeyrn's
  - 8.2 Risk assess St Edeyrn's wall and gates. Consider all encompassing annual risk review
  - 8.3 Review insurance provision – see item 7.4
  - 8.4 Prepare Audit
  - 8.5 Quarterly review of fixed assets
  - 8.6 Annual Data Protection Registration Fee with ICO – direct debit in place?
  - 8.7 Annual Fire Extinguisher
  - 8.8 PAT Testing
  - 8.9 Fire Risk Assessment
9. **Policies & Procedures (10 min)**
  - 9.1 Review Code of Conduct
  - 9.2 Review Complaints Procedure
  - 9.3 Review Employers Liability Certificate
10. **Newsletter (10 min)**
  - Spring Newsletter 2023
11. **OSMCC Tennis Club (10 min)**

*(Liz Croad-Protheroe to present report)*
12. **Kings Coronation Celebration**
  - Mr Marvellous to attend £250.00
13. **Police Matters (5 min)**

*(OSM Neighbourhood Police to present report)*
14. **Planning (5 min)**
  - Planning - 22/02786/FUL Construction of dwelling part Of Land at Four Winds Vaindre Lane Trowbridge
  - Ref: 21/02775/MNR three storey side and rear and second floor extension to house retail in ground floor and 8 self-contained flats in the upper floors with external alterations - 950 Newport Road
15. **One Voice Wales (RJ) (5 min)**
16. **St. Mellons Primary CiW School (5 min)**

*(Mr Stephen Ashton to present report)*
17. **St. Edeyrn's Church Working Party (AB, AH, RJ, DR) (5 min)**
  - Re-opening grave fee after a period of time?
18. **St. Edeyrn's Village (5 min)**
  - To set up a working party:
19. **Village Hall Working Party (AB, DR, GH, AH, RJ) (10 min)**
  - Risk assessment Village Hall – update
20. **Playing Field Working Party (AB, DR, JC, AH, JS) (5 min)**
  - Dog signs – JC update
21. **Training (5 min)**
22. **Correspondence (5 min)**
  - Section 6 of the Environment Act (2016) – report
  - Highway signs for Old St. Mellons
23. **Items for next meeting (2 min)**



Mrs N Evelyn-Gauci  
Clerk to the Old St. Mellons Community Council