

## **OLD ST. MELLONS COMMUNITY COUNCIL**

Minutes of the Council Meeting held in the Village Hall,  
Newport Road, Old St. Mellons on Thursday, 17<sup>th</sup> February, 2011.

**Present** Councillor Mr M Briggs (Chairman)

Councillors Mrs P Jenkins  
Mrs G Jones  
Mrs D Rees  
Mrs J Rogers

Councillor P. Jenkins was proposed as the Official Officer and Clerk for this meeting.

**1. Apologies for Absence.** Councillors Mrs D Brown, Mrs A. Davies, Mr L Phillips and Mr D Stroud.

### **2. Declaration of Interests.**

Councillor M. Briggs - Ty'r Winch Road Playing Fields  
Councillor D. Rees - Ty'r Winch Road Playing Fields  
St. Edeyrn's Churchyard  
Planning application Druidstone Road

### **3. Community Safety and Security**

There was no police presence.

The Chairman invited a PACT representative to speak. The next PACT meeting is scheduled for 7<sup>th</sup> May. Details of numerous previously stated priorities were repeated.

The Trading Standards department have been involved in unscrupulous driveway improvement companies active in the area.

### **4. The Minutes of the meeting of 17<sup>th</sup> February 2011.**

Amendments to the minutes :

At three points reference to 2010 should read 2011.

Page 1: 3. Police Matters should read "Community Safety & Security".

Subject to the afore stated amendments, the minutes were approved unanimously and signed by the Chairman as a true record.

### **5. Matters Arising from the Minutes.**

(i) Page 2 - 5. Playing Field.

The Chairman has received a report from a tree company stating the yew tree in St Edeyrn's churchyard is considered safe with no action required, with advice that it may be beneficial to have the crown lifted, also that some shrubs might need trimming. In reference to the Playing Field, four trees were mentioned with suggested action on two only: one with dead wood which may require attention and the oak which could benefit from a crown lift. No action required in the trees near the fence.

The previous providers of the risk assessment are to be asked to give an update.

A Health & Safety Executive Advisor from Cardiff had visited the Playing Field and complemented the Council on the Field and regarded it as perfectly safe. Some advice was given and some of the advice had been followed up with action.

The Chairman expressed thanks to Councillor Rogers and the County Council in obtaining details of the title deeds of the Playing Field, which confirmed the Playing Field was available for all to use.

(ii) Page 2 – 5.

Burglaries have recently been committed in Runcorn Close. Possible assault offence in Mill Lane.

(iii) Page 2 – Insurance

Correspondence had been received From Mr Davies so the Chair had been in contact with Zurich, to which no response had been received.

The insurance policy is due for renewal. The Chair has sought information and views from other Community Councils as to their experiences. It was proposed and agreed that the Council investigates a possible merger of insurance policies with other Community Councils to obtain the best deal possible. The Clerk will be charged with this and confirming appropriate insurances are in place. It was proposed and agreed to renew the policy with Zurich at this time.

(iv) Page 3 – 8. St. Ederyn's Churchyard

No response has been received from the Church inWales.

(v) Page 2 – 5. Clerk

Interviews are to be arranged, with the Chair and other available Councillors on the interview panel.

(vi) Page 4 – Village Hall

There has been no further evidence of mice.

(vii) Page 4 – County Councillor's report

Cutting back of hedgerows in the village has taken place, with the exception of one area, as a power cable is there, therefore awaiting coordination with the power company.

Letters had been sent to Dell area residents re ongoing project.

(viii) Page 4 - Correspondence

Photograph from Mr Cooper yet to be placed on the web site. Chair to contact Councillor Phillips.

## **6. Local Residents.**

It was agreed to the adjournment of the Council meeting for 15 minutes to enable residents to express their views or ask questions on issues within the powers, duties and functions of the Council. Issues raised to be considered by the Council.

## **7. Highways and Planning.**

### Planning

(i) Demolition of garage at the Cottage, Druidstone Road – No comment

(ii) Outline permission, Druidstone Road – Letter of objection to be sent on the ground of open fields, green belt, close to Newport boundary, deemed countryside under the UDP. Chair to send response.

(iii) St John's College – a Cardiff County Council Planning site meeting is to be held on 4<sup>th</sup> April.

Highways                      None

## **8. Spring Newsletter**

Following good comments on the previous newsletter, the next publication date to be the end of May/June (prior to Village Fete and Old St. Mellons in Bloom competition).

Media Working Party together with Councillor Jones to arrange.

## **9. Insurances, risk assessments and inspections.**

The Chair gave details of insurances, risk assessments and inspections due. The new Clerk will be charged with collating the dates and in amending the premises licence.

## **10. Finance matters and budget discussions.**

The 2009/10 has been returned by Mazars as deemed incomplete, with one box re fixed assets w

was blank. Following the guidance offered by Mazars the form was completed with details provided and signed by the Chair with the agreement of the Council.

Mazars drew attention to (i) the return being outside the timeline, which several Councillors had raised as being a matter of concern last September; (ii) the appropriate action of the internal auditor and (iii) that Council must ensure finances are stated on a monthly basis, which has proven difficult without the services of a Financial Officer.

Councillor Jones had been successful in obtaining information from the bank:

as at 28<sup>th</sup> February 2011 current account balance £3,433.43, reserve account £9,644.01.

The increase in the reserve fund is in accordance with the instructions and advice of the Internal Auditor. Several large bills are outstanding.

The Council stated an intention to look at opportunities of saving money ie insurances, gas and electric suppliers – the new Clerk will be charged with investigating.

## **11. To receive reports from County Councillors Rees and Rogers.**

- Work on Junction 29A – letters have been distributed to 500 local residents re the night time work due to be undertaken. The sliproad will be closed at night 21<sup>st</sup> – 25<sup>th</sup> March. No dormice were found in the area.
- Wern Fawr Lane - consultation re “no waiting at any time” proposal currently being undertaken.
- Beechtree Park – hedge layering being undertaken under guidance of Park Rangers.

- Dog fouling –additional bins could be provided by the Community Council at a cost of £480. Cardiff County Council would empty any such bins.

Councillor Jones requested Cardiff Council site a bin be sited at Mill Lane.

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## 12. Asset management and Working Party feedback.

### Village Hall Working Party

Three quotes were in the process of being obtained for the fencing and the lowest would be accepted – agreed.

A meeting of Hall users had been arranged for 24<sup>th</sup> March, to discuss difficulties (including the covering of an electrical water heater by playgroup equipment) and the way forward. Planters are due to be sited for gardening activities by the playgroup.

The Old St. Mellons W.I. had requested previously to plant two apples trees to mark the 90<sup>th</sup> anniversary of WI and permission was given at that time. Site to be agreed between Chair/Working Party and the W.I.

The possibility of obtaining labour for works at the Village Hall was discussed briefly and Councillor Rees offered to make enquires of the Probation Service. The Working Party to compile a list of suggested work.

## 13. Council policy and management.

The Chair reported of a request for information from a resident and stated that the individual had repeatedly been rude, bullying and accused Community Council members of dishonesty, also making threats in relation to the Playing Fields. There had also been incidents of individuals accusing the Community Council of wasting money. The Chair stated that these actions by individuals are unacceptable and not to be tolerated. One Voice Wales has issued (as had NALC previously) a policy document on unacceptable behaviour from individuals. This policy document had been brought to Council previously. It was proposed that the One Voice Wales policy document be accepted and put into practice – agreed unanimously.

The Community Council archives are in the custody of the County Council on behalf of the Community Council. A list, thought to have been produced by the former Clerk cannot be traced therefore the new Clerk is to be charged with collating a list of documents held at the County Council and the system of access.

## 14. Village Plan

The last Village Plan was compiled in 2000 and it was suggested a new Plan be formulated. Details of plans in other Community Councils and method of collecting data on which to base a Village Plan were discussed. Councillor Rogers to lead with initial fact-finding and production of a new Village Plan, with assistance from all other Councillors - agreed.

## 15. Correspondence.

- B. Evans – suggestion of cleaning of War Memorial and grants from War Memorials Trust Fund  
- Council to support

- Welsh Council Agored Cymru – request for funding for Living Room project - *declined*
- C. Edwards – exploitation of workers – Chair seeking to contact Trading Standards
- E. Rees – incident at Village Hall, 2010 – Chair has responded
- Cardiff County Council – offer of presentation on community resilience planning
- re. Flooding – areas indentified - *Chair to send information*
- Cardiff County Council – copy of consultation document, boundary improvement
- P. Atkins – letter of thanks for use of hall
- J. Williams – letter expressing shock at conduct of some observers at Community Council meeting, referencing code of conduct.

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- Society of Local Council Clerks – training
- Welsh Assembly Government – loan sanction details
- Inland Revenue – support paperwork
- Bank – statements
- Cardiff County Council – DVD re St. John's planning application
- Utility bills
- Eon – notification of terms & condition
- Energy Saving Trust – micro generation within the community
- Kidney Foundation Wales – request for financial support – *declined*
- Cardiff County Council – payment reminder
- Cardiff County Council – planning application re telephone mast
- One Voice Wales – training programme – *to be circulated*
- Roadsign – notice boards available
- Open Doors – project
- Clerk & Councils Direct Newsletter
- Rotary Club – request to place notice of charity car boot sale in notice boards – *agreed (if space available)*
- M. Briggs – resignation as Councillor (May) – *to notify Cardiff County Council*

## 16. Items for next meeting

Insurance, risk assessments  
 Working Party reports (including feedback from meeting with Hall users)  
 Village Plan  
 Clerk – working practices, work place, storage of documents

## 17. Date of next meeting

Thursday, 14<sup>th</sup> April 2011 (due to 21<sup>st</sup> April being Maundy Thursday).

The meeting closed at 9.40pm.

