

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of the meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7.30 on Tuesday 20 September 2011.

Present:

Councillors: Mrs P Jenkins (vice chair of Council and chair for the meeting)

Mrs A Davies

Mrs R James

Mrs D Brown

Mr L Phillips

Mrs D Rees

Mrs J Rogers

Clerk to the Council: Mr P Twyman

1 Apologies for absence.

Councillors Stroud and Jones

2 Declaration of interests.

Councillor Rees St Edeyrn's Churchyard.

Councillor Davies OSM Village association, St Edeyrn's, playing fields including
fencing, fire and tennis courts, playgroup village hall, nursery.

Councillor Rogers Began Road planning application 11/01261/DCO

3 Community Safety & Security.

There was no police presence.

The recent PACT meeting was attended by Inspector Fowler.

4 Minutes of the Meeting of 16 June 2011.

Item 2, Declaration of interests. Councillor Davies also declared her interest in the
fire at the playing fields.

Item 5 Matters arising. Village Hall smoke detectors, delete "who is to pursue this –
think it was you or working party?".

Item 12 Finance penultimate paragraph, delete "is" and replace with "as".

Item 14 Correspondence, Ms K Blake, delete "response required – did Derek reply
already".

Subject to the above amendments the Chair approved and signed the minutes as a
true record of the meeting .

5 Matters arising from the minutes.

Paragraph 5:

- Clerk still to write to OSMVA and WI to request them to remove any electrical items from Village Hall
- Clerk wrote to alley gating officer inviting attendance at the meeting on 20 September. Clerk to write again inviting to a future meeting.
- Fire on playing fields. Previous insurer had replied maintaining they are not liable.

Paragraph 9:

- Playing Fields. Clerk has included oak trees risk assessment in annual calendar of activities.
- Village Hall. Lighting work has been completed.
- Contracts. Cleaner's contract hours have amended by deputy Chair; revised contract to be issued when September pay finalised. Clerk's contract was not drawn up and issued by September meeting. Council apologised for the further delay. Clerk expressed his annoyance at the continued delay.

Paragraph 11:

Village Hall grounds.

- Hedge cutting. Completed. On Playing Fields and around Village Hall. Clerk has included in annual calendar before village fete.
- Cracked wall. Work had been done, due to withdrawal of initial contractor the work could not be done during the Nursery's summer break. Council to confirm that the path has been finished satisfactorily before agreeing payment.
- Smoke detectors. Hard wired smoke detectors to be installed during half-term if possible. Chair has hard copy of risk assessment and was requested to make this available to Councillors. Clerk to raise as an agenda item for the next meeting.
- Hall working party to circulate a list of work to be done to all councillors before referring to Probation Service who may be able to do much without charge. Clerk provided contact details.

Item 11 Finance.

Clerk to check period covered by last nursery payment.

Clerk informed Mr Morgan that he was reappointed as Internal Auditor. Clerk met Mr Morgan on 5 August and subsequently circulated to councillors lists of further information required to complete the accounts. Clerk has provided Mr Morgan with information provided and has more to do.

6 Local Residents.

Under Standing Order 84 the meeting was adjourned for a public session. Issues raised to be considered by the Council.

7 Highways and Planning

Began Road driving range application. Councillor Rogers declared an interest and left the meeting while the item was discussed. Clerk requested plans, details of location and size, and a site visit. Due to short notice no site visit was possible. Clerk to object to proposal.

Ruperra Close application – no comments.

Post Office application – clerk to write objecting on the grounds of overdevelopment, possibility that car parking may not be correctly used even if provided with consequent problems with on-road parking too close to the pedestrian crossing. Councillors Rees and Rogers noted that local residents have already objected.

An application for a development of some 150 houses near the rear of the unicorn pub had been rejected.

Clerk to check limits in a conservation area for advertising banners etc as used by shops and pubs.

8 To receive reports from County Councillors Rees and Rogers.

Fingerpost signs on Druidstone, Began and Tyr Winch Roads have been replaced. Apples from the tree on Newport Road will be collected and pressed. Mill Lane lighting project is ongoing but likely to be completed in 2012. Cardiff Council has been asked to resurface the pathway alongside the Coach House. Two paths on Parkstone Avenue are to be resurfaced.

9 Working Parties

St Edeyrn's

Working Party reported, see appendix 1. Clerk to contact Church in Wales about the acceptability of having burials on the unused open space on the East side of the church. After discussion of correspondence and previous repairs. After discussion Council confirmed that we would accept liability for wall. Clerk not to contact Land Registry as recommended in the report, but the sale of burial plots to remain suspended. Clerk to include St Edeyrn's trees in future risk assessments.

Playing Fields

Council commended OSMVA for its work on maintaining the tennis courts and the value of the 106 scheme for resurfacing the courts. Before the lease expires councillors to circulate Council with any copies of the current lease 25 year lease, review the period of a future lease and the roles of Council and OSMVA. Clerk to include the tennis court lease again on the agenda for the next meeting. Councillor Jenkins to contact OSMVA on behalf of the Council.

Councillor Jenkins to conduct a further check of the Playing Fields for clippings, Clerk then to instruct groundskeeper to remove any found.

Fencing, Councillor Davies declared her interest and left the meeting while the item was discussed. After discussion Council agreed that while replacing any currently damaged fencing was desirable for aesthetic reasons it was not required for security or safety, was not considered a good use of limited Council funds, and so had no plans to replace it.

Media

Working Party had sent all councillors and clerk a list of suggested items for the next newsletter. Councillors requested to volunteer for these and other articles by 30 September, with articles to be submitted by 30 October. Councillor Rogers to prepare an article on Councillor Rees' tenure as Deputy Mayor; Councillor James to prepare article on her role as headteacher.

Minutes on the website are not the final versions and are not up to date. Clerk to provide Councillor Davies with electronic versions of the minutes retyped to include any amendments made and agreed at the subsequent Council meeting.

Village Hall

The working party had not met but had discussed storage issues with the Nursery. A user group meeting is arranged for 6 October; Councillor Jenkins to confirm the date and time to councillors.

All working party members were reminded to let all councillors know any meeting dates.

10 Tennis Court Lease

See above, item 9, Playing Fields.

11 Finance

MONTHLY FINANCE REPORT

For period ending 19 September 2011

Current account £

Opening balance at 31 August **14,139.05**

Less - Expenditure

	£	Cq No
Cheques:		
Clerk pay and exps - Aug	332.64	3007
Castleton Landscapes - hedge cutting	648.00	3010
Beechwood electrical - lights etc in Hall original work	340.00	3011
Beechwood electrical - lights etc in Hall additional work	306.26	3012
Groundskeeper pay and exps	141.91	3013
Cleaner pay and exps	181.00	3014
Caretaker pay and exps	20.00	3015
Clerk pay and exps - Sep	233.34	3016
HMRC PAYE Apr-Jun 2011	351.42	3017
Caretaker pay and exps (4 hall openings)	48.00	3018
Ivorfire Safety Services - fire risk assessments	270.00	3019
A&G Construction - Hall paths and walls	2,911.00	3020
Total cheque payments	5,783.57	

Note - cheques in bold remain to be signed (see item 5 above, A&G cheque not signed)

Plus - Income

PACT - hall hire 5/9	5.00	
Abbey Memorials	200.00	
Clerk PAYE refund	256.38	
Cardiff Council VAT refund May election	36.80	
Total income	498.18	

Closing balance **8,853.66**

Business Reserve Account

Opening balance	9,641.95	
Income - interest	1.20	
Expenditure - charges	3.25	
Closing Balance	9,639.90	

Total bank balances **18,493.56**

INCOME & EXPENDITURE - 2011-2012 AT 19 SEPTEMBER 2011

INCOME		EXPENDITURE	
	£		£
Precept	22,770.00	Village Hall	
St Edeyrn's	1,780.00	Rates, water, sewage	2,543.31
Playing fields	25.00	ground rent & easement	92.50
Newsletter adverts	170.00	Gas & electricity	811.13
Nat West interest	2.39	Cleaning & materials	8.00
		Maintenance	1,605.98
Village Hall		Refuse collection	144.08
PACT	20.00	Caretaker	383.00
WI	15.00	New equipment purchase	168.00
Nursery - Pili Pala	4,950.00	Cleaner	1,118.50
Scouts	0.00		
Guides	30.00	Hall sub-total	6,874.50
Beavers	0.00	Playing Field & Pavilion	
Brownies	0.00	Lighting etc - Pavilion	0.00
Table tennis	0.00	Groundskeeper wage & exps	867.04
Art	80.00	Service & repairs	858.00
Entertainers	155.00		
OSMVA	0.00	P Field sub-total	1,725.04
Misc	472.53	St Edeyrn's burial ground	
		Groundskeeping	1,760.00
Village Hall total	5,722.53	Service & repairs	0.00
		St Edeyrn's sub-total	1,760.00
Other income	293.18	General administration	
		Clerk's salary	1,576.19
Total Income	30,763.10	PAYE	351.42
		Post and telephone	65.28
Total non-precept income	7,993.10	Insurance (combined policy)	2,041.75
		Stationery and photocopying	73.79
		Travel	0.00
		Nat West bank charges	96.00
		Audit fees	186.00
		S137	0.00
		Loans and interest	0.00
		Election re-charge	2,431.27
		Misc	828.89
		Admin sub-total	7,650.59
		Grants & Misc expenses	70.06

Total expenditure **18,080.19**

Clerk to itemise miscellaneous income and expenditure and circulate to councillors.

Cheque to A&G Construction not signed at meeting, per item 5 above "Council to confirm that the path has been finished satisfactorily before agreeing payment."

The report of income and expenditure for the financial year to date is to inform councillors in advance of budget setting meetings.

12 Clerk's Report

1 **Freedom of Information** - draft publication scheme produced for Councillors' comments and approval. Separate paper and draft scheme provided at July meeting with responses by 6 September. No responses received. Clerk to recirculate paper and draft scheme.

2 **Finance.** Having consulted HMRC it appears that OSMCC has paid all PAYE likely to be due for 2010-2011 (£1401.31), but is some months late completing and returning forms P35 and P14. Because OSMCC does not appear to have issued or kept copies of employee payslips I have to use cheque books/stubs to identify staff payments, deduct any identifiable expenses and estimate the PAYE for each employee for each month. This has been done for July 2010 onwards, but needs previous cheque book information from Internal Auditor. Payslips have been issued to all employees, itemising basic pay, overtime, expenses and PAYE from April 2011 onwards (some issued retrospectively).

I have paid OSMCC £256.38 as PAYE due but not deducted from pay April – August. Pay from September 2011 onwards includes deductions at 20%.

VAT paid by OSMCC and not yet reclaimed needs to be identified and reclaimed.

Internal auditor has a range of queries about payments and receipts before accounts can be completed for 2010-2011. I have dealt with many of these, am likely to be able to deal with some more (including providing copies of bank statements etc), and have asked councillors for help on others.

Income and expenditure spreadsheets with information for Council's twice yearly reviews attached and populated with data from 1 April 2011 onwards. Financial report (covering 2 months from 21 July) also attached.

Council needs to address budgets for current and coming financial years. Precept for 2011-12 was £22,770. In the absence of any considered analysis, recent consumer price inflation figure of 4.5% (see <http://www.bbc.co.uk/news/business-14919484> suggest an increase of £1,025 to £23,795 for 2012-13.

3 **Village Hall.** The Council room remains too full to be a useable working space, to allow easy access to stored folders etc, or to allow those folders etc to be refiled in a more structured way.

4 **Staffing.** Cleaner's contract has been revised and will be issued once Sept pay resolved. Clerk is still awaiting contract.

5 **Training.** Working With Your Council course booked for 21 Sept and 12 Oct at Highfield Park, Hook, RG27 0LG. The course consists of six core knowledge topics, covering: Roles & Responsibilities, Law, Procedures, Finance, Planning, Community Action

13 Correspondence received

- 1 Diamond Jubilee Celebrations – clerk to copy to Councillor Rees
- 2 One Voice Wales membership – clerk to renew membership
- 3 St Edeyrn’s boundary walls – Council accepted responsibility for maintenance see item 9 above.
- 4 OSMVA Hall double glazing and maintenance – Councillors Stroud and Jenkins to complete application forms, applications supported by Council
- 5 Cardiff Council winter maintenance plan – noted, no response required.
- 6 Cwmni Coed – hedge cutting quote – not required
- 7 Victim Support poster – clerk to post on noticeboards if there is room, and to copy to Councillor Davies
- 8 Ms K Blake – hedge clippings – Councillor Jenkins to carry out a further check of the playing fields; clerk to respond when check completed.
- 9 Cardiff Council – review of polling arrangements – current arrangements are acceptable, no response required.
- 10 OSMVA – tennis court lease. Councillor Jenkins to contact OSMVA, see item 9 above.
- 11 Govt Procurement Service – energy costs – clerk to investigate savings.
- 12 M Loveridge – minutes on website – minutes to be updated see item 9 above.
- 13 OSMVA – jubilee – Council to support activities in principal, clerk to respond
- 14 Cllr Rees – surgery notice - clerk to post on noticeboards if there is room, and to copy to Councillor Davies
- 15 Mr B Evans – war memorial and newsletter (2 letters) – clerk to ask Mr Evans to supply an article for the newsletter by 30 October. Councillor James said that the school marks Remembrance Day, including laying a wreath at the War Memorial and writing their own service which is held in the Village Hall.
- 16 E Hughes – timing of work at Village Hall – delays caused by contractor problems see item 5 above. Clerk to respond.

14 Items for next meeting.

Tennis Court lease, Freedom of Information, village plan, new clerk.
Further items to be notified to clerk by 10 October 2011.

15 Date of next meeting

Thursday 20 October at 7.30.

Meeting closed at 9.40pm

St Edeyrn's Working Party.

A large chunk of reconciliation work has been undertaken to identify plots which are available for use and therefore sale. However a considerable amount of work is still required. The Working Party currently recommends the continued suspension of the sale of burial plots until this work is completed.

In the matter of correspondence between the Representative Body of the Church in Wales and this Community Council, there appears to be no resolution, being no further forward in confirming the ownership of boundary wall and the churchyard. The Working Party therefore recommends that a Land Registry search be undertaken (costing £12) and request the Council charges the Clerk to action this as a priority.

St Edeyrn's Working Party.

Sept, 2011.