

# **OLD ST. MELLONS COMMUNITY COUNCIL**

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

## **Present:**

Councillors: Mr D Stroud - chair

Mrs D Brown

Mrs P Jenkins

Mrs D Rees

Mr L Phillips

Mrs J Rogers

Mrs G Jones

Clerk to the Council: Mr P Twyman

## **1 Apologies for absence.**

Mrs A Davies, Mrs R James

## **2 Declaration of interests.**

Councillor Stroud – tennis court lease.

Councillor D Rees – St Edeyrn’s churchyard, playing fields, tennis court lease,  
Highfields planning application.

Councillor J Rogers - Highfields planning application.

Chair announced that item 16 “New clerk” dealt with personal information and proposed that a motion be passed under the Admission to Public Meetings Act 1960 to exclude members of the public while this was discussed. Motion agreed by Council.

## **3 Minutes of the Meeting of 20 September 2011.**

Item 9, delete “Council voted to accept responsibility for maintaining the front wall and gates. Replace with “After a discussion Council confirmed that we would accept liability for wall.”

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

## **4 Matters arising from the minutes.**

Clerk noted that his report included a table with updates on all actions assigned to him in the minutes. The update showed what actions had been taken and what remained outstanding.

Paragraph 5.

- Alley Gating. Cardiff Council's Alley Gating Officer is now booked to attend the November meeting. Chair has contact details to confirm date and time.
- Smoke detectors. Chair brought the assessment to the meeting for inspection and had obtained 3 estimates for detectors and received agreement that work could be done at weekends.
- Probation Service work at Village Hall. No list of work had been agreed and so the Probation Service had not been contacted

Paragraph 7

- Bluebell Drive signs. Noted that these signs did not now include "Old St Mellons".

Paragraph 9

- St Edeyrn's wall. Council did now wish the Clerk to contact the Land Registry about ownership of the boundary wall.

## **5 Local Residents.**

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

## **6 Highways and Planning**

Ty To Maen Close application – no comments from Council.

Highfields agreed application was now for only two houses with lower height than original application, application for a third house having been refused. Work has started.

Traffic island on Rumney Hill is now unlit. Councillors Rees and Rogers to pursue with Cardiff Council.

Remembrance Sunday. Clerk to contact police and ask them to manage car parking. Councillor Jones given approval to purchase a wreath.

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

New grit bins are being installed, there should be an extra 17 or 18 by the end of October.

Street lights are not being turned off or dimmed. There are problems with those over the A48, and the old lamp-posts have not yet been removed from the new slip-road. Graffiti has been removed from Tyr Winch Road, the police have been given information on the alleged perpetrators.

The Beechtree pond project has started.

Hendre Gadno, some trees had been removed. There had been tree preservation orders placed on some trees some years ago, but the trees had been wrongly designated by Cardiff Council and so the orders were not enforceable. Cardiff Council also noted that some trees were diseased and had given agreement to

felling. There had been an application for a landscaping plan but no building application as yet.

The Cenotaph is to be cleaned before Remembrance Sunday with the green staining to be removed as a longer term project.

Section 106 funds had not yet been received but it was intended they would be used to enhance public open space, probably Beechtree Park; the pond should be completed this Winter, with planting when the pond and surrounding area had bedded in.

Dell project fences were in place, the area had been cleaned up and hedgerow planting with some 600 daffodil bulbs would take place, probably in November.

Mill Lane. The Alley gating officer had agreed the closure of the bottom end of Mill Lane to prevent fly-tipping.

Bulbs from Cardiff Council are to be planted at various locations over the weekend of 29-30 October.

## **8 Working Parties**

### **8.1 Media**

Working Party had not met. There had been no volunteers to provide articles for the next newsletter other than one for Remembrance Sunday, so articles had been assigned and requested by 30 October. Several articles had already been received. Clerk to copy article from M Boyce to Media Working Party.

Councillor Rees to incorporate Mr V Evans' request for information about those named on the Cenotaph into an article on Remembrance Sunday.

Councillors to seek advertisements for the next newsletter to defray costs, and to seek payment in advance.

Missing minutes of Council meetings had been amended to show changes as agreed at the subsequent Council meeting and are now available on the website.

### **8.2 Village Hall**

New windows are to be fitted week commencing 24 October. The fitter is also to fix a damp wall on the male toilets at an estimated cost of £70. Council thanked Old St Mellons Village Association (OSMVA) for applying for the Cardiff Council Community Grant, and for contributing 15% of the cost. The curtains remained to be cleaned and fireproofed at a cost of some £500; it had been very hard to get quotes for the fireproofing. Clerk to write to OSMVA to thank them for their hard work and financial contribution.

### **8.3 Playing Fields**

Nothing to report.

### **8.4 St Edeyrn's**

The Working party still needs to meet. Some plotting work has been done but sale of plots remains suspended. Clerk still to write to Church in Wales about burials to the East of the church.

## 9 Finance

Clerk reported that the NatWest bank panel of approved signatories was complete and up to date. He had obtained mandates to remove him from the panel and to add a new clerk and/or more councillors.

The internal auditor has met the Clerk about the accounts and report for 2010-2011, copy below with 2009-2010 accounts for comparison, and is to meet the Chair and Vice-Chair early in November.

Other financial matters are covered in the Clerk's report.

## 10 Clerk's Report

Freedom of Information (Fol). No comments had been received on Clerk's paper and draft publication scheme. Clerk advised this was an important issue which needed proper consideration: the paper and draft had first been presented at the May 2011 Council meeting, raised but not agreed at subsequent meetings. It is a legal requirement that Council has a comprehensive and workable publication scheme. Councillors to consider and comment on the draft, and to agree a scheme. Clerk to contact One Voice Wales for dates when they could attend and advise an Extraordinary Meeting to be arranged to agree a scheme.

Cleaner's contract has not been finalised. Cleaner wishes to work a regular 4 hour week. Vice Chair to contact cleaner to agree contract and cleaning arrangements.

Training. Both days of the "Working with your Council" course had been very informative. Clerk recommended that at least one Councillor should attend the course each year.

Clerk's report in full:

### October 2011 Council Meeting – 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, recirculated 3 October for comments, completion of queried items and agreement or amendment by Council.

2 **Finance**. PAYE forms P14 and P35 for 2010-2011 were completed on 14 October. Based on my calculations, Council overpaid PAYE by £232.40 for 2010-2011. Spreadsheet for 2010-2011 and 2011-2012 with records for each employee set up and maintained.

Internal auditor has completed accounts for 2010-2011, copy attached together with 2009 – 2010 for comparison. Internal auditor reports that no VAT has been reclaimed for 2009-2010 or 2010-2011. Clerk to identify amounts and claim as a priority task.

Monthly bank reconciliation attached for period ending 19 October 2011.

Clerk to draft budget proposals for 2012-2013 in outline form for November Council meeting at which Council needs to address budgets.

### 3 Clerk actions from previous meeting/s.

Meeting date	Agenda item	Clerk's action	Action taken
Sept 2011	5 matters arising	Write to OSMVA and WI to request them to remove any electrical items from Village Hall.	Outstanding
Sept 2011	matters arising	Contact Alley Gating officer and invite to future meeting	Contacted and officer due to attend November meeting
Sept 2011	matters arising	Raise smoke detectors for next meeting	Not done. Chair to make report available.
Sept 2011	matters arising	Period covered by last nursery payment	Not confirmed. Nursery also query latest invoice.
Sept 2011	7 highways and planning	Object to Began Road and "Post Office" applications	Objections sent to Cardiff Council
Sept 2011	highways and planning	Check advertising limits for banners	Outstanding
Sept 2011	9 St Edeyrn's	Contact Church in Wales about acceptability of having burials on the unused open space on the East side of the church.	Outstanding
Sept 2011	St Edeyrn's	Include St Edeyrn's trees in future risk assessments	Included in annual schedule
Sept 2011	9 Playing Fields	Include the tennis court lease again on the agenda for October meeting	Included
Sept 2011	11 Finance	Itemise miscellaneous payments and receipts and circulate to councillors	Breakdown sent 1/10

Sept 2011	12 clerk's report	Recirculate paper and draft scheme.	Reissued 3/10
Sept 2011	clerk's report	VAT to be identified and reclaimed	Outstanding. Priority item.
Sept 2011	clerk's report	Working With Your Council course	Course attended. To provide detailed feedback for Council and successor.
Sept 2011	13 correspondence received	Diamond Jubilee Celebrations – clerk to copy to Councillor Rees	Done
Sept 2011	correspondence received	One Voice Wales membership – clerk to renew membership	Done
Sept 2011	correspondence received	Victim Support poster – clerk to post on noticeboards if there is room, and to copy to Councillor Davies	Done
Sept 2011	correspondence received	Ms K Blake – hedge clippings – Councillor Jenkins to carry out a further check of the playing fields; clerk to respond when check completed.	Check completed and response sent.
Sept 2011	correspondence received	Govt Procurement Service – energy costs – clerk to investigate savings	Outstanding
Sept 2011	correspondence received	M Loveridge – minutes on website – minutes to be updated see item 9 above	Amended versions of missing minutes copied to Councillor Davies
Sept 2011	correspondence received	OSMVA – jubilee – Council to support activities in principal, clerk to respond	Done
Sept 2011	correspondence received	Cllr Rees – surgery notice - clerk to post on noticeboards if there is room, and to copy to Councillor Davies	Done
Sept 2011	correspondence received	Mr B Evans – war memorial and newsletter (2 letters) – clerk to ask Mr Evans to supply an article for the newsletter by 30 October	Done. Mr Evans wishes clerk or Council to draft the request/article.

Sept 2011	correspondence received	E Hughes – timing of work at Village Hall – delays caused by contractor problems see item 5 above	Done.
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4 **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 refilled in a more structured way. Much of what is stored in the room can be stored elsewhere or disposed of. Files have been ordered to help organise storage.

5 **Staffing.** Cleaner's contract has been revised again; Clerk is still awaiting confirmation of final contract to be issued. Cleaner informs me she wishes to work only 4 hours per week: Village Hall working party informed.

6 **Training.** Working With Your Council course completed on 21 Sept and 12 Oct. Covered Roles & Responsibilities, Law, Procedures, Finance, Planning and Community Action. Clerk to copy and/or summarise information for Councillors and new Clerk.

7 **Resignation.** I tendered my resignation on 26 September, last day employed Friday 4 November. I will continue to co-operate with Council while employed and in handing over to my successor.

Paul Twyman  
Clerk to the Council 19 October 2011

# MONTHLY FINANCE REPORT

For period ending 19 October 2011

## Current account

£

**Opening balance at 30 September 2011** **15,711.32**

### Less - Payments

<b>Cheques:</b>	£	Cq No
Groundskeeper pay and exps - Sept	141.91	3013
Cleaner pay and exps - Sept	181.00	3014
A&G Construction	2,911.00	3020
Caretaker pay and exps (replaces Cq 3015)	20.00	3021
One Voice Wales Membership	280.00	3022
Cardiff Council - bin collection to 1/10/2011	110.49	3023
HMRC PAYE - late filing	400.00	3024
Cwmni Coed, St Edeyrn's groundskeeping 9/11	440.00	3025
<b>D Stroud, V Hall grounds maintenance items</b>	32.56	3026
<b>Cardiff Council - bulbs for planting</b>	98.60	3027
<b>Cardiff Council - towels and toilet rolls, V Hall</b>	31.78	3028
<b>Caretaker pay and call out</b>	52.00	3029
<b>Cleaner pay and exps</b>	187.50	3030
<b>Groundskeeper pay and exps</b>	128.00	3031
<b>Clerk pay and exps</b>	528.82	3032
<b>Total cheque payments</b>	<b>5,543.66</b>	

*Note - cheques in bold remain to be signed*

<b>Plus - Receipts</b>	£	Stub No
Hall hires	145.00	100632
WI hall hires - invoice 00005	25.00	100633
Scouts hall hire, annual payment	400.00	100634
<b>Total income</b>	<b>570.00</b>	

**Closing balance** **10,737.66**

### Business Reserve Account

<b>Opening balance at 31 August 2011</b>	<b>9,639.90</b>
Receipts	0.00
Payments	0.00
<b>Closing Balance</b>	<b>9,639.90</b>

**Total bank balances** **20,377.56**



**OLD ST MELLONS COMMUNITY COUNCIL  
RECEIPTS AND PAYMENT FOR THE YEAR ENDING 31ST MARCH 2011**

31 March '10				31 March '11
£		<b>Receipts</b>		£
20,000.00		Precept		22,000.00
6.02		Interest on Investment		5.24
2,575.00		Hall Receipts including Letting Fees		7,095.00
3,635.00		Burial Ground Fees		1,545.00
33.80		Playing Field Letting		94.67
710.33		V.A.T. reclaimed		0.00
1,600.00		Grants & Donations		7.00
		Misc. Receipts (Insurance Premium Refund, newsletter adverts, written off cheques)		480.00
285.00				480.00
<b>28,845.15</b>		<b>Total Receipts</b>		<b>31,226.91</b>
		<b>Payments</b>		
		<b>General Administration</b>		
2,721.36		Clerk's Salary		2,042.68
1,521.31		PAYE		1,542.93
8,649.46		Other		4,972.64
0.00		Election costs		0.00
		<b>Village Hall</b>		
2,305.40		Wages		2,284.97
7,487.73		General running costs		11,729.17
		<b>Burial Ground</b>		
1,275.00				2,580.00
		<b>Playing Fields</b>		
2,824.87				2,549.58
		<b>V.A.T. on Payments</b>		
462.23				1,083.26
<b>27,247.36</b>		<b>Total Payments</b>		<b>28,785.23</b>
7,320.09	1st April 09	<b>Opening General Fund Balance</b>	1st April 10	8,917.88
28,845.15		Add Receipts		31,226.91
				40,144.79
-27,247.36		Deduct Payments		-28,785.23
<b>8,917.88</b>	<b>31st March 10</b>	<b>Closing General Fund Balance</b>	<b>31st March 11</b>	<b>11,359.56</b>
				<b>31 MARCH '11</b>
		<b>Bank Reconciliation</b>		
		<b>Bank / Cash in Hand</b>		
		Current Account		2,247.51
		Capital Reserve Account		9,641.95
				<b><u>11,889.46</u></b>
		Less Unpresented Cheques		
		2970	40.00	
		2966	71.90	
		2943	40.00	
		2965	378.00	
				-529.90
		<b>Net Bank/Cash in hand</b>		<b>11,359.56</b>

## RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 31ST MARCH 2010

31 March '09		31 March '10
£	<b>Receipts</b>	£
20,000.00	Precept	20,000.00
97.89	Interest on Investment	6.02
3,258.50	Hall Receipts including Letting Fees	2,575.00
4,435.00	Burial Ground Fees	3,635.00
118.03	Playing Field Letting	33.80
2,888.32	V.A.T. reclaimed	710.33
1,405.00	Grants & Donations	1,600.00
	Misc. Receipts (Insurance Premium Refund, newsletter adverts, written off cheques)	285.00
709.08		
<b>32,911.82</b>	<b>Total Receipts</b>	<b>28,845.15</b>
	<b>Payments</b>	
8,930.61	<b>General Administration</b>	
	Clerk's Salary	2,721.36
	PAYE	1,521.31
	Other	8,649.46
1,964.54	Election costs	0.00
12,008.40	<b>Village Hall</b>	
	Wages	2,305.40
	General running costs	7,487.73
1,568.76	<b>Burial Ground</b>	1,275.00
4,782.30	<b>Playing Fields</b>	2,824.87
714.44	<b>V.A.T. on Payments</b>	462.23
<b>29,969.05</b>	<b>Total Payments</b>	<b>27,247.36</b>
4,377.32	1st April 09 <b>Opening General Fund Balance</b>	1st April 09 7,320.09
32,911.82	Add Receipts	28,845.15
37,289.14		36,165.24
-29,969.05	Deduct Payments	-27,247.36
<b>7,320.09</b>	<b>31st March 09 Closing General Fund Balance</b>	<b>31st March 10 8,917.88</b>
		<b>31 March '10</b>
	<b>Bank Reconciliation</b>	
	Bank / Cash in Hand	
	Current Account	2,666.55
	Capital Reserve Account	6,639.96
		<b><u>9,306.51</u></b>
	Less Unpresented Cheques	
		2862 51.20
		2858 72.00
		2857 128.00
		2859 128.00
		2861 9.43
		-388.63
	<b>Net Bank/Cash in hand</b>	<b>8,917.88</b>

## **11 Freedom of Information**

Covered by Clerk's report.

## **12 Tennis Court lease**

The existing lease had been circulated. Council noted the good job done by Old St Mellons Village Association (OSMVA) in managing and maintaining the tennis courts. Council agreed that OSMVA should be offered a new lease on the same basic conditions as the current one, but with a 2 year term initially proposed. OSMVA to be given every opportunity to negotiate mutually agreeable terms and conditions.

## **13 Correspondence received**

- 1 Cardiff Council 30/9 - "Snow kit" reply requested, extension agreed by Cardiff Council. Council agreed that the snow kit was expensive and difficult to manage: no purchase to be made.
- 2 Cardiff Council 6/10 - Winter Resilience meeting 25/10. Date and location noted.
- 3 Cardiff Council - planning applications. Noted.
- 4 John Goodman 17/10 - trees at Hendre Gadno. See paragraph 7 above. Clerk to inform Mr Goodman.
- 5 NAW 17/10 - Julie Morgan surgery. Noted.
- 6 Cardiff Council 22/9 & 17/10 - River Rumney & Nant Fawr Steering Group meeting 2/11/2011. Dates and location noted.
- 7 Ms M Loveridge 7/10 - minutes on website, response sent 19/10. Website updated and Ms Loveridge informed by Clerk.
- 8 One Voice Wales 27/9 & 14/10 - training courses. Noted, Clerk recommended careful consideration and attendance at relevant courses. Clerk to copy course list to Chair.
- 9 Ms K Blake 8/10 - clippings on playing fields, request for copy of Grounds Maintenance Policy. Noted, Clerk to provide a copy of the Maintenance Policy.
- 10 Orchard Cardiff 7/10 - Apple day 22/10, Clare Gardens. Noted.
- 11 Mr V Evans 29/9, 5/10, 15/10 - requests article in newsletter asking for information about those named on cenotaph. To be incorporated in Remembrance Sunday article as paragraph 8.1 above.
- 12 Age Concern 26/9 - request to vote in NatWest grant
- 13 Ms C Anderson – objection to County Councillor surgery notices being posted on noticeboards. Noted. Council agreed to continue display so long as no other significant information was obscured.
- 14 Ms K Speed 17/9 – request for soft play group for new mothers and babies. Noted, clerk to give information about hiring the Village Hall, but point out the lack of storage space.
- 15 P Twyman 26/9 – resignation as clerk. Noted, resignation and new clerk to be discussed at item 16 below.
- 16 One Voice Wales 20/10 – septic tank registration. Noted.

#### **14 Items for next meeting.**

Budget for 2012-2013, alley gating, Xmas events.

Council agreed a vote of thanks to the departing Clerk for his work in preparing regular information and establishing procedures.

#### **15 Date of next meeting**

29 November 2011. 7.30 in the Village Hall, Newport Road.

#### **16 New clerk**

Members of the public were excluded from this item as Council had passed a motion under the Admission to Public Meetings Act 1960.

Draft contract and job description were discussed in the light of comments received and would be further amended following discussion. Increases to hours worked to 40 per month and to pay rates to Scale 5 (£19621 to £21519 full time equivalent) were agreed, with potential to increase pay for an exceptional candidate. Increased costs to be included in the November budget discussion. Clerk noted that the contract was for agreement between Council and successful applicant. Council agreed to purchase a laptop and dedicated 'phone line for Clerk use.

Council agreed to clear out the Council room to allow it to be better used by Council and Clerk. Many items to be disposed of.

Clerk left the meeting while allowances were discussed. Clerk returned to the meeting and was offered retrospective payment for use of home as office, use of IT equipment and use of heat and light. Clerk thanked Council but declined the offer.

Previous recent applications for the Clerk post were discussed and Council agreed to re-interview both unsuccessful applicants on 21 October. If neither applicant is suitable, to approach Cardiff Council.

Departing Clerk confirmed that he will work to ensure an effective handover, and thanked Council for their positive response to his resignation letter and subsequent observations. Clerk wished Council well for the future.

The meeting closed at 21.45

Paul Twyman  
Clerk to Old St Mellons Community Council