

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of the meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7.30pm on Thursday 23rd February 2012

Present:

Councillors: Mr D Stroud - Chair

Mrs D Brown

Mrs A Davies

Mrs R James

Mrs G Jones

Mr L. Phillips

Mrs D. Rees

Clerk to the Council: Mrs N Winstanley

1 Apologies for absence.

Mrs D Rees (arrived later in meeting)

Mrs J Rogers

2 Declaration of interests.

2.1 Councillor A Davies - Old St Mellons V.A.

- St Edeyrn's churchyard

- Tyr Winch Road Playing Fields and Tennis Courts

2.2 Councillor D Rees - Tyr Winch Road Playing Fields

- St Edeyrns Churchyard

3 Minutes of the Meeting of 19th January 2012

3.1 (4.4) "...the Cenotaph is not the responsibility of Cardiff County Council" should read "is responsible for"

3.2 (4.6) "...the money left from the coffee mornings was used for cleaning the curtains", need to add "in the Village Hall"

3.3 (8.3) Should replace with "The minutes which have been received are up to date on the website".

3.4 (8.3.2) "...the area alongside the church had been dug up" should be replaced with "...alongside the hairdressers".

3.5 (8.5) Spelling "St Edeyrns"

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

4 Matters arising from the minutes

4.1 (4.1) Clerk has made many phone calls and e-mail messages have been left for the Alley Gating officer but Clerk has not received a reply. Clerk to e-mail and phone again to see whether there is any information he can forward.

4.2 (4.2) Probation Officer has been in contact with the Clerk and the Chair and is very keen to progress with the work involved in the list. The officer said they are able to perform the work outside when the playgroup is in the hall and are looking to complete other tasks in the Easter holidays.

4.3 (4.3) Clerk has contacted Cardiff Council and Land Registry by phone concerning the ownership of the wall surrounding St Edeyrns. Both state that if the deeds are old then it is very difficult to establish ownership as there may be no information on the documents. Clerk explained that the Land Registry could only provide the deeds to which we already possess. Clerk to investigate further information.

4.4 (4.11) Chair confirmed the books owned by the VA have been removed from the Pavilion and he is awaiting dates for the fire installation to go ahead.

4.5 (8.2.4) Clerk has responded to the Nursery on the decision at Council to charge the standard rate and on a trial basis. Clerk informed that the Nursery only wished to use the hall for 10 weeks, for a Welsh course for parents, but have declined the use on the basis it would prove too expensive to charge the parents.

4.6 (8.3.2) It was suggested that the Clerk should write to Cardiff Council to consider reinstating the pavement alongside the hairdressers. All agreed.

4.7 (8.3.3) Clerk e-mailed dates for a litter pick and received responses from four Councillors, therefore decided to agree dates at the meeting. It was agreed that the litter pick should take place on 10th March at 10am, meeting in the Bluebell pub car park. Cllr Davies will print flyers for the noticeboards and contact Tidy town Wales. Clerk to contact Cllr Rees regarding litter pickers.

4.8 (12.2.1) Cllr noted that the Village plan questionnaire was not e-mailed to all Cllrs for comment. Cllr Brown had e-mailed comments to Cllr Rogers herself. The Village Association have distributed their leaflets, excluding the questionnaire. Request for the Village plan to be included on the next agenda – all agreed.

4.9 (13) Cllr questioned whether the new agreement form, which has been designed includes information on gritting the path outside the Village Hall.

4.12 Finance report - Cllr Jenkins questioned the £40 charge for the Brownies for 4 months. Clerk explained the Brownie Leader had stated they only used the hall for 8 weeks across the four months.

4.13 Clerk still to chase outstanding invoices for the Newsletter.

5 Local Residents

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

- Clerk to write to Newport and Cardiff Councils to clarify the border line of the area along the A48, outside Blooms Garden Centre. The street lighting in the area is not working correctly.
- Clerk to write letter to Cardiff Council to enquire why the bin on the lamp post Jct Erwig Crescent and Mill Lane has been removed since works have started on the road. It was noted that the street lamp at the same junction is now working correctly.

6 Highways and Planning

6.1 Two planning applications:

- 1) Replacement of sign for Cardiff Gate International Business Park - No comments
- 2) 11 Chapel Row - Two storey side extension and single storey rear extension - No comments

6.2 Cllr Davies informed that a Section 106 has been provided within Hendre Gano's Housing's planning application. Cllr Davies has been advised the split for this is likely to be:

£20,940 – Public open space

£7,140 – Public Transport enforcement

£45,000 – Vision splay

There was concern by most Councillors as to the large amount of expense on vision splay. The original application for housing was put forward in 2007 but the application was not passed until 8th August 2011. The Community Council were not keen on the houses being developed but were also not aware of any amendments to the plans during this time. Clerk to write to Cardiff Council to gain confirmation of the Section 106 split of costs and establish why the application took so long to approve. If there have been amendments, why were the Community Council not informed.

6.3 Clerk has received a response from Cardiff Council concerning the Planning application for Balmaha, Wern Fawr Lane. There are no plans within the resident's application to reinstate the footpath which runs adjacent to the plot. Cardiff Council will not be reinstating the footpath since there is one on the other side and feel it poses no risk. Clerk to write back and reiterate the importance of reinstating the footpath from a safety aspect.

6.4 Cllr suggested writing to Cardiff Council to thank them for the resurfacing work in Bluebell Drive. However, there are many potholes in Blackbirds way, alongside Arcon house which would benefit from resurfacing. Clerk to write to Cardiff Council.

7 Finance

7.1 Clerk to e-mail Finance Report to all Councillors after the meeting, since this had been completed but omitted to bring this to the meeting

7.2 Clerk had sent a letter and explanations for any queries which arose from the Annual Return to the external auditors for completion. Annual Return was received back from Mazars, signed and completed on 7th February 2011. Clerk wished to access how to present the report for viewing. Notice form should be displayed on all notice boards stating a time at which residents can view the document. A copy of the figures and signatures of completion should be displayed with a full copy displayed on the notice board in the Village Hall.

7.3 Clerk had obtained a refund of £116 from E-on Electricity and reduced monthly payments to £140. However the Clerk could not establish when the last Gas bill was paid so had not yet obtained price comparisons for energy costs. Clerk to read the meter and send reading to British gas for an invoice.

7.4 Clerk had met with Came and Company Insurance and was happy with their provisions of Insurance for the Council which to quote the representative “everything is covered”. Clerk had e-mailed a list of Community Council Assets and costs to insure, to all Councillors for comment. Clerk to obtain 2 more quotes and bring information to next meeting – agenda item.

8 Working Party Reports

8.1 County Cllr Reports:

Cllrs not present at this time to report.

8.2 Village Hall Working Party:

8.1 Cllrs had established a new Hire agreement which should apply to all users of the Village Hall. There was concern over No. 17 on the agreement which mentioned CRB checks for adults looking after children, which may put off children’s parties. This was agreed to be amended as appropriate ‘that come under the children’s act 1989’.

8.2 It was confirmed that covered under the agreement was “any equipment brought into the Village Hall is the hirer’s responsibility”.

8.3 Playgroup fees are due to increase but it was agreed within their Contract that fees would be discussed and the increase notified in November with the increase due in April. This did not take place, therefore there was question as to; if, how and when the fees should increase. The current fees are £33.00 per day and all Cllrs agreed the fees should be increased. There was some discussion on how to increase fees. It was finally agreed to increase by £0.50 per hour to 6.00 per hour. It was also decided that the increase should not be applied until July as the Nursery should be given four months’ notice.

8.4 After a short discussion on whether to increase costs to other users of the hall, it was decided this should remain at £5.00 per session, since it is a community space and benefit to the community, the groups could look to move elsewhere if prices increase.

Cllr Rees attends the meeting

8.3 Media Working Party:

The website has been updated with a new version of Word Press. The Webmaster questioned whether social sharing i.e. Twitter/Facebook would be something the Community Council would like to explore. All Cllrs agreed this would be too onerous for someone to monitor and agreed to decline.

8.4 Playing Fields Working Party:

The Chair explained that five notices had been placed around the Playing fields which stated there had been Arson attacks in Old St Mellons. The Chair was not aware that anyone had permission to put up the signs and felt them very alarmist to the residents, the chair removed signs attached to Tyr Winch Road playing fields. It was established that the fire service had placed the notices up and were apologetic to the chair for causing alarm. They agreed the signs were large and prominent and will review their policy and not place up again.

8.5 St Edeyrns Working Party:

Not met since the last Council meeting. There is a need to look into tender for the grass cutting at St Edeyrns. This should be included on the next agenda

8.6 Finance Working Party:

Not met since last meeting

9 Freedom of Information

9.1 Cllr James - The Freedom of Information (FOI) act was first introduced in 2000 and reviewed in 2008. Information produced is from the ICO, which is to be followed by all public authorities. There are seven commitments and clarifications listed and these should not be changed and must be adhered to.

9.2 Not all information available must be shown on the website, however, any information not accessible via the web, must be received promptly when requested. It must also be noted where it is possible to obtain the information i.e. the Clerk. It is appreciated that some authorities do not have the resources to place all material on their website.

9.3 Confirmation on certain areas was needed i.e what policies are held by the Community Council. Any policies listed or published would need to be updated and reviewed before stating they are available for viewing. There is the option of placing the FOI list on the website, leaving out the documents as this is acceptable. It was suggested to look into the Policies at the next Finance working party meeting.

10 Clerk wrote a letter to agree to three months extension on the lease and request the Village Association respond with their suggestions for alterations to the conditions. No response has been received however the Chair has had contact with the VA to say they are still in consideration.

11 Correspondence Received

Clerk listed any correspondence received.

11.1 A Flag was received from Monmouthshire Association. It was suggested this should be passed to a Local School. Clerk to write letter to thank Monmouthshire for the flag and inform of the transfer to St Mellons Church in Wales school.

11.2 Clerk had received a telephone call from the Nursery concerning a child injuring their hand on a hot pipe. The nursery had requested for the pipes to be

blocked in. Chair had visited the Playgroup shortly after the alleged incident but staff did not raise any concerns about the alleged incident. Clerk to e-mail Playgroup to confirm details of the incident in writing.

Cllr Phillips suggested if the hall is to be treated in the same way as a school the temperature of the water to the pipes should be below a certain level. All agreed the pipes and radiators could not be completely enclosed therefore another solution is needed. Chair to check with company who serviced the boiler if the temperature of the water can be lowered. It was suggested this should be checked in the annual service each year.

11.3 Cllr James had attended a Training course on 14th February 2012 with One Voice Wales "Communities First 2001-2012". Aims were to share experiences and explore guidelines. This was mainly based on improving the lives of disadvantaged people across Wales. Schools within the Communities first programme received funding and programs assisting reading etc. now the funding goes to where the need is. The Local Government Act 2000 on Social and Environmental Wellbeing is available to view and Cllr Rees noted that the Local Government Measure has also just come out. Cllr James had typed a summary of the course which she read out in parts and passed to the Clerk for record.

January 2012 Council Meeting – Clerk's Report

1 Staffing

Blank timesheets included in staff payslips for February. To be completed and returned to the Chair.

2 Finance

VAT reclaim completed for 2010/11 - £ expected refund.

Audit: Annual Return received back completed – to be displayed on notice boards and option for electors to view.

Invoices: Sent for February, still not received payments for January. Reminder telephone calls and e-mails sent to the Nursery and Tennis Club for all outstanding invoices both of which assure payment ASAP.

4 Burials

Request for identification of grave. Located plans and register and met with resident to confirm location of grave.

Burial taking place Friday 2nd March. Plot purchased in 2004. Forms located and sent to Funeral Directors.

6 Clerk actions and outcome from previous meetings until 23rd February.

Meeting date	Agenda item	Clerk's action	Action taken
Sept 2011	Clerks Report	VAT to be identified and reclaimed for 2010/11	Done – form completed £1,432 to be re-claimed
Sept 2011	Correspondence Received	Govt Procurement Service – energy costs – clerk to investigate savings	Outstanding – awaiting Gas bill to confirm unit costs before comparison
Nov 2011	Finance: Independent Audit	Find appropriate Training	Done – Booked on Finance course for and Council Meetings course on with One Voice Wales. Register form to be signed by chair for SLCC.
Jan 2012	Matters Arising	Clerk to contact Alley Gating Officer to see if he can provide information and whether this would be specific to our Council.	Outstanding - Phoned many times – awaiting call back, officer spoke to knew nothing
Jan 2012	Matters Arising	Clerk to find out if guttering could be added to the probation list.	Done -Can be added but depends on what team he has working and skills to do the job. Keen to get work done – best times etc
Jan 2012	Matters Arising	Clerk to chase up Land Registry and seek more information.	Done - Phoned Council and Land Reg – only provide deeds which we already have – if so old very hard to establish boundary wall – no other help.
Jan 2012	Matters Arising	Clerk to write to VA to request a date for when the books will be removed and to establish the agreement for placing the books in the steel cabinet.	Done - E-mailed – no response but books have been removed
Jan 2012	Matters Arising	Clerk to pass copy of Boiler service to Nursery when invoice received.	Outstanding - Not yet received – chair to chase

Jan 2012	Matters Arising	Clerk to check when the Electrical Testing is due.	Done - 15/04/11 – not sent invoice for last year or for the Pavilion– in the post with certificates.
Jan 2012	Local Residents	Clerk to chase up Haford Housing as there is still a litter problem.	Outstanding - Contacted Cllr Rees who sent e-mail to Cardiff Council to chase the issue – awaiting response.
Jan 2012	Finance	Clerk to check on asset register, update if required and calculate figure for Annual Return.	Done - Figure calculated – Annual Return sent on
Jan 2012	Finance	The Precept was signed and agreed for the Clerk to send back to Cardiff Council.	Done - Letter and form sent on spoke with council – receive response in March
Jan 2012	Finance	Clerk to chase those invoices outstanding	Outstanding - E-mails sent to Table Tennis club and Nursery – cheques in post for Nursery/ Table Tennis still resolving dates. Still to chase up for Newsletter
Jan 2012	Working Party Reports - Hall	Clerk to inform Nursery of charge to use the Hall and the trial basis.	E-mailed – Not happy at charge. Only wanted for 10 weeks for Welsh Course for parents. Current location not ideal. Explained other users and current fees very low.
Jan 2012	Working Party Reports - Hall	Clerk should forward the Claim to the Nursery again, keep a copy of the letter and write to the Solicitors stating the Council has passed on the claim.	Claim letter e-mailed and letter sent to nursery. Response that the Nursery's insurer's rejected claim – now with the Council. Claim sent to Zurich insurers at the time and letter sent to the Solicitors. Informed insurance need time to gather info. – deadline 22/03/12.
Jan 2012	Working Party Rpts - Media	Clerk to e-mail dates in March for the litter pick.	Done – Responses from four Councillors, date to be confirmed at meeting

Jan 2012	Working Party Rpts- Fields	Clerk to write to Groundsman concerning cutting hedges.	Done – Letter written
Jan 2012	Working Party Reports - Finance	Clerk to find document for Cwmni Coed stating the no. cuts per year, work out the no. cuts taken place this year and to ensure there are no invoices paid until March.	Done – document not found – letter written with last invoice paid to inform no cuts should be made until March. No invoices received since November. No. of cuts so far was 12 total cost £2640
Jan 2012	Tennis Court Lease	Clerk to write to VA, stating the Council is happy to extend the lease for three months and request clarification and variation on the conditions which cause concern for the VA.	Done - Letter written – no response.
Jan 2012	Correspondence	Clerk should write to all users of the Hall to explain it is their responsibility to purchase grit or salt and to make the path safe for their group.	Done - Letters written – e-mailed or posted
Jan 2012	Correspondence	Clerk to request the Nursery write to parents, asking them to park safely when dropping their children at the Nursery.	Done – e-mail sent, no response

14 Items for next meeting

Insurance

Village Plan

St Edeyrns – Plots confirmed and Cutting grass

15 Date of next meeting

The next meeting will take place on Thursday March 15th 2012

The meeting closed at 9.40pm

Nicola Winstanley

Clerk to Old St Mellons Community Council

MONTHLY FINANCE REPORT

For period ending 23rd February 2012

Current account

£

Opening balance at 31st January 2011

4,183.56

Less - Payments

Direct debits:

Cardiff Council - 01/02/12	£428.00	
Voucher Statement Fee	£3.25	
E-On Electricity - 13/02/12	£180.00	
E-On Electricity - Pavillion - 13/02/12	£10.00	

Total Direct Debits

£621.25

Cheques not yet banked:

	£	Chq No.
P. Barnett Cwmni Coed - Cut and strim St Edeyrns - Aug 11th	220.00	3066
Cardiff Council - Cleaner/Toilet rolls/Sacks	52.87	3070
Peter Morgan - Internal Audit fee plus expenses for 10/11	181.20	3072
Pam Jenkins - Selections boxes for Christmas Carols evening	15.75	3073
Clerk - Wages plus overtime for January	668.10	3074
Cleaner - Wages for February	125.00	3075
Caretaker - Wages for February	52.00	3076
Mazars - External Audit fees for 10/11	342.00	3077
Clerk - SLCC Membership	105.00	3078

Total cheque payments

1,761.92

Note - cheques in bold remain to be signed

Total Outgoings

2,383.17

Plus - Receipts

	£	Stub No
PACT - Hall use for November and January	10.00	100643
WI - Hall use for December	25.00	100643
N Eclar - Private hire Hall on 08/02/12	50.00	100643

Total income

85.00

Closing balance	<u>1,885.39</u>
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Business Reserve Account

Opening balance at 30th November 2011	9,637.86
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Receipts - Interest for December/January and February	2.42
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Payments - Statement fee December/January and February	<u>9.75</u>
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Closing Balance	<u>9,630.53</u>
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Total bank balances	<u>11,515.92</u>
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Cheques Banked, not listed on January Finance Report (Reference only)		Chq No.
31st Jan - Wayne Goddard - Welding padlock front gates	£130.00	3071

Income, not listed on January finance report (Reference only)		Slip No.
24th Jan - OSMVA - Hall use April to June 11	£65.00	100642

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

31 March '10				31 March '11
£		Receipts		£
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		Total Receipts		31,226.91
28,845.15				
		Payments		
		General Administration		
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
		Village Hall		
2,305.40		Wages		2,284.97
7,487.73		General running costs		11,729.17
		Burial Ground		
1,275.00				2,580.00
		Playing Fields		
2,824.87				2,549.58
		V.A.T. on Payments		
462.23				1,083.26
27,247.36		Total Payments		28,785.23
7,320.09	1st April 09	Opening General Fund Balance	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
8,917.88	31st March 10	Closing General Fund Balance	31st March 11	11,359.56
		Bank Reconciliation		31 MARCH '11
		Bank / Cash in Hand		
		Current Account		2,247.51
		Capital Reserve Account		9,641.95
				11,889.46
		Less Unpresented Cheques		
		2970	40.00	
		2966	71.90	
		2943	40.00	
		2965	378.00	
				-529.90

Net Bank/Cash in hand

11,359.56

RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 31ST MARCH 2010

31 March '09

£

20,000.00

97.89

3,258.50

4,435.00

118.03

2,888.32

1,405.00

709.08

32,911.82

Receipts

Precept

Interest on Investment

Hall Receipts including Letting Fees

Burial Ground Fees

Playing Field Letting

V.A.T. reclaimed

Grants & Donations

Misc. Receipts (Insurance Premium Refund, newsletter
adverts, written off cheques)

Total Receipts

Payments

General Administration

Clerk's Salary

PAYE

Other

Election costs

Village Hall

Wages

General running costs

Burial Ground

Playing Fields

V.A.T. on Payments

Total Payments

4,377.32 1st April 09

32,911.82

37,289.14

-29,969.05

7,320.09 31st March 09

Opening General Fund Balance

Add Receipts

Deduct Payments

Closing General Fund Balance

1st April

31st Mar

10

Bank Reconciliation

Bank / Cash in Hand

Current Account

Capital Reserve Account

Less Unpresented Cheques

2862

2858

2857

2859

2861

Net Bank/Cash in hand

