

OLD ST MELLONS COMMUNITY COUNCIL

Minutes of the meeting held in the Village Hall, Newport Rd,
Old St Mellons at 7.00pm on Thursday 13th June 2013

Present:

Chair: Cllr D Rees

Vice Chair: Cllr R James

Councillors: Cllr S Johns (SJ)
Cllr D Stroud (DS)

Clerk to the Council: Mrs N Evelyn-Gauci (NG)

In Attendance : Mrs Nicola Winstanley RFO (NW)

1. Apologies for absence

Cllr J Rogers
Cllr S Williams
Cllr A Davies
Cllr R Blackmore
Cllr L Phillips

2. Declaration of interests

DR declared an interest : St. Edeyrns Churchyard, Ty'r Winch Playing Field.
RJ declared an interest : VA Member, St. Edeyrns Churchyard, St. Mellons Parish Church

3. Police Matters

Police assistance of Have a Field Day – update

PC Paul Higgins replied if there are parking issues this is the hands of Cardiff Council, but any obstructions can be dealt by them.

The team will need to change their shift and seek authorisation to attend the FIT event.

PC Higgins has spoken to his inspector and unfortunately he is unable to attend any meeting, but stated there are PACT surgeries in place should anyone wish to attend at Caer Salem Church – all dates are on ourbobby.com.

It was noted to write a letter to the Inspector.

4. Members from outside bodies

4.1 Denis Cooper : Summers Funeral Directors – copy of public liability insurance.

- Applications for the pre purchase of graves, to continue would restrict availability causing overcrowding problems.

Defer to next meeting to decide.

- New rows are needed to be created, currently the next availability is ROW Y.

Defer to next meeting to decide.

- Need a dedicated grave digger who knows cemetery. Suggestion of using only one grave digger.

It was resolved: to dedicate one graveyard digger and Summers Funeral Directors will arrange.

- Rights to sign deeds to grave, Summers Funeral Director to send Deeds to Clerk as it is the responsibility of Clerk to sign and send to appropriate persons.

It was resolved: Summers Funeral Directors will send necessary documents to the Clerk.

- Mr Denis Cooper asked about funeral arrangements for the Canon John Woodward's wife as the Canon had previously been a Vicar at St. Edeyrns.

It was resolved: no charge for the interment of cremated remains.

- There was a query with regards to who authorises the burials, there should be a transfer document.

It was resolved: a copy of the transfer document was given to Mr Denis Cooper.

- Mr Denis Cooper noted to the Community Council that there was talk that St. Edeyrns may have a Church Hall built on the grounds.

Mr Denis Cooper thanked the Community Council and left.

4.2 Joel Williams : Old St.Mellons Defined.

Mr Joel Williams spoke about when the directory was due for printing and it was agreed on the following:

- Business Directory going to print in August, by July to bring proof for the newsletter.
- Cllr James is currently working on the inserts updating information.
- To put in a pie charge for transparency on expenditure by the Community Council.
- Hall Hire contact details to also be added to the leaflets.
- Inserts will contain all members' names and telephone numbers.
- To write in the newsletter that we are the lowest form of tier local government and to write a brief note of what we do and who we are, to add in 2013 events which has and will be taking place.

DR to arrange this before next meeting.

4.3 Ida Doubler : WI.

Would like to put posters in the noticeboards for recruiting members.

It was resolved: all agreed this was acceptable.

Mrs Ida Doubler has asked for to hire the hall for her members for an additional activity and would like to pay the normal fee. The Community Council expressed concerns that this activity would involve an instructor and needed to clarify if WI will be paying the instructor a fee, it was confirmed that although the instructor had expressed an interest in joining the WI there would still be a charge.

It was noted that the WI is charity based and it had recently celebrated 90 years.

The concerns of the Community Council is that as this new activity which involves an external instructor and requires payment, it was not quite the same as the normal WI activities which only involves the members and using the Village Hall as a meeting place which it has the use of for a small fee.

A decision would be made at the end of today's meeting, an email will be sent to Mrs Ida Doubler with the Community Councils decision.

Mrs Ida Doubler thanked the Community Council and left.

It was resolved: This particular activity would require standard hall hire charges.

5. Minutes – to approve as a correct record of the minutes of the meeting held on 9th May 2013

16.1 It was noted that AD wanted to change to: 'that the planning application of the noticeboard to Bluebell drive should be made by the Community Councils proper legal officer'.

6. Matters arising from the minutes of 9th May 2013

6.1 Village Hall reduction rates DR, DS, RJ and RB.

In order to investigate this it was decided to set up a Hall Management Group.

Defer to next meeting to set up this group.

6.2 Pavilion Locks.

NG to source, but asked if it could wait until after the FIT Fun day/event.

It was resolved: agreed.

6.3 Guttering and downpipe quotes – Working party to obtain quotes – update.

See item 11.3

6.4 Potter Temple Church.

It was noted that April payment has been paid.

6.5 Fields in Trust – Have a Field Day – update.

6.5.1 QE11 Fields Fund from SITA Trust – application deadline 17th June – update.

It was noted that the application was ready to submit and will be sent on Friday.

It was noted that the plaque needed to be wall mounted and not ground mounted as originally agreed. This is due to the recommendation by FIT, a boulder would be suitable for this type of mount.

It was noted that a boulder has been sourced, delivered and put in place.

6.5.2 It was noted to invite Plantos Nursery in St. Mellons – update

Invite had been sent and Plantos Nursery has expressed that they will provide the ball pit and will be available to help.

6.5.3 Taster sports – update.

Leaflets has been printed and emailed to all interested parties.

These leaflets will be batched and given to all Cllrs for delivery in their area.

6.6 Caretaker Notice.

It was noted that to date no other applications has been received.

Clerk to request for two references and to write up a job specification and arrange a meeting for review and clarification of job details.

6.7 Cylch Storage.

It was noted the storage containers belonging to Cylch Pili Pala will be removed prior to 31st July as per email received.

It was noted that the Clerk to contact Cylch Pili Pala and ask that the concrete base must be removed and the lawn that had been removed for the sand pit be reinstated.

6.8 Charter - Code of Conduct courses – update.

The Clerk has been trying to get in touch with CC with a view to undertake this course at the Village Hall, but to date has still not had any response. Clerk will continue to try and source other training places.

It was also noted that a Cllr had also been trying to contact CC but to no avail.

6.9 Litter

The littering situations at Ty'r Winch Field has become problematic especially during bank holidays, a suggestion of litter bins, but the question arose of how these will be emptied.

Defer to next meeting.

7. Local Residents

Under Standing Order 84 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.

A resident stated that with regards to WI being 90 years old that St.Mellons WI has probably contributed to the Village Hall as Old St.Mellons in itself is only 40 years old.

A resident asked that as a VA member should they not receive reduced rates to hire the Village Hall. It was noted that the VA has a reduction for their events as a whole, this is not for individual members.

8. Highways and Planning

- With regards to Chapel Row application no : 12/00242/DCH : DR will be sending comments.
- With regards to the 1050 houses, there will be a meeting tomorrow between developers and planners.

If not already done so Cllrs were encouraged to write and comment.

9. Finance

9.1 It was noted that the cleaner is on long term sick leave. NW was to check if the cleaner is entitled to sick pay – update.

It was noted that the cleaner is not entitled and RFO has written to inform Cleaner.

9.2 Annual return needs to be agreed and approved.

OSMCC have received the figures for the annual return from the RFO from 2012-2013 and explanations of variances.

It was resolved : Agreed and approved.

9.3 Internal Audit report update.

Two recommendations were made:

- Council to review financial risk assessment.
- RFO to submit annual claim for reimbursement of VAT asap

It was resolved : both has been actioned.

9.4 Cheque for deposit for wedding party – mess in small hall.

It was resolved : Keep one cheque for £50.00

9.5 Cylch Pili Pala.

It was noted that this has paid up to date.

9.6 Financial Risk Assessment.

It was noted that this has been done.

9.7 Check third parties for the fit day has insurances.

It was noted to send out requests to third parties.

9.8 Tree Survey : to action the priority tree no.1328 in the Playing Fields, Tyr Winch Road,

It was resolved: RFO to arrange.

9.9 Overtime and expenses.

It was resolved : Agreed and approved.

10. County Councillor Report

10.1 To organise a public meeting with regards to new community homes – update.

(New community comprising to 1020 new homes application no. Application No. / Rhif Cais: 13/00578/DCO)

A meeting between developers and planners tomorrow.

10.2 The flower boxes in the village needs repair DR to speak to CC

Refilled and in good condition.

Area around apple tree though needs tidying.

10.3 The War Memorial wreaths has still not been cleared DR to speak to CC as in the year 2014 this monument will be refurbished.

This will be done soon.

11. Working Party Reports

11.1 Noticeboard to Bluebell drive – update

This now has to be re-applied for.

Defer to next meeting.

11.2 Thermostat control lock fitting – update.

All fittings in place.

11.3 Working Party Hall inspection – estimates update.

All estimates has been received.

Defer to next meeting.

11.4 Request for spare keys.

It was resolved: Agreed.

11.5 Working party to carry out risk assessment to the FIT fun day.

It was resolved: Working Party to check

12. Newsletter

12.1 Leaflets update.

It was noted that the FIT/FUN Event leaflets were batched up ready to be delivered.

12.2 Newsletter update.

It was noted Pie chart to be sent to Old St. Mellons defined.
It was noted to check details and approve directory insert.

12.3 Banners – update.

Cost of banner £75.00 3m x 1m £55.00 artwork excluding VAT.
Waiting to confirm prices. Go ahead and order.

It was resolved: to place order.

13. Correspondence Received

13.1 Macmillan Cancer Support – donation request. Unfortunately OSMCC are unable to assist.

13.2 Quote received for remedial work to Gents and Ladies toilet. This has been passed to the Working Party Committee.

13.3 Cardiff & Vale of Glam Community Health Council – request to continue to receive information.

It was resolved: to update information.

13.4 First World War: Then and Now : Heritage Lottery Fund.

It was resolved: to express interest and apply online.

13.5 Members Information: Community Building Grants Programme 2013/14

It was noted that the OSMCC is unlikely to get this grant Cllr James will look into this.

13.6 Wales Rural Observatory Survey – deadline 10th June – update.

Noted.

13.7 50 + Forums

Noted.

13.8 Department for Environment Food & Rural Affairs – private water supply pipes.

It was noted to obtain a hard copy.

13.9 Notice of OVW 2013 Conference & AGM.

Defer to next meeting

14. Items for next meeting

- Cardiff Conservation Volunteers.

*Cllr Dianne Rees
Chair to the Old St. Mellons Community Council*

MONTHLY FINANCE REPORT - June 2013

For period ending 13th June 2013

Current account

Opening balance at 1st June 2013

£
29,262.67

Less - Payments due

Direct Debits:

	£	
Cardiff Council - Village Hall Rates - June	464.00	
Voucher Statement Fee - June	3.25	
E-On Electricity - June	105.00	
E-On Electricity - Pavilion - June	10.00	

Total Direct Debits

582.25

Cheques issued but not presented as at 31st May 13:

	£	Chq No.
Cleaner wages - April (on sick final two weeks paid)	62.50	3256
RFO wages - May plus £5.00 allowance	333.50	3258
Internal Auditor Fee plus £23.40 Mileage	173.40	3259
Chas Hunt - Printing leaflets for FIT day	100.00	3260
Cleaner Wages - May (new cleaner started 10th May)	125.00	3261
Castleton Landscapes-Grass cutting-St Edeyrns-May 7/20	216.00	3262
Castleton Landscapes-Grass cutting-Playing Fields-May 7/21	432.00	3263
Castleton Landscapes-Grass cutting-Village Hall-May 7/21	72.00	3264
<i>Rhiwderin Plumbing and Heating: Service Boiler £105</i>		
<i>Service Water Heater -£85 / Gas safety inspection £65</i>		
<i>Fix leak on radiator £15 / supply burner cover £24</i>	294.00	3265
<i>**Clerk expenses - Stamps £7.20/Mobile top-up £20</i>	27.20	3266
<i>**Clerk Overtime - May - 31 hrs</i>	271.56	3267
<i>**RFO expenses - Noticeboard keys cut £10</i>		
<i>Stamps £9.60 / Mileage £25.20</i>	44.80	3268
<i>**RFO Overtime - May - 10.5hrs</i>	114.97	3269

Total cheque payments

2,266.93

Note - cheques in bold italic remain to be signed

*** To be agreed at the meeting*

Total Outgoings

£2,849.18

Plus Receipts	£	Paying in Slip
OSMVA Table Tennis - Hall Fees - April	20.00	100676
Potters Temple Church - Hall fees one extra day in April	40.00	100676
Private Hall Hire - 18th May	30.00	100676
Cremation - K16 - 23/05/13	200.00	100676
Cylch - Hall Fees - March/April/May	2,135.00	100677
Guides - Hall Fees - April/May	35.00	100677
OSMWI - Hall Fees - May	30.00	100677
Entertainers - Hall Fees - May	35.00	100677
OSMVA Table Tennis - Hall Fees - May	25.00	100677
Rumney Funeral Services - U40 -	500.00	100678
Private Hall Hire - 22nd June	30.00	100678
Private Hall Hire - 9th June	40.00	100678

Total income		<u>£3,120.00</u>
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Closing balance		<u>29,533.49</u>
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Business Reserve Account

Opening balance at 1st May 2013		<u>9,638.55</u>
Receipts - Interest for May and June		2.30

Closing Balance		<u>9,640.85</u>
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Total Bank balances		<u>39,174.34</u>
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Cheques not listed on Monthly Finance Report since issued and presented at the bank between 10th May and 31st May

	£	Chq No.
**Clerk Expenses - Mobile top up / Stamps	28.55	3253-14 May
**Clerk - Overtime for April - 30.5 hrs	267.18	3254-14 May
Cllr James - Toner for Printer - Council work	70.16	3255-15 May
Clerk Wages - May plus £5.00 allowance	267.80	3257-31 May

** Agreed at last meeting - amounts not shown on Finance Report

Income received but not listed on Monthly Finance Report since received and paid into bank between 10th May and 31st May

	£	Paying in Slip
Private Hire - 15/16th June (£1.00 sent previously)	49.00	Transfer-13 M:
Private Hire - 15/16th June £55 remainder / £50 deposit	105.00	Transfer-30 M:
WI - Hall Fees - March	30.00	100675
WI - Hall Fees - April	25.00	100675
Entertainers - Hall Fees - April	40.00	100675
Guides - Hall Fees - March	15.00	100675
Land Registry - Refund for FIT application	40.00	100675

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