

# **OLD ST MELLONS COMMUNITY COUNCIL**

Minutes of the meeting held in the Village Hall, Newport Rd,  
Old St. Mellons at 7.00pm on Thursday 10<sup>th</sup> September 2015

## **Present:**

**Chair:** Cllr Rosemary James (RJ)

**Vice Chair:** Cllr Sarah Johns (SJ)

**Councillors:** Cllr Dianne Rees (DR) Cllr Suzanne Williams (SW)  
Cllr Derek Stroud (DS)

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

**In Attendance:** Mr Paul Good RFO (PG)

## **1. Apologies for absence (1 min)**

Cllr Andrea Davies – resigned  
Cllr Jane Rogers – illness  
Cllr Ricky Blackmore – work  
Cllr Len Phillips – no apologies given

## **2. Declaration of interests (1 min)**

RJ – St. Edeyrn's Churchyard, OSMVA  
DR – Ty'r Winch Playing Field, St. Edeyrn's Churchyard  
SW - OSMD

## **3. Police Matters (1 min)**

None

## **4. Minutes – to approve as a correct record of the minutes of the meeting held on 9<sup>th</sup> July 2015 (5 min) & Extraordinary meeting held 21<sup>st</sup> July 2015**

**Approved as an accurate and true record - Cllr John proposed, Cllr Rees seconded**

## **5. Matters arising from the minutes of 9<sup>th</sup> July 2015 (30 min) & Extraordinary meeting held 21<sup>st</sup> July 2015**

- 5.1** Welsh Government – War Memorial grant – RJ to provide information, possible grant for St. Edeyrn's Churchyard memorial and the small hall memorial – covering.
- RJ is still looking into this.
- 5.2** Pavilion repair - metal storage container – DS investigating
- DS has organised a welder to weld the end doors at the bottom and to put an extra bolt to secure.
- 5.3** Older People – suggestions - coffee morning etc;
- More activities to be made available for the older person suggestions by residents has been: craft sessions (which was noted that a few people were interested), gardening club, line dancing - open to all.
  - National Older Persons Day run by the Welsh Assembly will be held on 1<sup>st</sup> Oct. A suggestion was made that the Community Council should hold a coffee morning to celebrate this launch at a charge of 50p per cup tea/coffee including biscuits. It was also noted to ask the Village Association to carry this forward once it has been set up.
  - RJ will set this up opening at 10am and will also do flyers.

**It was resolved: all agreed SJ proposed, DS seconded.**

## **5.4 Attendance and commitment of councillors to the community**

- Attendances are poor once again and it was asked why Cllrs are not attending regularly.
- It was noted that the Clerk to send Chair the attendance record for last year and up to last meeting.

- RJ commended the other Cllrs for all their hard work and for delivering the newsletters, one Cllr did not respond at all when requested for help. It was also noted that members of the community are also willing to help.

#### 5.5 Keep Wales Tidy – leaflets

- Be Tidy pack has been received in readiness for the litter pick on the 16<sup>th</sup> Sept at 6pm all volunteers welcome.

#### 5.6 St. Edeyrn's site meeting, stile

- RFO is due to meet with Denis Cooper from Summers awaiting date.
- It was noted that the wall has been repaired but the wooden stile has been removed and put to one side. Cardiff Council stated it was on private land and it was up to the land owner to repair this stile.
- DR will look into this for possible funding as OSMCC has endeavoured to repair this ourselves.

#### 5.7 WPD fence issues – update

- All fences have been reinstated.
- It was noted that a 'no parking, otherwise cars will be towed away' sign had been put on the fence, DR clarified with Cardiff Council that it had not put up this sign.

#### 5.8 To review administration charges for copy requests

- It had been noted that the request for copying charges are out of date.
- It was agreed that there would be an admin charge of £5, and then A4 20p per sheet and A3 40p per sheet

**It was resolved: all agreed DS proposed, SW - seconded**

#### 5.9 To discuss entries for next In Bloom competition e.g. applications

- It was noted that the judges had agreed a strict criteria for marking.
- It was suggested that Blooms, when reopened, is approached to sponsor the event.
- In future applications to enter and nominations may be made.
- It was noted that the Reg Crabtree Rosebowl and the Community Council Cup were presented at our local Vegetable Show which took place on 5th September.

#### 5.10 Planner review

- Charges for photocopying amend website under policies and procedures.
- It was noted to agenda Policies and Procedures for next meeting.

#### 5.11 Remembrance Service

- This will take place on Sunday 8<sup>th</sup> November at the Cenotaph at 12 noon following services at the Parish Church and Baptist Church.
- It was noted that the St.Mellons Church in Wales school will be having their service on 11<sup>th</sup> November. Clerk to send SW the hire agreement and schedule.

#### 5.12 Village Plan

- It was noted that a working party was to be formed.
- Defer to next meeting.

### 6. Local Residents (15 min)

*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 local resident wishes to disagree with the charges of tea/coffee for the launch of the Older Person day, it should have been complimentary that would be nicer.

RJ stated that we may consider this.

It was noted that there are concerns by residents that the local pub (Bluebell) has had police attendance nearly every weekend and that the youngsters appear to be from outside the village, also that the road from the Chip shop to the top of the hill cars are racing along this road.

RJ stated that this is beyond our remit, but would be making recommendations. It was noted that our County Councillor D Rees asked for the resident's details and will take this up directly.

Another resident had stated that there were approximately 15 young males congregating in Ty'r Winch Road and had felt very intimidated.

DR had asked RJ if the Police could attend at next meeting.

A resident had asked why 7pm start and thought this was early, RJ informed him that this was the most convenient time for Councillors.

## **7. Highways and Planning (10 min)**

*(Planning Working Party to present their report)*

### **7.1 CIL and planning**

- Community Infrastructure levy: DR had stated that once the application had gone through, monies could be offered to the Community Council, as per section 106 agreements, where some money is given back by the developers in lieu of losing green space, this money could be spent in the village as in the case of e.g. Beechwood Park, currently not sure if the CIL would cover this.
- It was noted that this is still under discussion at the moment and will not be available until the end of the year.

### **7.2 Renaming of road names.**

- It was noted that an email had been sent to the County Councillors re: 69584/1248243 Old St. Mellons Ward, street reference. This is for the naming of the new road near Church Road/Bridge Road.
- The following names were suggested by the County Council:
  - o Grassland Way - Lon Wair (Welsh version)
  - o Green Field Way - Ffordd Cae Glas (Welsh version)
  - o Meadowland Way - Heol-y-ddol (Welsh version)
  - o Greensward Close - Clos Glas (Welsh version)
  - o Foxes Drive - Clos-y-cadno (Welsh version)
- Community Councillors suggested:
  - o Boyce Way
  - o Booths Reach
  - o Williamson Way
  - o Heol Boyce
- It was noted that names from St. Edeyrn's War Memorial would be considered in the future.

## **8. Finance (10 min)**

*(RFO to present financial report)*

*The bank account continues to operate in line with the budget. Due to summer holidays, income from both regular hall users and private hires has been down, but bookings are encouraging for the coming months. Both the Village Association and Community Council continue to fund recent improvements to the Hall with upgrades to the kitchen and fire doors. The current report does not include payment for the Fire doors £623 and additional expenses totalling £431 requiring approval covering replacement of padlocks, keys, replacement printer, stamps, vouchers for the In Bloom competition.*

- 1) The external auditors, Mazars, have returned the Annual Report for the year ended 31 March 2015 duly signed. There are no issues arising from their audit. The Notice of Conclusion of the Audit form together with a copy of the certified Annual Return will be displayed from tomorrow on our Notice Board for 14 days. This period allows any elector to inspect the Annual Report.*
- 2) The Annual Electrical Certificates for both the Village Hall and Pavilion have now been received, although the electrician carried out a number of minor repairs to give these areas a clean bill of health.*
- 3) Both the Clerk and RFO will be attending the Annual Society of Local Council Clerks Conference and Roadshow in Swansea on 17<sup>th</sup> September, which has a full day Agenda and will result in overtime payments for both in the month. Our insurance brokers, Came and Co,*

are one of the main sponsors and provide a 50% bursary. Their Autumn Review has been emailed to all councillors.

- 4) The Independent Remuneration Panel Survey relating to the Council and Councillors has been downloaded and will be submitted by 15<sup>th</sup> September.
- 5) HMRC have sent us notification that from 30<sup>th</sup> September, they are unable to supply IT support for old internet browsers. Effectively we may have a problem with Payroll and I am checking out the position.

- 8.1 Completion of annual return audit and inspection requirements  
DR wanted to say a thank you to the RFO and Clerk for all the hard work

**It was agreed: Audit approved - RJ proposed, DS seconded**

- 8.2 Annual electrical certificate for hall and pavilion
  - DR wanted to say a thank you to DS and RFO for their hard work
- 8.3 Asbestos survey
  - There is no evidence of asbestos in any of the tests undertaken. Should we decide at any future time to demolish part of the Hall building, it is advisable for a subsequent check to be undertaken.
- 8.4 Lease to be discussed, opportunity to acquire freehold/land purchase
  - Defer to next meeting.
- 8.5 Roof quotes
  - To look into this.
- 8.6 Fire doors has been installed and work completed
- 8.7 Review of Grounds Maintenance.
  - After some discussion it was agreed.

**It was resolved: all agreed to carry on with Full Circle. DR proposed, SW seconded.**

- 8.8 Computer  
RFO had concerns that the computer is now quite old and was concerned about backing up data in the event that all the information would be lost.

A suggestion was made to purchase an external drive.

**It was resolved: all agreed to purchase an external hard drive SW proposed, DR seconded**

## **9. County Councillors Report (10 min)**

*(Cllr Dianne Rees and Cllr Georgina Phillips to present their reports)*

Cllr Georgina Phillips did not attend or submit a verbal or written report.

Cllr Dianne Rees submitted the following report.

*New waste collection arrangements leaflets with regards to the new bins have been rolled out. I have received a number of complaints from families with less than 6 members not being able to cope with the smaller bins.*

*Green Waste will not be collected during the winter months.*

*DR will check to see if the Village Hall falls under these guidelines.*

*DR had received the street names of new development and noted see 7.2 above.*

*Statement - Cardiff Council asking for a report to be brought to cabinet how we will be dealing with the refugees, setting up a partnership to make arrangements asking for money donations to*

support the British Red Cross, details on the Red Cross website. Waiting for confirmation of numbers to help resettle refugees. It was noted to put on agenda as matters develop.

Hedges on Newport Road and Llandaff Square to the Village Hall, someone will be looking at this, with a view to cutting back.

It was noted that there has been a lot of tree cuttings placed near the Village Hall DR said this will be looked into.

Letter re pot holes request of resurfacing Wern Wawr Lane, still not done. Still keeping on top of this.

Weeds in pavement and roads, phase 1 of the annual weed treatment will be commencing end of July. 2<sup>nd</sup> phase will commence soon after, it was noted that this is only done once a year.

LDP examination additional hearing 28<sup>th</sup> Sept Community Council and Cllr Rees has been requested to attend.

## 10. Working Party Reports (10 min)

(Working Parties to present their report)

### a) Village Hall Working Party

- To get quotes for 3 fire doors with primer, sealer and waterproof paint, colour black

#### **It was resolved: all agreed DS proposed, SJ seconded**

- 1) Kitchen refurbishment work completed over the summer holidays. The Community Council is very grateful that OSMVA funded this work for the community.
- 2) Fire doors - Replaced over the summer holidays, paid for by OSMCC. The doors now need a coat of paint.
- 3) Front Doors - The front doors have been refurbished and paid for by OSMVA, many thanks.
- 4) Keys - New padlocks have been fitted to the Village Hall gates and keys issued to official key holders.
- 5) Hall heating - Now that the weather has turned cooler, the heating system has been tested and is available if needed.
- 6) A visual inspection of the Main hall floor and floor supports was carried out when the corner section was replaced over the summer holidays.
- 7) Glasses for the bar have been donated by the Coach House, many thanks.
- 8) We have received written and verbal recommendations to replace roof due to age. RFO to investigate.
- 9) Tasks for the Caretaker:
  - a) The guttering above the small hall fire exit has separated. Please repair as the new door will be damaged.
  - b) The guttering along the right side of the main Hall as you look at the main entrance from outside, is full of debris, please clean out.
  - c) Above the main entrance of the main hall the soffit has fallen down. Please refit the soffit.

### b) Playing Fields Working Party

It was noted:

- Pavilion storage undergoing repair.
- Hedge will be cut shortly.
- Tennis coaching session is still underway
- Nordic walking sessions open to all – pavilion – further information will be made available later.
- New sink – cupboard and sink needs upgrading and paint – ask Village Association to fund this.
- Trim Trail has been suggested funding may be available RJ looking into this.

### c) Family Fund Day

This was a great success. Village Association members were pleased, the day went very well.

d) **One Voice Wales**

It was noted that RJ attended the last meeting. Most of the discussion was regarding the Charter which is still ongoing.

**11. Correspondence Received (15 min)**

11.1 Sit on mower- third party interest

- There followed a discussion as to whether to sell the mower or for the Community Council to keep possession.

**It was resolved: DS to ask a professional to check it over and make a decision at next available meeting.**

11.2 Letter re local bus

- A letter was received concerning the no. 56 bus which has been removed from local service.
- RJ to respond.

11.3 Shelter Cymru

- It was noted that a request for donations was made and noted that OSMCC does not general support charities.

11.4 Charter

- Another meeting to be held on 21<sup>st</sup> September Clerk will be in attendance.

11.5 Questionnaire re LDP – Student request

- It was noted that a student had requested a questionnaire to be completed with regards to the LDP and our views.

**It was agreed that RJ will respond to this.**

11.6 Craft Club

- It was noted that a local resident would like to start a Craft Club.
- Clerk has sent information with current charges but after a discussion it was agreed:

**It was resolved: all agreed to charge £6 per session and £20 bond for a set of keys. DS proposed, DR seconded.**

**12. Newsletter**

- Information re Forthcoming Events had been printed and delivered, thanks to all the Councillors and members of the public who helped deliver these.
- The community Council's Newsletter is due to be published. Articles etc. to be provide asap for draft copy to be accepted at next Council meeting.
- Old St. Mellons Defined requested if we would like to advertise again. After dismissing the public it was agreed to do one side at £50

**It was resolved: Majority agreed**

**13. Items for next meeting (2 min)**

- Carol singing 18<sup>th</sup> December at the Coach House

**Meeting closed 22:30**

**Next meeting 8<sup>th</sup> October 2015**



*Cllr Rosemary James MBE  
Chair to the Old St. Mellons Community Council*