

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of the AGM meeting to be held in the Village Hall, Newport Rd,
Old St. Mellons at 7.00pm on Thursday 11th May 2017

a) Declaration of Acceptance of Office

The Clerk witnessed and received: Victor Davies, Rosemary James, Sarah Johns, Dennis Matthews, Dianne Rees, Derek Stroud, Joel Williams – the Declarations of Acceptance of Office.

Present:

Councillors: Cllr Victor Davies (VD)
Cllr Rosemary James (RJ)
Cllr Sarah Johns (SJ)
Cllr Dennis Matthews (DM)
Cllr Dianne Rees (DR)
Cllr Derek Stroud (DS)
Cllr Joel Williams (JW)

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

In Attendance: Mr Paul Good RFO (PG)

b) Apologies for absence (1 min)

None

c) Report of the Retiring Chairman

Thank you to all Councillors who have served on the Community Council for this last year of their term of office. Thanks to Jane Rogers, Suzanne Williams and Ricky Blackmore who have given loyal service to the community and to Len Phillips who, unfortunately, was unable to give much of his time to support the Community Council.

In particular, thanks to Derek Stroud, chair of hall working party, for ensuring the general maintenance of the Village Hall is up to date. Dennis Matthews, chair of playing fields working party, for acquiring grants etc for the purchase of outdoor gym equipment, Dianne Rees for her invaluable advice on planning matters and other County Council issues and Sarah John, vice chair of Council for her support in all aspects of Council work.

Congratulations to the Councillors who put themselves forward to serve for another term of office and have been appointed unopposed.

The Council is now in the position where the two vacant positions will be advertised inviting interested persons to put themselves forward to serve on the Council

Thank you to the Clerk Mrs Evelyn Gauci for her administrative work for the Council and to the Responsible Financial Officer, Mr Paul Good for his competent management of the Council's finances.

During the year many planning issues have come to the fore, the main one being the ongoing development of St Edeyrn's Village. During the year regular discharge of conditions and other planning matters came through and were dealt with by the Council. The most pleasurable has been the request for naming new roads. The Council decided, after much deliberation, to use the names of past Chairmen and prominent residents, hence we now have Ffordd Williamson, Boyce Way and Heol Booth. More names were requested and, as it is the centenary of the First World War, it was thought appropriate to take names of fallen soldiers in WW1 found on the memorial in St Edeyrn's churchyard. These have been accepted and we will be looking for further suggestions in the future.

This has been a year when 'Health and Wellbeing' have been at the fore and it was with great delight and much perseverance that the first piece of 'green gym equipment' was, only last week, installed in the playing fields.

This is, hopefully, the first of many pieces! Cllr Mathews has successfully applied to TESCO's to include this project in its current 'plastic bag' scheme where tokens are given, if asked, to shoppers to vote for local initiatives. Please encourage family and friends to ask for the tokens and vote!

This 'green gym' project came about following the enthusiastic response following the Village Plan Survey conducted in the Summer. Unfortunately, many residents didn't respond but those who did were very positive.

The Summer months saw the Queen's 90th birthday being celebrated with a children's party and a joint service and tea party at the Baptist Church.

The annual fete was also held at the Playing Fields

The Community Council works closely with the Village Association and this year donations received from the Village Association have enabled the interior decoration of the two halls and the fitting of new carpets.

The Community Council looks forward to working alongside them for the forthcoming village fete. The St Fagan's funfair items having already been booked! Thank you to the Village Association. This healthy relationship can only benefit the community.

In the Autumn at the annual Vegetable and Flower Show the Community Council Cup and the Reg Crabtree Rose Bowl were presented for the Best Vegetable Gardener and the overall Best Kept Garden to Mrs Christine Dibble and Mrs Gwen Jones.

Last year's newly formed groups, 'Knit and Natter' and Gardening clubs, continue to flourish along with, Table Tennis, WI, Entertainers, Brownies, Guides, Beavers, Cubs, Scouts, Zumba and Keep Fit classes and tennis coaching for youngsters. We must remember to keep the Clerk informed of all activities etc so that the website can be kept up to date, thus keeping the outside world informed!

The Remembrance Service and the Carol Singing were well supported by residents and thanks were sent to the Parish Church, Baptist Church and Bethania for their support.

The termly newsletter is published to keep the community up to date and informed of forthcoming events. All organisations are invited to contribute and the police and a representative from Persimmon are also invited to attend the monthly Council meetings or send a report to keep the Council updated on recent developments

Thank you to all, councillors and volunteers, for your support to the community because by **working together we can make a difference!**

Rosemary James MBE
Chairperson

11th May 2017

d) Election of Chairman

Clerk acted as Chair:

Cllr Rosemary James was proposed by Cllr Joel Williams and seconded by Cllr Dianne Rees.

It was resolved: All Agreed.

Cllr Rosemary James accepted the post as Chair.

DS thanked Cllr Rosemary James for the hard work she carried out last year – everyone agreed.

e) Election of Vice-Chairman

Cllr Sarah Johns was proposed by Cllr Dennis Matthews and seconded by Cllr Derek Stroud.

It was resolved: All Agreed

Cllr Sarah Johns accepted the post as Vice-Chair.

f) Appointment of Working Parties:

i. Village Hall Working Party

Cllr Derek Stroud

Cllr Victor Davies

Cllr Sarah Johns

It was resolved: All Agreed

ii. Playing Fields Working Party

Cllr Dennis Matthews

Cllr Dianne Rees

Cllr Derek Stroud

It was resolved: All Agreed.

iii. Village Plan and Planning Working Party

Cllr Joel Williams

Cllr Sarah Johns

Cllr Dianne Rees

It was resolved: All agreed

iv. Governor representative for St Mellons Church in Wales School

Cllr Victor Davies

Cllr Victor Davies was proposed by Cllr Joel Williams and seconded by Cllr Dianne Rees.

It was resolved: All agreed

v. One Voice Wales representative

Cllr Rosemary James will continue in this role.

It was resolved: All agreed

vi. Village Association Representative

Cllr Derek Stroud will continue in this role.

It was resolved: All agreed

AGM meeting closed at 7:30pm

There followed a short break and the Committee Meeting took place.

Committee Meeting commenced at 7:40pm

Present:

Chair: Cllr Rosemary James (RJ)

Vice Chair: Cllr Sarah Johns (SJ)

Councillors: Cllr Vic Davies (VD)
Cllr Dennis Matthews (DM)
Cllr Dianne Rees (DR)
Cllr Derek Stroud (DS)
Cllr Joel Williams (JW)

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

In attendance: Mr Paul Good (RFO)

1. Declaration of interests (1 min)

DR: County Councillor

DS: OSMVA

JW: County Councillor

2. Police Matters (1 min)

No report submitted.

3. Minutes – to approve as a correct record of the minutes of the meeting held on 13th April 2017 (5 min)

It was approved as a true and accurate record DS approved DS seconded.

A request for the new Councillors Guide was made, noted: Purchase 10 copies of the new Councillor Guide at £3

It was resolved: all agreed

4. Matters arising from the minutes of 13th April 2017 (30 min)

4.1 Review signage to Ty'r Winch Playing Field.

Noted: Green Flag carried out a survey with DS - will await to see if we have received an award for another year.

DM to draw up ideas for new signage

4.2 Review Standing Orders:

- Attendance report for Cllrs to sign

It was resolved: all agreed to obtain a book for registration.

- Standing Orders – review 6 consecutive absences to reduce to 3

It was resolved all agreed to reduce absences to 3 – SO to be amended

Apologies needs to be accepted at meetings

4.3 Review Mandate to be reviewed.

It was noted that each cheque needs to be signed by 3 members of OSMCC at present there is only RFO, RJ, DS and DR.

It was resolved: JW proposed that all members sign the mandate – all agreed

(this would cover for cheques to be signed by any Old St.Mellons Community Councillor in the case of holidays etc.)

4.4 Drop curb rear entrance to Elgar Crescent – water cascading into Village Hall car park.

DR & JW will send an email to Highways to address this situation.

4.5 St. Edeyrns War Memorial – Grant/Fund.

DM to have a look at the application form for CADW.

5. 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.

Suggestion Village Plan should be called a Community Plan. Also some areas of the ward, residents feel excluded.

Noted.

6. Highways and Planning (10 min)

(Planning Working Party to present their report)

6.1 Residents have been making complaints re closure of Bridge Road – it was noted this will remain closed for H&S purposes.

6.2 Noted: re Highfields – planning application for dwellings – will need to keep note of this.

7. Finance (10 min)

(RFO to present financial report)

The RFO confirmed that the Internal Auditor had completed his report and has signed the Annual Report. Auditor's Report has been forwarded to Councillors and there are two issues to be brought to councillors' attention. The FRA was reviewed last May and no adjustments were required, but the issue was not included as a matter o/s at the next Council meeting. The Internal Auditor was also concerned regarding the timing of the insurance premium payment for 2017/18 due 1/4/2017 as the appropriate cheque dated 1/4/2017 was signed and forwarded to the insurers in time, but is not included in the annual 2016-17 figures. The Annual Report and Governance attachments requirements have already been completed and will be available at the June meeting for formal approval and signature. The chair approved 20 hours overtime payment based upon the RFO's timesheets for March & April 2017. The VAT claim for £3,470 for 2016-17 has already been completed and submitted for payment on 28th April 2017.

Councillors will have received the May 2017 finance report, which includes the April 2017 bank reconciliation. The RFO confirmed that he has now received a chq for £660 in respect of the sale of a burial plot at St Edeyrns' and it would appear a further plot sale is imminent. RFO also required payment approval for the Internal Auditor £163.50, P & L Print £120 re Newsletter and RFO printing inks & stamps. The annual gas & electricity safety assessments are due end of May and June respectively.

Dennis Cooper (James Summers & Son) is retiring and the Council need to review the St Edeyrns' situation.

The bank mandate needs to up-dated due to the recent changes on Council and in line with Wales Audit Office and OVW recommendations for annual review.

Trees update; Part of the agreed Playing Fields work is still outstanding and the RFO has agreed with the contractor, Cardiff Treescapes, for completion on 24th May with main gates open for 8.30 am start. The RFO arranged for a further examination by the Arborist of certain trees and is pleased that there is currently no problem.

On the income side, the April invoices for User Groups have now increased to £8 per hire in line with last year's recommendations.

The Fixed Asset review was completed in March and it was agreed to increase cover on the hall to £400k and the Pavilion to £75k. The additional premium will cost £73.22p in the current year.

It was noted to increase the insurance cover to £475,000 for the Village Hall and the Pavillion.

It was resolved: all agreed VD proposed, DS seconded.

RJ wished to thank RFO for all the hard work, particularly in relation to the detailed Audit process.

8. Annual Planner (10 min)

Review - Electrical Assessment

Review - Financial Risk Assessment

Noted: HMRC P35 – completed by RFO

Noted: Green Flag renewal – completed by DS

9. County Councillors Report (10 min)

Chair congratulated Cllr Dianne Rees and Cllr Joel Williams – elected County Councillors.

- Speed bumps at the Newport Road roundabout and the requests submitted to have the height of the bumps reduced and an assessment to ensure compliance.
- Action being taken in relation to parking issues at surrounding St John's College.
- Called for a reduction in speed throughout the Village and an introduction of 20mph zones on speeding hotspots.
- Continue to monitor the St Edyern's development.
- In addition to ongoing case work we continue to campaign for additional support for pot hole filling and road resurfacing.
- Ask OSMCC to arrange a litter pick for end of June.

- Flower boxes on Newport Road to be filled.
- Request surgeries be put on OSMCC website – (DR & JW declared an interest)
It was resolved: all agreed VD proposed DS seconded.

10. Working Party Reports (10 min)

(Working Parties to present their report)

- Village Hall Working Party
Nothing to report
- Playing Fields Working Party
Gym equipment have been installed.
- Village Plan Working Party
Nothing to report
- Old St. Mellons Village Association
Noted: Boules 10th June
Noted: Fete 8th July

11. One Voice Wales – report (5 min)

Noted: RJ attended meeting, Topic - Powerup Western Power Distribution – vulnerable customer engagement.

12. Correspondence Received (10 min)

- 12.1 Hall Hire – August Fri to Mon – Charges?
Require further information.

13. Newsletter (5 min)

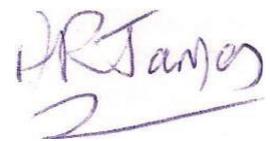
Information required, closing date 31st May 2017

14. Items for next meeting (2 min)

Playing field signs
Review graveyard arrangements
Annual return
Finance risk assessment
Election – Two more Councillors required, it was agreed that once the number of interested parties have been gathered, that an extraordinary meeting be called.

Meeting closed at: 21:40

Date of next meeting: 8th June 2017



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