

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes for meeting to be held in the Village Hall, Newport Rd,
Old St. Mellons at 7.00pm on Thursday 13th July 2017

a) Declaration of Acceptance of Office

The Clerk witnessed and received: Gaynor Hassan – the Declaration of Acceptance of Office.

Present:

Chair: Cllr Rosemary James (RJ)

Vice Chair: Cllr Sarah Johns (SJ) - Apologies

Councillors: Cllr Vic Davies (VD)
Cllr Gaynor Hassan (GH)
Cllr Dennis Matthews (DM)
Cllr Derek Stroud (DS)
Cllr Joel Williams (JW)

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

1. Apologies for absence (1 min)

Mr Paul Good RFO
Cllr Dianne Rees – holiday
Cllr Sarah Johns – work commitment

Noted: Accepted

2. Declaration of interests (1 min)

DS: OSMVA
RJ: OSMVA
VD: Keep it rural

Register of Members' Interest:

Clerk proposed a template that can be used by OSMCC which can be updated and can also be available for public inspection as and when required. Clerk reiterated that there will be a declaration of interest at each meeting, but the existing documents will not need to be completed at each meeting, except where items of discussion arise and a Member has an interest.

Clerk noted to Cllrs that Section 81 of the Local Government Act 2000 requires disclosure and registration of members' interests, and to be made available for public inspection and as per Good Councillors Guide 2017, it was also noted that this document had been approved by OWW.

It was resolved: All agreed to use new form.

3. Ms Sarah Brock, Head of Property Services – Mr Steffan Harries & Mr Joshua Dowdall (20 min)

RJ welcomed the three representatives from Taff Housing.

Taff Housing were in attendance in relation to the pre-application planning notice, for the Droke House site and the proposal to build 33 apartments comprising of 1 and 2 bedroom units including 3 disabled units.

It was noted that Taff Housing is a not for profit organisation and is part of RSL (Registered Social Landlords)

There had been in the past several interested parties for this site, and it was noted that this had already received residential planning approval, but to date no full planning application has been formally given to the planning department. That said it was noted that the original contractors were no longer interested and the plans are currently being drawn up by Davies, Llewellyn Jones – architects.

There had been changes to the plans drawn up by DLJ and the original 38 car parking spaces has now been reduced to 11.

This has prompted great concern for OSMCC in so far that there appears to be a lack of parking facilities for so many units, subsequently which could result in residents parking on the main road.

TH had stressed that they have sought Government guidelines to the appropriate amount of parking spaces for the type of housing concerned and as per guidelines this is within the parameters of the guidance. The guidelines state that social housing residents have fewer cars and TH have used the formula by Council planning. The original plan indicated that the houses to be built were for open market sales, hence greater number of parking spaces.

TH noted that although this site will now be social housing, they take their responsibility very seriously and have extensive checks in place and make sure that references are also checked before lettings. TH noted they decline anyone with antisocial behaviour and or/ have a police record. Lettings are usually long term. If a potential tenant has not let before, then they are automatically on a 12-month trial basis. TH also noted that as they have strict criteria for lettings, they can have an element of control of residents, as to a residential area that is private.

The current plans indicated that the building will be four storeys high, existing residents nearby would feel overlooked, TH assured OSMCC that the way the land was laid out it would not appear that high, as the front outlook would be 2 storeys dropping at the rear making it 4 storeys.

It was noted that there is a bus service which is infrequent and OSMCC reiterated the concern of parking, TH again stressed this was within the parameters of the guidelines and the plans that originally showed parking spaces has now an area of communal gardens, trees, seats which would give the residents a feel of a community.

A suggestion was made of converting part or all the units to be an over 55 age scheme. TH agreed that this could be considered.

TH agreed that they would go back to the architects and ask them to review the parking spaces and size of the building.

They will then return with an amended set of plans.

JW had stated that as a County Councillor will try and set up a meeting prior to the OSMCC meeting in September.

RJ thanked TH for attending the meeting.

TH then left.

4. Police Matters (1 min)

PC Chris Williams submitted this report.

Please note that these figures are for 2 months (01/04/2017 – 31/05/2017).

There have been 9 ASB calls reported in the area these being off road motorcycle calls.

*There have been 2 reports of abandoned vehicles and 1 reports of parking problems.
There have been 4 reports of thefts in the area as a whole. There have been 9 vehicles summonsed to court for speeding along Tyr Winch Road.*

There have been 2 reports of burglaries and 1 report of a shed / garage burglary.

There has also been 3 report of a disturbance outside the public houses.

There have been 3 reports of criminal damage.

There were 6 suspicious incidents reported in the area.

We have ongoing operations in the area which include linking in with Cardiff County Council to utilise their off-road team, we are also working with local filling stations to identify the suspects.

Officers are patrolling the areas on a regular basis and calling in see local residents at the coffee mornings in the area.

The access point at The Coach is every Tuesday 1100 – 1200 hours, officers are available to speak to members of the community regarding any issues they would like to discuss, or if they would like to speak to officers in confidence they can contact them via email or mobile to arrange a meeting.

All the licensed premises in the area are part of the Pub Watch Scheme. This means that if there are any issues within these premises with any individuals, they are placed on a ban from licensed premises within the Pub Watch Scheme in Cardiff.

If there are any further community events that we should be aware of, can you please let us know.

5. **Minutes – to approve as a correct record of the minutes of the meeting held on 11th May, 8th June, & Extraordinary Meeting 19th June 2017 (5 min)**
It was approved as a true and accurate record.
JW proposed to accept all meeting minutes DS seconded.

6. **Matters arising from the minutes of 11 May 2017 (20 min)**

- 6.1 Standing orders – absence – the last meeting dated 11th May 4.2 a request to change this to 3 months, Clerk suggested to keep it at 6 months as per Good Councillors Guide.

It was resolved: All agreed to keep it 6 months.

7. **St. Edeyrn's**

- 7.1 St. Edeyrns War Memorial – Grant/Fund – update

A member of the community had been making enquiries, it was noted to ask this person to continue with this line of enquiry.

- 7.2 St. Edeyrns – inspection report

It was noted that only a small portion of this document is pertaining to OSMCC Work recommended within the next 5 years to be carried out.

A couple of issues, namely the boundary wall, parts are in need of repair, gate refurbishment which requires welding and shrubs growing too close to the proximity of boundary walls.

Suggestion of a working party to look at St. Edeyrns issues.

It was resolved: VD & DS to carry out assessments

- 7.3 Administration – St. Edeyrns Burial Records arrangement

Deferred to next meeting. RFO will have a meeting with Summers Funeral Directors.

- 7.4 St. Edeyrns- Close proximity of shrubs and trees – correspondence

See 7.2

8. **Review Signage to Ty'r Winch Playing Field & Opening/locking Volunteers.**

Noted: DM will design and source prices for new signage to gates.

There have been a few occasions when the park has been locked and local residents have complained, it was noted that this is reliant of volunteers and there is a rota in place, RJ asked if any other Councillors could be added to the rota, DS agreed to be added as a volunteer.

A question was asked about insurance, should someone be inadvertently locked in the park.

It was agreed for Clerk is to ask the RFO about insurance implications.

9. **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.

None present.

10. Finance (10 min)

(RFO to present financial report) – Report received by Cllrs prior to meeting as follows:

Councillors will also find the July Finance reconciliation attached. This shows the DDs' payable in the month, which include the quarterly waste management charge. It also includes cheques not presented at month end and those to be signed off at the meeting. These cheques include payments to Aborcra Solutions for tree work at St Edeyrn's and the quarterly PAYE for the period April –June 2017. The ground rent for the Village Hall is due, but there has not been any response regarding a possible purchase of the freehold. On the Income side, the significant receipts are from the Entertainers comprising a generous donation of £300 towards the cost of the new tables in the hall and their decision to pay hall hires up to March 2018 in one amount. The RFO will forward by email a quarterly review later this month of actual income/expenditure to budget, while staff reviews are currently due.

The external auditors raised clarification on two accounting and a website issue in respect of the papers submitted with the Annual Return. An email response was forwarded immediately and notification received back that these matters are now concluded with no charge incurred. The Annual electricity inspection of both the village hall and the playing fields pavilion have been completed and there are relative minor works to be undertaken to obtain clear certificates. Estimates are being obtained for this work and either the chair or clerk have a mandate to approve this work if not available by the meeting date.

The grass maintenance contract is due for consideration in the next two months and a specification of the works to be undertaken will be drawn up by the RFO for tender purposes. Similarly, further tree work is necessary at St Edeyrn's and possibly the Village Hall, where the same tender process is necessary. Dennis Cooper (James Summers) has contacted the RFO to inform him that although he is not sure of his leaving date, he will be unable to continue the paperwork involving St Edeyrns due to the cost of insurance cover and it will revert back to the OSM council. The bank mandate discussed at the last meeting relating to the removal and addition of signatories needs to be completed.

10.1 Finance Risk Assessment

2017-18 Financial Risk Assessment to be reviewed. The RFO does not consider there is a need for the Assessment to be amended.

It was resolved: Reviewed and all agreed and approved.

11. Annual Planner (10 min)

It was noted that the guttering needs to be repaired/replaced, to acquire three estimates for guttering and faciaboards.

It was agreed - VD, JW, GH to obtain quotes.

WIFI review – RFO

Fire Risk Assessment review - **completed by DS**

12. County Councillors Report (10 min)

(Cllr Dianne Rees and Cllr Joel Williams to present their reports)

- Blooms Garden Centre – road improvements have been undertaken to roundabout, but have requested urgent assessment to size of traffic calming humps. Further improvements will commence near Blooms to facilitate the new development.
- Met with Senior Officers re off road bikes speeding through the village, The Police and Council are working together on an operation called Red Manor.
- Requested a speed survey on Newport Road where speeding is often in excess of 30mph. The road safety unit have been monitoring speeds on Ty'r Winch Road for some time resulting in fines of more than £500 in some cases.
- In June met with Chief Executive of Cardiff Council to discuss challenges our community faces including fly tipping, waste collection issues, graffiti etc. noted to contact the County Councillors for any other issues.

13. Working Party Reports (10 min)

(Working Parties to present their report)

a) Village Hall Working Party

Cllr Derek Stroud, Cllr Sarah Johns, Cllr Rosemary James – 27th June 2017

- Annual Fire Test completed
- Battery packs for fire exit signs to be changed every 4 years. Due to be changed as agreed at last Community Council meeting
- Fire Exit sign light behind stage replace/repair
- Kitchen smoke detector also needs battery
- Electrical Testing completed on the day, but awaiting report
- Pavilion testing to be completed also
- Heating – holiday mode now set
- Electrician needed keys for bar and piano safety strap. Neither in office key cupboard
- Outside queries - guttering, brambles, emergency exits to be clear, bin/refuse collection days.
- RFO attending to electrician

b) Playing Fields Working Party

- Will know the results of the Tesco Grant application w/c 24th July.
- Persimmon Grant – DM looking into this - £1000 maximum grant, if unsuccessful will need to reapply

It was resolved: all agreed for DM to reapply and also look at Waitrose grant.

c) Village Plan and Planning Working Party

There was some discussion to change this name.

It was resolved to continue to use this.

- i) Application No. / Rhif Cais: 17/00717/MNR
Planning permission 14/00922/DCO Construction Of 4 No. Dwellings Location: High Trees, Druidstone Road
Noted.
- ii) Pre-application notice – Droke House
See item 3.
- iii) 17/01258/DCH single storey extension rear of 5 Hastings Crescent.
Noted.
- iv) Appeal APP/Z6815/A/13/2199027 - Cefn Eurwg, Druidstone Road
See note v) below.
- v) 17/01206/MNR proposed two detached dwellings, land adjacent to Cefn Eurwg, Druidstone Rd
OSMCC agreed that there should be an objection to this, particularly in the area of overdevelopment and access issues.

It was resolved: All agreed Clerk to send letter of objection.

14. One Voice Wales – report (5 min)

Deferred to next meeting.

15. Village Association – report (5 min)

It was noted that the Fête was very successful.

OSMVA has asked about our next project so that they can contribute if able.

16. Correspondence Received (10 min)

16.1 Fly the Ensign – Merchant Navy Day

Noted.

16.2 Sight Cymru – Charity – future demonstrations and request for contribution

Noted.

16.3 Keep Us Rural Ltd – Contribution request

VD declared an interest.

Correspondence received from Keep Us Rural Ltd, requesting OSMCC if they could help towards funding, as they were concerned that a number of solar farms once granted could be classed as brownfield sites, therefore given an opportunity for housing development.

JW proposed £200

There followed a discussion and it was agreed to invite Keep Us Rural Ltd to attend our next meeting.

JW – withdrew his proposal.

16.4 Wedding reception request – 18 August 2018

It was agreed: £200 per day residents, £250 per day non-residents

17. Newsletter (5 min)

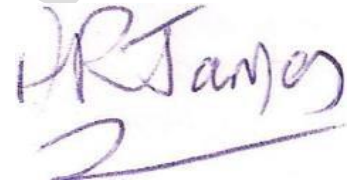
Cllrs Johns has put together the newsletter, this will be put in the noticeboards.

18. Items for next meeting (2 min)

- St. Edeyrns Burial Records arrangement
- War Memorial
- Signage to Ty'r Winch Playing Fields

Meeting closed at: 10:15pm

Date of next meeting: 14th September 2017

A handwritten signature in purple ink, appearing to read 'R James', with a horizontal line underneath.

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