

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 8th February 2018

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 Charles Price (CP)
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. Apologies for absence (1 min)

Cllr Sarah Johns – work commitment

Noted: Accepted

2. Declaration of interests (1 min)

DR: St. Edeyrn's, St. Johns College

RJ: OSMVA, St. Edeyrn's

DS: OSMVA

JW: OSMD

3. Minutes – to approve as a correct record of the minutes of the meeting held on 11th January 2018 (5 min)

Change to Item 6.....Council and ensure bins were delivered – should be *requested bin bags* were delivered.

It was approved as a true and accurate record – DS proposed, DR seconded

4. Matters arising from the minutes of 11th January 2018 (10 min)

4.1 Resident complained about litter from the chip shop – to write to Sarah McGill – Corporate Director for Housing and Communities to cc Michael Michaels cabinet member for cleaner streets – Clerk to send letter.

4.2 Resident complained about Ty-To-Maen Close sign has been covered up.

4.3 Internal Audit – JW has a name to forward to RFO

5. Police Matters (1 min)

*Between the 1st of January and the 6th of February 2018 there were a total of 8 crime Occurrences.
During the above time period there were 9 reported Anti-Social Behaviour reports from local residents.
There was 1 incident of violence throughout this time.
There was 1 thefts from a motor vehicle.
There were 0 burglaries within this period.
There were 0 incidents involving Drugs.
There were 6 incidents relating to damage during this period.*

Speed Camera operations have been carried out on Tyr Winch road over this period and 5 vehicle/driver have been reported for summons.

There has been a spike in ASB and Criminal Damage on Chapel Row whereby persons unknown have caused damage to resident's parked cars.

St Mellons Neighbourhood Team have been aware of ongoing issues with ASB being caused by motorcycles in the area. Operation Red Mana has commenced in relation to off road motorcycle annoyance – joint operations will take place on a monthly basis with the council with a view to targeting and removing the off road bikes from the roads.

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

The access point at The Coach House 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.

Chapel Row has become a Way Marker for the area meaning officers have to attend the location, be that on foot or in a vehicle, between the hours of 1500 and midnight – this is to combat ASB and motorcycle annoyance predominantly.

St. Mellons shopping precinct remains a way-marker for our area and at the moment. There is a concerted effort from PC's and PCSO's alike to target this location with a view to reducing the number of ASB calls we have previously had.

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.

Resident complaining about a property in Ty-To-Maen with regards to ASB – noted to contact Police.

7. Finance (10 min)

(RFO to present financial report)

The bank reconciliation spreadsheet as at 31st January 2018 including February 2018 movements up to 5th February 2018 has been forwarded to all Councillors. There is only a small movement between the December 2017 and January 2018 bank balances mainly due to the Tesco Grant balance for play equipment amounting to £1,250 and two burial fees totalling £565 being banked in January. The Rates DD is not due again until April 2018 and the remaining overall movements are as expected. The RFO has received annual renewal papers from Cardiff Council relating to the Hall pest control contract due in February at £350 + vat. The service includes 8 regular visits and this price is competitive and has been reliable. Private company quotes in the past have worked out dearer and the RFO recommends acceptance.

During the past 6 months a considerable amount of work has been necessary to update all the paperwork relating to St Edeyrn's Burial grounds, which has been undertaken for many years previously by an outside Funeral company. The RFO has explained at earlier meetings the work necessary to record full details of each burial, including visits to meet the undertakers and gravedigger at the burial grounds. Additionally, the work needs accurate and specialist knowledge especially when information is requested by families and undertakers. Mr William James, a former Clerk, has carried out this work on behalf of the Council recently and in December & January has dealt with four burials, two involving re-opening existing graves. The RFO has discussed the situation with Mr. James and recommends that not only should he continue this work, but is paid an administration fee of £75 for each burial. Our current Burial fees and charges require a full review next month as it appears the Council are considerably dearer.

The Xmas period highlighted the need for repairs to be carried out at extremely short notice to avoid a booking cancellation (hall floor damage) and possible insurance claim by the hirer. This shows there are occasions when the caretaker or cleaner are unable to deal with the problem. The RFO considers we should advertise to see if we can put together a list of local 'odd job men' available at short notice to undertake small emergency works.

RFO discussed the administration of burials - RJ declared an interest and left the room.

It was noted that Mr Bill James has been carrying out burial administration since Summers Funeral Directors relinquished this task, RFO proposed that he continues with the administration of the burials due to his past experience and expertise in this area.

It was resolved: all agreed that Mr B James continues with the administration of the burial records.

7.1 Our insurance brokers, Came & Co. Ltd, who are specialists in Local Council Insurance, have already submitted three different quotes from leading companies for the 2018/19 renewal period. Details have been forwarded to Councillors for their perusal and comment. Basically, all quotes provide similar cover in line with our previous insurers.

It was resolved: all agreed to renew with Came & Co. – DS proposed, CP seconded

7.2 The lowest quote for £1,194.19 inclusive of IPT +£50 Admin Fee with Inspire (AXA) is being recommended by Came & Co Ltd. The charge is almost identical to the amount paid last year for our insurances and again the RFO recommends acceptance. However, a decision is required as to whether the renewal is for 1, 2 or 3 years with a 5% annual reduction.

It was resolved: all agreed to renew for 3 years – DS proposed, CP seconded

7.3 A comprehensive review of the Burial Grounds has been carried out by Cll Vic Davies in recent months over maintenance work to be undertaken at the site. All the points raised in his report are a sound basis to include in an updated Risk Assessment to be compiled.

It was resolved: all agreed to compile a Risk Assessment

It was also agreed that works to be carried out at St. Edeyrns to be carried out

8. Annual Planner (5 min)

8.1 Renew pest control contract

It was resolved: all agreed

8.2 Risk Assessment – reviewed – exercise equipment in playing fields needs to be added

9. Policies & Procedures (5 min)

9.1 Asset Register – currently being reviewed

9.2 All policies reviewed – updated documents on website

It was resolved no changes at present: JW proposed, DM seconded

10. County Councillors Report (10 min)

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

- Scrambler bikes – still a nuisance and Police have been monitoring – meeting with residents and Police have been proposed
- Ty-To-Maen Close – Litter and dog mess – letter received from the Council stating it was not an issue. Requested that photos be sent to Council
- Beech Tree Park – parking issues – officers are proposing a site visit next week. Suggestion of double yellow lines outside the College
- Bridge Road fly tipping – requested to arrange a litter pick in the Village
- St. Edeyrns development well under way – suggestion OSMCC to engage with the residents
- Declaration of Interest forms – County Councillors – need to declare all interests and up to date
- Pot holes – request that these are reported
- Proposal of dedicated lane bottom of Rumney Hill at a cost of £80000.00 by the Council

11. St. Mellons Primary School (5 min)

(Governor's Report)

Nothing to report.

12. Planning Applications (5 min)

12.1 Droke House – site visit 4 Dec 2017 update – planning has been passed

12.2 17/02885/MNR proposed development of two 5 bedroom detached dwellings together with a 2 bedroom flat over a detached garage - Little Began House – Clerk to send objection

13. Working Party Reports (10 min)

(Working Parties to present their report)

a) Village Hall Working Party

- Hand dryer in ladies toilet needs replacing
- Fire exit door to far side of hall – hinge sticking
- Guttering downpipes – cleared, guttering to rear needs replacing
- Drainage at rear of Village Hall – entry from Elgar Crescent – water still coming into the drive – Clerk to speak to Council

b) Playing Fields Working Party

- Noticeboard has been ordered for St. Edeyrn's
- Quote for Boules court £3800.00 (3 full courts)
- Noted resident would like to make contribution and continue with upkeep
- Suggestion to ask OSMVA if they would like to contribute
- Suggestion to discuss where the courts would be placed when this arises – site visit JW proposed to go ahead subject to location of courts
- Signage for playing fields – DM showed the Community Councillors a proposed noticeboard with prohibited signs – (£860) one at Ty'r Winch Playing Field and one at St. Edeyrn's

It was resolved: all agreed to purchase

c) Village Plan and Planning Working Party

- Suggested to hold the Fete in the Village Hall

14. One Voice Wales – report (5 min)

14.1 Deferred to next meeting

15. Village Association – report (5 min)

15.1 see c) Village Plan and Planning Working Party

15.2 noted that OSMVA would like to have more support – especially from Community Councillors – noted – need to be a member to attend meetings

15.3 noted next meeting 26th Feb at 7pm requesting that Community Councillors attend

15.4 noted OSMVA requires more help for setting up the Fete

16. Correspondence Received (10 min)

16.1 Street names for St. Edeyrns Village

Suggestion: Shirley, names from the School Memorial Plaque, Glyn Thomas,

16.2 Guides – planting flowers at Village Hall

Noted and to thank them

17. Items for next meeting (2 min)

Newsletter – suggest OSMVA get a full page

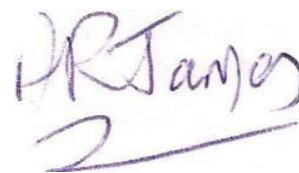
Grass Cutting contract

Next Meeting 8th March 2018

There followed a Private Meeting to discuss possible advertising for an 'odd job person' and to discuss job description.

DS and RFO to have a meeting with the Caretaker for review

Meeting closed at 22:00

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

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