

OLD ST. MELLONS COMMUNITY COUNCIL

AGM Minutes for meeting to be held in the Village Hall, Newport Rd,
Old St. Mellons at 7.00pm on Thursday 10th May 2018

a) Apologies for absence

Cllr Dennis Matthews – holiday
Cllr Gaynor Hassan – holiday

b) Report of the Retiring Chairman

Thank you to fellow Councillors who have served the community this last year. Various roles have been taken by Councillors but particular thanks must go to Cllr Matthews who has overseen the establishment of the Green Gym at the Ty'r Winch Road playing fields which is now fully operational. The Village Association has given its support through fundraising and claiming various grants. The Village Association, in turn, looks to the community for supporting its fundraising events such as the Village Fete, Quizzes, Race Night, Dances and Variety Shows. The Entertainers put on shows or pantos at Christmas time. The next Fete will be held on Saturday 14th July at 2pm and volunteers are being sought to help on the day. Councillors and residents are encouraged to offer their support.

Following on from the success of the 'Green Gym' the next project is to have a Boules court installed. Once again, the additional funding from Persimmon and the Village Association enables the Community Council to proceed with the installation. These initiatives at the playing fields emanate from the responses to the '2016 Village Survey' when residents were asked for their views and suggestions to improve the environment.

Thank you to Councillors Stroud and Davies who have overseen the management of the Village Hall and St Edeyrn's Churchyard. These are valuable assets to the community and thanks must go also to the Responsible Finance Officer, Paul Good, who delivers the Council's budget and ensures value for money is always achieved.

The Clerk, Neried Evelyn-Gauci, manages the day to day running of the Council including the lettings of the Village Hall which have increased this year.

County Councillors, Dianne Rees and Joel Williams, offer advice on matters such as planning applications within the Community Council's boundary. The Council responds to Welsh Government and County Council consultations and is currently involved in the One Voice Wales negotiations with the Council regarding a Charter agreement with the Authority.

Newsletters are periodically delivered to all residences within Old St Mellons, this now includes the new development where 150 residences received the latest newsletter which specifically welcomed its residents to the community.

The Old St Mellons in Bloom Competition was kindly sponsored by Wye Vale Garden Centre who also provided the judges. Presentations were made at the Allotments Vegetable and Flower Show in September.

The Remembrance Service and Parade was attended by the community along with the Parish Church, Baptist Church and Bethania as was the Carol Singing which was sponsored by the Coach House.

The Village Hall is well used by local groups who cater for all ages. Information re. the groups, Hall's availability, newsletters and minutes etc. can be found on the Council's website www.oldstmellonscommunitycouncil.org.uk

Rosemary James MBE, chairperson

c) Election of Chairman

Clerk acted as Chair:

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

It was resolved: All Agreed.

Cllr Rosemary James accepted the post as Chair.

d) Election of Vice-Chairman

Cllr Derek Stroud was proposed by Cllr Sarah Johns and seconded by Cllr Charles Price.

It was resolved: All Agreed

Cllr Derek Stroud accepted the post as Vice-Chair.

e) 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 Derek Stroud

Cllr Charles Price

It was resolved: All Agreed

iii. Planning Working Party

Cllr Dianne Rees

Cllr Joel Williams

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 Dianne Rees and seconded by Cllr Joel Williams.

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 7:21pm

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 Derek Stroud (DS)

Councillors: Cllr Victor Davies (VD)
Cllr Sarah Johns (SJ)
Cllr Charles Price (CP)
Cllr Dianne Rees (DR)
Cllr Joel Williams (JW)

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

In Attendance: Mr Paul Good RFO (PG)

1. Declaration of interests (1 min)

RJ: OSMVA, St Edeyrn's

DR: St Edeyrn's

2. Minutes – to approve as a correct record of the minutes of the meeting held on 12th April 2018 (5 min)

It was approved as a true and accurate record VD proposed and DR seconded

3. Matters arising from the minutes of 12th April 2018 (10 min)

3.1 Councillors attendance

Councillors to review attendance book – noted that future absence needs to be approved and agreed by OSMCC – NEXT MONTH CHARLES ON HOLIDAY ADD APOLOGIES

3.2 Dog walking in playing fields

It was noted that the Dogs (Fouling of Land) Act 1996 can still be enforced.

It was resolved: DS proposed to write to CC intend to ban dogs from Ty'r Winch Playing Field – ask for advice seconded by SJ

4. Police Matters (1 min)

Nothing to report.

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.

Nothing to report.

Chair thanked residents for delivering newsletters.

6. Finance (10 min)

(RFO to present financial report)

The bank reconciliation spreadsheet to 30th April 2018 has been forwarded and there are 2 chqs requiring approval. The normal monthly grass cutting contract and a payment of £492 to Cardiff Treescapes being the updated tree reports on our 3 sites. The RFO mentioned last month that decisions by the Working Parties are needed on all the sites, but it is clear that both budget and expenditure with regard to the Village Hall will now need a significant review in line with long term plans. Once decisions have been made, tenders can be updated if necessary. Hall income is up to date, although one issue arose relating to a booking, which was reported to the Chair and Clerk.

The Annual Return papers have now been received and the Notice of Electors' Rights is displayed on our notice boards in accordance with regulations. The Chair and RFO had a recent meeting with an Internal Auditor, Ms Bronwen Bermingham, regarding all requirements/terms of the post. The RFO reported that the Clerk has now written to Ms Bermingham confirming her appointment. Regular HMRC webinars covering audit procedures, obligations, recording and yearend requirements are continuing to take place and the RFO has taken part on three occasions. The RFO has commenced work on the Annual Return, although the Internal Report will not be available until the end of May. This report will need to be considered at the June meeting together the signing and Annual Return approvals.

The RFO will instruct contractors to carry out the annual electric and gas risk assessments at Hall and Pavilion. Councillors confirmed that they are not in favour of a smart meter, but instructed the RFO to make enquires regarding storage facilities.

6.1 To agree to go ahead and pay for Boules Courts

Boules – No decisions have been made regarding the number of Boules courts and the RFO is recommending that all interested parties should visit a local private Boules club to consider all aspects. A decision could be made and the work carried out

6.2 To discuss funding for roof

Hall Roof – The RFO recommends a meeting of the Working Party takes place asap to discuss Hall upgrades as Section 106 monies are now available

6.3 Review report re Tree Survey

Tree Reports – The RFO has forwarded the Tree Hazard Risk Assessment updated reports to Councillors showing that work is required at all three locations. The RFO considers estimates obtained and that a suitable programme is agreed carrying out essential works first.

6.4 To employ someone to open/close park?

Open/Closing Park – Councillors to review the situation

6.5 Quote for microwave

Microwave – A basic microwave to be purchased for hall hirers Noted that cheapest microwave from Currys – around £50.00

It was agreed the Clerk to purchase, noted the new one to be PAT tested

VD proposed to purchase CP seconded

It was resolved: majority agreed

It was agreed to use the same electrician

7. Annual Planner (5 min)

Reviewed.

8. Policies & Procedures (5 min)

Reviewed.

9. County Councillors Report (10 min)

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

- Money received from CC around £25k for OSM Village Hall
- Need to determine where to spend this money, roof was proposed
- Double yellow lines William Nicholls Drive 2 objections by residents, traffic order in process
- Bus turning circle using green area in St. Edeyrn's Village, residents are objecting
- 3 more objections have been received for the closure of Bridge Road
- Suggestion of bus box in Bridge Road
- Drainage review on Bridge Road, stream bubbling up
- Chapel Row – motorbikes issue – agreed to knee high fencing and planters
- Coach on Ty'r Winch Road – request must be made to 101 – ongoing issue

10. St. Mellons Primary School (5 min)

(Governor's Report)

- Waiting for building service control – drainage works to take place over the summer holiday

11. Planning Applications (5 min)

11.1 18/00952/DCH first floor extension to bungalow Westwinds, Began Rd

Noted.

12. Working Party Reports (10 min)

(Working Parties to present their report)

a) Village Hall Working Party

- Drainage to rear of Village Hall – suggestion of new guttering
- Leak to radiator in main hall – central heating maintenance due will get it rectified then
- Need to make sure the vent is on in the small hall due to condensation

b) Playing Fields Working Party

Report as follows from DM

1) **Boules:** *The Village Association. The Village Association is to donate £1,000 to match the Persimmon grant of £1000.*

It was agreed the Community Council make up the shortfall of £1,200 to enable the construction of the Boules court

JW proposed the suggestion of DM report and VD seconded

It was agreed: majority agreed to this proposal.

2) **Park Gate Opening & Closure:**

There continues to be a concern re. the locking of the Ty'r Winch Road playing fields. Councillors are asked to communicate with the residents to find further volunteers, or even stand by volunteers to assist with the locking of gates.

3) Dog Walkers

There has been an increase in the number of dog walkers despite the 'no dogs' signage on the main double gate entry

It is understood that a Public Service Protection Order can be used in a measured way to deal with the problem, particularly where the park is in a closed in area (closed in on all sides) as is the case with Ty'r Winch Road Park.

It is further understood that if a person in charge of a dog fails to comply with the requirements of the order, they would be committing a criminal offence (exemptions under the Equalities Act apply that would require evidence to be submitted). Fixed penalty notices can apply. Failure to comply can escalate the issue to the magistrates court where the maximum penalty is £1000. The park would need to be clearly signed that that no dogs are allowed along with a notice stating that the Community Council may prosecute those found to be ignoring the notice.

Councillor Joel Williams has looked into this matter with Cardiff Council and he will report further at the next meeting of OSMCC

4) Security Cameras

The installation of security cameras has proven success in reducing nuisance and damage issues. Ty'r Winch Road Park has not been without its own issues in these areas. The increasing number of dog walkers using the park to exercise their dogs has also added to the problem. Security cameras are a good deterrent. WIFI camera systems are also available and can now also be operated from mobile phones and other mobile devices. Costs of installation & operation may be offset by a reduction in damage caused to property and equipment.

Proposal: OSMCC to seek costs of installation & maintenance of security cameras with a view to their operation in park either on:

- a) Self-installation basis i.e. buying and fitting camera equipment & set-up or,
- b) Professional installation of all equipment and set-up.

Suggestion of putting signage

- Usage of playing field – noted that some children riding in the playing field on bikes have been intimidating, who are abusive and rude and riding their bikes in the tennis courts.
- JW will be attending the FIT AGM – all agreed his attendance.

13. One Voice Wales – report (5 min)

Nothing to report

14. Village Association – report (5 min)

Looking for support and help for the Fete – site meeting in the field.

15. Newsletter (10 min)

Thanks to SJ collating and sending to printers

16. Correspondence Received (10 min)

16.1 Email from CK- re Community Council Election Notices

JW will be contacting CK

16.2 Request to establish Rainbows – Wednesdays – storage?

It was agreed: but storage not available at present

16.3 NALC – GDPR Fees

It was noted that these fees may not apply

It was noted that there is now no requirement for a DPO (Data Protection Officer) for Community Councils

Clerk noted that there will be training via CC at £100

There has been a range of templates from OVW for Community Councils to adopt and use.

It was resolved: all agreed to training and suitable templates

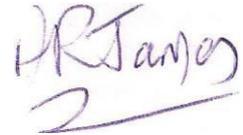
16.4 CC – funding for Village Hall

Need to set up a meeting and discuss how to spend

17. Items for next meeting (2 min)

- Appoint a person as point of contact for St. Edeyrns Church
- Secure Tennis Courts – to stop bikes – turnstile?
CC funding – Clerk to organise - Village Hall working party plus RFO and Chair.
- Review of Internal Auditors
- Approval of annual return and governance statement and signing

Meeting closed at 21:30



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