

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7.00pm on Thursday 14th February 2019

Present:

Chair: Cllr Rosemary James (RJ)

Vice Chair: Cllr Derek Stroud (DS)

Councillors:

Cllr Gaynor Hassan (GH)
Cllr Sarah Johns (SJ)
Cllr Charles Price (CP)
Cllr Dianne Rees (DR) - LATER
Cllr Joel Williams (JW)

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

In attendance: Paul Good RFO (RFO)

1. Apologies for absence & Acceptance

Cllr Vic Davies - illness
Cllr Dennis Matthews – holiday

All apologies accepted

2. Declaration of interests

RJ: OSMVA, St Edeyrn's, Scouts
DS: OSMVA
DR: St. Edeyrn's

3. Minutes – to approve as a correct record of the minutes of the meeting held on 10th January 2019 (5 min)

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

4. Matters arising from the minutes of 10th January 2019 (10 min)

SJ attended 7:10

4.1 Hall Hire – discuss closing time & amend First Schedule

- To add - Hall to be locked by 23:30
- To add - If unable to lock the hall at end of hire time bond will be withheld

It was resolved: all agreed

4.2 Drones – discuss

It was noted to adopt Cardiff Council guidelines

DR attended 19:24

4.3 Mower – discuss

CP to check if mower is working

4.4 Lock up in Ty'r Winch Playing Field – discuss

Noted that the door is in need of repair – CP to check

4.5 Taylor Wimpey – discuss infrastructure

It was noted that there will be an increase in traffic and noted that there will be no bus service from this development.

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.

Concerns if CCTV is installed a request by the public for viewing re subject access, noted this type of request will be made to the Clerk who will respond using the latest GDPR guidelines. At present no CCTV is in place.

6. Finance (10 min)

(RFO to present financial report)

The monthly Finance report has been forwarded to Councillors showing the bank reconciliation as at 31st January 2019 together with cheques outstanding. The balance is in line with year end projections. Three cheques require your approval including two items reflecting the annual renewal of both the Village Hall sanitary and pest control contracts for 2019-20. Each contract shows no increase from last year and there have been no issues with the service.

The annual One Voice Wales membership of £397 is due on 1st April and Councillors confirmed the renewal.

It was resolved: all agreed to retain the OVW membership CP proposed GH seconded

The annual insurance is due next month and is part of a 3 year no increase agreement regarding the premium. The gas reading shows a shortfall of £268 for the past 6 months and it is necessary to increase the DD by £21 per month.

Councillors may be aware that following the meeting with the Brownies at last month's meeting, both Brownies and the Rainbows have now given one month's notice.

The RFO reported that he had taken part in the HMRC webinar on changes for 2019/20 Payroll. Most changes do not affect ourselves other than the increase in National Minimum Wages rate to £8.21 wef 1st April 2019 affecting one staff member.

The RFO has spoken to the Internal Auditor, who is prepared to undertake the 2018/19 audit. Councillors will instruct the Clerk to write to the Internal Auditor confirming the appointment and set out terms of reference.

It was resolved: all agreed Clerk to send letter to approve the Internal Auditor

The RFO has received correspondence from The Pension Regulator as the 3 year re-enrolment window re-opens on 1st May and he will deal with all issues arising including the Re-declaration Deadline.

6.1 Wales Audit office – CTC improvements required

Councillors have received the email comprising two comprehensive audit reports on Town & Community Councils in relation to 2017/18 Financial Management and Governance together with Internal Audit Arrangements. It is extremely clear that the Auditor General is critical on many issues as Councils are still failing to act on previous errors covering good practice on finance management, governance and internal audit. Internal Auditors will also be instructed to produce an audit report, which clearly clarifies what is covered and includes outstanding issues.

The RFO has also received from the Auditor General Fee Rates and Scales for the 2019-20 audit and together with Internal Auditors fees mentioned in the above Reports, there will be a significant increase in our audit fees.

6.2 The RFO confirmed he had now received the Annual EIC207 Certificate from S Jones & Sons (Electrical Contractors) for the Pavilion, but a recommendation is that the wooden distribution board should be replaced costing £210 + vat. Councillors instructed the work to be carried out. The grass cutting contract tenders will be considered at the next meeting.

It was resolved all agreed: to renew distribution board in the pavilion £210.00

JW attended 19:46

7. Working Party Reports (10 min)

(Working Parties to present their report)

a) Village Hall Working Party

- Electricians still tripping – still investigating fault, possibility of squirrels.

b) Playing Fields Working Party

- Green Flag application – deferred for DM
- Wates – Benches – agreed £500.00 spend
- Pavilion – need quotes for grant

c) St. Edeyrn's Church

- Noted – Church may take over the Unicorn public house, but not confirmed.

8. Annual Planner (10 min)

8.1 Review Pest Control

See item 6.

8.2 Fixed Asset Register

- RFO has completed – gym equipment in Ty'r Winch Playing Field has been added
- Noted need to go through and delete any items which OSMCC no longer have.

8.3 Grass Cutting, Tree inspection new contract due March

- RFO to obtain quotes
- Tree update report required

9. Policies & Procedures (20 min)

9.1 Review Freedom of Information Act

Noted: GDPR Privacy Notices to be added to website

9.2 Review OSMCC Publication Scheme

Reviewed no changes

9.3 Review Standing Orders & Financial Regulations

Defer to April

9.4 Review Fire Risk Assessment

Reviewed by DS

9.5 Review Health & Safety Policy

Noted: SJ no longer has responsibility – DS to take responsibility

Noted: Overall responsibility should be the Chair

Clerk to amend document.

9.6 Review Asset Register

See 8.2

10. Police Matters (5 min)

Please note that these figures are for 2 months (01/01/2019 – 14/02/2019).

- There has been 3 ASB calls reported in the area which are disputes between neighbours
- There have been 4 reports of thefts in the area as a whole
- There have been 5 reports of burglaries which have been mostly around the Ty To Maen Close area
- There have been 3 reports of criminal damage
- There were 4 suspicious incidents reported in the area, 1 of which led to 2 persons being arrested
- 1 off road motorcycle has been recovered from Eurwg Crescent

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 also calling in to see local residents at the coffee mornings in the area.

The access point at The Coach is every Tuesday 1130 – 1230 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.

11. County Councillors Report (5 min)

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

- Newport road currently being resurfaced
- Ty-To- Maen pavements resurfaced, street signs renewed
- Signs around the community being renewed
- Council prosecuting Persimmon re leasehold mis-selling
- Use of land in Druidstone Rd – notice given to clear the land

12. St. Mellons Primary School (5 min)

- DR & JW – meeting re consultation – 19th Feb
- Noted Clerk to send letter to Nick Batchelar - Director of Education requesting update

13. Planning Applications (5 min)

13.1 Erection of first floor extension over existing garage with Juliet balcony at Caldly Herd, Bridge Road, Old St Mellons
Noted.

14. One Voice Wales – report (5 min)

- Charter has been signed and ceremony taken place and Cardiff Council offices.

15. Village Association – report (5 min)

OSMVA had the noted the following observations.

- Kitchen Oven – deep clean – VA has carried this out
- Car park – uneven
- Concern re hall floor – re coating required
- Hand rail – one to be put further down
- Outside painting
- Curtains and blinds – to renew
- Storage in playing fields a new container required for OSMVA
- Concrete table tennis table – Ty'r Winch Playing Field

16. Correspondence (5 min)

16.1 Electoral Services - meeting with Clerk

Noted Clerk had a meeting with Rhys George – Electoral Services – noted RG new in post.

16.2 Pavilion & Ty'r Winch Playing Field – DM

Noted that all items for newsletter had been forwarded for approval.

17. Items for next meeting (2 min)

- Green Flag application – deferred for DM
- Review Standing Orders & Financial Regulations - defer to April

Meeting closed: 21:30



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