

OLD ST. MELLONS COMMUNITY COUNCIL

AGM Minutes of meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7.00pm on Thursday 9th May 2019

a) Apologies for absence

Cllr Sarah Johns – work commitments

Cllr Dennis Matthews – holiday

Cllr Vic Davies – illness

It was resolved – All Agreed accepted

b) Report of the Retiring Chairman

This year has seen an unprecedented growth of our community. We have welcomed new residents in the past but now we are welcoming a brand-new village, St Edeyrn's, to join us! Where Old St Mellons had a couple of farms, a few houses, the Unicorn Inn and St Edeyrn's Church we now see houses mushrooming day by day. Each house is a home and it is those folks, who we welcome into the community.

The Community Council has strong links with St Edeyrn's Church as it oversees and maintains the churchyard. Residents are entitled to purchase plots for burials.

A noticeboard has recently been erected to keep residents informed of the many clubs, groups, activities, Council business and meetings. Many of the activities take place in the Village Hall or on the Ty'r Winch Road Playing Fields.

The Playing Fields are the envy of many who come to enjoy the empty green space with play equipment for youngsters and gym equipment for the energetic and healthy minded souls amongst us. It is well maintained but the pavilion is on course for a refurbishment. New tennis nets have been purchased, courtesy of the Village Association who fundraise and then support the local sporting and social events. A successful fete was held in the Summer and the annual boules tournament was held on the newly built boules court. The Playing Fields were once again judged and given the Green Field Status.

Funds are now available for a much needed replacement roof on the Village Hall which will also secure the building from squirrels which have been causing expensive damage to wiring etc! Car parking at the hall continues to be an issue but hopefully a remedy can soon be found.

Developments in the village, sometimes unpopular, have generated funds through the 106 monies made available to the Community Council for improvements to facilities. It has also been necessary this year to increase the precept in order to help fund these forthcoming major projects.

It is with great excitement that I welcome the news of the possible relocation of our local primary school to the very centre of the community where it belongs. The school owes its continuing existence to the dedication of residents and councillors who fought for its survival when it has been under threat of closure in the past.

There are thank yous in abundance for this last Council year. To name just a few:

- *The Parish Church, Caersalem Baptist Church, Bethania Chapel and the British Legion for leading the civic Remembrance Day Service.*
- *The Coach House, Caersalem musicians and Father Christmas for the annual Carol singing*
- *Blue Diamond Garden Centre for sponsoring and judging the Best Kept Gardens*
- *The Village Association who support the Community Council through fundraising and grant applications.*
- *The established and new groups who continue to use the much valued Village Hall and offer services to the wider community*
- *The volunteers who open and lock the playing field gates on a daily basis.*

- Councillors and residents who deliver newsletters to ensure residents are kept informed
- The litter pickers, some known but others unknown, who regularly litter pick through the area.
- The cleaner and caretaker who, it is pleasing to say, has returned following illness
- The Community Council officers, Mrs Neried Evelyn Gauci – clerk and Mr Paul Good RFO Responsible Financial Officer
- The County Councillors who give invaluable advice to the Council; especially to Councillor Dianne Rees during her demanding year as Rt Hon Lord Mayor of Cardiff
- Cllrs, Dennis Matthews and Derek Stroud who oversee the playing fields and village hall respectively – both roles being very time consuming.

Last but not least my fellow councillors who give of their time and hard work for the benefit of the community and supported me during my time as chairperson for the past four years. Thank you one and all – together we can make a difference!

Rosemary James MBE, chairperson

c) Election of Chairman

Clerk acted as Chair:

Cllr Dianne Rees was proposed by Cllr Derek Stroud and seconded by Cllr Joel Williams.

It was resolved: All Agreed.

Cllr Dianne Rees accepted the post as Chair.

d) Election of Vice-Chairman

Cllr Rosemary James proposed by Cllr Derek Stroud and seconded by Cllr Dianne Rees

It was resolved: All Agreed

Cllr Rosemary James accepted the post as Vice-Chair.

e) Declaration of Acceptance of Office

The Clerk witnessed and received: Cllr Dianne Rees, Cllr Rosemary James, Cllr Derek Stroud, Cllr Joel Williams, Cllr Gaynor Hassan, Cllr Charles Price – the Declarations of Acceptance of Office.

f) Appointment of Working Parties:

i. Village Hall Working Party

Cllr Derek Stroud
Cllr Rosemary James
Cllr Gaynor Hassan

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. St. Edeyrn's Church

Cllr Rosemary James
Cllr Joel Williams
Cllr Dianne Rees

It was resolved: All Agreed

iv. Governor representative for St Mellons Church in Wales School

Cllr Dennis Matthews (as agreed via email) was proposed by Cllr Rosemary James and seconded by Cllr Joel Williams

It was resolved: All agreed

v. One Voice Wales representative

Cllr Charles Price

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

Committee Meeting commenced at 7:24pm

Present:

Chair: Cllr Dianne Rees (DR)

Vice Chair: Cllr Rosemary James (RJ)

Councillors: Cllr Gaynor Hassan (GH)
Cllr Charles Price (CP)
Cllr Derek Stroud (DS)
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
DS: OSMVA

2. Minutes – to approve as a correct record of the minutes of the meeting held on 11th April 2019 (5 min)

It was approved as a true and accurate record

3. Matters arising from the minutes of 11th April 2019 (15 min)

3.1 Green Flag – result

Deferred to next meeting - DM

3.2 Absence of Councillors

Clerk sought advice from OVW – noted that the Good Councillor Guide with six month continuing absence must ask the Council to approve the continuing absence, is the only guidance.

OVW - Assessment of the six month rule is perfectly correct and would advise that there is little action the Council can take should a member just attend the one qualifying meeting attendance in the six month period other than the Chairman and Clerk speaking with him/her to ascertain the reason for the continuing absence and encouraging him/her to attend more regularly.

Chair and Clerk to ascertain those who are in continuing absence and to speak with him/her and to ask for reasons for absence and to provide support if needed.

3.3 Amendments to Standing Orders

DM would like to attend when this is being reviewed – deferred to June.

3.4 Standing Orders – change to name of Constitution

Clerk sought advice from OVW – noted - *Standing Orders are the rules that regulate the business of the Council and its proceedings and cannot be termed as its 'constitution.'*

Note: The constitution of the Council and the powers available to it stem from the Local Government Act 1972 and other relevant legislation. Part 1 of the said Act (Para 14) is headed 'Constitution and Powers.'

3.5 OSMVA – Tennis nets

Noted the costs of the nets are £156.00, RFO will make the purchase and OSMVA will reimburse this cost.

It was resolved: All Agreed

3.6 Playgroup

There had been a recent enquiry with regards to start a playgroup at the Village Hall, once viewing had taken place of the facilities. Noted the Village Hall had been viewed, but unfortunately the hall was not big enough and not enough adequate storage space for their needs.

3.7 Funding support 2019/2020 – DM

Deferred to next meeting

3.8 Hinkley C Waste – DM

Deferred to next meeting

4. 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.

Gardening group – noted had to change date as other hall users are using the small hall, requesting to meet at 7pm instead of 7:30pm.

Noted Chair – will need to discuss this with the Community Councillors – to discuss at end of meeting.

Residents Ty-To-Maen – a tall fence has been built and is not in keeping with the surrounding area – noted: JW has been looking into this.

5. Finance (10 min)

(RFO to present financial report)

Councillors have been emailed the April 2019 bank reconciliation together with a list of commitments for May 2019. The RFO stated the Vat rebate of £3,007 for 2018/19 has been credited direct to the account, while hall income included an amount of £1,243 from the Entertainers for the year to 31st March 2020. Cheques to be approved include an amount of £660 payable to Procut Ltd, who agreed to make 4 cuts in April/May at short notice, due to our previous grass management contractors going into administration.

5.1 Grass Maintenance Tenders

The RFO received 3 tenders and several other enquires regarding the extension on the grass tender contract. There was only £300 difference between the two lowest tenders and it was agreed to offer the contract to the slightly dearer tender firm, who responded at extremely short notice without any contract commitment to cut the Ty Winch Playing Fields required under the Green Flag condition. The contract is for three years at the same price, but subject to review at the end of the first year.

The other tenders had not returned with new quotes for a 2/3-year period.

It was resolved: All Agreed with RFO proposal to stay with the one company that has provided a quote

5.2 Agree Financial Figures

The RFO has finalised all the figures for the year ended 31st March 2019 and forwarded the appropriate spreadsheet to Councillors.

5.3 Internal Audit Report and update

Internal Audit Report Financial Year 2018– 2019

Following a preliminary meeting with the Clerk and RFO in March 2019 subsequently the RFO passed over the Annual Return, cash ledger, bank statements, paperwork, spreadsheets & minutes for the year 2018/19 to the Internal Auditor and had since spoken to the Internal Auditor clarifying any issues. On 4th May, the RFO collected her internal report, the signed Annual Return and all books. The report was immediately emailed to all councillors for inspection. The RFO is pleased to report that the report showed no items outstanding.

5.4 Annual Return and Governance approval

The RFO handed over the Annual Return to the Chair requesting formal approval and signing of the Annual Return. The Chair read out all the information contained in the Return including all the Governance statements, which were approved by all Councillors prior to signing by the Chair and Clerk. The Return together with all enclosures, including notice board photographs of the Electors Rights, to be certified by the Chair and Clerk and forwarded to the External Auditor by 5th June 2019.

Noted signed by Cllr Dianne Rees

5.5 HMRC P35 – Annual VAT claim

The RFO reported earlier that the Vat Rebate for 2018/19 can now be claimed direct using the HMRC website. An amount of £3,007 was claimed by spreadsheet and credited to our bank account on 30th April 2019

5.6 Review Financial Risk Assessment

The Financial Risk Assessment is being reviewed next month as part of Standing Orders. Any changes to the bank mandate will also be reviewed at the next meeting.

5.7 Salaries – staff – approval

Private Session – deferred to next meeting.

6. Working Party Reports (10 min)

(Working Parties to present their report)

a) Village Hall Working Party

- Squirrel issue – ongoing
- External padlocks – front locks keep breaking, suggestion of new padlock with key or combination.

It was agreed that GH will investigate this

- Letter received re S106 monies
- EON – to review

b) Playing Fields Working Party

- **SEATING AREAS:** Most of the park bench seating is in need of urgent replacement. However, Wates Builders have committed to obtaining 2 x 5-foot benches with arms, one Larch & one Ash. The total cost is £660 where Wates had originally committed £500 to the project. Cllr Matthews suggested that Wates may wish to have a small brass plate attached to each bench stating 'Donated by Wates Builders' as encouragement for the builder to pay the full amount of £660; failing which OSMCC will be required to pay £160 to make up the full amount.

It was resolved: All agreed to pay £160 if necessary

The current state of the seating areas were commented upon by the Green Flag judge.

- **SEESAW:** The seesaw has been removed from the park but the base remains. It is assumed that the apparatus was removed after it had been condemned by the individual/company that maintains the children's play equipment. As the seesaw was a popular piece of play equipment it should be either replaced with a similar heavy duty seesaw or some other suitable piece of apparatus. Prices for what may be considered as suitable replacements along with example costings will be provided in time for the June Council meeting.

Perhaps now is the time to give further thought to moving the roundabout and the replacement for the seesaw to the area outside the children's playground in the clear area by the trees.

Noted: Clerk to contact Parks Department

- **PLAYGROUND EQUIPMENT:** The equipment is in need of cleaning and repainting of some parts.

Noted: Clerk to contact Parks Department

- **OUTDOOR GYM EQUIPMENT:** The Walker apparatus requires lubricating. Overall some of the nuts and washers are corroding causing rust to spread to the surrounding areas and the paint to bubble. Attention required.

Noted: Clerk to contact Parks Department

- **TREES:** To obtain one or two trees of a flowering nature to replace the tree recently removed that fronted on to Ty'r Winch Road. Cllr Price will be able to supply further details on the tree removal. Example prices for 4 metre trees are £200 to £250 each. To plant anything smaller would more likely be the subject of vandalism rather than larger specimens.
- **TENNIS COURTS:** Courts in need of resurfacing and surrounding fencing requires repair in several places. A further on or two entry gates, one to the far end of the court and another to the side should prevent further vandalism of the fence.

The Green Flag judge's attention was taken by the holes in the fence prompting questions about vandalism.

Noted: Clerk to contact Parks Department

- **PAVILION:** A grant application has been presented to Cardiff Council for s106 monies and a date for meeting the appropriate council official for further discussions is awaited. In the event the grant is forthcoming. It is important to note renovation of the pavilion will be a helpful point when applying for any sports grant in the future e.g. from The Tennis Association or similar bodies.

The Green Flag judge commented on the current state of the building but was lifted by the fact that a grant may be forthcoming.

- **NO DOGS SIGNAGE:** The new NO DOGS signage kindly obtained at no cost to OSMCC by Cllr Williams for the park gateway are due to be fitted w/c 13 May.

The poor state of the present signage was verbally commented upon by the Green Flag judge.

- **WILDLIFE:** The Green Flag asked what plans we had for the wild area to the right side of the park on entry, under the trees. Cllr Matthews reported that OSM had a gardening group who were going to be approached to see if they would be interested in taking it on as a project. The area is becoming overgrown and is now a bit of an eyesore with nettles and other creeping weeds making inroads.

The judge suggested that we could provide bird nesting boxes and bat boxes. As regards bird boxes perhaps this is a project that the Scouts/Cubs/Guides may be interested in taking on. As bat boxes are more specialised costs have been obtained. A guideline price is around £30 per box.

- **GREEN FLAG AWARD:** We shall not know if we have been awarded a Green Flag this year until July 2019. Positive comments were however received from the on the size of the field area which is well maintained and the outdoor gym equipment, boules court and tennis courts, and that the park had a lot of potential for sports use but intimated that it required a sprucing up in some quarters

DS prior appointment left – 20:53

c) **St. Edeyrn's Church**

- Nothing to report

7. **Annual Planner (10 min)**

7.1 Electrical Safety Check

Suggestion to put this to tender

7.2 Electrical Assessment – Hall & Pavilion

Suggestion to put this to tender

8. Police Matters (5 min)

Between the 1st of March and the 5th of May 2019 there were a total of 21 South Wales Police Occurrences for the Old St Mellons area.

During the above time period 8 of the 21 occurrences were crimes.

- There were 5 incidents of violence throughout this time – these were all minor incidents involving local pubs; none of the incidents resulted in injuries.
- There was 1 theft within this period.
- There were 0 burglaries within this period.
- There were 0 incidents involving Drugs.
- There were 2 incidents relating to damage during this period.
- There were 0 fraud occurrences.
- There were 2 Anti-Social Behaviour incidents reported to police.

Speed Camera operations have been carried out on Tyr Winch road over this period and 2 vehicles/drivers have been reported for summons.

The other 9 occurrences were for non-crime related matters involving concern for welfare/missing people/highway disruption.

Operation Red Mana is up and running for the summer months. This relates to our constant battle with off road motorcycle nuisance. We are aware Old St Mellons is a particular victim of this and as such a joint collaborative approach with the council is being undertaken which will commence soon. It is worthwhile stating that the police are limited in their approach to off road bikes, primarily from a health and safety point of view, however I have requested that the St Mellons area is a priority location for the operation.

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.

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.

9. County Councillors Report (5 min)

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

- Joint operation with Police and Council
- New school – delay in consultation
- Ongoing road issues – a few have been resurfaced

10. St. Mellons Primary School (5 min)

Nothing to report

11. Planning Applications (5 min)

An increase of 18 dwellings in St. Edeyrn's Village – awaiting details of application.

Noted: Clerk to ask for old and new maps for comparison.

12. One Voice Wales – report (5 min)

- RJ - A meeting with the Welsh Assembly Audit office – noted there are several empty houses in Cardiff area
- Charter has been signed
- Boundary review – no comments received
- A number of community councils had failed recent audits
- Next meeting - Bridgend 22nd July
- Innovate practice – date July

13. Village Association – report (5 min)

- The Village Association has offered to purchase a container to store the various items in the pavilion before it is refurbished for £650 + VAT. This includes transportation and is an excellent one-off deal! Requested the invoice come to Community Council to be reimbursed by the Village Association.
- Fete - 13th July

14. Correspondence (5 min)

Fields in Trust – JW would like to attend.

Meeting closed: 21:30



*Cllr Dianne Rees
Chair to the Old St. Mellons Community Council*