

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7.00pm on Thursday 16th January 2020

Present:

Chair: Cllr Dianne Rees (DR)

Vice Chair: Cllr Rosemary James - Apologies

Councillors: Cllr Gaynor Hassan (GH)
Cllr Dennis Matthews (DM)
Cllr Charles Price (CP)
Cllr Joel Williams (JW)

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

1. Apologies for absence & Acceptance

Cllr Rosemary James – Other commitments
Cllr Derek Stroud – medical
Paul Good – other commitments

It was resolved – All Agreed accepted

2. Declaration of interests

DR: St. Edeyrn's

3. Minutes – to approve as a correct record of the minutes of the meeting held on 14th November 2019

It was approved as a true and accurate record

4. Matters arising from the minutes of 14th November 2019

4.1 Cupboard – Gardening Club

RJ proposed Billy James to build a cupboard, suggestion to provide wooden cupboard no more than £200.00

It was resolved: all agreed

4.2 FIT green space – St. Edeyrn's Village – JW update
Awaiting update.

4.3 Grants for disabled access to rear of Village Hall – DR
DR still sourcing availability of grants - ongoing

4.4 Drainage rear of Village Hall – Elgar Crescent
Still waiting to hear from CC - ongoing

4.5 Village Hall pathway bend – DS
Deferred to next meeting

4.6 Meter reading door repair – RJ
Noted this has now been repaired.

5. Local Residents

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.

6. Finance

(RFO to present financial report)

It was noted that the minutes 11th July that there is an inaccuracy. RFO was not present as reported in the minutes at the meeting of the Playing Fields Working Party on the 8th July to meet with the architect.

Please find attached the following spreadsheets:

- 1) December 2019 bank reconciliation showing two outstanding cheques and cheques Nos.4234-4242 requiring signature and approval.
- 2) Actual Income and Expenditure up to 31st December 2019 incorporating anticipated and forecast movement up to 31/3/2020 and anticipated bank balances to be carried forward as at 31/3/2020.
- 3) Proposed 2020/21 budget and Precept for consideration by Councillors with explanations for significant movements compared to previous years. There are a number of figures still outstanding and six notes at the end of the spreadsheets, which will enable spreadsheet figures to be adjusted easily. The final 20/21 Budget and Precept can be voted upon after decisions and final amounts have been adjusted accordingly

6.1 Set precept

Kindly refer to above paragraph

It was resolved: all agreed to the new precept £45,566.00

It was noted that the Clerk has been instructed to send notice of this decision to CC.

6.2 Hall Hire charges review

The hire charge for external hire bookings should be increased, while cancellations within 7 days of regular hire bookings should be charged

See 9.1

6.3 PAYE

The quarterly PAYE payment is included in above cheques for approval & signature and should be sent out immediately along with the other cheques, some of which are overdue, due to meeting date change.

6.4 Review Policies & Procedures

Financial Policies & Procedures reviewed last meeting November P4

6.5 Review Pest Control

Recommend subject to minimal increase when renewal papers received in February

6.6 Fixed Asset Register

Review of register and physical check by councillors prior to year end

6.7 Grass cutting contract

Grass cutting contract agreed for 3 year period last year subject to review of fixed price and satisfactory work. Contractor prepared to hold price, but would prefer payments in line with 9 months when work is undertaken (ie March- November)

6.8 Appointment of new internal auditor

Mrs. Joanna Howell has been recommended as the new Internal Auditor. She is a qualified accountant and lectures part-time in the University as well as being the Internal Auditor of 3 other Community Councils, including Lisvane Community Council, who have recommended her. The RFO has spoken to her and she will be able to take on the position for OSMCC. Her fee is in line with previous charges paid which is dependent on hours necessary for the audit.

It was noted that the Chair had received the RFO's resignation on 31st December 2019 to take effect on 31st January 2020.

It was noted that this was accepted with regret, however, respecting the decision of the RFO and his family.

7. Pavilion Project Upgrade

Met with architect – DR, DM, DS, RJ on Friday 10th Jan 2020 ask him to revisit and look at plans as the independent QS costing were too expensive for our budget and asked to return with more favourable costs.

It was noted to that the architect has been asked to pare back the plans to suit our budget.

8. Working Party Reports

(Working Parties to present their report)

a) Village Hall Working Party

- Risk Assessment
Deferred to next meeting

- It was noted that there is a leak from a radiator in the chair store – Clerk to notify DS

- Tap to sink behind small hall – dripping – Clerk to notify DS

b) Playing Fields Working Party

Meeting with the CC officers with regards to S106 monies and pursuing grants from other bodies, such as the lawn tennis association (LTA) – positive and encouraging meeting, they will report back with their findings.

Children's Play area has been sprayed twice with moss control, ongoing issue. Work still needed to be done. There have been discussions that the play area may be upgraded, depending on CC funding. Beginning of February, the play area should be re-opened.

- Pavilion
See item 7.

- Tennis Courts
Company that offered the most competitive quote to resurface the two tennis courts will hold good for the next 3 months.

- Hedgerow to front of Ty'r Winch Playing Field
It was noted that the hedge has been cut.

c) St. Edeyrn's Church

- Pillars and gate – update
Still awaiting for Autoweld – CP to contact an alternative welder – Wayne the Welder for a quote.

- Provision of land for toilet facility – need to establish exact area and size
Meeting to be arranged with St. Edeyrn's re land.

- Pathway flagstones needs attention
It was noted that this has now been sorted

- Land for toilet – peppercorn rent?
Meeting to be arranged

9. Annual Planner

9.1 Hall Hire Charges – implement

Suggestion of bond to be increased to £100

To no longer include half an hour either side of hire and implement flat rate of £10/£15 per hour residents/non residents

It was resolved: all agreed – with immediate effect

9.2 Risk assessment Village Hall

Deferred to next meeting

10. Police Matters

Break-in to Ty'r Winch Playing Fields 13th Jan 2020

RJ attended - break in on 13th Jan to pavilion and old lock up, bolt cutters used but no other damage and nothing was taken. Police crime number is 2000015372 South Wales Police incident number 157-140120 - CSI had attended to fingerprint area, it was noted that a local volunteer gate keeper had reported it.

It was noted that BJ temporarily secured the pavilion doors and secured the lock up too. It was obvious bolt cutters had been used and an angle grinder on the lock up. He repaired the cut gate chain and has ordered, after RJ spoke with Chair, two new hasps for the pavilion. He has also spoken to Wayne the Welder, who has worked on the lock up previously, and will come to repair the lock up damage.

Update today - the pavilion, lock up and pedestrian gate are now secure Wayne the Welder has today repaired and rewelded the locking bolts and padlock hoops. He has also rewelded a further plate to make the pedestrian gates secure so that the chain is no longer needed. His charge was £100 which Bill has paid having spoken to Chair and DM.

BJ will forward his costs for the new pavilion hasps, replacement padlocks and the emergency call out for the securing of pavilion and lock up and the fitting of new hasps - these will be approximately £150.00 Receipts for these amounts to follow.

It was resolved: All agreed to the costs – as this was an emergency expenditure

11. St. Mellons Primary School

The officer recommendation going to cabinet at the end of January is to approve the relocation of St. Mellons Church in Wales Primary School, from the existing site to the new site at St. Edeyrn's, planning application has been submitted for the new building and Cllrs Rees and Cllr Williams have been advised it is on schedule to open in September 2021.

There has been an urgent request for a governor at St Mellons Church in Wales Primary School. It had been noted that RJ has found details of a person who is prepared to become the governor. Mr Stephen Ashton is prepared to become a governor at St Mellons Church in Wales Primary School, he is a retired headteacher and is well versed with the Education system and lives outside the Community Council boundary - less than a mile.

Advice was sort from One Voice Wales and Cardiff Council Governor Services and have stated they have no concern about Mr Ashton being proposed by the Community Council but noted it is the Community Councils' decision.

Deferred to our next meeting.

12. Planning Applications

19/03134/MNR proposed detached dwelling and garage Wern Fawr Lane
Noted

13. One Voice Wales – report

CP attended – main topic Donna Richards, Reparation Coordinator, Cardiff Youth Offending Services who informed the meeting that Youth Offending Teams are happy to consider outdoor community projects such as grounds or general maintenance, bench painting and litter picking.

Ask if our Council has any such projects it may be worth speaking to the local Youth Offending Team for your area to see if they can assist.

It was noted that training modules which are sent our regularly by the Clerk must be regularly checked and training to be kept up to date as and when required.

14. Village Association – report

14.1 No heating in hall on 18th Dec – reduction of hire charge request for WI

It was resolved: that this session will be FOC.

15. Correspondence

- Persimmon Homes – Community Champions – JW
Noted.
- Vision ICT – Website accessibility
Clerk to seek OVW for further information.
- Notice of Vacancy
It was noted that two vacancies for Community Councillors had become available, this follows the resignation of Cllr V Davies on health grounds and Cllr S Johns for work commitments
Clerk to notify CC.
- Hall Hire Monday afternoons – Zumba
Awaiting further correspondence.

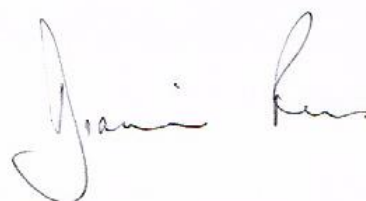
16. Items for next meeting

- 16.1 FIT green space – St. Edeyrn's Village – JW update
- 16.2 Grants for disabled access to rear of Village Hall – DR
- 16.3 Drainage rear of Village Hall – Elgar Crescent - DR
- 16.4 Village Hall pathway bend – DS
- 16.5 Risk Assessment – Village Hall – Hall Working Party
- 16.6 Leak from a radiator in the chair store - DS
- 16.7 Tap to sink behind small hall – dripping - DS
- 16.8 Meeting with the CC officers with regards to S106 monies and pursuing grants from other bodies, they will report back with their findings – update
- 16.9 Children's Play Area – moss, upgrading – update - DR
- 16.10 Pillars and gate – update
- 16.11 Provision of land for toilet facility – need to establish exact area and size meeting to be arranged with St. Edeyrn's re land.
- 16.12 Land for toilet – peppercorn rent?
- 16.13 Urgent request for a governor at St Mellons Church in Wales Primary School
- 16.14 Vision ICT – Website accessibility
- 16.15 Notice of Vacancy – Community Councillors
- 16.16 Annual Planner – to add maintenance to roof – roof warranty
- 16.17 To approve Standing Orders – updated January 2020
- 16.18 Purchase of fire extinguishers

Meeting closed: 21:45

Date of next meeting 13th February 2020

There followed a private meeting – staffing issues



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