

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7.00pm on Thursday 13th February 2020

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 (NEG)

In attendance: Mr Patrick Smalley interim RFO

1. **Apologies for absence & Acceptance**
Cllr Dennis Matthews - holiday
It was resolved – All Agreed accepted

2. **Declaration of interests**
DR: St. Edeyrn's
RJ: St. Edeyrn's, OSMVA
DS: OSMVA

3. **Minutes – to approve as a correct record of the minutes of the meeting held on 16th January, Extraordinary Meeting 23rd January and Extraordinary Meeting 29th January 2020 (5 min)**
16th January - it was approved as a true and accurate record - CP proposed – GH seconded
23rd January - it was approved as a true and accurate record - GH proposed DS seconded
29th January – it was approved as a true and accurate record – RJ proposed DS seconded

4. **Matters arising from the minutes of 16th January 2020 (15 min)**

4.1 FIT green space – St. Edeyrn's Village – JW update
No update

4.2 Grants for disabled access to rear of Village Hall – DR
DR received a letter – there are no grants available, DR will look into this at a later date.

4.3 Drainage rear of Village Hall – Elgar Crescent – DR
The Flood and Coastal Risk Management team (FCRM) at Cardiff Council have undertaken extensive cleansing and surveying of the drainage system of Newport Road (in the vicinity of St Mellons Village Hall) and it has been determined that further investigation is required. The FCRM team were successful in obtaining Welsh Government funding to undertake extensive surveys of the highway drainage to the east of Newport road and once this is complete we will have a condition survey of the highway drainage to the outfall. I will add Elgar crescent and the surrounding area onto this project. This is due to be undertaken imminently however as soon as I have a commencement date I will advise accordingly.

The FCRM team have also submitted an application to Welsh Government for further funding to undertake a holistic investigation into the issues and determine possible solutions however Welsh Governments decision has yet to be received. If we are successful with this application, I will advise accordingly and the steps moving forward.

4.4 Village Hall pathway bend – DS
DS had waited for two companies to attend and neither had shown up

4.5 Risk Assessment – Village Hall Working Party
Deferred to next meeting

4.6 Leak from a radiator in the chair store – DS
Completed

- 4.7 Tap to sink behind small hall – dripping – DS
Ongoing – to arrange a plumber
- 4.8 Meeting with the CC officers with regards to S106 monies and pursuing grants from other bodies – update DR
It was noted that S106 monies has been received from the Tyn y Gollen development and the proposal for improvements to the Pavilion was made.
An application was put in by Cllr Matthews for obtaining a grant for the tennis association.
Awaiting Cllr Matthews to return from holiday to pursue this grant.
- 4.9 Children’s Play Area – moss, upgrading – update – DR
Area sprayed twice, serious problem – S106 money from Droke House may be used to upgrade the park - ongoing
- 4.10 Pillars and gate – update – working party
Ongoing
- 4.11 Vision ICT – Website accessibility
Ongoing Clerk in touch with SLCC and OVW
- 4.12 Notice of Vacancy – Community Councillors
It was noted that no election request submissions have been received within the statutory period, noted to proceed with publishing standard Notice of Co-Option to look at in March
- 4.13 Annual Planner – to add maintenance to roof – roof warranty
Noted - Roof warranty conditions have been added to annual planner
- 4.14 To approve Standing Orders – updated January 2020
It was resolved – all reviewed and agreed to the update

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.

A local resident from Clos Hendre made some observations:

Signage Newport Road near the hill as you enter into Old St. Mellons ‘please drive carefully’ it still has the ‘Keep Wales Tidy Campaign Winner dated 2002’ far too old.

As you leave the A48 slip road and heading towards roundabout, where there are speed bumps and signs showing 30 miles an hour but last sign on the right shows 40

Leaving Clos Hendre there is no right turn, but a number of lorries are turning right.

DR thanked the resident for these observations and has asked Cllr Williams to look into this.

Another resident noted that streetlamps from Newport Rd, to Ty Winch Rd not working – noted this has already been reported.

DR thanked the resident.

6. Finance (10 min)

(RFO to present financial report)

January 2020 bank reconciliation showing eight outstanding cheques, and two to be approved in this meeting. Bank fully reconciled and the bank reconciliation sent to the councillors prior to the meeting. One observation is the increase in charge via Direct Debit from EDF, to £91.00, this was put in as an estimate from the electricity board due to no meter reading being entered.

6.1 PAYE

Noted Qtr 3 paid

6.2 Review Polices & Procedures

Carried out in November Meeting. Financial Policies & Procedures reviewed last meeting
November

- 6.3 Review Pest Control**
Carried out in November Meeting, Councillors happy to proceed to remain with existing company
- 6.4 Fixed Asset Register**
Carried out in November Meeting – RFO noted a new printer bought recently that will need to be added on
- 6.5 Grass cutting contract**
It was noted to send RFO company details
- 6.6 To approve the Clerk's overtime**
Noted approved 7 hrs overtime
- 6.7 To approve retired RFO's final pay**
It was noted 17.5 hrs holiday pay and 12.5hrs instruction for interim RFO
- 6.8 To approve Interim RFO'S pay**
It was agreed for pay and conditions to be the same as the retired RFO
- 6.9 Insurance due for renewal -1 April**
Noted – Came & Co due next year 2021 – 3-year contract expires
Insurance - Email from Mark Alexander from Came & Co dated 20/02/2019 stating our 3-year agreement with them expires in 2021
- 6.10 Electrical Inspection due on pavilion**
Electrical inspection due - this has been held off given the imminent work to happen, however due to delays, this may need to be carried out anyway.
- 6.11 To approve the letter of engagement for the Auditor & terms**
Noted – all agreed
- 6.12 To agree advert terms and conditions / job specification for permanent RFO position**
Noted agreed to consult with OVW
- 7. Pavilion Project Upgrade**
Deferred to next meeting
- 8. Working Party Reports (10 min)**
(Working Parties to present their report)
- a) Village Hall Working Party**
- Risk Assessment
Deferred to next meeting
 - Fire Risk Assessment
DS carried out assessment
DS checked all fire extinguishers and will purchase new extinguishers when extinguishers are out of date.
It was resolved: all agreed DS to purchase when needed
- b) Playing Fields Working Party**
- Tennis Courts
3 quotes – sent to CC 19k has been drawn down from S106 monies estimate to end of March
All agreed to the quote from Courtstall - Clerk to send confirmation to Courtstall
- c) St. Edeyrn's Church**
- Pillars and gate – update
See 4.10 above
 - Provision of land for toilet facility – need to establish exact area and size
Clerk to contact St. Edeyrn's for updates
 - Land for toilet – peppercorn rent?

Clerk to contact St. Edeyrn's for updates

9. Annual Planner (10 min)

9.1 Hall Hire Charges – see January 2020 meeting increase approved.

9.2 Risk assessment Village Hall
See 8.a above

10. Police Matters (5 min)

Nothing to report

11. St. Mellons Primary School (5 min)

- This is now to go to the planning committee – date to be confirmed
- Governor now in place
- Access to the school – residents pleased with road closure now permanent – Bridge Road
Noted - Safe walking route via Ty'r Winch Road and Ruppera Close
- Noted – there may be camera's to be installed with APNR at lower end of Bridge Road

It was agreed for the Clerk to write to Council with regards to the access arrangements – DR/RJ to provide details

12. Planning Applications (5 min)

None

13. One Voice Wales – report (5 min)

Nothing to report

14. Village Association – report (5 min)

Nothing to report

15. Correspondence (10 min)

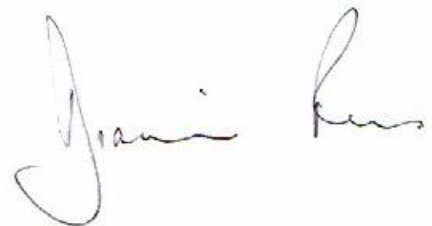
Nothing to report

16. Items for next meeting (2 min)

- FIT green space – St. Edeyrn's Village – JW update
- Village Hall pathway bend – DS - update
- Risk Assessment – Village Hall Working Party
- Tap to sink behind small hall – dripping – DS update
- Grant from the tennis association – DM update
- Children's Play Area - update
- Pillars and gate – update
- Vision ICT – Website accessibility - update
- Electrical Inspection due on pavilion - update
- OVW consultancy fee £114 provision for advice re job description/advert for permanent RFO position.
- Pavilion Project Upgrade

Meeting closed at 9:40pm

There followed a private meeting to discuss: 6.6, 6.7, 6.8 points above.



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