

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of virtually held meeting at 6pm on Thursday 11th June 2020

Due to COVID-19 Agenda items not essential will be deferred until next available
Community Council Meeting attended by Councillors at the Village Hall

Present:

Chair: Cllr Dianne Rees (DR) - Zoom

Vice Chair: Cllr Rosemary James (RJ) - Zoom

Councillors: Cllr Gaynor Hassan (GH) - Zoom
Cllr Dennis Matthews (DM) - Zoom
Cllr Charles Price (CP) - Zoom
Cllr Derek Stroud (DS) - Zoom
Cllr Joel Williams (JW) - Zoom

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

In attendance: Mr Patrick Smalley interim RFO – Zoom
Guest - Ms Nadine Dunseath (ND) – Clerk to Tongwynlais - Zoom

1. **Apologies for absence & Acceptance (1 min)**
None
2. **Declaration of interests (1 min)**
Accepted annual declaration of interest – if any other interests this will be declared below
3. **Minutes – to approve as a correct record of the minutes of the virtual meeting held on 14th May 2020 (5 min)**
It was approved as a true and accurate record
4. **Matters arising from the minutes of 14th May 2020 (15 min)**
 - 4.1 Tree inspection – renewal, last inspection 2017
To agree to have an inspection this year and to ask Cardiff Treescapes who carried out the last inspection to provide a quote – RJ
 - 4.2 Agree Financial figures RFO Annual Return – **see 6.2**
 - 4.3 Review Financial Risk Assessment – **see 6.3**
 - 4.4 Purchase new flagpole
It was noted that Amazon price is £89.99 - planning permission is already in place as this is a replacement pole of similar height - aluminium 6.25m
It was resolved: all agreed to purchase new pole through Amazon JW to source
 - 4.5 Sanding, polishing Village Hall hardwood floor RJ to find quotes
RJ sourced a quote but need 2 more quotes – Cllrs
 - 4.6 Email with regards to land release 2020
It was noted that DR will obtain further information.
 - 4.7 Hand sanitisers – purchase
It was noted that wall dispensers for hand sanitisers can be purchased through Amazon at £24.99 each, once received to ask caretaker to fit them in place in the Village Hall, it was noted to order four.
It was resolved: all agreed to purchase wall dispensers JW to order at £24.99 each

4.8 RFO appointment

PS had indicated that he wishes to leave by the end of June as other commitments will not able him to continue as interim RFO.

DR requested that ND sent her CV to the other Cllrs and ND would be happy to take over as interim RFO until such a time when interviews commence for a permanent RFO.

It was resolved: all agreed for Nadine Dunseath to act as interim RFO from 1st July 2020

4.9 Builder – Village Hall Car Park and drainage – DM

PS and DM met with builder to provide quotes for car park tarmac or gravel, and/or to put a turning circle at the Village Hall.

Ongoing – awaiting further quotes.

It was noted at this point to ask St. Edeyrn's church if they would consider pursuing lottery grants for the refurbishment of the pillars and gates.

4.10 Electrical safety check – booked?

RFO has booked the electrician awaiting Steven Jones to respond as work needs to be carried out by the end of June.

4.11 Book Electrical Assessment – Hall & Pavilion – Booked?

Stephen Jones to carry out assessment, DS to contact – it was noted that the Village Hall has been completed, the Pavilion assessment will be carried in due course.

5. Local Residents (15 min) – via web link available on request

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.

No residents requested to attend.

6. Finance (10 min)

(RFO to present financial report)

There was no Bank-statement received from the Bank by the time the meeting was held. Therefore, the April balance was used, and all payments listed.

Due to Covid-19 There has been no income from the hall, however expenses on staff, grounds, and usual direct debits maintain the same as previous months.

Due to us now getting confirmation from Courtstall that work will go ahead in July, the RFO will forward the invoice onto Ian, at Cardiff council to drawdown on our monies. There were VAT issues contacting HMRC, on HMRC Gateway, however this is being chased, however giving the pressure on HMRC, this is proving difficult. Interim RFO to continue with this.

The expenses and cheques that need to be approved and paid are as per the Bank Rec.

It was noted to review the budget on a quarterly basis.

Noted: report sent to Councillors prior to the meeting.

DM wanted to minute that when we are ready to open the Village Hall for public venues that we have signs & sanitisers in place and hall hire

It was noted that JW read out the Auditors report.

It was noted that measures have already been taken to rectify the failings on the Auditor report and items have been listed on today's agenda to be discussed.

6.1 To approve the Clerks' & RFO's expenses

It was resolved: all agreed

6.2 Agree Financial figures RFO Annual Return

It was resolved: all agreed – RJ proposed GH seconded

- 6.3 Review Financial Risk Assessment
Risk assessment had been read out.
It was agreed: all agreed – RFO to send out final report
- 6.4 Quotes for undertaking monthly payroll - to agree
Two quotes have been sourced at a cost of £220 per annum VAT or £61.80 per month
It was resolved: all agreed to pay £220.00 per annum + VAT
- 6.5 Model Financial Regulations to adopt model – email 29/5/20
It was resolved: all agreed to adopt the Model Financial Regulations
- 6.6 IRPW – will Councillors be claiming 2019/2020
Councillors should be paid at the end of the year and not the beginning as per Audit report.
The retiring councillors have been paid in full, and it was suggested to ask the retiring Councillors for a portion back - £37.50 each
It was noted to ask OVW for advice – defer to next meeting
- 6.7 Audit – Councillors to return £30 payment for flowers?
It was noted that RJ will return this money
- 6.8 Approve quarterly gardeners and internal auditor cheques.
Gardener £6070.00 per year – to £1065.40
quarterly Internal Auditor - £150.00
It was resolved: all agreed
- 6.9 Planner update – to move Cllr allowance to January to agree
It was resolved: all agreed
- 6.10 Fixed assets and Review of Bank Statement to be signed quarterly to agree
No fixed assets. JW to sign bank statement.
It was resolved: all agreed
7. **Annual Planner (10 min)**
- 7.1 Book Boiler & Gas Safety check
RFO – defer to next meeting
- 7.2 Fire Extinguisher check
New fire extinguishers to be purchased – defer to next meeting
8. **Police Matters (5 min)**
Nothing to report
9. **Planning**
- 9.1 **20/00760/MNR** Proposal: Division and conversion of existing agricultural building into 2no. dwelling houses with proposed demolition of poor quality 20th century additions at the front, side, and rear at: Bridge Farm, Bridge Road.
It was noted Clerk to send Cllrs plans.
- 9.2 **20/00511/MNR** Listed Building Consent Expected Decision Proposal: the sub-division of an existing listed farmhouse and conversion into 2no. dwelling houses at: Bridge Farm, Bridge Road.
It was noted Clerk to send Cllrs plans.
- 9.3 **20/00510/MNR** Full Planning Permission Expected Decision proposal: the sub-division of an existing listed farmhouse and conversion into 2no.dwelling houses at: Bridge Farm, Bridge Road.
It was noted Clerk to send Cllrs plans.

9.4 **20/00509/MNR** Full Planning Permission Expected Decision Level: DEL
proposal: the division and conversion of an existing agricultural building into
2no.dwellinghouses at: Bridge Farm, Bridge Road.
It was noted Clerk to send Cllrs plans.

9.5 **A/20/00036/MNR** Advertisement Expected Decision Level: Del Proposal: installation of
internally illuminated tri-sided pole sign at: Land at Church Road, Old St Mellons
It was noted Clerk to send Cllrs plans.

10. Correspondence

10.1 Website accessibility update – agreed Minutes 12/3/20 4.6 to principle – to agree price
Defer to next meeting – RFO to source 3rd quote

10.2 Welsh Language Policy – to adopt

It was resolved: all agreed as per advice from OVW

10.3 Co-Option – update

There has been an interest from a resident of St. Edeyrn's development.

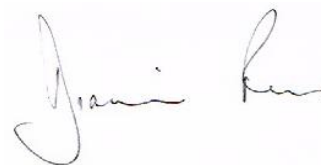
JW to send Clerk details and request them to attend our next meeting.

11. Items for next meeting (2 min)

- In-Bloom Competition cup – damage and to discuss next competition availability
- Accessing funding for the pavilion and tennis court funding
- Locking gate system
- DM to obtain quotes for new noticeboards

Zoom Meeting closed at 8:30 pm

Next Meeting – 9th July 2020 6pm – Zoom meeting



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