

# **OLD ST. MELLONS COMMUNITY COUNCIL**

Minutes of virtually held meeting at 6pm on Thursday 10th September 2020

**Present:**

**Chair:** Cllr Dianne Rees (DR) - Zoom

**Vice Chair:** Cllr Rosemary James (RJ) - Zoom

**Councillors:** Cllr Ashley Bishop (AB) - Zoom  
Cllr Gaynor Hassan (GH) - Zoom  
Cllr Dennis Matthews (DM) - Zoom  
Cllr Derek Stroud (DS) - Zoom  
Cllr Joel Williams (JW) - Zoom

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

**In attendance:** Mrs Nadine Dunseath (ND) – Interim RFO – Zoom

**1. Apologies for absence & Acceptance (1 min)**

No apologies received

**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 9<sup>th</sup> July 2020 (5 min)**

**It was approved as a true and accurate record**

**4. Matters arising from the minutes of 9<sup>th</sup> July 2020 (15 min)**

**4.1 Tree inspection – Clerk to update and provide quotes**

Quotes obtained by the Clerk to carry out essential maintenance to trees at both Ty'r Winch Playing field and St. Edeyrn's Church, after the annual inspection had found a few trees in need of immediate attention.

**It was resolved: all agreed to proceed with the cheapest quote at £1450.00**

**4.2 Sanding, polishing Village Hall hardwood floor – quotes update**

DM contacted a company, but they declined to give a quote on the basis it would be better to obtain a quote from a specialist company.

It was noted that the Clerk to source quotes from appropriate companies.

**4.3 Email with regards to land release 2020 – DR update**

No further update

**4.4 Builder – Village Hall Car Park and drainage – update, quotes – DM**

DM has so far approached five building companies – all but one has either not responded or declined the work to be carried out.

Chair had noted that there may be funding from Cardiff Council, at the moment awaiting confirmation – ongoing.

**4.5 Welsh Language Policy – to adopt**

OVW sent advice and Clerk forwarded to Chair – OVW had adopted a Welsh Language Policy

**It was resolved: all agreed to adopt the Welsh Language Scheme - OVW**

**4.6 Accessing funding for the pavilion – DM**

Deferred to next meeting

**4.7 Locking gate system – DM**

Deferred to next meeting

It was noted that the Clerk to order appropriate signage for Ty'r Winch Playing Field – foot markings for the floor, signs on gate etc.

**4.8 Noticeboards – quotes – DM**

It was noted for DM to order the new noticeboard for the Village Hall, approximately £1700.00 as only one will be ordered.

**It was resolved: all agreed**

**4.9 Village Hall roof warranty – Clerk to update**

It was noted that the first inspection will be due in July 2021

**4.10 Ty'r Winch Playing Field – discuss opening date**

It was noted that DM had sourced a product from Playdale Playsafe Anti-Viral Coating product that can be sprayed on all surfaces in and around Ty'r Winch Playing Fields, this was also suggested that the same product can be used in the Village Hall, the cost is £700.00 this would last 60 days before re-application and there is enough to cover for a period of 12 months.

It was suggested for DM to contact the company and request a site visit to assess the amount of product required for the area.

**It was resolved: all agreed for DM to contact company**

**4.11 Review Village Hall opening – hall hire in December 2020**

It was noted that the hall has been booked for December and due to the month by month changes with regards to COVID-19 it was agreed for OSMCC to continue to monitor the situation and to follow WG guidelines.

It was noted that two long term hirers wished to access the hall, it was agreed that following the WG guidelines this would not be feasible.

**4.12 Review the Pavilion – upgrade**

DR noted that the pavilion which is 40 years old is beyond a state of repair and would have to be demolished, a suggestion to obtain a 'container' type construction was put forward and DR will source companies that would provide this type of construction.

DM stated that he would look into grants for this.

**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.*

One member of the public attended the meeting via Zoom.

It was suggested to aim to achieve opening the park as soon as it is possible, it is very much missed by the local residents.

7PM: JW left to attend another meeting, and the resident thanked everyone and also left this meeting.

**6. Finance (10 min)**

*(RFO to present financial report)*

*Mrs Dunseath has updated her contact address on the Council bank accounts, as well as utility providers for the village hall and pavilion and is now receiving financial documents directly.*

*The most recent Bank-statement received is dated 28<sup>th</sup> August and a financial report has been completed to this date.*

*Cardiff Council have confirmed they have transferred £19 000 for S106 funding towards the tennis court refurbishment. A further £6480 has been requested for the additional hedge/fencing contract. Mrs Dunseath is awaiting the next bank statement to confirm this transfer has completed.*

*Due to Covid-19, there has been no income from the hall from April, however outstanding cheque payments have been received for hall bookings from Jan-March and paid into the bank account, which amount to £420 in total.*

*Vat refund has been received from HMRC for the claim for 2019-20 amounting to £3181.97.*

*The expenses and cheques that need to be approved and paid are as per the Bank Rec. Notable expenditure is an invoice from Courtstall amounting to £13020 including VAT, and the quarterly invoice for the grass cutting contract at £1605.50.*

A letter has been received from Cardiff City Council explaining that Council Tax rates were on hold for April and May, but direct debit payments have been collected from June onwards. Mrs Dunseath contacted Cardiff Council enquiring if any concession was applicable due to the village hall currently being closed to the public and was advised that there will be no charge for Council Tax rates whilst the hall is closed and any payments previously made this year have been refunded.  
(\* Council should note that charges are likely to resume if the hall re-opens)

One Voice Wales have circulated information and a form to complete to claim funding from WG if there has been a loss in income due to hire of a hall for Q1 April – June 2020. Any loss must be offset against savings made elsewhere such as reductions in utility bills, cleaning supplies or furloughed staff. Mrs Dunseath has completed an assessment and calculated that £899 can be claimed.  
(\*Council should note that it is not guaranteed that funding will be provided to 100% of the claim.)

Fire extinguishers were purchased and received as follows:-  
1 x 4kg Dry Powder; 1 x 5kg CO2; 1 x 2kg CO2; 3x 9litre Water; 1 x 6litre Foam; 1 x fire blanket  
Total Price = £262.78 including VAT

Q1 April – June bank reconciliation has been completed and circulated. A Council member should be nominated to review the bank reconciliation against the bank statements and certify that the information is correct. Mrs Dunseath will provide scanned copies of the bank statements by email to the nominated Councillor.

On completion of the Q1 bank reconciliation it has become apparent that the amount brought forward from the end of last financial year is incorrect and 13 sets of monthly direct debits have been entered into the cash ledger where it should have been 12. This has resulted in an extra amount of £294.64 brought forward to the start of the current year to a total of £13497.75.

As a result of this amendment the annual bank reconciliation for 2019-20 has been amended and circulated for approval.

Also the annual return has been submitted to audit in July, but it has now become apparent that the figures entered on the annual return are incorrect and need amending. Mrs Dunseath has circulated an amended annual return which will need to be re-approved and re-certified and a minute reference taken of this, before re-submitting the annual return to the external auditor. Due to the timing of this year's exercise of elector's rights, external auditors will not be beginning to assess any annual return forms until October.

One Voice Wales has circulated the NALC Salary scales for 2020-21 which are to take effect from 1<sup>st</sup> April 2020. Both Clerk and Interim RFO are currently receiving £14.03 per hour and this will increase to £14.42 per hour. Backdated pay amounts from April – August will be included in September's payroll.

Fixed Assets register has been circulated which includes a few small purchases for 2020.

Mrs Dunseath has completed an income and expenditure review with actual costs compared to the 2020-21 budget for the period April – 26<sup>th</sup> August 2020, which has been circulated to Council members. It has become apparent that budget lines are set too low for the website costs, grass cutting contract and employee working from home allowance.

Anticipated commitments for the rest of the financial year has been considered, although Mrs Dunseath would like to stress that as she is still new to the role of Interim RFO she isn't certain that all future commitments have been included.

There are some large projects planned which have been included on the budget such as an upgrade to the pavilion and repair to the village hall roof and it is not clear if funding for these projects has already been determined.

#### 6.1 To approve the Clerk's & RFO's expenses

**It was resolved: all agreed and approved expenses.**

It was noted that the interim RFO's contract will be reviewed in October with regards hours and permanent position, DR to seek guidance from OVW

#### 6.2 OVW – form for loss of income – email 13/8 OVW

It was noted that the RFO carried out time consuming task to ascertain what can be claimed between the amount achieved last year and what was lost this year. The RFO concluded the actual loss would be around £899.00 and this will be put in a claim, however, it was noted that this was not guaranteed to receive the full amount.

### 6.3 NALC – salary scales

It was noted that the salary increase will be discussed at the Finance meeting date to be confirmed. Review of Staff date to be confirmed.

## 7. Annual Planner (10 min)

### 7.1 Financial review

During to the current situation with COVID-19 a financial review would not be feasible.

### 7.2 Review income and expenditure

During to the current situation with COVID-19 an income and expenditure review would not be feasible.

### 7.3 Approve last year's accounts

It was noted that the RFO had spent considerable time to resolve this and the RFO had found some errors in the previous accounts.

It was noted that the RFO has redone the bank reconciliation and brought the accounts up to date after resolving the errors.

It was noted to amend the annual return and to approve with the new figures.

**It was resolved: all agreed and approved.**

### 7.4 Finance meeting: setting the budget for the precept Deferred to October

Finance meeting with RFO, Chair, Vice Chair and Clerk date to be confirmed.

It was noted to look at the assets – some values on equipment not depreciated properly.

### 7.5 Christmas Events

Due to Covid-19 unable to plan any events.

### 7.6 Quarterly signing of Bank Reconciliation

Auditor advise other than the chair to appoint to review the quarterly basis.

It was noted that JW previously volunteered to carry out this function.

### 7.7 Quarterly review of fixed assets

Deferred to October meeting - date to be confirmed.

### 7.8 Covid-19 general workplace safety risk assessment

It was noted that OVW has provided COVID 19 return to work health and safety work assessment to use when arranging the return to office and other Council location working after the lockdown.

### 7.9 Independent Remuneration Panel for Wales – Annual Return

It was noted that the RFO has completed this.

**It was resolved: All agreed**

### 7.10 AGM? Date?

The AGM will take place in November 2020

## 8. Police Matters (5 min)

*Old St Mellons Police Report between 01/08/2020 – 08/09/2020*

*Figures are calculated specifically for the Old St Mellons area.*

All other Theft = 1

Criminal Damage & Arson = 1

Anti – Social behaviour = 4

Transport = 2

Public Welfare / Concern calls = 5

Covid related calls = 1

#### *Ward Priority*

*The priorities identified by the local community are:*

- *Off Road motorcycle annoyance*
- *Inconsiderate parking*

*Actions / Activities by the local Neighbourhood Policing Team.*

*Covid-19 incidents across South Wales Police area have been addressed by the local Neighbourhood Policing Team by Engaging, Educating, Encouraging, and enforcing guidelines to improve community safety in light of the ongoing pandemic throughout the South Wales Police force area.*

*Off road motorcycle annoyance is a still a priority for the neighbourhood team. We continue to work with the council in relation to running operations that target those responsible.*

*The neighbourhood team are working with 'Go Safe' and are targeting speeding and Anti-social behaviour vehicular use within the area.*

#### *Emerging Trends*

*Off-road motorbikes continue to be an issue for the community and the local Neighbourhood Policing would encourage reports to be made via '101' whereby intelligence can be gathered to target offenders. South Wales Police are addressing the issue via Operation Red Mana in conjunction with the local authority.*

AB has noted there appears to be some degree of antisocial behaviour in St. Edeyrn's Village and also using Bridge Road as a motorcycle track.

#### **9. Planning**

20/01278/MNR Proposal: demolition of existing dwelling and erection of new detached dwelling (affecting public right way 400/69/1) Little Maes y Crochan, Druidstone Road

#### **10. St. Mellons Primary CiW School (5 min)**

Nothing to report.

It was noted that the Clerk to respond with concerns with regards to the opening of the school by September 2021

#### **11. St. Edeyrn's Church**

##### **11.1 Burial Fees**

It was noted the Clerk to source the fees from Cardiff Council for comparison and to review this in the October meeting and Finance meeting.

#### **12. Correspondence**

**12.1** To consider forming a Management Committee for the Village Hall  
Deferred to next meeting

##### **12.2 Notice of Election**

It was noted that Cllr Charles Price has given his resignation to the Chair on 28<sup>th</sup> August 2020

There are now two vacancies - 1 for co-option the other notice of election  
It was noted that the Clerk to start the process of election.

It was noted that RJ has agreed to be the OVW representative.

##### **12.3 Ty'r Winch Playing Field – front hedge trim**

It was noted that the Clerk to obtain quotes for the front hedge to be trimmed, also a quote needs for the Village Hall hedges to be cut on a quarterly basis.


#### **13. Items for next meeting (2 min)**

- Village Hall floor sanding, polishing
- Village Hall drainage issues & car park
- Funding for pavilion – DM
- Locking gate system – DM
- Signage to playing field – Clerk
- Playdale Playsafe anti-viral coating – DM
- Village Hall opening
- Pavilion upgrade – DR

- Interim RFO – permanent position – discuss
- NALC – salary scales
- Budget for precept
- Quarterly review of fixed assets
- AGM Date
- Burial Fees
- Management Committee for Village Hall
- Ty'r Winch Playing Field – quotes for hedge and quarterly at Village Hall

**Zoom Meeting closed at 20:15**

**Next Meeting – 8<sup>th</sup> October 2020 6pm – Zoom meeting**



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