

OLD ST. MELLONS COMMUNITY COUNCIL

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

Present:

Chair: Cllr Dianne Rees (DR) - Zoom

Vice Chair: Cllr Rosemary James (RJ) - Zoom

Councillors: Cllr Gaynor Hassan (GH) - 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)

Cllr Dennis Matthews – other commitment
Cllr Ashley Bishop – work commitment
Cllr Derek Stroud – private appointment

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 AGM meeting held on 12th November 2020 & Extraordinary meeting held on 19th November (5 min)

It was approved as a true and accurate record – AGM Meeting 12th November 2020

It was approved as a true and accurate record – Extraordinary Meeting 19th November 2020

4. Matters arising from the AGM minutes of 12th November 2020 & Extraordinary meeting 19th November 2020 (20 min)

4.1 Boundary electricity substation – update to painting spikes

Clerk contacted Western Power and they confirmed that the spikes will be painted green, this has now been carried out.

4.2 Quote for guttering and cut back trees near Village Hall roof

It was agreed to go with the cheapest quote of £430.00 Clerk to contact the company.

It was resolved: all agreed

4.3 Co-Option update

To be deferred to January's meeting

4.4 Noticeboard door – St. Edeyrn's update

RJ to chase the supplier

4.5 Boundary Commission – update

DR and JW has had recent meetings, it was noted that the majority of the development had taken place within Old St. Mellons and not Pontprennau as thought by Cardiff Council, resulting in figures not being accurate for the Boundary Commission, they have since admitted that they had their figures the wrong way around. It was also noted that a number of residents had sent letters of objection with Old St. Mellons to be attached to the Llanrumney ward, a letter has been written to the minister.

4.6 RFO training

Would like to join the SLCC to work towards the ILCA certificate, suggested that the costs be split three ways, as RFO is Clerk to two other local Community Councils

It was resolved: all agreed for the RFO to undertake the training and to split the cost three ways.

4.7 Re-opening of the village hall

To be reviewed in January 2021

4.8 Hall insurance – update

RFO had noted that OSMCC Village Hall is now fully insured, as Staff are visiting the hall regularly.

It was noted that this is to be reviewed in January 2021

4.9 Fire extinguisher check Ivorfire – update DS

It was noted that Cllr Derek Stroud is meeting with Ivorfire on 16th December 2020

4.10 Cleaner & Caretaker duties – update

It was noted that the Clerk has spoken with both staff and can confirm that the Cleaner has commenced her duties and the Caretaker has a new folder with his duties to carry out, to be completed on a weekly basis which includes a tick list.

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.

Mr Stephen Ashton – Governor to St. Mellons CiW Primary School attended the meeting to give his report.

6. Finance (10 min)

(RFO to present financial report)

Presented to the Council 10th Dec 2020

The most recent Bank-statements received are dated 30th November and a financial report has been completed to this date.

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

Notable expenditure is an invoice from Procut Tree Services for the quarterly instalment towards the grass cutting contract, Village Hall floor sanding works and purchase of PPE for all staff and volunteers.

Payment has been received from Cardiff Council for the Welsh Government grant towards financial loss experienced in Q1 amounting to £899. Also, payment has been received for burial fees for the purchase of a headstone.

Welsh Water have written regarding the water supply at the village hall and confirmed the account is in credit. They will be reviewing the monthly direct debit amount during December which will likely decrease, and it may be possible to receive a refund for overpayment.

Mrs Dunseath has received confirmation from NatWest Bank that the requested changes to the bank mandate were completed on 1st December. All 7 current Community Councillors are signatories on the bank account.

Following the Extra-Ordinary meeting to discuss the insurance cover at the Village Hall, Mrs Dunseath provided Came & Company with details of occupancy confirmed during the meeting. Came & Company have confirmed that full cover is reinstated at the hall whilst works to sand and re-varnish the floor was ongoing. They have since further confirmed that full cover is in place whilst the hall is being inspected several times per week. They have requested confirmation of occupancy is provided again in January to review the situation further.

Mrs Dunseath attended a webinar by Wales Audit Office regarding their new 3-year transaction-based audit. Every 2 years an audit similar to current practice will take place whilst the 3rd year will see a more detailed audit based on transaction review. This will see an increase in auditor's fees. Each Community Council has been allocated a band A, B or C depending on size and taking any previous audit issues into consideration. These bands will be published soon and Council's will be notified whether they will be allocated the transaction-based audit for 2020-21 to be completed next Spring. The External Audit will no longer be completed by BDO Auditors but will be done directly with Wales Audit Office for all Town and Community Councils in Wales.

BDO External Auditors have completed the 2019-20 annual review and a copy of the report has been circulated to all Councillors for their consideration. This report should be formally accepted and approved during a Council meeting and minuted accordingly, an action plan for issues highlighted should be produced to show how the Council plan to address issues raised. Mrs Dunseath can confirm that steps are already in place to address issues raised.

Section 137 Discretionary Limit for 2021-22 has been published by Welsh Government at £8.41 per elector.

6.1 To approve the Clerk's & RFO's expenses including overtime

It was resolved: all agreed

6.2 Approve final invoice for PPE

It was noted that the total cost for PPE for Cllrs, Staff and sanitisers for Village Hall - £366.22

It was resolved: all agreed to reimburse JW

6.3 To approve expenditure for Smoke Detector batteries

It was noted that the batteries cost £15 not £40 as previously estimated.

7. Annual Planner (10 min)

7.1 Set next year's precept

To be deferred to beginning of 2021

7.2 Quarterly signing of Bank Reconciliation

RFO has sent this to JW to be signed off

7.3 Quarterly review of fixed assets

RFO is currently undergoing this and is ongoing, will circulate the current list to Cllrs to check items

8. Police Matters (5 min)

Police Report - 11th of November – 7th of December 2020

Between the 11th November and 7th December 2020 there were a total of 2 crime occurrences. 11th November and 7th December 2020 there were a total of 7 South Wales Police Occurrences for the Old St Mellon's area.

- There were two Road Traffic related incidents.*
- There was one Anti-Social Behaviour incident reported to police.*
- There were four occurrences that were non-crime related matters involving concern for welfare/missing people/highway disruption*

Operation Red Mana has been running during the summer months and continues to run throughout the city. This relates to our constant battle with off road motorcycle nuisance. We are aware Old St Mellon's 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 Mellon's area is a priority location for the operation.

The access point at The Coach House has stopped temporarily but the PCSO's often attend the Church Inn to speak with members of the public.

St Mellon's 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.

PC Aimee Bevan – South Wales Police

9. Planning (5 min)

9.1 20/02405/MNR proposal: proposed single garage and cycle store at land adjacent to Balmaha, Wern Fawr Lane

Noted

10. St. Mellons Primary CiW School (5 min)
St Mellons CIW Primary School report - 10.12.2020

COVID-19

School continues to operate successfully despite the limitations of COVID-19. Staff are working tirelessly to ensure the children's safety against a backdrop of ever-changing Health and Safety protocols. The school's Risk Assessment is under constant review and the Head liaises regularly with the Local Authority's Health and Safety Officers concerning these matters. In a recent inspection of the cleaning regime, it was confirmed that school has very high standards of cleanliness which is a great credit to all those involved.

The children's attendance has remained high (94.7%) throughout the Autumn Term, once again reflecting the confidence of the families in the school's provision during these difficult times.

Children's Learning Experiences

A priority for school has been to assess the impact of COVID-19 and lockdown on children's learning. Robust systems for assessing progress have always been in place and up until lockdown school could demonstrate that all children were making at least expected progress. Lockdown did change the dynamic for learning and in some families, often supporting children at home was a challenge. Children whose progress has slowed down have been identified and additional support interventions have been put in place.

At the moment educational visits, residential trips, after school clubs and visitors to school are not allowed so an additional challenge has been to continue learning experiences which engage the children through creative and real-life contexts. School has used a grant to employ a teacher to work in the mornings with the children in the outdoor areas. As well as enjoying physical activity children are using their environment to explore many curriculum areas in "hands on" and creative ways. There has been very positive feedback about the impact of these sessions on children's well-being. Continuing the well-being theme; children have been using an online tool, PASS, which asks them a variety of questions ranging from their attitudes to learning to relationships with staff and their peers. Across both key stages there was an overwhelmingly positive response from the children which again is very encouraging in the circumstances.

Staff have continued their professional development and are preparing for the introduction of the New Curriculum and matching assessment systems.

Children are taking a leading role in developing virtual collective worship. There is a Prayer Tree in each classroom, class prayers in English and Welsh are displayed throughout the school and shared by the children. A prayer space has been created and each class is using a virtual candle as a focal point during prayer and reflection. The school's "Values for Life" scheme continues to provide the focus for school worship on a rolling programme of values such as generosity, friendship and humility. The school is also part of a pilot project focusing on refuge called Taith Adfent (Advent Journey) with Llandaff Diocese.

Christmas!

While Christmas celebrations in school will look different from other years all children will be involved in various virtual performances which will be shared with parents, carers and families.

New Build

School continues to liaise with the Local Authority and Developer in working towards completion of the new school. In the meantime, St Mellon's CIW Primary School continues to thrive on its current site, providing an environment which nurtures good behaviour, positive values and respect for others, for families of all faiths or none.

Stephen Ashton
Community Governor

11. St. Edeyrn's Church (5 min)

11.1 Wall & gate update – JW

It was noted that if there is a safety issue, to notify the Clerk.

Suggestion to have a working party for the Church – review in 2021

12. Correspondence (5 min)

12.1 Key holders for Ty'r Winch Playing Field – offer volunteers a small token of gratitude?

It was resolved: to purchase a box of chocolates for the volunteers – GH to source

12.2 Pavilion

It was noted that Cllr Dennis Matthews has sent Cllrs drawings and information with regards to a container to be situated where the old pavilion currently stands. The lifespan of the container is 25 years and not 20 years as previously noted and on an annual basis the roof and sides must be kept clear of debris.

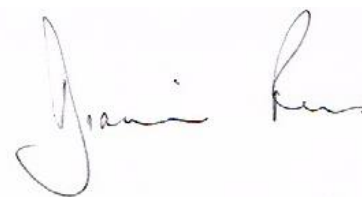
It was resolved: all agreed to look at modules as oppose to containers to replace the old pavilion building

12.3 It was noted that Cllr Dennis Matthews has received and submitted the Green Flag renewal for 2020/2021

13. Items for next meeting (2 min)

- Review Village Hall opening
- Co-Option update
- Noticeboard door – St. Edeyrn's update – RJ to update
- Hall insurance – to be reviewed
- Grass/bramble cutting to include cleaning of guttering – to be reviewed
- To approve the Auditors Report
- Set next year's precept
- Suggestion to have a working party for the Church – review in 2021
- Clean carpets in Village Hall?

The meeting closed at: 19:40 hrs.



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