

# **OLD ST. MELLONS COMMUNITY COUNCIL**

Minutes of virtually held meeting at 6pm on Thursday 14<sup>th</sup> January 2021

**Present:**

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

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

**Councillors:** Cllr Ashley Bishop (AB) – attending later  
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) – RFO – Zoom

1. **Apologies for absence & Acceptance (1 min)**
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 10<sup>th</sup> December 2020 (5 min)**  
**It was approved as a true and accurate record**
4. **Matters arising from the minutes of 10<sup>th</sup> December 2020 (20 min)**
  - 4.1 Review Village Hall opening  
Defer to next meeting
  - 4.2 Co-Option update  
Defer to next meeting
  - 4.3 Noticeboard door – St. Edeyrn's update – RJ to update  
New noticeboard door has arrived, but not yet attached. RFO to chase for the new noticeboard to Village Hall.
  - 4.4 Hall insurance – to be reviewed  
Insurance would like an update in January, to see if any situation has changed. Clerk has sent renewal information from Came & Co to RFO, Chair and Vice-Chair, which was received by email from the insurers today.  
  
Defer to next meeting
  - 4.5 Grass/bramble cutting to include cleaning of guttering quarterly – to be reviewed  
Received a quote from the existing contractor for this work as a one-off job £430.00  
**It was resolved – all agreed for the contractor to carry out this work**
  - 4.6 Suggestion to have a working party for the Church – review in 2021  
To be reviewed at a later date
  - 4.7 Clean carpets in Village Hall?  
Rafters will need cleaning first and defer the carpet cleaning until a later date.

**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.*

DS spoke on behalf of a resident, who was concerned that rubbish is being thrown over the fence from Ty-To-Maen Close leading down to the A48 slip road.

JW is aware of the situation and asked the Clerk if an email could be sent to himself in his capacity as County Councillor to look into this on behalf of OSMCC.

**6. Finance (10 min)**

*(RFO to present financial report)*

*Presented to the Council 14<sup>th</sup> Jan 2021*

*The most recent Bank-statement received for the main account is dated 30<sup>th</sup> December although a statement for the savings account has not been received since end of November. The financial report has been completed using this information.*

*The expenses and cheques that need to be approved and paid are as per the Bank Rec. Expenditure is the half yearly ground rent for the village hall, replacement of a faulty smoke detector at the village hall, Auditors fees for the 2019-20 external audit, noticeboard repair for St Edeyrn's board, burial admin fees as well as monthly expenses for the RFO and Clerk.*

*Payment has been received for burial fees for the purchase of a headstone and 2 burials.*

*Wales Audit Office has provided information to all town and community councils in Wales regarding the new 3-year transaction-based audit. For Old St Mellons, the audit for the next 2 years will be similar to current practice and in 2023 the Community Council will be required to complete the more detailed audit based on transaction review for the 2022-3 accounts. This will see an increase in auditor's fees for that year.*

*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 discussed and if appropriate formally accepted and approved during a Council meeting and minuted accordingly.*

*Cardiff Council have circulated information for the Council Tax bands for financial year 2021-22 and confirmed the amount of precept the Community Council could expect to receive if they retain the cost per household as the current financial year. The precept request must be submitted to Cardiff Council before 31<sup>st</sup> January which must be signed by the Chair, 2 Council members as well as the Clerk.*

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

**It was resolved: all agreed**

**Cllr Ashely Bishop attended – 18:49**

6.2 To approve the Auditors Report

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

6.3 Set this year's precept – to be completed by 31 Jan 21

It was agreed there was no increase to the householder council tax payment, but due to an additional 145 households being built in the area this will result in an increase to the precept received at no extra cost to residents.

**It was resolved: all agreed**

**7. Annual Planner (10 min)**

7.1 Set this year's precept – see 6.3

7.2 PAYE months 10-12 by 19th Jan 2021

RFO has completed this and payment made of £493.20

7.3 Fixed Asset Register to review

Some categories will need revising, a suggestion of selling the lawnmower was made, JW suggested contacting a company to see about a service.

7.4 Village Hall, St. Edeyrn's, Playing Field, grass cutting – contract renewal – for March 2022  
RFO clarified renewal is March 2022

7.5 Option for Cllr's to opt out of Members Allowances  
Cllrs to contact RFO directly if Cllrs do not wish to receive the £150.00 members' allowance

7.6 Renew Pest Control contract – expires Feb 2021  
It was noted to agree to keep the same company and ask them to contact DS with an update to visits made.

#### 8. Pavilion – Project

It was noted that the hazel trees behind the pavilion needed to be cut down and to grub out the thorn bushes directly surrounding the existing pavilion. Three quotes had been provided – from supplier PC £730; supplier AS £600 + VAT and supplier CTTC £550.

#### **It was resolved: all agreed to proceed with the cheapest quote.**

DM had previously provided details of various quotes for a pavilion based on a specification supplied to potential container conversion & modular building companies. It was agreed in principle to proceed with a modular build pending a meeting with the planning department to explore whether planning consent would be required along with any other preconditions.

#### 9. Police Matters (5 min)

*Old St Mellons Police Report between 10/12/2020 – 13/01/2021*

##### **Call Categories**

<i>All other Theft</i>	1
<i>Vehicle Crime</i>	1
<i>Violence without Injury</i>	2
<i>Violence with Injury</i>	1
<i>Burglary – Dwelling</i>	2
<i>Public Welfare/ Concern calls</i>	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.*

*With Wales being in a Level 4 lockdown, 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.*

*PC Christopher Williams*

**10. Planning (5 min)**

None

**11. St. Mellons Primary CiW School (5 min)**

*Old St. Mellons Community Council-Report St. Mellons CIW Primary School-14.01.2021*

*School continues to operate within Welsh Government and Local Authority protocols regarding Health and Safety and children's learning while constantly reviewing its Risk Assessment.*

*Staff have responded with great professionalism and energy to rapidly changing circumstances. After an INSET Day on Monday 4th January distance online learning began on Tuesday 5th January. By Friday of the first week back 99% of pupils were engaged in online learning. Engagement is closely monitored and staff are providing daily support and follow up calls to those who need them. Digital devices have been loaned to those children who need them ensuring all children have access to the curriculum. School has opened a daily hub for vulnerable children and those of keyworkers. Those who have requested it can book on a weekly basis.*

*Stephen Ashton  
Community Governor*

**12. St. Edeyrn's Church (5 min)**

see 4.6

**13. Correspondence (5 min)**

**13.1 David Davies – Architect re Pavilion**

It was agreed that at a meeting in January 2020 that no instructions had been received by the architect to go ahead with any plans. The architect has recently emailed the Clerk asking for an update.

**13.2 Village Hall – use of facilities for distribution of vaccine**

Clerk received an email from Brynderwen Surgery asking if the Community Council would allow the Village Hall to be used for vaccinations.

**It was resolved: all agreed**

**13.3 NHS, Social Care & Frontline Workers Day 5th July 2021 – OVW email 4/1**

It was noted – defer to later meeting for an update

**13.4 Waste bins – nr the fields walk off Bridge Rd.**

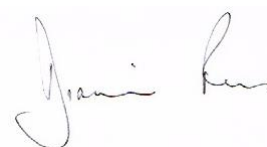
It was noted that there are no refuse bins located near the field walk by St. Edeyrn's Village, Clerk to contact CC to ask if bins can be purchased and would CC empty them.

It was noted that tape had been put around the gym equipment and had been pulled off a number of times and replaced by Bill James.

**14. Items for next meeting (2 min)**

- Review Village Hall opening
- Co-Option update
- Noticeboard for Village Hall – update
- Hall insurance – to be reviewed
- Fixed Asset Register to review
- Waste bins – nr the fields walk off Bridge Rd.

**The meeting closed at: 20:10 hrs.**



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