

# **OLD ST. MELLONS COMMUNITY COUNCIL**

Minutes of virtually held meeting at 6pm on Thursday 8<sup>th</sup> July 2021

**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 John Summers (JS) – Zoom  
Cllr Joel Williams (JW) - Zoom

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

**RFO to the Council:** Mrs Nadine Dunseath (ND) – Zoom

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

Cllr Ashley Bishop – work commitment  
Cllr Derek Stroud – other commitment

**2. Declaration of interests (1 min)**

Accepted annual declaration of interest – if any other interests this will be declared below.  
JW, DR declared an interest to the Tennis Club

**3. Minutes – to approve as a correct record of the minutes of the meeting held on 10<sup>th</sup> June 2021 & Extraordinary Meeting held on 18<sup>th</sup> June 2021 (5 min)**

**It was approved as a true and accurate record RJ proposed DM seconded**

**4. Matters arising from the minutes of 10<sup>th</sup> June 2021 & Extraordinary Meeting held on 18<sup>th</sup> June 2021 (20 min)**

**4.1 Deferred items:**

- Large Conifer to playing field – bramble roots  
Contractor had managed to remove the brambles but would need to carry out further work to dig out the roots as the crown needs to be lifted at a cost of £40  
**It was resolved: all agreed for the contractor to carry out this work**

**4.2 Seating in the Park repair/replace – update**

- All repairs have been carried out to the park benches in the Tennis Courts at a cost of £120 this was an urgent requirement due to the poor state these were in.
- Clerk has received a verbal quote for the benches in the playing field the low benches x 3 £170.00 each and the smaller one by children's play area £95  
DM to check the price for the small one by the children's play area  
**It was resolved: all agreed to the price for the 3 benches, due to H&S on the existing benches as they could break if sat upon.**

**4.3 Flagpole quote – update**

DM noted that an existing contractor who is undertaking works at the Village Hall to carry out the installation of the flagpole.

It was noted that the Clerk had contacted other contractors, one contractor had stated that if OSMCC finds another company to go with them.

**4.4 Caretaker job description to amend**

Need to arrange a meeting DR, GH, DM to meet next week.

**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.*

None attended.

## 6. Finance (10 min)

*(RFO to present financial report)*

*Presented to the Council 8<sup>th</sup> July 2021*

*Bank-statements have been received dated 30<sup>th</sup> June, and 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 monthly expenses for June for the Clerk and RFO, and additional hours worked as overtime in June at 6.5hours for the Clerk for extra meetings and 5.5hours for the RFO for extra meetings and time spent completing the Annual Return. Other expenditure this month is an admin fee for Burial Charges, cleaning materials for the Village Hall, and cleaning services, half yearly ground rent for the village hall, annual pest control contract and cctv & signage for the tennis courts.*

*Income received this month is a payment for burial fees totalling £315.*

*A VAT claim has been submitted to HMRC for VAT paid during Q1 amounting to £796.20.*

*Welsh Water have completed a meter reading for the village hall and reduced the monthly direct debit payments from £18 to £11 which took effect from the June payment.*

*The Q1 bank reconciliation together with scanned copies of the bank statements has been provided to Cllr Joel Williams for his consideration.*

*The 2020-21 Annual Return with required supplementary information has been submitted for external audit to Wales Audit Office.*

*The Pest Control contract at the village hall has been reinstated with Cardiff Council as agreed in the June Community Council meeting who confirm after an initial inspection, they will complete a minimum of 8 visits per year at approximately 6 weekly intervals.*

*Paperwork has been submitted directly to NatWest Bank to request a new Business Reserve account is created for the Tennis Club.*

*RFO has circulated to all Council Members a Q1 comparison for actual costs incurred against budget for 2021-22. The budget has been reviewed and some amendments made to account for the reconsideration and development of projects discussed by the Council during Q1.*

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

Expenses: Clerk £27.87 RFO £32.03

**It was resolved: all agreed DM proposed, RJ seconded**

6.2 To approve the Clerks and RFO's OT

It was noted OT - Clerk 6.5 hrs, RFO 5.5 hrs

**It was resolved: all agreed DM proposed, RJ seconded**

6.3 Quarterly review of Actual costs vs Budget

RFO circulated the document to the Cllrs

**It was resolved: all agreed for the Tennis Courts income to go into a separate account, so that any repairs, replacements regarding the courts can be taken straight from this separate account.**

## 7. Annual Planner (10 min)

7.1 Quarterly signing of Bank Reconciliation

RFO has sent JW the paperwork for signing – awaiting approval

7.2 PAYE months 1-3 by Jul 2021

Q1 completed £466.00 and has been paid

7.3 WIFI - review – continue existing provider

It was noted that AB will review and source other providers

7.4 Fire risk assessment review

It was noted all up to date – DS had notified the Clerk that all is in order.

**7.5 Village Hall Roof Warranty**

DM to check with the contractors if they can carry out the inspection as per the warranty.

**8. One Voice Wales (5 min)**

RJ reported as follows:

- *Election of Chair for 2020/21 - Cllr John Hughes was duly re-elected as Chair for the ensuing year and Cllr Mike Cuddy was duly re-elected as Vice-Chair for the ensuing year.*
- *Representatives on Outside Bodies: Glamorgan Heritage Coast - Cllr Alec Trousdell, Cowbridge with Llanblethian Town Council and Cardiff & Vale University Health Board – Stakeholders Group - Cllr Geoff Simpson, Llanfair Community Council*
- *Local Government and Elections (Wales) Act 2021- there were discussion with regards to this particularly the General Powers of Competence - Welsh Government will consult on eligibility prior to introduction*
- *From 5 May 2022, community and town councils will have a duty to consider training from 5 May 2022 for councillors and community council staff and publish the first training plans by November 2022.*
- *It was noted that there will be future talks with regards to asset transfers.*
- *The existing coastal path will extend to the Rumney area.*

**9. OSMCC Tennis Club (10 min)**

- Clerk has written to all those that have made enquiries with regards to joining the OSMCCCTC
- To date the total number of enquiries are 18 and those that have paid and joined are 6. The new members have been given the access code to the gate.
- Clerk has updated the website with full details on how to join along with information previously noted on St. Edeyrn's Village Facebook page.
- Banner providing membership details – RJ to source DR to send information
- Suggestion to mark the courts 1 and 2
- One quote was received a few days before the meeting with regards to the power supply to the installation of a new gate to the tennis courts of £490.00, this is the only quote received and the Community Council had received a number of enquiries from residents to play on the tennis courts, so it was agreed to go with this quote as it is now July and we do not meet in August and it seemed unfair to ask residents to wait to use the courts as summer would be nearly over and revenue would not be received.

**It was resolved: all agreed**

**10. Police Matters (5 min)**

*Old St Mellons Police Report between 18/06/2021 – 08/07/2021*

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

*Call Categories*

<i>All other Theft</i>	<i>0</i>
<i>Criminal Damage &amp; Arson</i>	<i>0</i>
<i>Vehicle Crime</i>	<i>0</i>
<i>Violence without Injury</i>	<i>1</i>
<i>Violence with Injury</i>	<i>0</i>
<i>Public order offences</i>	<i>0</i>
<i>Burglary - Dwelling</i>	<i>0</i>
<i>Other Sexual offences</i>	<i>0</i>
<i>Miscellaneous crimes</i>	<i>0</i>
<i>Drug offences</i>	<i>0</i>

Shoplifting	0
Anti – Social behaviour	0
Transport	2
Public Welfare / Concern calls	3
Suspicious incident	2

#### 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. The Welsh government are announcing changes to the regulations so please make yourselves aware of the new regulations. For the latest Covid-19 regulations please see [www.gov.wales/coronavirus](http://www.gov.wales/coronavirus)

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. A summonsed has been issued to one driver for driving at high speed.

#### 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.

#### Access Points.

Now that restrictions have been eased access points have started back up, if you have any issues you wish to discuss please attend.

Initiative	Frequency	Location	Attendees	Overview
PACT	Quarterly	St Mellons community centre, Crickhowell Road	PCSO and / or NBM	TBC due to Covid-19 regulations
Community Access Point OSM	Weekly	The Coach House, Ty'r Winch Road	PCSO	Every Tuesday (11:30-12:30)
Community Access Point St Mellons	Weekly	St Mellons Hub	PCSO	Every Thursday (1700-1800)

PC Aimee Bevan

## ST EDEYRNS VILLAGE CRIME REPORT – 08/06/2021 – 08/07/2021

Violence against the person – 12  
Domestic Incident – 1  
Fraud – 4  
Burglary – 2  
Sexual Offences – 1  
Concern for safety – 1  
Theft – 1  
ASB – 1

PCSO 57909 Rob Notley

### 11. Planning (5 min)

#### 11.1 21/01301/MNR

Proposal: Erection of 7 dwellings, continuation of the spine road, redefined curtilage to St Julian's Manor Location: land at St Julians Manor  
Noted

#### 11.2 21/01302/MNR

Proposal: Erection of 7 dwellings, continuation of the spine road, redefined curtilage to St Julian's Manor Location: land at St Julians Manor  
Noted.

#### 11.3 21/01159/DCH

Proposal: Single Storey Rear Extension Location: 7 Heol Bennett  
Noted.

DR declared and interest and left the meeting

#### 11.4 21/01294/MNR

Proposal: Extension to side of dining room with walkway to provide fire escape access Location: St Johns College  
No objections were made.

### 12. St. Mellons Primary CiW School (5 min)

Mr Stephen Ashton sends apologies as he is unable to attend but has submitted his report as follows:

#### Old St. Mellon's Community Council Report-St Mellon's CIW Primary School-08.07. 2021

##### Covid

*Covid Health and Safety arrangements and procedures have remained in place during this half term. Due to the pandemic school is unable to report on attendance for the school year. However, for the summer term attendance is 94%. Once again this is a reflection on the very strong relationships within the school. Earlier this term another governor and I did some work with the children about how they felt now they were back in school. The feedback was very positive. The children were very articulate in explaining how happy they were to see their teachers and friends once again and to engage in classroom learning. Staff are very pleased that these positive attitudes have been reflected in the very good academic progress children have made throughout the year despite the difficult circumstances.*

##### Summer Term Activities and Events

*It is unfortunate that parents and guests will only be able to attend end of year activities in a restricted way. However, it's very encouraging to see so many events in the diary:  
The children enjoyed their recent Sports Day:*

*They displayed great athleticism and as always, their behaviour was exemplary as they applauded and supported each other in all the events.*

*Children will have the opportunity to show off to and celebrate their work with parents at the Celebration Afternoon and capture highlights of the last year as they pose for class photographs.*

There will be a Year 6 Leavers Service and a video of the children which will be sent home. Year 6 parents will be able to join staff on the playground to see children leave school for the last time on the final day of term.

### Whole School Developments

The Welsh Government is in the process of reforming provision for children who have Additional Learning Needs. The reforms become law in September 2021 although schools will have three years to “marry up” old and new systems. In the reforms there is a renewed focus on collaboration between schools, other agencies, children and their families to ensure provision for children with additional needs is appropriate and aspirational. School has been reflecting on its provision and views these reforms as an opportunity to develop further the already close relationships between children and their families.

Work continues in all classes to embed “Understanding Christianity” into the life of the school. Part of this programme has been to create a “School of Sanctuary” with a focus on “Refugee Week.” School has been reflecting on how we become a safe and welcoming place for other people.

Children have also been engaging in other learning opportunities;

Class 1 – Crossing the Road

Class 2 – Artwork for their International Day Murals

Key stage 2 – The Olympics; children have been exploring themes such as

- Healthy Diets
- Growth Mindset
- Data, results and tables
- Problem Solving
- Our Olympic Dream Story
- A biography of our favourite athlete

### New Build

At a recent Governor Body Meeting there was an opportunity for an update from various Local Authority Officers responsible for the Build. On a positive note, we were told at the meeting, which was on 28.06.2021, that work on site would begin in two weeks’ time. We also had the opportunity to ask about provision for IT, interior fittings and furniture as well any potential issues regarding speed limits, footpaths and traffic calming measures. Governors, Local Authority and the Developer will discuss these in more detail in the near future.

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Finally, as we approach the end of the school year, I think we should be very proud of the Head, staff, children and their families for the way in which school has continued to support learning and everyone’s well-being during these difficult times.

Stephen Ashton  
Community Governor  
08.07.2021

### **13. St. Edeyrn’s Church (5 min)**

- The work on the paving slabs which are uneven will be carried out soon
- RJ looking to obtaining grants for the gates and wall - ongoing

### **14. St. Edeyrn’s Village (10 min)**

JS noted that a local shop is to be built but would request a licence to sell alcohol, DR noted that requests for licences would be received by both DR and JW, when this request is received it will be forwarded to the OSMCC to voice opinions.

It was noted that both the allotments and the community orchard has not yet commenced. Also noted that the Japanese Knotweed has not been addressed and Persimmon has not maintained this as they should have. It was noted that AB has sent a letter on behalf of St. Edeyrn’s Village and the OSMCC will send a letter of support.

DR & Clerk to action.

#### 15. Village Hall Working Party (5 min)

- Contractors to return to finish off cleaning  
After inspection it was noted that areas have not been cleaned properly. DR contacted the contractor and will be meeting up soon. It was noted that the Contractor had stated they will not accept payment until signed off as satisfactory.

#### 16. Playing Field Working Party (5 min)

DM submitted the following report:

- *Trees behind the tennis courts require cutting well back from the courts and the pathway in addition to the further pruning of trees overhanging the pavilion/children's playground.*
- *A largish hole has been made in the fencing next to entry gate to the courts.*
- *Work has yet to be completed on repairs to seating in the park (as at 28/6).*  
It was noted the benches have now been repaired.

- *A sapling has been planted behind the bench in front of the electricity station in the far east corner after entering the park (next to the Thomas' property). Did we previously agree to this?*

At the OSMCC meeting 13<sup>th</sup> May it was agreed that a sapling can be put in memory of Mr Greenwood's wife

- *Replace the bin in the children's playground with a larger more secure topped version as it is not unusual for the current bin to be overflowing.*

It was noted that DR will source.

- *Perhaps more urgent consideration should be given to how we provide a wider range of children's play facilities in the park. Most of the existing play facilities have become shoddy*
- *As I understand it from a recent circular sent to all there are grants available to provide wildlife gardens. Should we approach the Gardening Club/Scouts/Guides or other groups to explore interest in carrying out a project in the park?*
- *The 5 fruit trees planted in the park a few months past may require some judicious summer or formative pruning.*
- *The wood supports to each side of the park pathway have decayed. Should these be replaced to prevent further damage as the path has collapsed away where the supports have rotted?*

- DM asked about the Mower

It was noted that a report had been sent to the Clerk yesterday:

Kubota GR1600 s/n 21962, the machine was collected by a local agricultural machine repair/service company. The machine failed to start when they came to collect it, despite charging the battery, this has failed and will need to be replaced, they managed to start the machine by replacing the stale diesel and fitting a donor battery. The machine had continued to smoke from the exhaust due to being parked for a long length of time and they stated that there is a possibility that the piston rings have become stuck and the smoke would be a sign of this. The resolution for this would be to strip the engine and fit new piston rings and gaskets which should fix the problem, also remove the injectors and fuel pump to be serviced and lubricated. At a guesstimate would be somewhere in the region of £1500.00 + vat.

To service for selling on would not be viable as the works above would still need to be carried out. They did offer to purchase as it stands.

**It was agreed in principle to consider disposing of the mower.**

- There were some discussions about the Pavilion with regards to the electricity supply and to increase the loading, this could entail a considerable sum as the power supply would have to be sourced from outside of the playing fields and buried from source to the pavilion.
- As for the S106 monies it was noted that OSMCC would not receive this in one lump sum but in tranches.
- It was also discussed if a brick building might be another option.
- RJ suggested money received from S106 will not all be going to the community council it has to be spent on community building/s.
- It was noted that if we are to dispose of the pavilion that this is an asset and procedures must be followed prior to disposal. RFO has been advised from OVW.

Clerk noted that as per meeting 10<sup>th</sup> June it was agreed to put the pavilion on hold.

**17. Correspondence (5 min)**

**17.1 Co-Option – Mrs Jane Croad**

It was noted that Mrs Croad had sent OSMCC councillors CV prior to the meeting.

**It was resolved: all agreed to Co-Opt Mrs Jane Croad RJ Proposed, JS seconded**

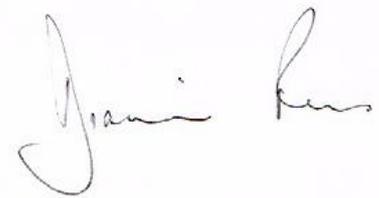
**18. Items for next meeting (2 min)**

- Disposal of mower
- Value of pavilion

Playing Fields Working Party report outstanding items

- *Trees behind the tennis courts require cutting well back from the courts and the pathway in addition to the further pruning of trees overhanging the pavilion/children's playground.*
- *A largish hole has been made in the fencing next to entry gate to the courts.*
- *Perhaps more urgent consideration should be given to how we provide a wider range of children's play facilities in the park. Most of the existing play facilities have become shoddy*
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- *The wood supports to each side of the park pathway have decayed. Should these be replaced to prevent further damage as the path has collapsed away where the supports have rotted?*

**The meeting closed at: 21:15hrs**



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