

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of virtually held meeting at 6pm on
Thursday 11th November 2021

Present:

Chair: Cllr Dianne Rees (DR) – Zoom

Vice Chair: Cllr Rosemary James (RJ) – Zoom

Councillors: Cllr Ashley Bishop (AB) – Zoom
Cllr Jane Croad (JC) – Zoom
Cllr Gaynor Hassan (GH) – Zoom
Cllr Dennis Matthews (DM) – Zoom
Cllr John Summers (JS) – Zoom

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

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

It was noted that RJ will be chairing the meeting as DR has family commitments and will attend where possible.

1. Apologies for absence & Acceptance (1 min)

Cllr Derek Stroud – other commitments
Cllr Joel Williams – family emergency

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 meeting held on 14th October 2021 (5 min)

It was noted that in September 2021 Extraordinary minutes item 4 '*wish list*' should have read '*suggestions*'

It was noted that October 2021 minutes item 4.7 omitted '*roof inspections found to be in order*'.

It was approved as a true and accurate record

4. Matters arising from the minutes of 14th October 2021 (15 min)

4.1 Bin to Tennis Courts – Clerk update

Clerk noted response received from CC stating 3 bins already in situ, in the future all open top bins will be replaced with closed free-standing bins, Clerk requested additional bin, awaiting response.

4.2 Mower – update

After bid it was noted the Mower had been sold to highest bidder and invoice has been sent.

4.3 Caretaker vacancy incl. amendment to job description update

Clerk has received only two potential candidates, only one CV received and recently one of the candidates is no longer interested.

It was noted that DM has summarised the job description.

It was noted that DR, JC & RFO to arrange a meeting with regards to pay scale and to arrange an interview with the candidate.

4.4 WIFI review – update - AB to update

It was noted that AB has been trying to get a response with Vodafone as they are the cheapest with regards to MB for internet use than the existing supplier, however, they requested quite a bit of personal information from Cllrs, Clerk and RFO, and when contacted Vodafone not very responsive.

It was noted that AB investigate with Virgin, if Virgin not very forthcoming then it was agreed to stay with the existing supplier, for the time being.

4.5 Pest Control – Hall update

DS has contacted CC as not all boxes had been checked in Village Hall. RJ noted that this has now been completed.

4.6 Notice Boards – update

Clerk has requested delivery date.

Clerk noted that the Notice Board at Arcon House, one lock is broken, AB noted that there is a local locksmith in St. Edeyrn's Village and will pass this information to the Clerk.

4.7 Pathway – Village Hall – update

Work has been carried out; however, the invoice is more than the quote, Clerk has queried this.

4.8 Policies & Procedures review – any changes?

DM noted a few minor changes of numerical errors in the SO's, Clerk has rectified.

RJ, DS and GH reviewed the asset register, changes made which has been sent to RFO.

It has been noted that the Financial Regulations had been updated in February 2021 and changes already made. No further changes required.

All other documents – no changes.

5. Local Residents (15 min) – web link available on request if meeting held via Zoom

Under Standing Order 64 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 (15 min)

(RFO to present financial report)

Bank-statements have been received for the main account and the Savings account dated 29th Oct, 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 Expenses for Clerk and RFO for Oct, Cleaning Products for the Village Hall, External electrical light replacement, Additional Drainage works to circular path at Village Hall.

Income received during Oct is as follows: -

Tennis Club Membership totalling £30

Village Hall Bookings totalling £630

Disposal of mower £1000

A VAT Reclaim has been submitted to HMRC totalling £152.15

RFO contacted EDF to query why the monthly direct debit payments for electricity usage at the playing fields has doubled from £5 to £10 as average usage is 2KwH per month.

EDF Energy responded with the following: -

"We calculate your annual usage on either the usage you entered during sign up or your usage trend and calculate the estimate annual cost and then divide it in 12 payments. At the end of these 12 payments, we bill your account on actual usage. Till then the payments are not taken against any bill but are shown in your account as credit balance which is used to pay off the actual usage charges."

NatWest Bank has provided some useful advice to progress the opening of a Business Reserve account for the Tennis Club. As many NatWest Bank staff are working from home, it appears the two

sets of paperwork previously submitted to their branch and business accounts team have not been processed. NatWest have provided a new electronic form that can be emailed to the accounts opening team who have advised once received could create the account within 5-7 working days. RFO requests that electronic signatures are provided to NatWest to use on the form.

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

Clerk - £65.14 RFO £37.45

It was resolved: all agreed

- 6.2 To approve the Clerks and RFO's OT

It was approved: all agreed

- 6.3 Consideration of draft 2022-23 Budget and Precept

RFO sent this to all Cllrs still awaiting council tax levy to determine precept.

- 6.4 Consideration of External Audit Report

It was noted that the RFO has still not received the report.

- 6.5 Consideration of hall payment proposals (Gardening Group & Scouts)

RJ declared an interest.

It was noted that that one group rather pay every 6 months in arrears.

All Cllrs agreed that all the groups follow the same conditions as all the other hall hire users, it would not be fair to make exceptions and would also cause finance issues with the accounts.

RFO noted that there is a discrepancy with a recent payment as there has been an overpayment and under payment in the last year, DR noted that to seek a quick resolution to offer to split the difference in the outstanding correct balance.

It was resolved: all agreed.

- 6.6 Clerk & RFO request to attend SLCC Conference February 2022 – 50% bursary available

To attend the conference is £75 + VAT per delegate.

It was resolved: all agreed Clerk and RFO can attend.

7. **Private Meeting (15 min)** - Under standing orders 61 excluding public and press – Gift of Land
It has been decided that as the land is no longer available to be transferred to OSMCC no further action needs to be taken.

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

- 8.1 Agree Xmas events – update

It was noted that Vicar – James Henley, Father Christmas and Rumney Folk Group Musicians will be in attendance – Carol singing commencing at 6pm at Ty'r Winch Inn – 17th December 2021

- 8.2 Risk assessment Village Hall

It was noted that in August 2021 a risk assessment has been carried out and that all the long-term hirers have carried out their own risk assessment in respect of COVID.

- 8.3 Financial review. Review income and expenditure

It was noted that the RFO had looked into the latest deals for our Electricity and Gas supply, as the contract is not up until June, it was agreed to review this in May at the earliest.

- 8.4 Tree risk assessment include all trees on Playing Fields and at St Edeyrn's

Clerk has requested quotes for the survey.

Clerk awaiting quotes.

It was noted that the Oak tree to the Tennis Courts requires attention.

9. OSMCC Tennis Club (10 min)

9.1 Club Spark

- RFO has received information which has been sent to Chair and Vice Chair – awaiting comment.

It was noted that further training is required so a suggestion to meet on Monday 13th December 6pm, Clerk to arrange Zoom with DR, RJ, JC, OSMCCTC Ieuan Burridge-Bryant - Secretary, Elizabeth Croad-Protheroe and Pam Griffiths from LTA.

It was noted to give Ieuan Burridge-Bryant and Elizabeth Croad-Protheroe administration access as they will be arranging the website for OSMCCTC.

10. Pavilion (DR, RJ, JW, DM, DS, JC, AB) (10 min)

10.1 Working Party report – DM submitted the following report:

The pavilion project was last discussed at the OSMCC meeting on 14 October 2021. At that meeting it was agreed that the overall costs of procuring a pavilion will be a determining factor in deciding whether a traditionally built pavilion is within the scope of available funding.

To do so the initial step is to appoint an architect to draw up plans for a traditionally built pavilion & to provide a steer to the extent that the initial drawings should be based on the same external dimensions & internal specification as the Modex building (attached).

As an example of how a traditional pavilion may look, based on the same internal specification & external dimensions of the Modex build, a rough drawn apex roof on the modular building is attached for discussion as to roof style. There are plenty of examples of traditionally built pavilions on the web for further information & guidance.

In conclusion councillors will recall that at a previous community council meeting the cost of building a roof on to the Modex building was estimated at circa £12k. However, that estimate was based on a slightly sloping flat roof. This is mentioned only for the reason that a traditionally built pavilion would normally have an apex style roof & more importantly a roof that would provide storage space. With this in mind the estimated cost of the Modex building would increase from £77k (as of July/August 2021) to circa £89k & more for an apex roof. The costs will have increased since July/August for reasons reported at the August & September meetings. Revised estimated costs are currently awaited from Modex.

Moreover, in building a traditional pavilion storage can be added into the back base of the pavilion where the ground level is around a metre lower than at the front of the pavilion. To compare the traditional pavilion building cost with that of Modex the cost of adding this storage to the container-based design would need to be obtained (if required) & added to the Modex costs.

At their November meeting councillors may therefore wish to consider proceeding to appoint an architect to draw up plans for a traditionally built pavilion based on the Modex internal specification & external dimensions & to include an apex style roof & storage underneath the building.

It was noted that a QS should be approved to tender first.

It was resolved: all agreed for JC to seek 3 quotes or more.

It was noted to thank DM for all his hard work.

Also, to thank John Rees and Dale Johnston for the painting of the pavilion and the two containers in Ty'r Winch Playing field.

11. Police Matters (5 min)

No report received

12. Planning (5 min)

None

13. St. Mellons Primary CiW School (5 min)

Old St Mellons Community Council Report-St Mellons CIW Primary School-11.11.2021

Covid

Unfortunately, the children's return to school, after half term, has been marked by an increase in the number of positive Covid cases in school. The increase has affected attendance and is likely to do so for another week or so. School has been in regular contact with their Health and Safety Officer and other members of Cardiff Education Authority who have confirmed that school is taking every measure possible to minimise the transmission of the virus.

Children's Learning

This half term children, in their Celebration Worship, are reflecting on the Christian Value of "Hope." In other aspects of their learning, they are exploring aspects of hope through:

- *Jesus, Hope of the World*
- *The rainbow, a symbol of hope*
- *Planting Hope*
- *Hope for the future*

School's values are re-enforced through "Seren Yr Wythnos" as children's attitudes towards their learning are celebrated. Most recently awards have been given for;

- "An excellent attitude towards work at all times"*
- "For producing excellent maths and always doing their best"*
- "For being an enthusiastic and inquisitive learner"*

For always giving 100%, for showing kindness to everyone"

These values and attitudes are evident in the relationships between adults and children and are completely in line with the New Curriculum for Wales 2022. School continues to work towards implementing the goals of "Curriculum for Wales" supporting children in the four purposes of the curriculum so they develop as

- *Ambitious capable learners, ready to learn throughout their lives*
- *Enterprising, creative contributors, ready to play a full part in life and work*
- *Ethical, informed citizens of Wales and the world*
- *Healthy, confident individuals ready to lead fulfilling lives as valued members of society*

New Build

There is little to report since the last meeting as school continues to work closely with all the relevant agencies to refine plans and establish when construction will begin on the new school site.

Stephen Ashton
Community Governor

14. St. Edeyrn's Church (RJ, JW, DR AB) (5 min)

It was noted that interviews took place last week for the position of Vicar, three candidates, but not sure of allocation as yet.

15. St. Edeyrn's Village (5 min)

It was noted that the progress of the school is still an issue and the children in St. Edeyrn's as yet have no confirmed allocation and are having to look elsewhere, the new school should have opened in 2021 and it now appears that it is to be completed by 2023. There has been a management change with Persimmon, but the contract has still not been signed.

DM and AB sent apologies as they had to leave the meeting – 8:31pm

16. Village Hall Working Party (DS, RJ, GH) (10 min)

- The Caretakers role has been discussed & DM as per 4.3 above has summarised the job description.
- It was noted that the risk assessment is ongoing.

17. Playing Field Working Party (DM, DS, AB, JS) (5 min)

- Flagpole – update
Contactor to contact RJ
- Playing Field Rota
DS agreed to carry out Friday's rota and to swap with a volunteer, Mrs D unable to open up on Christmas Eve and New Years' Eve, also asked not to do evenings and happy to do two mornings instead as was worried about the dark, it was noted that the Playing field as agreed shuts at dusk.

18. Correspondence (5 min)

18.1 Hall hire – Monday – Karate

Clerk to check if they have public liability insurance. If the martial arts group decided not to go ahead, Cllrs agree for this group to have regular hires.

18.2 Remembrance Sunday – update

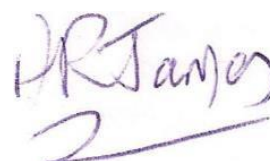
DR will confirm road closure with CC, noted the Church service will take place at 10:30am, there will be a limited number to attend then at noon, wreaths will be laid at the Cenotaph, but no refreshments will be available this year.

19. Items for next meeting (2 min)

- Clerk and RFO review update
- Village Hall Risk Assessment
- Bin to Tennis Courts – update
- Caretaker Vacancy
- WIFI review – AB to update
- Notice Board – update and Arcon House Notice Board update – Clerk
- Tree risk assessment

Next meeting will take place via Zoom 13th January 2022 6pm

Meeting closed at: 21.00hrs



*Cllr Rosemary James MBE
Vice-Chair to the Old St. Mellons Community Council*