

# **OLD ST. MELLONS COMMUNITY COUNCIL**

Minutes of virtually held meeting at 6pm on  
Thursday 13<sup>th</sup> January 2022

**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  
Cllr Joel Williams (JW) – Zoom

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

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

**In attendance:** Roger North Long & Partners – Chartered Surveyors  
Ian Smith - Director - Smith Shipway  
Mr John Rees – resident  
Mrs Jane Rogers - resident

1. **Apologies for absence & acceptance (1 min)**  
Cllr Derek Stroud – unable to attend
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 11<sup>th</sup> November 2021 (5 min)**  
**It was approved as a true and accurate record – AB proposed, JS seconded**
4. **Matters arising from the minutes of 11<sup>th</sup> November 2021 (15 min)**
  - 4.1 Clerk and RFO review update  
To be signed by Clerk and RFO
  - 4.2 Village Hall Risk Assessment  
Village Hall Work Party – to be carried out  
Deferred to next meeting.
  - 4.3 Bin to Tennis Courts – update  
Clerk noted that new closed top bins will be provided by CC soon and taking away the old type open topped bins, one new bin will be placed near the Tennis Courts.  
It was noted that 3 new bins have been installed in Ty'r Winch Playing Field.
  - 4.4 Caretaker Vacancy  
It was noted that Mr Dale Johnson has taken this role.

#### 4.5 WIFI review – AB to update

Virgin has been the most helpful – it was noted that if the telephone line is to remain then this will be an extra £7 per month.

Features	Option 1	Option 2	Option 3
Download Speed	350Mbps	350Mbps	350Mbps
Upload Speed	20Mbps	30Mbps	40Mbps
Download Limit	Unlimited	Unlimited	Unlimited
Contract Length	24 Months	24 Months	24 Months
Fault Response Time	48 Hours	24 Hours	24 Hours
Installation Cost	£50	£50	£50
Standalone Price	£32 PCM	£47 PCM	£50 PCM
Bundle Price	£39 PCM	£54 PCM	£57 PCM

After some discussion and noting that the other provider had not been very forthcoming and requesting personal documentation from staff, it was agreed to go with Virgin the cheapest option.

**It was resolved: all agreed the cost of £39 PCM – AB will arrange this.**

#### 4.6 Notice Board – update and Arcon House Notice Board update – Clerk Awaiting new Notice Board for Ty'r Winch Playing Field to be fixed in place.

Clerk contacted a locksmith to call at Arcon House as the Manager there telephoned the Clerk to say the door was swinging back and forth and was quite dangerous. Locksmith noted that the door is beyond repair and made a temporary fix, Clerk asked for quote for new notice board, and noted the locksmith can provide a very similar notice board and quoted £200.00

**It was resolved: All agreed for the locksmith to supply and fit, DM proposed, AB seconded**

#### 4.7 Tree risk assessment

Clerk obtained three quotes – quotes £680.00, £650.00 and £384.00 DR asked if Clerk could confirm the cheapest quote is for all three sites, playing field, hall and Church.

### 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.*

Mrs Jane Rogers thanked the Community Council for allowing to speak at this meeting. Mrs Rogers had some concerns over the proposals of the new pavilion build that this would become a private construction for the tennis club and will not be part of the community for resident's use. Mrs Rogers also suggested that when the S106 monies are allocated to the build or construction that a working committee should be formed and that she would be very interested in being part of this committee. The purpose of the pavilion should be of diverse use and that every penny is spent well.

DR noted that the pavilion would be of diverse use for the residents of OSM and the suggestion of a working committee for the pavilion was a good idea.

DR thanked Mrs Rogers for this input, Mrs Rogers then left the meeting.

### 6. Finance (15 min)

(RFO to present financial report)

*Bank-statements have been received for the main account dated 30<sup>th</sup> Dec and the Savings account dated 30<sup>th</sup> Nov, 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. Invoices received since the last meeting in November are detailed on the Bank Rec as follows:-  
Cleaning Products for the Village Hall, Registration for the SLCC (Society of Local Council Clerks) Practitioners Conference in February 2022 for Clerk and RFO (Clerk was awarded a 50% bursary from SLCC), Emergency Call out for locksmith, Annual Website Hosting, Paint costs for pavilion,*

*Remembrance Wreath, Christmas Gift Boxes, Burial Charges Admin Fee, Emergency Electrical Works for damaged switch, HMRC PAYE for Q3, Fire Extinguishers for Village Hall, Half Annual Ground Rent for Village Hall, Grass Cutting Annual Contract Q3 instalment, Mince Pies for Carol Concert, 50% share of Annual SLCC Membership for RFO and Expenses for Clerk and RFO for November and December.*

*Income received during November and December totals £2132.15 and is detailed as follows: - Village Hall Bookings totalling £1360, Burial Fees £370, a donation from OSM Village Association of £250 towards paint for the pavilion and an HMRC VAT Reclaim for 1Aug2021 to 31Oct 21 totalling £152.15. (A further claim is to be submitted to HMRC for 1 Nov 21 to 31 Jan 22 which totals £202.32).*

*Regarding expenditure for the pavilion paint costs which totalled £303.25, a donation has been received from the OSM Village Association for £250 and a further £48.38 is VAT which can be reclaimed from HMRC, leaving a shortfall in £4.87 for the Community Council to approve as expenditure.*

*NatWest Bank has received an electronic application form to open a new savings account for the tennis club. NatWest have since advised that with each new account, a new mandate form must accompany the application. This mandate form has been completed and submitted to NatWest Bank.*

*RFO has circulated a Q3 Budget vs Actual Costs spreadsheet together with anticipated costs to the end of the financial year to assist with budget planning and precept setting for 2022-23.*

*The report highlights areas of the budget that have seen a significant underspend during the current financial year, and RFO proposes to reallocate these savings to other areas of the budget which have seen higher than anticipated costs during the year to ensure the Council do not go overbudget on any budget line as per the financial regulations.*

**It was resolved: all agreed and approved the above report.**

- 6.1 To approve the RFO's & Clerk's expenses – Nov & Dec  
RFO - £24.04 Clerk - £126.26 Nov, RFO - £39.71 Clerk £67.40 Dec

**It was resolved: all approved**

- 6.2 To approve the Clerks and RFO's OT – Nov & Dec

**It was resolved: all approved**

- 6.3 RFO SLCC Annual Membership Renewal – 50% contribution

It was noted that the 50% contribution is £85.50

**It was resolved: all approved**

RFO thanked OSMCC for this contribution it has been invaluable and very much appreciated, this is helping towards CiLCA qualification.

- 6.4 Consideration & Approval of Final Budget 2022-23

RFO has distributed the latest budget spreadsheet for consideration.

It was noted to set aside £35000.00 of the £44000.00 to go towards the pavilion project, even if set aside it was noted that the monies can be used for other use if required.

**It was resolved: all agreed**

- 6.5 Consideration & Approval of Precept 2022-23

It was noted that there is an increase from £48794,00 to £51655.00 increasing to this figure will not affect local residents.

However, it was noted that if a higher rate of 4% is to be applied then the residents will need to pay a higher rate of council tax.

DR asked for a vote to increase to 4%

Noted: only 2 show of hands in favour.

DR asked for a vote to keep the same without applying 4%  
Noted: 5 show of hands in favour.

**It was resolved: to keep the same and not to apply 4%.**

**6.6 Tennis Club Bank Account - New Mandate**  
NatWest has received the application for a new bank account for the Tennis Club, the mandate form has been redone. All completed waiting to hear from the bank.

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

**7.1 Quarterly signing of Bank Reconciliation**

Documents sent to JW

JW noted that this has been signed electronically today.

**7.2 PAYE months 7-9 by Jan**

RFO noted that £515.20 Q3 has been paid.

**7.3 Jan meeting – Review Pest Control**

It was noted that the Clerk to move this to June 22 which is when a new contract is required.

**7.4 Fixed Asset Register to review**

RJ, DS, GH, noted the Piano and notice boards needs to be added, RFO to provide JC with the additional assets, JC will provide a valuation for these items.

**7.5 Village Hall, St. Edeyrn's, Playing Field, grass cutting – contract renewal – for March 2022**

Clerk to source quotes.

**7.6 Option for Cllr's to opt out of Allowance**

It was noted that the £150.00 per year DR asked anyone who wishes not to receive this allowance to let our RFO know.

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

**8.1 Club Spark**

Waiting for LTA to check the DBS details, registration deadline date has now moved to end of January 2022.

**8.2 Play and Play – One charge**

At the moment there are two charges - £2.50 residents or £5.00 non-residents, Club Spark website is unable to process and distinguish between these two charges for resident and non-resident, a suggestion of one payment in order to have a pay and play option.

**It was resolved: all agreed to £5.00 one charge for play and pay option.**

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

Guest Speakers:

Roger North Long & Partners – Chartered Surveyors

Ian Smith - Director - Smith Shipway

Speakers invited to attend the meeting at separate intervals to provide approximate costs and process details for the pavilion project – approx. 75sqm building or construction of new build.

6:25pm

Roger North Long & Partners – Chartered Surveyors

Mr North (RN) introduced himself as a Chartered Surveyor and thanked Community Councillors for being able to attend this meeting.

RN noted that he has been given the guide of the size of the building or construction as 75sqm this would cost around £140,000.00 and noted that this building would also require shutters for added security which also would add to the costs.

There are many processes before the actual building or construction can be put in place and outlined the following costs to consider, these are approximates:

Building regulation plan - £1250.00  
Tree survey - £450.00  
Drainage survey - £750.00  
Bat survey - £850.00  
Graphical survey - £450.00  
Planning application fee - £924.00

DR noted that OSMCC are reliant on S106 monies from Cardiff Council and had today received an email, *with regards to the St. Julian's site, this was only outline planning applications and further applications for reserved matters has yet to be submitted, which may take some time. The Section 106 agreement states that the first 25% of funding for community facilities and open space must be paid (by the developer) 'prior to commencement of construction of the first housing unit'.*

In conclusion DR noted that OSMCC are a long way off in receiving these monies.

RN offered to provide drawings FOC, but stated that fees will apply if costs are incurred e.g. surveys which need to be carried out, DR asked what is the timescale, RN noted from drawings to construction it would be around 6 months.

DR noted there is funding but not sufficient to fund the pavilion.

DR thanked RN for his attendance, RN left.

6:41 Ian Smith - Director - Smith Shipway

DR introduced Mr Ian Smith (IS)

DR confirmed that the area would be approx. 75sqm building or construction of new build.

IS noted that documents containing information about his company and CV has been sent by email, Cllrs confirmed they have seen this.

IS noted that he is a Chartered Surveyor with considerable experience and has also been involved with a pavilion in the past.

IS noted that once engaged in the project that he will be there from start to finish, design and build, also would like to know the requirement whether there would be changing rooms, tea rooms, if there would be showers and what size as there are criteria's which would need to follow. IS also recommended a working committee so that information and updates could be reported back to the Community Council.

Architects, Engineers etc, can be provided and can submit three quotes if required, or if OSMCC would like to provided their own qualified personnel this would be fine, also noted building regulations is not a quick process. When quotes are requested a formal tendering process would normally send out 4 to 6 to tender, this would result in a good return, IS would collate all this information and present this to OSMCC with recommendations, the rule of thumb generally is Area = cost so would need to have the right design.

IS noted that contractors are paid monthly – a contract will need to be signed and a retention of 5% every month is kept, half the retention would be released after completion and the other half will be released for any snagging issues after 12 months.

DR asked how much for a basic structure but IS said it was difficult to judge as a sketch plan is required, JC noted that the area would be approx.75sqm, IS said he would prepare a proposal based on this size and could JC provide as much detail as possible.

IS noted the following should be taken in consideration;

- Feasibility
- Preconstruction
- Construction
- Architect fee
- Planning permission fee
- Building regs fee

That would be just the start, once given an idea of what OSMCC requirements are IS will be able to give a better idea of the costs.

DR noted that OSMCC are reliant on the S106 monies which now appears a long way of receiving and would like IS just to give an overall idea of how much this would be.

DR thanked IS who left the meeting at 19:02

9.1 Working Party report  
None.

## 10. Police Matters (5 min)

*St Edeyrn's Village Crime Report – 09/12/2021 – 09/01/2022*

*Please see the below figures for your information.*

*Violence against the person – 8 – Mostly linked to 2 addresses. Work being undertaken with housing providers regarding these matters. 2 persons have been charged with offences with one of these person remanded in custody for trial.*

*Fraud – 0*

*Burglary – 2*

*Sexual Offences – 0*

*Theft – 7 – All vehicle thefts.*

*There have been a larger number of reported vehicle thefts in the wider Pontprennau area, however this report relates only to those reported in the St Edeyrn's Village.*

*Please note: -*

*Images of suspect have been gathered and circulated internally for identification purposes. All residents are encouraged to ensure their vehicles are locked at the end of the day and any valuables placed out of sight.*

*We encourage residents to report any thefts from vehicles, damage to vehicles or vehicle interference (where vehicles are searched but nothing taken or damaged). We are aware that there have been some incidents discussed on community social media platforms but not reported to police, however we do not have access to these and they are not monitored, therefore we can only act on matters reported through 101/999 or our numerous online platforms.*

*ASB – 3*

*AOB: - PCSO Jordanne HALLETT is no longer working in the area and PC Paul HINCHLY will be moving on to pastures new in the coming weeks. PCSO Rob NOTLEY and a new team member PCSO David CORDINGLEY will now have ownership over the area. New posters to be produced and disseminated shortly.*

*PCSO 57909 Rob NOTLEY*

*PCSO 58062 David CORDINGLEY*

**Old St Mellons Police Report between 11/11/2021 – 07/01/2022**  
**Figures are calculated specifically for the Old St Mellons area.**

**Call Categories**

All other Theft	0
Criminal Damage & Arson	1
Vehicle Crime	2
Violence without Injury	4
Violence with Injury	3
Public order offences	0
Burglary - Dwelling	0
Other Sexual offences	0
Miscellaneous crimes	1
Drug offences	0
Shoplifting	0
Anti – Social behaviour	2
Transport	2
Public Welfare / Concern calls	3
Suspicious incident	3

**Ward Priority**

The priorities identified by the local community are:

- Off Road motorcycle annoyance

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

Wales have been placed back under level 2 COVID restrictions, to reduce the spread of the Omicron variant. 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.

**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. All issues should also be reported to your local councillors to make them aware to facilitate the use of the council off road team.

**New members of the team**

There are 2 new members of the team. PCSO Grace Looker and PCSO Grace Hayman. If you have any issues and would like to contact them, they would love to hear from you.

PCSO 54422 Chris Williams

**11. Planning (5 min)**

It was noted that a letter to CC with regards to Cardiff Civic Society: Our Vision for Cardiff has been jointly supported by all Community Councils from the Charter.

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

*Old St. Mellons Community Council Report- St. Mellon's CIW Primary School-13.01.2022*

*Spring Term 2022*

*Schools faced some uncertainty towards the end of the Autumn Term. Would schools open in January or would there be a return to online learning? Against this backdrop the Head and staff were delighted to welcome the children back for the beginning of the new school term. The children were, as always, enthusiastic about being back at schools and have enjoyed seeing their friends once again.*

*the Head has reminded families of all the covid safety measures in place and of any new arrangements regarding child and staff absence. School would only close as a last resort.*

*Despite difficult circumstances children, attendance remains very high.*

*Christmas 2021*

*Despite the challenges presented by covid in the build up to Christmas, children and staff enjoyed a variety of Christmas events. There was a lovely "Christmas Buzz" throughout school during the final weeks of term. Children and staff worked extremely hard to produce their Christmas Performances which were spectacular! Great fun was had at the parties. Foundation Phase children enjoyed party games in their classrooms and a visit from Father Christmas! Classes 3 and 4 enjoyed "pass the parcel" and dance competitions in the hall and the afternoon was rounded off with hotdogs for everyone!*

*Opportunities for children to experience a broad range of cultural activities is an integral part of children's learning. With this in mind the Welsh National Opera visited before Christmas. They performed a variety of songs for the children accompanied by violins and keyboard*

*The Christmas Carol Concert held at St. Mellon's Parish Church provided the children to reflect on the true meaning of Christmas as they shared carols, readings and poems with each other. As always, the children's behaviour was impeccable.*

*School Values*

*The whole school value the children will be focusing on during the Spring Term is "Peace." Children will be exploring this theme in different curriculum areas and through their Collective Worship.*

*New Build*

*Before the end of term school was able to confirm that contracts have been signed to allow construction on the new school site with a view to opening Easter 2023. School is also busily preparing for the new nursery provision which will be on the present site from September 2022. Applications can be made 24th January and 21st February for all children born between 1st September 2018 and 31st August 2019.*

*Stephen Ashton  
Community Governor*

DR noted the build has started

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

Nothing to report.

**14. St. Edeyrn's Village (5 min)**

Noted that there are a still lack of bins.

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

Nothing to report



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

- 16.1 Thursday Volunteer unable to continue.  
DR asked for any volunteers – there were none.

**17. Correspondence (5 min)**

17.1 Health and Safety – Village Hall

It was noted that some fire extinguishers are due for renewal and have been ordered. The annual fire inspection is due and it was noted that OSMCC complies with all the requirements of that inspection - next inspection March 2022

It was noted that DS will be contacting the company to arrange inspection.

JC noted that a light outside the hall is not working – to inform DS

17.2 Local resident re S106

See 5.

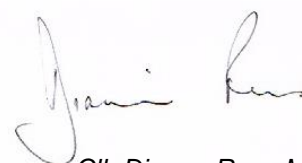
17.3 Chapel row – graveyard to tidy up. JC enquired on behalf of a resident, DR and JW noted they can help with this.

17.4 Also noted the fence on Old Hill – DR and JW will also help with this.

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

- Staff – salary review
- Village Hall Risk Assessment – working party to carry this out
- WIFI update
- Notice board – Arcon House
- Tree Survey
- Grass Cutting contract
- Jubilee celebrations
- Caretaker tools
- Fire inspection update

**Meeting closed at: 20:30**



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