

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of virtually held meeting at 6pm on
Thursday 10th February 2022

Present:

Chair: Cllr Dianne Rees MBE (DR) – Zoom

Vice Chair: Cllr Rosemary James MBE (RJ) – Zoom

Councillors: 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 N Dunseath (ND) – Zoom

In attendance: Liz Croad-Protheroe - OSMCCTC
Ieuan Burrigc-Bryant - OSMCCTC
Carly Newton - Property Manager - Remus Management Limited (St. Edeyrn's Village)

1. Apologies for absence & acceptance (1 min)

Cllr Derek Stroud – unable to attend
Cllr Ashley Bishop – other commitment

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 13th January 2022 (5 min)

It was approved as a true and accurate record – GH proposed JC seconded

4. Matters arising from the minutes of 13th January 2022 (15 min)

4.1 Staff – salary review

To be discussed in a closed meeting at the end of this meeting.

4.2 Village Hall Risk Assessment – working party – update

See 17.

4.3 WIFI update

Noted documents to proceed has been signed by RFO.

AB sent this report:

With regards to the Wi-Fi, the only update is that it is now with Virgin who will be carrying out surveys over the next month.

4.4 Notice board – Arcon House – update

This has been ordered, Clerk noted this has now been fitted and in place.

Noticeboard for Ty'r Winch Playing field has been received, awaiting a date when this will be installed.

4.5 Tree Survey

Clerk has informed contractor to commence. It was noted that the survey has now been completed awaiting report.

4.6 Grass Cutting contract

Clerk has put specifications for tender in notice boards.

4.7 Queens Jubilee celebrations

It was noted that OSMVA would be happy to assist.

RJ suggested to meet on 22nd February at 11am in the Village Hall to discuss and invited all Cllrs.

Only DR, GH, JC and RJ are available to attend on 22nd Feb.

The Queens Jubilee will be celebrated on 3rd June in Ty'r Winch Playing Field, any volunteers that can help out will be more than welcome, this will be a community event.

4.8 Caretaker tools

Clerk had asked Cllrs that the new Caretaker would require a small toolbox with tools to carry out any small remedial work at the Village Hall and asked if this would be acceptable.

It was resolved: all agreed

Clerk will ask the Caretaker to look at a toolbox and tools and to let OSMCC know of the costs of this prior to purchase.

4.9 Fire inspection

It was noted that this is due 16th Feb 2022, DS to meet with contractor – Ivorfire - as they have carried out this inspection regularly. It was noted that a fire extinguisher check will need to be carried out also.

It was noted: *to comply with insurance requirements and Fire Regs, a technician must service your extinguishers annually in accordance with British Standard 5305 Part 3, with regards to this Blackwood Fire who have worked with other Community Councils, will be happy to carry out this annual inspection for around £52 any replacements will incur additional charge.*

It was resolved: all agreed for the annual inspection to be carried out

DR wanted to acknowledge that DS who has carried out this inspection for many years wanted to thank DS, and hopefully will continue to check the expiry dates and any problems on the fire extinguishers.

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.

See in attendance above.

6. Finance (15 min)

(RFO to present financial report)

Bank-statements have been received for the main account and Savings account dated 28th Jan 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. and are detailed as follows: - Mince Pies for Carol Concert, PHS Group waste disposal, Noticeboard installation at Arcon House, Batteries for Smoke detectors Village Hall, Clerk and RFO expenses for January and Burial Fees Admin Charge.

Income received during January totals £1865 and is detailed as follows: -

Village Hall Bookings totalling £1065

Burial Fees £800

A claim has been submitted to HMRC for 1Nov21 to 31Jan22 which totals £202.32

A further £575 is pending for payments made for Village Hall Bookings in February.

NatWest Bank has completed creating a new Business Reserve Savings Account for the Tennis Club and the RFO has received the account details.

This account has now been linked to the Tennis Club Stripe Account. In order for the Stripe Account to be able to allow refunds a letter must be supplied to NatWest Bank signed by 3 authorised signatories.

As per Council agreement in the January meeting, the Budget 2021-22 has been reviewed to ensure underspends for the year are reallocated accordingly. A new budget has been circulated to Councillors for their consideration.

- 6.1 To approve the RFO's & Clerk's expenses – Jan
Clerk: £43.28 RFO £48.75
It was resolved: all agreed
 - 6.2 To approve the Clerks and RFO's OT – Jan
It was resolved: all agreed
 - 6.3 Tennis Club Bank Account - New Mandate update
RFO noted the form has been completed and sent back to NatWest.
 - 6.4 Gas boiler annual service due February 24th
RFO noted that a renewal letter has been sent and the existing contractor – Limegreen - renewal proposal is from £85, RFO to check that this includes all appliances.
It was resolved: all approved
 - 6.5 New notice board Arcon House supply and fit £200
It was resolved: all approved
 - 6.6 To review and approve amended budget lines following 2021-22 Q3 spending review
RFO had sent all Cllrs the amended budget.
It was resolved: all approved.
 - 6.7 Clerk noted supplies were needed for the Village Hall
It was resolved: all agreed for Clerk to purchase
 - 6.8 The new Club spark account – Stripe, requires a facility to provide a refund in the event that a booking is cancelled, in order for this to be set up NatWest requires three signatories and a covering letter that electronic bookings will allow a refund to be made.

It was resolved: all agreed to set this up
7. **Annual Planner (10 min)**
- 7.1 Fixed Asset Register – update
Rebuild of wall is on the register – this will need to be removed? Working party did not see this item when they reviewed the recent Asset Register, DM will send this query this to the Village Hall Working party and note where this was located on the register.
 - 7.2 Village Hall, St. Edeyrn's, Playing Field, grass cutting – contract
See 4.6
 - 7.3 Book Boiler & Gas Safety check
see 6.4
 - 7.4 Financial review - Review income and expenditure
This was covered in September 2021 no changes required.
 - 7.5 Review Village Hall and Grounds Risk Assessment
See 17.
8. **Policies & Procedures (10 min)**
- 8.1 Review Freedom of Information Act
JC to review
 - 8.2 Review OSMCC Publication Scheme
Clerk to review and amend as necessary
 - 8.3 Review Standing Orders
Reviewed in Nov 21
 - 8.4 Review Financial Regulations
Reviewed in Nov 21

- 8.5 Review Fire Risk Assessment
DS to carry out review Feb 22 see 4.9
- 8.6 Review Health & Safety Policy
Clerk to review and amend where necessary
- 8.7 Review GDPR Privacy Notice
Clerk to review and amend where necessary
- 8.8 Review GDPR Website Privacy Notice
Clerk to review and amend where necessary
- 8.9 Review Welsh Language Policy
Clerk to review and amend where necessary
9. **OSMCC Tennis Club (10 min)**
- 9.1 Club Spark - LTA registration update
Clerk noted that registration of OSMCCTC has now been completed.
RFO noted that the new account for Membership Fees has been set up.
- 9.2 Clerk noted the online booking system is up and running.
LCP & IBB has received the logo from the Clerk, this has been sent to Pam Griffiths of the LTA ready to commence advertising campaign, both PG and Stuart Baker will be designing the banner.
- DR also noted that advertising could also incorporate the Queens Jubilee Celebrations. DR thanked LCP & IBB
- LCP & IBB left the meeting.
10. **Pavilion Working Party (DR, RJ, JW, DM, DS, JC, AB) (10 min)**
DR noted that there has been no further update with regards to the S106 monies.
- JW declared an interest, as did DR
- JW noted he had to leave to attend another meeting JW left at 7:15pm
- JC noted that she had been in contact with both Mr Roger North and Mr Ian Smith and stated: *after the OSMCC January 2022 meeting I spoke to Mr Ian Smith the following day and explained that Mr Roger North was going to do the work without a fee as a service to the community. Mr Smith acknowledged that this is certainly the best way for the Pavilion project in Old St. Mellons to be undertaken.*
- DR asked if JC could liaise with Mr North and to ask him to direct us on how to start, what is the best way forward.
- JC asked if Cllrs would vote for Mr Roger North to take the lead on the project, this was seconded by JS.
- It was resolved: all agreed for RN to take the lead for the Pavilion project**
11. **Police Matters (5 min)**
- St Edeyrn's Village Crime Report: 10/01/2022 – 07/02/2022***
- Please see the below figures for your information.*
- Violence against the person – 7*
Fraud – 0
Burglary – 0
Sexual Offences – 0
Theft – 2
ASB – 0

We have had a targeted approach with regards to our auto crime which over the last 4 weeks has seen a substantial decrease. Persons have been arrested in relation to these matters which has sent a clear message that we are taking this matter seriously. It has not been possible for us to be able to make the progress we have without the support of the local community and we would like to sincerely thank them for their continued support and willingness to provide us with information.

An updated neighbourhood policing team photo has been placed in the BUDGENS store with local officer's contact details on them.

PCSO 57909 Rob NOTLEY
PCSO 58062 David CORDINGLEY

Old St Mellons Police Report between 08/01/2022 – 05/02/2022

Figures are calculated specifically for the Old St Mellons area.

Call Categories

All other Theft	2
Criminal Damage & Arson	0
Vehicle Crime	0
Violence without Injury	1
Violence with Injury	0
Public order offences	0
Burglary - Dwelling	0
Other Sexual offences	0
Miscellaneous crimes	0
Drug offences	0
Shoplifting	0
Anti – Social behaviour	1
Transport	1
Public Welfare / Concern calls	5
Suspicious incident	1

Ward Priority

The priorities identified by the local community are:

- Off Road motorcycle annoyance

Actions / Activities by the local Neighbourhood Policing Team.

Wales are now back under level 0 COVID restrictions after the case numbers of Omicron are on the decrease. This is good news for all. The rules regarding testing are always changing though so for the latest Covid-19 regulations please see 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. South Wales police are introducing new methods of intelligence gathering within the force in an aim to tackle this issue. Any information provided to the police in relation to off road bikes will be used within this new system.

Access Points.

The PACT meetings in St. Mellons are now taking place. The next date for the St Mellons PACT meeting is Wednesday 16th March 2022. This will take place between 1700-1800 at St Mellons Hub. Access points times and days are listed below:

<i>Initiative</i>	<i>Frequency</i>	<i>Location</i>	<i>Attendees</i>	<i>Overview</i>
<i>Community Access Point OSM</i>	<i>Weekly</i>	<i>The Coach House, Ty'r Winch Road</i>	<i>PCSO</i>	<i>Every Tuesday (11:30-12:30)</i>
<i>Community Access Point St Mellons</i>	<i>Weekly</i>	<i>St Mellons Hub</i>	<i>PCSO</i>	<i>Every Thursday (1700-1800)</i>

PCSO 56587 Jo Pritchard

It was noted that JW had to leave for another meeting: 7:15pm

12. Planning (5 min)

Footpath: Llanedeyrn No. 13, Cardiff) Diversion Order 2022

RJ noted that this is the footpath which starts behind the fire station and towards Cardiff gate. End of St. Julian's Rd.

Planning Noted.

13. One Voice Wales (RJ) (5 min)

Clerk noted the following from communication received from OVW.

- It was noted that an email sent by OVW has set up a new forum, meeting monthly to discuss environmental issues, policies and funding and to share best practice and ideas.
- Noted the sad news of the passing of Councillor Mair Stephens, former Chair of One Voice Wales, Deputy Leader of Carmarthenshire Council, Community Councillor at Llandyfaelog Community Council, Chair of Carmarthen Area Committee, NEC member amongst many other community representational roles.
- Noted Shân Bowden intention to retire sometime soon on a date to be arranged. Councillor Hughes thanked Shân for her support and said she would be missed.
- Guest Speaker - Rachel Carter, One Voice Wales, Local Places for Nature (LPN) Coordinator to the meeting. Rachel informed those present that the LPN programme had been introduced to restore and enhance nature where people live, work and access public services.
- Noted that there are fifty to sixty councils trialling the Governance & Financial Management toolkit.
- Welsh Government would soon be releasing promotional video clips to encourage individuals to stand for election at the May 2022 elections. The video clips would be circulated to all councils and could be loaded onto websites or used to attract candidates.
- It was noted that the Clerk has received an email from OVW with regards to a new forum, meeting monthly to discuss environmental issues, policies and funding and to share best practice and ideas, this information has been passed to Cllrs.

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

Old St. Mellons Community Council Report-St. Mellons CIW Primary-10.02.2022

Covid

School continues to follow government guidelines regarding keeping everyone safe and regularly shares this information with families. While school has faced many challenges during the pandemic children's attendance has always remained high. At the moment whole school attendance is 92.2% with one class achieving almost 95%. Congratulations to staff and children!

Children's Learning

School's way of working ensures that children learn and develop a wide range of skills through a variety of real-life contexts:

Classes 1 and 2 are enjoying learning about "Awesome Animals". Children are considering the role of pets; how they grow and what they need to be happy and healthy. Children are also reflecting on how we should care for them. As part of their learning experience children will soon be visiting Green Meadows Farm.

Class 3 are investigating The Tudors. Children are developing research skills using a variety of sources and are gaining experience of working independently and collaboratively with their peers. As part of their learning experience children will soon be visiting Llancaiach Fawr Manor House.

Class 4 are enjoying investigating maths problems and a range of writing genres through the eyes of The Victorians. Children began this topic with a Victorian Day in school and recently visited the Victorian School and terraced houses at St. Fagans.

Threading through this learning is "Peace"-The Spring Half Term value. Children are discovering ways of resolving conflict and how to create moments of quiet and reflection.

Seren Yr Wythnos

As always school rewards children for their achievements, effort and positive attitudes towards their learning and each other. Recently Awards have been given to children in the Foundation Phase for wonderful work in maths, spelling, handwriting and rhyme. While in Keystage 2 children have been rewarded for their positive attitude, engaging with their learning and making their Headteacher proud.

Pupil Voice

The School Community prides itself on giving children a voice in how they learn and make a positive contribution to school life. This has been a challenge during covid. However, everyone is delighted that School Council is once again operational. Children organise their meetings by setting the agenda, taking minutes, liaising with staff and planning ways of making school even better. As a "Rights Respecting School" the children are concentrating on raising everyone's awareness of the UN Rights of the Child.

New Build

Work has now begun on the new site with a view to school opening Easter 2023.

Now that Nursery provision on the present site has been confirmed for September 2022 in a fully equipped, purpose-built facility, school is engaging with prospective families and a recruitment process is in place to appoint a Nursery Teacher in the coming weeks.

*Stephen Ashton.
Community Governor*

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

It was noted that a former church warden passed away quite suddenly RJ to send condolences on behalf of OSMCC.

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

It was noted that Ms Carly Newton is the Property Manager of Remus Management Limited of St. Edeyrn's Village and in attendance.

JS asked Carly about the issues with costs for the residents for maintenance CN asked JS to send an email where any issues or concerns will be addressed directly.

With regards to areas where Remus Management are maintaining, DR asked for plans of these areas CN noted that full plans of areas that falls within management and areas due for adoption, will be sent to the Clerk.

It was noted that there has been a lot of litter, particularly behind the housing association development, CN noted that Remus has arranged a litter pick and have been in touch with the housing association to report the current litter problem, CN noted that outside their managed areas, residents would need to complain to Persimmon.

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

Village Hall Working Party - 2nd Feb. 2022

1. Cll's D Stroud, G Hassan, R James met with newly appointed caretaker Dale Johnston to clarify job description with a 'walk through' of the hall and grounds.

Queries raised:

Tools available in hall? Appropriate tool kit to be supplied

Step ladders? CT prepared to use his own

Hall lettings – Cllr DS offered to open/close if CT unavailable

Keys – to check CT has access to cleaning cupboard / store, gas and dishwasher cupboard

2. Cll's D Stroud, G Hasson, R James reviewed Fire Risk Assessment 2021 (25/02/2021)

Address to be Old St Mellons not Llanrumney.

Noted there were no Intolerable (Red) nor Substantial (orange) concern, Low Risk (yellow) long term action needed i.e., as follows:

- PAT testing due
- Outdoor steps to be painted
- Exit paths to be kept clear
- Advice re. boiler
- Curtains due to be fire retardant treated again
- Flammable materials to be kept in locked metal cupboard
- Cooker hood filters to be kept clean
- Advice re smoke detection in mezzanine
- Hall users / hirers must understand the fire emergency plan / procedure
- Advice re fire drills for each regular group
- Testing of fire alarms, smoke detectors, emergency lighting, luminaries
- Firefighting equipment checked and recorded re BS5306: part 3
- Fire exit doors and routes to be checked regularly.

All the above needs to be recorded in logbook.

Logbook has been purchased. Working Party to readdress Risk Assessment and draw up Action Plan re above.

It was noted that if items are required urgently, then the Caretaker can purchase these and send the expense claim form to the RFO.

It was resolved: Caretaker has a limit of £100 to spend on items with the approval of the Clerk

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

Clerk has noted that there is still no-one to open up on a Thursday.
Noted JC will open this Thursday, 17th DR, 24th JC.

19. Correspondence (5 min)

- Clerk noted to the Cllrs there are now 4 separate additional long-term hires for the Village Hall.
- Clerk noted that OVW are offering the Code of Conduct Training at a cost of £30 per Cllr.

20. Items for next meeting (2 min)

- WIFI update
- Notice board – Ty'r Winch Playing Field
- Tree Survey update
- Grass cutting contract update
- Queens Jubilee celebrations
- Caretaker tools
- Fire Inspection update
- Fire Extinguisher update

Meeting closed at: 20:00 hrs

There followed a private meeting to discuss Staff Salary Review



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