

# **OLD ST. MELLONS COMMUNITY COUNCIL**

Minutes of virtually held meeting at 6pm on  
Thursday 10<sup>th</sup> March 2022

**Present:**

**Chair:** Cllr Dianne Rees MBE (DR) – Zoom

**Vice Chair:** Cllr Rosemary James MBE (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 N Dunseath (ND) – Zoom

In attendance: Liz Croad-Protheroe - OSMCCTC  
Ieuan Burrigc-Bryant – OSMCCTC

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

Cllr Derek Stroud – unable to attend  
Cllr Joel Williams – other meeting

**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 10<sup>th</sup> February 2022 (5 min)**

It was noted that CT was abbreviated for Caretaker – Dale Johnston on page 8

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

**4. Matters arising from the minutes of 10<sup>th</sup> February 2022 (15 min)**

**4.1 WIFI update**

It was noted that the Caretaker met up with Virgin who carried out a survey at the Village Hall with a view to install cabling, the point of access has been painted on the pavement by the main road and they noted that they did not think access would be a problem.

**4.2 Notice board – Ty'r Winch Playing Field**

It was noted the Clerk to ask the Caretaker if he can fit the new notice board and to remove the old one.

**4.3 Tree Survey update**

All Cllrs received the tree survey reports for the Village Hall, St. Edeyrn's Church and Ty'r Winch Playing Field.

It was noted that three quotes are required to deal with the purple areas of the three sites, to also request a quote for the yellow area for Village Hall.

**4.4 Grass cutting contract update**

DR declared an interest to one of the quotes

It was noted to go with the cheapest quote, however, Clerk to determine if the contractor has the correct licences and insurance.

It was also agreed that if the contractor has the necessary documents, to request that the contract be for 6 months only.

**It was resolved: all agreed**

4.5 Queens Jubilee celebrations

See item 10.

4.6 Caretaker tools

The Clerk had notified the Caretaker that if he wishes to purchase tools, to notify the Clerk for approval first.

4.7 Fire Inspection update

It was noted that the fire inspection has been carried out and the report has been completed and sent to Cllrs – DR asked the Clerk to thank DS for meeting with Ivofire.

4.8 Fire Extinguisher update

It was noted that Blackwood Fire carried out the inspection and going forward this has been put on the annual planner.

A certificated has been issued with a few recommendations to supply and fit:

2 x 6 ltr Water extinguishers, 1 x 2 kg Co2 extinguisher, 5 x Identification Signs, 2 x Smoke Detectors - total of fire equipment = £ 235.88 plus VAT

**It was resolved: all agreed for the contractor to supply and fit.**

DR asked the Clerk to thank DS for meeting with Blackwood Fire.

4.9 PAT Testing

It was noted that the last meeting the Village Hall Working Party had noted this is in need to be carried out. Noted the Clerk to contact Steve Jones Electrical for a quote who has provided this service before.

**It was resolved: all agreed**

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 and item 9.

6. **Finance (15 min)**

(RFO to present financial report)

*Presented to the Council 10<sup>th</sup> March 2022*

*Bank-statements have been received for the main account and Savings account dated 28<sup>th</sup> Feb and the financial report has been completed using this information. No statement has yet been received for the new Tennis Club account.*

*The expenses and cheques that need to be approved and paid are as per the Bank Rec. and are detailed as follows: - Cleaning Products supplies for the Village Hall, One Voice annual membership renewal, Tree survey, Councillors annual allowance payments, Fire Risk Assessment, Q4 instalment for Grass Cutting Contract and expenses for February for the Clerk, RFO and Caretaker.*

*Income received during January totals £820 and is detailed as follows: -*

*Village Hall Bookings totalling £800*

*Tennis Club Membership £20*

*A further £465 is pending for payments made for Village Hall Bookings in February.*

*RFO contacted the contractor who had provided a quotation of £85 to complete the annual boiler service at the Village Hall, who confirmed that the quotation would be £95 to service all gas appliances.*

*The Independent Remuneration Panel for Wales has published its 2022 report which includes some changes for Councillor payments with a new optional payment for the meeting attendance which would be for the Council to discuss at the AGM in May 2022.*

*RFO recommends that earmarked reserves are reconsidered to ensure some unallocated funding is available at the year-end for unexpected expenses.*

A discussion took place that the current reserves that had been previously set aside for the Pavilion project to reduce this to £25000.00 as the tree survey recommendations need to be carried out and the upcoming Queen's Jubilee celebrations at Ty'r Winch Playing Field. It was agreed that £5000 would be set aside for the jubilee celebrations.

**It was resolved: all agreed**

- 6.1 To approve the RFO's, Clerk's & Caretaker expenses – Feb  
RFO £21.60, Caretaker £33.10 and Clerk £29.09

It was noted that the NALC pay award was published and sent last week and it was agreed that the back pay be awarded as recommended by NALC.

**It was resolved: all agreed**

- 6.2 SLCC Membership renewal

It was noted that the renewal will be £134.00

**It was resolved: all agreed**

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

- 7.1 Tree risk assessment include all trees on Playing Fields and at St Edeyrn's  
See item 4.3

- 7.2 Risk assess St Edeyrn's wall and gates. Consider all-encompassing annual risk review  
It was noted that three quotes were received for the St Edeyrn's Church gates.

Two of the quotes had stated a replacement, however, the third quote was prepared to refurbish the existing gates.

- Quote 1 - Supply and fit gates close to original = £2500.00
- Quote 2 - To fabricate a pair of drive gates, design of the gates to be as true to the existing design as possible = £3680.00
- Quote 3 - Remove gates, repair badly damaged areas, paint and reset gates into ground = £1,320.00

**It was resolved: all agreed to the refurbishment of the gates.**

It was noted for the St. Edeyrn's Working Party to carry out a risk assessment to the graveyard and grounds.

- 7.3 Grass cutting contractor to carry out tree inspection annually  
It was resolved to remove this from the annual planner.

- 7.4 Review insurance provision

It was noted that a quote has been received and the renewal is £1483.45 through Came & Co. this is 2<sup>nd</sup> year of a 3-year contract.

- 7.5 Prepare Audit

It was noted that the RFO has still not received the audit for the last financial year 2020-2021.

- 7.6 Elections (if election year)

Nomination documents have been sent to all Cllrs and subsequent information.

- 7.7 Quarterly review of fixed assets

It was noted that the RFO has circulated the latest fixed assets – with one query to confirm if OSMCC has 4 no. Heritage notice boards.

This was confirmed locations – Ty'r Winch Playing Field, Village Hall and St. Edeyrn's

- 7.8 Annual Data Protection Registration Fee with ICO – direct debit in place  
RFO confirmed that £35.00 will renew on 24<sup>th</sup> March.

- 7.9 Fire inspection due – Ivorfire  
See 4.7

- 7.10 Annual Fire Extinguisher check  
See 4.8

## 8. Policies & Procedures (10 min)

### 8.1 Review Code of Conduct

It was noted that the Clerk has reviewed and updated

### 8.2 Review Complaints Procedure

It was noted that the Clerk has reviewed and updated

### 8.3 Review Employers Liability Certificate

It was noted that this is due in April 2022

## 9. OSMCC Tennis Club (10 min)

The posters have been sent to the Cllrs for approval.

LTA are keen for Coaching services for OSMCCTC, it was agreed that the OSMCCTC Management Team can arrange and organise. It was also noted if this could be in place by 3<sup>rd</sup> June for the Queen's Jubilee Garden Party at Ty'r Winch Road.

It was noted that the RFO is still have issues with Stripe and not being able to access the account. DR asked if AB could help with this.

It was noted that Dragon Signs who have been commissioned to design and provide the posters would like to put up billboards, DR queried if this should have planning permission and will ask the planning department for advice.

## 10. Queens Jubilee Celebrations (10 min) Friday 3<sup>rd</sup> June

It was noted the following to organise:

- Pitch costs – noted this will be £25 for a small table and £50 for a large table
- Invite – Fire & Police
- RBL – banners, etc – DR will look into this.
- The party to commence from 10am – 10pm
- To let FIT know of the upcoming activity
- To check on licences required – alcohol and music
- BBQ and Beer tent – to ask local pubs.
- Music band with PA system – RJ noted that this would cost around £250
- Sports events
- Fairground ride and bouncy castle
- King & Queen fancy dress – need to have an entry form for this
- Tea tent – OSMVA
- OSMCCTC Management Team to have a stall to take members for the tennis club
- RJ noted that the Rotary Club will be planting a tree in the field
- Food Stalls
- Ice Cream Van
- Coconut shy
- GH noted that Plantos have been invited – awaiting response
- DR noted that Mr Magic can be there for 3pm which will cost around £135
- Clerk to source portaloos 3 – including one for disabled
- RFO to check lottery funding

It was noted that the next meeting for the Queen's Jubilee working party is Tuesday 15<sup>th</sup> March at 11am.

## 11. Pavilion Working Party (DR, RJ, JW, DM, DS, JC, AB) (10 min)

It was noted that confirmation for S106 monies is needed before we can move forward with this project.

## 12. Police Matters (5 min)

St Edeyrn's Village Crime Report – 07/02/2022 – 06/03/2022

Please see the below figures for your information.

Violence against the person – 5

Fraud – 0

Burglary – 1

Sexual Offences – 0

Theft – 2

ASB – 0

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

### Ward Priority

The priorities identified by the local community are:

- Off Road motorcycle annoyance
- Vehicle crime

Actions / Activities by the local Neighbourhood Policing Team.

COVID restrictions have been eased in Wales but please still be careful 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 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.

In surrounding areas, we have seen a spike in Auto crime (thefts from vehicles). Please be vigilant and lock all vehicles and leave no valuables in vehicles.

PCSO 54422 Chris Williams

**13. Planning (5 min)**

None

**14. One Voice Wales (RJ) (5 min)**

- Membership renewal - £724

**It was resolved: all agreed**

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

Old St. Mellons Community Council Report-St. Mellons CIW Primary-10.03.2022

Covid

*Before Half-Term schools were informed that Wales was moving towards “alert level zero” and were asked to do this “through a cautious, phased and planned approach.” Initially this has meant little change apart from the isolation period for positive covid cases. School has continued to regularly inform families of changes to government guidance.*

Attendance

*Once again levels of attendance have been very high-the whole school average this week being over 97% with top class attendance at 98%*

Eisteddfod

*Children and staff enjoyed a very entertaining Eisteddfod on St. David’s Day. Congratulations to everyone who took part. The music, poetry, song and dance were inspirational!*

Seren Yr Wythnos

*Recently children have been rewarded for their effort and positive attitudes. Notably in the Foundation Phase for their excellent behaviour and recounts of the school trip to Green Meadow Farm, for trying hard with letter formation, being super spellers and for excellent work on google classroom. In Keystage 2 children have been praised for super spelling, excellent attitude to work, for hard work and resilience in maths, wonderful Eisteddfod performances and for showing an interest and concern for the world around them.*

Children’s Learning

*A feature of this term’s learning has been the opportunity for Educational Visits. Classes 1 and 2 had a fabulous time at Green Meadow Farm. Class 3 had a super day at Llancaiach Fawr as part of their learning about the Tudors. Class 4 are looking forward to visiting Big Pit in the near future*

*As we know there is a strong tradition in school of extending opportunities for children to learn and grow as people beyond the classroom. With this in mind Class 4 will shortly be going on a residential visit to Tregennis Farm, Pembrokeshire. Children will be immersed in a new world of clear starry skies, fresh air, animals and plenty of mud! All this and opportunities to be independent and strengthen established friendships while making new ones.*

Our Values

*This half term’s value is “Truthfulness.” Children will be reflecting on being honest with themselves and others.*

Nursery

*In preparation for the opening of the Nursery in September 2022 school is delighted to have appointed an experienced Early Years Teacher who will be in post from this Easter. During the summer term, before the children begin, her role will be to organise and resource the new nursery facility. Furthermore, she will have a pivotal role in engaging with the community and working alongside new and prospective families.*

New Build

Work has begun on the new school site and by the time of this evening's meeting the Ground-breaking Ceremony will have taken place involving the Head, children and invited guests.

Stephen Ashton  
Community Governor  
10.03.2022

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

See 7.2

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

It was noted that OSMCC should be using Facebook as it is quite popular for St. Edeyrn's Village, AB was asked if he could set this up for the Community Council.

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

- Children's party to commence?

It was noted that the Clerk asked if the Village Hall can be opened up for private hire and for now just children's parties.

**It was resolved: all agreed**

- Hybrid Meetings

It was noted that the Clerk asked if hybrid meetings can be provided. JC and the Clerk will investigate equipment needed.

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

- Green Flag Award - annual award has been applied for.
- Bench - The bench which has been purchased by a resident will be sited in a few weeks DM had sent aerial picture of its location.

**It was resolved: all agreed to the location of the bench to be positioned**

- Flagpole

It was noted that the new flagpole may not be sturdy enough, Clerk to source.

**20. Correspondence (5 min)**

None.

It was noted at this point that DM gave notice of his resignation with immediate effect and stated he will follow this up with a letter, DM left the meeting.

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

- Queen's Jubilee celebrations
- Elections
- OSMCCTC Membership Fees

**Meeting closed at: 20:45 hrs**

**The next meeting will be 14<sup>th</sup> April 2022 via Zoom**



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