

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of AGM meeting to be held at the Village Hall at 6pm on
Thursday 12th May 2022

a) Apologies for absence

Cllr Rosemary James – holiday
Cllr John Summers – no apologies given

b) Report of the Retiring Chairman

Report of Retiring Chairman – Old St Mellons Community Council

First of all, I should like to thank the Clerk and RFO for their assistance, the Vice-Chair for her support and the Councillors who have regularly attended meetings, which were mostly conducted remotely via Zoom.

It has been another difficult year with Covid restrictions being imposed for much of the time, limiting our use of Community Council facilities, including the Village Hall. Private hire has only recently resumed.

Drainage issues at the Village Hall car park occupied our attention post AGM in May 2021. The serious flooding issues appear to have been resolved by the contractor's work.

The painting of the refurbished tennis courts, which had to be delayed through the winter, completed the extensive works on site, along with removal of the rose bushes around the fencing. New tennis court fencing was erected and the final amount owing to the contractor was settled. Shortly thereafter, a security gate was installed at a cost of circa £7500. Annual maintenance costs of £700 - £800 per annum will hopefully be met by the modest membership and playing fees. At an extraordinary meeting of the Council in June 2021, the OSMCC Tennis Club was set up and affiliated to the WLTA.

In July 2021, the Council decided to sell its ride-on mower, which had not been used for many years, as grass-cutting is outsourced to an independent contractor.

During the course of the year Mrs. Jane Croad and Mr. John Summers were co-opted to the Council.

A new caretaker has been recently appointed on the retirement of the previous caretaker – Mr. Phil Whitcombe.

The "Pavilion Project" was discussed at Council Meetings throughout the year, with various options considered. It was decided to defer the project until sufficient funds are in place, as the anticipated S.106 monies have not materialised due to planning issues.

Wi-Fi in the Village Hall has been upgraded, with Councillor Ashley Bishop's assistance and the Council's website has been brought up to date and refreshed by Rhys Welsh, the webmaster. A Facebook page for the Community Council has been opened and use is growing. The notice boards have been improved/replaced.

One of the highlights of the year was the Christmas Carol event, which was held in the car park of the re-named Tyr Winch public house. A local folk group provided the music. The licensee of the public house generously provided hot food, mulled wine and soft drinks. The Council gave selection boxes to all children who attended. The event was very well attended, the best in many years, with those present singing along in traditional Christmas spirit.

Community Council members are working in conjunction with community minded individuals from the Village Association to arrange a 'Jubilee Party in the Park', which will take place in Ty'r Winch Road Playing Field on Friday 3rd June 2022, which is a Bank Holiday, from 1pm to 8pm. It is hoped that all Councillors will pitch in and help on the day, to ensure a successful and fitting tribute to Her Majesty the Queen's 70-year reign.

A new Council was elected on 5th May 2022, in an uncontested election, to serve for the next term.

It was noted that the resignation of Cllr Joel Williams was received on 7th May 2022

Councillor Dianne Rees
12th May 2022

c) Election of Chairman

Cllr Jane Croad, Cllr Gaynor Hassan and Cllr Rosemary James by email - proposed Cllr Dianne Rees as Chair.

It was resolved: all agreed

Cllr Dianne Rees accepted the post as Chair.

d) Election of Vice-Chairman

Cllr Dianne Rees, Cllr Gaynor Hassan, Cllr Rosemary James by email proposed Cllr Jane Croad as Vice-Chair.

It was resolved: all agreed

Cllr Jane Croad accepted the post as Vice-Chair.

e) Declaration of Acceptance of Office

The Clerk provided declaration of acceptance of office to Cllrs to be signed and completed.

f) Appointment of Working Parties:

i. Village Hall Working Party

Cllr Ashley Bishop
Cllr Gaynor Hassan
Cllr Anne Hopewell-Ash
Cllr Rosemary James

It was resolved: all agreed

ii. Playing Fields Working Party

Cllr Ashley Bishop
Cllr Jane Croad
Cllr Anne Hopewell-Ash
Cllr John Summers

It was resolved: all agreed

iii. St. Edeyrn's Church

Cllr Ashley Bishop
Cllr Anne Hopewell-Ash
Cllr Rosemary James
Cllr Dianne Rees

It was resolved: all agreed

iv. Governor representative for St Mellons Church in Wales School

Mr Stephen Ashton

It was resolved: all agreed

v. One Voice Wales representative

Cllr Rosemary James

It was resolved: all agreed

- vi. **Village Association Representative**
Cllr Gaynor Hassan

It was resolved: all agreed

AGM meeting closed at 18:24

After a short break, the Opening of the Community Council Meeting: 18:38

Present:

Chair: Cllr Dianne Rees (DR)

Vice Chair: Cllr Jane Croad (JC)

Councillors: Cllr Ashley Bishop (AB)
Cllr Gaynor Hassan (GH)
Cllr Anne Hopewell-Ash (AH)

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

RFO to the Council: Mrs N Dunseath (ND)

1. Apologies for absence & acceptance (1 min)

Cllr Rosemary James – holiday
Cllr John Summers – no apologies given

2. Declaration of interests (1 min)

Accepted annual declaration of interest – Clerk gave and received completed signed forms at the start of the meeting.

3. Minutes – to approve as a correct record of the minutes of the meeting held on 14th April 2022 (5 min) & Extraordinary meeting held on 29th April 2022

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

4. Matters arising from the minutes of 14th April 2022 (15 min)

4.1 Wi-Fi update

AB is still waiting for update from planners.

4.2 Notice board – Ty'r Winch Playing field – update

Installed and fitted.

4.3 Hybrid meetings

Ongoing – sourcing information.

4.4 Flagpole

Clerk obtained a quote for £635.00, the other builder who has carried out work in the past for OSMCC is away on holiday. It was noted that we needed this by 3rd June for the celebrations of the Queens Jubilee.

It was resolved: all agreed on the proviso that it's guaranteed to be installed by 3rd June.

4.5 Children's play area

It was noted to ask Cllr Joel Williams and/or Cllr Peter Littlechild if he could look into this to get the playground updated.

4.6 Bench – maintenance confirmation

JC has requested the contractors to contact the Clerk, who has still not received any correspondence with regards to the maintenance of the bench. Clerk awaiting response.

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)

Presented to the Council 12th May 2022

Bank-statements have been received dated 29th April for the Main Accounts, Savings Account and the Tennis Club Savings Account 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: - Repair of St Edeyrn's Church Gates, Cleaning Products for the Village Hall, Reimbursement of Jubilee Expenses, 2 x returned bonds for Village Hall bookings, Noticeboard Installation, shortfall in expense payment for Clerk's expenses for March, and expenses for April for the Clerk, RFO and Caretaker.

A duplicated payment has been received for a pitch fee for the jubilee event. NatWest bank has written to confirm the duplication was caused by a bank error. The payee has been refunded by their banking group Lloyds, and NatWest have confirmed that the duplicated payment has been debited from the Community Council bank account to be returned to Lloyds.

Income received during April totals £53,204.61 and is detailed as follows: -

Precept £51,665

Western Power Wayleave for substation £39.55

Burial Fees £225

Village Hall Bookings totalling £630

Jubilee Pitch Hire £25

Tennis Club £91.18

VAT refund to the 31st March 2022 totalling £528.88

A further £826.06 is pending for receipts as follows: -

For Village Hall Bookings in March £15 pending, for April £180 pending and for May £480

For Tennis Court Bookings and memberships £151.06 pending

A letter has been received from NatWest Bank to advise that the interest rate on the Business Reserve accounts has increased from 4th April 2022 from 0.01% to 0.10%. The savings account has already benefitted by receiving an additional £0.40 in interest during April than the previous month.

Following a resignation from the Community Council, there is a need to appoint a new Council member who would be willing to provide a check of the quarterly bank reconciliation against the bank statements which is requirement under the financial regulations.

Council resolved to transfer last year's tennis club income from the main account to the Tennis Club account

AB gave apologies and had to leave 19:12

6.1 To approve the RFO's, Clerk's & Caretaker expenses – April

RFO - £26.55, Clerk - £33.28, Caretaker - £19.50

It was resolved: all agreed

6.2 Clerks OT in April

Clerk noted that the hours have gone over by 5.5hrs this month due to extraordinary meeting, and to update Tennis Club Members with the new expiry date, which took considerable time.

It was resolved: all agreed

6.3 Energy Contracts Review

It was noted that the broker Love Energy has offered a one-year contract at £98.00 per month for the village hall and £9.75 per month for the playing fields for electric, current electricity contract ends on 30th June for the Village Hall and Ty'r Winch Playing Fields.

It was resolved: all agreed to change the current contract to Love Energy

6.4 NatWest Business Payment Card

It was noted to proceed with this card as online transactions are more widely in use and cheques are less popular. It was noted that the Clerk can have a single transaction limit to £500 and monthly limit of £1500.00 it was noted that any outstanding balances must be paid off by the end of the month.

It was resolved: all agreed

6.5 NatWest Online Banking & Mandate

A brief discussion took place and the RFO noted that with online transactions will be easier and quicker, obtaining signatures which is three in total takes a considerable amount of the RFO's time as each Councillor who is a signatory needs to be visited to get cheques signed. RFO noted a new mandate will be needed.

It was resolved: all agreed

6.6 Councillors remuneration allowance

The allowance for personal care is mandatory, but optional allowances are senior role and travel for the council to consider.

It was noted to defer to next meeting.

7. Annual Planner (10 min)

7.1 Electrical safety check

Clerk to arrange for existing provider to carry out the checks.

7.2 Book Electrical Assessment – Hall & Pavilion

Clerk to arrange for existing provider to carry out the checks.

7.3 Agree Financial figures RFO Annual Return

It was noted that the balance carried forward is £51168 RFO completed figures and Cllrs had sight of the annual return.

It was resolved: all agreed

7.4 Annual VAT claim

Last year £1971.43 RFO to claim regularly rather than annually.

It was resolved: all agreed

7.5 Review Financial Risk Assessment

Noted no major changes.

8. OSMCC Tennis Club (10 min)

- Query to provide universal access code to Members
It was noted that a resident queried to have a universal code given to all members in case of issues to access the tennis courts. It was noted that this could be subject to misuse.

It was resolved: all agreed for a universal code not to be provided

- It was noted that the LTA are carrying out an audit – DR, JC and OSMCCTC Management Team are looking into this even though the tennis courts have not been officially opened which is due during the Jubilee celebrations on 3rd June.
- It was noted that there are approximately 1000 open day leaflets to be delivered, a cost of £80.00 has been given by Just Win to have these delivered. It was noted that the payment will be used from the Tennis Club account.

It was resolved: all agreed

9. Queens Jubilee Celebrations (10 min) Friday 3rd June

- Tea party organisation is almost complete
- Rotary Club organising the bar
- Scouts – hotdogs, coconut shy
- Fire brigade attending
- Tea tent organised
- Ice cream van attending
- Pitches being sold
- Hog roast in rolls and pizzas organised
- Bunting & flags – fabric ready to hang
- Paper bags need to be ordered
- Musician – live band attending
- GH to get cakes, sweets and crisps

10. Police Matters (5 min)

Old St Mellons Police Report between 10/04/2022 – 12/05/2022

Figures are calculated specifically for the Old St Mellons area.

Call Categories

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

Ward Priority

The priorities identified by the local community are:

- Off Road motorcycle annoyance
- Auto-crime

Actions / Activities by the local Neighbourhood Policing Team.

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 have been engaging with local residents regarding our new 'street safe' scheme with the hope to create a nicer environment for the community to feel safe within. This will allow individuals to report areas they feel unsafe which will then be noted by South Wales Police and other agencies to change. Please report any concerns in regard to location via www.police.uk/streetsafe

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.

Auto-crime/opportunists has been on the rise therefore the neighbourhood team have been dealing with the incidents by reassuring residents and doing what's necessary to identify the individuals responsible, this will continue as long as needed. Since the neighbourhood have been taking action, we have seen a decrease in the amount of calls in relation to Auto crime incidents.

Access Points.

The PACT meetings in St. Mellons are now taking place. The next date for the St Mellons PACT meeting is June 21st, 2022. This will take place at 1700-1800 at St Mellons Hub. Access points times and days are listed below:

Community Access Point OSM Weekly Tyr Winch Inn, Ty'r Winch Road PCSO Every Wednesday (12:00-13:00)

Community Access Point St Mellons Weekly St Mellons Hub PCSO Every Thursday (1600-1700)

Jo Pritchard
SCCH | PCSO 56587

11. Planning (5 min)

- 21/02775/MNR, 950 Newport Road, Old St Mellons, Cardiff, CF3 5UA
proposal: three storey side and rear and second floor extension to house retail in ground floor and 8 self-contained flats in the upper floors with external alterations.

It was resolved: all agreed for an objection to be sent by the Clerk.

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

Nothing to report.

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

Old St. Mellons Community Council Report 12.05.2022-St. Mellons CIW Primary

Nursery Provision

The nursery building is under construction and should be ready for handover in the next couple of weeks. In the meantime, the newly appointed Nursery Teacher, alongside the Head is preparing for September by planning the indoor and outdoor learning environments as well as making contacts in the community. This is an exciting opportunity to give our nursery children the best possible start on their learning journey.

Christian Values

This half term the children will be exploring the meaning of “Wisdom” in our lives.

Well-Being

School has always been mindful of the importance of children’s well-being and has employed various strategies to support them and in recent years has worked with the Arts Council, Wales becoming a Lead Creative School. This has involved working with creative practitioners from various settings. The legacy has been to incorporate “Five Creative Habits” across the school. These five habits are being

- Inquisitive
- Collaborative
- Persistent
- Disciplined
- Imaginative

As school returns to normal this way of working has been particularly beneficial for the children in re-establishing relationships and learning habits following the Pandemic.

Summer Term

Everyone is looking forward to the Summer Term as things return to normal. Children in Years 5 and 6 have enjoyed a very successful fortnight of swimming at Eastern Leisure. School is particularly looking forward to being able to invite parents to Sports Day, Celebration Afternoon and the Leavers’ Service.

Those children who attended the Residential at Treginnis Farm returned to school after Easter still “buzzing” from their farming experience. Here are some comments from the children.

“I loved the farm, it made me feel like a real farmer.”

“It made me feel really happy being around the animals.”

“I’m going back to work on the farm when I am eighteen.”

“At Treginnis it was a great experience-looking after myself showering, sorting my clothes out. It made me feel grown up.”

I asked the children if anything had changed since their return. One child said “I am better at putting my clothes away now.”

The last activity of the day was everyone’s favourite-hot chocolate in pyjamas!

“I loved being together, chatting and feeling cosy.”

.....and yes they said they would all go back tomorrow!

Stephen Ashton
Community Governor
12.05.2022

14. St. Edeyrn’s Church Working Party (AB, AH, RJ, DR) (5 min)

- It was noted that Mr P J. Church Warden requested permission from OSMCC to plant a tree - Sorbus Cornnixa (Olympic Flame) Japanese Rowan grows 8 - 12 ft - to commemorate the Platinum Jubilee of HM The Queen, to be planted in September, also the location to be decided by OSMCC.

It was resolved: all agreed the type of tree can be planted and Mr Bill James to find a suitable location in the Churchyard

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

Nothing to report.

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

Nothing to report.

17. Playing Field Working Party (AB, JC, AH, JS) (5 min)

Nothing to report.

18. Training (5 min)

It was noted that all Councils need to have and to implement training plans for Councillors and Staff by November.

19. Correspondence (5 min)

None.

20. Items for next meeting (2 min)

- WI-FI update
- Hybrid meetings
- Flagpole update
- Children's play area
- Bench – maintenance confirmation
- NatWest Payment Card
- NatWest Online banking
- Councillors remuneration allowance
- Queen's Jubilee update
- Training

Meeting closed at: 20:40 hrs

The next meeting will be 9th June 2022

There will follow a meeting after the AGM closes - please note under standing orders 61 press and public be excluded from the meeting



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