

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of meeting to be held at the Village Hall at 6pm on
Thursday 9th June 2022

Present:

Chair: Cllr Dianne Rees MBE (DR)

Vice Chair: Cllr Jane Croad (JC)* see note

Councillors: Cllr Ashley Bishop (AB)
Cllr Gaynor Hassan (GH) – *see note
Cllr Anne Hopewell-Ash (AH) – *see note
Cllr Rosemary James MBE (RJ)
Cllr John Summers (JS)

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

RFO to the Council: Mrs N Dunseath (ND)

*Please note: Cllr Jane Croad, Cllr Gaynor Hassan, Cllr Anne Hopewell-Ash left before the meeting commenced due to queries relating to expenses with reference to the Election return form, following an email received late this afternoon from the County Council which needed clarification.

1. **Apologies for absence & acceptance (1 min)**
Cllr John Summers – family commitments
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 12th May 2022 (5 min)**

It was approved as a true and accurate record: AB proposed, DR seconded

4. **Matters arising from the minutes of 12th May 2022 (15 min)**
 - 4.1 Wi-Fi update
AB chased still waiting for a response.
 - 4.2 Hybrid meetings
It was noted that the minimal equipment would cost around £500.00 AB is looking into this.
 - 4.3 Flagpole update
It was noted that this has now been installed complete with flags before the Queen's Jubilee party in the park event commenced. The final cost was £775.00 (original quote £635.00) this was due to the original supplier not being able to acquire a flagpole before the Jubilee event and the contractor had to source another supplier in short notice.

It was resolved: all agreed the difference.

- 4.4 Children's play area
It was noted that the Clerk had asked Cllr Joel Williams if Cardiff Council are going to update this area. JW had informed the Clerk that he will be looking to see if S106 monies are available. In the meantime, he has also asked if the Community Council would be willing to contribute towards the refurbishment.

It was agreed that OSMCC would like to see an improvement to the children play area and will contact officers of the County Council re S106 monies as this area is maintained Cardiff County Council.

4.5 Bench – maintenance confirmation

It was noted the Clerk had received a telephone call from the installers and they noted that they only installed the bench and not to maintain it.

Clerk to ask Mr Dennis Matthews for contact details for the people that requested the installation of the Simon Potter Memorial bench.

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 dated 30th May for the Main Accounts, but no statement has been received in May for the Savings Account and the Tennis Club Savings Account. The financial report has been completed using the most recent information.

The expenses and cheques that need to be approved and paid are as per the Bank Rec. and are detailed as follows:- 2 x Burial Admin fees, 1st quarterly instalment of grass maintenance contract, 2 x returned bond for Village Hall booking, Pavilion steps repair, Flagpole installation, Toilet rolls and bleach for the village hall, and expenses for May for the Clerk, RFO and Caretaker.

Reimbursement of Jubilee event expenses as follows: - Paper plates, cups, table covers, bowler hats, party horns, leaflet distribution, band, magician, balloons, paper roll, gift bags, cake toppers, and a reimbursement of a duplicate pitch fee payment.

A transfer of £1088.83 is to be approved from the main account to the tennis club which reflects membership and court bookings made in the financial year 2021-22.

Income received during May totals £3709.43 and is detailed as follows: -

Burial Fees £1600

Village Hall Bookings totalling £1282.50

Tennis Club £181.93

Income received for the jubilee event totals £645

A further £1125 is pending for receipts as follows: -

For Village Hall Bookings in May £195 pending and for June £930

A letter has been received from Welsh Water stating that the monthly direct debit payment will increase from July from £11.00 to £20.00

Also, payment required for:

HMRC PAYE Q1 £585.80

Internal auditor £175.00

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

RFO £53.19, Clerk £177.86, Caretaker £35.85

6.2 To approve OT - RFO 15hrs: 10 hrs for April, 5 hrs for May for audit & Clerk 5.5 hrs May

It was approved all agreed

6.3 Energy Contracts Review – update

RFO noted this has been renewed for a year with EDF now with a different tariff through Love Energy. It was noted that a smart meter must be installed within 3 months.

6.4 NatWest Business Payment Card – update

It was noted that due to the turnover not meeting the requirements to be eligible for the card. RFO is looking into an alternative product.

6.5 NatWest Online Banking & Mandate – update

Ongoing.

6.6 Councillors remuneration allowance

It was noted that in addition to the remuneration allowance of £150 there is also an attendance allowance from £0-£30 per meeting.

It was resolved: Attendance Allowance - it was agreed for any meeting pertaining to the Community Council business. The amount to be deferred to next meeting.

6.7 Agree Internal Auditors Report and approve Annual Return

It was resolved: all agreed

6.8 Agree and approve external Auditors Report for 2020-21

RFO noted should have been received in September

It was resolved: all agreed

DR noted to RFO thank you for all the hard work.

6.9 Quarterly review of fixed assets

Noted and approved.

7. Annual Planner (10 min)

7.1 Electrical safety check – update

It was noted the Clerk had contacted existing contractor and was informed that they are no longer available to provide this service, Clerk sourcing alternative electrical contractors. One quote has been received at £900.00 for the Village Hall.

7.2 Book Electrical Assessment – Hall & Pavilion – update

It was noted this is the same as 7.1 – Clerk to remove this item from planner.

7.3 Agree Financial figures RFO Annual Return – see 6.7

7.4 Renew Pest Control contract

RFO awaiting quote

7.5 Quarterly review of fixed assets – see 6.9

8. OSMCC Tennis Club (10 min)

- **Safeguarding Audit**

A number of points had to be fulfilled, documents to be updated and uploaded to the website, a notice board is required.

It was noted that the Clerk has ordered a notice board to be fitted to the pavilion

- **Committee Members to review an AGM needs to be arranged.**

- **Open day - Mr Neill O'Doherty – Chairman of Tennis Wales attended to officially open the Tennis Courts – Mr O'Doherty was very impressed with the work that had been done.**

- **There was free tennis coaching for the children.**

- **Everyone commented they had a good time.**

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

Thank you to all Community Councillors who took part in the organising of this event. Thanks to the OSMVA, Rotary club – who planted a tree.

Clerk to write letters of thanks for those that donated – Tesco and Porky's who donated food, GH donated a cake, A&N printers who donated all the banners, flyers, posters, Police, Fire Brigade, St. Johns Ambulance.

10. Police Matters (5 min)

Old St Mellons Police Report between 12/05/2022 – 06/06/2022

Figures are calculated specifically for the Old St Mellons area.

Call Categories

All other Theft	0
Criminal Damage & Arson	0
Vehicle Crime	0
Violence without Injury	0
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	3
Transport	0
Public Welfare / Concern calls	0
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 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 in order to try and reduce/ resolve the issue.

Emerging Trends

Off-road motorbikes continue to be an issue for the community and the local Neighbourhood Policing team 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.

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

PCSO 58196 Grace Looker

Violence against the person – 6
Fraud – 1
Burglary – 0
Sexual Offences – 1
Theft – 3
ASB – 0

Please note that there are 2 new officers for the St Edeyrn's area of Old St Mellons and also Pontprennau. The first is 58306 PCSO Morgan THOMAS and the other is PC 6113 Matthew JONES. PCSO Rob NOTLEY remains in the area.

PCSO 57909 Rob NOTLEY

11. Planning (5 min)

- Application no: 21/02775/MNR
It was noted that a response was received - *I would regard this application as a conversion of the existing unit. The conversions SPG does not contain guidance to bedrooms in particular but it does include HMO room sizes which form part of appendix C, p.14.*

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

Nothing to report

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

Old St. Mellons Community Council Report-St. Mellons CIW Primary 09.06.2022

Jubilee Celebrations

The whole school recently enjoyed a celebratory jubilee garden party together sharing a picnic lunch in beautiful weather. Many families also attended the very successful community event "Party in the Park" over the Bank Holiday weekend.

New Admissions

Home visits are being made for the new nursery and reception children along with induction afternoons and activities such as "teddy Bear's Picnic." These events aim to ensure that a close partnership is established with new families and the transition to school is as positive experience as possible for all concerned

Forthcoming Events

One feature of the summer term has been the return of many events which were previously cancelled due to the pandemic. Also, school is delighted to include parents and families:

Lunchtime and after school clubs have resumed. Year 6 children are enjoying a lunchtime summer sports club which includes cricket and tennis. A Keystage 2 after school rugby club has resumed and the children have been enjoying a gymnastics club. After school netball has also resumed this term.

A whole school Sports Day has been organised and families are invited to bring a picnic lunch and enjoy the events with their children.

Parents and families are also invited to a Celebration Afternoon. They can see their child's work and what they have achieved during the year while receiving their end of year report.

This week Class 3 will be enjoying a visit to Rhondda Heritage Park. This event is being supported by Cardiff St. David's Rotary who are funding the visit.

There will be a whole school visit to Barry Island for the day.

Finally, term will conclude with a Leavers' Service and whole school disco. The fourteen leavers will also attend a service at St. Woolos Cathedral for all Year 6 leavers in the Diocese.

Children's Learning

St. Mellons CIW Primary is a "Rights Respecting School." School has already achieved the Bronze Award and is working towards Silver. School Council Children recently planned and confidently led a whole school assembly on the Rights of the Child. Each week children focus on a different Article from the UN Convention on the Rights of the Child.

This term the children the Christian Values school is focusing on are Wisdom and Humility.

Contexts for learning in the Summer Term include "Danger." Children are reading short stories from "Survivors" by David Long as a stimulus for their writing. In another class the focus in "Danger" is on the world being in danger and how we can care for the planet. Younger children are exploring their local environment.

Children are learning about business and finance whilst they are busy making things to sell as part of their "Enterprise Week."

All children will be involved in learning and understanding about the lives of others during "Refugee Week."

Stephen Ashton
Governor

14. **St. Edeyrn's Church Working Party (AB, AH, RJ, DR) (5 min)**
The tree that has been purchased a place has been agreed.
15. **St. Edeyrn's Village (5 min)**
Nothing to report
16. **Village Hall Working Party (AB, GH, AH, RJ) (10 min)**
 - Purchase of new hoover
Clerk obtained 4 prices from £196.00 to £73.86
It was resolved: all agreed to the cheapest
17. **Playing Field Working Party (AB, JC, AH, JS) (5 min)**
 - Notice board to pavilion
It was noted the Clerk to order a notice board the same as Arcon House
This will be approximately £200 this is an urgent purchase for the safeguarding audit for the OSMCCCTC as to fulfil audit recommendations.
 - Notice board to Beech tree Park?
Clerk to check prices and defer to next meeting.
 - Clerk had asked if new benches could be sourced as the old ones are looking a bit worse for wear.
It was noted that the Clerk to look for quotes to refurbish.
18. **Training (5 min)**
 - Mandatory Training Code of Conduct
It was noted that AB attending this course in June
19. **Correspondence (5 min)**
 - OSMCC – Annual report
It was noted that this needs to be arranged soon.
 - Cllr Joel Williams requested poster of elected County Councillors to be inserted in notice board.
It was agreed the poster can be added.
 - Cllr JW also asked for total of budget set aside for the pavilion, Clerk to write to JW as OSMCC is hoping shortly to recommence discussions regarding proposals.

20. Items for next meeting (2 min)

- Wi-Fi update
- Hybrid Meetings – AB to update
- Children's play area
- Bench maintenance update
- Smart Meter update
- NatWest card – alternative product
- NatWest online & mandate – update
- Electrical safety check – quotes
- Notice board to Beech tree Park – quote
- Ty'r Winch Playing Field benches, refurbishment
- Pest Control contract
- Hedgehog project email
- Notice of Co-Option

Meeting closed at: 20:45



Cllr Dianne Rees MBE

Chair to the Old St. Mellons Community Council