

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of virtually held meeting at 6pm on
Thursday 14th July 2022

Present:

Chair: Cllr Dianne Rees MBE (DR) - Zoom

Vice Chair: Cllr Jane Croad (JC) – see apologies

Councillors: Cllr Gaynor Hassan (GH) – Zoom
Cllr Anne Hopewell-Ash (AH) – Zoom
Cllr Rosemary James MBE (RJ) - 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

1. Apologies for absence & acceptance (1 min)

Cllr Ashley Bishop – holiday
Cllr Jane Croad – 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 9th June 2022 & Extraordinary meeting 7th July 2022 (5 min)

9th June It was approved as a true and accurate record: GH proposed JS seconded
7th July It was approved as a true and accurate record: RJ proposed GH seconded

4. Matters arising from the minutes of 9th June 2022 (15 min)

4.1 Wi-Fi update

Defer to next meeting – AB to update

4.2 Hybrid meetings – AB to update

Defer to next meeting – AB to update

4.3 Children's play area – potential improvement

It was noted that no further correspondence has been received with regards to S106 monies towards the improvements – County Councillors requested a business plan.

4.4 Memorial bench – maintenance

It was noted that the builder who installed the bench would be overseeing the upkeep as discussed prior to the installation.

4.5 Smart Meter update

Smart Meter has been installed in Ty'r Winch Playing Fields, RFO registered an interest for the Village Hall – ongoing.

It was noted to express gratitude to Mr James who met with the installers.

4.6 Electrical safety check – quotes

It was noted that the Clerk has obtained two quotes, one quote - £1095.00 for the Pavilion and Village Hall, the second quote of £900.00 + VAT for the Village Hall only still awaiting quote for the pavilion.

Clerk noted tried to obtain a 3rd quote but unsuccessful.

It was agreed for the quote of £1095.00 as they have quoted both for the Village Hall and Pavilion.

It was resolved: all agreed £1095.00 quote

- 4.7 Notice board to Beech Tree Park – quote
The quote from Shelley Signs for a new notice board - £1530.00 + VAT

It was noted to go ahead and order a new notice board.

It was resolved: all agreed

- 4.8 Ty'r Winch Playing Field benches, refurbishment
It was noted that some benches needed immediate attention as a health and safety issue. Work carried out to repair benches - £360.00

Due to it being an urgent health and safety issue only one quotation was obtained which came in at under £400 and Clerk approved under authorised spending limit financial regulations 4.1

It was noted that the metal frame bench needs to be removed and disposed of.

It was noted the Clerk to obtain quotes.

- 4.9 Hedgehog project email
It was noted that the Clerk had sent a newsletter - Hedgehogs R Us Highway Project to all Cllrs. After discussion it was agreed to forward this on to the Gardening Club as this may be of interest to them.

- 4.10 Notice of Co-Option
A local resident has registered an interest, Clerk to ask to have this in writing. As there is no meeting in August this will be deferred for September.

It was noted the Clerk to put the notices up, noted hybrid meetings will continue.

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 14th July 2022

Bank-statements have been received dated 30th June for the Main Accounts and Savings Account and 1st July for 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: - Noticeboard and Installation, Tennis Club Coaching Fee and Leaflets, Cardiff Council Half Yearly Ground Rental, Refurbishment of Picnic Table, 2 x Burial Admin fees, 4 x returned bond for Village Hall booking, Hoover for Village Hall, Jubilee flags, and expenses for June for the Clerk, RFO and Caretaker.

Income received during June totals £2997.38 and is detailed as follows: -

Burial Fees £1170

Village Hall Bookings totalling £1180

Tennis Club £148.05

A refund on electricity payments for the Village Hall of £474.33

Duplication of jubilee event pitch fees £25

A further £1539.91 is pending for receipts as follows: -

For Village Hall Bookings in June £435 is pending and £300 for July is pending, tennis club memberships and court bookings of £274.13 for July pending and a VAT refund for Q1 April to June 2022 of £530.78

A letter has been received from EDF stating that the monthly direct debit payment for electricity at the village hall will increase from July to £156.00 although this is currently based on estimated usage.

- 6.1 To approve the RFO's, Clerk's, Caretaker expenses & to approve overtime - June
Expenses claimed as follows:
RFO £37.20, Clerk £93.24, Caretaker £32.54,

It was resolved: all agreed

Overtime claimed as follows:
RFO 5.5hrs & Clerk 11.5hrs

It was resolved: all agreed

- 6.2 NatWest Card – alternative product
RFO circulated further information.
A suggestion to look at other banks RFO to investigate
- 6.3 NatWest Online Banking & Mandate – update
RFO suggested to update the mandate this needs to be in place by September
- 6.4 Councillors remuneration allowance
It was noted that the RFO to ask OVW.
- 6.5 Pest Control contract
It was noted that the renewal for Cardiff Council is £375.00 + VAT = £450.00 which is the same as last year. It was agreed to continue with the same provider.

It was resolved: all agreed to renew with Cardiff Council

- 6.6 Financial Regulations – change 11G minimum amount
It was noted that the minimum amount currently stands at £100 if an estimate is above this, 2 further quotations are required. All agreed to raise this amount to £500.00

It was resolved: all agreed with immediate effect to raise the minimum amount before a quotation is required to £500.00

- 6.7 S106 monies
It was noted DR has been chasing the St. Julian's monies – still awaiting a response, there is however parks money available.

It was noted that County Councillor Joel Williams is overseeing this. JW has asked that the Community Council will require a business plan.

- 6.8 Finance and Governance Toolkit for Community and Town councils
It was noted that information contained therein to help with the Annual Report.

DR asked that Cllrs read through this and prepare any suggestions for next meeting.

RJ suggested JC

- 6.9 SLCC Finance Summit - approve cost of £45 + VAT
RFO asked if she could attend this course.

It was resolved: all agreed

7. Annual Planner (10 min)

- 7.1 Quarterly signing of Bank Reconciliation
JC has volunteered to carry this out – this should be in place by next meeting.
- 7.2 PAYE months 1-3 by Jul 2022
RFO noted this has been paid at the end of June
- 7.3 Agree any work on Village Hall Summer holidays.
Electrical inspection to be carried out
- 7.4 Submission of Audit Annual Return – by 16th August 2022
RFO noted this has already been sent and auditor has acknowledged receipt

7.5 Review Q3 budget vs actual costs and consideration of budget lines
RFO circulated the report to all Cllrs. Noted the Village Hall has been very busy with private hires and the section 137 monies was for the Jubilee event, RFO made some amendments, it was noted to approve.

It was resolved: all agreed to approve the amendments

8. OSMCC Tennis Club (10 min)

- Safeguarding Audit – update
It was noted that Mr Mark Vaughan - Regional Safeguarding Officer gave a glowing report for the OSMCCTC Audit.

Clerk noted a big thank you to all those who worked so hard to achieve this.

9. Police Matters (5 min)

St Edeyrn's Village Crime Report – 13/06/2022 – 13/07/2022

Violence against the person – 9

Fraud – 0

Burglary – 0

Sexual Offences – 1

Theft – 1

ASB – 0

PCSO 57909 Rob NOTLEY

PCSO 58306 Morgan THOMAS

PC 6113 JONES

Old St Mellons Police Report between 13/05/2022 – 11/07/2022

Figures are calculated specifically for the Old St Mellons area.

Call Categories

All other Theft 0

Criminal Damage & Arson 0

Vehicle Crime 2

Violence without Injury 3

Violence with Injury 0

Public order offences 0

Burglary - Dwelling 1

Other Sexual offences 0

Miscellaneous crimes 3

Drug offences 1

Shoplifting 0

Anti – Social behaviour 4

Transport 0

Public Welfare

/ Concern calls 9

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.

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.

PCSO 58307 Kevin Thomas

10. Planning (5 min)

GH Declared an interest

- Application No.22/01243/DCH - Proposal: Single Storey Partial Width Extension Location: 6 Melville Avenue.

Noted – no objections made.

DR declared an interest and left the meeting – RJ took over as Chair

- Application No. 22/01322/MNR, Proposal: Proposed Artificial Lawn Area St Johns College, William Nicholls Drive.

Noted – no objections made.

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

- Introduced Maria Mulcahy the new Development Officer.
- Cllr John Hughes has been re-elected as Chair and Cllr Mike Cuddy re-elected as Vice Chair.
- The guest speakers South Wales Police and Crime Commissioner Rt Hon Alun Michael and Assistant Chief Constable Jenny Gilmer arranged for information to be sent to from the South Wales Police Cyber protect team which has a useful list of links/websites.
- Defibrillators were discussed – noted there is one already in Old St. Mellons

DR re-entered the meeting

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

Old St. Mellons Community Council Report-St. Mellons CIW Primary School-14.07.2022

New Build and School Organisation

School is pleased to report that progress on the new build is going well. The opening of the new building remains on schedule for April 2023. The metal frame of the building is now visible. Soon staff will be choosing paint colours and ordering new furniture and resources which is very exciting!

School is receiving financial support from the Local Authority to establish an additional class from September. This will allow children to continue to stay in the same class when the move is made to the new site

Nursery Provision

On an equally positive note, preparations are well underway for the opening of the nursery in September. Resources are beginning to arrive; home visits have taken place to support transition to nursery and parents and pupils spent an afternoon at the school on 11th July and will be going again to 'stay and play' on Monday 18th – a great opportunity for children's parents and staff to get to know each other before September.

Barry Island

Staff and children recently spent a day out at Barry Island. Everyone had a lovely time at the seaside! As always, the children's behaviour was excellent which was commented on by members of the public.

Enterprise Week

Children recently participated in a very successful Enterprise Week. They designed and manufactured products of their choice. They then sold their goods and will now choose how to spend their profits on items for their classrooms.

Super Sports Day

I mentioned in a previous report how much school is looking forward to welcoming back parents and families to many of this summer's events. This was highlighted at Sports Day when children enjoyed a picnic lunch with their families, participating in a variety of races and events-there were lots of parent's races too!

Year 6 and the Governing Body

Year 6 children joined the Governing Body at our last meeting of the year for "High Tea" and we all enjoyed a fine selection of scones and cakes! A more formal meeting followed and children shared with us their thoughts, feelings and experiences of life at St. Mellons CIW Primary. They spoke very well; they were confident yet reflective and talked enthusiastically about what they had learnt and the relationships they had developed over the years. School is rightly proud of these young people as they move on to the next stage of their learning journey.

Seren Yr Wythos

These weekly Awards continue to reflect all the learning that goes on in school. This week Awards have been presented to children for excellent story writing, extra effort with learning tricky words, excellent effort and achievement in maths and for one child who always has a positive attitude and tries her best.

Stephen Ashton
Community Governor

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

It was noted and email from MG of St. Edeyrn's there are still concerns with regards to the paving slabs and the stone wall supporting the gates – Working Party to meet up in August.

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

JS surprised at the police report, would like more information – Clerk to investigate

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

- Tables

It was noted that the Clerk had received an email about the stacking of tables in the small hall, Clerk sent out email to all hall hirers informing them to take care when stacking the tables in the trolleys.

DR asked everyone to meet 8th September

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

- Tree quotes

It was noted that quotes have been provided for:

Rear of Tennis Courts – crown raise mixed trees, cut back Laurel - £420.00

It was resolved – all agreed to go ahead with this quote

SWALEC Trees – clear overhanging trees and stumps - £7560.00

Noted Clerk to write to SWALEC as the trees are on their property.

Cut back Laurel boundary to Druidstone Road - £880.00

It was noted that the hedge has been cut, but the laurels are pushing through the hedgerow, Clerk to write to owner of Laurel trees.

- Green Flag award
It was noted that we have again been awarded the Green Flag 22/23.

Thank you to all who helped achieve this.

Note to update website when award granted.

17. Training (5 min)

It was noted AB and JS has attended the Code of Conduct Course.

It was noted that all Cllrs need to attend this course.

18. Correspondence (5 min)

- Local Places for Nature
Clerk noted email received from OVW 21/6 – Rachel Carter Local Places for Nature Officer

Local places for nature are a capital funding programme set up by Welsh government to halt and reverse the decline of biodiversity in Wales. Under the 'Environment act 2016' all local authorities have a section 6 duty to maintain and enhance biodiversity. We want to see our member councils taking part and encourage their community to get involved in this exciting scheme.

Defer to next meeting

- Notice board to Newport Road nr Texaco
Clerk noted email received 17/6 from County Councillor Joel Williams - a request from a resident for a notice board to be placed nr Texaco Garage.

It was noted Clerk to make enquiries to exact location.

- Annual Report – see statutory guidance relating to the LG&E (Wales) Act 2021
See 6.8

19. Items for next meeting (2 min)

- Wi-Fi update
- Hybrid meetings – AB to update
- Smart Meter update
- Electrical Inspection – update
- Notice board – Beech Tree Park update
- Benches – Ty'r Winch Park – update
- Co-Option - update
- NatWest Card – alternative product
- Mandate – update
- Cllrs remuneration allowance – update
- Annual Report – to do
- Ty'r Winch Playing field – overhanging trees
- Local Places for nature – Rachel Carter

Meeting closed at: 7:40



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

There will follow a meeting:

Note under standing orders 61 press and public be excluded from the meeting - To consider the architect Mr D Davies claim for payment.