

# **OLD ST. MELLONS COMMUNITY COUNCIL**

Minutes for meeting held in the Village Hall, Newport Rd,  
Old St. Mellons at 6pm on Thursday 9<sup>th</sup> February 2023

## **Present:**

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

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

**Councillors:** Cllr Debbie Brown (DB)

Cllr Gaynor Hassan (GH)  
Cllr Anne Hopewell-Ash (AH)  
Cllr Rosemary James MBE (RJ)  
Cllr John Summers (JS)

## **In attendance:**

**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 Ashley Bishop – other commitments  
Cllr Ieuan Burridge-Bryant – work 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 12<sup>th</sup> January 2023 (5 min)**

**It was approved as a true and accurate record GH proposed, JS seconded**

4. **Matters arising from the minutes of 12<sup>th</sup> January 2023 (10 min)**
  - 4.1 Wi-Fi & hybrid meeting update  
Deferred to next meeting.
  - 4.2 Village Hall trees  
It was noted that the boundary to the Village Hall falls just before the trees along the wall, DR is attending a meeting to determine who is responsible for the tree maintenance.  
  
It was noted RJ left the meeting briefly and asked to readdress items – DR moved to item 5
  - 4.3 Quotes for flagpole installation  
Only one quote received £835.000, Clerk strived to obtain quotes, but suppliers not responded.  
Flag – Welsh Flag 2 Coronation flags

**It was resolved: all agreed**

- 4.4 Quotes for hedgerow at St. Edeyrn's Church  
Two quotes received 1. (S) £1310.00 2. (T) £1280

**It was resolved: all agreed with (S)**

- 4.5 Guide Dog request – update  
It was noted that OSMCC had further clarification on the 'training'

**It was resolved: all agreed that this would not be practicable – as no dogs allowed**

#### 4.6 Kings Coronation celebrations

It was noted that this would take place Saturday 6<sup>th</sup> May

A suggestion to hold the celebration in the Village Hall, Children's tea party, fancy dress, entertainer, mugs to be purchased.

It was noted that to ask OSMVA if they would like to be involved.

**It was resolved: all agreed to celebrate this in the Village Hall**

#### 4.7 Planters in Village

As part of the improvement works to the Old St Mellons village centre (junction of Newport Road and Ty'r Winch Road are replacing existing planters and requested that once installed that OSMCC would agree to maintain these planters. It was agreed in principle that the new planters, will be maintained by the OSMCC.

It was noted that JC will contact CC to seek clarification of bedding plants and costs.

#### 4.8 S106 Business Plan

It was noted that the business plan for the pavilion is completed and has been costed recently.

It was noted to instruct Mr Roger North who has supplied the costings and has agreed to take the project forward as a charitable gift to the community as an interested long-term resident.

**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.*

Local residents from Heritage Park have asked the Community Council for help with regards to Vaindre Lane which borders Old St. Mellons. It was noted that the lane is currently very slippery due to mud and lack of drainage and also prone to flooding, the lane is used by local residents as well as school children that need to access this lane. It was also noted that planning for a 5-bedroom house in a plot of land in this area has been made. Cars and heavy vehicles using this narrow lane are not only speeding but causing hazard for the public walking in this area.

DR noted the Clerk will contact highways with regards to this problem and also planning to ask about the 5-bedroom planning application.

A resident in Ty-To-Maen has asked the Community Council if they are able to help with the lack of lighting nr Ty'r Winch Road and Wern Fawr Lane, since recent electrical works have taken place there has not been any street lighting.

DR noted the Clerk will contact highways urgently.

RJ re-joined meeting – DR returned to 4.1

### 6. County Councillors Report (10 min)

*(Cllr Joel Williams, Cllr Peter Littlechild to present their report)*

No report submitted.

### 7. Finance (15 min)

*(RFO to present financial report)*

*Bank-statements have been received dated 30<sup>th</sup> January for the Main Account, and 30<sup>th</sup> December for the Savings Account, and for the Tennis Club Savings Account. 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 Reconciliation and are detailed as follows: - SLCC VAT Webinar for RFO, Code of Conduct Training x 3 attendees, PHS Waste Disposal Annual Charge, Burial Admin Fees, Cleaning Supplies, Tennis Club Entry fee for competition, Clerk, RFO and Caretaker Expenses for January.*

*Income received during January totals £3366.53 and is detailed as follows: -*

*Burial Fees £1170*

*Village Hall Bookings totalling £1845*

*Tennis Club £351.53*

*A further £1505.33 is pending for receipts as follows: -*

*Village Hall Bookings for January totalling £360 and for February £450, Tennis Club Coaching £86 and Bookings £4.61 and a VAT Reclaim for Q3 at £604.72.*

*eDF energy have not yet been able to confirm when the gas contract will go live for the village hall. This delay will result in a payment owed to the previous supplier eon on a more expensive tariff. EON has not yet confirmed the final amount. RFO proposes that when the final amount is known that eDF is contacted regarding the additional charges which would not have been incurred if the contract switch had taken place on 19<sup>th</sup> December as previously agreed and confirmed by them.*

*Zoom video communications team have advised there will be a £1 increase (excluding VAT) in monthly costs for a Zoom subscription from March 2023.*

*Talktalk have written to advise that they are currently charging an out of fixed price contract rate as the previous agreement has ended. Although they have no plan to increase the costs, it may be possible to arrange a cheaper contract price.*

- 7.1 To approve RFO, Clerk and Caretaker expenses and O/T  
Expenses: RFO £26.50, Clerk £33.38, Caretaker £19.50

**It was resolved: all approved**

- 7.2 Mandate for NatWest Card  
RFO now has forms to be signed by all Cllrs

- 7.3 Village Hall gas appliance service  
It was noted that the boiler to be service at the same time. The quote received from the existing supplier was approximately £135 with VAT, it was noted to ask about a Carbon Monoxide detector to be installed at the same time.

**It was resolved: all agreed RFO to contact Limegreen and ask about detector**

- 7.4 Insurance renewal  
RFO still awaiting renewal forms.

- 7.5 Amazon account  
RFO has asked about an Amazon account, it was agreed that RFO will explore this as it may be useful for OSMCCTC.

Clerk asked once the Amazon account, if approved the Finance Regulations should have this as an addition.

**It was resolved: all agreed for RFO to explore this.**

Defer to next meeting.

- 7.6 It was noted that OSMCCTC have requested for court signs and bins to be purchased for the courts. RFO suggested bins could be acquired from the supplier Arco for which the Community Council already has an account.

**It was resolved: all agreed**

## **8. Annual Planner (10 min)**

- 8.1 Quarterly signing of Bank Reconciliation  
JC signed form.

- 8.2 Review Freedom of Information Act  
JC to review

- 8.3 Review OSMCC Publication Scheme  
DB to review

- 8.4 Review Fire Risk Assessment  
GH to review
- 8.5 Review Health & Safety Policy  
RJ to review
- 8.6 Review GDPR Privacy Notice  
DR to review
- 8.7 Review GDPR Website Privacy Notice  
DR and AH to review
- 8.8 Review Welsh Language Policy  
JS to review

**9. Policies & Procedures (10 min)**

- 9.1 Review Financial Regulations  
RFO has made some amendments, all Cllrs have received these.

**It was resolved: all agreed to the changes**

**10. Newsletter (10 min)**

- Spring Newsletter 2023  
It was noted that the Clerk, RFO and Cllrs have all sent items to be included.  
  
Ongoing.

**11. OSMCC Tennis Club (10 min)**  
(Liz Croad-Protheroe to present report)

- *Application for funding e.g., floodlights and equipment*  
  
*Phil Thomas and Liz are meeting with Stuart Baker from Tennis Wales Friday 10th Feb to discuss completing the grant application for the Tennis Club. We are in the process of getting 3 quotes for floodlights and engaging local authority for planning permission.*
- *Phil Thomas (PT) new head coach signed the written agreement between OSMCC and himself on Wednesday 18th January - the new coaching programme has got off to a wonderful start in the last two weeks.*
- *PT has successfully hosted a few junior LTA graded tournaments with up to 20 entries - great presence at the club and influx of membership and awareness of the club.*
- *PT has arranged to go into local schools to run tennis taster session days to encourage local residents to join and become members of the club.*
- *11th Feb another junior tournament being held - if playing fields committee want to arrange a social event to raise funds to put towards the floodlight fund e.g., tea/coffee/bacon rolls/cakes? Would someone be available to bake to sell at this event?*
- *Summer league teams entry costs to be paid by tennis club account - approval of invoice/expense claim required £80 to be paid to enter the club in a South Wales tennis league to compete this summer.*

**12. Police Matters (5 min)**

(OSM Neighbourhood Police to present report)

*Old St Mellons Police Report between 05/01/2023 – 03/02/23*

*Figures are calculated specifically for the Old St Mellons area.*

*Call Categories*

<i>All other Theft</i>	<i>0</i>
<i>Criminal Damage &amp; Arson</i>	<i>1</i>
<i>Vehicle Crime</i>	<i>4</i>
<i>Violence without Injury</i>	<i>1</i>

Violence with Injury	1
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 call	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 and SWP off road team in relation to running operations that target those responsible.

The neighbourhood team have been engaging with local residents regarding our '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.

Grace Looker

SCCH 58196 | PCSO 58196

Police Community Support Officer | Swyddog Cymorth Cymunedol Yr Heddlu

#### 13. Planning (5 min)

- Our Ref: 23/00161/FUL Proposal Proposed Extension to Golf Centre to provide a Multi-Purpose Hall, Location Cardiff Golf Centre, Began Road

It was noted that Clerk received this on 7<sup>th</sup> Feb  
Noted.

- The Blossoms on Ty'r Winch Road applied for planning permission for a garage.  
Noted.

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

RJ noted that the Governance Toolkit – is recommended.

It was noted that Charter meetings should invite Cllrs. Clerk to ask this question at the next Charter meeting.

Draethen, Waterloo and Rudry – noted they have had funding support from WG. It was noted to invite the speaker Jane Garland at the recent OVW meeting, to attend an OSMCC meeting.

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

*(Mr Stephen Ashton to present report)*

*St Mellons CIW Primary School-09.02.2023*

*School of Sanctuary*

*In the midst of the Christmas activities at the end of last term school was assessed for and granted "School of Sanctuary" status. Schools of Sanctuary is a growing network of over 300 schools committed to supporting children seeking sanctuary in the UK, creating a culture of welcome and inclusion whilst raising awareness of the issues faced by refugees and asylum seekers.*

*School Values*

*Children and staff are focusing this term on the Value of "Compassion," One aspect of celebrating this value is the work of the "Friends of Faith" Committee. Children promote faith values in all aspects of school life and award children who they see being compassionate.*

*Senedd*

*Children continue to be involved in shaping the life of the school through their committees and Senedd. Having established their priorities during the Autumn Term they are now busy implementing their plans. I recently sat in on a "Playground Pals" committee meeting. The children have decided to create a new playground role to make sure play times are a positive experience for everyone, The "PAL" - Playground Activity Leader. Their role will be to work with other children, introduce new games, look after equipment and promote inclusive and safe play.*

*Cynefin*

*Year 4 and 5 children are embarking on a project which explores our sense of belonging. As part of the project pupils would like quotes from members of the community on what community means to them and why community is important. It would be lovely if members of the Community Council shared their thoughts and ideas on the value of community.*

*Educational Visits*

*Several educational visits have been planned for this term relating to children's contexts for learning. Class 4 recently visited Pizza Express. Children made their own pizzas. They really enjoyed the experience, were very well behaved as always and the pizzas were delicious too!*

*New Build*

*Families have been informed that the current school site will now remain open for the rest of this academic year, moving to the new site at St. Edeyrn's ready for September 2023.*

*Stephen Ashton  
Community Governor  
09.02.2023*

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

- Quotes to cut back hedgerow  
See 4.4
- Request bench to commemorate the coronation of HRH King Charles III and Queen Consort  
It was noted that this was agreed subject to a memorial licence of £50.

**It was resolved: all agreed**

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

- To set up a working party:  
JS, to ask AB
- Arrange exploratory meeting with Persimmon  
It was noted that the Clerk has commenced arrangements.

It was noted that JS left – family commitments – 8pm

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

- Risk assessment Village Hall – update  
A new lock has been fitted to the bar area; it was noted that there is no key in the key cupboard for this.

Ongoing.

- It was noted a new loft ladder is required – Clerk to ask Caretaker

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

- Gate closure – evenings  
It was noted on a couple of occasions that the gate had been left open.
- Dog signs to purchase and gates to be painted  
JC noted that the gates need to be painted and new 'no dog signs to be fitted' JC sent an email with signs recommended by Keep Wales Tidy.

**It was resolved: to agree for the playing field gates to be painted**

Clerk to contact Caretaker

JC to source new metal signs, and costs.

**20. Training (5 min)**

- Code of Conduct Training – 19<sup>th</sup> Jan – AH, IB, GH, RFO

**21. Correspondence (5 min)**

None

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

- Wi-Fi & hybrid meeting
- Village Hall trees update
- Kings Coronation celebration
- Planning - 22/02786/FUL Construction of dwelling part Of Land at Four Winds Vaindre Lane Trowbridge
- Amazon account
- Report from Persimmon meeting
- Village Hall risk assessment update
- Quote for Loft ladder
- Zoom to pay annually?

**Next Meeting: 9<sup>th</sup> March 2023 at 6pm Zoom**

**Meeting closed at: 9.10pm**



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