

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes for meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 6pm on Thursday 20th April 2023

Present:

Chair: Cllr Dianne Rees MBE (DR)

Vice Chair: Cllr Jane Croad (JC)

Councillors: Cllr Ieuan Burrridge-Bryant (IB)
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)

In attendance: Liz Croad-Protheroe

1. **Apologies for absence & acceptance (1 min)**
Cllr Ashley Bishop (AB) – sent resignation letter to Chair.
It was noted that Chair received a letter and sent a reply awaiting response.
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 March (5 min)**

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

It was noted that Liz presented her report see 9. And left shortly afterwards.

4. **Matters arising from the minutes of 9th March 2023 (20 min)**
 - 4.1 Wi-Fi & hybrid meeting
JC will take lead
 - 4.2 Loft ladder – update
Caretaker sourcing – deferred awaiting risk assessment.
 - 4.3 Planters in Village – JC – update
JC – ongoing
 - 4.4 The Finance and Governance self-assessment toolkit
DR, Clerk and RFO to arrange meeting – 12th May 10am
 - 4.5 Blackwood Fire – heat sensor
Clerk confirmed this is now completed.
 - 4.6 Fire Risk Assessment – update
Ivor Fire completed 19/4
 - 4.7 Code of Conduct review – update
This has now been completed and website updated.
 - 4.8 Complaints Procedure review - update
JC to review
 - 4.9 Section 6 of the Environment Act (2016) update
Chair requested this to be forwarded to all Cllrs for comments

4.10 OSMCC Health and Safety Policy to update
This has now been completed and website updated.

4.11 Accept apologies for minutes?
It was noted to record that apologies were not given, and to note in the minutes if apologies sent.

4.12 Highway signs update
Clerk contacted CC – Highways and was informed this would be part of the regeneration programme, after speaking with the regeneration department, Clerk was informed this was Highways, still awaiting for a definitive answer.

It was noted for the Clerk to ask CC approval to purchase two new signs, one on Npt Road by the Village Hall and the other near the roundabout opposite Texaco garage Npt Rd

It was resolved: GH proposed JS seconded

4.13 Caretaker job description to update for next review
DR, AH, GH declared an interest and left the meeting.

It was noted that JC carried out the review and notified the remaining Cllrs with the outcome.

4.14 Tree risk assessment – update
Clerk noted that the survey is now complete and the report has been sent to all Cllrs.
It was noted to analyse any remedial works – defer to next meeting

- 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.

No-one present

- 6. County Councillors Report (5 min)**
(Cllr Joel Williams, Cllr Peter Littlechild to present their report)

No report received.

- 7. Finance (15 min)**
(RFO to present financial report)
Bank-statements have been received dated 28th February for the Main Account, Savings Account, and for the Tennis Club Savings Account. The financial report has been completed using this information. Natwest Bank have confirmed bank statements for March have been sent but these have not been received by the RFO and further copies have been requested.

The expenses and cheques that need to be approved and paid are as per the Bank Reconciliation and are detailed as follows: - Cleaning Products, Burial Admin Fees, Wales Audit Office Annual Charge for 2020-21 audit, Planning Aid Wales Training, Annual Insurance Renewal, One Voice Wales Training, Mr Marvellous coronation tea party outstanding balance (to be held until May 8th), 2 x hall hire bond refunds (one pro-rata for overrunning booking), Clerk, RFO and Caretaker Expenses for March.

Income received during March and awaiting confirmation of bank clearing totals £2723.59 and a further £55115.00 is expected to have been received. The income is detailed as follows: -

Precept £54665

Burial Fees £1005

Substation Wayleave £99.55

Village Hall Bookings totalling £1572.50.

Tennis Club £496.54

A further £1934.72 is pending for receipts as follows: - Village Hall Bookings for April totalling £330, grant funding from Persimmon Homes £1000, and a VAT Reclaim for Q3 at £604.72.

A VAT Reclaim for Q4 totalling £477.38 is due to be submitted to HMRC.

Eon, the previous supplier for gas to the village hall has provided a closing statement with outstanding charges for gas from August 2022 to December 2022 amounting to £2280.17. This differs considerably from the online account statement amounting to £1687.38, as well as the last statement received from them in November which totalled £227.72 where Eon advised a direct debit payment of £9 per month was adequate to cover charges. RFO is in contact with Eon for an explanation and confirmation of costs to pay.

eDF energy have advised that based on an increase in electricity usage at the pavilion the monthly direct debit will increase from £11 per month to £22 per month from April 2023.

- 7.1 To approve RFO, Clerk and Caretaker expenses and O/T
RFO £50.80, Clerk £67.58, Caretaker £46.30

It was resolved: all agreed

- 7.2 Mandate for NatWest Card
It was noted, this is now completed.

- 7.3 Amazon account – update
It was noted that both the RFO and Clerk has access to the account, now up and running.

RFO to update Financial Regulations, RFO sent an amendment to the Cllrs for approval.
To be approved at next meeting.

- 7.4 Defibrillator – update
It was noted that the cabinet will be sent to the electrician to install on the playing field gates as electricity needs to be supplied to the cabinet as this requires to be heated – £374.93

- 7.5 Village Hall gas appliance service – update
This has now been carried out and completed.

- 7.6 Cardiff Community Building Grants Programme Launched closes on 9th May 2023.
JC – forwarded to OSMCCTC

- 7.7 Purchase Laptop originally approved - £500 was made on 9/11/17 minutes 7.1

It was resolved: all agreed

8. Annual Planner (10 min)

- 8.1 Review Q4 budget vs actual costs and consideration of budget lines
RFO circulated budget review to all Cllrs.

Increase the earmarked reserve for the pavilion upgrade to £35k

It was resolved: all agreed

- 8.2 Quarterly signing of Bank Reconciliation
It was noted that RFO will send this to DB

- 8.3 PAYE months 9-12 April
It was noted this has been paid

- 8.4 Agree Financial figures RFO Annual Return – VAT recovery review
Defer to next meeting

- 8.5 Audit Requirements 2022-23
RFO received audit forms – ongoing

- 8.6 Councillors Remuneration from May 2023
It was noted the annual allowance - £208.00

9. OSMCC Tennis Club (10 min)

9.1 Discuss maintenance to surface re Courtstall

It was noted that this has not been taken up at the time when refurbishment of the courts was completed. RFO to contact Courtstall to request for this maintenance to commence which is a 3-year contract and to check costs.

It was resolved: all agreed

9.2 (*Liz Croad-Protheroe presented report*)

- *Phil is away in Portugal until April 21st so less coaching. Cameron his assistant coach still running reduced sessions.*
- *New adults social tennis session starting Tuesday evenings 6-8pm from April 11th.*
- *Hole in court 1 repaired - thank you DR & JR.*
- *Floodlight funding - discussion with committee to abandon feasibility study and consider just getting 3 quotes to apply for grant and planning application.*
- *Window also broken in pavilion. I think DR & JR have also addressed this - thank you both.*
- *New email set up for the tennis club management committee for enquiries - osmcctc@gmail.com.*
- *Highlight discussing potential plans to strip lighting the park footpath.*
- *Pavilion maintenance - complaints. Spoken to Phil, needs to be addressed.*
Liz noted that the pavilion should be left clean and tidy up after use.

JC suggested a poster to put up in the pavilion – Liz will organise this.

It was noted to ask the cleaner if they are able to carry out a clean once a month.
Clerk will contact.

10. Kings Coronation Celebration (10 min)

- Bunting needs to be put up – Caretaker
- Mugs have arrived
- DR has placed
- GH to organise cake and food
- To meet Friday 5th May – Clerk to send meeting request to Cllrs.

11. Police Matters (5 min)

No reports received.

It was noted the Clerk to ask the neighbourhood Police team if they are available to be present at the Kings Coronation Tea Party.

12. Planning (5 min)

- Ref: 21/02775/MNR 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 Location 950 Newport Road
It was noted that this is also known as the Crispy Cod – OSMCC had already sent objections.
- Ref: 23/00727/FUL Proposal: Installation of a modular self-service launderette facility and associated works (retrospective) St Mellons Service Station
It was noted the Clerk had received this on 19/4, it was also noted that Cllrs are objecting to this proposal – Clerk to send letter of objection.

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

- Clerk noted that a new Model Standing Orders to take into consideration the Local Government and Elections (Wales) Act 2021 will be issued in due course.
- It was noted that a new communications officer for OVW is Emyr John.
- OVW meeting 24th April 2023

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

(Mr Stephen Ashton to present report)

Mr Stephen Ashton sent this report:

Nursery

Congratulations to all our nursery children who led a wonderful Class Assembly about Mothering Sunday. They were brilliant and I'm sure their families were very proud of them!

Seren yr Wythnos

Friday's Celebration Assembly continues to be an integral part of the school week. Children's achievements and efforts are recognised as well as their kindness and support for each other.

Creative Schools

Earlier this year the school successfully applied for a grant through the Arts Council Wales. This gave Years 4 and 5 an amazing opportunity to work with a range of creative practitioners, including film makers, musicians and mask designers. Throughout the Spring Term children were very busy developing their ideas about what it means to be part of a community. They decided they wanted to parade between the present school and the new school site sharing, along the way, the song they had composed, as the headdresses and banners they had made. The children really enjoyed seeing the new school site and they are looking forward to having a look inside in the very near future.

Turkey Earthquake Appeal

Pupils had a non uniform day to raise money for Turkey Earthquake Appeal and were very pleased to have raised £269.50.

New Build

Work continues on the new school site and it's very pleasing that we can see internal progress as well as the exterior developments. Pupils in Class 3, 4 and 5 are making their first on site visit on Thursday 20th April.

Sporting Success

The school is very excited to announce that Riley O'Neill and Donny Walton, two of the Year 6 pupils who are part of the Cardiff Under 11s Rugby Squad have been selected to play in the finals of the DC Thomas Plate. Following a wonderful rugby season to date, already winning the Irish Terenure Challenge Cup, the squad will play the Plate final against Bridgend Schools. The final will be played at the Principality Stadium on Wednesday 26th April at 11:30am. Both districts have a proud history in the cup and this match will be a wonderful spectacle of primary school rugby.

The school are very proud of the boys and will be taking the opportunity to visit the Principality Stadium as a whole school to support this exciting event and to see and experience our national stadium.

Stephen Ashton
Community Governor
20. 04.2023

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

- St. Edeyrn's Church – pillar and path quote update
Clerk noted quote received – replacement of slabs and to repair pillar - £1,326.00

It was noted that this is a matter of urgency, other quotes sought but none received.

It was resolved: agreed to go ahead with this quote

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

- To set up a working party
Deferred to a later date.

17. Village Hall Working Party (DB, DR, GH, AH, RJ) (10 min)

- Risk assessment Village Hall – update
Ongoing – 2pm Monday 24th meeting

- Microwave oven- to purchase

It was resolved: all agreed

- Hall hirer issue – private hire
Clerk noted that the issue has been resolved.

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

- Dog signs – JC update
Ordered

19. Training (5 min)

- DR – attended planning training course

20. Correspondence (5 min)

None - received

21. Items for next meeting (2 min)

- Resignation of Cllr
- Wi-Fi – JC
- Complaints Procedure – update
- Section 6 of the Environment Act (2016) update
- Highway – Village Signs – update
- Tree risk assessment
- Courtstall – Maintenance Contract
- Defibrillator update
- Agree Financial figures RFO Annual Return – VAT recovery review
- Risk Assessment to Village Hall – update
- Dog Signs - JC
- Electricity contract due for renewal

Next Meeting: 11th May 2023 6pm - Village Hall.

Meeting closed at: 9pm



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