

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes for AGM meeting held in the Village Hall, Newport Rd, Old St. Mellons at 6pm on Thursday 11th May 2023

- a) Apologies for absence
Cllr Jane Croad – holiday
Cllr Debbie Brown - holiday
- b) Report of the Retiring Chairman
Retiring Chairman's Report 2022/2023

It has been a very busy and sometimes challenging twelve months but there have been very positive events, with the Council engaging with our community.

On 3rd June 2022, we celebrated the late Queen's Platinum Jubilee, with a party in the park at Ty'r Winch Playing Fields. The day was a splendid success, with families enjoying everything on offer from fairground rides and coconut shies to a magic show. Quite literally thousands poured through the gates in wonderful weather. A big thank you must go to all volunteers from the community, the Village Association and the Community Council for making the day so memorable.

Sadly, Her Majesty Queen Elizabeth II passed away in September 2022. The Council responded to this sad occasion by opening a Book of Condolence, which our own residents could sign at St. Mellons Church and in the Village Hall.

Other events included Community Christmas carol singing, outdoors at the Ty'r Winch public house. With a huge, brightly lit Christmas tree, mince pies and mulled wine, the evening was very well supported, although it was a bitterly cold night, probably the coldest of the year. Father Christmas made an appearance and every child was given a special gift. This event has become a welcome fixture in our calendar.

As soon as the new King, Charles III, announced the date of his coronation, earlier this year, the Community Council planned an appropriate celebration for Old St. Mellons' residents to mark the occasion. A children's Coronation Tea Party, with an entertainer, Mr. Marvel, was planned to be held at the Village Hall. On 8th May, the bank holiday Monday, in spite of the bad weather, the hall filled up quickly with children from all parts of the community attending, together with their parents, grandparents and carers. The hall was decorated with bunting, flags, balloons and colourful tableware, with portraits of the King in prominent positions. A delicious tea was served. All present, and particularly the children, had a marvellous time, which no doubt they will remember for many years to come. Mr. Marvel was once again a spectacular triumph. Every child left with a souvenir coronation mug, gifted by the Community Council.

The Council was fortunate to receive a generous four figure donation from the Persimmon Community Fund and copious supplies of fruit, vegetables and other groceries from the local Tesco store. They both deserve our wholehearted vote of thanks for their generous donations.

Of course, this fantastic day could not have happened without the hard work of volunteers from the Community Council and some others from the local community.

Apart from these successful public events, we said farewell to one of the longest serving members of the Council, Cllr. Derek Stroud. We marked his retirement with an engraved crystal bowl purchased by the Council members.

Further, the Council has fulfilled its statutory duties, commenting upon planning applications in our area, fulfilling financial obligations, running the Village Hall, maintaining the playing fields and all our property, including St. Edeyrn's churchyard.

The Old St. Mellons Community Council Tennis Club (OSMCCTC) has proved to be a great success. A professional coach was appointed earlier this year, and his enthusiasm, together with that of the management committee, will no doubt ensure it goes from strength to strength.

Bumper editions of the Old St. Mellons Community Council Newsletter were produced and distributed in the Autumn of 2022 and the Spring of 2023.

New Notice Boards have been erected, where necessary, to ensure all members of the community are given notice of all relevant events.

Of course, none of the above would have been possible without our staff, namely the Clerk, Finance Officer, Caretaker and Cleaner, and the Council Members who turn up cheerfully for lengthy, and sometimes contentious meetings, throughout the year. Council Members are elected to serve the community in a voluntary capacity and they should be commended for their service.

We currently have a vacancy due to the resignation of Cllr. Ashley Bishop, who we thank for his time on the Council and we wish him well for his new business.

There is still much to do. For example, the Council is determined to make timely progress with the plans to refurbish the pavilion in Ty'r Winch Playing Fields, for which section 106 monies have been allocated by Cardiff Council but not yet drawn down.

Finally, I would like to thank my Council colleagues and staff for their support during my year (2022-2023) as Chairman.

Cllr Dianne Rees MBE JP

- c) Election of Chairman
Cllr John Summers proposed Cllr Dianne Rees and Cllr Gaynor Hassan seconded

Cllr Dianne Rees elected as Chair and DR noted for one more year only

- d) Election of Vice-Chairman
It was noted that Jane Croad in her absence would be pleased to be re-elected and has no objection.

Cllr Ieuan Burridge-Bryant proposed Cllr Jane Coad, Anne Hopewell-Ash seconded

Cllr Jane Croad elected as Vice-Chair

- e) Declaration of Acceptance of Office
As there are no new Cllrs – not required

- f) Appointment of Working Parties:

i. Village Hall Working Party
Cllr Debbie Brown
Cllr Gaynor Hassan
Cllr Anne Hopewell-Ash
Cllr Rosemary James
Cllr Dianne Rees

ii. Playing Fields Working Party
Cllr Ieuan Burridge-Bryant
Cllr Jane Croad
Cllr Anne Hopewell-Ash
Cllr Dianne Rees
Cllr John Summers

iii. St. Edeyrn's Church
Cllr Debbie Brown
Cllr Gaynor Hassan
Cllr Rosemary James
Cllr Dianne Rees
Cllr John Summers

iv. Governor representative for St Mellons Church in Wales School
Mr Stephen Ashton

v. One Voice Wales representative
Cllr Rosemary James

vi. Village Association Representative
Cllr Debbie Brown

- 1.1 Approval of update Financial Regulations – re online purchases Amazon
See 6.6

There will be a short break before the May monthly meeting commences.

Chair: Cllr Dianne Rees MBE (DR)

Vice Chair: Cllr Jane Croad (JC) - Holiday

Councillors: Cllr Ieuan Burridge-Bryant (IB)
Cllr Debbie Brown (DB) - Holiday
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: OSMCCTC – Liz Croad-Protheroe (LCP), Liz Morgan (LM)
Mr Simon Gilbert – Head of Planning Cardiff Council (SG)

1. **Declaration of interests (1 min)**
To accept the annual declaration of interest – if any other interests this will be declared below.
2. **Minutes – to approve as a correct record of the minutes of the meeting held on 20th April 2023 (2 min)**

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

3. **Matters arising from the minutes of 20th April 2023 (20 min)**

3.1 Resignation of Cllr

It was noted that Cllr Ashley Bishop has resigned, Clerk to inform Electoral Office of CC

3.2 Wi-Fi – JC
Deferred

3.3 Complaints Procedure – update

It was noted that this has now been completed and is on the website

3.4 Section 6 of the Environment Act (2016) update – working party

It was noted no desire to set up a working party, however it was noted that JC, DB, IB will look into this.

Clerk to send information to JC, DB and IB to report at next meeting

3.5 Highway – Village Signs – update

Clerk is still chasing this up, it was noted that CC will not provide funding for this and this will have to be paid for by OSMCC.

DR noted a company that can provide these signs. DR will provide quotes.

3.6 Tree risk assessment

Clerk had sent out the survey and the report to Cllrs.

It was noted that there are no trees requiring immediate attention. This will be reviewed again in September 2023

4. **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 members of public attended.

5. County Councillors Report (5 min)

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

Cllr Joel Williams and Cllr Peter Littlechild sent apologies, Cllr JW submitted this report:

We continue to work closely with local residents and groups to ensure concerns are promptly reported and addressed by Cardiff Council.

We are appreciative the Council have listened to our persistent requests and installed speed devices on Newport Road as you enter the Village. These devices will flash red if the vehicle is driving in excess of 30mph.

Resurfacing work has taken place on Tyr Winch Road and the Village Centre improvements continue to be implemented by contractors. The Council have recently visited and identified stretches of roads in need of improvement.

The Council have confirmed bids have been submitted to Welsh Government to address persistent flooding issues on Druidstone Road and Newport Road.

We have contacted South Wales Police to raise individual concerns from residents. There are also legitimate concerns about a spike in crime in St Edeyrn's Village and we support additional police patrols to reassure the community.

As ever we remain on hand to support local residents and groups in any Council-related issues or concerns they have.

Cllr Joel Williams & Cllr Peter Littlechild

6. Finance (15 min)

(RFO presented this financial report)

Presented to the Council 11th May 2023

Bank-statements have been received dated 28th April for the Main Account, 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: - 2 x hall hire bond refunds, Defibrillator Cabinet Installation, Gas Appliance Service, Tennis Balls for Competition, Office Supplies – Confidential Shredding, Clerk, RFO and Caretaker Expenses for April, including a purchase of a laptop for the RFO and microwave for the village hall.

Income received during April totals £56768.86. The income is detailed as follows: -

Precept £54665

Substation Wayleave £99.55

Village Hall Bookings totalling £687.50. Grant Funding from Persimmon Homes £1000.

Tennis Club £316.81

A further £1357.47 is pending for receipts as follows: - Village Hall Bookings for May totalling £525, outstanding hall fees £240, Tennis Club £64.93, Memorial Bench Licence £50, and a VAT Reclaim for Q4 totalling £477.54.

Eon, the previous supplier for gas to the village hall has provided a revised closing statement with outstanding charges for gas from August 2022 to December 2022 amounting to £1687.38. Eon have confirmed this includes VAT charge at 20% as there has been energy usage more than 33Kwh per day. RFO is still in contact with Eon and awaiting confirmation there has been no overcharge for standing charges per day.

The completed mandate form and bankline for communities' application has been submitted to NatWest who have confirmed they are processing the mandate. RFO has requested they provide confirmation when the mandate has been updated. NatWest have written with regards the Bankline for communities' application to advise the service is undergoing an update and they are not currently accepting new customers; however, the application has been placed on a waiting list and will be processed in due course.

It was resolved: all approved

It was noted that the RFO has passed her CiLCA examination – All Cllrs congratulated the RFO.

- 6.1 To approve RFO, Clerk and Caretaker expenses and O/T
RFO - £41.80, £329.99 for new laptop. Clerk £119.02 including cost £74.99 with 3-year cover for microwave for Village Hall. Caretaker - £44.47

It was resolved: all agreed

- 6.2 Agree Financial figures RFO Annual Return – VAT recovery review
RFO summarised financial figures.

It was resolved: all agreed

- 6.3 Defibrillator update
Two nominated guardians are required, Clerk and RFO agreed. RFO to order defibrillator, which will be registered with the Welsh Ambulance.

- 6.4 Electricity contract due for renewal
RFO recommended to stay with eDF

It was noted that a credit is due and will be £495.04

It was resolved: all agreed

- 6.5 Review Financial Assessment
It was noted that the RFO circulated to all Cllrs, only one change is that it was noted that there is a waiting list for online banking.

- 6.6 Approval of update Financial Regulations – re online purchases Amazon
RFO sent out proposal for amendments to OSMCC Financial Regulations to add Amazon purchases.

It was resolved: all agreed with the proposed amendment

It was also noted that OSMCCTC could have a spend limit of £100 per transaction, prior to obtaining approval from the RFO and Clerk

It was resolved: OSMCCTC limit of £100

It was noted that the website will be updated to include the amendment.

- 6.7 Staff Expenditure
It was noted that this will be discussed at the end of the meeting as per Standing Orders 61 as to the confidential nature of the business is to be transacted.

7. Annual Planner (10 min)

- 7.1 Review Q4 budget vs actual costs and consideration of budget lines
It was noted that this has been approved by DB and has also been circulated.

8. OSMCC Tennis Club (10 min)

(Liz Croad-Protheroe presented this report)

- *In order to retain membership, it has been considered to increase fees in the future as potentially the courts will be used all year round.*
- *For the floodlights £48000.00 would be the approximate cost – potential grant of approximately 80%*
- *Planning application is required asked OSMCC to be able to go ahead and start the process.*

It was resolved: OSMCC all agreed in principle for OSMCCTC to go ahead with the planning application and once notification of cost has been given, to email OSMCC the total cost.

- Floodlights
It was noted that Phil Thomas – Head Coach who sends his apologies as he is unable to attend provided this statement:

When I met our Chairman Liz in November 2022 about where OSMCC tennis club currently sits, I was attracted to the club and possible role for a number of reasons: - To help grow a startup club and to offer the local community & surrounding areas an inclusive all year-round coaching & competition programme.

With a very active and supportive tennis committee we have been able to open up tennis for all of the local community and since my arrival we have grown our membership numbers significantly, raised our profile within the community and within South Wales tennis circles. We have offered several well attended junior courses, open external tournaments and on Sunday 6th May we played our first ever official tennis league match vs Whitchurch and managed a home debut win which is very satisfying.

I have been able to grow my coaching business & the club has in turn benefitted financially and this is what an experienced LTA level 4 teaching professional can offer and bring to a small startup club.

LCP thanked OSMCC for their time and left.

- Discuss maintenance to surface re Courtstall
It was noted that the cost for the next 3 years will be: £750.00 plus VAT per court per year this will be fixed = £1500.00 per year plus VAT

RFO to source other quotes – defer to next meeting.

9. Kings Coronation Celebration (10 min)

It was noted that this was a very successful event and the Clerk has already received favourable comments on how well it was organised and was very enjoyable. The website has been updated with pictures and comments from those that attended. Mr Marvellous entertained the children for two hours. A good day was had by all!

10. Police Matters (5 min)

Old St Mellons Police Report between 01/04/2023 – 30/04/2023

Figures are calculated specifically for the Old St Mellons area.

Call Categories

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

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 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 continued in the area; 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 TBA. This will take place between 18:00-19:00 at St Mellons Hub. Access points times and days are listed below:

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

*Chris Williams
SCCH | PCSO*

11. Planning (10 min)

Mr Simon Gilbert to give short presentation

DR outlined the S106 monies that OSMCC are still waiting for. OSMCC are already aware of the amount that is to be received but has still not received any confirmation.

SG noted that there are two officers in charge of S106, and also noted that this is a very complicated process that has to go through various departments and procedures before funds are allocated.

SG had requested copies of the emails that has been circulated with regard to the S106 monies that the Clerk has sent to CC.

DR thanked SG for his input and agreement to help.

DR asked SG if training would be available for the planning process, SG agreed this would be a good idea. SG would be available to carry out the training at the Village Hall.

SG also suggested that he would be happy to discuss the LDP if OSMCC has any concerns SG would be available to discuss this.

DR thanked SG for his time and SG left.

A vote of thanks proposed by IBB given to SG and everyone agreed that he was most helpful.

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

It was noted that RJ was unable to attend the OVW meeting but submitted this summary after receiving the minutes:

- *Cllr Cuddy gave an overview of a poorly attended meeting that he had attended which looked at special strategy and growth options. He has some briefing notes which could be circulated as they concentrate on a few areas.*
- *Finance and Governance Self-assessment toolkit - Maria Mulcahy (MM) reiterated the toolkit can be split into elements to work through, to suit needs and priorities.*

MM also advised that Welsh Government has agreed to fund the preparation of a training seminar on the use of the toolkit through One Voice Wales. MM will advise council when the module becomes available.

- The importance of biodiversity Chairman reiterated the importance of biodiversity. The section 6 duty is about how action for biodiversity is delivered through the functions, of public authorities. It requires authorities to embed the consideration of biodiversity and ecosystems into their early thinking and business planning, including any policies, plans, programmes and projects as well as day to day activities.
- MM advised that Rachel Carter in her role as Local Places for Nature officer at One Voice Wales is working with the Welsh Government to keep a record of the reports and this will allow them to create a database across our sector and share best practice, helping all councils to complete robust Biodiversity Action Plans (BAPs) and any future S6 reports (2025)

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

(Mr Stephen Ashton to present report)

There is nothing further to report since April's last meeting.

14. St. Edeyrn's Church Working Party (DB, DR, GH, RJ, JS) (5 min)

- St. Edeyrn's Church – pillar and path quote update
Clerk to contact contractor for update.
- Tree Survey – review
See 3.6

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

- To set up a working party
JS. It was noted to ask the litter picker of St. Edeyrn's Village as they had been keen to be on board with any committees.

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

- Risk assessment Village Hall – update
Nearly completed
- Ballet classes enquiry
It was noted all agreed, Caretaker needs to open/close – 3-month period.

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

- Dog signs – JC update
Defer to next meeting
- Tree Survey – review
See 3.6

18. Training (5 min)

- DB attended – The Council as an employer – 27/4

19. Correspondence (5 min)

- Llais Cymru /Your Voice In Health and Social Care
Noted

20. Items for next meeting (2 min)

- Election of new Cllr
- Wi-Fi – JC
- Section 6 of the Environment Act (2016) update
- Highway – Village Signs – update - DR
- Defibrillator – update RFO
- Staff expenditure – reviews
- Tennis Courts – maintenance quotes
- St. Edeyrn's pillar & path update
- Village Hall Risk Assessment
- Dog Signs - JC

Next Meeting: 8th June 2023 6pm - Village Hall

Meeting closed at: 9pm

There now followed a private meeting with regards to 6.7



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