

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes for virtual held meeting at 6pm
On Thursday 13th July 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)

Cardiff City Council Standards and Ethics Committee - Mr Arthur Hallett (AH) as an observer.

1. **Apologies for absence & acceptance (1 min)**
None
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 AGM meeting held on 8th June 2023 (2 min)**

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

4. **Matters arising from the minutes of 8th June 2023 (20 min)**
 - 4.1 Co-Option
Only one applicant responded, deadline for submissions was 12th July, Clerk to notify applicant to arrange interview for next meeting.

JC entered the meeting at 6:09pm

- 4.2 Wi-Fi Hybrid – JC
It was noted that JC met with Audiovisuals, quote received 11/7
JC noted that six companies had been contacted and only two returned with quotes Drake and Audiovisual.

RFO advised that financial regulations require three comparable quotations.

As this is quite complex with the requirements that OSMCC would need, JC suggested to form a working party to decided on our exact requirements and draw up a specification so quotes can be like for like.

Proposed working party – JC, AH, DB, RJ, DR

To arrange to meet 7th September 10:30am

- 4.3 Section 6 of the Environment Act (2016) – JC, IB, DB
It was noted that JC sent a draft environmental policy to all Cllrs 13/07/2023 09:34 for review.

JC – outlined main points and suggested to interact with other authorities to collaborate ideas.

It was noted Cllrs to look at this policy and to bring comments and suggestions at the next meeting.

4.4 Village Signs – DR

Cardiff Council sign department will design and make new signs, any photos taken for the signs will need to send written consent to the department, it was noted plain signs would be from around £150.00

DR sent pictures to consider to all Cllrs and during the meeting the pictures were shared.

DR asked for any ideas and/or photos for the new signs and to keep the same type of signs that we currently have.

4.5 Model Standing Orders – review update

To be deferred – DR asked all Cllrs to review prior to next meeting.

4.6 Roger North & Ptnrs

Clerk had sent a letter to Mr North noting that OSMCC is still waiting on the confirmation of the allocation of S106 monies, Mr Simon Gilbert asked the Clerk if Mr North could contact him directly, which had been done.

Clerk has since chased SG and awaiting response.

JC interrupted and stated that she *had spoken to Roger North and he had said that he had not had any communication from the Council or Clerk*, when DR noted that *the letter had been sent and have received a copy, and requested the Clerk to share the letter via zoom* which the Clerk did.

There then followed a lengthy discussion, Chair closed the topic.

4.7 Flower boxes and grassy areas, Newport Road – JC

JC noted email to Cllrs 5/7/23 - *unfortunately the work in this area was completed at a busy time for the nursery department and therefore getting a slot in their timetable for planting is challenging. JC progressing with the planting - but as we are aware the option is that the plants are supplied and the Community Council take responsibility for planting. If the planting is not complete by the next Community Council meeting then this option needs to be discussed further.*

JC noted that the planters have been completed today.

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 in attendance.

6. County Councillors Report (5 min)

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

JW sent apologies - *nothing to report.*

DB noted that they should attend and or provide a report.

7. Finance (15 min)

(RFO presented financial report)

Bank-statements have been received dated 30th June for the Main Account and Savings Account, and 31st May 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: - Direct Debit payments for utilities for July, 2 x Burial Admin Fees, Half Yearly Ground Rental, Confidential document disposal, 4 x hall hire bond refunds, Clerk, RFO and Caretaker Expenses and Overtime for June.

Income during June totals £3529.65 The income is detailed as follows: -
Village Hall Bookings totalling £1137.50.
Burial Fees £1930
Tennis Club £298.91
Edf Village Hall Electricity Account Credit Refund £163.24

A further £938.66 is expected for receipts in July as follows: -
Village Hall Bookings £322.50, Tennis Club £47.28, a Memorial Bench Licence £50 and Q1 VAT Reclaim £518.88

Welsh Water have advised that charges to the account will see an increase from July 2023 from £20 per month to £89.50.

There appears to have been an overcharge on the May invoice for TalkTalk line rental services by £4.80 due to a duplicate charge for monthly line rental which the RFO is querying with the provider.

eDF Electricity for Village Hall monthly direct debit payments are due an increase from July from £176 to £210 to reflect switching to the new tariff for the 1-year contract. Closing balance on the previous contract saw a credit of £163.24 which has been refunded.

- 7.1 To approve RFO, Clerk and Caretaker, Cleaner expenses and O/T
Expenses RFO £41.75, Clerk £47.18, Caretaker £13.28
O/T RFO 4hrs, Clerk 3.5 hrs, Caretaker 5hrs, Cleaner 2 hrs

It was resolved: majority agreed - GH Proposed, DB seconded

- 7.2 Caretaker hours
DR, GH declared an interest and went into the zoom waiting room. Clerk reminded AH that she needs to declare an interest and AH went into the zoom waiting room.

It was noted during the annual review that the Caretaker has asked to increase the hours to 20 hrs per month.

It was resolved: all agreed – 20 hrs per month to commence from today's date. JC proposed, IB seconded

- 7.3 Cleaners' hours
It was noted that during the annual review that the Cleaner has taken on extra duties and requested to increase the hours to 5 hrs per week

It was resolved: all agreed – extra hour to be taken from the Tennis Club budget and the increase to commence from today's date. - AH proposed IB seconded

8. Annual Planner (10 min)

- 8.1 Renew Pest Control contract – expires 14th July 2023
Clerk has been in contact and noted that the last visit was carried out on the 8th April 2022, due to admin issues, the renewal notices have not been sent, Clerk requested for the renewal contract to be sent, so this can be considered by OSMCC.
- 8.2 Review Q1 budget vs actual costs and consideration of budget lines
RFO circulated details, suggested a few budget line changes.
- £1000 received for Persimmon is offset against the coronation party expenses which appear on the budget as a miscellaneous expense.
 - Refunds for energy costs offset against expenditure and budget to increase to reflect new charges.
 - Staff costs budget to increase to reflect 7.2 and 7.3.
 - Burial Ground budget to increase to reflect additional expenditure.
 - RFO proposed to provide budget increases from the current difference in the budget with additional requirement from the unallocated reserve fund.

It was resolved: all agreed

- 8.3 Quarterly signing of Bank Reconciliation
DB – defer to next meeting.
- 8.4 PAYE months 1-3 by Jul 2023
RFO noted this has been paid.
- 8.5 Agree any work on Village Hall Summer holidays.
No suggestions at the moment.
- 8.6 Submission of Audit Annual Return – by 1st August 2023
RFO noted all been sent off.

9. OSMCC Tennis Club (10 min)

(Liz Croad-Protheroe presented report via email & attended this part of the meeting only)

- *Waiting on pre application feedback*
 - *Engaged with residents who have objected floodlighting application*
 - *Open Day for tennis club Saturday 15th July 1-4pm, any support would be appreciated*
 - *Tennis Wales providing a new Level 1 coach from an ethnic minority and deprived background*
- 9.1 Tennis Court bookings open/close times - coincide with volunteers
It was noted the Clerk received a complaint from a gate keeping volunteer that when they opened the gate one morning at 8:30am two tennis players complained they had booked the court at 7am and could not get in. LCP had been informed of this and has rescheduled the booking calendar, players can play from 8am – 8pm summer, and 8am - 6pm winter. To fall in line with the times of dusk and dawn.
- 9.2 Level 1 coaching assistant course - £250.00 or £125.00
After seeking legal advice RFO noted - *Unfortunately the Council does not have the power to make a financial contribution to an individual. S137 of the Local Government Act 1972 restricts the payment of grants to individuals.*
- 9.3 Membership renewal – increase
- Family (residents) - £30 to £35 Family (non-residents) - £40 to £45
Single membership remains unchanged.

DR declared and interest and left the meeting – into the zoom waiting room, Clerk reminded JC and IB that they also need to declare an interest and they left the meeting into the zoom waiting room.

It was noted that the OSMCCTC suggested to increase the family membership by £5

It was resolved: all agreed, JS Proposed and GH seconded.

10. Police Matters (5 min)

(Reports sent via email)

St Edeyrn's Village Police Report 01/06/2023 – 05/07/2023

Figures are calculated specifically for the St Edeyrn's Village area.

Call Categories

<i>Theft</i>	<i>1</i>
<i>Criminal Damage & Arson</i>	<i>1</i>
<i>Vehicle Crime</i>	<i>3</i>
<i>Violence without Injury</i>	<i>1</i>
<i>Violence with Injury</i>	<i>1</i>
<i>Public order offences</i>	<i>2</i>
<i>Burglary - Dwelling</i>	<i>0</i>
<i>Other Sexual offences</i>	<i>0</i>
<i>Miscellaneous crimes</i>	<i>1</i>
<i>Drug offences</i>	<i>0</i>
<i>Shoplifting</i>	<i>1</i>
<i>Anti – Social behaviour</i>	<i>2</i>
<i>Transport</i>	<i>2</i>
<i>Public Welfare /</i>	
<i>Concern call</i>	<i>7</i>
<i>Suspicious incident</i>	<i>3</i>

Ward Priority

The priorities identified by the local community are:

- *Suspicious persons who are reportedly walking to St Edeyrn's from the Llanrumney area.*
- *Vehicle crime in the St Edeyrn's area.*

Actions / Activities by the local Neighbourhood Policing Team.

Vehicle crime remains a priority for the Neighbourhood Policing Team in the St Edeyrn's area. Although it is relatively low incidents are still sporadically occurring. Officers will continue to patrol the area especially when on duty in the evenings.

South Wales Listens is a new community engagement service that allows members of the public to create an account. They can then send messages to the Neighbourhood Policing Team regarding any emerging issues or information they wish to supply to the police. The local PCSO's will be attending the area and going door to door offering the resident the opportunity to sign up to this new service.

A male was arrested on Warrant in the St Edeyrn's area in June. He had been wanted for several months and was eventually located and arrested before being put before the Magistrate's Court.

Emerging Trends

There has been some recent information received regarding persons entering the St Mellons area from the general direction of Llanrumney, although it's not confirmed that this is where they are coming from. Patrols will continue during the daytime and evening to stop check any persons who appear to be acting suspiciously in the area especially by the river and Bridge Road.

Access Points.

The next date for the Pontprennau PACT meeting is at 18:00 hrs on 14/09/2023 at the Pontprennau Community Church.

James Munro Rhyngyll yr Heddlu 4859 | Police Sergeant 4859

Old St Mellons Police Report between 08/06/2023 – 09/07/2023
Figures are calculated specifically for the Old St Mellons area.

Call Categories

All other Theft 1
Criminal Damage & Arson
Vehicle Crime
Violence without Injury
Violence with Injury 1
Public order offences
Burglary - Dwelling
Other Sexual offences
Miscellaneous crimes
Drug offences 1
Shoplifting
Anti – Social behaviour 3
Transport 2
Public Welfare / Concern calls 3
Suspicious incident 1

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.

South Wales Listens

The local neighbourhood team have been speaking with a number of the residents in the Old St Mellons area in the past couple of weeks in relation to a new platform that has been launched and what issues they feel are most effecting the community as a whole. This platform will provide us with an excellent opportunity to engage with our communities more effectively. South Wales Listens will provide communities with the option to link in with their local PCSOs if they have any concerns or queries.

<https://www.southwaleslistens.co.uk/Content/Pages/About-Us>

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.

*Grace Looker SCCH 58196 | PCSO 58196
Police Community Support Officer |Swyddog Cymorth Cymunedol Yr Heddlu*

11. Planning (5 min)

Nothing to report

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

Next meeting on 24th July 2023

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

(Mr Stephen Ashton presented report via email)

Old St. Mellons Community Council Report-St. Mellons CIW Primary 13.07.2023

As the academic year draws to a close children and staff are enjoying a busy term of learning activities in school and in the community.

Summer Fayre

Children have recently designed and developed a wide range of products for Enterprise Week. They were delighted to raise over £300 by selling their wares to family and friends at the very successful Summer Fayre.

Sports Day

Children, from Nursery to Year 6, recently enjoyed participating in a variety of competitive and collaborative activities for Sports Day. Family and friends were able to support and celebrate everyone's sporting achievements while sharing a picnic.

NSPCC Walk

Children are very aware of the needs of all children who face challenges in their lives. As a result, all children recently participated in a fundraiser for the NSPCC by walking a mile on a planned route around the school. Well done everyone!

Refugee Week

During Refugee Week classes discussed and celebrated the contributions, creativity and resilience of refugees and those seeking sanctuary. This year's theme is "Compassion." Each class reflected on what compassion looks like in action. As a practical step, the school asked for donations of toiletries which were given to Oasis, a charity who support refugee families.

Teddy Bear's Picnic

Our new Reception children recently enjoyed a Teddy Bear's Picnic with our children already in Classes 1 and 2.

Seren yr Wythnos

Children's contribution to the life of the school by developing their relationships and demonstrating positive attitudes to learning continues to be valued and celebrated in the weekly Celebration Assembly.

Forthcoming Events

In the final few weeks of the summer term the spotlight falls upon our Year 6 children. As part of their induction into secondary education they have recently participated in Transition Days at their respective new schools. Celebrations will continue with a Leavers Service at St. Woolos Cathedral and a Service in the school hall where children will share their memories of life at St. Mellons. On the last day of term, we will say goodbye to the Year 6 children at the school disco!

On 12th July families will have an opportunity to chat with teachers while celebrating their children's work and achievements over the course of the year.

New Build

Throughout the summer term children have had opportunities to visit the new school site. They excitedly put on their hard hats for the guided tour of their new classrooms! They spent time with the contractors who were amazed at the quality of the children's questions.. Children returned to school with a sense of anticipation and are very much looking forward to life in their new school. We are looking forward to welcoming them into the new school on Thursday 7th September.

In the meantime, all those concerned with the new school build both in school and in the community are looking forward to the "Handover" of the new school which is 21st July.

We are very much looking forward to

*Stephen Ashton
Community Governor
13.07.2023*

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

- Noted the latch will need to be replaced at some point
- Paving slabs now sorted
- There was a comment from the member of the public who noted that the grounds are looking well maintained.

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

JS - noted roads are still uneven and drop kerbs are still not been addressed.

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

- Risk Assessment – update
It was noted this has now been completed.

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

- Dog signs – JC update
As part of the Green Flag award, new signs were needed which JC has obtained.
- It was noted that OSMCC has been awarded the Green Flag again this year.
DR noted this is another great achievement press release and new flag will be up on 18th July 2023 or shortly thereafter.

18. Training (5 min)

(Attendees to provide feedback from courses)

- DB will be attending Understanding the Law – provided by OVW
- JC noted she will be attending a training plan course.

DR noted that OSMCC has a training plan in place which can be found on the website and due for review in October 2023

19. Correspondence (5 min)

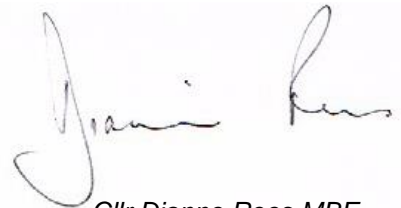
RJ noted that the Christmas Carol service will take place on 15th December at 6pm at Ty'r Winch Pub.

20. Items for next meeting (2 min)

- Co-Option interview
- Wi-Fi hybrid – specifications to be approved
- Environmental draft policy for consideration
- Village Signs – DR
- Model Standing Orders – comments
- S106 monies update
- Quarterly signing of Bank Reconciliation

Next Meeting: 14th September 6pm – Village Hall

Meeting closed at: 8:15pm



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