

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of meeting held at the Village Hall at 6pm on
Thursday 14th September 2023

Present:

Chair: Cllr Dianne Rees MBE (DR)

Vice Chair: Cllr Jane Croad (JC) via Zoom

Councillors: Cllr Ieuan Burridge-Bryant (IB)
Cllr Debbie Brown (DB)
Cllr Gaynor Hassan (GH)
Cllr Anne Hopewell-Ash (AH)
Cllr Rosemary James MBE (RJ)
Cllr John Summers (JS) via Zoom

In attendance:

Clerk to the Council: Mrs N Evelyn-Gauci (NEG)

RFO to the Council: Mrs N Dunseath (ND)

Liz Croad-Protheroe (LCP) OSMCCTC

Anthony Clerk (AC) OSMCCTC

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 meeting held on 13th July 2023 (2 min)

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

4. Matters arising from the minutes of 13th July 2023 (20 min)

4.1 Co-Option interview

It was noted it was a unanimous decision to Co-opt Mr Sam Evans.

Sam Evans attended the meeting as an observer.

4.2 Wi-Fi hybrid – specifications to be approved

Specifications has not been submitted.

Need to agree a set of specifications – it was agreed to meet at 5:30pm before next meeting 12th October 2023

4.3 Environmental draft policy for consideration – working party JC, AH, DB, RJ, DR

A draft policy sent to Cllrs - ongoing

4.4 Village Signs – DR

It was agreed to proceed to look at plain signs – *welcome to Old St. Mellons, please drive carefully etc...* DR to obtain costs.

4.5 Model Standing Orders – comments

Could Cllrs look at our SO and OVW Model SO – ongoing

4.6 S106 monies update -Business Plan

It was noted that the business plan drafted by DR was accepted by the Community Council in January 2023 7.4 – Clerk reminded Cllrs.

DR noted a recent telephone call with S. Gilbert, payment has been made by the developer to Cardiff Council. SG hopes that there will be payment to OSMCC soon.

DR noted that there has been a lot of correspondence sent to CC and noted to Cllrs that there should be no reason why the monies from CC has not been sent to OSMCC.

- 4.7 Pest Control contract – £330.00 annual incl. VAT**
It was noted the contract needs to be renewed.

It was resolved: all agreed to continue with the Cardiff Council Pest Control Contract

Clerk to ask about pavilion pest control cost.

- 4.8 Flower boxes – how to manage**
DR contacted CC to put plants in the village flower boxes which has been done.

There are 8 flower boxes in total. It was noted that the costs for CC to attend would be £114.00 per visit.

It was agreed to ask CC to provide spring and summer bedding, Autumn and Winter.

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 resident has left messages with County Councillors and to date the flooding issues has not been resolved and they have not responded.

DR noted that the trees are the property of Cardiff Council. DR noted Clerk will send email to County Councillors informing them of the residents' complaint.

It was noted that the Clerk had received an email from a local resident with regards to the new St. Mellons CiW Primary School and the school run which is causing an issue to the local residents.

RJ had noted that a What's App group is being created for Bridge Road and Ruperra Close residents to use for security and community messages, to alert neighbours of any suspicious activity in their immediate area.

Clerk to speak to Neighbourhood Police Team to see if there can be a presence to monitor the situation.

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

No report submitted.

7. Finance (15 min)
(RFO presented financial report)

Bank-statements have been received dated 29th August for the Main Account, 31st July for the Savings Account, and 1st August 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 September, Smart Access Tennis Club Gate Annual Fee, Burial Admin Fee, Quarterly payment for grass cutting contract, Q2 HMRC PAYE, Clerk, RFO and Caretaker Expenses for July and August, and overtime for July.

*Income during July totals £1700.72 The income is detailed as follows: -
Village Hall Bookings totalling £815.
Tennis Club £316.84
Commemorative Bench Licence £50
Q1 VAT Reclaim £518.88*

*Income during August totals £1328.79. The income is detailed as follows: -
Village Hall Bookings totalling £577.50.
Tennis Club £526.29
Burial Fee £225*

A further £897.67 is expected for receipts as follows: -
Village Hall Bookings £360, Tennis Club £537.67

TalkTalk have advised that they made an error on the account for line rental services and undercharged for March and April which was rectified on the May invoice showing as an additional £4.80 charge. They have apologised for any concern but assured no overpayment was taken.

eDF Energy did not take any direct debit payments for May or June for the gas contract but deducted a large amount of £1774.97 in July which was based on their estimated readings despite actual readings being supplied each month. They have now acknowledged the readings and advised that as of August the account is £311.11 in credit and no payment was taken in August.

The eDF energy contract for electricity for the village hall as of August is £596 in credit and monthly direct debit payments have recently been increased by eDF. eDF have confirmed that monthly direct debit payments will be reduced to £150 at the RFO's request to be more reflective of usage.

The eDF energy contract for electricity for the pavilion as of August is £98.63 in credit and monthly direct debit amounts have recently been increased by eDF. eDF have provided a meter usage report using information from the smart meter.

Wales Audit Office have queried the reserve figure for the 22-23 financial year annual return and RFO has provided information on how the reserve is earmarked for various purposes.

- 7.1 To approve RFO, Clerk and Caretaker, Cleaner expenses and O/T
July - RFO £39.80, Clerk £56.78, Caretaker £64.47
Aug – RFO £31.70, Clerk £56.38

It was resolved: all agreed

- 7.2 Staff Expenses – confidential
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 to be transacted.

- 7.3 CIA Fire & Security – price increase 7.5%
It was noted this is now £800.00 per year.

- 7.4 Tennis Wales Tie Break Grant – OSMCCTC
Tiebreak 'Changing The Game' Fund - An offer from Tennis Wales Limited to OSMCCTC to provide funding towards the cost of coaching fees of £500.00 LP asked if OSMCC would agree and sign the acceptance form.

It was resolved: all approved

JC said she had to leave, left at 8pm

8. Annual Planner (15 min)

- 8.1 Review storage in Hall and pavilion
Reviewed, noted.
- 8.2 Electrical Assessment safety check – Hall & Pavilion – annual check
Clerk received quote from Jack Rees Electricals - £400.00 + VAT = £480.00.
It was noted that 2022 there was a full electrical inspection and electrician advised on checks only needs to be carried out.

It was resolved: all agreed to annual check £480.00

- 8.3 Quarterly signing of Bank Reconciliation
Noted – DB has carried this out.
- 8.4 Financial review. Review income and expenditure
DR noted that the gas is up for renewal in December, DR noted RFO to obtain quotes.
- 8.5 Finance meeting: setting the budget for the precept
Defer to October meeting.

8.6 Christmas Events
Friday 15th December – Ty'r Winch Pub – Christmas Carol Service.
OSMCC to supply mince pies, selection boxes for children.

8.7 Quarterly review of fixed assets
No changes.

8.8 General workplace safety risk assessment
Carried out as part of the Village Hall assessment.

8.9 Independent Remuneration Panel for Wales – Annual Return
RFO noted this has been done.

9. OSMCC Tennis Club (10 min)
(Liz Croad-Protheroe presented this report)

- *New memberships - family fee increased slightly, good renewal/uptake in members*
- *Floodlight Planning - pre app. feedback back (see attached) in the process of completing full application.*

From Phil – Coach

Just a little update on what we have achieved to date since my arrival :-

- *A busier tennis scene and an established tennis playing / competitive / coaching venue that's help generate very good income for the committee and club*
- *Several LTA tennis for kids' courses offered and delivered - a follow up offer offered for camps*
- *Junior summer community camps offered but very little sign up (even as they were cheap so that was disappointing)*
- *3 attempted open days and all got cancelled due to weather*
- *Many LTA graded tournaments that helped raise our club profile within the tennis fraternity and allowed our own junior members easy access to competition play*
- *Adult group coaching offered and a little interest at the start but then its fizzled out with no interest in Friday night sessions (looking to revisit some adult offering but unsure of the demand for this)*
- *5 Junior Welsh National age group champions who play at OSM*
- *3 teams in NCL with U16 boys winning the league, Men's team maintaining their status in Div 1*
- *Additional funding obtained from LTA / TW / SW with coach liaising with Chair of what's on offer to tap into*
- *HC helping to drive energy into facility development and growth.*

Items requiring approval (I have sent all quotes and info to yourself and RFO to circulate priori to meeting):

- *Tie break grant - £500 (invoice and agreement signed)*
- *Ecology survey (bat survey)*
- *Planning Consultant to assist with submitting full application.*

9.1 Constitution re OSMCCTC
It was noted that this needs to be amended, awaiting further advice from OVW – ongoing.

9.2 Washroom consumables
Toilet rolls, paper towels, etc should be charged to OSMCCTC account?
It was noted that this is not required and OSMCC will continue to provide and pay for the consumables.

9.3 Open/close gate
It was noted that LCP will adjust the tennis booking times to coincide with the dark mornings/nights and to be in line with the playing fields gates open/close times.

9.4 As part of the floodlight planning applications and ecological survey needs to be carried out, after obtaining 3 quotes.

- It was noted that a Bat survey needs to be carried out between March and September LCP obtained quotes, however, only one company can carry out this survey within the required time and the quote is £949.00 plus VAT – Arbtech Ecology

As this is an urgent issue and the Bats are due to hibernate, it was agreed that the payment to be made from the OSMCCTC account.

It was resolved: all agreed to the cost of £949.00 plus VAT for the survey

10. Police Matters (5 min)

(Police submitted report via email)

Old St Mellons Police Report between 11/08/2023 – 12/09/23

Figures are calculated specifically for the Old St Mellons area.

Call Categories

<i>All other Theft</i>	<i>0</i>
<i>Criminal Damage & Arson</i>	<i>0</i>
<i>Vehicle Crime</i>	<i>0</i>
<i>Violence without Injury</i>	<i>4</i>
<i>Violence with Injury</i>	<i>0</i>
<i>Public order offences</i>	<i>3</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>0</i>
<i>Anti – Social behaviour</i>	<i>2</i>
<i>Transport</i>	<i>0</i>
<i>Public Welfare /</i>	
<i>Concern call</i>	<i>2</i>
<i>Suspicious incident</i>	<i>1</i>

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 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.

PCSO 58307 Kevin Thomas - 12/9/23

St Edeyrn's Village Police Report 01/08/2023 – 31/08/2023

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

Call Categories

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

Ward Priority

The priorities identified by the local community are:

- Anti-Social Behaviour involving youths in the area.
- Vehicle crime in the St Edeyrn's area.
- Graffiti to a number of buildings and underpass.

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. Although the messaging service is not yet live it is expected to be available for use imminently.

Emerging Trends

Youths coming over to St Edeyrn's causing ASB. It is believed that they are from out of the area possibly Llanrumney area.

James Munro Police Sergeant 4859 – 15/9/23

11. Planning (5 min)

- 23/01937/FUL Proposal Demolition of existing buildings and construction of a care home (Use Class C2) with associated facilities, landscaping, services and infrastructure works. Location Melrose Hall, Cypress Drive, St Mellons, Cardiff, CF3 0YZ

OSMCC approve the proposal to build a nursing home but object to the proposal to demolish Melrose Hall which is an attractive, historical building and something of a local landmark. Demolishing that distinctive red brick building would damage the street scene by removing

an attractive, historical , architectural building. It should be incorporated into any proposal to establish a Care Home.

Clerk to write to planning with the above observation.

- 23/01905/FUL Proposal Change of use to a nursery Location Ground Floor Commercial Unit C, Block 3 The Risings, Church Road, Old St Mellons, Cardiff, CF3 6AT

Noted.

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

It was noted that Pia Towell, Senior Policy Manager Welsh Government's Local Government and Partnerships Division was present, here are some points that were raised in the discussion:

- It was pointed out that smaller councils might prefer to place greater reliance on co-opting members to vacancies unlike the approach of larger councils
- There was a general lack of awareness of the local council election process and the work of local councils
- There was also a lack of awareness of the beneficial impact that local councils could have on local communities
- One member suggested that County Councillors did little to create such awareness on the part of local residents
- It was suggested that the WG as well as County Councils rarely saw local councils as a key consultee and often sought the views of other organisations instead – it was considered that local councils should be the first port of call when looking to access views based on local knowledge and intelligence
- Smaller councils are not well placed to challenge other public bodies in support of their residents
- It was suggested that some County Councillors simply treat local councillors as volunteers which fails to appreciate the important contribution they make in their respective Councils

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

(Mr Stephen Ashton presented report via email)

The children and staff began life in our brand-new school on Thursday 7th September. It was delightful to see the children excitedly arrive at the new site, move into their classrooms and enjoy the extensive outdoor areas which will enhance their learning opportunities and play experiences.

Parents and carers have been very supportive of the new environment and have had the opportunity to look around the school, children proudly showing off their classrooms, hall and of course, the brand-new kitchen facilities! As one parent explained, "It's all brand new but it still feels like St. Mellons School."

The developer and contractor completed a partial handover of the school to the Local Authority at the end of the summer holiday. You will appreciate that "snagging" needs to be completed and various systems need to be embedded into the school's way of working. At the moment preparation of the large outdoor grassed activity area is underway. Following seeding we expect completion by Spring 2024.

The Head is very appreciative of the Community Council's support and is looking forward to welcoming you all to our new school in the not-too-distant future.

Stephen Ashton
Community Governor
14.09.2023

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

Nothing to report.

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

Drop kerbs completed, parts of tarmac are a bit tatty and there does not seem to be enough parking.

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

Nothing to report.

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

- Water tap
Clerk to obtain quotes.
- Guide Dogs notice
Noted new sign has been put up.
- Tree and Risk Assessment from April's report
It was noted that Cllrs to look at the report and consider which trees if any needs attention. – Defer to next meeting.
- Rota – Tuesday
OSMCCTC offered for evening, DR morning.

18. Training (5 min)

(Attendees to provide feedback from courses)

- DB attended 'The Council as an employer' and 'Understanding the Law' course
- LDP – most Cllrs attended
- SLCC and OVW meeting via Zoom – 8/11/23 Clerk and RFO to attend?

It was resolved: all agreed for Clerk and RFO to attend the SLCC & OVW Meeting

19. Correspondence (5 min)

- Brownies would like fireworks in November
It was noted as there is only a small grass area at the Village Hall, it is too close to the proximity of the building, as there are new regulations in place it is no longer possible to have fireworks at the Village Hall.
- 20mph speed limit in Old St. Mellons
Noted.
- Buses X45 & 65 cancelled
DR requested Clerk send letter to Cardiff Bus – enquire why this service has been cancelled.
- St. Mellons CiW Primary – school run
It was noted that an email was received from a resident complaining about the parking and the number of vehicles on the school run

Clerk to address this and speak with local Police.
- Reinforced Autoclaved Aerated Concrete
Email received from WG.

It was noted that the building is owned by CC, Clerk to ask CC to complete the questionnaire and respond to WG.
- It was noted that Standards and Ethics attended our meeting on the 13th July and was represented by Mr Arthur Hallet. The subsequent report has been submitted and was favourable.
- It was noted that there was a Charter meeting earlier today, there was a query with regards to music licence in Village Halls – noted not required.

20. Items for next meeting (2 min)

- Wi-fi hybrid – specifications
- Environmental draft policy
- Village Signs
- Model Standing Orders
- S106 monies update
- Pest Control – renewal quote
- Flower boxes
- Setting the budget for the precept
- Bat Survey
- Water tap quotes
- Tree and Risk Assessment from April's report

Next Meeting: 12th October 6pm – Village Hall

Meeting closed at: 21:00pm

There followed a private meeting to discuss 7.2



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