

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of virtual held meeting at 6pm on
Thursday 9th November 2023

Present:

Chair: Cllr Dianne Rees MBE (DR)

Vice Chair: Cllr Jane Croad (JC) - apologies

Councillors: Cllr Ieuan Burridge-Bryant (IB)
Cllr Debbie Brown (DB)
Cllr Gaynor Hassan (GH)
Cllr Anne Hopewell-Ash (AH)
Cllr Rosemary James MBE (RJ)
Cllrs Sam Evans (SE)

In attendance:

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

RFO to the Council: Mrs N Dunseath (ND)

In attendance: Jason Bartlett Chair Standards & Ethics Committee Cardiff

1. Apologies for absence & acceptance (1 min)

Cllr John Summers – family bereavement
Cllr Jane Croad - family bereavement

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 12th October 2023 (2 min)

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

4. Matters arising from the minutes of 12th October 2023 (20 min)

4.1 Wi-Fi hybrid equipment

SE presented the Cllrs with a comprehensive report and noted the following:

Option 1 is the most expensive option of the two additional considerations. However, this option contains a sound system, additional microphones, and control console. The package is from Logitech UK but would require the additional purchase of a Television screen and stand/wall mount - £5334

Option 2 comprises of individual items priced from multiple website which has a considerable price saving. It is worth noting that this option will allow us more flexibility to adapt and change the equipment should we wish to add additional speaker/microphone to improve the audio quality. This is the minimum that the authors deemed necessary to start with - £707.99

Option 3 is to go ahead with the original tender process of quotation previously gathered which are higher than the options referenced above - £4957.75 - £9495

Clerk had asked if a smaller television would be best, as the equipment needs to be put away in the office which is very small.

It was resolved: all agreed on option 2

SE suggested to look at the hearing loop for next years' budget DR agreed

4.2 Environmental draft policy

It was noted that the Environmental Policy has been updated by DB, unfortunately both JC and IB were unable to meet up with DB to go over the draft. It was noted that version 2 incorporates most of version 1 apart from items that would deem unachievable by a Community Council e.g.

- Developing safe walking, cycle, wheelchair, pram and mobility scooter infrastructure;
- encourage and develop advice links for improved home energy efficiency measures – including information links with financial support from Cardiff Council and other Energy efficiency organisations
- support and encourage installation low carbon technologies in the village

Clerk noted that these would be the responsibility of CC if they refused e.g., Installation of a dropped kerb, then we would not achieve our own policy goals, subsequently failing when we could/would/should achieve our own policy.

It was resolved: all agreed to the amended version and to revise yearly

4.3 Village Signs

DR requested ND to look into this and to obtain quotes.

Ongoing

5. Local Residents (15 min) – web link available on request if meeting held via Zoom

Under Standing Order 3.(e) 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.

A resident has sent the following concern:

As a result of the construction works being undertaken by the contractor on behalf of No.1 Ty To Maen Close, I consider there to be a hazard created to the general public and vehicle users. As a consequence of the contractor not adequately cleaning up after his excavations and material removal, he is creating a slippery surface both on the footway and carriageway. The main risks being created are members of the public slipping / falling and vehicles when having to break will slide and not stop safely due to the compromised surface friction.

It was noted that another resident contacted the Chair with regards to the same issue.

Both residents wished to remain anonymous.

It was noted that Druidstone Road is still continuing to flood.

It was noted that Beechtree drains are completely blocked causing water to run off flooding the road.

Clerk to contact Highways and forward concerns.

6. County Councillors Report (5 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 30th October for the Main Account and 29th September for the Savings Account, and 1st November 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 November, 3 x returned hall hire bonds, Tennis Club Ecology Survey, Tennis Club Tennis Balls, Tennis Club Scoreboards, Tennis Club Banner, Tennis Club LTA Registration, Cleaning Products, Caretaker Expenses for Sept, Clerk, RFO and Caretaker Expenses for October, and staff overtime for September and October.

Income received during October totals £1755.59.

£1405 for village hall bookings,

£350.59 for Tennis Club

A further £1878.44 is expected for receipts as follows: -
Village Hall Bookings £1355, Tennis Club £183.46, and a Q2 VAT reclaim of £339.98.

The eDF Energy contract for gas at the village hall is currently £234.10 in credit. The Contract is due for renewal in December and quotations for new contracts have been provided by the RFO for discussion at the November Council meeting.

The eDF energy contract for electricity for the village hall is currently £1016 in credit. eDF have confirmed that monthly direct debit payments will be reduced to £150 at the RFO's request to be more reflective of usage. RFO has requested that any credit will be returned at the next energy bill review.

- 7.1 To approve RFO, Clerk and Caretaker, Cleaner expenses and O/T
RFO £55.53, Clerk £34.58, Caretaker £75.00

It was resolved: all agreed

- 7.2 Financial review. Review income and expenditure
Other than 7.3 this remains unchanged

- 7.3 Consideration of energy contract (gas)
Current Provider eDF – contract due for renewal 18th December
Can switch from 18th November.

eDF Current prices Standing Daily Charge – 25p per day
Unit rate – 21.7p/KWH Approximate Monthly Charge £401 (currently £234.10 in credit)
eDF renewal prices – 1-year fixed term (Quote from eDF)
Standing Daily Charge – 40p per day Unit Rate – 11.6p/KWH
Approximate Monthly Charge £222

Scottish Power – 1-year fixed term (Quote from Love Energy)
Standing Daily Charge – 30.61 p per day Unit rate – 9.35p/KWH
Approximate Monthly Charge £175

Valda Energy – 2-year fixed term (Quote from Love Energy)
Standing Daily Charge – 41p per day Unit Rate – 9.79p/KWH
Approximate Monthly Charge £186

It was resolved: all agreed to change to Scottish Power

- 7.4 Consideration of 2024/5 draft budget
It was noted that RFO sent full details of draft budget, excerpt as follows:
- Tennis Club Account £4,967.43
 - Pavilion upgrade £35,000.00
 - Cemetery maintenance £0.00
 - Election Costs £3,500.00
 - Total Earmarked Reserve £43,467.43
 - Unallocated Reserve £10,797.21
 - Use of reserve funding to balance budget £3,088.00
 - Remaining unallocated reserve £7,709.21
 - Reserve must be 25%-100% of annual expenditure
 - Total Reserve equates to approx. 28% annual expenditure

RFO noted that this is for information only.

- 7.5 Q2 bank reconciliation
Noted DB reviewed and signed

8. Annual Planner (15 min)

- 8.1 Financial review. Review income and expenditure – see 7.2

- 8.2 Review Financial Regulations
Noted no changes necessary.

9. S106 Monies and Pavilion (20 min)

It was noted that the Clerk had received the confirmation letter from Cardiff Council with regards to the offering of funding; key points as followed:

- A maximum of £75000.00 offered by CC towards the construction of the building
- Specific amount by CC will depend on the amount match funded by OSMCC 50/50 basis to a maximum of £75k
- To be spent on a community building
- Acknowledgement of conditions must be made within 3 months of date of letter
- Funding needs to be claimed in full by 2027

Unfortunately, it appears that CC has not taken in consideration our Business Plan. There appears to be a lot of points that need to be addressed, it was noted that many attempts have been made to meet with CC, all our efforts have been ignored.

It was also noted at the last meeting when the County Cllrs were in attendance, when asked if we didn't accept it, the County Cllrs stated 'accept it or lose it'

10. OSMCC Tennis Club (10 min)

(Liz Croad-Protheroe presented report via email)

10.1 Constitution re OSMCCTC

we would like to update our constitution to enable us as the tennis club management committee to have more ability and authority to be able to make purchases (e.g., up to £200) without getting approval, apply for grants without requiring approval, etc. leuan to expand and discuss also discuss AGM logistics.

RFO noted that the tennis club could not have their own AGM this should part of OSMCC, as the Tennis Club are not a separate body. Clerk noted that OSMCCTC could have a 'Members' meeting but could not call it an AGM.

RFO has sought advice from OVW and will forward their comments to IB to aid in writing the constitution.

10.2 Bat Survey – update

Booked to take place on Monday 13th November by Arbtech ecologist Bethan at 12pm. She will survey the site a provide a written report in 7-10 days which will include in our floodlight planning application.

10.3 Planning Consultant - £800.00 – update

Lloyd will complete the full planning application and invoice RFO once the CC have seen and approved the proposed planning application - hoping to have the document complete before Christmas or early 2024. Lloyd has contacted RFO and Clerk to confirm this.

10.4 Cardiff Met Sport Capital Grant Scheme – update

our grant application was rejected and had Brent Enron's yes as our project (floodlight planning application) has not been approved and approval/planning permission is required to be eligible for this grant.

10.5 Purchase of scoreboard £65.99

It was noted that part of the grant will be used to purchase this scoreboard.

10.6 Thank you Nadine for purchasing the tennis balls for the club and Phil has approved that

£250 of the grant money from Tennis Wales can be put towards tennis equipment for the club. We have also requested a new banner to advertise the net membership prices from A&N printing. This needs to be confirmed.

11. Police Matters (5 min)

(Police presented report via email)

Old St Mellons Police Report between 11/10/2023 – 04/11/23

Figures are calculated specifically for the Old St Mellons area.

Call Categories

<i>All other Theft</i>	<i>2</i>
<i>Criminal Damage & Arson</i>	<i>2</i>
<i>Vehicle Crime</i>	<i>0</i>
<i>Violence without Injury</i>	<i>2</i>
<i>Violence with Injury</i>	<i>0</i>

Public order offences	0
Burglary - Dwelling	0
Other Sexual offences	0
Miscellaneous crimes	0
Drug offences	0
Shoplifting	0
Anti – Social behaviour	1
Transport	0
Public Welfare	
/ Concern calls	1
Suspicious incident	3

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 better 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. StreetSafe | South Wales Police (south-wales.police.uk)

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.

Chris Williams SCCH | PCSO

St Edeyrn's Village Police Report 01/10/2023 – 31/10/2023

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

Call Categories

Theft	1
Criminal Damage & Arson	1
Vehicle Crime	0
Violence without Injury	2
Violence with Injury	1
Public order offences	1
Burglary - Dwelling	1
Other Sexual offences	0
Miscellaneous crimes	4
Drug offences	1
Shoplifting	0
Anti – Social behaviour	0
Transport	2
Public Welfare /	
Concern calls	5
Suspicious incident	4
Commercial Burglary	1

Ward Priority

The priorities identified by the local community are:

- *Suspected drug dealing around the Heol Bennett area.*
- *Suspicious persons reported being seen late at night in the area.*
- *Parking around St Mellons Church of Wales Primary School.*

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

Reports of suspected drug dealing around the Heol Bennett area. Proactive patrols will be made in this location. Also, off road bikes being reported which we believe are coming in via Bridge road.

James Munro Police Sergeant

12. Planning (5 min)

- 23/02237/CLPUD Cert of Lawfulness Proposed (s192) Proposal: Conversion of integral garage to store and utility room, provision of replacement parking on forecourt, 45 Hastings Crescent, Old St Mellons
Noted
- 23/02496/CLPUD Cert of Lawfulness Proposed (s192) Proposal: Single storey rear extension and alterations, Polruan Druidstone Road, Old St Mellons

DR noted that the building work appears to be in the front, Clerk to write to planning.

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

- It was noted that the Charters were not being respected, they were due reviews. It was noted that OVW will be writing to the Vale.
- WG providing funding for digital technology
- OVW revamping website

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

(Mr Stephen Ashton to present report)

Nothing to report

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

It was noted WG providing advice on gravestones. RJ to send out information.

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

It was noted that the newsletter will be sent out including St. Edeyrn's Village

It was noted the school will have a Carol Service outside the school 22nd December, they asked if OSMCC could supply a Christmas Tree and some lights.

It was agreed to suggest the school to purchase the tree and lights and we provide the grant.

It was resolved: all agreed to provide a grant of £400.00 IB proposed RJ seconded.

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

Noted to meet – Tuesday 28th November 9:30

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

- Tree and Risk Assessment from April's report – quote
Clerk sent quote from Contractor which outlines all the trees earmarked 'yellow' which requires work but not dangerous - £1860.00

It was resolved: all agreed contractor to carry out works RJ proposed, IB seconded

- Hedgerow – quote
A quote received from Procut to cut back hedges of the playing field alongside road is £280.00 if the stumps were required to grind out this would be £430.00

It was noted that Cardiff Council should be cutting this, Clerk to contact council.

- Community Green Flag Applications 2024 – application
Clerk noted that deadline for applications is 31st January 2024

DR noted need to get together to complete application. DR noted to meet Tuesday 28th November 12:30pm

19. Training (5 min)

(Attendees to provide feedback from courses)

- Training Plan review to be completed
DB to review
- It was noted that SE completed Code of Conduct Training 26/10/23

20. Correspondence (5 min)

- OSMCC Winter newsletter has been sent to the printers and will be distributed soon.
- DR noted that OSMCC needs to write to CC with regards to the many questions raised regarding the S106 monies.

21. Items for next meeting (2 min)

- Village Signs
- Green Flag application
- Training Plan review
- S106 monies

Meeting closed at: 20:25

Date of next meeting: 14th December 2023 6pm Village Hall

Proposed date of extraordinary meeting re S106 18th January 2024



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