

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of meeting held at the Village Hall at 6pm on
Thursday 11th January 2024

Present:

Chair: Cllr Dianne Rees MBE (DR)

Vice Chair: Cllr Jane Croad (JC) – via Zoom

Councillors: Cllr Debbie Brown (DB)
Cllr Ieuan Burridge-Bryant (IB)
Cllr Sam Evans (SE)
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)

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 14th December 2023 (2 min)**

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

4. **Matters arising from the minutes of 14th December 2023 (10 min)**
 - 4.1 Village signs – update
Cllrs received template signs from RFO, cost of sign £2117.54 with logo £2041.04 this excludes VAT

It was resolved: all agreed to the sign with logo

- 4.2 Attendance and acceptance of apologies
Clerk reminded Cllrs of “***you should contact the clerk with an apology and explanation***”. – quote taken from the Good Councillor Guide 2022

Chair has reiterated all Cllrs to email Clerk in good time when not attending a meeting and also the request received by the Clerk to attend Community Council meetings, are summons and not an invitation.

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.

None attended.

6. **County Councillors Report (5 min)**
(Cllr Joel Williams, Cllr Peter Littlechild to present their report)
PL sent apologies as both himself and JW are attending another meeting.

7. **Annual Planner (15 min)**
 - 7.1 Review Q3 budget vs actual costs and consideration of budget lines
RFO suggested to move £2k from notice board maintenance to village sign purchase

It was resolved: all agreed

- 7.2 Quarterly signing of Bank Reconciliation
DB carried out the signing
- 7.3 PAYE months 7-9 by Jan
RFO noted this was paid
- 7.4 Fixed Asset Register to review
RFO updated, Cllrs received report.
All agreed.
- 7.5 Option for Cllr's to opt out of Allowance
RFO noted that Cllrs to write to Clerk if they wish to take this option.
- 7.6 Agree next year's budget
RFO adjusted where there maybe increases.
- 7.7 Set next year's precept
RFO noted if the Community Council decide to keep the cost to the homeowner the same as last year's rate (£22) then there would be a small increase in the precept received at £55264. This would amount to an increase of £599 to last year's precept. RFO suggested any additional amount is budgeted against the pavilion project.

It was resolved: all agreed to keep the same for the homeowner

- 7.8 Apply for the Precept
RFO to do.

Unfortunately, lost connection with JC 6:39PM after trying to email JC unable to obtain reconnection.

8. Finance (15 min)

(RFO to present financial report)

To approve RFO, Clerk and Caretaker, Cleaner expenses and Staff O/T
Bank-statements have been received dated 29th December for the Main Account, the 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: - Direct Debit payments for utilities for January, 2 x returned hall hire bonds, Burial Admin Fees, Training Costs, Half Yearly Ground Rental, SLCC Annual Membership for RFO (1/3rd annual cost shared), Tennis Club Summer leagues entry fee, Clerk, RFO and Caretaker Expenses for December.

*Income received during December totals £2849.05.
£2420 for village hall bookings,
£49.05 for Tennis Club
£380 for burial fees*

*A further £1464.80 is expected for receipts as follows: -
Village Hall Bookings £910, Tennis Club £101.11, and a VAT reclaim for Q3 of £453.69*

TalkTalk have written to advise that the current contract for phone and broadband to the village hall is due for renewal and that they may be able to offer a better service and price. RFO suggests that contract quotations are explored to ensure the best available option.

Also noted the expenditure for giftboxes for the Christmas event was approved.

- 8.1 To approve RFO, Clerk and Caretaker, Cleaner expenses and Staff O/T
Expenses RFO £39.90, Clerk £38.18

It was resolved: all agreed

9. S106 Monies and Pavilion (20 min)

Clerk sent copy of emails to Cllrs – correspondence between OSMCC and CC and noted:

- Response to offer letter dated 14th November 23:
 - Charter – CC has not fulfilled this duty – not willing to meet with OSMCC
 - S106 monies already received and not given to OSMCC
 - What interest has been earned from these monies
 - Query to 'match funding'
 - OSMCC Business Plan not addressed
 - Building must be available for 56hrs a week??
- Clerk sent email 13th December 23 requesting response to our email of 14th November 23 noting that CC has put time restraint of 3 months of the original funding letter dated 27th October 23
- Clerk sent email 2nd request re above dated 21st December 23
- Clerk received response from Sarah Gill - 22nd December 23 11:48 !!
- Clerk sent email to Andrew Gregory with further questions re Sarah Gill's email – 2nd January 24
 - Clarify amendment date of 3 months – no date mentioned
 - Refers to our Business Plan re design of building, but not in a position to approve the design – clarification needed
 - Clarification of Ros Baker offer letter 14th November 23 re match funding by other Community Councils – noted conditional offer not the same as OSMCC
 - Parks section 106 funding – not subject to match funding and will this be transferred to OSMCC for Pavilion project?
 - Remaining money from St. Julian's development needs clarification
 - No mention of S106 Open Space Contribution why?
 - Engagement had taken place between OSMCC and CC this has not been the case
- Clerk noted still not received email query with regards to amendment date of 3 months to accept offer.

10. OSMCC Tennis Club (10 min)

(Liz Croad-Protheroe presented report via email)

- Planning – Floodlight - applicant details?
LC asked for clarification of the following for the application
 - *Name and address of the applicant; - will this be OSMCC on behalf of OSMCCTC? Whose name shall I put on the application, for the pre-app I used mine.*
Clerk and the Village Hall address.
 - *Name and address of the owner of the site.*
Community Council – Village Hall.
- Moss, worms on Court
It was noted that the Clerk had already contacted the contractor, and they stated that this has nothing to do with any work they have carried out, but it is likened to natural occurrences and the issue needs to be resolved by the owner.
- Entry Fee £100 – 5 tennis teams
LC requested an approval for £100 from the OSMCCTC bank account for an entry fee to enter 5 tennis teams into the South Wales Summer League 2024

It was resolved: all agreed

- Clerk noted that the annual court maintenance has been booked for 13th and 14th February 24, LC has been advised.

11. Police Matters (5 min)

(Police to present reports)

No reports received, Clerk to chase

12. Planning (5 min)

None

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

Next meeting 24th January 24

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

(Mr Stephen Ashton submitted report via email)

School was very grateful for the Community Council Christmas Tree donation. In the weeks building up to Christmas it provided a lovely focal point at the front of school and helped create a poignant and reflective atmosphere for the Carol Service.

The Head and staff were delighted Council members were able to attend along with so many families and local residents.

Finally, I think my term of office ends this month. If the Council are agreeable I am happy to continue in this role.

It was resolved: all agreed

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

Nothing to report

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

Nothing to report

17. Village Hall Working Party (AH, DB, DR, GH, RJ) (5 min)

Nothing to report – it was noted a comprehensive report sent in December 23

18. Playing Field Working Party (AH, DR, IB, JC, JS, SE) (10 min)

- Green Flag application – update
Clerk has completed the application deadline end of Jan 24

19. Training (10 min)

(Attendees to provide feedback from courses)

- Managing Green Spaces – 31st Jan 24. Chair has asked Playing Fields Working Party if they could attend.

20. Correspondence (5 min)

- Village Plan
 - SE asked this could be a good idea to set up.
 - DB will be attending a Community Planning Course
 - DR suggested having a Community Meeting and to ask residents for their ideas.
- Clerk noted that the Civility and Respect Pledge has been completed online and has received a certificate.

21. Items for next meeting (2 min)

- D-Day80
- Managing Green Spaces – training date
- Village Plan

Meeting closed at: 7:45pm

Date of next meeting: 8th February 2024



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