

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of Meeting held at the Village Hall at 6:30pm
on Thursday 12th February 2026

Chair: Cllr Debbie Brown (DB) - holiday

Vice Chair: Cllr Sam Evans (SE) – acting as Chair

Councillors: Cllr Jane Croad (JC)
Cllr Gaynor Hassan (GH)
Cllr Anne Hopewell-Ash (AH)
Cllr Rosemary James (RJ)
Cllr Dianne Rees (DR)
Cllr John Summers (JS) Zoom

In attendance:

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

RFO to the Council: Mrs Nadine Dunseath (ND)

1. Apologies for absence & acceptance (1 min)

Cllr Ieuan Burrige-Bryant – work commitment
Cllr Anne Hopewell-Ash – unwell

Apologies were accepted

2. Declaration of interests and the nature 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 8th January 2026 (2 min)

It was resolved as a true and accurate record GH proposed JC seconded

4. Matters arising from the minutes of 8th January 2026 (20 min)

4.1 Car park – entrance for remedial works quotes update – DB
DB to meet with Caretaker - ongoing

4.2 Community plan ideas to form a working party – JC
Deferred

4.3 Hall Hire charges – long term
Deferred – Clerk to send information for next meeting

4.4 Gopak folding chair trolley – costs – Clerk
It was noted the cost: £500 for both.
£250 for the chair trolley and £300 for the Gopak table trolley if sold individually.
Noted not required at present.

4.5 Legionella assessment – Clerk
Clerk noted that the quote of £300.00 for the written scheme is a one-off payment this will be in place until any changes are made e.g. adding showers etc in addition the service contract of £540.00 is for the year.

It was resolved: all agreed to pay £300.00 for the written scheme and £540.00 for the service

4.6 Waste Collection – update Clerk

It was noted that the Clerk has spoken with the Waste Management team as the original quote seemed excessive, Clerk had requested a revised quote and to go with the cheaper option of having bags instead of a bin.

The orange bags would be used instead of a bin and can be collected as and when required once a month for example. Clerk suggested to remove all bins from the hall and to speak with the cleaner so that the waste can be segregated accordingly. It was noted that paper towels will be going in the orange bin. Waste transfer notes is a requirement.

A suggestion of a towel holder in the kitchen was made – Cllrs agreed

It was resolved: all agreed with the above

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 report)

No report submitted

7. **Finance (15 min)**

(RFO to presented financial report)

Bank balances have been received dated 9th February for the Main Account, for 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 and standing order payments for February, Installation of village signs, Annual sanitary waste disposal, Society of Local Council Clerks membership (1/3 cost for RFO), One Voice Wales Training, staff expenses and overtime for January.

Income received during January amounts to £3094.13 as follows: - Village Hall Bookings £2965, Tennis Club £129.13

With a further £837.78 expected in February as follows: - Village Hall Bookings £831, Tennis Club £6.78

Cardiff Council Electoral Services Office have provided an initial estimate of costs to the Community Council for the 2027 local government elections at £4600. Currently the Community Council holds £3500 in reserves to cover election costs, RFO suggests this reserve fund is reviewed at the end of the financial year 2026.

7.1 Approval of payments

Clerk, RFO, Caretaker expenses and O/T

It was resolved: all agreed

7.2 Business rates – DR

It was noted that the lease will be due in the next couple of years, DR suggest to start negotiations with the building lease and to investigate the rates accordingly.

It was noted to put the lease renewal as an agenda item in March, meanwhile Clerk noted will find further information.

8. Annual Planner (10 min)

- 8.1 Book Boiler & Gas Safety check
Clerk to arrange this – noted quote starts from £99
- 8.2 WIFI review
Existing contract through the WG scheme is still in place
- 8.3 Green Flag Award renewal
Clerk has already processed this
- 8.4 Courtstall Maintenance – to carry out yearly maintenance to both courts
IB to action with OSMCCTC

9. Policies & Procedures (5 min)

- 9.1 Review OSMCC Publication Scheme
Cllrs to review - JC
- 9.2 Review Health & Safety Policy
Cllrs to review - JC

10. Pavilion (DB, SE, JC, IB) (15 min)

- Zoom meeting which took place on 29th January 2026 – notes sent to Cllrs
- Cladding to confirm colour – Argyl brown
- Total Building Control Ltd in the process of plan checking and consulting with the Fire Authority
- OSMCCTC would like to be informed of exact start date.

11. One Voice Wales (IB, JS) (5 min)

- Cardiff - Chairman will produce a report on the status of the Cardiff Charter and share with Cardiff Community Councils by mid-February. Cllr Hughes will also coordinate with councils on how to approach Cardiff Council as a group regarding the Charter issues.
- Details of the training programme for January to March have been circulated to all councils via their clerks, WG have provided additional funded free places on the six core modules as well as two free places on a selected number of additional modules. One Voice Wales continues to deliver Consultancy Services.
- One Voice Wales – Local Places for Nature, councils should have submitted their 2025 Section 6 report.

12. St. Mellons Primary CiW School (10 min)

(SE to present report)

No report, next meeting 12th March at 4pm

13. St. Edeyrn's Village including SEVRA (AP) (10 min)

No report

14. Training (10 min)

(Attendees to provide feedback from courses)

- DR - Creating a Community Plan - Module 12 - 2nd Feb 26
- JC – Applying for grants

15. **Working Parties Reports (20 min)**

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

- To consider sourcing a Memorial Safety Company to carry out testing
Clerk to obtain quote

Village Hall Working Party (AH, DB, DR, GH, RJ)

- New toilet roll holder for ladies, disabled and small hall

It was resolved: all agreed

Playing Field Working Party (AH, DB, IB, JS, SE, JC)

- Summary of Recommendations:
 - The two planters at the road end of the park should be repaired / replaced -
Caretaker to action.
 - Put in a plan in place for future maintenance – Could reach out to groups such as
the Scout Group – working party to action.
 - Relay the paving slabs and rake ground to ensure that the land is flat and stable
– Caretaker to action.
 - Maintenance of the area is recommended by clearing the stinging nettles and
brambles – working party to action.
 - Plant wildflowers to product plant biodiversity to attract bugs / insects – working
party to explore.
 - New trees to be planted along the front of the park and new trees to plant where
previous trees have been removed due to tree illness / disease – working party to
explore.
 - Place more insect / bird houses and boxes around the park – SE to ask Scouts.
 - Clean paths of all moss buildups – Caretaker to action.
 - Discuss with Stan Thomas a potential solution to the exposed spikes on top of
the fence.
 - Replacement of tired looking benches or maintenance / painting to improve the
standard of the benches – working party to explore.
 - Consideration to be made for new benches to be placed near the new pavilion
once it has been installed – working party to explore.

16. **Correspondence (5 min)**

- Sign for rear car park gate
Clerk had contacted the sign company for a quote for an 'owners risk' sign £35 + VAT
£42.00

Clerk noted to Cllrs that she felt it would be a good idea to have a sign stating that
owners park at own risk.

It was resolved: all agreed

- Cardiff regeneration scheme
Cllrs suggested ideas – Kitchen overhaul – noted the Clerk to source quotes.

- Flooding issues on Newport Road
It was noted that the flooding which occurs across from the Church Inn and on some day's floods both sides, has been reported by the Clerk to Ward Cllrs, awaiting a response from CC
- Litter, fly- tipped approaches to Old St Mellons on the A48
To speak with Ward Cllrs and ask them to look into this.

17. Planning (5 min)

- 26/00017/OUT Land Adjacent To Cefn Eurwg, Druidstone Road
Noted

18. Items for next meeting (2 min)

- Car park – DB
- Community Plan ideas – JC
- Hall Hire charges – Clerk
- Boiler & Gas safety check – Clerk
- Publication Scheme – JC
- Health & Safety Policy – JC
- Memorial inspection – Clerk
- Kitchen quote - Clerk

Meeting closed at: 7:37pm

Next meeting: 12th March 2026 at 6:30pm



Cllr Sam Evans

Vice Chair to the Old St. Mellons Community Council