

OLD ST. MELLONS COMMUNITY COUNCIL

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

Chair: Cllr Debbie Brown (DB)

Vice Chair: Cllr Sam Evans (SE)

Councillors: Cllr Ieuan Burridge-Bryant (IB)
Cllr Gaynor Hassan (GH)
Cllr Rosemary James (RJ)
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 Jane Croad – other commitments

Cllr Anne Hopewell-Ash - personal

Cllr Dianne Rees - personal

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 12th February 2026 (2 min)

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

4. Matters arising from the minutes of 12th February 2026 (20 min)

4.1 Car park – DB

Ongoing – awaiting quotes

4.2 Community Plan ideas – JC

Clerk to remind JC to organise this.

4.3 Hall Hire charges – Clerk

DB, SE, RJ declared their perspective interest

SE requested that the Asset Working Party to meet and discuss.

4.4 Boiler & Gas safety check – Clerk

Ongoing sourcing quotes

4.5 Publication Scheme – JC

Clerk noted recent Clerks meeting that a new version of the model adopted by OSMCC is available, Clerk to amend and present to Cllrs for approval at the next meeting.

4.6 Health & Safety Policy – JC

Clerk had requested to see the 'track changes' made by JC – awaiting copy
Deferred

4.7 Memorial inspection – Clerk

St. Edeyrn's Church recommended company Memsafe - provision of an audited excel spreadsheet with all data and the photo links of the memorials inspected - per memorial at £3.50 estimate based on 750 headstones is £2625.00 Excluding vat. Memorials tested £7.50 per failed memorial. Memsafe will make suggestions and

carry out inspection and make safe. Clerk had noted only one other company with similar inspection details was based in West Wales.

It was resolved: all agreed with the Church's recommendation

4.8 Kitchen quote – Clerk

Clerk sourced quotes, only one responded - ongoing

4.9 Village Hall lease – Clerk

It was noted that as this is due 2034 OSMCC can contact the Council no more than 12 months near the expiry dates to either renew or end the tenancy.

Noted.

4.10 Kitchen door – retainer – working party

Working party suggested a closure mechanism to be fitted, Cllrs requested Caretaker to carry this out. Clerk will contact the Caretaker to arrange this.

It was resolved: all agreed

5. OSMCCTC (5 min)

(Liz Croad-Protheroe and Liz Morgan presented report)

- Leasing
LM has been enquiring, noted at least 7 years needs to be in place as part of the agreement, still sourcing information – ongoing.
- Maintenance
Courtstall to carry out the annual maintenance.
- Pavilion coordination
Clerk noted that the commencement date for pavilion removal is the week of 30th March 2026, LCP contacted the security company for the gates to inform that the electric will be shut off.
- Tournaments/Coaching update
Planning tournaments from May, once a month, once the pavilion is in situ.

6. 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.

- OSM Village Association
Would like to reestablish better communication between Community Councillors and Village Association. Cllrs agreed.
- OSMVA requested if a defibrillator could be installed in the Village Hall, Cllrs will source the costs

7. County Councillors Report (5 min)

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

No report submitted

8. Finance (15 min)

(RFO presented financial report)

Bank balances have been received dated 2nd March 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 March, Cleaning Products and supplies for Village Hall, Village Hall Legionella Written Scheme, Training Course, One Voice Wales Annual Membership, Insurance annual renewal, Society of Local Council Clerks annual membership renewal (for Clerk), 4th Quarter Grass Cutting Contract, Annual inspection of gym equipment, Pavilion Project Construction Group Certificate 1 invoice, 4 returned hall hire bonds, Councillor Allowance Payments, staff expenses and overtime for February.

Income received during February amounts to £1707.82 as follows: - Village Hall Bookings £1681, Tennis Club £26.82

With a further £1463.73 expected in March as follows: - Village Hall Bookings £1415, Tennis Club £48.73

The Democracy and Boundary Commission Cymru have published their Annual Remuneration Report for 26-27 which has kept all Community Councillor allowance payments as current arrangements, with the exception of finance loss compensation which has an increased limit for claims.

To late invoices for car park signs £36.00 and Trade Waste Services £63.50

- 8.1 Approval of payments
Staff Expenses and O/T

It was resolved: all approved

- 8.2 SLCC membership
Due for renewal £158.00

It was resolved: all agreed to the renewal

- 8.3 WAO audit reports 23-24, and 24-25"
Payment referenced in 23-24 audit relates to an invoice received during the meeting in Feb 2024 which was not included on finance reports. Restated figures referenced in 24-25 attached which were presented to WAO at time of audit, but noted these can also be added to the annual return form

Noted.

- 8.4 OVW membership renewal
It was noted the renewal for 2026-2027 is £1044.00

It was resolved: all agreed to the renewal

- 8.5 Electricity contract renewal
Pavilion - Current contract ends 30 June BG Lite - Standing Charge 40p/per day Unit Rate 26.97p per Kwh Cost approximately £18 per month

New contract deal 2-year fixed rate BG Lite Standing Charge 0p/per day Unit Rate 48.41p per Kwh Cost approximately £10 per month Saving approximately £96 per year

Village Hall

Current contract ends 12 May BG Lite Standing Charge 40p/per day Unit Rate Day 26.76p per Kwh, Night 20.49p per Kwh Cost approximately £120 per month

New contract deal 2-year fixed rate BG Lite Standing Charge 0p/per day Unit Rate Day 29.60p per Kwh, Night 22.94p per Kwh Cost approximately £143 per month Additional cost approximately £276 per year

Village Hall Gas energy contract expires 19 December 2027 and not eligible to renew at this time.

It was resolved: all agreed with RFO recommendations

9. Annual Planner (10 min)

- 9.1 Risk assess St Edeyrn's wall and gates
Asset working party to carry out inspection - April
- 9.2 Review insurance provision
RFO Noted insurance is with Zurich £1611.43 currently in long term agreement until 2027

It was resolved: all agreed

- 9.3 Approval of Annual Review of Internal Audit procedures
Cllrs received report

It was resolved: all approved

- 9.4 Annual Data Protection Registration Fee with ICO
OSMCCCC have a duty to register with ICO for data controllers, already in place, direct debit payment due to be collected end of March £47

It was resolved: all agreed

- 9.5 Annual Fire Extinguisher
Clerk to contact contractor
- 9.6 PAT Testing
Clerk to contact contractor
- 9.7 Village Hall, St. Edeyrn's Church, Ty'r Winch Playing Field, grass cutting – contract renewal
Clerk awaiting quote – noted last year was a 12-month contract normally 3-year contract

It was resolved: quote for 3-year contract accepted – all agreed

10. Policies & Procedures (5 min)

- 10.1 Review Code of Conduct
IB to review
- 10.2 Review Complaints Procedure
GH to review
- 10.3 Review Employers Liability Certificate
Clerk to post new liability certificate on the website once available.
- 10.4 Review GDPR Website Privacy Notice
Clerk to review
- 10.5 Review GDPR Privacy Notice
SE to review
- 10.6 Training Plan review
RJ to review

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

DB declared an interest and will not take part in any voting

- Clerk noted the works to commence 30th March 2026
- Project Manager – fees
SK noted that works should be completed in June 2026. SK confirmed a fixed additional cost of £2,000 and to invoice £500 per month for the works carried out in March, April, May and June 2026 currently outstanding amounts from October 2025 – February 2026 to £1,381.26.

It was resolved: all agreed with the additional costs

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

Nothing to report – next meeting 27th April 2026

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

(SE presented report)

- *Governor's meeting inspection took place in December the next reinspection is due soon.*
- *Noted the School is doing very well*
- *Federation final decision will be 25th March*
- *There has generally been positive feedback*
- *Art inspection with all the children's artwork will be on display*

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

St Edeyrn's Village Residents' Association - Mike Payne (Interim Chair), Andrew Pearce (Interim Secretary) submitted the following report via email:

We have now had confirmation that Persimmon will remain on site at St Edeyrn's Village until at least the end of December 2026 and possibly until March 2027. This is very disappointing news, not least because it means that residents will not have the opportunity to take control of the management company for the development for at least another 12 months. The annual maintenance charge for 2026 has been set by Remus (management company agents) at £225 and is likely to rise to nearer £250 by the time that Persimmon finally leave. Approximately 60% of the total cost is related to Remus' fees, which are clearly out of all proportion to the cost of the services being provided to residents. In this context, we will be convening a Residents Association meeting in late spring 2026 to begin to devise an action plan for 2026/27 that will consider the value for money that is achieved by residents for all the fees and charges that we currently pay (to Remus; to Cardiff Council; to the Community Council) and how we can leverage improved investment into community facilities that are available and accessible to residents at St Edeyrn's Village.

We have been encouraged by outline proposals from Persimmon for the use of some of the remaining s.106 monies to create an adventure playground on land adjacent to Bridge Road just east of the river; and to significantly improve the availability of benches, picnic tables and signage along the river walk from Bridge Road to the M4 underpass. We have requested that Persimmon arrange a public meeting to explain these proposals in more detail and to receive feedback from residents before final proposals are agreed and put into effect.

The long-awaited allotments have been promised to be available for allocation to residents in the next three months. This process will be overseen by Remus on behalf of the management company, and it is anticipated that interest will outstrip supply in the first instance. We are hoping to agree with Remus that one of the allotments will be made available to the school free of charge to support their teaching on sustainability and food security.

15. **Training (10 min)**

(Attendees to provide feedback from courses)

DR – Community Planning – 22nd February 2026

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

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

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

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

- Clerk send to all Cllrs SE proposal to revise the current Working Party structure in order to improve efficiency, clarity of responsibility and strategic focus - It is proposed that the existing three working parties be dissolved and replaced with two structured Working Parties – Asset Working Party and Community Working Party.
- Asset Working Party – DB, SE, JC, IB, JS
- Community Working Party – DB, SE, DR, RJ, AH GH

It was resolved: all agreed – to commence in April

17. **Police Matters (5 min)**

(Police presented report via email)

St Edeyrn's Village Police Report 01/02/2026 – 28/02/2026

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

Call Categories

Theft	0
Criminal Damage & Arson ¹	0
Vehicle Crime	0
Violence without Injury	1
Violence with Injury	0
Public order offences	2
Burglary - Dwelling	0
Sexual offences	0
Miscellaneous crimes	5
Drug offences	0
Shoplifting	1
Anti – Social Behaviour	1
Transport	0
Public Welfare /	
Concern calls	8
Suspicious incident	2
Commercial Burglary	0

Ward Priority

The priorities identified by the local community are:

- Off Road Motorbikes and Electric Suron Bikes on causing anti-social behaviour. It is believed they are entering the estate from the Llanrumney area.

Actions / Activities by the local Neighbourhood Policing Team.

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. The messaging service is now live and the local officers will put out messages to alert residents of any new concerns or problems that we become aware of.

Emerging Trends

The use of off-road motor bikes and electric suron bikes has continued to be problematic especially around the Heol Bennett and Church Road areas. Some of those involved are believed to be entering the area via the Llanrumney side. South Wales Police periodically run

an operation in conjunction with the Cardiff Council Off-Road Bike Team. Therefore this location has been put forward as an area to target during the next operation.

Access Points.

The next date for the Pontprennau PACT is at 18:00 hrs on Thursday, 14th May, 2026. It will be held at Pontprennau Community Church.

18. Correspondence (5 min)

- Cardiff regeneration scheme
Clerk awaiting confirmation email
- Scouts refund
SE, RJ declared an interest
Cllrs agreed to refund days they were unable to use the hall, due to another group using at the same time, it was agreed to refund for £100.00

It was resolved: all agreed

- Staff – leaving
It was noted a member of staff will leave at the end of April 2026
Clerk to arrange advert.
- Tree issue in Bethania Row
A resident has been concerned over a tree overhanging their garden, tree belongs to United Welsh and it is leaning dangerously.

It was resolved: Clerk to write to United Welsh to aid resident

19. Planning (5 min)

None

20. Items for next meeting (2 min)

- Car park – DB - update
- Community Plan ideas – JC
- Hall Hire charges – Asset Working Party
- Boiler & Gas safety check – Clerk
- Publication Scheme – Clerk
- Health & Safety Policy – JC
- Memorial inspection – Clerk update
- Kitchen quote
- Risk assess St Edeyrn's wall and gates – Asset Working Party
- Annual Fire Extinguisher – Clerk
- PAT Testing - Clerk
- Review Code of Conduct - IB
- Review Complaints Procedure - GH
- Review GDPR Website Privacy Notice - Clerk
- Review GDPR Privacy Notice – SE
- Training Plan review – RJ
- Staff – leaving – Clerk update
- Tree issue in Bethania Row – Clerk update

Meeting closed at: 20:43pm

Next meeting: 9th April 2026 at 6:30pm



Cllr Debbie Brown
Chair to the Old St. Mellons Community Council