

## **OLD ST. MELLONS COMMUNITY COUNCIL**

Minutes of the Council Meeting held in the Village Hall,  
Newport Road, Old St. Mellons on Thursday 20<sup>th</sup> March 2008

**Present** Councillor Mrs P Jenkins (Chairman)

Councillors Mr L Ackerman  
Mr M Boyce  
Mr C Price  
Mrs D Rees  
Mr E Rees  
Mrs J Rogers

**In Attendance** Councillor Mrs G Phillips,

**1. APOLOGIES** Mrs G Jones

### **2. DECLARATION OF INTERESTS**

Councillor C Price ( Scout Matters )

### **3. POLICE MATTERS**

No Police presence. The Chairman reported that at the recent PACT meeting the priorities identified were: anti – social behaviour, speeding issues and graffiti.

Councillor D Rees had contacted Cardiff CC to obtain materials for the removal of graffiti; some residents had expressed a willingness to help remove it. The possibility of the Community Council employing a contractor to do such work was raised

Councillor D Stroud asked if there had been any further information regarding the disturbance in Ty To Maen Close – none received

#### **4.a. MINUTES OF THE MEETING HELD ON THE 17<sup>TH</sup> JANUARY 2008.**

*[The validity of the meeting of Councillors held on the 21<sup>st</sup> of February 2008 has been called into question as a result of issues concerning the sufficiency or otherwise of public notice. Without prejudice to whatever the strict legal position may be, this meeting will proceed as if that meeting had not taken place]*

The Clerk felt that it was appropriate and necessary to apologise to the Council for the situation that it found itself in. The non-posting of the agenda was a complete oversight by him and it goes without saying that he would never intentionally put the Council in a situation where it could be criticised and undermined. It did concern and sadden him that there appears to be a certain faction whose sole purpose is to discredit the Council

The minutes of the Council meeting held in the Village Hall, Newport Road, Old St Mellons on Thursday 17<sup>th</sup> January 2008 were approved and signed by the Chairman as a true record.

#### **4.b.MATTERS ARISING FROM THE MEETING**

To consider any matters arising there from if any, and if not otherwise arising elsewhere on the Agenda

##### **4.1 Bogod Field – Began Road**

Councillor Rees reported that she had spoken to Sergeant Ian Guildford regarding the activities in the field. The contractor has employed a qualified Countryside Consultant to oversee the work. If there was any contravention or offences committed they would be dealt with. Unfortunately legislation, which is in place in England, does not apply to Wales

**5. LOCAL RESIDENTS**

Five residents were present

Councillor M Boyce proposed the adjournment of the meeting of the Council for 20 minutes to enable residents to express their views and / or ask questions on issues within the powers, duties and functions of the Council. – Agreed

**6. COMMITTEES, SUB COMMITTEES AND WORKING PARTIES.**

The Clerk had previously issued a report to Councillors. It was proposed by Councillor M Boyce and seconded by Councillor C Price to accept the report and it's recommendations – Agreed unanimously (*Copy annexed (a)*)

**7. COMPLAINTS PROCEDURE.**

The Clerk had previously issued a report to Councillors. It was proposed by Councillor D Stroud and seconded by Councillor L Ackerman to accept the report and its recommendations – Agreed unanimously (*Copy annexed (b)*)

**8. STANDING ORDERS AND FINANCIAL REGULATIONS**

The Clerk reported that the amendments had been made and copies would be circulated to Councillors before being forwarded to One Voice Wales for ratification

**9. HERITAGE TRAIL.**

The Clerk had previously issued a report to Councillors. It was proposed by Councillor C Price and seconded by Councillor J Rogers to accept the report with the provision that the members of the advisory group be included, namely Councillors P Jenkins, M Boyce, D Rees and Ms M Nurse (resident) – Agreed unanimously (*Copy annexed (c)*)

Councillor M Boyce proposed a vote of thanks to the Chairman for the very successful opening ceremony by Capt. Sir Norman Lloyd Edwards, GCSt.J, RD\*, JP, RNR, Lord Lieutenant for the County of South Glamorgan.

It was fitting that it was a weekday, thus enabling children representing St Mellons Church in Wales Primary School to attend such an historical event which they could look back on in the future

Councillor Boyce also referred to comments from a guest, Mr A Hambly, Chairman of the Rumney and District Local History Society, that such an event helps to support and enhance its local community

The Chairman thanked those involved for their contribution in making it such a pleasant and successful day. A letter of thanks to be sent to the Lord Lieutenant and also the WI for the provision of refreshments

Councillor M Boyce referred to the Cardiff CC 'Walking the City' a programme of thirteen walks around the city which now includes the Heritage Trail

It was agreed to purchase 20 holders for the remaining Heritage Trail leaflets to be displayed at various locations Also that a small plaque and photograph be placed in the Village Hall to commemorate the opening

**10. SCOUTS**

To consider a request from the Scouts to use a room in the Village Hall in connection with Air Rifle Shooting.

Councillor C Price had declared an interest but was permitted to remain. After much discussion it was resolved that the Village Hall was not a suitable place for such an activity. Clerk to inform Scout Group

**11. PLAYING FIELDS**

Three quotes had been received regarding the cutting back work on the hedge adjacent to the play area; Scenescape Ltd 950.00, Cardiff Treescapes 520.00 and Castleton Landscapes 440.00 It was agreed to accept the quote from Castleton Landscapes – Clerk had arranged for work to be carried out

The Clerk reported that during the severe weather a tree near the sub station had blown over, the incident had been reported by a resident when she had unlocked the gate. As it was an emergency the Clerk had arranged with Castleton Landscapes to remove the dangerous tree

**12. VILLAGE HALL**

Clerk reported that the Annual Electrical Inspection Report had been received which included additional work that was required to be undertaken. Clerk had arranged for work to be completed  
It was also agreed to dispose of the surplus steel cabinets.

Councillor D Stroud informed the Council that a skip was being placed in the car park by the 'Entertainers' for the disposal of unwanted items for the store

**13. ALCOHOL FREE ZONES**

Letter had been received from Cardiff CC indicating the 8 priority areas in the City Centre that had been identified in the first phase and that other areas were under further consideration. The Community Council would continue to press for the establishment of such areas in the Village, especially at the Playing Fields.

**14. PLANNING MATTERS**

To consider the planning applications and issues that has arisen since the 17<sup>th</sup> January 2008

**07/01687/E** Full Planning Permission **Expected Decision Level:** Delegated  
**Received:** 21/01/2008 **Ward:** PONTPRENNAU/OLD ST. MELLONS  
**Case Officer** Andrew Bates  
**Applicant:** Meadgate Western Ltd, John Swatridge, Jayne North and Claire Edwards,c/o agent  
**Agents** Harmers Ltd, Mr Andrew Muir, Cardiff Business Park, Llanishen,Cardiff, CF14 5G  
**Proposal:** CONSTRUCTION OF 12 DETACHED HOUSES, GARAGES AND NEW ACCESS ROAD  
**At:** Hendre Gadno, Newport Rd, Old St Mellons **See Copy Letter Annexed**

**08/00195/E** Full Planning Permission **Expected Decision Level:** DEL  
**Received:** 21/01/2008 **Ward:** PONTPRENNAU/OLD ST. MELLONS  
**Case Officer** Martyn Rees  
**Applicant:** c/o agent  
**Agents** Polars Design Group, FAO – Paul Harris, 30 Rectory Cl, Wenvoe, Cardiff  
**Proposal:** PROPOSED TWO STOREY EXTENSION TO FORM LIVING /DINING ROOM AND ADDITIONAL BEDROOM / BATHROOM TO FIRST FLOOR. ROOFSPACE USED FOR STORAGE  
**At:** 44 Allen Close, Old St. Mellons, Cardiff **No Comment**

**08/00267/E** Full Planning Permission **Expected Decision Level:** DEL  
**Received:** **Ward:** PONTPRENNAU/OLD ST. MELLONS  
**Case Officer** Mark Hancock  
**Applicant:** 47 Hastings Crescent, Old St Mellons  
**Agents** Mt J Evans, Kingsway House, Bank Buildings, Bridgend Industrial Estate, Bridgend, CF31 3SB  
**Proposal:** AMENDMENT TO PLANNING APPROVAL 07/1161/E I.E. RAISE EAVES LEVEL TO SIDE ELEVATION (SOUTH) BY APPROXIMATELY 900MM. INCREASE DEPTH OF REAR EXTENSION BY APPROXIMATELY 800M TO AVOID FOUL DRAIN

**At:** 47 Hastings Crescent, Old St. Mellons, Cardiff **No Comment**

<b>08/00280/E</b>	Conservation Area Consent	<b>Expected Decision Level:</b>	DEL
<b>Received:</b>	07/02/2008	<b>Ward:</b>	PONTPRENNAU/OLD ST. MELLONS
<b>Case Officer</b>	Tim Walter		
<b>Applicant:</b>	3 Bethania Row, Old St Mellons		
<b>Agents</b>	Richard Whitaker Architects, 43 Plas Saint Andresse, Penarth Haven, Penarth, CF64 1BW		
<b>Proposal:</b>	PROPOSED NEW DWELLNG		
<b>At:</b>	Eastern part of land at, 3 Bethania Row, Old St.Mellons,Cardif	<b>See Copy Letter Annexed</b>	
<b>08/00441/E</b>	Full Planning Permission	<b>Expected Decision Level:</b>	DEL
<b>Received:</b>	19/02/2008	<b>Ward:</b>	PONTPRENNAU/OLD ST. MELLONS
<b>Case Officer</b>	Andrew bates		
<b>Applicant:</b>	Mr Brian Berry,12, Old Hill,, Old St Mellons		
<b>Proposal:</b>	PROPOSED SIDE/REAR EXTENSION AND REAR DORMER		
<b>At:</b>	12, Old Hill, Old St. Mellons, Cardiff	<b>No Comment</b>	

**15. FINANCE MATTERS**

To consider the accounts and other financial matters that has arisen since the 17<sup>th</sup> January 2008.

**(Feb)**

<b>Payee</b>	<b>Service or Goods</b>	<b>Amount</b>	<b>Chq No</b>
Digital Mapping	Heritage Trail Boards	2,737.75	603
4 Wood Construction	Replacement toilet macerator	599.25	604
British Gas	Village Hall	526.90	605
A Pearson	Annual Electrical Inspection V/Hall	331.35	606
One Voice Wales	Annual Membership	231.00	607
Mr R Kimber	Cleansing Orderly	68.64	608
W James	Cleaning Halls	125.00	609
	Grasscutting & fuel	116.00	610
	Care-taking Duties	50.00	611
	Clerks Fee	250.00	
	Postage	5.44	
	Locks	4.98	
	Tel: 26.07.07-25.01.08		
	Rental & Calls	193.56	
	VAT	<u>18.15</u>	
		472.13	612
Powergen	Electricity – Village Hall	101.00	D.D.
Powergen	Electricity – Playing Fields	10.00	D.D.
	Current account	3,120.34	
	Capital Reserve	5,098.29	
Less	Outstanding Cheques		
Plus	Outstanding Credits		
Reconciled Bank Balance		<b>8,218.63</b>	
<b>Income since last meeting</b>			
Mrs L Brodie	Playgroup – 3 weeks 4 days	418.00	
Mossfords	Memorial CR 28 Lloyd	165.00	
Village Association	Donation Village Hall	510.00	

**Hall Letting**

16.02.08 Village Association – Race Night

**(March)**

<b>Payee</b>	<b>Service or Goods</b>	<b>Amount</b>	<b>Chq No</b>
Digital Mapping	Heritage Trail leaflets	938.83	613
St Mellons Parish Church	HT donation –Lychgate repairs	500.00	614
Mr W James	Heritage Trail Board erection	105.44	616
Castleton Landscapes	Work at Playing Fields	587.50	617
Rhiwderin P&H Services	Annual Central Heating / Gas Service	245.00	618
Mr R Kimber	Cleansing Orderly	68.64	619

W James	Cleaning Halls	125.00	620
	Grasscutting & fuel	116.00	621
	Care-taking Duties	50.00	622
	Clerks Fee	250.00	
	Postage	8.50	
	Carpet Sweeper – V/Hall	29.99	
		288.48	623
A Pearson	Electrical repairs – Village Hall	453.55	624
Castleton Landscapes	Playing Fields – removal of fallen tree	220.00	625
St Mellons WI	Donation – HT refreshments	30.00	626
Powergen	Electricity – Village Hall	101.00	D.D.
Powergen	Electricity – Playing Fields	10.00	D.D.
	Current account	397.66	
	Capital Reserve	3,098.29	
Less	Outstanding Cheques		
Plus	Outstanding Credits		
<b>Reconciled Bank Balance</b>		<b>3,495.95</b>	

**Income since last meeting**

Mrs L Brodie	Playgroup – 3 weeks	330.00
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**Hall Letting**

15.03.08	St Mellons Parish Church – Coffee Morning
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**16. CORRESPONDENCE****16.1 Welsh Audit Office**

The Clerk had collected the documents etc and a date would be confirmed for the requested meeting with the Audit Office regarding the 2005 / 06 Audit

**16.2 External Audit 2006 / 07**

Letter received from Mazars, External Auditors, stating that the Council's accounts for the year ended 31<sup>st</sup> March 2007 has not been concluded and no opinion had been issued. This was due to the fact that the Wales Audit Office had not completed the audit for the previous year.

The necessary notices for the 2006 / 07 Audit had been posted

**16.3 Welsh Assembly**

*Section 137 Payments:* - update received

*Borrowing Approval 2008 / 2009:* - Information received

*Code of Conduct:* Amendment received – copies circulated to Councillors, declarations to be signed at meeting.

**16.4 Cardiff Council Elections 2008**

Timetable of elections circulated to Councillors

**16.5 One Voice Wales**

Information received regarding forthcoming Community Council elections

Invitation for two nominations to attend Garden Party at Buckingham Palace on 15<sup>th</sup> July, deferred until after election

**16.6 BT Service**

The Clerk confirmed that a letter had been sent to BT and that a response had been received. Copies had been forwarded to a resident. Residents should make their own representations to BT

**16.7 Lisvane Community Council**

*A Shared Community – Relationship Building and Charters for Unitary Authorities and Community and Town Councils:*

Invitation to attend meeting of Cardiff Community Councils on Wednesday 16<sup>th</sup> April at 7.30pm at The Old School, Lisvane. Councillors J Rogers, C Price and the Clerk to attend

**16.8** 'Calor' Village of the Year Competition

Information received

**16.9** Cardiff CC

*Lane Closure Newport Rd Old St Mellons – Philog Development:* Response to letter previously sent – Lane closure due to safety reasons, site manager had been instructed to keep the area as clean as possible. Further letter to be sent expressing continuing concern re: lack of cleaning, danger to pedestrians and cyclists, flooding and the continuous closure at all times

**16.10** St Mellons Parish Church

Letter of thanks received regarding provision of a Christmas tree for the Parish Tree Festival

Letter of thanks received from Rev D Kellen regarding invitation to Heritage Trail Opening but would be unable to attend, also acknowledgement of the donation of £500 for the repairs to the Lychgate as part of the Heritage Trail funding

**16.11** Use of Village Hall

Request received from Mr P Atkins for the use of the Hall to stage a concert in aid of Velindre Hospital on 18<sup>th</sup> October – agreed, no charge to be made

**16.12** St Mellons WI

Request for permission to have monthly notices placed in notice board outside Village Hall – agreed. Request for notice board space in main hall – due to lack of space, Village Association to be approached to share their space.

The WI also expressed concern regarding the cleanliness of the hall and kitchen after the Playgroup use in the mornings. Clerk had spoken the Playgroup supervisor and had also provided them with a portable carpet cleaner.

**16.13** Heritage Trail Opening Ceremony

Letter of acceptance received from Capt. Sir Norman Lloyd Edwards, GCSt.J, RD\*, JP, RNR, Lord Lieutenant for the County of South Glamorgan to perform the opening ceremony

**17. SPRING NEWSLETER**

The contents of the Newsletter were discussed – to include Heritage Trail report (MB), CC elections, Graffiti problems, and Flower Boxes (DR), Daffodil planting, Local Bus Service (ER), W.I. and Village Association reports. 'Turn Off TV Week' Items to be forwarded to Clerk ASAP for inclusion

Councillor E Rees proposed that the Community Council explore the possibility of the Newport / Cardiff No 30 bus being diverted (1 in 4) along Wern Fawr Lane and Ty'r Winch Road - agreed

**18. PERSONNEL MATTERS.**

[a] 'Pursuant to section 1(2) of the Public Bodies (Admission of Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of staff and related issues with regard to the Clerk, and the care-taking, cleaning, litter picking and field maintenance requirements of the Council' and subject to [a]

[b] to consider such personnel issues.

The Clerk and residents left the room and on their return the Chairman reported the following:

The Council appraised and gave careful consideration to the overall performance of the Clerk, and the nature, and his exercise of the functions attached to the post.

In such appraisal, the Council considered, and accepted fully, the apology delivered by the Clerk earlier in the meeting and were pleased to accept his assurances that he would be meticulous with regard to the publication of notices in the future.

With respect to other duties, job specifications are to be updated and agreed in each listed category and further, for unforeseen and necessary work, a bill of quantities be prepared and tenders sought on an annual basis from suitable contractors.

Subject thereto, based on previous calculations, taking into account current inflation and with regard to information from One Voice Wales, it is agreed:

- that the Clerk's remuneration be increased from £3,000.00 p.a. to £3,100.00 p.a.;
- that the Cleaner's remuneration remains at £125 per month;
- that consideration be given to employing a contractor for an annual "blitz / spring" cleaning of interior of the Village Hall;
- that the Groundsman's remuneration be increased from £100.00 per month (10 per year) to £110.00 per month (10 per year);
- that the Cleansing Orderly's remuneration be increased from £88.00 per month to £90.00 per month;
- that the Caretaker's remuneration remains at £50.00 per month but the letting fee be increased from £12.00 per let to £15.00 per let;
- that the remuneration in respect of grass cutting of St. Ederyn's churchyard be increased from £200 per cut (7 times a year) to £205.00 per cut (7 times a year).

(a)

**COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES.****Committees.**

The Council may establish Committees of Councillors, and such Committees may be permanent or set up for a specific purpose. Committees may be 'executive' [they make decisions] or 'advisory' [they make recommendations to Council].

Meetings of Committees must be advertised and open to press and public.

**Sub-Committees**

Committees may establish Sub-Committees, which report back to Committees.

Sub Committees are **not** required by law to be advertised or open to the public.

**Working Parties.**

Working Parties may be established to fulfil a short term purpose. They may include persons who are not Councillors.

Working Parties are **not** subject to the rules that apply to Council and Committee meetings, and the public have no right to attend the coming together of Working Parties.

A small Community Council, such as Old St Mellons will use a working party of Councillors to undertake tasks that in a larger Council would be undertaken by staff. For example, a working party [misnamed a sub-committee] was established to do the **work** the Council required to establish a heritage trail in the Village – in accordance with the budget and policies of the Council. A Community Councillor not only makes decisions, but usually has to carry them out as well.

**Council Practice**

The Council has no formally constituted Committees, and because Committees are the bodies that establish sub committees, then it has no formally constituted sub committees either.

The Council has, nevertheless, used the phrase 'sub-committee' loosely to describe a working party of Councillors [and sometimes others] charged with looking at an issue or undertaking a task for and or on behalf of the Council. In all cases, the group of Councillors reports back to the Council and if decisions are required, it is the Council that takes them.

Additionally, the Council from time to time lawfully **delegates** a task or decision to two or more named Councillors [usually Chair and Vice Chair], for example to take urgent planning decisions between meetings or during the summer recess, or to meet the Auditor to discuss the account

**Action**

The informality in naming groups of Councillors has caused confusion.

Accordingly, for the avoidance of further doubt, and to ensure transparency in the work of the Council, it is recommended that

[a] for the duration of the current Council year, the Council shall disband, revoke, and repeal as appropriate, any grouping of Councillors currently brought together in any manner under any description;

[b] any matters currently under consideration by a group of Councillors be referred directly to the Council; and

[c] the Agenda for the Annual General Meeting in May shall include an opportunity for Councillors to consider the setting up of any Committees.

W JAMES.

Clerk



(b)

**REPORT TO THE OLD ST MELLONS COMMUNITY COUNCIL – 20.03.08*****Complaints***

Councillors P. Jenkins J. Rogers and E. Rees met on 1<sup>st</sup> February, 2008.

The Code of Practice currently in place was identified.

The need to detail the Services for which the Council has responsibility was identified.

Services :-

the Village Hall, the Playing Field, St. Ederyn's Burial Ground, Notice boards, Council Minutes, the Old St. Mellons Web-site, the Heritage Trail (when completed) and Community Newsletters.

Also identified was the need to hold a Register of Concerns or Complaints to accurately monitor the process.

The Register should include

the date notified of the concern or complaint, the name of the person noting a concern/making a complaint, the nature of the concern/complaint, the action taken and the date of such action, any necessary follow up to the action, the decision in response to the concern/complaint, the date and method of notification of decision/result to the concerned person/complainant.

And it is recommended that a Register of Concern or Complaint should be set up immediately.

Details of the process should be publicised in the Newsletter (Spring 2008)

There may be a need to consider and recommend any necessary amendments to the Code of Practice in the future, in line with the One Voice Wales Guidance on Establishing a Complaints Procedure.

(c)

**REPORT TO THE OLD ST MELLONS COMMUNITY COUNCIL – 20.03.08*****Heritage Trail***

The Heritage Trail working party, Councillors P Jenkins, M Boyce, D Rees and Ms M Nurse (resident), have met at various times to discuss the drafts as received.

- The boards have been received and have been erected. Thanks to the volunteers, Councillor Price and Mr W. James (Clerk) for their hard work.
- The second draft of the boards artwork was agreed and printing arranged. To be installed as soon as ready.
- Draft of the leaflets had been scrutinised and alterations / additions notified to the company. The leaflets have been received and passed to Councillors and the Clerk, who have kindly volunteered to distribute around homes in the village.
- Payment has been made for the production of the boards, leaflets artwork and maps.
- An official opening has been arranged by Councillor Boyce. Ceremony to be performed by the Lord Lieutenant for South Glamorgan on Tuesday 18<sup>th</sup> March 2008. Representatives from local organisations and relevant bodies have been invited to join Councillors. Details were posted in Community Council notice boards.
- Cllr. Jenkins is to contact the Sports Council officer, who is to inspect the project when available. A report is to be written to the Sports Council on completion of the project.
- Cllr. Boyce has offered to write the press release due at the completion of the project.

Cllr. P. Jenkins

