

## OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of the Council Meeting held in the Village Hall,  
Newport Road, Old St. Mellons on Thursday 17 September 2009

<b>Present</b>	Councillor	Mrs G Jones (Chairman)
	Councillors	Mrs A Davies
		Mrs P Jenkins
		Mrs D Rees
		Mrs J Rogers
		Mrs D Brown
	Clerk	Mrs C Ryan

### **1. APOLOGIES:**

Councillor L Phillips  
Councillor M Briggs

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

Councillor D Brown – Village Hall Hire  
Councillor A Davies – Village Hall Hire – Dance class  
Councillor A Davies – Ty'r Winch Gating Order  
Councillor J Rogers – Village Hall – PACT Meeting  
Councillor J Rogers - Village Hall – Hall Hire by Baptist organisation  
Councillor P Jenkins – Village Hall Hire - Brownies

### **3. POLICE MATTERS**

There was no police presence again this month, despite an invitation e mail having been sent. The Chairman will speak to the Police with regard to people using the playing fields to walk their dogs. There is a notice on the gates asking people not to do this, but they are choosing to ignore it. We will ask for Police assistance to monitor this.

Councillor Davies stated that there had been graffiti on the bus stop on Newport Road, which has been cleaned off, but there was now more on the telephone kiosk.

### **4. MINUTES OF THE PREVIOUS COUNCIL MEETING**

The Chairman stressed the point, that if there were any amendments to be made to the minutes, then the Chairman should be contacted with the details and any amendments agreed would be made at the Council meeting.

#### **2. Declaration of Interests**

Councillor D Rees declared an interest in the Playing Fields and not the A48.

Councillor Davies declared an interest in the Playing Fields.

Councillors D Rees and J Rogers declared an interest in the Village Hall – grant application.

#### **3. Police Matters**

The Chairman had spoken to a Councillor re parking on the pavement. The Chairman stressed that all Councillors should be vigilant and not park on the pavement.

The minutes should also state that they were agreed and signed.

#### **11. Purchase of Land alongside A48**

Councillor Rees did not declare an interest in this, it should have read Councillor Davies.

#### **13. Grants**

Last para should read *“Councillor Davies and Several Councillors as members of the Village*

Association abstained .....

#### **14. Allotments**

Should read "A number of residents" and not 44.

#### **13. Correspondence**

2 Codes of Conducts – Ombudsman. – should read " 1 case has been decided with no case to answer"

#### **12. Charges for the Village Hall**

Should read "Councillor Rogers and not Roger".

The minutes were then signed, subject to amendments being made.

### **5. MATTERS ARISING FROM THE MINUTES**

#### 3. Police Matters

Councillor Rogers wanted it noted, that it was not her who had parked the car on the pavement, it was actually her husband who did it on a Sunday.

The Clerk had received a response to the letter sent to the Police re Half Way house and they had confirmed that there was no Half Way house sited in the area.

#### 5. St Edeyrn's Churchyard

Councillor Davies declared an Interest

There has been no response from the builder, so the Clerk will obtain 3 quotes for remedial work. There are already 2 on file, one further quote needed.

#### 11. Purchase of Land Alongside A48

Councillor Davies declared an Interest.

As this land is the subject of an enquiry by the Ombudsman, the Chair recommended that no further discussion should take place on this item.

Councillor Davies wished it noted that she did not participate in any way to the discussions.

#### B. Playing Fields

Councillor Davies declared an Interest.

The one tree has now been felled and the other 2 treated. An excellent job was done by the company who carried out the work.

A wasp's nest had been reported at the fields and the Chairman had sprayed the nest to get rid of them.

The Groundsman, is looking at ways of moving the old grass cuttings which have built up around the trees. A quote will also be obtained from the company who felled the trees and who cut the grass at St Edeyrn's and if deemed necessary we will obtain 2 further quotes.

#### 10 Media Group

Notice Boards – Since the last meeting, the Bursar at St John's College had shown the picture of the new boards to the Headmaster, who was now in agreement that the board can be sited at the school. A vote of thanks was given to Martin Wyatt and Charles Price for erecting the 2 new boards. As soon as the 3<sup>rd</sup> board has been erected, Semaphore will put the lettering on all of them.

#### 13. Village Hall

The Working Party is yet to meet to look at Tenders for the replacement toilet window.

#### 14. Allotments

No letters to request an allotment have yet been received by the Council.

#### 13. Correspondence

2 Codes of Conducts – Ombudsman. 1 case has been decided with no case to answer and with regard to the other case they have requested copies of minutes which the Clerk has supplied.

## 2. St Edeyrn's Churchyard

The Chairman explained that originally 3 Tenders had been received for the grass cutting at the churchyard and that originally Tender No. 2 was accepted. However, the following day a further quote had been received by the company who had done the work in the Playing Fields – it had been delayed in the post. This company quoted £215 for all cuts and quoted for a 3 weekly cut. This would mean that they worked out some £110 cheaper than the previously agreed quote, so the Chairman made a decision to go with this tender thus saving the Council a considerable sum of money. It was agreed by Council to go with this Tender as it had been received the following day and the company would have had no previous knowledge of the competitive tender prices

Councillor Stroud arrived at this point in the meeting.

## 6. LOCAL RESIDENTS

It was agreed to the adjournment of the Council meeting for 15 minutes to enable residents to express their views or ask questions on issues within the powers, duties and functions of the Council. Issues raised to be considered by the Council.

Councillor Rees arrived at this point in the meeting.

## 7. HIGHWAYS AND PLANNING

**09/01072/E** Full Planning Permission      **Expected Decision Level:** DEL  
**Received:** 05/08/2009      **Ward:** PONTRENNAU/OLD ST. MELLONS  
**Case Officer:**  
**Applicant:** S A Brain Ltd  
**Agents** Peter Galloway Partnership, 8/10 Burgan House, East Street, Havant  
**Proposal:** Single story flat roof extension, extending storage room to rear of the property  
**At:** Fox & Hounds, Chapel Row, Old St Mellons. CF3 5UB

## 8. FINANCE MATTERS AND PAYMENT OF CREDITORS

### August - FINANCE

Current Account as at 1 August 2009      **£1610.74**

Transfer from Capital Reserve 18 August      **£3000.00**

**Total**      **£4610.74**

Payee	Service or Goods	Amount	Chq No
<u>DD</u>			
Cardiff C.C.	Rates	489.00	D.D
Powergen	Electricity – Village Hall	30.00	D.D.
Powergen	Electricity – Playing Fields	10.00	D.D.
<u>Cheques</u>			
Nat West	Voucher Statement Fee	6.50	
British Gas	Heating Village Hall	185.88	2793
P Barnett	Felling of tree in Playing Fields	450.00	2794
ARC Services	Removal of lock at Playing field lock up	63.25	2795
J Attard	Cleaner	100.00	2796
R Kimber	Cleansing orderly	72.00	2797
J Fishpool	Caretaker	40.00	2798
C Ryan	Clerks Fee      £233.46		
	Postage		
	Rental Telephone & Broadband £18.00		
	Telephone calls	267.86	2799
S Hull	Groundsman salary	128.00	2800
S Hull	Fuel	11.61	2801
M & S Money	Replacement lock playing fields – bought by D Stroud	16.29	2802
<b>Total expenditure</b>		<b>£1870.39</b>	

**Capital Reserve at 20.08.2009** **£12,636.21**

**Income since last meeting**

Louise Bury	Advertising newsletter	25.00
Mossfords	Memorials	165.00
Coach House	Advertising Newsletter	25.00
Funeral Services	Memorials	50.00
Dignity Funerals	Burial charges	250.00
<b>Total</b>		<b>£515.00</b>

Hall Hire		
Table Tennis club	Hire of Hall	20.00
OSMVA	“ “ (advance payment)	50.00
OSMVA	“	5.00
Entertainers	“ “	20.00
Guides	“ “	25.00
<b>Total</b>		<b>£120.00</b>

**Total Income** **£635.00**

**September - FINANCE**

**Current Account as at 01.09.2009** **£3164.32**

**Total**

<b>Payee</b>	<b>Service or Goods</b>	<b>Amount</b>	<b>Chq No</b>
<u>DD</u>			
Cardiff C.C.	Rates	489.00	D.D
Powergen	Electricity – Village Hall	30.00	D.D.
Powergen	Electricity – Playing Fields	10.00	D.D.
<u>Cheques</u>			
Nat West	Voucher Statement Fee	3.25	
C Ryan	Clerks Fee £233.46		
	Postage £5.76		
	Rental Telephone & Broadband £18.00		
	Telephone calls £4.40	267.12	2803
J Attard	Cleaner	100.00	2804
J Fishpool	Caretaker Salary £40.00		
	2 Village Hall lets £24	64.00	2805
R Kimber	Cleansing orderly	72.00	2806
S Hull	Groundsman Salary £128		
	Additional hours – repairs to mower	144.00	2807
Grimes Engraver	Engraving rose bowl	9.77	2808
P Barnett	1 <sup>st</sup> cut St Edeyrn’s Churchyard (August)	215.00	2809
P Barnett	2 <sup>nd</sup> cut St Edeyrn’s Churchyard (September)	215.00	2810
<b>Total expenditure</b>		<b>£1,619.14</b>	

**Capital Reserve at 17.09.2009** **£12,636.21**

**Income since last meeting**

Allotment Society	£20.00
Ash Memorials	£50.00
<b>Total</b>	<b>£70.00</b>

Hall Letting		
<b>Dr Guha</b>	<b>Hall Hire</b>	<b>£30.00</b>
<b>I Smart</b>	<b>Hall Hire</b>	<b>£50.00</b>
<b>W.I.</b>	<b>Hall Hire</b>	<b>£40.00</b>
The Entertainers	Hall Hire	£25.00

Total £145.00

**Total Income £215.00**

## **9. TO RECEIVE REPORTS FROM COUNTY COUNCILLORS, REES AND ROGERS**

1. There will be tree cutting at the Business Park on 21<sup>st</sup> September, when they will taking 3 feet from the hedges and 5 feet from the high trees.
2. The gating Order is now in place for Pathway at Ty'r Winch Road.
3. Phil Bullen has donated a P.C. to the Community Council. The Clerk will either collect it or write to him to let him know if we do not want it.
4. Litter Pick Meeting at the Bluebell at 6.30p.m. next Friday – there are Graffiti kits available for this. Areas targeted are The Dell, The Ton, Courtenay Close and the tidy up will be supported by Keep Cardiff Tidy group and the organiser of this organisation will also be attending the litter pick.

## **10 TO RECEIVE WORKING PARTIES REPORTS**

### **Village Hall**

Councillor Brown declared an Interest

Several requests for Hall Hire have been received which are not within the normal scope of hire.

The requests are:

1. Request for a resident to use the Hall free for a charity fundraising event.

The Council were in agreement that a charge of £15 be levied, to cover the caretakers fee for opening up etc,

2. The request for the regular use of the Hall during the day, for 2-3 hours, once or twice a week for a painting class.

The council were in agreement that a charge of £5 per use be levied (with the issue of a key)

3. Use of the Hall for an hour or two, once a week in the first instance – possibly 6p.m. Wednesday evenings for the purposes of a dance class.  
Councillors Brown Davies declared an Interest and did not vote on this item.

A rate of £20 per use was agreed, to include Caretakers fee, for a period of 3 months to enable the Hirer to ascertain the demand. Charge to be reviewed at the end of that time.

4. The request for the use of the small Hall on Saturday 10<sup>th</sup> October for the purpose of a Bible meeting.  
Councillor Rogers declared an Interest.

The council agreed a special one off charge of £15 be levied, being the Caretakers fee.

5. The use of the small Hall between 10am and 1pm and 7pm and 10.30pm on 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> September for a religious festival.

The council agreed a charge of £300 for the hire of the Hall.

The issue of the Brownies using the hall and not being able to afford the hire charge was also discussed. Councillor Jenkins declared an Interest.

This group have increased their subs and are hoping to secure some further funding. It was agreed to hold the charges in abeyance until this was resolved.

### **Media Group**

The group had met and discussed the newsletter. There needs to be sufficient adverts to cover the costs for production. New ideas are needed, with possibility of introduction of items such as recipes. There needs to be a full page advert for the Village hall, to attract more users, with photos of the hall, possibly whilst in use showing activities. The cut off date is 23<sup>rd</sup> November for despatch of the newsletter by the beginning of December.

### Bulb Planting

It was suggested that this takes place on October 3<sup>rd</sup> at 11.00a.m. at the Bluebell, with areas to include either end of the village, Newport Road and the roundabout at Beech tree Park.

8<sup>th</sup> November – Remembrance Service at the Church. The usual Police presence will be required at the Cenotaph from 12.00 noon.

Carols at the Village Hall – Friday 18<sup>th</sup> December at 6.30 p.m., with singing outside and then going into the Village Hall for the mulled wine etc.

### Library Visit.

Councillors Rees and Rogers had visited the library at Lisvane. It is sited in a Portakabin in the car park and is funded partly by the Community Council for the Heating and Electricity. It operates 3 times a week and is run by volunteers of a wide age range. They have 4 P.C's which have all been donated by members of the public. There is a toilet, a kitchen and a seating area for children. The books are donated and the shelves were donated by the County Council. There are charges imposed for overdue books and if the books are not used for over 2 years they are sold off.

There are also County Councillors surgeries held there.

It was suggested that all Councillors visit the library to see how it is run.

The provision of a similar library would need to be advertised in the Newsletter for consultation with local residents, to ascertain the need for it.

## **11 BULB PLANTING**

It was agreed to do this on 3<sup>rd</sup> October at 11.00a.m. The details will be advertised on the Notice Boards and on the web site. It was also agreed to advertise the Tidy up on the web.

## **12 DATES FOR THE DIARY**

Remembrance Parade – 8<sup>th</sup> November.

Carols – 18<sup>th</sup> December at 6.30p.m.

It was suggested that a request be placed in the Newsletter for any Christmas lights that could be donated to decorate the outside trees at the Village hall. Father Kellen and the Minister from Caer Salem to be invited.

## **13 CORRESPONDENCE**

WAG – Consultation on Legislative Competence Order

One Voice Wales – Annual Conference

One Voice Wales – Motions for debate at AGM

Tidy Wales Week – Info & CD

E mail WAG National Transport Plan

E mail re Wales International Business Park – Junction 33

Boundary Commission – Annual Report

Letter from Ombudsman – re on-going complaint

Local Government Partnership Scheme Annual Report

Letter from Police re half Way House

Letter from Cardiff County Council re decision of Alley gating at Ty'r Winch Road

(The Chair commented that the Council was very saddened by the complete closure of this pathway, it was the Council's understanding that closure would only be from dusk to dawn).

Letter from Brownies re charge for use of hall

Letter from Mrs Hawden re purchase of laptop & broadband.

## **14 ITEMS FOR NEXT MEETING**

Update on parking at Wernfawr Lane

## **15 DATE OF NEXT MEETING OF THE COUNCIL**

**Thursday 15<sup>th</sup> October 2009**

## **16 RESIDENTS WILL BE ASKED TO LEAVE AT THIS POINT OF THE MEETING TO ENABLE THE**

## **COUNCIL TO DISCUSS THE AUDIT REPORT**

The Clerk ran through the figures on the Audit Proforma which is to be submitted to the External Auditors. A recommendation was made by the Internal Auditor, that the Council should be aiming to have an increased amount in Reserve for the forthcoming in year in order to maintain running costs and also to ensure that if grants were available then the Council would be in a position to find the contribution towards them, if needed.

The Accounts were approved by the Council and duly signed by the Chairman and the Clerk as the Responsible Finance Officer.

There were no areas of concern highlighted by the Internal Auditor on the 2007/08 Accounts and work is nearly complete on the 2008/09 Accounts and they will soon be submitted to the Internal Auditor.

### **17. TO DISCUSS THE EMPLOYEES REMUNERATION AND EXPENSES.**

Councillors requested that Contracts and Job description be forwarded to them for discussion at the next meeting.