

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of the Council's Annual General Meeting held in the Village Hall, Newport Rd, Old St. Mellons on Thursday 19 May 2011.

Agenda

Present: Councillors: Mrs D Brown
Mrs A Davies
Mr L Phillips
Mrs G Jones
Mrs P Jenkins
Mr D Stroud
Mrs D Rees
Mrs J Rogers

Clerk: Mr P Twyman

1 **Appointment of Chair**

Councillor Stroud was proposed by Councillor Jenkins and seconded by Councillor Jones.
Councillor Stroud accepted the post of Chair.

2 **Appointment of Vice-Chair**

Councillor Jenkins was proposed by Councillor Stroud and seconded by Councillor Brown.
Councillor Jenkins accepted the post of Vice-Chair.

Councillors Stroud and others expressed their thanks to Mark Briggs for his hard work as Chair and as councillor.

Councillor Stroud and Jenkins to complete acceptance declarations.

3 **Appointment of representatives to outside bodies**

- (a) One Voice Wales – Councillor Stroud appointed
- (b) Old St. Mellons Village Association – Councillors Stroud and Jenkins appointed
- (c) Governor representative – St. Mellons Church in Wales School – Councillor Brown appointed.

4 **Chair and employee allowances**

No changes to the present allowances.

5 **Apologies for absence**

None.

6 **Declarations of interests**

Councillor Jones – Mill Lane

Councillor Davies – Village Association, St Edeyrn's Churchyard, Playing Fields, Nursery

7 Minutes of the meeting of 19 May 2011

Amendments:

Paragraph 10, income reported from Councillor Jones was from Cardiff East.

Paragraph 13 "plan a required" should read "plan as required".

Paragraph 14 Newsletter should read "Councillor Jones list of planned articles for the next Newsletter, with cut off dates for submissions."

8 Matters arising from the minutes

Paragraph 7. St Edeyrn's working party (Councillors Jones, Brown and Jenkins) had not been able to meet, but Councillor Jones has started mapping existing burial plots. Working party to check maintenance contracts. Clerk to write to Diocesan Office about using the North side of the churchyard for burials; seeking confirmation of who is responsible for maintaining the wall and gates; and to The Land Registry for confirmation of the precise area for which the Community Council is responsible.

Paragraph 8 (i). Clerk sent objections in relation to Druidstone Road. Paragraph (iv) Clerk to write with objections to proposed Llanedeyrn development.

Paragraph 9. The fire insurance has been completed. Clerk to arrange to display certificate in Village Hall. The Village Hall Working Party noted that the fire extinguishers had been tagged by Blackwood: this had not been authorised but required no action at present. Clerk to check if risk assessments or insurance are required for the Playing Field Pavilion.

Paragraph 10. Councillor Davies reported 2 outstanding payments for advertisements in the last newsletter. **It was agreed** not to accept any further advertisements from these parties until the invoices were paid. Clerk to send duplicate invoices to debtors and to Councillors Rees and Rogers in relation to the Ward Councillors' advertisement. **It was agreed** to pursue grants for double glazing; clerk to contact Village Association and the Nursery.

Paragraph 12. Playing Fields. Clerk to check on responsibility for litter collection. Councillor Rees reported she may soon have further information on a Cardiff Council pilot combatting dog-fouling. Councillor Jones to place a notice in the next newsletter reminding residents that dogs are not allowed on the Playing Fields. Clerk to draft a standard letter reminding residents and others that that dogs are not allowed on the Playing Fields, and that it is an offence for a dog to be off the lead in a public place.

Paragraph 14. Clerk to contact One Voice Wales regarding gratuities to retired clerks.

9 Local Residents

10 Highways and Planning

There will be further public consultation meetings about the Local Development Plan starting on 6 June, and further information is available on Cardiff County Council's website. Councillors Brown and Davies to post information about dates and locations on noticeboards. Councillors Clerk to circulate information on the Plan and how to respond to

Councillors, then combine comments and respond by 10 June. Clerk reported that no new planning applications in Old St Mellons had been notified.

11 Finance

In response to a resident's comments Councillor Jenkins said that offering charitable grants was not part of the Community Council's remit. Chair and Clerk to meet to arrange banking of receipts from Village Hall bookings. Clerk to complete mandate form to update the panel of authorised cheque signatories. Clerk to provide a report on finances at monthly meetings.

12 Police Matters

There was no police presence. A PACT representative reported recent activity publicising safety and security matters, with the same 8 priorities as at the previous PACT meeting. The Ringmaster system is now available across South Wales Police, with a form available for downloading at osmpact@gmail.com. There is a PACT mailbox in Seaview Stores where residents can post comments about police matters. PACT representatives have also raised the lack of police attendance at Community Council meetings. There has been an arrest on the Playing Fields for alleged drug offences.

13 Reports from County Councillors

Councillors Rogers and Rees reported that a loose manhole cover on Ty Draw lane has been fixed. On Mill Lane bins are to be emptied twice a week and a larger bin sought; lighting has been improved and there are existing requests for hedge laying, resurfacing and extra planting. Western Power has completed cutting on Began Road. Work on Beech Tree Park hedges had been completed. Chapel Row hedging should be done in 2-3 weeks time. Wern Fawr Road potholes had been filled and are now yellow-lined for resurfacing. Additional flower planting had been agreed, including around the War Memorial.

Local development Plan meetings at the Powerhouse had been poorly attended.

There had been a meeting with the alley-gating officer and would be another public meeting. Residents will be notified of the date and location.

Comments had been sought on planning applications for The Dell. Barring objections work is expected to start in June 2011.

Councillor Rees will contact the Probation Service again about work on the Village Hall and grounds.

14 Working Party Reports

Media, members Councillors Davies, Brown, Stroud and, for the Newsletter, Councillor Jones. The group has not met but has received most requested articles for the next Newsletters. Councillors asked to complete and submit any outstanding articles. After discussion of financial implications and print quality **it was agreed** to print and publish the next Newsletter in the same format as previous editions.

Village Hall, members Councillors Stroud, Jones and Jenkins. Some general enquiries had been received about renting the Hall but no confirmed requests. Councillor Jones agreed to pursue the new fencing. Councillor Davies to forward information on recent quotes for electrical work to the Clerk. Clerk to seek additional or more recent quotes if required for work on walls, entrance footpath, guttering, hedging beyond routine maintenance, and hard-wired smoke-detectors. Noted that significant parking in the cycle lane outside the Hall appears to be by parents attending the Nursery.

Playing Fields, members Councillors Phillips, Jones and Jenkins. Reported that one changing room in the Pavilion is vitrually full, with various items including chairs and Nursery equipment. Councillor Jenkins to contact former Chair Mark Briggs about any recent reports on the oak tree. Councillor Jenkins to write to Nursery about storage and cycle-lane parking.

Councillors consulted Standing Orders and confirmed that emergency work to a cost of £250 could be agreed without full council approval.

15 Correspondence

Letter from Health and Safety Executive regarding the Playing Fields. Clerk had replied with copy of recent report.

Request for information about responsibility for maintaining the Pyaying Field boundaries. Clerk had replied confirming the Community Council is responsible.

Request for information about individuals referred to at item 13 of the April minutes. Clerk had replied that no names were given.

Request for information regarding the fire in the Playing Fields and subesquent liability. Councillor Davies declared an interest and left the meeting while the matter was discussed. Clerk to investigate past correspondence and current position and draft a response on any outstanding matters. Councillor Davies returned when discussion of the matter had been concluded.

Clerk reported that, apart from the Health and Safety Executive letter above, he had received no Community Council correspondence through the post.

16 Freedom of Information

Clerk presented an outline report on the Freedom of Information Act, highlighting sections which might be particularly relevant to the Community Council, and with links to sites containing further information. Clerk to produce a draft publication scheme.

17 Community Council Clerk

Clerk circulated a bullet-point list of issues. Chair and Clerk to meet to discuss appropriate items.

Clerk to arrange a meeting to agree what financial information councillors would like and produce a suitable report at meetings;

to arrange a date when councillors could assist with rationalising storage in the Clerk's Room in the Hall;

to arrange a date to meet with the Nursery to agree and rationalise storage;

to notify Nursery that he is their contact point;
to produce a report on any other relevant matters at meetings.

Clerk to manage hours by limiting normal work patterns to Monday and Thursday mornings,
with daily monitoring of emails and responding to urgent matters as required.

18 Any other business

None.

19 Items for next meeting

Village Plan

Finance

20 Date of next meeting

Not agreed, but will presumably be Thursday 16 June at 7.30.

The meeting closed at 1030