

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of the meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7.30 on Tuesday 29th November 2011.

Present:

Councillors: Mr D Stroud - chair

Mrs D Brown

Mrs A Davies

Mrs R James

Mrs P Jenkins

Mrs G Jones

Mr L Phillips

Mrs D Rees

Clerk to the Council: Mrs N Winstanley

1 Apologies for absence.

1.1 Pam Jenkins to attend meeting late

No other apologies

1.2 Chair welcomed the new Clerk to the Community Council. He thanked the previous Clerk for all of his efforts and for the handover of information concerning the role to the new Clerk.

2 Declaration of interests.

2.1 Councillor A Davies – St Edeyrn's churchyard

- Playing fields

- Old St Mellons V.A.

2.2 Councillor G Jones – Planning

3 Minutes of the Meeting of 20 October 2011

3.1 P(2) Item 7: Replace first line "New litter bins are being installed" with "New grit bins are being installed".

Subject to the above amendment the Chair approved and signed the minutes as a true record of the meeting.

4 Matters arising from the minutes

P(2) Item 4 (Paragraph 5) - Matters still arising from previous minutes include:

4.1.1 It had been asked at the PACT meeting when the Alley Gating Officer would attend a Community Council meeting. Chair confirmed the Alley Gating Officer will be attending the January meeting. Chair had suggested January as a more appropriate date, since the presentation would be too long to include for November's meeting, with the Audit report and Precept being of high priority.

4.1.2 Smoke detectors covered in Item 7 "Fire Risk Assessment for the Village hall".

(Cllr Rees attend meeting)

4.1.3 There was uncertainty as to whether a list of work had been submitted by the probation service. It was of some opinion that the Village Hall Working party were doing the list and the chairman suggested the Working Party should be doing the list. Cllr Rees confirmed this is not the case. Cllr Rees will pass on contact details to the Clerk. Clerk to chase up the probation service for the List of work to be agreed and to ask whether there are certain things we are unable to do?

4.1.4 P(2) Item 4 (Paragraph 9)

Council requested Clerk to contact the Land Registry about ownership of the Boundary wall. Cllr Jones to assist.

4.1.5 P(2) Item 6 Paragraph 4

Cllr Jones wished to make a note of thanks to the Police for the smooth running and peaceful surroundings for Remembrance Sunday in the Village.

4.1.6 P(3) Item 7 Paragraph 5

Chairman explained he had received an expense claim from the Groundsman for painting the railings around the Cenotaph. Chairman asked for whom had agreed the work? Cllr Davies asked whether painting was in his job description? Chairman to contact Groundsman to establish the reason for the painting and to confirm details within the job description.

4.1.7 P(3) Item 8.1

Cllr Jones thanked everyone for their comments for the next Newsletter. Cllr Jones confirmed this is going to the Printers on 30th November, to be available next week. (week commencing 5th December)

4.1.8 P(3) Item 8.2

Cllr Davies would like to note that the new windows look very good and questioned if the work had been completed? Chairman confirmed that the VA arranged for the work which is waiting to be signed off as satisfactory. Chairman suggested we write to the VA as a note of thanks for applying for the Grant and addition of funds to enable the work to be completed. Clerk to write to VA.

Cllr Rees suggested the two side windows which have not been replaced could be applied for in a grant next year. Chairman was concerned the windows may be a target for vandalism if newly replaced.

Chairman confirmed the hall curtains had been cleaned but not fireproofed as this was a substantial cost to the Community Council.

4.1.9 P(3) Item 8.4

Cllr Brown stated that sales of plots can now go ahead for the North side. Cllr Jones confirmed this.

4.1.10 P(4) Item 10 Paragraph 1

Cllr Davies enquired as to whether the FOI report should be shown on the Website as it was considered to be a legal requirement. Chairman suggested to include this onto the agenda for the January meeting.

4.1.11 P(4) Item 10 Paragraph 2

Cllr Jenkins confirmed it has been agreed for the Cleaner to work 4 hours per week as from 29th November. Contract has been written but still to be signed. There was some concern as to whether the hall will be regularly cleaned.

4.1.12 P(5) Item 10 No.3

- Clerk to check with Council concerning regulations over placing banners in the community and on property.
- Clerk to investigate savings for Energy costs to the Village Hall.
- Clerk to ensure Surgery Notices are placed on the notice boards as Cllr Rees stated they had not been shown this month.
- Cllr Davies noted that she had placed the new Clerk's details on the Website and will be updating the Noticeboard.

5 Local Residents

Under Standing Order 84 the meeting was for a public session. Issues raised to be considered by Council.

5.1 Resident 1 – Last PACT meeting it was noted that Haford Housing supply only 2 Wheelie bins per 16 dwellings which is proving not sufficient for a fortnightly collection. There is often rubbish left on the floor which, according to a neighbour of the resident, when calling the Council they refused to collect. The bins on lamp posts are also overflowing. Clerk to contact Haford Housing and Cardiff Council to establish who is responsible for the collection.

5.2 Resident 2 – requested an update on the hazard of the road works on Newport Road/Tyr Winch Road since letter were received at very short notice with no explanation as to why Tyr Winch Road is closed. Cllr Rees to comment on Item 6.

5.3 Resident 3 – questioned when the rubbish should be collected as some streets are being missed in collections. Bins are not always collected on the agreed days. Cllr Rees to respond in Item 6.

5.4 Resident 4 – concerning the planning application for Balmala, junction of Wern Fawr Road and Tyr Winch Road, will the footpath which was once there be reinstated. There was discussion that this was a long time ago and will remove some of the new owner's land in order to be reinstated, however there is a safety aspect in reinstated the footpath. There was more discussion in item 6.

5.5 Resident 5 - questioned when the Lamp post beginning of Mill Lane will be lit. Cllr Rees to respond in item 6.

6 Highways and Planning

6.1.1 There was only one application, for 'Balmala' Wern Fawr Lane Junction with Tyr Winch Road - Permission to build a house within the side garden. This is outline planning permission only so there are no definitive details. The access would be

from Wern Fawr Lane, possibly sharing a drive. Cllr Rees has notified the local residents and currently no concerns have been raised.

6.1.2 Clerk to write to Planning office. Comments from the Council include: There is no footpath adjacent to the plot as there was some years ago. The plot would benefit from a footpath, as would the residents, since this would make the area safer when crossing the road.

Cllr Davies noted that previous applications had been turned down i.e. Llanedyrn Village and Druidstone Road due to lack of connectivity (no connection to main houses, no easy access to shops/schools/buses) forcing residents to use cars.

6.2 Cllr Rees reported on Highway issues:

6.2.1 Mill Lane Lamp post has been reported to the Council by the Police and will be lit very soon.

6.2.2 The road works on Newport Road/Tyr Winch Road are due to a gas main which is being renewed. There is a 3000 voltage cable next to the gas main which would be very hazardous for the workers and for the Local community. Although this was closed at short notice it was an emergency repair and the closure is a measure to protect the workers and the public. The work will take approximately five weeks but the road will not be closed for the whole period. Cllr Rees to contact Wales Gas to find out when the road will be opened. Cllr Rees has notified residents within the vicinity of the work.

6.2.3 Some Cllrs were concerned that the work was sporadic and there is no work continuing over the weekend. Clerk to contact Highways or Wales Gas to question hours of work and if weekend work should be taking place for such an emergency.

(Pam Jenkins attends the meeting)

7 Fire Risk Assessment for Village Hall

7.1.1 The Chairman had obtained three quotes for the installation of a fire alarm within the Village Hall: £1,820 (inc VAT) and £980 and £850 plus VAT and opened up for discussion on which one should be chosen.

There was concern as to whether installing an expensive electronic alarm system was necessary when the Hall already meets the required fire regulations. The Chairman agreed but since the previous assessment had been in question, it was now a recommendation that an alarm be fitted. A number of Cllrs questioned whether the Council could ignore a recommendation, since it was not a procedure and whether the Community Council could purchase a battery operated alarm instead. The chairman confirmed that, based on the recommendations by the Fire Officer, this was not appropriate for the hall and would be of no use. Due to unforeseen events and to cover Insurance purposes, it was felt by all that if this is now a recommendation, that the electronic alarm should be installed.

7.1.2 Cllr Davies questioned whether the disabled toilet would have a flashing light. Chairman could not answer.

7.1.3 All agreed to go ahead with the middle quote for £980 plus VAT. The quote for the fire alarm system was agreed since this quote provided the relevant certificates included within the quote. The Chairman will arrange for the work to be completed whilst the Playgroup is off during Christmas holidays.

7.2 The Fire Risk Assessment for the Pavilion in playing fields has been completed and a smoke detector is required. As a result of the Assessment, all equipment needs to be removed until this is in place. The Chairman has advised the VA to clear the premises. Since the Pavilion is used infrequently, the electricity is turned off when not in use. If an electronic alarm is fitted, this will sound whenever the electricity is turned back on which could cause resident disapproval. All agreed a battery operated alarm would be heard in all areas of the building and should be a sufficient detector. Chairman to contact the Assessor and confirm if a battery operated alarm will meet approval.

8.1 Finance: Independent Audit

8.1.1 Cllr Rees commented the Council should have addressed regular checks and reconciliations with regards to finances, for Audit purposes. This has previously not been met and is a core part of the Council's financial obligations. All Councillors agreed, that a Finance Working party, which has been discussed in the past could assist in supporting the Clerk. The Chairman stated all must take responsibility and support the Clerk, meeting once a month prior to the Council meeting to run through financial issues.

8.1.2 Cllr Rees proposed to run through each 'Test and Findings' of the report, accept the recommendations and agree to take action on each. Cllr Jenkins second the proposal. All agreed:

8.1.3 Page 3 (A and B) - Payments must only be made on the basis of an invoice which must be retained on file or alternate acceptable record detailing the reason for the payment and signed by the Clerk. VAT invoice/receipts must be obtained in order for the Council to reclaim VAT.

Cllr Rees voted to purchase a Cash book/Day book for the clerk to record all payments and receipts manually as well as computerised to safeguard the Clerk in case of computer failure.

Cllr Davies second – all agreed to adopt the recommendation.

8.1.4 Page 4 (C) – Council should undertake a financial risk assessment which should consider both financial and operational risks. This should be formally reviewed on an annual basis and the results recorded in the minutes.

This has been done but not noted in the minutes, which needs to be in the future.

All agreed to accept the recommendation

8.1.5 Page 4 (D) – The Clerk should report formally to Council on the financial position more regularly during the year.

Cllr Jenkins stated this has been asked for in the past but not regularly produced. This has been done for the past few months. Cllr Rees agrees a financial statement should be produced every month, which will also assist when setting the precept as the Council must understand their financial position.

All agreed to set four dates to review the financial statements.

31st March, 30th June, 30th September and 31st December.

8.1.6 Page 5 (E) – Council should investigate and verify as best possible that all income collected from 15 December 2010 to 31 March 2011 has been accounted for.

Cllr Jenkins confirmed that this was discussed with the previous Clerk and Chair and a letter has been received from the previous Chair covering the period.

-Monies received should be paid into the bank promptly. Monthly income banked should be reported to Council.

Day book should cover the above.

-Sufficient detail should be recorded on paying in slips to identify every payment.

Currently being performed.

-The Clerk should submit the outstanding annual claims for re-imbursement of VAT immediately.

Previous Clerk has sent a letter to reclaim overpaid PAYE which has now been repaid. A second letter to reclaim VAT on payments has been made but no monies received. Clerk to chase up with HMRC.

All agreed to accept the above four recommendations.

8.1.7 Page 6 (G) – The appointment of all new staff be recorded in the minutes together with approval of the basis of their payment.

Cllr Jenkins reported that the new Clerk was appointed on 1st November 2011.

Hours of work to be 40 hours per month with payment by cheque, monthly in arrears.

Appointed on Scale point 5, pro rata per year. The new Clerk has received and

signed the contract. The new Clerk has received a mobile phone, laptop and printer.

A landline was offered to the Clerk which she declined.

-Every payment of salary and wages to be supported by a voucher (or payslip) detailing how the payment was made (rate of Pay, hours, deductions etc).

Currently being performed but it was agreed to give employees more information on their payslips concerning tax references.

-The Clerk to reconcile the PAYE account with Inland Revenue and pay any outstanding monies due.

Cllr Jenkins confirmed that the outstanding PAYE has been paid by cheque in November. Clerk to ensure payment is made by deadline for next quarter.

-PAYE annual returns be completed promptly within the required time at the end of every financial year.

The Clerk needs to ensure all accounts are correct and up to date in adequate time for the annual returns.

All agreed to accept the four recommendations above.

8.1.8 Page 6 (H and I) – The Clerk prepare bank reconciliations monthly and report to Council regularly throughout the year as a further control measure, as required by Financial Regulations.

Cllr Jenkins suggest this to be done quarterly. All agreed the Clerk should perform this task and accept the recommendation.

8.1.9 Page 7 (J) – The Council put procedures in place to ensure that financial accounts are completed and submitted for internal audit promptly at the end of every financial year.

All agree this must be done in a timely fashion by the Clerk and accept the recommendation.

8.1.10 Council looked at Page 2 (Summary)

The Council must as a matter of great urgency undertake the following steps:

- **Review the internal independent audit findings and recommendations as set out below (together with those from 2009/10) and resolve a plan to implement the recommendations.**

Responded to in the steps taken above.

- **Ensure that appropriate arrangements are made to implement the recommendations. This will require the allocation of appropriate resources (finance, time, expertise, training etc.).**

The Clerk was offered the opportunity to seek training. Clerk to find appropriate training and the Council agreed to reimburse any course costs plus expenses.

- **Regularly and comprehensively review the progress in achieving the implementation of the recommendations taking action where deviation from the plan is noted.**

All agreed to review the process outlined in the Internal Independent Audit report.

8.1.11 The figures set out in the yearly statement and the Internal Independent Audit were agreed. Cllr Rees proposed to accept the Financial report for 2010-2011, Cllr Jones second and all in agreement to sign the Reports for Mazars.

The report was signed and dated by the chair and the Clerk. Clerk to add in the minute reference once known.

8.2 Setting up of Finance Working Party

8.2.1 Cllr Jenkins suggested the party to be a small group to assist, support and recommend the Clerk with financial matters and resolve queries before the monthly Council meeting. It was agreed the party would meet approximately 10 days prior to Council meetings. Date of the first meeting was agreed to be 10th January at 7pm in the Village Hall.

8.2.2 Cllrs accepted the role: Cllr Rees, Cllr James, Cllr Brown and the Chairman.

Cllr Jones to be a reserve.

8.3 Precept 2012-2013

8.3.1 Chairman had received a recommendation from the previous Clerk that the Precept should be set at £26,300. This figure was based on the previous Precept plus rate of inflation and extra to include raise of Clerks pay and all works required during the year. Precept for 2011/2012 was £22,770. Based on the monthly budget report the Councillors discussed the fact there is only £8,000 remaining for four months of the year and there is still £2,400 in Direct Debits and much work required.

8.3.2 Clerk to investigate outstanding monies from Nursery and clubs etc.

Clerk to read information from previous Clerk concerning recommendation.

There was question concerning the when the last Central Heating check was performed. Clerk to check with firm and check invoices.

8.3.3 Cllr Phillips proposed to go with the recommended figure of £26,300, Cllr Rees abstained but all other Cllrs agreed.

9.1 Correspondance Received

1. 04/11/11 – Development Control – Planning application for Land rear of Meadvale Road, Rumney. Discussed with Chair and Cllr Jones, agreed not under Old St Mellons boundary.

2. 12/11/11 – Korrine Blake concern over clippings being dumped onto Western Power Land. Acknowledgement of e-mail response sent.

3. 14/11/11 – One Voice Wales – Update information concerning Model Standing Orders and appointment of Training Champions. Noted.

4. 14/11/11 – One Voice Wales – Request to use Hall for Training and offer for Clerk to be an Associated Trainer. Hall does not fit within requirements for training. Clerk new to role and not experienced enough to become a Trainer.

5. 17/11/11 – Vic Quayle Localism Act 2011 – Now available on the statute book (Free review of what is new and has an impact on the public sector) www.localcouncilinfo.com. Noted.

6. 21/11/11 – Paul Twyman – Forward information and ideas on Diamond Jubilee celebrations. Noted.

7. 22/11/11 – Becca Car – Request to use stage for Panto 19th December. Actioned by Chair.

8. 23/11/11 - One Voice Wales – Ordinance Survey local councils survey, request to complete form. Survey not completed since Clerk new to role and unable to provide proper feedback.

9. 23/11/11 – Planning application Balmaha, Wern Fawr Lane. Discussed during meeting. Clerk posted response to Planning 10/12/11.

10. 24/11/11 – Electoral Services Cardiff Council - Information and acceptance form for Local Elections 2012. Clerk completed form and posted 10/12/11.

11. 25/11/11 – Regulatory Cardiff Council – Request for attendance at a Winter Maintenance Meeting 7th December. Chair to attend.

12. 25/11/11 – One Voice Wales – Invitation to attend National Sustainable Futures Practitioners Networks 5th December.

13. Question from SLCC forum. Noted no action required.
14. 28/11/11 – St Fagans Clerk concerned Elections costs too high. No action required.
15. 28/11/11 - Came and Company Parish Council Insurance – request for PAYE reference for Aviva Insurance. Clerk e-mailed response.
16. 28/11/11 – Radyr Clerk – Latest edition of Proud Capital Briefing. Noted.

9.2 Others Discussed:

1. Cllr Rees Stated the lamppost on Mill Lane has been reported by the Police and will be working shortly.
 2. If anyone has any issues concerning bin collections, they may contact Cllr Rees or Cllr Rogers. Cllr Rees will make enquiries with Haford Housing concerning overflowing bins.
 3. The strike on Wednesday 30th November will cause all schools in the area to close for the day and green bags and bins will not be collected. Any issues concerning collections may be directed to Waste Management.
 4. Planning issue on Wern Fawr Lane has been dealt with under Item 6. Highways.
 5. There is a change of date for the Carol Service which will now take place on 23rd December in the Village Hall, not 16th November as previously planned due to a sleepover in the Hall for the Cubs and Scouts.
- Cllr Jones to contact the Reverent concerning the music.
All agreed to bring a bottle of mulled wine and a box of mince pies.
Cllr Brown to bring squash and biscuits for the children.
Cllr Jenkins to wrap presents for the children.
Cllr Brown to check with local school to see if a tree could be donated since the school will have broken up for Christmas.

10 Items for next meeting

Cllr James to look at Financial Regulations for Freedom of Information.
All agreed to place FOI on the agenda for January.

11 Date of next meeting

The next meeting will take place on Thursday January 19th 2012

The meeting closed at 10.25pm

Nicola Winstanley
Clerk to Old St Mellons Community Council

MONTHLY FINANCE REPORT

For period ending 29th November 11

Current account

£

Opening balance at 31 October 2011

10,860.23

Less - Payments

Direct debits:

Cardiff Council	£428.00
E-On Electricity – Village Hall	£180.00
E-On Electricity - Pavillion	£10.00
Voucher Statement Fee	£3.25

Total Direct Debits

£621.25

Cheques:

	£	Cq No
Clerk pay / Overtime / Expenses	528.82	3033
Clerk Expenses - Toner and Paper	64.18	3034
P. Barnett Cwmni Coed - work on St Edeyrn's 13/10/11	220.00	3035
HMRC - Late payment final penalty	100.00	3036
HMRC - PAYE payment (July-Sept)	876.62	3037
AJW Construction - Damp on toilet wall and light	168.00	3038
Pam Jenkins - dry clean hall curtains	163.50	3039
Donald Jones - Microsoft Office and ink cartridge for new clerk	119.98	3040
Donald Jones - Wreath for Remembrance Sunday	18.00	3041
Gwen Jones - Laptop for new clerk	299.99	3042
Derek Stroud - Curtain tracks and rail clips for village hall - Spare key for noticeboards	125.47	3043
Caretaker - Nov Pay plus opening	52.00	3044
Groundskeeper - Nov pay and expenses	162.78	3045
Cleaner - Nov pay	187.50	3046
SLCC Enterprises - WWYC course for Ex- Clerk (not paid)	210.00	3047
Dwy Cymru Welsh Water	347.01	3048
Cwmni Coed - Church grass cutting & Strimming	440.00	3049

Total cheque payments

4,083.85

Note - cheques in bold remain to be signed

Total Outgoings

4,705.10

Plus - Receipts	£	Stub No
Hall hires - Pili Pala Nursery	680.00	100635
Artists group hire - Sept	20.00	100636
Guides hire - Sept	20.00	100637
WI and TT hire - Sept	30.00	100637
Invoice 11/00003	50.00	100637
Hall hires - 22nd Oct / 4th Dec	66.00	100638
HMRC - re-paid overpayment	233.08	100638

Total income	<u>1,099.08</u>
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Closing balance	<u>7,254.21</u>
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Business Reserve Account

Opening balance at 31st October 2011	9,639.90
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Receipts	0.00
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Payments	0.00
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Closing Balance	<u>9,639.90</u>
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Total bank balances	<u>16,894.11</u>
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**OLD ST MELLONS COMMUNITY COUNCIL
RECEIPTS AND PAYMENT FOR THE YEAR ENDING 31ST MARCH 2011**

31 March '10		31 March '11
£	Receipts	£
20,000.00	Precept	22,000.00
6.02	Interest on Investment	5.24
2,575.00	Hall Receipts including Letting Fees	7,095.00
3,635.00	Burial Ground Fees	1,545.00
33.80	Playing Field Letting	94.67
710.33	V.A.T. reclaimed	0.00
1,600.00	Grants & Donations	7.00
	Misc. Receipts (Insurance Premium Refund, newsletter adverts, written off cheques)	480.00
285.00		
28,845.15	Total Receipts	31,226.91
	Payments	
	General Administration	
2,721.36	Clerk's Salary	2,042.68
1,521.31	PAYE	1,542.93
8,649.46	Other	4,972.64
0.00	Election costs	0.00
	Village Hall	
2,305.40	Wages	2,284.97
7,487.73	General running costs	11,729.17
	Burial Ground	
1,275.00		2,580.00
	Playing Fields	
2,824.87		2,549.58
	V.A.T. on Payments	
462.23		1,083.26
27,247.36	Total Payments	28,785.23
7,320.09	1st April 09 Opening General Fund Balance	1st April 10 8,917.88
28,845.15	Add Receipts	31,226.91
		40,144.79
-27,247.36	Deduct Payments	-28,785.23
8,917.88	31st March 10 Closing General Fund Balance	31st March 11 11,359.56
	Bank Reconciliation	31 MARCH '11
	Bank / Cash in Hand	
	Current Account	2,247.51
	Capital Reserve Account	9,641.95
		<u>11,889.46</u>
	Less Unpresented Cheques	
	2970	40.00
	2966	71.90
	2943	40.00
	2965	378.00
		-529.90
	Net Bank/Cash in hand	11,359.56

RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 31ST MARCH 2010

31 March '09		31 March '10
£	Receipts	£
20,000.00	Precept	20,000.00
97.89	Interest on Investment	6.02
3,258.50	Hall Receipts including Letting Fees	2,575.00
4,435.00	Burial Ground Fees	3,635.00
118.03	Playing Field Letting	33.80
2,888.32	V.A.T. reclaimed	710.33
1,405.00	Grants & Donations	1,600.00
	Misc. Receipts (Insurance Premium Refund, newsletter adverts, written off cheques)	285.00
709.08		
32,911.82	Total Receipts	28,845.15
	Payments	
8,930.61	General Administration	
	Clerk's Salary	2,721.36
	PAYE	1,521.31
	Other	8,649.46
1,964.54	Election costs	0.00
	Village Hall	
12,008.40	Wages	2,305.40
	General running costs	7,487.73
	Burial Ground	
1,568.76		1,275.00
	Playing Fields	
4,782.30		2,824.87
	V.A.T. on Payments	
714.44		462.23
29,969.05	Total Payments	27,247.36
4,377.32	1st April 09 Opening General Fund Balance	1st April 09 7,320.09
32,911.82	Add Receipts	28,845.15
37,289.14		36,165.24
-29,969.05	Deduct Payments	-27,247.36
7,320.09	31st March 09 Closing General Fund Balance	31st March 10 8,917.88
	Bank Reconciliation	31 March '10
	Bank / Cash in Hand	
	Current Account	2,666.55
	Capital Reserve Account	6,639.96
		<u>9,306.51</u>
	Less Unpresented Cheques	
		2862 51.20
		2858 72.00
		2857 128.00
		2859 128.00
		2861 9.43
		-388.63
	Net Bank/Cash in hand	8,917.88

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