

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of the meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7.30pm on Thursday 15th March 2012

Present:

Councillors: Mrs P Jenkins - Chair

Mrs D Brown

Mrs A Davies

Mrs D Rees

Mrs G Jones

Mrs R James

Mrs J Rogers

Clerk to the Council: Mrs N Winstanley

1 Apologies for absence.

Cllr D. Stroud

Cllr L. Phillips

2 Declaration of interests.

- 2.1 Councillor A Davies - Old St Mellons Village Association
 - St Edeyrn's churchyard
 - Tyr Winch Road Playing Fields
 - Tyr Winch Road Tennis Courts
- 2.2 Councillor D Rees
 - Tyr Winch Road Playing Fields
 - St Edeyrns Churchyard

3 Minutes of the Meeting of 23rd February 2012

- 3.1 (4.6) spelling, change "right" to "write".
- 3.2 (4.8) Village Association sent out their leaflets "excluding questionnaire" not "including"
- 3.3 (4.9) Change from "letting agreement" to "agreement"
- 3.4 (6.3) Change from Balmaha "Tyr Winch Road" to "Wern Fawr Lane"
- 3.5 (6.4) Change "from Arcon house" to "alongside Arcon house"
- 3.6 (8.1) Change from "Cllr Reports to "County Councillor Reports"
- 3.7 (8.1) Add "not present at this time" since Cllr Rees attended the meeting later.
- 3.8 (8.2) Remove "so this may cover the Community Council but also not to appease parents" since this is not the case.
- 3.9 (8.2) Change from "£36.00 per day" to "£6.00 per hour"
- 3.10 (8.3) Change from "new version of Webmaster" to "new version of Word Press"
- 3.11 (8.3) Change from "the gentleman from Webmaster questioned" to "the Webmaster questioned".

3.12 (8.4) Change from “the Chair removed the five signs” to: “the Chair removed the signs attached to the Playing Fields, Tyr Winch Road”

3.13 (11.1) Include the name of the school “St Mellons Church in Wales school”

3.14 (11.2) Include: “the Chair had visited the Playgroup shortly after the alleged incident and the staff at the playgroup did not raise any concerns about the alleged incident”.

3.15 (6.1) Change from “1” to “11 Chapel Row” (noted later in the meeting)

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

4 Matters arising from the minutes

6.2 The Clerk has requested information from Cardiff Council Planning department as to any alterations to Clerk to chase Cardiff Council for breakdown of costs.

the development at ‘Hendre Gadno’. Cardiff Council Planning state there were some alterations put forward on 21st January 2008 which were sent to the Community Council for consultation but no further plans.

The Clerk had requested information on the Section 106 split and was told a contribution was made to Vision Splay but was awaiting further details and a breakdown of the section 106 agreement. 6.4 The Clerk has written to Cardiff Council to request complete resurfacing. However, Cllr Rees informed that the Highways department will be filling in all potholes in Blackbirds Way.

7.3 The Clerk has phoned and e-mailed British Gas with information on change of address and meter reading but has not yet received an invoice. The last gas bill to be sent from British Gas was April 2010 and there is some confusion at the company as to why the council have not been billed. Clerk to chase British Gas for an invoice.

11.2 The Chair and Vice chair adjusted the temperature of the water to the taps. The boiler company who serviced the boiler has been contacted and the temperature of the water which runs to the radiators may not be adjusted as the thermostat is set at one temperature. The vice chair also confirmed that there is no known recording of any incident and this was not reported in the accident book or no written complaint to the Chair or Clerk. It was suggested that the Council only have a duty to take action as reasonably appropriate, if the boiler has been serviced by a reputable engineer and every year, that should be satisfactory.

There was question whether the new Agreement for use of the Village Hall included that the responsibility lies with the user to gain portable appliance testing for their equipment. Vice Chair informed this was no. 11 on the agreement but may require some adjustments to the wording.

Clerk informed she had been in contact with the electrician concerning the Village Hall electrical test which is due in April, the Pavilion is not due until July.

5 Local Residents

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

6 Highways and Planning

6.1 Cllr Rees informed that 11 Chapel Row is a domestic extension but the applicants have removed the hedgerow which has caused a significant impact on the street scene and possibly not forming part of their property. Although there is no protection on the land, the hedgerow should have been taken into consideration in the planning permission, since it is in a conservation area. Clerk to write to Cardiff council to propose a holding objection until 24th April.

6.2 No planning applications have been received this month.

7 Finance

7.1 The bank statement for February had not been received, the Clerk will request a copy. The Monthly Report therefore includes the previous month's payments and receipts as well as the current month.

7.2 The VAT reclaim for 2010/2011 had been completed and posted last month and the Council have received the sum of £1,372.53 from HMRC on 7th March.

7.3.1 The Clerk had distributed a list of invoices raised and payments received to show any outstanding monies due to the Community Council. All payments for the Newsletter have now been received. The Clerk has sent reminder invoices to all user groups with outstanding payments.

7.3.2 This raised discussion over the Playgroup fees and whether the Playgroup has funding from the Local Authority, should this be reflected in the fees? It was thought that the Playgroup is a non-profitable company and all money is paid back into running costs. Clerk to request: how many children are registered? How many are local authority funded and how much per child?

7.4 The Clerk had placed four pages of the Annual Return on each notice board and a copy of the whole return on the noticeboard in the Village Hall for electors to view. She also placed a notice stating the Clerk would be present in the Village Hall on Monday 12th March from 1pm to 3pm, for electors to view and take copies of the return. Clerk attended the hall but no one visited for information. The forms are required to remain on the noticeboards until Tuesday 20th March and electors may contact the Clerk for copies.

7.6 The Clerk informed that the dates for the Annual Return have been received and are much tighter than previous years:

Accounts must be approved by the CC by June 30

Draft Annual Return must be sent to Mazars by July 3

Final AR must be sent to Mazars by September 30.

8 Working Party Reports

8.1 County Cllr Reports:

8.1.1 Mill Lane project is underway with resurfacing. Street lighting, barriers and litter bins are due to be installed shortly.

8.1.2 There has been some antisocial behaviour in the area, particularly Bronte Crescent, which has caused some concern. Cardiff Council are working with the Police and monitoring CCTV. More CCTV has been requested for the area however some County Councillors from other areas of Cardiff were against the idea.

8.1.3 Resurfacing is due to start on Druidstone Road on 30th March 2012.

A Gas company had closed 'The Dell' to carry out work for correction on a pipe, which runs to the other side of Druidstone Road. They were told to re-open the road and apply for a road closure, which was not originally requested. This was done and the work carried out, Cardiff Council will carry out resurfacing within the next 3 days.

8.1.4 Bridge Road in connection with Mill Lane street lighting is now much brighter.

8.1.5 A three day 'Keep Tidy' litter pick was carried out over the weekend 9th to 11th March. There were many young people in attendance and "thank you" to Joel Williams for his contribution and assistance in moving heavy equipment. 30 bags of rubbish were collected. An enforcement officer was contacted since asbestos had been tipped in one area. During the pick it was also noticed that there is a large amount smoking litter at the side and rear of The Star Inn. There was fly tipping in the Beech Tree area which was taken to the local tip.

8.1.6 It was suggested the Community Council concentrate on litter in the hedgerows when the next litter pick is arranged. It was also decided to wait a few months before another litter pick is arranged but to plan far in advance and advertise well.

8.1.7 The Boundary Commission are possibly moving some areas of Cardiff from Cardiff North to Cardiff East. This could be concerning for the Community Council since we would no longer form a Community with Radyr, Pentyrch, Lisvane and other local Community Councils within our Charter. Nothing has been finalised and will be announced in Oct 2012 but should be noted. Cllr Rees suggested all look at the Boundary Commission website and add any comments.

8.2 Hall Working Party:

8.2.1 There is a User's meeting planned for 26th March where the new hall agreements will be signed.

8.2.2 The Village Association have requested to use the small hall on Friday mornings for Table Tennis, which has been agreed by the hall working party.

8.3 Media Working Party:

8.3.1 Cllr Jones has a new advert for Little Fishes Day Nursery which she will send to Cllr Davies.

8.3.2 In order to produce the next Newsletter, information will be required by May to produce for June, therefore ideas for inclusions would be appreciated. It was suggested this wait until after the elections.

8.3.3 Cllr Jones requested that the media group place an advert on the website for the St Mellons Parish church Service on Sunday 3rd June. This was agreed to be published.

8.4 Playing Fields Working Party:

8.4.1 The Chair is awaiting a quote to install the smoke detectors at the Pavilion.

8.4.2 Cllr Davies declared an interest but raised concerns about the Oak tree and whether this should be included in the next inspection.

8.4.3 The benches in the playing fields have been moved, one upturned. Cllr Phillips had moved back but the hooks require replacing.

8.4.4 The front hedge requires cutting, which should be done before the nesting period. The tennis courts hedge should also be trimmed. Clerk to contact Groundsman to raise awareness.

8.4.5 A panel of wood rear of the Pavilion has rotted and could be cause for concern as an easy access to break-in. Village Hall working party to investigate.

8.5 St Edeyrns Working Party:

Cllr Jenkins met with the gravedigger to establish a grave and he offered to plot the North side of the grave yard. The working party will meet with the gravedigger to arrange plotting, for a fee. Plots had been drawn previously but this was many years ago and the sizes of plots are too small for the area.

There is no update on the ownership of the boundary wall.

9 Village Plan

The Village Plan Questionnaire was requested to be included with the Village Association newsletter, although no response was received from the Chair of the VA. It is hoped to include the questionnaire in the Community Council Newsletter in June.

10 Insurance

10.1 The Clerk had met with the current Insurance company (Came & Co.) in February and sent all information required. A breakdown from Came and Co. for what is to be insured was distributed. A quote of £2079.63 has been received but an offer of £1975.65 plus 4 months free would be given if the Council were to accept a three year fixed term contract. All members agreed that whichever company was chosen, only a one year term should be accepted, as any new members may wish to change next year.

10.2 The Clerk is awaiting quotes from two other companies. A couple of the other local Community Councils have changed their Insurance to Came and Co. since their quote was lower and their service dealing with a claim was very efficient.

11 Grass Cutting at St Edeyrns

No tenders have been obtained for grass cutting at the Churchyard. Clerk to discuss with Cllr Jones and request for quotes from other contractors. Agenda item for next meeting.

12 Ty'r Winch Road playing fields as a QEII Field

Cllr Davies and Cllr Rees declared an interest in the Playing Fields as a QEII field

12.1 Cllr Rees and Cllr Rogers had met with the Director for Wales today, regarding the Fields Interest Challenge of the National Playing Fields Association. This is to mark the Queen's Jubilee and the Olympics for which the Queen is the Patron and the Duke of Edinburgh the President.

12.2 The idea is to present 2012 open spaces with QEII field honours. Each field selected would be presented with a plaque and protected forever. There is also opportunity to apply for improvement grants for the fields which are successful. Other Community council across Cardiff have designated certain fields. The only cost for accepting the field as QEII field would be to put up the plaque and a ceremony to mark the event. Cllrs Rees and Rogers have also requested that Cardiff Council put forward Beech Tree Park.

12.3 Any Council large or small can apply and any outdoor space could qualify. Information can be obtained by looking at www.qellfields.com. Cllr Davies suggested the Village Hall outdoor space could apply for the title. It was agreed that only one area should be chosen and the area around the Village Hall would not be appropriate. All agreed that Tyr Winch Road playing fields meet the criteria. Cllr Rees vote to propose Tyr Winch Road playing fields as a QEII field, Cllr Jenkins second, Cllr Davies abstained, all other members agreed to the proposal.

12.4 An application form is to be completed on the internet Cllr Jenkins agreed to complete the form with information also provided from Cllr Rees. Cllr Rees stated all may vote in a petition for the field. If the field is selected as a QEII field, the Community Council could hold an event (named "have a field day") with celebrations in the field to co-inside with the Olympics.

12.5 Cllr Rees and Rogers have written for funding for a Jubilee Mug for every child in the village and have a meeting on Saturday 17th to discuss other funding for the local celebrations. Letters have been written to parents concerning the children's party in the village hall. There was a request for a donation from the Community Council in support of the jubilee celebrations. The Community council have waived the hiring fee for the village hall which is their contribution.

13 Tennis courts lease

The Clerk has received a letter from the Village Association with a request for alterations to the original lease. Cllr concerned that 3.3 may cause difficulty for the Groundsman but it was felt that the VA could work with the community Council on that aspect. The Clerk sent a copy only a few days prior to the meeting so will wait until Monday 19th March to receive any comments. If none received the Clerk should search legal advice for drawing up the lease for both parties to sign.

There were suggestions to look at Cardiff Council or One Voice Wales for advice.

14 Correspondence Received

All correspondence is listed at the end of the minutes.

12.1 Clerk has received the final Charter for agreement to sign. This was sent out to all Cllrs at the beginning of the week. All agreed to go ahead with the Charter and for the Clerk to arrange for the Chair (not present) to sign at a later date. Clerk to meet with Chair to sign and send back to Cardiff Council.

12.2 Regarding the letter from the Village Association concerning booking the Playing fields for summer events. All members agreed to the VA holding the events on the dates requested.

12.3 It was agreed for the Clerk to renew the re-direction of mail for another 3 months at a cost of £27.40 if required.

12.4 Clerk to look into e-mail account and mobile answerphone message to change details to new Clerk.

12.5 Clerk informed there was also an e-mail from the Playgroup concerning Vermin at the Village Hall since a couple of parents had noticed rats outside. Cllr Davies stated the Council had a Pest Control contract which she proposed to continue with, Cllr Rogers second the proposal, all Cllrs agreed.

Pest control attended and laid bait at the Hall on Friday, however since the contract was due for renewal the Clerk requested details. The new contract would be at the cost of £378.00 (no increase from the previous year). Clerk to sign contract and send payment.

12.6 Cllr Rogers suggested this could be a result of the amount of vegetation which needs cutting back to the rear of the hall. She had received complaints from residents concerning the smell and food waste in the vegetation around the Hall. Village Hall Working party to look into a solution.

14 Items for next meeting

St Edeyrns Grass Cutting

Tennis Courts Lease

15 Date of next meeting

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

Cllr Rees, Rogers and Brown send apologies in advance of the meeting.

All members agreed to continue with the meeting since it should be consistently the third Thursday of the month.

The meeting closed at 9.20pm

Nicola Winstanley
Clerk to Old St Mellons Community Council

Correspondence Received - 23rd February to 15th March 2012

By e-mail:

23/02/12 – Hilary Williams – Request to use the small hall every Friday Morning – Response sent
27/02/12 – Dianne Rees – Forward e-mail from M. Loveridge with thanks on war memorial information – Noted
02/03/12 – Electoral Office – Error to Nomination Papers (View online) – Passed to Cllrs
05/03/12 – Andrea Davies – Forward e-mail from Mr Evans requesting info. on funding for the War Memorial – Letter to be written
05/03/12 - Mrs Powell – wishing to purchase particular plot in St Edeyrns – Response sent but still awaiting actual plot to purchase
06/03/12 – K. Blake – Concerns with previous meeting regards to Fire notices removed – Response sent but letter to be written
06/03/12 – Clerk to Radyr and Morganstown regarding accounts and audit deadlines – Noted
06/03/12 – Chair – Only Media Group should place notices on noticeboards – Noted
06/03/12 – Playgroup – Hall not cleaned 2nd March – Response sent/Caretaker contacted
06/03/12 – Inside Government – Adult social care forums – Passed to Cllrs
08/03/12 – Cllr Rogers – forward from resident concerning litter outside Village Hall – Noted
09/03/12 – Sustainable Food Committee - Conference Invitation – Passed to Cllrs
09/03/12 – Democratic Services – Charter agreement and sign off – Printed to sign at meeting
12/03/12 – Co-op – Current Interest Rates
13/03/12 – Cllr Rees – Railings replaced – Noted
14/03/12 – Wendy Thomas – Circulating of SLCC Newsletter - Noted

By Post

27/02/12 - Village Association – Request to hold events days in Summer – Letter sent
28/02/12 – HMRC – Information on PAYE end of Tax year – Noted
03/03/12 – Post Office – Invite to renew redirection of mail – For discussion
05/03/12 – Elsbury Platforms – Advertising access platforms for repair work – Filed

Clerk actions and outcome from previous meetings until 15rd March

Meeting date	Agenda item	For Clerk's action	Action taken
Jan 2012		Clerk to investigate energy saving costs – price comparison.	Outstanding – provided meter reading 27 th Feb, chased up but still awaiting Gas bill to confirm unit costs before comparison
Jan 2012	Matters Arising	Clerk to contact Alley Gating Officer to see if he can provide information and whether this would be specific to our Council.	Done – spoken to Kelly Jacker. Officer would have provided an overview of Alleygating, the legislation, processes and matrix they use to Gate an alley. E-mailed information.
Jan 2012	Matters Arising	Clerk to pass copy of Boiler service to Nursery when invoice received.	Done - Service list and invoice received late Feb, copy sent to Nursery.
Jan 2012	Local Residents	Clerk to chase up Haford Housing as there is still a litter problem	Outstanding - Cllr Rees awaiting response from Cardiff Council.
Jan 2012	Finance	Clerk to chase invoices outstanding	Done – Reminder letters and e-mails, for some group's telephone calls made to chase all outstanding hall payments.
Jan 2012	Working Party Reports - Hall	Claim information to be sent back to solicitors.	Outstanding - Informed insurance need time to gather info. – deadline 22/03/12 but could receive extension.
Feb 2012	Matters Arising	Clerk to make further enquiries concerning the boundary wall at St Edeyrns.	Outstanding – Need to meet with St Edeyrns working party to confirm what information we have and how to obtain an answer.
Feb 2012	Matters Arising	Clerk to write to Cardiff Council to consider reinstating the planting alongside the new development.	Done – letter written
Feb 2012	Matters Arising	Clerk to contact Cllr Rees regarding litter pickers	Outstanding – Litter pick to be re-arranged.
Feb 2012	Local Residents	Clerk to write to Newport	Done – telephoned Cardiff

		and Cardiff Councils to clarify the border line of the area along the A48, outside Blooms Garden Centre.	Council – provide map to show split. Cardiff responsible for lighting outside Blooms and just past Lancaster House, rest is Newport.
Feb 2012	Local Residents	Clerk to write letter to Cardiff Council to enquire why the bin on the lamp post Jct Erwig Crescent and Mill Lane has been removed	Done – Letter written
Feb 2012	Highways and Planning	Clerk to write to Cardiff Council concerning Hendre Gadno development to gain confirmation of the Section 106 split of costs and establish why the application took so long to approve.	Done – letter written to planning to confirm details of any changes and reasons for the I. E-mail request to for confirmation of the split.
Feb 2012	Highways and Planning	Clerk to write back to Cardiff Council concerning the importance of reinstating the footpath outside Balmaha on Tyr Winch Road.	Done – Letter Written
Feb 2012	Highways and Planning	Clerk to write to Cardiff Council to make a request for resurfacing of Blackbirds Way.	Done – Letter written
Feb 2012	Finance	Clerk to read the meter and send reading to British gas for an invoice.	Done - Meter read and reading provided although invoice not yet received.
Feb 2012	Finance	Clerk to obtain 2 more quotes for the Council's Insurance to next meeting.	Outstanding – Clerk has one quote and has sent for information from another company.
Feb 2012	Correspondence Received	Clerk to write letter to thank Monmouthshire for the flag and inform of the transfer to a school.	Done – Letter written
Feb 2012	Correspondence Received	Clerk to e-mail Nursery to confirm details of the incident of a child injuring their hand on hot pipes.	Done – e-mailed Nursery no response, chased up 12 th March still no response.

MONTHLY FINANCE REPORT

For period ending 23rd February 2012

Current account

£

Opening balance at 31st January 2011

4,183.56

Less - Payments

Direct debits:

Cardiff Council - 01/02/12	£428.00
Voucher Statement Fee	£3.25
E-On Electricity - 13/02/12	£180.00
E-On Electricity - Pavilion - 13/02/12	£10.00

Total Direct Debits

£621.25

Cheques not yet banked:

	£	Chq No.
P. Barnett Cwmni Coed - Cut and strim St Edeyrns - Aug 11th	220.00	3066
Cardiff Council - Cleaner/Toilet rolls/Sacks	52.87	3070
Peter Morgan - Internal Audit fee plus expenses for 10/11	181.20	3072
Pam Jenkins - Selections boxes for Christmas Carols evening	15.75	3073
Clerk - Wages plus 21hrs overtime for January	668.10	3074
Cleaner - Wages for February	125.00	3075
Caretaker - Wages for February	52.00	3076
Mazars - External Audit fees for 10/11	342.00	3077
Clerk - SLCC Membership	105.00	3078

Total cheque payments

1,761.92

Note - cheques in bold remain to be signed

Total Outgoings

2,383.17

Plus - Receipts

	£	Stub No
PACT - Hall use for November and January	10.00	100643
WI - Hall use for December	25.00	100643
N Eclar - Private hire Hall on 08/02/12	50.00	100643

Total income

85.00

Closing balance

1,885.39

Business Reserve Account

Opening balance at 30th November 2011	9,637.86
Receipts - Interest for December/January and February	2.42
Payments - Statement fee December/January and February	<u>9.75</u>
Closing Balance	<u>9,630.53</u>
 Total bank balances	 <u>11,515.92</u>

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		Total Receipts		31,226.91
28,845.15				
		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
				31 MARCH '11
		Bank Reconciliation		
		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

