

OLD ST MELLONS COMMUNITY COUNCIL

Minutes of the meeting held in the Village Hall, Newport Rd,
Old St Mellons at 7.00pm on Thursday 12th July 2012

Present:

Chair: Mrs D Rees

Councillors: Mrs A Davies Mrs J Rogers
 Mr L Phillips Mrs S Williams
 Mr Rhodri Edwards

Minutes taken by: Mrs S Williams

In attendance : **Rhodri Edwards of Fields in Trust**
 Dennis Cooper and Adrian Powers of Summers Funeral
 Directors

1 Apologies for absence:

Mr R Blackmore
Mrs R James
Mr D Stroud

2 Declaration of interests.

Subject to talk on the fields both Cllr Rees and Cllr Davies declared interest, agreed to stay.

3 Police Matters.

Cllr Davies commented that at the police surgery it was indicated that there had been more than one burglary in the village recently.

4 Members from outside bodies.

Rhodri Edwards gave a speech on the charity and confirmed his work regarding Queen Elizabeth 11 Fields in Trust Challenge.

The charity was founded in 1925 project to celebrate Diamond Jubilee of George V.

Our playing fields require no changes as they are in good condition, other than a restriction to land use purely for sport and recreation. The name of the fields does not have to be changed and it is up to the Community Council to decide its name. A plaque will be donated showing the name. The plaque will be embedded into the

ground. The plaque is supplied free of charge, but installation will incur some costs. The land registry details will have to be changed.

It was decided that the Community Council could not sign until a new clerk was in post.

Cllr Rees asked if there were any questions, and thanked Mr Edwards for attending.

5 Minutes – to approve as a correct record of the minutes of the Meeting held on the 14th June 2012

5.1 The Minutes of the last meeting were approved unanimously and signed as such.

6 Matters arising from the minutes of the 14th May 2012

Dennis Cooper from Summers Funeral Directors was accompanied by Adrian Powers to discuss St Edeyrns burial ground. Cllr Rees & Cllr Davies declared interest.

Dennis Cooper advised that for a short period of time there had been difficulties due to administrative problems with St Edeyrns burials and allocation of new graves.

After speaking to the Chair he proposed to take on administration of the burial ground. The work would involve allocating graves, issuing documentation and maintaining the burial records register.

Therefore Summers propose issuing graves, paperwork required and maintaining records from the time they take it on. They will give advice and memorial information. They will provide regular updates.

They will not take on monies, but will take cheques payable to Council. Banking responsibilities will remain with the Clerk and the RFO.

On documents Summers name must be shown. Old St Mellons Community Council will continue to maintain up keep of Churchyard.

Dennis Cooper of Summers suggested a trial period for 3 years with an option of another further year, if both parties are in agreement.

If the Community Council expands the Churchyard Summers will take that responsibility as well.

Inspection of headstones will still be the responsibility of Community Council. The proposal is to improve administration and to provide stability for the bereaved and grave owners.

The matter will be on the agenda for September to be discussed when hopefully more Councillors will be present.

The Chairman thanked the representative of Summers Funeral Home and they left the meeting.

The meeting resumed to matters arising.

LAWNMOWER

The lawnmower has been returned, 3 quotes have been received and the lowest price of £500 plus vat had been accepted. A new blade was required and no reason given why the blade was damaged, there were discussions as to whether the mower was serviced regularly. Working party to discuss.

PLAYGROUP- CYLCH

The Playgroup – Cylch requested a meeting to discuss the heating, as the heating fell below 18 degrees on one day. It was agreed to keep the heating on at 18 degrees minimum. The temperature gauge is set to come on if the temperature falls below this level and the pilot has been lit, Cllr Phillips advised the pilot light should not have been turned off.

NOTICEBOARD

It was agreed to pursue another notice board at Bluebell Drive, subject to planning permission. The cost of planning application is £165. The Village Association were in agreement to funding this. The Highways service area requested being consulted over the size, situation and if any maintenance was involved before submitting application. Possible sites were discussed.

Cllr Rees asked if Cllr Davies would like to take this on and get costings, where to put the notice board, etc. Cllr Davies to get advice as to preferred site, first preference on the wall and second next to the letter box. It was asked if the Village Association will be willing to pay for the erection of the notice board. Cllr Davies indicated the Village Association were willing to pay for the erection of the notice board but not the planning fees.

Cllr Davies agreed to look into the matter.

7 Local Residents

Under Standing Order 84 the meeting may be adjourned for up to fifteen minutes for a public session. Each member of the public may speak only once and may express observations only. Members of the Council should not enter into any discussion. The Chair may limit an individual's speech to provide equal opportunity to all members of the public.

8 Highways and Planning

Gypsy & planning has been withdrawn, the other application has been delayed. Archaeologist assessment other land planning still on-going.

9 Finance

Job specification five people indicated interest for the Clerk role. Mrs Nicola Winstanley to remain as Finance Officer and the new clerk to start in August.

Finance- reports given out to Cllr

Invoices sent out 3rd June only 1 paid so far.

Report read out

Cllrs Williams forms accepted & Cllr James went into NatWest today and also Cllr Rogers

Election bill £2956.18 May 2012

There was a discussion as to why the Old St Mellons Community Council pays such high rates. The Community Council must try to find out how to minimise this cost. There was discussion as to how this could be achieved by setting up a Hall Management Trust. It was agreed to look into this at a later date. Cllr Davies requested that residents should be consulted about this matter.

Cllr Rees said at this stage we will be just investigating options and not taking decision, but will take comments on board.

MONTHLY FINANCE REPORT

20.21 the public are requested to leave as the Finance Office s hours were to be discussed. As a member of the public objected to being asked to leave it was decided to allow them to remain. The Clerk had requested 40.75 hours overtime, this was agreed, this should fall when new clerk in post.

10 County Councillor Reports

Cllr G Phillips was not in attendance and no report was submitted.

Cllr Rees gave a report that she had attended planning the day before and attended numerous meetings regarding the LDP.

Letters recorded from residents regarding bollards, and speed thought out village.

Beech tree park, no report received from Bellway regarding the four trees.

11 Working Party Reports

1. Playing field

Welsh Water is looking into repositioning the manhole. It has now been turfed. Welsh Water has identified soapy suds down the drain, which has possibly been caused by an incorrect plumbing issue.

2. Cllr Rees suggested putting a litter bin inside the courts.

Cllr Phillips asked if the grounds man had a blower, unfortunately he does not. Due to bad weather conditions, the grass has been difficult to cut.

The grounds man is costing £128 per month. Grounds maintenance will be put on the Agenda for September. The Working Party will look into regular trimming or contracting etc. a minimum of three quotes will be sought for playing fields and hall.

3. Cllr Davies had spoken to the Village Association Chairman who had advised that the Pavilion toilets were in need of cleaning. She asked if there were rodent infestation.

4. The possibility of applying for a grant to improve pavilion to be placed on agenda.

5. It was recorded to thank Mrs Hillary Walkey Williams for cleaning the pavilion, earlier this week.

6. Cllr Rees did a litter pick in the Tennis Court, it may be advisable to put a few bins around the park, the grounds man would be responsible for emptying.

7. There have been difficulties opening up the park on Sunday. It was asked if a list could be drawn up showing contact details of persons responsible for opening and closing the playing fields. Cllr Davies agreed to distribute a list.

12 Standing Orders (amendment) and FOI policy update

Cllr James circulated a draft FOI policy document and asked for any amendments

13 Correspondences Received

Correspondence received, Cllr Phillips requested to view last 3 months, file shown around.

There were discussions with regards to a letter from our insurers regarding a child who hurt a finger. The Community Council was asked to provide enclosures of the Hire Agreement. The Community Council decided it was not for it to decide it was a matter of Law as to Duty of Care but for our insurers to decide the matter on its behalf. Cllr Phillips pointed out that the child was in the care of the Playgroup – Cylch and not the Community Council. It was decided that the Chair would write a letter advising that the Community Council was without a Clerk at the present time and that we were not legally trained to comment, but that all relevant documentation would be sent to the insurance company.

Cllr Phillips left the meeting.

The County Council sent a letter to the Community Council and/or Councillors advising that Community Council training for all Councillors is mandatory. The Chair urged all Councillors to attend.

Boundary commission letter had been sent out by the Chair who did make alterations as requested by Cllr Davies.

Radyr and Morgantown Community Council would like to share information. It was decided to agree but to wait for clerk to be in post.

Pili Pala want the hall for Summer Mon 23rd July Fri Aug 3rd, extra income all agreed and acceptable.

Pili Pala also complained they can't contact anyone in emergencies. Caretaker first point of contact, also Cllr Rees and Cllr Stroud telephone numbers were given. It was discussed if all Community Councillors numbers should be published. Caretaker number is permanently shown. Email to be sent to request all numbers on show in hall for emergencies, all those present agreed but will wait for email.

Village association wanted to borrow display boards, no objections. 21.12

14 Items For Next Meeting

Agreed to discuss playing field, pavilion, FOI update, standing orders amendments, St Edeyrns burial ground admin.

15 Date of next meeting

The next meeting will take place on Thursday 13th September 2012 at 7.00pm
The meeting closed at 21.16

Cllr D Rees – Chair
Old St. Mellons Community Council