

# **OLD ST MELLONS COMMUNITY COUNCIL**

Minutes of the meeting held in the Village Hall, Newport Rd,  
Old St Mellons at 7.00pm on Thursday 8<sup>th</sup> November 2012

**Present:**

**Chair:** Mrs D Rees (DR)

**Vice Chair:** Mrs J Rogers (JR)

**Councillors:** Mr R Blackmore (RB) (arrived later)  
Mrs A Davies (AD)  
Mrs R James (RJ)  
Mrs S Williams (SW)

**Clerk to the Council:** Mrs N Evelyn-Gauci (NG)

**In Attendance :** Mrs N Winstanley (NW)

**1 Apologies for absence**

Cllr S Johns  
Cllr Georgina Phillips  
Cllr Mr L Phillips  
Cllr Derek Stroud

**2 Declaration of interests**

Cllr Rees, Cllr Davies, declared interest to St. Edeyrns and Fields in Trust

**3 Police Matters – No Representation**

It was noted that PC Tracy Elliot is no longer the local Police Officer, NG will ascertain who the new Police Officer will be, covering the area.

**4 Members from outside bodies**

**4.1 Fields In Trust Deeds – Mr Rhodri Edwards**

It was noted that any structure to be built must support the fields, a Village Hall for example could not be built if it was used solely for this purpose, it would have to incorporate changing rooms for example, so the hall would be used in conjunction with outside activities, with a Pavilion, you could have a bowling green to encourage use of the fields.

A covenant is in place if the land is sold, it could only be used as open space. Suggestion for the Deeds is to allow flexibility to allow a building to be constructed in the future, as long as the land is available for the community and such a building would incorporate the use of the field.

The Community Council thanked Mr Rhodri Edwards for his time and advice, and he left at 19:07

**It was resolved and vote was carried out to agree the Deeds content – all in agreement.**

The Deeds were signed and witnessed by the Clerk, in readiness for completed documentation.

#### **4.2 Summers Funeral Home – Mr Denis Cooper**

Mr Cooper had stated that he had been going through the plans and register, but there were some anomalies and it was noted that some graves has not been paid for, and he is currently looking into this.

There has been enquiries from people that attend St. Edeyrns Church but not living in the vicinity with regards to burials, and Mr Cooper has requested that he needs to know what the policy is who can be buried there, it was noted that those that were on the electric roll could be buried at St. Edeyrns Church, but there were limited spaces. A request was put forward that Mr Cooper needs something in writing from the Community Council with regards to the policy of burials.

A question was asked if charges would apply to the Community Council and it was noted that Summers Funeral Directors are not charging as they are undertaking this on behalf of the Community.

The Community Council thanked Mr Denis Cooper for this time and advice, and he left at 19:35

#### **5 Minutes – to approve as a correct record of the minutes of the meeting held on 11<sup>th</sup> October 2012**

The minutes of the last meeting was read and amendments as follows:

11.5 Tennis court hedges, brambles to be cut back was not mentioned.

#### **6 Matters arising from the minutes of 11<sup>th</sup> October 2012**

##### **6.1 Administration of St.Edeyrn's Burial Ground - update.**

All documents have now been passed to Summers Funeral Directors.

##### **6.2 Cylch Pili Pala : extension to hire and charges – update.**

See 13.5

##### **6.3 Cardiff Crusaders : Car parking issues – update.**

See 13.4

##### **6.4 Guttering and downpipe quotes – update.**

Hall Working Party to obtain quotes.

##### **6.5 Painting to steps : has purchase of paint been done? – update.**

Hall Working Party to purchase.

##### **6.6 Hedge Cutting one off to Village Hall – update.**

Completed.

## 6.7 Items in outer buildings – update.

Buildings will have to be removed once Cylch Pili Pala's Hire Agreement comes to an end. It was noted that this will have to be done at Cylch Pili Pala's expense.

## 6.8 Castleton Landscapes : contract re 12 cuts – update.

This has been agreed, and Contract sent.

At this point Cllr Rees had taken the opportunity of reading out the Clerks role to all Councillors, while indicating to the Councillors how important and busy this task is.

### ***"The clerk***

*As clerk, you make a significant contribution to the team. You are a professional officer employed by the council to provide administrative assistance and professional advice. You support the council before, during and after meetings, preparing councillors for their decision making role and putting their decisions into practice. As its chief officer, you protect the council as a corporate body. Many clerks enjoy their work because it is endlessly varied. Check your job description, but your work might include:*

- organising meetings and events;*
- advising on making lawful decisions and policy;*
- researching topics of concern to the council;*
- keeping up to date;*
- managing projects, sites, facilities and finance;*
- managing records, teams and staff;*
- negotiating, marketing and public relations;*
- purchasing equipment.*

*The clerk is normally the 'proper officer'. This is a legal term meaning the appropriate officer for a particular function. The council must appoint the officers it needs to discharge its functions. The council must also appoint a Responsible Financial Officer (RFO) to manage its finances. Usually, but not always, the RFO and the clerk are the same person. If you are not the RFO, as clerk you will need to have an overview of the council's finances."*

## 6.9 Hall users groups :

It was noted that Hall Hirers must give 28 days' notice to cancel any days in a long term block booking arrangement – all in agreement.

## 6.10 A sign for the tennis courts : no cycling

It was agreed to have laminated signs put inside the tennis court, to try this method first as the cheaper option rather than having one made.

## 6.11 Litter bin to purchase for the fields, and who is responsible to empty it.

It was noted that the Contractor will be unable to empty the bins in the winter months, as there is not any grass cutting from December to January, a suggestion was made with regards to the Football Club, but weather permitting, they would not always be there. It was agreed to put a laminated sign to ask all field users to put rubbish in the bins by the children's play area.

## 6.12 Proposed alley gating in Wern Fawr Lane and Allen Close – defer to next meeting.

A request was made to defer this to the next meeting as not all Councillors were present.

## 6.13 Smoke detectors – still not installed.

It was noted that the Smoke Detectors needs to be hard wired, RFO to request our usual Electrical Contractor to give a quote, if this is more that £250.00 then three estimates would be required.

## 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.***

Subject of Youth Representation was made and that all Old St. Mellons local people should be notified when this takes place. It was pointed out that at present it has not yet being proceeded with because the government guidance has not be done. It will be back on the agenda once this has been completed.

A resident made a suggestion with regards to the number of substantial new homes earmarked to be built in brown/green areas, feels that the Community Council should get together and fight this proposal.

## **8 Highways and Planning**

### **8.1 Building planning application for The Limes was read out :**

**Proposal:** CONSTRUCTION OF 3NO. TWO STOREY DETACHED DWELLINGS WITH ACCOMODATION WITHIN THE ROOF SPACE, GARAGING/CAR PARKING, TURNING AREAS, REVISED ACCESS ARRANGEMENTS WITH NEW FOOT PATH PROVISION ALONG FRONTAGE OVER DRUIDSTONE ROAD AND ASSOCIATED WORKS

**Location:** THE LIMES, DRUIDSTONE ROAD, OLD ST MELLONS, CARDIFF, CF3 6XD

It was noted that there were only 3 houses requested for planning permission, so there would not be an impact in traffic. The access route to the new properties would use the existing driveway.

Concerns were made as it was felt it would have an impact on adjoining properties and that these build would be out of character.

It was noted that this is a settlement area and not countryside as this is already developed.

There were further concerns raised to this proposal as it was felt that there would be a change to the nature and character of the area, which is a semi rural country lane, and would like to keep it as such because the infrastructure is not there, also that there are no pavements, the lighting is not good and that this lane is open access to the country and frequented by cyclists, cycle team racing and horse riders.

## **9 Finance**

### **9.1 Signatories on cheques – update**

The RFO visited the bank 24<sup>th</sup> October and Cllr Rees, Stroud and Phillips have been included on the signatory list but the RFO has not been reinstated and Cllr Williams has been removed. RFO has completed another mandate form for herself and Cllr Williams to sign, this was signed by the Chair.

### **9.2 Budget forecast – update**

An updated budget forecast was presented which suggested budget heads for 2013-2014. The RFO explained that income was difficult to ascertain since income from Burials and Hall usage would be impossible to predict but has tried to be prudent with all of the suggested figures.

The suggested Precept required was £27,730, £1,430 more than the previous year. However, the RFO has overestimated some Budgets and is confident there will be surplus funds available from 2012-2013 to cover any shortfall. There are sufficient funds in the Reserve account to cover any large and unexpected costs such as an Election.

**It was resolved and vote was carried out on whether to increase the Precept for 2013-2014. All but one Cllr agreed not to increase the Precept requested.**

### 9.3 Gas meter registration – update

Still no invoice received. British Gas has been in contact to state the National Grid have been unable to register the meter since they cannot find it on their system and have been unable to track whom installed the meter. The details require registering as this is important part of the process and assure that they are dealing with the problem. British gas will arrange a payment plan and will provide energy prices from 2010 for comparison. An apology letter was also received on 6<sup>th</sup> November providing details of writing to the Ombudsman Services. All agreed RFO should write requesting a date of when the query should be resolved or we will take further action with this Service.

### 9.4 Other Financial Information

#### Monthly Finance Report

The RFO presented a list of receipts and payments so far to show the subjects income and expenditure has been spent/received against. The monthly finance report listed cheques which required signing. These were signed at the meeting.

**Invoices:** Invoices have been sent for October. One invoice still outstanding for August which has been chased and four outstanding for September to which reminders have been sent. An invoice for £415 has also been issued to the Beavers/Cubs/Scouts for September 2012-2013.

**Grass Cutting St Edeyrns:** It was agreed by the Community Council to have the grass cut at St Edeyrns ten times during the year and no cuts during November to March. The current company have suggested that one more cut in November is required. So far we have paid the previous company for 3 Cuts and the current company for 6 cuts, therefore only paid for 9 cuts so far. It was therefore agreed with the Chair and RFO to go ahead with one more cut.

**Annual Return:** The Finance Officer attended the Village Hall on Thursday 18<sup>th</sup> September for two hours for an opportunity for Electors to View the Return and Financial information. No one arrived to view the return.

**VAT Reclaim:** The reclaim for VAT currently stands at £545.00, the full amount will be re-claimed from HMRC at the end of the financial year.

- 9.5 It was noted that all documentation on the financial report have been distributed, and a summary of receipts and payments will be emailed to all Councillors.

A question was asked with regards to Saturn dance and how much they paid and it was noted that the payment was for £30.00 a week for 2 hours, they are no longer using the Village Hall because of teaching commitments.

- 9.6 It was noted that if any remedial work to the Village Hall that the Village Association would be asked if they could assist.
- 9.7 Suggestion of the Village Hall be painted, and using Community Volunteers to undertake the work, but while the Cylch were using the Hall could prove difficult, so suggestion was made to carry this out during holiday period.
- 9.8 It was noted that the toilets were in need of repair and would £2000.00 be enough
- 9.9 A suggestion to have a 3 year plan as this budget is for next year, and to ask the Village Association to help financially if there is a maintenance project. The Hall Working Party will need to have a look into this, and any major work could come out of the reserved account.

**9.10** It was noted that the Working Parties needs to have an email to say that there is a meeting, no need to involve the clerk, and must meet 3 or 4 times a year, as at one time this used to happen.

**9.11** It was noted that a vote was made for the Working Parties for both the Hall and the Playing Fields will meet to discuss programmes of work and present their reports at the January meeting – all agreed.

**9.12** A question was asked if the Council tax of £4000 could be reduced. The Chair noted that if they had a Hall Management Committee the reductions could be as much as 80%, in order to have a Hall Management Committee there would need to be legally drawn number of 5 members and no more than 10, they would then be responsible for paying bills including the rates, this could save the OSMCC a substantial amount per year.

It was noted that as an occupier OSMCC would not be eligible, but if a new committee – Hall Management Committee - was set up as a registered charity or not for profit organisation, or a trustee, this will allow us to get rate relief, but relevant guidelines must be adhered to. OSMCC could own the property, but not occupy it. Meetings of the new association and the Community Council would have to have a clerk for both the Committee and the Community Council. New members will have to be volunteers, for example a member of the Village Association or a Councillor that had stepped down.

It was suggested to speak to One Voice Wales – Mr Paul Egan and ask him to come and talk about this as we require legal advice. To undertake this route could be costly, perhaps look for a Solicitor who does pro bona work, or who would take on this for small fee perhaps. The opportunity of having a Hall Management Committee could mean we may have the possibility of applying for grants, e.g. a new roof perhaps.

It was noted to ask Mr Paul Egan to attend our February meeting.

**9.13** There was a concern that a tree in St. Edeyrns is not safe, but it was reported that it was, AD requested to see documentation relating to this.

**9.14** It was also asked if there was an allowance for hedges to be cut in the budget, it was agreed there was.

## **10 County Councillor Report**

### **10.1 Licensing – Star Inn – Correspondence File**

The Star Inn has applied for an alteration to their licencing for live entertainment to be extended.

The local residents were very much against it.

Letter of objection to be written.

## **10.2 LDP update**

Preferred strategy of council has gone through, it has changed from brown and now it is brown with large green field with an estimation of 45000 houses forecast, 20000 houses are going on green field, 2000 will be in the east of Pentwyn Link Road, but not as far as Began Road. Church Road site at present is still waiting for approval and objections have still not been heard. The Council from London are willing to hear both sides, they have recovered the appeal and still not seen any results. The houses will extend to the back of Unicorn Pub, and St. Julians farm area. Also a link road joining Llanrumney will be put in place.

There was general consent to hold a Public meeting on 27<sup>th</sup> November in the Village Hall run by the Old St. Mellons Community Council to discuss the impact on transport.

## **10.3 Fly Tipping**

Cleared away and prosecutions is forthcoming

## **11 Working Party Reports**

### **11.1 Noticeboard to Bluebell drive – update**

Awaiting response from highways.

### **11.2 Hand dryer replacement – update.**

On hold.

### **11.3 Thermostat control lock – update**

On hold.

### **11.4 Remembrance Sunday Preparations**

Church 10:45 processing down to the Cenotaph 11:45 still awaiting news from the Police with regards to stopping traffic for the procession.

## **12 Newsletter**

**12.1** It was noted that the articles have gone to printers and it is now from 12 pages to 16 pages, there was quite a bit of artwork involved and it was very time consuming. The final version will be made available tomorrow. Email of the final version will be sent out to proof read and will require answers back quickly as needs to send off to print.

The Chair thanked JR for all the hard work.

**12.2** Christmas Carol Concert will be held in the Village Hall on 22<sup>nd</sup> December 2012.

## **13 Correspondence Received**

### **13.1 Concerns of distribution of correspondence**

The Chair pointed out that recently the Clerk had been over burdened by emails, in relation to distribution of correspondence received, this was unnecessary and time consuming, it was reiterated that all correspondence received is either emailed or put in the correspondence file. No comments were received.

### 13.2 Local Government Wales Measure 2011 – noted

No guidance yet.

### 13.3 NHS Re South Wales Programme – noted

### 13.4 Traffic issues in Tyr Winch Road

Correspondence was received from a member of the public and a County Councillor referring to the traffic parking problems on Tyr Winch Road. It was noted that any serious obstructions should be referred to the South Wales Police and/or Highways of Cardiff Council. At the last OSMCC meeting, Mr Gyan Ghuman had offered for members of the public to get in touch with him, if any of the vehicles that were causing an obstruction to driveways, public footpath, were visiting the playing fields at the time during a football match/practice.

It was at this point that the Chair pointed out that there was again an unnecessary deluge of emails on the same subject and was reiterated that this was time consuming for the Clerk that works only part time.

Community Council will write a letter to South Wales Police and Cardiff Council.

### 13.5 Cylch Pili Pala

There were concerns that Cylch Pili Pala has received notification that they had been granted an extension, as during the last OSMCC meeting the public were excluded from this particular discussion and information had gone out before the agreement was made to Cylch Pili Pala . Various bodies from outside Old St. Mellons area seemed to be aware of this decision prior to an official statement from OSMCC. At this point an email was read out, in this email there were congratulations to Cylch Pili Pala for being allowed to stay on. This was a confidential matter that should not have been leaked.

The Chair then read out Standing orders no.85 a).

*“85 a) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub- committee as the case may be.”*

It was noted that on the 22<sup>nd</sup> October 2012 that the Working Party had an informal meeting and 4 members had attended and that during this meeting a few proposals were made.

- In order to put up rent there has to be a least four months notice and any increase will have to come into play from April 2013. It was agreed in line with other Hall Hirers that the increase will be put in place from April 2013

At this point an email was read out from a Cardiff Council employee, who had stated that Cardiff Council buildings used for Nursery use have to pay £10.00 per hour.

- A new Hire Agreement will be set up.
- New Terms & Conditions to be made.

### 13.6 LDP Stakeholder Conference – noted.

### 13.7 2013 review of Parliamentary Constituencies in Wales Revised Proposals – noted



### 13.8 Hall Charges

It was decided that unless notification of cancellation is made within 28 days, that hire charges will still apply.

**It was resolved and vote was carried out to agree to the notification – all in agreement.**

### 13.9 Hall Hire – a long term hire is requested for Church Services on Sundays

Pastor Alex Azu came forward from the Potters Temple Church and stated that he wanted the whole building to cater for adults and children, children to be accommodated in the Small Hall. He asked if he could rent it for a full year every Sunday, he also stated that the Church had other meetings to be held on a Friday but this can be quite flexible as he only required four Friday evenings in a year from 6:30 pm – 9:30 pm. The Potters Temple Church has been established for five years, and have been using Rumney Chapel for their service, but they are now struggling on space, this is why they have approached OSMCC. Pastor Azu stated that Potters Temple Church is a Christian Church and is an umbrella of Assemblies of God, as is the Catholic Church.

Clive Bates came forward (Potters Temple Church Buiding Committee Chairman) stated they were also involved in different issues for the Community, they have a charity shop in Llanrumney, are also involved with Mental Health. Mr Bates went on to say that all people are welcome to attend and not necessarily living in St. Mellons or Rumney.

DR asked about if they require storage, and they said they did not. It was pointed out that this is a Community Hall and local residence pay a precept to have use of this hall, if it is heavily used and are committing to every Sunday, it could exclude activities such as children parties, fundraising events. Pastor Azu said they only required it from 11am – 2pm.

JR also stressed that this arrangement would be a Hall Hire Agreement and not renting as they had stated, there would be a requirement of 13 weeks' notice to terminate the agreement, and if the Halls are not used there will be still a charge.

SW asked about how many people would be attending, Mr Bates said at the moment 75 including children with a view to possibly 100. Pastor Azu and Clive Bates stated that they would like the Church to be involved in the Community and wanted to make this known. All people from the Community are welcome to attend.

It was agreed to allow a short term hire agreement for a trial period of 3 months from 1<sup>st</sup> January – 31<sup>st</sup> March.

**It was resolved and vote was carried out to agree to this trial period – most were in agreement.**

### 13.10 Accident Book

An incident was reported in the Accident book, a loose tile in the Small Hall was the cause.

NG to instruct the Caretaker to repair this.

## 14 Youth Representation

14.1 Advice for Local Councils on creating a Youth Council – document in Correspondence file.

## **15 Any Other Business**

**15.1** The Hall Hire charge fee for the Sponsored Walk event has been donated by the Community.

**15.2** Trees which has been donated needs to be planted – any volunteers - They will get big, so need to put in a public place, Parkstone Avenue would like to have trees planted there.

Saturday 24<sup>th</sup> November at 10:30 to plant them. NG to ask contractor where the best place to put them.

## **16 Items for next meeting**

## **17 Date of next meeting**

Thursday 10<sup>th</sup> January 2013

*Cllr D Rees  
Chair to the Old St. Mellons Community Council*