

# OLD ST MELLONS COMMUNITY COUNCIL

Minutes of the meeting held in the Village Hall, Newport Rd,  
Old St. Mellons at 7.00pm on Thursday 10<sup>th</sup> October 2013

**Present:**

**Chair:** Cllr R James

**Councillors:** Cllr A Davies (AD)  
Cllr S Johns (SJ)  
Cllr L Phillips (LP)  
Cllr D Stroud (DS)  
Cllr S Williams (SW)

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

**In Attendance :**

**1. Apologies for absence**

Cllr D Rees  
Cllr J Rogers  
Cllr R Blackmore  
N Winstanley (RFO)

**2. Declaration of interests**

AD asked if declarations could be announced as the meeting went along.

**3. Police Matters**

Nothing to report.

**4. Members from outside bodies**

None in attendance.

**5. Minutes – to approve as a correct record of the minutes of the meeting held on 12<sup>th</sup> September 2013**

Minutes were approved.

**6. Matters arising from the minutes of 12<sup>th</sup> September 2013**

**6.1** Village Hall reduction rates – set up a Hall Management Group – update  
Defer to next meeting

**6.2** Litter to Ty'r Winch field – purchase of litter bins update  
Clerk awaiting link to CCC - defer to next meeting

**6.3** Consultation on designated persons – public services – update  
Chair would need to look into this, defer to next meeting

**6.4** DFS Children in Need update  
Clerk sent documents awaiting response

## 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.*

It was noted door to small hall has still not been fixed – this has already been looked at.

Resident had gathered petition signatures for objection from members of the public with regards to the planning application of 16 units on Bridge Road, Chair expressed gratitude on behalf of OSMCC.

## 8. Highways and Planning

### 8.1 Traffic conditions – Church Road, Ty'r Winch Road

Defer to next meeting as a Councillor who wished to discuss this was not at the meeting.

### 8.2 Application No. 13/01820/DCO Proposal : residential development (16 no. units) and associated works (including landscaping, access and highways works) Location : land to the north of Bridge road

**It was resolved :** To send objection letter to the planning office.

### 8.3 Appeal Application No APPZ6815/A/13/2198668 Proposal : construction of 13 dwellings and associated works, land to west of began Road.

It was noted that the only changes from this appeal is that the 3 bedroom accommodations has been changed to 2 bedrooms.

Clerk to send objections on behalf of OSMCC – deadline 22/10/13

## 9. Finance

### 9.1 SLCC pay rates 2013/2014 salary scale and rate of pay for Clerk and RFO

Item to be discussed at end of meeting.

### 9.2 Home working allowance for Clerk and RFO

Item to be discussed at end of meeting.

### 9.3 RFO and Clerk hours

Item to be discussed at end of meeting.

### 9.4 WIFI installation

It was noted that this has now been installed and is up and running.

It was noted that a request as to how long the contract has been set up for and RFO to provide contract details at the next meeting.

It was noted that this item be put on the planner for review July 2014

### 9.5 Hall hire charges review

Defer to next meeting.

It was noted that a request for information as to how much other CC charge, It was noted by the Clerk that the RFO had already obtained this information and to bring it to the next meeting.

### 9.6 Approve RFO and Clerk O/T hours

To be discussed at the end of the meeting.

9.7 As the RFO was not in today's meeting the following report was read out :

#### **Grass Cutting**

The current contractors have performed 11 cuts of the Village Hall and Playing fields so far and 10 cuts at St Edeyrn's churchyard. In agreement with the Chair, I have requested they do one further cut in October and await the Community Council meeting in November to decide whether to have a final cut on any premises as this may be dependable on the weather.

#### **Risk Assessment**

Has a formal risk assessment been carried out at the Village Hall by the working party as this needs to be minuted and filed for insurance purposes.

#### **Audit**

RFO has recently received the completed and signed Annual Return for 2013/14. This will be published on the website and a copy on the Notice boards.

#### **Precept**

The deadline date for the Precept request is usually end of January. A finance meeting will take place end of October to discuss a suggested precept figure to be proposed at the Council in November. If any new issues come to light, this could then be revised in January if required.

#### **Monthly Finance Report**

*Authorise* - The Clerk's and RFO's overtime and expenses need to be agreed at the meeting.

*Invoices* - have been sent for September, only one group is outstanding payments however this is minimal and reminders have been sent.

### **10. County Councillor Report**

10.1 New community comprising to 1020 new homes meeting between developers and planners – update.

Still awaiting more information.

10.2 As the Chair was unable to attend this meeting the following report was asked to be read out:

- Andrews House, Newport Road

Councillor Rees has received numerous complaints from residents of Newport Road, regarding parking problems resulting from the new tyre business occupying the old Crisp Flow building. An inquiry of planning indicated that a breach of consent had occurred. The owner and operator have put in a retrospective application which has not yet gone to the planning committee. Strict conditions should be in place to prevent parking difficulties. Unless I am satisfied that the potential parking problems can be prevented I will oppose the application.

- Land East of Bridge Road application.

I have sent a letter opposing the application. Update on the position is that the application is awaiting reports and that the Welsh Court is opposing the application because of the potential traffic problems near the junction of the Pentwyn Link road and the M4 interchange. The application has not yet gone to the committee but may go in November.

If a local petition of 70 individuals who oppose the application is submitted to the planning department the lead petitioner may speak against the application.

- Retrospective planning application to regularise planning position of canopy at Holts which was erected without permission – across the road from the conversation area. Chair will have further information.

- 30mph speed limit extended along Newport Road. I have campaigned for this for many years and I am pleased to support the measure which will save lives.
- Gypsy traveller encampment along Newport Road, now gone.

## 11. Working Party Reports

### Village Hall

#### 11.1 Baby Changing facility

It has been confirmed that there is room in the disabled toilet. Working party will be looking at prices and availability.

#### 11.2 To improve outside lighting

Security lighting does not appear to be working, it was agreed that SW will look into costs.

Other lights previously not working has now been repaired.

#### 11.3 Repairs to WC's

It was noted that both the men's' and ladies WC are in need of refurbishment.

#### 11.4 The following observations were noted.

- a. Room located to the rear of the disable toilet – known as the green room is in need of refurbishment. It also appears to have windows which has been covered.
- b. Back of stage needs painting.
- c. Some signs need laminating.
- d. It was noted that the cooker has a missing disc (on top of stove) and the seal appears damaged.  
It was agreed to put the cooker out of order.
- e. A request was asked for a list of all current long term hall hirers. Clerk had stated that the second schedule is up to date and will forward on.
- f. It was noted that the recent work carried out to the premises had not been completed satisfactorily e.g. weeds already popping through, stone dust not thick enough.
- g. The wall to the side of the property appears to be bulging. It was noted the Caretaker needs to be asked to seal this area off with tape.  
It was noted that RJ will ascertain who the owner is of the wall.
- h. Guttering appears damaged to corner, this seems to have happened after the contractors had done repair work.
- i. It was noted that the Caretaker needs to keep the grounds and hall well presented.
- j. It was noted that a request for the contract for pest control to be sent to the Working Party.
- k. It was resolved : The contractor who had carried out the recent works will be contacted to carry out the remedial work, to the satisfaction of the Working Party, prior to the invoice being released for payment.
- l. It was noted to request that the hedge at the back of the hall down sides and front need trimming.
- m. A suggestion was made to give all hedges a good cut and to tidy up around the village hall, a quote was made of a one off payment of between £200 - £250 it was agreed that RJ will strive to get more quotes.

There followed a lengthy discussion as it was felt that the area which still has waste and debris left from previous long term hirers needs to be cleared as soon as possible and as a matter of urgency, it was felt that £200 could be spent without obtaining the standard 3 quotes, as per standing order 56 (e). There followed another discussion that this type of expenditure is not deemed urgent. It was proposed to strive that 3 quotes be obtained and once this has been done an extraordinary meeting to be called to deal with this.

SW proposed, AD seconded.

- n. It was noted that WI had offered to keep the flower beds tidy.

### **Ty'r Winch Field**

AD declared an interest.

**11.5** It was noted that the bench is in need of repair.

- a. Hedge to tennis courts needs to be cut.
- b. Hedge to road needs cutting.
- c. Guttering to pavilion needs attention.
- d. Grass creeping up over pavement, needs weed killer, it was noted to ask the contractors about this.
- e. It was noted that 106 money was used for the pathway to be laid, need to check if there is still funding available for maintenance for the path.

At this point Cllr Williams expressed apologies as she had to leave – time 9pm.

### **12. Website, Newsletter**

**12.1** Website update

It was noted that the Clerk had been in contact with the website designers and this is now progressing forward.

It was noted that a request for the cost of the maintenance was made and to present this at the next meeting.

### **13. Correspondence Received**

**13.1** Crusaders Football Club – usage of playing field

It was noted that Cllr Phillips proposal : OSMCC will not allow any organisations to use the playing field as a permanent venue for playing football and rugby.

It was noted that the playing field is a recreational area for public use and not a sports ground.

It was noted that Cllr Stroud seconded.

It was noted that Chair or Vice-Chair to meet with CFC.

**13.2** Fields in Trust – nomination form deadline 18/10/13

It was noted that Cllr Rees and Cllr Rogers are to be nominated to complete the form and upload photos.

**13.3** St. Mellons Tyre Newport Road – parking issue

OSMCC has been made aware of the breach of planning. Clerk to write back to resident and confirm this.

Planning enforcement is to carry out the investigation.

#### **13.4 OSMVA – reconsider of fridge and plaque**

13.3 from the Septembers minutes was mentioned, Clerk informed the Chair that as the OSMVA has not purchased the bench, and were in the process of just generally making enquiries, that the subject of installation for the bench had not been included in this agenda.

Chair had decided to vote on the installation costs and whether or not it was to be paid by the OSMCC. Clerk had advised Chair of declaration of interest.

AD, RJ and DS declared an interest.

It was agreed that the OSMCC would pay for the installation costs.

The fridge was then brought into discussion and after much deliberation it was agreed the OSMVA could have a free standing fridge in the kitchen on the proviso it is self defrosting, lockable and must be PAT tested, in line with health and safety requirements.

It was noted to inform the OSMVA that the plaque may be reconsidered at a future date, but at this point in time OSMCC will not be going ahead with this idea. It was felt that this was not appropriate to be discussing this suggestion, as the person had only been recently deceased.

#### **13.5 Replacement keys – payment**

It was noted that any lost keys should be paid for by the person who mislaid/lost the key/keys

It was noted that any keys not working will be replaced by the OSMCC

#### **14. Items for next meeting**

**14.1** Discuss annual planner.

**14.2** Christmas events.

**14.3** Carol meeting Friday 13<sup>th</sup> December

**The meeting was formally closed at 10:35pm and items 9.1, 9.2, 9.3, 9.6 are to be discussed in private.**

*Cllr Rosemary James  
Vice Chair to the Old St. Mellons Community Council*