

OLD ST MELLONS COMMUNITY COUNCIL

Minutes of the meeting held in the Village Hall, Newport Rd,
Old St Mellons at 7.00pm on Thursday 10th January 2013

Present:

Chair: Cllr D Stroud

Vice Chair: Not in attendance

Councillors: Cllr R Blackmore (RB)
Cllr A Davies (AD)
Cllr R James (RJ)
Cllr S Johns (SJ)
Cllr L Phillips (LP)
Cllr S Williams (SW)

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

In Attendance : Mrs N Winstanley RFO (NW)

Due to the Chair and Vice Chair unable to attend this meeting it was unanimously voted that Cllr D Stroud will act as Chair for this meeting.

1 Apologies for absence (1 min)

Cllr D Rees
Cllr J Rogers
Cllr Georgina Phillips
Mr Denis Cooper – Summers Funeral Directors.

2 Declaration of interests (2 min)

AD declared interest in Old St. Mellons Village Association, St. Edeyrns, QE11 Tyr Winch Field, and Tyr Winch Playing Field.

3 Police Matters (10 min)

3.1 The neighbour police team member is Christopher Fennessey 3870

3.2 It was noted that an arson attack was made to a vehicle on New Years Eve.

4 Members from outside bodies (30 min)

None were in attendance.

5 Minutes – to approve as a correct record of the minutes of the meeting held on 8th November 2012 & Extraordinary Meeting 6th December 2012 (2 min)

5.1 AD wanted it be known that the declaration of interest that was not mentioned was the Old St.Mellons Village Association and Tyr Winch Road Playing Field.

5.2 Page 2; 4.2; 3rd paragraph should have read : will residents be charged an additional fee by Summers for burial charges.

It was noted that residents would not be charged additional fees by Summers Funeral Directors.

5.3 December Minutes were approved.

6 Matters arising from the minutes of 8th November 2012 (15 min)

- 6.1 Administration of St. Edeyrn's – request for information to who has right of burial. Information has been sent.
- 6.2 Cylch Pili Pala : extension to hire and charges – all documentation has been signed.
- 6.3 Car Parking issues – It was noted that serious obstructions should be reported to the South Wales Police and/or Highways of Cardiff Council.
- 6.4 Guttering and downpipe quotes – defer to next meeting.
- 6.5 Painting to steps : once paint has been purchased it was agreed to ask the Caretaker to paint the steps.
- 6.6 Proposed alley gating in Wern Fawr Lane and Allen Close – defer to next meeting.
- 6.7 Smoke detectors – still not installed to Pavilion - defer to next meeting.
- 6.8 Star Inn – Entertainment Licence extension : has been granted. Letter of objection was sent.
- 6.9 LDP – Public Meeting – update : a postcard was received acknowledging receipt of communication.
- 6.10 Potters Temple Church – storage request : unfortunately there is no space at present.
- 6.11 Accident Book - Small Hall repair to floor tile – Caretaker informed. There followed a discussion with the floor tiles lifting off the floor which could be the result of condensation. A suggestion was made to put a bracket in the windows to retain them in an opening position. All Councillors agreed.
- 6.12 Page 6 9.13 AD has still not seen documentation with regards to the safety of the trees in St. Edeyrns- defer to next meeting.
- 6.13 Page 7 13.1 LP had requested: “ *I would like to be copied in on any emails that arrive to the Community Council particularly those that are copied to any other councillor*”. NG informed LP that he is already receiving all communications via email, however NG is unable to forward any emails if not copied in. AD also requested all communication via email to be copied in. There then followed a slightly heated debate as the other Councillors did not want to be bombarded with unnecessary emails. The Chair suggested that this be deferred to the next meeting.

7 Local Residents. 15 min

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.

A suggestion of an airbrick to be put in place to help with the condensation. It was noted that this had already been discussed a while ago.

It was noted that the pathway to the Hall was very dark – Caretaker to be informed.

A request for an update to the LDP was made.

A question was asked has all the Councillors been on a Code of Conduct course.

8 Highways and Planning (5 min)

8.1 Application was read out :

Proposal: CONSTRUCTION OF 13 DWELLINGS AND ASSOCIATED WORKS.

Location: LAND TO WEST OF BEGAN ROAD, BEGAN ROAD, ST MELLONS,

There followed a discussion with regards to this proposal and there was a general agreement that this is not sustainable as there are no pathways and quite dangerous if pushing a pram or wheelchair.

RB stated that as in the LDP plan, Began Road should remain unchanged.

A suggestion was to raise a letter of objection and LP asked that we should encourage residents to object.

9 Finance (10 min)

9.1 Budget Forecast – Update

The RFO handed out copies of a forecast of commitments for 2012-13. Total commitments due to 31st March 2013 are £6,512, expected income to be received to 31st March 2013 is £6,720.

The Monthly Finance Report shows that after payments made and receipts received, but not paid in, that the current bank balance should be: £12,821. Therefore, with commitments due to be paid and received, the forecast bank balance at 31st March 2013 is £13,030.

It was requested that in next years' budget £500 be placed against a heading for maintenance of the Tennis Courts. This was agreed to be included in the budget for 2013/14.

9.2 Gas meter registration – update

In November the RFO e-mailed the Customer Services manager stating if the problem was not resolved and we did not receive an invoice before 1st January we would be taking the matter to the Ombudsman.

In December we received invoices dating back to April 2010 with the varied rates at the time. The total bill to 28th February 2012 (no bill received after this date) is £4069.30 of which £800 VAT we can reclaim. With thanks to Cllr John's e-mail, the RFO questioned whether we are only responsible for paying the past year since we have contacted them and tried to receive bills. Apparently this only applies to domestic households and business accounts are due to pay up to 3 years. Since it was not our fault that the meter was not registered and we have tried to obtain bills, the Manager stated he would put us on a reduced payment plan as current and this could be applied to the whole bill for the past 3 years which would reduce it dramatically. However, if agreeing to the plan we would be tied in for a year. The RFO is still to discuss the best options, obtain a detailed breakdown and explanation as to how the invoices have been worked out and what payment plan we are on. The RFO stated that we are unable to leave British gas until we pay the total bill so if we have much surplus funds at the end of the year, it may be best to pay the balance so we may look into other options for Gas and Electric.

9.3 Any other Financial Report

Invoices for the users of the Village Hall have been sent for November and December. The Cylch are outstanding for October and November invoices and reminders have been sent.

The RFO has been assured by the Manager that they will be paid shortly. Table Tennis have not paid for November but usually pay two months at a time. All other groups are up to date.

Invoicing for advertising in the Newsletter is yet to be arranged.

The RFO and Cllr Williams are now back on the list of bank signatories. Therefore we now have six Cllrs plus myself able to sign cheques.

Payments - Listed extra on the Monthly finance report were payments made or received which were presented to the bank during November and December where no meeting was held.

During November an urgent public meeting was arranged on the Local Development plan and a presentation to be held for the public. The cost of the public speaker and hire of PA system to effectively present this meeting to the public was £340. Under Financial Regulations in the standing orders 56.e, this is £140 higher than the expenditure allowed to be incurred by the Clerk/Finance Officer. Since no meeting was to be held until January and an urgent decision was required. The RFO sought advice from One Voice Wales and sent an e-mail to all Cllrs requesting agreement or not on the expenditure. One Cllr was away, one was on sick leave, therefore of the seven Cllrs, four were in agreement, one was not and two no responses. The majority vote was in agreement with the expenditure.

Receipts - Total receipts due from regular user groups up to December is: £2184.00. We currently have a credit of £299.43 from E-On for electricity for the Village Hall which the RFO has requested a refund be credited to the bank.

VAT re-claim stands at: £660.00

Income from burials received and paid in £250 for one opening and £1,230 for one Burial

Income from burials due to be received - £50 for inscription change and £330 for head stones

9.4 Community Council Precept

The RFO has received the letter of request an application form for the Precept for 2013/14.

It was agreed at the meeting on 8th November 2012 that this should stand at £26,300.

The form must be returned by January 31st 2013 and is required to be signed by the Chairman, two members of the Council and the Clerk at a meeting held in January 2013. Due to illness, the acting Chair Cllr Stroud agreed to sign the Precept on the Chair's behalf. This was countersigned by two other Members and the Clerk.

9.5 Noted – NW had sought advice through OVW to seek approval from Councillors, via email, for the booking of consultants for the LDP because of time restraints, as it would have been too late to wait until the next meeting.

9.6 Overtime was agreed for RFO and Clerk.

9.7 Expenses agreed for RFO an agreed mileage rate.

9.8 NW to speak to JR re invoices for adverts in newsletter.

9 County Councillor Report (2 min)

10.1 St. Mellons Service Station – application to sell alcohol – defer to next meeting.

AD asked if these licencing reports could be sent to the correspondence email address of the OSMCC – NG to source.

10 Working Party Reports (20 min)

- 11.1 Noticeboard to Bluebell drive – AD still waiting for information ongoing.
- 11.2 Hand dryer replacement – update – defer to next meeting.
- 11.3 Thermostat control lock – update – ongoing.
- 11.4 It was suggested that the Hall Working Party to meet.
- 11.5 Signs to tennis courts – it was suggested to use cable ties. Working party to sort and to put up the signs.

11 Newsletter (10 min)

- 12.1 Newsletter – update, all delivered, printing costs were donated for the LDP flyers. Still waiting for payment from a few advertisers.
- 12.2 Query of village plan which the Newsletter stated was enclosed was not seen – defer to next meeting.
- 12.3 To put a small article about guide dogs in the next Newsletter.

12 Correspondence Received (10 min)

- 13.1 Letter of Financial Assistance – NW to address

NW had received by post a letter requesting funding for a helpline - All in agreement that this was not possible.

- 13.2 Keep Wales Tidy – Annual review.

The Clerk read out an email which was sent by One Voice Wales celebrating 40 years of improving local environments throughout Wales.

- 13.3 To agree a policy - defer to next meeting.

13 Any Other Business

- 14.1 Fields in Trust – to be completed. Defer to next meeting
- 14.2 Crusaders – Concerns to field, cutting grass and pavilion being used for storage. Defer to next meeting.
- 14.3 Code of Conduct. – defer to next meeting.
- 14.4 AD and NG asked to attend a training course. AD also asked for clarification that Councillors attending any training course if this should be put to the Community Council prior to the course – should training be voted in – defer to next meeting.
- 14.5 Noted – Caretaker was asked to cut keys for the Playgroup, NG to inform the Caretaker that he has to seek authorisation before any work carried out.

14 Items for next meeting (2 min)

- 15.1 A local resident has developed a business directory called Old St.Mellons Defined. It will be published bi annually and will contain information about local businesses and tradesmen

working in and around Old St.Mellons area. They would like to give Old St. Mellons an opportunity to advertise in the first edition e.g Hall Bookings or what the Community Council do. Prices start for a qtr A5 page for £17.50 – as the first publication needs to be in by the end of January an email asking what the Councillors would like to do will be sent out.

15.2 Guide Dogs – It was noted that Wern Fawr Lane is used to train guide dogs, but on bin collection day, the bins are left in the middle of the pavements after they have been emptied. The guide dogs are then forced to go around these obstacles but using the main road to bypass these, this could have dangerous consequences, not only would the guide dogs be affected, but also those in wheelchairs, and pushing prams. The other problem is the overhanging trees, unfortunately the dogs can only see obstacles that are at ground level, so while walking along the pavement the overhanging bushes and trees become a hindrance to the dog handler.

It was suggested to write to the Council with regards to the wheelie bins and putting them back in a more appropriate place. To also ask the Council what the hedge cutting policy is for Wern Fawr Lane.

15 Date of next meeting (1 min)

14th February 2013

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

MONTHLY FINANCE REPORT - JANUARY 2013

For period ending 10th Jan 2013

Current account

Opening balance at 31st December 2012

£
16,093.06

Less - Payments

Direct Debits:

Cardiff Council - Rates - Jan	£452.00
Voucher Statement Fee - Jan	£3.25
E-On Electricity - Jan	£105.00
E-On Electricity - Pavilion - Jan	£10.00

Total Direct Debits

£570.25

Cheques issued but not presented as at 31st Dec 12:

	£	Chq No.
Welsh Water - Water Rates June to Dec 12	401.53	3187
Printing Wales - Newsletter printing x 1200 copies	519.00	3188
Planning Aid Wales - Training sess x 3 (17th Oct and 12th Nov)	70.63	3189
Cardiff Council - Refund of Deposit for Hall Hire 22nd Nov	100.00	3190
Clerk Expenses - Stamps x 10 / Mobile Top up	16.00	3191
Cardiff Council - Half Yearly Rent - Village Hall	92.50	3192
Clerk wages and allowance - December 12	267.80	3193
RFO wages and allowance - December 12	333.50	3194
<i>CJ Handyman Cardiff - Caretaker wages - Nov ,1 Opening</i>	65.00	3195
<i>Cardiff Council - Container Rental - Jan to March 13</i>	144.08	3196
<i>**Clerk Overtime November 12 - 18.5 hours (less £65.70 -Tax not deducted on normal wages for Nov)</i>	96.36	3197
<i>**Clerk Overtime December - 18 hours</i>	157.68	3198
<i>Cleaner wages - January</i>	125.00	3199
<i>Post Office Ltd - PAYE payment - Nov to Dec</i>	318.65	3200
<i>**RFO Expenses - Mileage and stamps</i>	23.55	3201

Total cheque payments

2,731.28

Note - cheques in bold italic remain to be signed

*** To be agreed at the meeting*

Total Outgoings

£3,301.53

Plus Receipts

Guides - Hall fees - Nov	15.00	To pay in
Brownies - Hall Fees - Nov	15.00	To pay in

Total income

30.00

Closing balance

12,821.53

Business Reserve Account

Opening balance at 30th Nov 2012

9,636.16

Receipts - Interest for Jan

1.20

Closing Balance

9,637.36

Total Bank balances

22,458.89

DRAFT

Please see below cheques issued and presented during November and December. Due to no meeting, these have not been listed on a Monthly Finance Report.

	£	Chq No.
Cardiff Council - Cleaning Supplies - Village Hall	64.45	3175
Clerk Expenses - Mobile Top up / Stamp	10.60	3176
Cllr Rees - Wreath for Remembrance Sunday	25.00	3177
RFO Expenses - Phone calls / Mileage / Stamps / photocopying	37.03	3178
Castleton Landscapes - Cutting hedge and removing debris - Village Hall	192.00	3179
Mango Planning - Presentation on LDP	264.00	3180
Sunsound PA - Hire of PA system for LDP presentation	120.00	3181
Clerk Wages - November (Overtime to pay and tax to deduct)	333.50	3182
RFO wages - November	333.50	3183
Cleaner Wages - Nov-Dec	125.00	3184
Caretaker Wages plus Openings x 2	80.00	3185
Caretaker call out to repair toilet and Keys cut	36.00	3186
	<u>1621.08</u>	

Please see below payments received and banked during November and December. Due to no meeting in December, these have not been listed on a Monthly Finance Report.

	£	No.
Scouts/Cubs?Beavers - Hall Fees Sept 12 to July 13 plus sleepover	415.00	100663
Entertainers - Hall Fees - Oct 12	45.00	100663
WI - Hall Fees - Oct 12	45.00	100663
OSMVA Table Tennis - Hall Fees - Oct 12	20.00	100663
Private Hire Hall 22nd Nov (£100 deposit due back after event)	165.00	100663
Private Hire Hall - Craft Fair - 24th Oct	35.00	100663
Guides - Hall Fees - Oct 12	20.00	100664
Brownies Hall Fees - Sept 12 and Oct 12	35.00	100664
Cylch - Hall Fees - Summer School - Aug 12	90.00	100664
Cylch - Hall Fees - Sept (reduced due to overpayment for July Toddler Group)	75.00	100664
Toddler Group - Hall Fees - Sept	20.00	100664
Table Tennis - Hall Fees - Sept and Oct	25.00	100665
OSMVA Table Tennis - Hall Fees - Nov	20.00	100665
Entertainers - Hall Fees - Nov	65.00	100665
WI - Hall Fees - Nov	25.00	100665
Private Hire Hall - 8th December	30.00	100665
Opening of grave W18 Dennis	250.00	100665
Burial - Mr S Hully -18th December	1230.00	100665
	<u>2610.00</u>	