

OLD ST MELLONS COMMUNITY COUNCIL

Minutes of the meeting held in the Village Hall, Newport Rd,
Old St Mellons at 7.00pm on Thursday 14th February 2013

Present:

Chair: Cllr D Rees

Vice Chair: Cllr J Rogers

Councillors: Cllr R Blackmore (RB)
Cllr A Davies (AD)
Cllr R James (RJ)
Cllr L Phillips (LP)

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

In Attendance :

1 Apologies for absence (1 min)

Cllr S Johns
Cllr D Stroud
Cllr S Williams
N Winstanley RFO
Cllr Georgina Phillips
Aled Evans Play Aloud Project

2 Declaration of interests (2 min)

2.1 DR : Playing Field Tyr Winch Road, St. Edeyrns, 8.1 of January minutes, application for 13 Dwellings in Began Road.

2.2 JR : 8.1 January minutes (after seeking legal advice can still attend any public meeting in order to e.g. make representation on this matter)

2.3 AD : OSMVA member, St. Edeyrns, Playing Field Tyr Winch Road, QEII Tyr Winch Field.

3 Police Matters (10 min)

3.1 none

4 Members from outside bodies (30 min)

Aled Evans Play Aloud Project – in correspondence folder

A summary of what the Play Aloud Projects is as follows:

The Play Aloud project is a Big Lottery Funded play project that aims to make play activities more accessible for children in communities across Cardiff & The Vale of Glamorgan. We are looking to enhance existing groups that already offer play activities or establish voluntary groups that would like to provide play activities in their community. We are currently undertaking a profiling process through which we identify the areas where we will work for our final year, May 2013 - 2014 and establishing the level of interest from each community as well as the number of existing children's groups so that we can gather enough information to ensure that we make the correct decision regarding the next Play Aloud areas.

If groups or individuals are interested then we can offer practical support, play training, volunteer support, links with the voluntary sector through our project partners Re-create and Cardiff 3rd Sector Council as well as offering advice on items such as accessing resources, setting up voluntary groups etc.

The information that we would like to gather can be seen below;

*How many children's groups are based in Old St Mellon's?
Where are the children's groups based in Old St Mellon's?
How accessible are the children's groups based in Old St Mellon's?
Is there a need for more children's activities in Old St Mellon's?
What type of activities are needed in Old St Mellon's?
Are there any interested parties/volunteers regarding the Play Aloud project?*

I hope that you can help us gather this information so that we can make an informed decision. If you have any further queries, I will be happy to answer them via email or in person at the next scheduled meeting.

The Chair asked RJ if she could help NG gather the information requested.

5 Minutes – to approve as a correct record of the minutes of the meeting held on 10th January 2013 (2 min)

5.1 Approved.

6 Matters arising from the minutes of 10th January 2013 (15 min)

6.4 Guttering and downpipe quotes – update
DS to check – defer to next meeting.

6.5 Painting to steps : has purchase of paint been done? – update
Paint has been purchased.

6.6 Proposed alley gating in Wern Fawr Lane and Allen Close
DR had received information that there will not be an alley gating to the footpath as it did not meet the level of crime incidents to warrant this. The Council may consider night time closure, this may be looked at again in the future, but nothing will be done at this present time.

6.7 Smoke detectors – still not installed
If the Pavilion is to be used as a store room, then smoke detectors will not be necessary.

6.9 LDP – Public Meeting – update
There is no further news, it was a successful campaign as lots of people had written in their objections.

6.10 Bracket to window to retain opening due to condensation problems in the Small Hall – update
A bracket has now been fitted.

6.12 Documentation to St. Edeyrns re trees. AD still has not seen documentation.

It was noted that an inspection is due soon. NG to check the date.

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.

7.1 Street sign has gone missing from Bluebell Drive.

It is believed that this has already been dealt with by the Council.

7.2 A request for a comments book to be made available.

7.3 The Noticeboard outside the Village Hall was full of condensation, and notices could not be seen.

7.4 If the window is to remain open with the bracket in place, will this have an effect on the insurance.

The RFO will be informed of this and to check the policy.

It was noted that the windows to the Village Hall had all been fitted with bars on the outside, and that the slight ajar window is retained within these bars.

7.5 A volunteer who opens the park gate on a particular day has made a statement that due to a residents continual complaint about the park not being open on a certain day and a continual request as to ascertain the volunteers identity, it was felt that this criticism is unwarranted and so has felt it necessary to relinquish this duty and to hand back the key very reluctantly.

It was noted that the park has been closed on very rare occasions. DR thanked the person for carrying out this duty and was disappointed that the volunteer had felt coerced into handing back the key.

It was noted that there now is a problem of the gate being open 7 days a week. DR asked if the volunteers could arrange it amongst themselves to come up with a solution. DR also suggested on writing a letter of thanks to all volunteers.

8 Highways and Planning (5 min)

8.1 Letter of objection sent re Dwellings at Began Road

JR pointed out that she is able to stay and discuss this item as she has taken legal advice and was informed that she can attend any public meeting in order to e.g. make representation on this matter.

It was asked how should the Community Council respond to the planning applications. NG informed the Council a letter of objection has already been sent.

DR then asked the Community Council to move on to the next item on the agenda.

9 Finance (10 min)

9.1 Renew Annual Contract for Pest Control Services

The RFO has received the renewal contract for Pest Control Services with Cardiff County Council, which runs from February 2013 to February 2014. The total cost is £315 plus VAT and has not increased in price for the past 3 years. If all agreed the RFO will sign the contract and send back. (cheque written in cheque book in preparation – to be signed).

DR declared an interested in this item.

It was resolved : All voted and agreed to renew the contract.

9.2 Remuneration

The RFO has recently been made aware of the Final Annual Report from the Independent Remuneration Panel for Wales which was e-mailed to all Cllrs on 10th February. The report states that it is acceptable for a Community Council to provide an allowance of up to £100 for each Community Councillor to assist in their duties. The amount should cover general travel expenses, printing and stationary and phone calls etc. The amount of allowance and whether a Community Council decides to take the allowance is up to that Community Council, since the Councillors may not wish to accept the sum. Given that the Precept has been agreed for

this year, it may not be possible to provide each Cllr with an allowance this year but could be built into the budget for next year, however this may increase the Precept.

A suggestion was made that if the Councillors were to relinquish this allowance would the Clerk be able to order paper, cartridges etc, as most of the communication is by email. DR pointed out that the Clerk only works part time and it would be too much of an onerous task to provide stationery provisions for the Councillors.

It was agreed to delay this until later in the year - Defer it to next meeting when the RFO is in place.

9.3 Any other Financial Report

The Monthly Finance Report was e-mailed for viewing on 10th February and updated version with a couple extra receipts and payments on 13th February. (There are 4 copies to hand out for those without)

The Clerks Overtime and RFO expenses need to be agreed at the meeting.

9.4 Newsletter Adverts

The RFO has raised ten invoices for advertisements in the Winter Newsletter 2012. The total cost of the Newsletter was £519 and the total amount to receive from all adverts is £350. The RFO has currently received payment from six companies.

9.5 Websites for Town and Community Councils

There is a possibility each Community Council in Wales could receive £500 to assist in setting up or the development of their Community Council Website. The RFO has contacted 3 different departments in Cardiff Council whom should be aware of this but neither has heard as yet. All three said they would investigate and come back with any news asap.

NG had received correspondence and it was noted that OVW had asked Community Councils to wait until further instruction.

9.6 Precept

The Precept request form has been sent to Cardiff Council and we should receive the amount of £26,300 by cheque on 1st April 2013.

9.7 Insurance

The RFO was due to meet with Came and Co. (current insurers) last week but had to cancel due to illness. Another meeting is planned for 18th. If anyone has any questions you wish the RFO to put to the Insurers please e-mail (or discuss at meeting). There were only two assets to add to the Fixed Asset Register and the RFO is looking into the value of the Playing Fields and Hall. If anyone has any knowledge or advice in this area please let the RFO know. The Insurance is due for renewal on 1st April 2013 so the RFO will obtain 3 quotes for the meeting in March.

In light of the residents comments in today's meeting 7.4 RFO to check with insurance re open window.

9.8 Receipts

Invoices for the users of the Village Hall have been sent for January. The Cylch are outstanding for December and reminders have been sent. Others outstanding are minimal.

We have received a credit of £299.43 from E-On for electricity for the Village Hall and are currently in Credit by £26 for the Pavilion.

9.9 British Gas update

We have received another invoice from British gas covering the period of 29th February 2012 to 11th January 2013 when I provided a final meter reading. The total of his bill was £1628.97 bringing the overall total at £5698.27 for almost 3 years of Gas usage.

I requested that we be billed at the cost of energy at that time so we have received many invoices covering different time period for when the energy prices changed. I have been advised that they have used the average daily use against the number of days the energy price stayed constant and when it changed they raised another invoice.

The Account Manager has offered a £350 reduction in the total invoice as a good will gesture, due to the fact we had been billed so late, but I feel it would be fair to request 10% £570.00. Whether there was a delay in sending a bill or not, the fact remains that we used the energy so we do owe British Gas for the Service.

If I could gain at least 10%, would this be acceptable to the Community Council? If so, would it be acceptable to pay $\frac{1}{4}$ (approx£1282) now and the rest in the new financial year?

If not, I would suggest a Finance working party needs to be agreed to be given the authority to take the decision and sit down with me to go through the invoices, so I may explain in detail, as this is unlikely to be resolved at the Council meeting.

DR asked if the Community Council would agree with the RFO suggestion.

It was resolved : All voted and agreed.

10 County Councillor Report (2 min)

10.1 St. Mellons Service station – application to sell alcohol

Not heard decision but it is believed they are now selling alcohol.

DR said there will be a check on the alcohol licence

10.2 Star Inn Licence decision

Despite opposition by police and residents, it was granted to extend the hours of entertainment. The Police objected to the possibility of noise nuisance but as it was an historical issue, Cardiff Council said it was unfair to penalise new landlord.

It was noted that the back of the pub is in a terrible state.

A suggestion if the Chair could write a letter to ask for this to be tidied up

10.3 It was asked if these reports could be sent directly to the clerks email address

NG to ask Cardiff Council if licencing reports can be sent direct to the Community Council.

11 Working Party Reports (20 min)

11.1 Noticeboard to Bluebell drive – AD still waiting for information ongoing.

Cardiff Council has had the suggested sites, waiting for person to return from sick leave.

11.2 Hand dryer replacement – update – defer to next meeting.

Request for new dryer in gents.

11.3 Thermostat control lock – update – ongoing.

Defer to next meeting

11.4 AD asked about the lawnmower – it was noted that it has been repaired and in storage.

12 Newsletter (10 min)

12.1 Newsletter – update – has advertisers been invoiced

All advertisers has now been invoiced

12.2 To agree to put an article about guide dog training in the next newsletter

It was suggested to organise another newsletter possibly in May – defer to next meeting.

13 Correspondence Received (10 min)

13.1 To agree a policy – with regards to Councillors requesting correspondence and what they would like to receive to all agree.

NG had sought legal advice and was given the following information:

I would advise you that individual Councillors do not have the authority to instruct the Clerk to e-mail them copies of correspondence. The Clerk is accountable to the Council as a whole and decisions as to whether Councillors should receive all copies of e-mail correspondence is a matter for the Council to consider in the light of advice received from the Clerk e.g. Data Protection issues etc.

DR and JR read an abstract from the Good Councillors Guide :

*Your chair has the roles of team leader and umpire at meetings (see Part Three). The clerk provides advice and administrative support, and takes action to implement council decisions. The clerk may have to act as a project manager, personnel director, public relations officer or finance administrator. The clerk is not just a secretary and is not at the beck and call of the chair or other councillors; the clerk is answerable only to the council as a whole. The clerk is the **proper officer** of the council in law. Legally councils can agree to delegate decisions to clerks because they are professional officers whose independence allows them to act on behalf of the council. Clearly the clerk must be treated with respect.*

There then followed a debate about the receiving of correspondence. NG did inform all Councillors that all correspondence is either emailed or put in the correspondence folder, and that the only items that are not sent are e.g. adverts for inkjet cartridges, or anti-virus software, most of the Councillors agreed that correspondence should be left to the Clerk to decipher its relevance and importance.

DR requested that a vote be taken to allow the Clerk to make the decision on the relevance and importance of correspondence received, and delegate to the Chair or Clerk to send relative information.

It was resolved : All voted and majority agreed, there were two against LP and AD

A suggestion was made that complaints should be put under the correspondence heading.

There then followed a short debate on how much detail should be put in the minutes, as data protection must be considered.

14 Any Other Business

14.1 Fields in Trust – update

DR and AD declared an interest.

NG informed the council that the documents have been sent and received by the Trustees, awaiting the return of signed documents.

It was noted that a date needs to be made for the open field day.

14.2 Code of Conduct to approve

A suggestion was made on page 9

- ii) the responsible finance officer to add – to the Community Council
- iii) the authority's monitoring officer to add – Cardiff Council
- iv) the authority's chief legal officer to add – Cardiff Council

It was resolved : All voted agreed and approved with amendments.

14.3 Complaints Procedure to approve including appendix

Appendix 1 item 5 bullet point 3

LP did not agree with this item in the appendix, he stated that every resident has a democratic right and this was against their rights, stating that everyone has a right to approach any council they wish.

DR stated that this document has been approved by OVW and it is also part the Cardiff Councils own complaints procedure.

LP said he would re write this into a single document, DR has agreed for LP to do this.

14.4 Old St. Mellons Defined - business directory – advertise in local newsletter

Missed deadline.

14.5 Guide Dogs – Letter to council re wheelie bins and hedges

Deferred to next meeting.

14.6 Leaking tap in disabled toilet, cupboard door in kitchen is off, rising damp problems in the men's and ladies toilet.

It was agreed to ask the caretaker to sort the leaking tap and kitchen door. Rising damp to defer to the Working Hall party.

14.7 Caretaker – clearing of snow for short term hirers – clarify responsibility

Look at caretaker's job description to see if this is covered.

14.8 Training – does it need to be voted when requested by Councillors/Clerk/RFO?

It was noted that there is an annual budget for the training, and the RFO to notify councillors when this budget becomes low.

There was a suggesting having the Clerk on a separate budget. RFO to look into this.

RJ spoke of her recent training.

14.9 Standing Orders – Amendment to allow Clerk minor decisions

It was noted that as there were only once a month meetings, some decisions may need to be made prior to the next meeting, there were no objections to asking for decisions and a vote by email sent via the clerk.

14.10 Boiler Service – Approval to obtain quotes or use previous company

It was resolved : All agreed to use previous company.

14.11 Crusaders – Concerns to field, cutting grass and pavilion being used for storage

Invite crusaders to attend the next meeting.
Agreement needs to be reviewed.

14.12 It was noted that the complainant of the gate opening is still not satisfied with the response. A suggestion was made to write to the complainant and state that the complaints policy will be on the website in due course.

14.13 The Clerk was asked to leave the meeting at this point along with the public as the Clerks working hours and pay were discussed.

15 Items for next meeting (2 min)

16 Date of next meeting (1 min)

14th March 2013

Meeting closed at 10:15pm

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

MONTHLY FINANCE REPORT - February 2013

For period ending 14th Feb 2013

Current account

Opening balance at 31st January 2013

£

15,730.96

Less - Payments

Direct Debits:

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

Total Direct Debits

£570.25

Cheques issued but not presented as at 31st Jan 13:

	£	Chq No.
Cardiff Council - Refund of Deposit for Hall Hire 22nd Nov	100.00	3190
Cleaner wages - January	125.00	3199
Caretaker wages - Dec 12 plus 1 opening	65.00	3202
Clerk Mobile Top-up Voucher	10.00	3203
Clerk Wages - Jan 13	267.80	3204
RFO Wages - Jan 13	333.50	3205
Cleaner Wages - Jan-Feb 13	125.00	3206
<i>Paint for steps outside Village Hall</i>	47.10	3207
<i>Cleaning Supplies for Village Hall / Box of copier paper</i>	64.33	3208
<i>**Clerk Overtime - 19.25 hrs for January 2013</i>	168.63	3209

Total cheque payments

1,306.36

Note - cheques in bold italic remain to be signed

*** To be agreed at the meeting*

Total Outgoings

£1,876.61

Plus Receipts

Guides - Hall fees - Dec	10.00	100668
WI - Hall fees - Dec and Jan	55.00	100668
Private Hire - 9th Feb	30.00	100668
Potters Temple Church - Hall fees - Feb plus £10 overstay	215.00	100668
St Johns College - Newsletter advert	25.00	100668
Sands Hairdressers - Newsletter advert	50.00	100668
Rumney Motor Spares - Newsletter advert	25.00	100668
Village Association - Newsletter advert	25.00	100668

Total income

435.00

Closing balance

14,289.35

Business Reserve Account

Opening balance at 30th Nov 2012	<u>9,636.16</u>
Receipts - Interest for Jan/Feb	2.40
 Closing Balance	 <u>9,638.56</u>
 Total Bank balances	 <u>23,927.91</u>

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 - Villa	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 sleepov	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 Toc	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>	