

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 June 2014

Present:

Chair: Cllr D Rees (DR)

Vice Chair: Cllr R James (RJ)

Councillors: Cllr R Blackmore (RB) Cllr J Rogers (JR)
Cllr A Davies (AD) Cllr D Stroud (DS)

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

In Attendance : Mrs Nicola Winstanley RFO (NW)

1. Apologies for absence (1 min)

Cllr S Johns (SJ)
Cllr S Williams (SW)

2. Declaration of interests (1 min)

DR: St. Edeyrns, Ty'r Winch Road Playing Field
RJ: OSMVA, PCC, St. Edeyrn's, Full Circle
AD: OSMVA, St. Edeyrn's, Ty'r Winch Road Playing Field

3. Police Matters (1 min)

Consultation by the Police Commissioner – update – awaiting further info.

4. Members from outside bodies (20 min)

Denis Cooper – Summers Funeral Directors – did not attend; Clerk was asked if Mr Cooper can a send 6th monthly update.

5. Minutes – to approve as a correct record of the minutes of the meeting held on 8th May 2014 & Extraordinary meeting 23rd May 2014 (5 min)

Minutes amendment to 8th May

- 5 a) Village Hall Working Party – omitted Cllr Derek Stroud
- 5 b) Playing Fields Working Party - remove *remains unchanged* and delete Cllr Derek Stroud
- 14.3 Emergency goods/repairs up to £400.00

Minutes Approved 8th May 2014

Minutes approved 23rd May 2014

6. Matters arising from the minutes of 8th May 2014 (30 min)

6.1 Crusaders Football Club - keys update
RJ and DS still chasing.

6.2 Noticeboard to the Dell – purchase update
This has now been purchased and fixed in place.
Clerk to update website with location of the new noticeboard.

6.3 First World War Event – to have an exhibition – update

To arrange a meeting before our monthly July meeting to discuss.
It was noted exhibition items will not be covered by our insurance.

6.4 FIT Day – to organise one for 2015

To ask OSMVA to have a Fête in the field and possibly have a joint FIT day.

6.5 The Rose Bowl for the Village Hall needs slight repair and the Chain of Office needs to be updated with names.

This has been repaired at a charge of £20.00

Engraving still needs to be done – with one off charge of £10.50 and £0.32 pence per character

It was noted that the Rose Bowl - Reginald Crabtree Village Fête Trophy should be insured a suggestion of £200.00 RFO will arrange for insurance cover.

It was resolved: all agreed

Chain of office needs 5 names to be added as it is 6 years out of date, engraved with 5 bars in total at a cost £210.00 6 names 5 bars.

It was resolved: all agreed

It was noted that this should be on the annual planner for engraving.

The Community Council should obtain a valuation of the chain of office for insurance purposes. This is currently valued at £945.00.

6.6 To discuss the planner for tree risk assessment dates

Based on information provided by our insurance company, the Community Council discussed the time period required for a full survey of the trees at the playing fields and St Edeyrns churchyard. It was noted to change our annual survey to a 3 year period for full examination and ask our grounds maintenance contractor to inspect the trees annually, providing they have a tree surgeon to carry out this inspection. It was noted to put this in place and ask the new contractors to make provisions.

It was resolved: majority agreed

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 resident asked why Ty To Maen has become the 'Cinderella' of Old St. Mellons. The footpaths are in need of repair, there are no bollards near demolition area to the flats, and just a general state of disrepair.

Also residents from outside this area are walking their dogs and dog fouling is becoming a problem.

A suggestion was made to get signs for the dog fouling issue, and residents could call C2C (029 20872087) for leaflets to be dropped in residents homes, another way, locals could call Cardiff Council if they spot dog foulers and the dog warden would come and monitor the area, calls could be made anonymously,

The playing field is looking in poor state as the grass has overgrown quite considerably.

It was noted that we have been having difficulty in obtaining tenders despite putting requests on the website and noticeboards, as procedures have to be adhered to, we have to seek to obtain 3 quotes.

It was noted that this is being addressed and should be resolved shortly.

Reconvened at 20:00

8. Highways and Planning (5 min)

(Planning Working Party to present their report)

- 8.1 14/00851/DCO Installation of a ground mounted photovoltaic (solar electricity) plant Fairwater Farm – update

Letters of objection has been sent off to Newport and Cardiff and Welsh Assembly has stepped in, it is in their hands for further investigation.

- 8.2 14/01113/DCH Construct one bedroom single storey residential annex Tonyrian, Ty'r Winch Road St. Mellons.
Noted.
- 8.3 Cllr Rogers noted that there has been a petition signed with regards to the 1020 homes at St. Edeyrns.

9. Finance (10 min)

(RFO to present financial report)

- 9.1 Contracts – update

It was noted that, since placing an invitation on the noticeboards and website, the Community Council had received no replies for the grounds maintenance tender for the playing fields, village hall and St Edeyrns churchyard.

The RFO had personally contacted 4 local firms inviting to tender with little success as only 2 quotes were submitted.

The RFO provided to all Councillors a list of charges from both companies for each location. The total cost of works for all locations was £4,945 and £5,550 with a difference of £605.

Cllr Rogers had proposed the cheaper company (Full Circle) based in Cwmbran, Cllr Stroud seconded.

It was resolved: Initial 12 month contract with Full Circle for £4,945, OSMCC to review in 6 months with the prospect of a 2 year contract. RFO to arrange with new company and inform the unsuccessful company.

It was resolved: Majority agreed 1 abstention.

- 9.2 Update on insurance claim
To date we have had no further communication.

- 9.3 Tree Risk Assessment

It was noted that a recent survey had taken place. On advice from the tree surgeon, three trees (Pine 1324, Sycamore 1337 and Red Oak 1318) were of priority and required early attention. The surgeon offered to perform works to all trees at a cost of £580.00. This was a £200 reduction on the individual price for each. It was agreed to include a larger amount in the budget for next year to include works to trees in future years.

It was resolved: Majority agreed to go ahead with the works at a cost of £580.00, and 1 abstention due the proximity. RFO to arrange.

- 9.4 Internal Audit Report and Annual Return

It was noted that overall the Internal Audit was a good report and the Internal Auditor stated 'Yes' to all objectives being achieved.

There were two recommendations:

- *The Council review the report on financial risks regularly every year.*

It was noted that this has been done at the meeting in May.

- *The RFO should submit the annual claim for re-imburement of VAT as soon as possible after year end.*

The RFO has made a claim to HMRC for £2,500 for years 2013/14.

During this audit the internal auditor had asked about the works carried out to the Village Hall car park, as the minutes did not reflect: the name of the successful company, the costs of the works and no reference to how this was to be funded, this was also not noted in the financial report. The Internal Auditor had received information for quotes and funding from the RFO and Clerk and was satisfied this was carried out in the proper manor. However, information must be properly recorded in future.

DR stated we should note this and to make sure we do this from now on.

The RFO has completed the information required for the annual return and handed to all Cllrs a copy of the list of accounting statements (payments and receipts) to be listed on the Return, along with explanation of variances and a bank reconciliation for the year 2013/14. The RFO read out the 'Annual Governance statements' on the Return and all Cllrs agreed 'Yes' to each statement listed.

It was resolved: All agreed for the Chair and Clerk to sign the Annual Return for 2013/14

9.5 Electric assessment

The assessment has taken place at the Village Hall and the Pavilion. There is a list of priority and advisory works, amounting to £750.00 for the Village Hall and £390.00 for the Pavilion.

It was resolved: the priority electrical work to be carried out.

It was resolved: to progress any items marked C1 and C2 be acted upon immediately, as these codes require immediate attention. RFO to arrange.

9.6 Boiler service

The gas boiler and water heater have been serviced and a Gas Safety Check for the hall has been carried out, all at a total cost of £245.00. There were no issues for concern other than a missing cooker cap. It was noted that the seal and the missing cap has since been replaced.

9.7 Trade Card

The trade card with Bookers is now up and running, initial purchases will have to be made using own funds and to claim for these expenses, as the set up with the wholesalers takes 3 weeks to register.

9.8 Review Financial Risk Assessment

This was reviewed and approved during the meeting 8th May.

The RFO had provided a monthly finance report to all Cllrs. Since unable to provide a formal report last month, the monthly finance report listed all of the cheques and payments which had been presented or paid into the bank in between the last two meetings.

Payments listed on the report were agreed but there were many payments to make at the meeting, which the RFO had received after printing the report. The RFO verbally read these out all Cllrs agreed to issue payment for cheques no.3411 to 3416. The RFO will also include these on the next monthly report.

10. County Councillor Report (10 min)

(Cllrs to present their reports)

Cllr Georgina Phillips was not present and no report had been provided.

DR presented this report:

The 1020 homes at St. Edeyrns – It was noted that the land had been incorrectly labelled by Cardiff Council as poor agricultural land. It was noted that the Welsh Assembly had looked into this and made their own observations and found that this land is the best quality agricultural land. Local planning had failed to give the correct information and Welsh Assembly has been very critical of Cardiff Councils findings.

It will be premature to grant planning permission and a report has been issued by Welsh Assembly who believe that if this goes to judicial review that Cardiff Council could have acted unlawfully.

I have written to the council with regards to Ty To Maen in being in such a poor state.

The fly tipping at Bridge Road, Began Road, St. Mellons Road has been reported.

Dog fouling in Old St. Mellons has become problematic and this has been reported.

The broken fence that faces Eastern Avenue was broken, this has now been repaired.

The traffic island – Old Hill residents has complained about this and this is now removed due to a number of accidents with cars hitting this.

It was noted that behind the bus stop on Newport Road, opposite Texaco garage is a huge sign on a trailer advertising Global Tyres, the tyre company in Old St. Mellons, DR to look into this and report, it was also noted that this company has a workshop within the building, DR will check planning permission.

10.1 War Memorial Trust re-funding.

It was noted that we are still waiting to see if funding is available for the war memorial, it had been noted that the bereavement section will do the work should funding not be available, this is not definite and is ongoing.

11. Working Party Reports (10 min)

(Village Hall Working Party to present their report)

There are a number of issues that need addressing; disabled toilet pan is loose, ladies toilet overflowing, fire door does not shut, nettles to pavement needs cutting back.

It was noted to get a handyman to carry out work, DR will sort.

It was resolved: to get a handyman to carry out work.

It was noted that the 3 quotes to carry out works in the toilets has now been received.

It was noted to have an extraordinary meeting with the OSMVA to discuss the refurbishment of the toilets.

Clerk to write to OSMVA

12. Newsletter (5 min)

12.1 Newsletter – Autumn/Winter discuss content

JR had noted that she has had to pay for her details previously to be in the Community Council Newsletter for over 4 years, it appears that County Councillors did not pay in the current issue.

13. Correspondence Received (10 min)

13.1 Email received from Churchwarden St. Edeyrn's

An email was sent to the Clerk expressing gratitude for the efficiency in relation to recent issues with the grass.

13.2 Bench installation at St. Edeyrn's

A request has been submitted via Summers Funeral Directors from a family of a local resident who recently passed away that a bench be installed in memory of this person.

It was noted that the Clerk to ask for this family to send details in writing to OSMCC

13.3 Statutory Guidance – Access to information on Community and Town Councils

This is request from Welsh Government asking Community and Town Councils for feedback in relation to this. DR will look into this and bring this to the attention of OSMCC if relevant.

13.4 Remuneration Survey 2013/2014 to complete

This is in relation to an independent remuneration panel who was given responsibility to determine the payments made to community and town councillors. Clerk to send email to DR to complete and will bring this to the attention at the next Community Council meeting.

13.5 OSMVA website

OSMVA had requested to have their own page on the OSMCC website with access to carry out any changes, amendments etc.

It was noted that the Clerk currently advertises any events they have on the OSMCC website calendar and will continue to do so.

It was suggested that if OSMVA had their own website, would it be possible to provide a link to that website.

It was agreed that a link would be possible if OSMVA had their own website, it was noted that they could not have direct access to OSMCC website due to Data Protection and that OSMCC was an organisation in its own right.

13.6 Health & Safety – procedures to discuss

DS has carried this out a complete fire risk assessment and all is up to date.

There are many other issues that need to be addressed and this will be deferred to the next meeting.

13.7 Public Conveniences White Paper WG

This is in relation to a proposal to place a duty on each local authority (County Council) to develop a strategy on the provision of and access to toilets for public use in their area.

Noted.

13.8 W.I meetings – hire of hall – charges

WI would like to hold a meeting 6 times a year on Tuesdays if possible in the Small Hall.

Clerk to clarify that these meetings are for the local WI use only and not national meetings, if so normal hire charges will apply.

13.9 Attendances

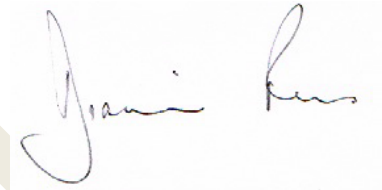
DR had stated that the attendance by Community Councillors over the last year has not been good. DR reminded those present to review the Good Councillors Guide see p.22

14. Items for next meeting (2 min)

Health and Safety

Newsletter

Meeting closed: 22:10

A handwritten signature in black ink, appearing to read "Dianne Rees", is displayed on a white rectangular background.

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

F E M M L O N S