

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of the AGM meeting to be held in the Village Hall, Newport Rd,
Old St. Mellons at 7.00pm on Thursday 8th May 2014

Present:

Councillors: Cllr D Rees (DR) Cllr D Stroud (DS)
 Cllr R James (RJ) Cllr S Williams (SW)
 Cllr S Johns (SJ)

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

Apologies for absence

Cllr J Rogers
Cllr R Blackmore
Cllr A Davies
Cllr L Phillips

1. Report of the Retiring Chairman

Annual Report of Chairman- Cllr Dianne Rees – AGM 2014 covering 2013 -2014

First of all I should like to record my thanks to my Vice – Chair Cllr Rosemary James for all her help and support and for the support of the Councillors who have worked hard as Community Councillors and neighbours by attending Council meetings, Working Parties, opening and closing the playing fields , working in the hall, assisting with the Fields in Trust Day which was a wonderful day which I would hope we can repeat at some point this year, planting Daffodils , assisting with the public meetings we have held in the hall on planning issues and delivering newsletters. Without your support and help none of this would be possible. I hope, without naming names, that those Councillors who have not supported Community Council events and projects during the last two years, will review their contribution and if they feel that they cannot support the Community Council to which they were elected, perhaps they should consider their position. I have repeatedly asked for Council members to put their differences aside and work together in a positive manner for the good of the community.

I should also like to thank our Clerk and RFO whose professionalism and hard work continues to support the council in everything we do. I am very grateful for their support and enthusiasm. I would also remind Councillors that we depend on our staff to ensure the Council's business is conducted properly and they should be treated at all times with courtesy and respect.

This year we have again kept the precept to the same level by sound financial decisions and careful management. The Clych finally left our Village Hall premises in July last year.

We have held two important public meetings which were well attended and well received by the precept payers. Comments received were favourable that we had been able to clarify their planning concerns using well-resourced plans and information. A letter from the community was distributed to the vast majority of homes in the area, however as two Councillors declined to deliver the community council letters there were unfortunately some homes which were not reached.

In July 2013 we held a highly successful Fields In Trust Day. It was a day to commemorate the unveiling of the stone and plaque commemorating its status as a Queen Elizabeth 11 Field. It was a hot and sunny day and lots of fun and opportunities for healthy exercise and eating were provided for the benefit of the community at no charge to them. Again, most Councillors took part in the planning and arrangements for the day, supported by some members of the Village Association and members of the public. Cllr James's husband Bill, played an important role as a volunteer. He took responsibility for the siting of the stone and plaque doing much of the work himself.

Our annual Civic Service, the Service of Remembrance was attended by over three hundred people in total. The traffic was stopped by the Police for the procession to the War Memorial at Newport Road and the event was a moving tribute to the servicemen who have served this community and for those who made the ultimate sacrifice. After the wreath laying service free light refreshments was laid on at the village Hall. It was remarked on by a relatively new member of the community that this was the first opportunity they had had to see inside the village Hall. It is intended to lay on light refreshments again this year after the Civic Service which hopefully will be in the Village Hall with an exhibition of World War One provided by the Community Council and the Rumney History Society. I should like to thank all those involved in the planning , including Neried and her husband Alan who manned the tea and coffee and dressed the hall so attractively.

This year marks the centenary of the start of World War One and we hope to hold an even more successful commemoration event this year.

We held a Carol Service in the Village Hall at Christmas time. Xmas lights were purchased with a view to holding the Carol Service in the playing fields around the Christmas tree there. Unfortunately torrential rain meant that plans had to be hurriedly re-arranged for the service to take place indoors.

Two lengthy and time consuming applications were made for grants for refurbishing the pavilion and for inclusive play equipment for the playing fields. Disappointingly, neither were successful but we were commended on the quality of our applications and encouraged to apply again.

Work has been done on the exterior of the village Hall, WIFI has been installed, the website has been upgraded and overhauled with the benefit of a £500 grant from the Welsh Gov.t for Community Councils.

Work is almost ready to begin on refurbishment of the lavatories at the Village Hall which will involve substantial investment in the facilities by the Community Council and our partners, the Village Association. It is good to see us working together to improve our facilities for the benefit of the community.

We continue to manage the burial ground at St Edeyrn's Churchyard in which we have been much assisted by the smooth working relationship between Dennis Cooper of Summers who managing the day to day admin of the burial ground for us. Our Clerk and RFO are helping the Community Council by working together well in the management of this heavy responsibility.

The Playing fields are looking good and the arrangements for managing the fields are working well. The contracts are out to tender at the moment for the annual review.

Despite the long term sickness absence of the cleaner who has now decided not to return to work we have managed to keep the hall clean with contractors. We hope to appoint a cleaner in the coming weeks as the job has been advertised and responded to. Interviews will take place shortly.

We have responded to Welsh Government and Cardiff Council consultations on planning and other matters and strive to endeavour to do so in a timely fashion and are working with One Voice Wales on the Cardiff Council/ Community Council Charter. Our Clerk, some Councillors and Chair have all attended One voice Wales conferences and training in the last year. Our Community Council was one of only two Cardiff Community Councils to be represented by Community Councillors at the Cardiff North Neighbourhood Management Team meeting.

Last but not least we have planted thousands of Daffodils again this year with the aid of some local members of the community who are keen to continue to improve our annual Daffodil show!

Finally thank you once again for your commitment and support for myself, Vice Chair, Clerk, RFO and other fellow members of this ancient and important Community Council. I hope that we can finally lay to rest any negative behaviour to restore the reputation of this Community Council as an effective branch of local government.

Councillor Dianne Rees JP Chairman 8/5/2014

2. Election of Chairman

Chairman Cllr Dianne Rees was proposed by Cllr Derek Stroud and seconded by Cllr Sarah Johns.

Cllr Dianne Rees accepted the post as Chair.

3. Election of Vice-Chairman

Cllr Rosemary James was proposed by Cllr Derek Stroud and seconded by Cllr Suzanne Williams

Cllr Rosemary James accepted the post as Vice-Chair.

4. Declaration of Acceptance of Office

The Clerk witnessed and received Councillor's Declarations of Acceptance of Office.

5. Appointment of Working Parties

a) Village Hall Working Party

Cllr Dianne Rees proposed that the existing Village Hall Working Party remains unchanged, seconded by Cllr Sarah Johns

Cllr Ricky Blackmore, Cllr Sarah Johns, Cllr Rosemary James, Cllr Derek Stroud

b) Playing Fields Working Party

Cllr Dianne Rees proposed that the following Playing Fields Working Party seconded by Cllr Suzanne Williams

Cllr Len Phillips and Cllr Ricky Blackmore

c) Planning Working Party

Cllr Dianne Rees had stated this has only been recently appointed and proposed for this to remain unchanged seconded by Cllr Suzanne Williams

Cllr Dianne Rees, Cllr Jane Rogers and Cllr Andrea Davies.

d) Governor representative for St Mellons Church in Wales School

Cllr Dianne Rees proposed Cllr Suzanne Williams seconded by Cllr Derek Stroud.

e) One Voice Wales representative

Cllr Dianne Rees proposed Cllr Rosemary James seconded by Cllr Suzanne Williams

f) Village Association Representative

Cllr Dianne Rees proposed Cllr Derek Stroud, seconded by Cllr Sarah Johns.

There will follow a short break time 7:20pm

Meeting resumed at 7:30pm

6. Apologies for absence

Cllr J Rogers
Cllr R Blackmore
Cllr A Davies
Cllr L Phillips

7. Declaration of interests

DR: St. Edeyrns, Ty'r Winch Playing Field
RJ: St. Edeyrns, OSMVA, PCC

8. Police Matters

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

It was noted that there is a Police surgery every Tuesday in the Coach House at 11am

9. Members from outside bodies

Denis Cooper – Summers Funeral Directors although unable to attend he had asked if a local resident as requested by a member of his family be interred in the graveyard as he was once a long term residence.

Mr Cooper had also requested that the grass and hedge be trimmed back.

It was resolved: all agreed to the internment and trimming of hedge and grass.

10. Minutes – to approve as a correct record of the minutes of the meeting held on 10th April 2014

Minutes were approved.

11. Matters arising from the minutes of 10th April 2014

11.1 Litter bins move to a new location, removal of rubbish - update

An email was received by D Carson – Park Services Cardiff Council.

“Should the bin be removed it would cost to have the spike removed then the ground reinstated. This would be in the region of £200. The bin once removed would not be able to be used anywhere else due to its age etc.

Should we fit a new bin it would cost in the region of £350 to £400 for the concrete base and bin.

Please bear in mind that at present Parks Services only maintain the play area within this park and do not litter pick/empty bins outside the play ground perimeter. I believe that you employ your own contractors to litter pick and cut your grass”.

It was resolved: all agreed that this was not cost effective and to leave as it stands.

11.2 Crusaders Football Club - keys update

RJ has tried without success, DS to make contact.

11.3 Noticeboard to the Dell – update

RJ to formalise letter and forward to clerk

It was resolved: to purchase the Noticeboard at a cost of £109.95 – all agreed.

11.4 BT Telephone box – update

Clerk has reported that the phone is not operable, BT acknowledged it is a line fault and will look into this asap.

It was noted that the BT telephone box is now working.

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

DR noted that South Wales Echo had been in touch with the Rumney History Society and a member of the public is willing to provide information for a member of their family to put on our display.

This item is still progressing and awaiting for information to be displayed in our exhibition.

11.6 Wall near the kissing gate at St. Edeyrns – update

Wall has now been repaired, email received from the Churchwarden of St. Edeyrns to the Clerk and was pleased with the repair. It was noted that the grass was overgrown and the hedges need trimming. It was noted that the Clerk had already arranged for the grass and hedges to be cut.

11.7 FIT Day – to organise one for 2014

It was noted it may be too late for 2014, it was agreed to arrange one for 2015 and start finding information for this event in readiness for next year.

11.8 Outlook software and domain name

Email received from our Webmaster explaining the benefits of changing the domain name and email accounts using new software. It was suggested to change the domain name to indicate to the public who we are.

It was resolved : oldstmellonscommunitycouncil.org.uk – all agreed.

12. 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.

There had been continual incidents at a property and various PCSOs had been in attendance and resident was confused about the number of PCSOs from different stations.

It was noted our area is covered by cross Policing stations.

It has been noted that there appears that the Council has done nothing to Ty To Maen Close, near the bottom road, the road sign name is broken, footpaths are in a poor state and generally looks unkempt.

DR as County Councillor will look into this.

13. Highways and Planning

(Planning Working Party to present their report)

13.1 14/00812/DCO 2 pairs 3 storey town houses, form Smiths Crisps Depot

Noted.

13.2 14/00851/DCO Installation of a ground mounted photovoltaic (solar electricity) plant Fairwater Farm.

DR to send objection notice to Clerk to forward.

13.3 14/00922/2014 variations of conditions 1C High Trees, Druidstone Road, Old St. Mellons.

Noted.

13.4 14/00380/DCO Renewal of planning permission, Ty Wyn Druidstone Road

Noted.

13.5 13/02337/DCO Cefn Mably Farm Park, new rural enterprise dwelling

Noted.

14. Finance

(RFO to present financial report)

14.1 Contracts

It was noted that tender for contracts is on the Noticeboard.

14.2 Performance reviews

It was noted this has been carried out.

14.3 Financial risk assessment to review

RFO emailed all Cllrs of the updated version of the Financial Risk Assessment. The only major change was under the item 'payments' – changed from the /Council authorising spend over £200.00 at the meeting to: 'General spend – authorised at Council meeting' and 'Emergency goods/repairs up to £400.00 authorised by Chairman/Clerk or RFO

It was resolved: all agreed.

14.4 Update on insurance claim

It was noted that we have received more correspondence and that there is a possibility of this going to court, there was a request from the claimant wanted signed statement from the RFO – who was not in post at the time.

It was noted that this has now reverted back to the 50% - 50%

It was noted to speak to our insurance and ask them to make a decision and maintain that we are do not accept responsibility.

14.5 Since the RFO did not receive the Bank statement before going on holiday, a provision of a list of payments and receipts since the last meeting has been produced. On return of her holiday she will email the standard Monthly Finance Report.

14.6 The RFO has met with the internal Auditor and passed over all the relevant information, along with the figures for the Annual Return. Auditors report should be available at the next meeting for signing the Annual Return for 2013/14 which is due by 30th June 2014. RFO has completed the 'Final Payment Summary' for the Council staff and P60s have been provided.

15. County Councillor Report

(Cllrs to present their reports)

It was noted completion of Beech Tree Park, footpath and pond has been commented on and has received positive responses.

It was noted that planning in Ty To Maen demolished flats site should have been fenced off, DR will check. To date no decision on what type of houses are planned.

It was noted fly tipping at Began Road, this has been reported and accumulation of litter in hedgerow in Newport Road has been reported and cleared. Pubs have a lot of litter around their area, requested for this to be cleared.

Reported the car parked for up for sale outside the Star Inn, it was noted that if there is one car and owner the Council can do nothing.

It was noted that the pavement outside the Coach House pub needs looking at DR has reported this.

16. Working Party Reports

(Village Hall Working Party to present their report)

16.1 It was noted that the tree assessment reports for Playing Field and St. Edeyrns which is carried out yearly needs to be reviewed as this seems unnecessary to carry out on an annual basis and a suggestion of 2 or 3 years increment instead.

16.2 Toilet project – awaiting one more quote.

- 16.3** Guttering is overflowing in several places around the halls due to a build-up of leaves. Clerk to speak to Caretaker to clean guttering.
- 16.4** It had been noted that since the removal of stones to the rear of the Village Hall that the mud which has been left behind has banked up against the Hall wall – request for Caretaker to remove this. – Clerk to contact Caretaker.
- 16.5** Draining gully near car park gates needs emptying – Clerk to contact Caretaker.

17. Newsletter

17.1 Newsletter – Autumn/Winter discuss content

It has been agreed put these following items in the newsletter.

- St. Mellons in bloom – best garden competition entries by end of July 2014
- Presentation of Rose Bowl at the Vegetable and Flower show – September 2014
- WW1 Exhibition for November 2014
- Remembrance Day – Civic service and Parade
- Police and PCSO to add contact details
- Village Hall bookings information
- WIFI and Website information
- OSMVA
- Article on no dogs in field.

18. Correspondence Received

18.1 Natural Resources Wales: workshop in the autumn.

Noted.

18.2 SLCC Conference – 4th June

Noted.

18.3 Research Survey for Planning Aid Wales

DR to look into this.

18.4 SLCC and One Voice Wales Conference 15th May 2014 – attendees

Noted.

18.5 Poppy Seeds for World War One Commemoration Planting in School and Community Gardens – ready for planting

Unfortunately the school has received our allocation, arrange a planting day when we retrieve them.

18.6 Vicar – St Edeyrn's Church Boundary Wall

It was noted that the repairs has been completed.

18.7 Ethics and Regulation – Governance in Small Public Bodies

Noted.

19. Items for next meeting

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

To discuss the planner for tree risk assessment dates.

Meeting closed at 21:30

A handwritten signature in black ink, appearing to read 'David Rees', is enclosed in a light grey rectangular box.

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

Final