

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 14th May 2015

Present:

Councillors: Cllr Richard Blackmore (RB)
Cllr Rosemary James (RJ)
Cllr Sarah Johns (SJ)
Cllr Dianne Rees (DR)
Cllr Derek Stroud (DS)
Cllr Suzanne Williams (SW)

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

In Attendance: Mr Paul Good RFO (PG)

a) Apologies for absence (1 min)

Cllr Len Phillips – Professional commitments
Cllr Jane Rogers – Other commitments
Cllr Andrea Davies – Work Commitments

b) Report of the Retiring Chairman

Annual Report of Chairman- Cllr Dianne Rees – AGM 2015 covering 2014 -2015

As I draw to the end of my current three year term of office, I should like to record my thanks to my Vice- Chair Cllr Rosemary James MBE, and the hard working councillors who have supported me and the Council and the wider community throughout the last three years. Your hard work and commitment is essential to the smooth running of the council.

Once again I should like to thank our Clerk. Neried Evelyn Gauci and our RFO Paul Good for their professionalism and enthusiasm. During the past year, Nicola Winstanley, our former RFO left our employment for full time work after giving us sterling service in helping us to achieve and maintain a healthy financial position.

Once again for the third year in succession we have managed a sound financial position without the need to raise the precept. Our ability to do so has been assisted by the Clerk's careful management of hall lettings and the RFO's sound financial control of our finances.

Our communications strategy has been enhanced by the re-introduction of our own newsletters. We have produced and delivered our own high quality, colour, Community Council Newsletter, twice yearly, in addition to taking a double page in the Old St Mellons Defined, free news magazine which is produced thrice yearly. The pre -Christmas newsletter was a souvenir edition to mark the Centenary of World War One and our contribution to the Wales Remembers World War1 program of events.

The website has benefited from a substantial grant which enabled us to employ a web designer to improve and update the exiting format. From May 2015 all community councillors must publish contact details of councillors and council. We were ahead of the game as unlike many small councils we have had own website for some years.

In November 2014 we commemorated the Centenary of World War One with a special Remembrance Sunday Service followed by a moving historical Exhibition about World War One produced with the aid of community councillors and members of the Rumney History Society. In addition members of the public were treated to a musical concert by the Cardiff Male Choir and free light refreshments during the afternoon.

Another successful Carol Singing service was held before Christmas with Father Christmas making an appearance for children of the Village.

Once again we are planning a Fun Day in conjunction with the Village association to be held on Saturday 11th July in the afternoon. We are hoping for good weather and another successful afternoon of fun and games.

2014/15 was a trying year with huge pressures on the community from large scale planning applications. This has necessitated the Chair, Clerk and Vice Chair writing lengthy and frequent responses to applications on behalf of the community Council.

Chair and Vice Chair contributed to public consultations on the Local Development Plan, often involving devoting several days at a time for several weeks. It is increasingly difficult for the community council to make proper representation when the planning applications involve studying thousands of pages of documents, often highly technical in nature.

The Ty'r Winch Road Playing Fields and St Edeyrn's Burial Ground are being efficiently run and are in good shape. The contractual Maintenance arrangements are working well. The dedication of Ty'r Winch Road Playing Fields as a Queen Elizabeth 11 Field in Trust is one of my proudest moments in my time as Chairman.

Work on upgrading the Village Hall has proceeded well with the refurbishment of the toilet facilities completed with the aid of a Biffa grant obtained by the Village association. Relations with the Village Association are good and improving with planned improvements to the kitchen on stream for this year.

In this report I have concentrated on the last remaining year of my three year term of office as chairman. However I would like to comment on issues which remain to be dealt with. My leadership of the community council has been marred by the stubborn refusal of a tiny minority of councillors to take their share of community council business. Attendance of some councillors could be better and I would re-iterate my comments in last year's report that councillors should review their contribution to community council. If they cannot support the community Council to which they were elected they should consider their position.

Finally I should like to say that I wish my successor and his or her Deputy every good wish for their three year term. It has been an honour to serve the community as Chairman of Old St Mellons Community Council for the past three years.

Councillor Dianne Rees JP 14/05/2015

c) Election of Chairman

Chairman Cllr Rosemary James was proposed by Cllr Derek Stroud and seconded by Cllr Dianne Rees.

Cllr Rosemary James accepted the post as Chair.

Cllr James thanked Cllr Rees for all the hard work that was done during the 3 yrs. served as Chair for the Community Council and particularly the work involved for the Fields in Trust. Cllr James also thanked all the Community Councillors for their input but felt that not all Councillors has put as much of their time as they could have and this was a shame.

d) Election of Vice-Chairman

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

Cllr Sarah Johns accepted the post as Vice-Chair.

e) Declaration of Acceptance of Office

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

f) Appointment of Working Parties

I. Village Hall Working Party

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

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

II. Playing Fields Working Party

Cllr Dianne Rees proposed that the following Playing Fields Working Party seconded by Cllr Sarah Johns

Cllr Suzanne Williams, Cllr Derek Stroud, Cllr Ricky Blackmore, Cllr Len Phillips

Cllr Rosemary James proposed Cllr Dianne Rees, seconded by Cllr Sarah Johns

III. FIT 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

IV. Governor representative for St Mellons Church in Wales School

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

Cllr James thanked Cllr Williams for all the work she has done and that she represents us very well.

V. One Voice Wales representative

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

VI. Village Association Representative

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

There will follow a short break for light beverages and to hold the Community Council meeting thereafter.

1. Apologies for absence (1 min)

See item a) above.

2. Declaration of interests (1 min)

3. Police Matters (1 min)

It was noted that PCSO Amy Evans is moving to Bridgend and PCSO Chris Williams will be a taking her place.

There had been a break-in to Ffordd Brynhyfryd which had been reported.

An incident in the Bluebell Public House where a safe was taken in broad daylight, the safe was recovered and the police are investigating.

4. Members from Outside Bodies (5 min)

Denis cooper was unable to attend but sent a report:

Nothing to report other than progress on removing the last grave defining with log rolls is taking a little longer than expected. We have had a number of enquiries for both prepay graves to which I have given the council's position.

A small number of masonry applications have been dealt with.

5. Minutes – to approve as a correct record of the minutes of the meeting held on 23rd April 2015 (5 min)

Approved: all agreed Cllr Rees proposed, Cllr Johns seconded.

6. Matters arising from the minutes of 23rd April 2015 (30 min)

6.1 Goitre Farm – appeal update
Nothing to report

6.2 Green room refurbishment
Nothing to report

6.3 Advertise for a litter picker
It was proposed to advertise for a litter picker for Ty'r Winch Fields and surrounding areas, after some discussion it was agreed to look at this again in the future.

6.4 Fire door quotes
Quotes have been sent to the hall working party for their perusal.

6.5 Asbestos consultation

RFO had obtained a few quotes ranging from £300 to £462.00 and inspections has been carried out by tenders.

There are variations to the quotes, but need the hall working party for their recommendation.

6.6 A requirement of Members contact details & affiliation on website – statutory Guidance WG.
All contact details will need to be put on the website, clarification is required as to what details are needed for public information.

Clerk to obtain clarification from One Voice Wales.

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 enquired whether the Pavilion will have the provision of wheelchair and pram access.

It was noted that currently OSMCC are looking for funding to upgrade the Pavilion and that the Community Council has applied to the Aviva Fund whereby votes can be send to their website for projects in the area of interest giving people an opportunity to vote for their chosen project. Details currently on the OSMCC website. The previous funding project was unsuccessful.

It was noted that the pavement outside the Coach House is now too dangerous to use for wheelchair or pram use as the curb stones are broken.

It was agreed to contact Highways and report this.

8. Highways and Planning (10 min)

8.1 14/2556, Phase 1 of St. Edeyrns Village

It was noted that on 13th May that this application went to the planning committee totalling 18 planning applications. Cllr James indicated to the members of the public that the plans for this are on the wall in the small hall. At the planning committee meeting, it appeared that these 18 applications were granted.

8.2 15/00865/DCH Ground floor single extension Ruperra close.

Noted and no objections raised.

9. Finance (10 min)

(RFO to present financial report)

9.1 Financial Risk Assessment. The Finance Report calculated up to today shows only a reduction of £1k approx. in last month's bank balance even allowing for this month's Direct Debits and outstanding cheques. This is due to receipts of almost £1k during the month. Hall Hire bonds totalling £300 are included in the bankings together with a chq for £336 in respect of a Wedding booking covering 3 days in late July. It is therefore important any refurbishments do not clash with bookings. The bank balance now includes £550 of Hall Bonds indicating an encouraging levels of bookings, which will only increase with Hall upgrades under consideration. EON fixed Electricity plans are due to expire in June/July and I am considering our options on renewal. The VAT claim for 2014-15 amounting to £3,900 has been submitted and a review of the budget /receipts/payments for the first quarter will be included with the next Monthly Finance Report.

9.2 I have had a meeting with the Internal Auditor, Peter Morgan, regarding the 2014/2015 accounts. Initially we discussed and clarified a number of items as he had already gone through this year's minutes online. Similarly his inspection of the ledgers clarified his position regarding the treatment of items, such as the banking of Hall Bonds. We discussed all the normal year end reconciliations and he took away all the papers to complete his audit. I passed over a disk containing all reconciliations to assist him and he expects to have completed his Audit by next week and signed off his section of the Annual Report. The Annual Return has to be approved and then signed at the June meeting and forwarded to the external auditors, Messrs Mazars by 30th June.

It was noted that the boiler check and electricity safety check is due.

It was resolved: all agreed to contact existing contractors to carry out the work.

10. County Councillors Report (10 min)

(Cllr Dianne Rees and Cllr Georgina Phillips to present their reports)

It was noted that Cllr Georgina Phillips did not send a report.

Cllr Dianne Rees:

There has been an increase in fly tipping in St. Mellons Road, rubbish including, domestic furniture, building materials. The rubbish which normal gets collected on a Friday had not been carried out, this was reported and has now been cleared.

Complaints has been made as there is a lot of fast food litter, the local police has been to the chip shop as it is their duty to make sure that the litter is cleared from close to their premises.

Having attended the planning committee on Wednesday with Cllr James there are 18 applications for the St. Edeyrns Village it was a long meeting taking 4 hours, all applications were granted. It was noted there had been complaints but there had been no objections, Cllr Rees had stated that the Community Council were not adequately informed of the planning applications and any complaints that were made had not been properly processed by Cardiff Council, it was also noted that Cardiff Council does not fully understand the role of the Community Council.

The WPD training ground – it was noted that there is a mail box at end of lane, the fencing and the shrubbery has been removed exposing the A48M. The man doing work on site stated that he has ownership by default and this fence was put up by himself. Photos of the boundary with the missing fence and shrubbery has been reported to Cardiff Council and subsequently a site meeting was arranged. It was noted that after a meeting with Cardiff Council that a temporary fencing is being installed, Waste Management have arranged for the Fly tipping team to visit the site and the Public Protection & Housing Enforcement are investigating the multi occupancy at Melanie Cae Glas.

Cllr James thanked Cllr Rees for her report.

Cllr James had spoken to Cllr Georgina Phillips recently with regards to the Planning Committee and asked other Cllrs for their attendance, it was noted the Cllr Georgina Phillips could not attend, Cllr James had asked Cllr Len Phillips who has planning knowledge, but he could not attend either.

11. Working Party Reports (10 min)

(Working Parties to present their report)

a) Village Hall Working Party

- 1) Met with Three Nations to discuss further snagging issues, corrective works are being carried out.
- 2) Asbestos Consultation quotes: All quotes have now been received. HWP to meet and make a recommendation at next month's meeting.
- 3) Small Hall Roof and Condensation quotes: specifications are to be considered next month by HWP.
- 4) Fire Doors: quotes are being collated.

b) Playing Fields Working Party

A question was asked has the tree branches breaking through the fencing been cut. It was noted to ask the contractors to do this if not already done so.

It was resolved: all agreed for the branches to be cut as soon as possible as this was a health and safety issue.

c) FIT Working Party

It was noted that the family fun day will take place on the 12th July at 1pm
OSMVA are supplying the portaloos, will contact St. Johns ambulance and the Ice-cream van and will run the bar when Boules will commence at 4pm.

12. Newsletter (5 min)

12.1 Newsletter – update

Delivery of this newsletter has been organised and arranged, Kimberley Park area still needs to be done.

13. Correspondence Received (15 min)

13.1 Tidal Lagoon Cardiff – meeting request

Cllr James has already attended this presentation and will provide information at our next meeting.

13.2 WI – meeting hall charge

(This was deferred to the end of the meeting after the public had been dismissed)

WI requested the use of the hall for their annual meeting, Clerk had issued a hire agreement with normal hourly charge, to which this was queried. After a brief discussion it was agreed that they would pay their normal hire charge of £5.00 as they are long term hirers.

It was resolved: all agreed.

13.3 Welsh Government – War Memorial grant

Communities across Wales are being encouraged to take advantage of a special Welsh Government grant to repair and conserve community war memorials as part of the First World War centenary commemorations A funding provided by the Welsh Government.

It was noted that Cllr James to look into this and bring to next meeting.

13.4 St. Edeyrns Church ground – Management query

There has been a request about the management of the graveyard and documentation to show this.

Defer to next meeting, Cllr James will investigate this.

14. Items for next meeting (2 min)

Signing and approving annual report.

Review financial risk assessment.

Boiler check and electrical inspection.

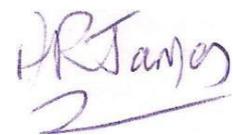
Tidal lagoon information.

St. Edeyrns churchyard management information.

Meeting closed at 21:10 to the public.

Meeting closed at 21:40

Next meeting: 11th June 2015



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