

OLD ST MELLONS COMMUNITY COUNCIL

Minutes of the meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7.00pm on Thursday 11th February 2016

Present:

Chair: Cllr Rosemary James (RJ)

Vice Chair: Cllr Sarah Johns (SJ)

Councillors: Cllr Dennis Matthews (DM)
Cllr Dianne Rees (DR)
Cllr Derek Stroud (DS)

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

In Attendance: Mr Paul Good RFO (PG)

1. Apologies for absence (1 min)

Cllr Rick Blackmore – prior engagement
Cllr Jane Rogers – work commitment
Cllr Len Phillips – double booked
Cllr Suzanne Williams – work commitment

2. Declaration of interests (1 min)

DR: St. Edeyrns, Ty'r Winch Playing Fields
RJ: St. Edeyrns, OSMVA
DS: OSMVA

3. Police Matters (1 min)

RJ had spoken to PC Reed who had said that if the meeting is not attended by a PCSO they would send a report instead.

It was noted that Wern Fawr Lane is being used as coach park, police were informed, but informed that this was nothing to do with the Police, but is a Council matter, Council thought that this was a Police matter.

It was noted that DR will be looking into this.

4. Minutes – to approve as a correct record of the minutes of the meeting held on 14th January 2016 (5 min)

It was noted to amend Page 3 8.2 the wording “*extremely pleased*” to change to “*satisfied*”.

It was resolved: all agreed

Approved as an accurate and true record DR proposed, DM seconded

5. Matters arising from the minutes of 14th January 2016 (30 min)

5.1 Policies and Procedures – update

- Cllrs Rogers – Employment, Contracts etc.
To be delivered at our next meeting.
- All Cllrs to have a look at the Code of Conduct – review
To be reviewed at next meeting, DR will obtain an up to date version from County Council.
- All Cllrs – Acceptance of reviewed Standing Orders
The following amendments to be made: (words amended in italic)
Page 12 – 55 d) The Clerk/RFO in *consultation with Chair/Vice Chair* to be added *RFO* to be added after Clerk
Page 15 63 a) iv) *contract* typo
Page 16 63 h) Otherwise regulation 10 (*a*) above shall apply

It was resolved: all agreed DR proposed ----- the policies that have been reviewed over the last 2 meetings January 2016 and February 2016 be adopted and published on the website. DM seconded.

It was noted that once the amendments are made to forward a copy to all Cllrs.

- Cllr Williams - complaints procedure
RJ asked that Cllrs look at this and review it for next meeting
- ICO publication scheme – acceptance of reviewed ICO
It was resolved: all agreed DM proposed, DS seconded.
Amended version to be dated and put on website.
- FOI – last page can be removed.
It was resolved: all agreed
Amended version to be dated and put on website.

5.2 Moles at the playing fields

RJ suggested to use a mole catcher – it was noted that RJ had looked at various quotes. Rathbone Pest Control - £80 for the first visit. £10 for each mole he catches, using traps
It was resolved: one visit at £80 majority agreed

5.3 Keys return from St. John's College

RFO collected the keys and bond has been returned.

6. 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.

It was noted that a resident said that the door on the noticeboard on Arcon House has disappeared
- Willing to pay for the materials.

RJ thanked the resident for the kind gesture, OSMCC will contact suppliers to check and verify any guarantee and costs.

7. Highways and Planning (10 min)

(Planning Working Party to present their report)

7.1 16/00189/DCH Ground floor rear and side extension to Red Myres, Ty'r Winch Road.
Noted.

7.2 It was noted that a second request with regards to the Solar panels at Fairwater Farm, still no response.

RJ requested this to be added to the agenda for next meeting

7.3 Planning Aid Wales – Training Courses.

It was noted that DM would like to attend.

8. Finance (10 min)

(RFO to present financial report)

The RFO reported the two cheques shown on the report that require approval are now being dealt under items 8(5) & 9(2). Three additional receipts totalling £168 have today added to income, while the monthly Talk Talk DD has been reduced to £18 +vat. As usual, there are cheques still to be presented to the bank, while the RFO is also dealing with issues involving pensions, freehold, waste collection and burial plans for St Edeyrns. Tenders for the complete redecoration of the Village Hall to be obtained by 31st March 2016.

The RFO then gave a review of current year to date position compared to Budget. On the income side, both Hall receipts and Vat are each £2k better than budget, but Burial Fees are currently down by £1k. On expenditure, the resignation of a Councillor during the year resulted in an election for a new Councillor. The charge for this process cost £3,250, which was not budgeted for, although underspends/savings on insurance, training and services have helped mitigate that cost. Maintenance of the Hall is in line with budget, although limited work has been carried out this year. Both St Edeyrns Church grounds and Ty Winch playing fields are in line with budget except the £1k allowance for tree work not yet taken up, but to be discussed under 8(3). Basically these figures tie in closely with the anticipated bank balance as at year end on which the 2016/17 budget and precept are based. The Internal Auditor has been in touch regarding the 2015/16 audit and the RFO will hand over the books on 19th May.

8.1 Review Charges, bond for Hall Hire
To be discussed at the end of the meeting.
Hall Hire agreement – cancelled dates are getting more frequent.
Extra functions not being paid for.
It was decided to review at next meeting

8.2 Cardiff Neighbourhood Partnership Fund
It was noted that DM had looked into this, the application is in the process and this had to be in by Tuesday. DM made an application for outdoor fitness equipment to be installed in Tyr Winch Playing Fields using this funding.
Noted a few queries: would this equipment be insured, maintenance costs implications, how would this equipment be looked after? These will be looked at if application was successful.
It was resolved: all agreed that DM would send in the application.

It was noted that DM has been looking at other grants and will pursue accordingly, and bring it to the attention at forthcoming meetings.

8.3 Tree quotes for Church and Playing Field
It was resolved: to go with the cheapest quote. DS proposed, DR seconded, the quotation is £925

8.4 Hire Agreement – Long Term Hirers
To be discussed at the end of the meeting.

8.5 Annual subscription to One Voice Wales
It was resolved: all agreed to renew

9. Annual Planner (10 min)

9.1 Village Hall Risk Assessment
An inspection report and risk assessment had been carried out, generally all is in good order, a few minor housekeeping items for the Caretaker to undertake, no major issues. Full report had been sent to all Cllrs.

Points noted:

- Carpark – water running from Elgar Crescent into Village Hall grounds, Cardiff Council made aware, but still is unresolved.
- Scout Store – Currently a working progress to empty the store room above the kitchen, Scouts using the Green Room in the interim. Once emptied work can be carried out to repair/replace the floor.
- Keys – OSMCC does not have keys for all areas in the building. User groups will be met by the Hall Working Party to remind them of the need to ensure that OSMCC can access these areas.

DM noted could the pathway be gravelled, asking if there is anything we can do, maybe better lighting, it was noted that the lighting doesn't appear to be working properly and is currently being looked at.

It was noted that RJ thanked DS, PG, SJ and Tony Byrne.
It was noted that the report will be on the agenda for the next meeting to review

9.2 Pest Control contract renewal

It was noted that the cost is £315 per year for 8 rodent visits

It was resolved: DR proposed to renew, SJ seconded

10. County Councillors Report (10 min)

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

County Councillor Dianne Rees presented this report

“Issues Reported in the last month

- *Street Lighting at Ty'r Winch Road. Reported on the 29th January, I received a letter dated 8th February 2016 that the necessary repair works have now been completed and that all the street lighting along Ty'r Winch Road is now working satisfactorily.*
- *Footpath sign half way down Began Road flattened. Reported 4/02/2016. No action as yet but the matter has been referred to street signs for action.*
- *Algae growth within Ty'r Winch Road Play area and overflowing litter bins. This was reported on the 13/01/2016. I have since received confirmation that the bins were emptied and cleansed and that the algae will be removed as soon as the weather permits within the next couple of weeks.*
- *Gullies and drains blocked at Druidstone Road causing extensive localised flooding. The location was visited on the 4/01/16 and a number of gullies were found to be blocked with leaf fall/detritus. The gullies were flushed/cleared and officers have acted on my request that they be swept and cleansed regularly.*
- *Footway problems outside Coach House, Newport Road. These were reported on the 1st February. An inspection will take place next week to identify any safety defects or improvement works that may be required.*
- *Pot holes at Bridge Road/ Vaendre Lane/ Newport Road and Eastern Avenue reported for repair.*

Utilities works at Began Road

WPD have dug up Began Road for power cables to be laid from the Electricity substation at the corner of Druidstone Road/ Ty'r Winch Road. The solar farm permission was granted at the bottom of Began Road and work began shortly afterwards to lay cables to the site. This has caused a great deal of disruption and is a foretaste of what is to come when the St Edeyrn's site is developed. The community council should complain to the county council that its verge and hedgerow bank at its playing field has been damaged by Western Power Distribution and it should re-instate it complete with daffodil bulbs which have been destroyed for a considerable length of bank.

Ty To Maen Close – proposed development

I was contacted by Housing regarding development at Ty To Maen close. When the flats were demolished, it was known that the council owned the piece of ground and if and when the council found a developer it could be included in a city wide program of house building. They have found a “partner” and the Ty to Maen site is included in the first tranche of development. At this stage I don't know what is proposed but I have a meet arranged with the housing officer on the 18th February to see the proposed plans. The community council and local residents will be invited to comment on the proposals after the County councillors for the area have seen the plans. I have requested that the Chairman and council be involved. When the residents are consulted I shall ask for a meeting in the Village Hall so that councillors and residents can speak to officers and have the plans explained.

Budget Proposals

As a Group Leader I will be attending a meeting at 4pm on the 11th February to hear the Cabinet proposals for the budget. I will provide the community council with an update on what is proposed orally at the community council meeting on the 11th.”

The community council should complain to the county council that its verge and hedgerow bank at its playing field has been damaged by WPD and it should re-instate it complete with daffodil bulbs which have been destroyed for a considerable length of bank.”

It was resolved: all agreed Clerk to write to Cardiff Council regarding verge and hedgerow bank to the playing field SJ proposed, DS seconded

It was noted that Cllr Georgina Phillips did not attend or submit a report.

11. Working Party Reports (10 min)

(Working Parties to present their report)

a) Village Hall Working Party

- 1) Met with OSMVA to discuss future projects and events to be held in the village.
- 2) Risk Assessment drawn up matters raised are being progressed.
- 3) A review of the Hall Hire Agreement has taken place.
- 4) Met with RFO to compile a job specification for painting the Village Hall.

b) Playing Fields Working Party

- DM noted that some equipment appears broken and need of repair, it was noted that Cardiff Council has closed this area.
- Noted that bins were overflowing, but have since been emptied.

- Tennis courts brambles are hanging over the walkway, this needs to be brought to the attention of our contractors.
- DR had noted that the play area will be rectified by Cardiff Council in mid Feb.

- DM noted that the Green Flag award would be a good idea for our Playing Field, unfortunately DM and the representative couldn't gain access when arranged to meet with them, as the gates were locked.

At this point it was noted that the opening of the gate rota needs to be updated. SJ will look into this.

c) Village Plan Working Party

Cllr Jane Rogers has sent a questionnaire - all Cllrs to look at this.

d) One Voice Wales

SJ attended the meeting

- Reminders were given to respond to the pension regulator with regards to pension auto-enrolment.
- The Financial Management and Governance report carried out by the Wales Audit office reminds us we are to be in control financially.
- Cardiff Council Charter with Community Councils is slowly progressing.
- The draft Local Government Bill consultation ends on 1st February 2016, we are requested to respond.
- Use of the OVW Best Practice Case Studies Proforma with help OVW to feedback to the Welsh Government on the benefits of Community Councils.
- Noted – Fire attachments of the Gwernymynydd Community Development Plan may be useful for the development of our own Village Plan.
- Next meeting 25th April 2016

e) Old St. Mellons Village Association

- OSMCC and OSMVA had a joint meeting and everyone congratulated each other on the works that had been carried out.
- It was agreed in principle by OSMVA to donate funds.
- It was noted to start collecting quotes/tenders for decorating works to the Village Hall and that the RFO has put together specification for these works. Quotes to be in by 31st March 2016
- It was suggested to hold a function on the afternoon after the boules to celebrate the Queen's 90th birthday.
- OSMVA confirmed the Fete will be held on 9th July 2016

12. One Voice Wales – report (5 min)

Please see 11 d) SJ presented report.

13. Correspondence Received (10 min)

13.1 Old St. Mellons Defined – advertisement

To be discussed at the end of the meeting.

It was resolved: all agreed to advertise the Village Hall Hiring facility and not the Community Council information, for a fee of £50 SJ will prepare advert

13.2 LDP – Notice of Adoption

It was noted that on the 28th January 2016 the Council adopted a Local Development Plan for Cardiff, copies are available for public inspection at the Council's Strategic Planning Offices, County Hall, Atlantic Wharf, Cardiff.
Noted.

13.3 Fitfriends – new hall hire

It was noted that this is a new venture for the local community to take part and may be a regular event.

14. Newsletter (5 min)

Suggestions as follows:

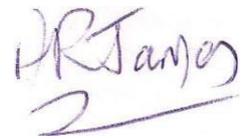
Litter pick
Strengthening links with the local schools
Finance report explaining precept
Nordic walking
W.I.

15. Items for next meeting (2 min)

Solar panels Fairwater Farm update
Village Hall Risk Assessment review
Questionnaire from Cllr Jane Rogers – Cllrs to complete
Hall Hires – review

Meeting closed at 10:20pm

Date of next meeting: 10th March 2016



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