

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 July 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)

Mr Paul Good RFO (PG) – other commitment

1. Apologies for absence (1 min)

Cllr Jane Rogers – Unwell
Cllr Suzanne Williams – Work commitment
Cllr Len Phillips – Prior Engagement
Cllr Ricky Blackmore - Unwell

2. Declaration of interests (1 min)

RJ: OSMVA, Ministry of Grounds
DR: Ty'r Winch Playing Field
DS: OSMVA

3. Police Matters (1 min)

No report sent.

Police were in attendance at the Fete and the Queen's Birthday event, entertaining the children.

4. Minutes – to approve as a correct record of the minutes of the meeting held on 9th June 2016 (5 min)

It was approved as a true and accurate record: DS approved, DR seconded.

5. Matters arising from the minutes of 9th June 2016 (30 min)

5.1 Hall Hire clarification – long and short term

Letter to be sent to all long term hirers and to ask if their group are open to the Community and public

It was resolved: all agreed to send letter to hall users

5.2 Fire Extinguisher check

DS there appears to be two new ones required

It was resolved: all agreed to purchase any that are necessary to be replaced.

5.3 Chain of office to be engraved

RJ noted that there are 3 bars to be engraved at £27.50 each

It was resolved: all agreed to have this engraved

5.4 To purchase a baby changing unit

It was resolved: all agreed to purchase a baby changing unit

5.5 Hand dryer in Ladies intermittent – needs investigation

DS stated this has been repaired.

5.6 Paper towel holder in small hall toilet required

It was resolved: all agreed to purchase a paper towel holder

5.7 Extend grass cutting contract to September – due to playing field usage in summer months

It was resolved: all agreed to extend the contract

5.8 Coach parking on the pavement.

DR clarified that the parking on the pavement was in fact illegal according to Section 72 of the Highways Act 1835, it is a criminal offence to park on the pavement, this act is still in force.

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.

A resident would like to thank the Community Council for replacing the noticeboard at Arcon House.

7. Highways and Planning (10 min)

(Planning Working Party to present their report)

7.1 16/01301/MNR - variation of condition 17 – Began Bungalow, Began Road. Noted.

7.2 16/01592/MJR It was noted that Cardiff Council's policy allocates only one parking area per household.

It was noted that the outline planning permission has been granted.

7.3 It was noted: Pwll Coch Uchaf farm – Storage containers – will not be built.

8. Finance (10 min)

(RFO to present financial report) RFO sent this report:

July 2016 Finance Report

The July report shows an increase in direct debits due to the quarterly waste charge of £90 plus an annual admin charge of £40 made by Cardiff Council. Our bankers have also increased their monthly charge for forwarding paid vouchers with the bank statement from £6.50 to £9.75 (50%) and the broadband line rental is being increased by £1.45 per month effective from 1/8/2016. The cheques requiring meeting approval include £250 payable to Ministry of Grounds relating to completion of the green room renovation. Additional work costing £699 has been carried out as part of the annual gas safety certificate by Rhiwderin Plumbing and Heating, including a complete overhaul of the multi point water heater. The quarterly Paye is also due and included in the list together with various expense reimbursements. Two further amounts of £75 relating to hall bond repayments for July bookings on 3rd and 9th (chq nos 3710/11) have also been drawn. Income over the next 6 weeks will be down due to the redecoration of the Village halls commencing 25th July. The annual electric survey is currently being carried out to the Hall and Pavilion, while the same contractor is now undertaking outstanding work agreed with another contractor in April this year. It is likely the HWP will recommend several other maintenance jobs are undertaken during the halls closure, e.g flooring above the kitchen, curtain cleaning, office overhaul. The staging date for the workplace Pension Scheme is the 1/8/2016 and the RFO is contacting the new caretaker regarding any possible interest as a declaration of compliance has to be completed even if no interest is expressed by the employees.

The Annual Return with certified papers has now been forwarded to the External Auditors in accordance with the time schedule. No elector made a request to examine the books and papers at any time, although correspondence has now been received from the Internal Auditor regarding the 2016/17 audit.

The Clerk and RFO attended the annual Wales Training Seminar and Conference of SLCC in association with One Voice Wales and sponsored by Came & Co at the Liberty Stadium, Swansea on 22nd June 2016. The agenda headlined 'Securing a Sustainable Future' consisted of 5 keynote speeches followed by Q & A covering the Wellbeing of Future Generations, Focus on the Future, Insurance Implications, Local Government Reform and Understanding of Sector. This was followed by workshops and Outcome & Practicalities in the afternoon. All delegates were encouraged to visit and discuss the latest developments/products with 15 exhibitors on site during the registration and lunch breaks. It was clear from both speeches and discussions that there were considerable areas in the sector, which concerned delegates. A memory stick is available of the Seminar and

both Clerk & RFO request overtime payment for the day. (The RFO wishes to declare that he won a nice Hamper in a draw at the end of the day)

8.1 Formal review of burial fees and return of books
RFO has requested to retain the books
It was resolved: all agreed for RFO to retain the books

8.2 Hall hire rates and terms – notify hirers
See 5.1

8.3 Clerk, RFO pay review
It was noted that there is a new 2016-2018 National Pay Agreement from NALC/SLCC
It was resolved: all agreed to follow their recommendations and award an increase to be backdated to April 2016

8.4 Overtime for attendance by the Clerk and RFO to the SLCC conference
It was resolved: all agreed to pay the overtime

8.5 It was noted that Mr Peter Morgan will carry out the OSMCC audit next year. The fee £162.50 this year was the same as the previous year.
It was resolved: all agreed for Mr Peter Morgan to undertake the audit.

9. Annual Planner (10 min)

9.1 Risk assessment to Pavilion – RJ suggested the fields working party – DS, DM, LP to carry this out.

9.2 PAYE months – completed by RFO

9.3 Agree work on Village Hall

9.4 WIFI review – defer to next meeting

9.5 Review storage

9.6 Update fixed asset register

9.7 Review policies & procedures

9.8 Green Flag renewal in May 2017 – to add to annual planner

10. County Councillors Report (10 min)

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

Letter received re: Tyr Winch Road footpath in front of the Coach House Pub, conditions of footpath has been investigated and due for repair within 6 weeks.

Gypsy and traveller sites may be moving from existing location.

Speed limit from the Beechtree Park roundabout to A48 Cypress Drive is at 40 mph. Suggestion of looking into this to reduce the speed limit.

Church Road closure – the Community Council has not been notified.

It was agreed to send letter to Andrew Gregory, cc'd to David Marr (interim Monitoring Officer) requesting that OSMCC be kept updated with changes affecting Church Road as agreed, as this has not been carried out.

Cllr Georgina Phillips did not send or submit a report.

A suggestion for MP Craig Williams, Julie Morgan to attend our Community Council Meeting.

11. Working Party Reports (10 min)

(Working Parties to present their report)

a) Village Hall Working Party

- I. The small hall and main hall fans have now been repaired. After taking technical advice the small hall fan will be wired up to a switch, located next to the heating controller in the small hall. Ongoing.
- II. The Green Room is now available for the Scout Group.
- III. Annual Electrical Safety Inspection has been carried out.
- IV. Gas Boiler services carried out certificate obtained.

- V. Quotes need to be obtained for the store above the bar area to replace rotten flooring. Scout Group needs to start moving their equipment.
- VI. Need to order the baby changing table in readiness for installation in the disabled toilet.
- VII. Chair and Vice-Chair to tidy the office.
- VIII. Car park security light not working this needs to be repaired as the nights are now drawing in.
- IX. Soffits around the hall exterior need repair/replacement. Need to obtain quotes and plan the work in readiness for winter.
- X. Caretaker needs to cut down the brambles in the fire escape walkways.
- XI. Recommendation from the Boiler Service, that the radiator pipes in the small hall chair store are protected in some way, as they are being damaged by tables and chairs being rammed against them. The HWP recommends a "dado rail" of sufficient thickness to be fitted to avoid this damage. A quote will need to be obtained for this.

b) Playing Fields Working Party

- i) It was noted that all cleaned up after the Fete.
- ii) It was noted that the container hinge needs to be replaced, as this has snapped off, the new lock is retaining the doors at present.
- iii) It was noted that we have received Green Flag award – achieved a high standard. Date of presentation: 21st July 2016
The Green Flag Community Award is a national award that recognises high quality green spaces in the UK that are managed by voluntary and community groups. The Award is part of the Green Flag Award scheme, the national standard for quality parks and green spaces.
- iv) It was noted the next grant application will be in September 2016 – award approximately between £500 & £1500

SJ apologised and had to leave: 21:03

c) Village Plan Working Party

Surveys still coming in – end of July is the final date.

d) Old St. Mellons Village Association

It was noted that OSMVA has agreed to contribute to the hall painting.

12. One Voice Wales – report (5 min)

- 12.1 Training – Training programme modules available on OVW website.
- 12.2 Speaker from Cardiff Airport attended the meeting promoting their services.
- 12.3 OVW is to become a Limited by guarantee, as they are a large organisation.
- 12.4 Discussed Charter, still waiting outcome.

13. Correspondence Received (10 min)

- 13.1 Fit Friends – long term hire
Letters will be sent see 5.1
- 13.2 Website – archive facility
An email from The National Library of Wales asking OSMCC to participate in the UK Web Archive by archiving the website. The National Library of Wales, the British Library, and the National Library of Scotland, to preserve websites for future users. Websites are an important part of Wales' documentary heritage and would like it to remain available to researchers in the future.

It was resolved: all agreed for the website to be archived

13.3 Village Plan Survey – email from resident

It was noted that parts of Old St. Mellons near the Electricity Board, residents felt that they seemed to be 'left out'.

It was noted that once the Village Plan Survey has been completed the resident will be notified of outcomes.

13.4 Code of Conduct re email from Cardiff Council 1/7/16

Amended Model Code of Conduct

Recent amendments to the statutory Model Code of Conduct (made by the Amendment Order SI 2016/84 issued on 27th January 2016) to remind you that all local authorities, including Community Councils, are under a statutory duty to have adopted a revised Code of Conduct by passing a Council resolution to this effect by no later than 26th July 2016; and must give public notice of their revised Code in accordance with the requirements of section 51 of the Local Government Act 2000.

Note that the City of Cardiff Council has amended its Code to reflect the revised Model Code, without variation, by resolution of the Council on 26th May 2016; and that the necessary arrangements to publicise this fact are in hand. A copy of the amended Code adopted by the Council is available for public inspection at County Hall.

It was resolved: DS proposed, DR seconded to adopt the revised Code of Conduct set out by Cardiff Council

13.5 Path between Church Gate and The Ton overgrown hedge – concerned resident

It was noted that the hedge cutting is the responsibility of the County Council.

It was noted that DR will respond directly to resident.

13.6 Hall opening 23 July – Caretaker unavailable

It was noted that the Clerk is available to open and to be paid £15 standard open/close fee.

It was resolved: all agreed

13.7 Ad Van Trailer – Persimmon Homes

It was noted that the Ad Van has been moved.

13.8 Training - Clerk

The Clerk requested permission to carry out the ILCA training module at £99

It was resolved: all agreed.

13.9 Advertising in OSMD

It was agreed to advertise the Village Hall for hire at £30 the same costs as last year.

13.10 A letter was received from M G Amusements – stating what a lovely time they had at the Fete, Queens Birthday day.

14. Newsletter (5 min)

15. Items for next meeting (2 min)

Carpeting for the main hall sides.
WIFI review
Review storage
Update fixed asset register
Review policies & procedures
Green Flag renewal in May 2017 – to add to annual planner

It was noted that the next meeting will be held on 8th September 2016

Meeting closed at 21:35

Date of next meeting: 8th September 2016



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