

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes for the meeting to be held in the Village Hall, Newport Rd,
Old St. Mellons at 7.00pm on Thursday 8th September 2016

Present:

Chair: Cllr Rosemary James (RJ)
Councillors: Cllr Dennis Matthews (DM)
Cllr Dianne Rees (DR)
Cllr Jane Rogers (JR) - later
Cllr Derek Stroud (DS) - later

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

In Attendance: Mr Paul Good RFO (PG)

Cllr Rosemary James welcomed Ms Julie Morgan AM

1. Apologies for absence (1 min)

Cllr Sarah Johns – work commitment
Cllr Len Phillips – prior engagement
Cllr Suzanne Williams – work commitment
Cllr Ricky Blackmore - unwell

2. Declaration of interests (1 min)

RJ: OSMVA, Full Circle
DS: St. Johns College, Ty'r Winch Field, St. Edeyrns

3. Police Matters (1 min)

Apologies from PC Alex Reed and Chief Insp. Paul Crowley they have sent the following report.

The number of reported crimes for Old St. Mellons have again decreased.

There were two road traffic collisions with slight damage and only one anti-social behaviour call in the area.

Officers are patrolling the areas on a regular basis and also calling in to see local residents at the coffee mornings in the area.

The parking issue at St. John's College were raised last time and the school have been provided with a letter for all their pupils before the end of the summer term.

Officers have also spoken to residents in Hastings Crescent and Allen Close and provided residents with the teams contact details. The reported incidents regarding parking issues before the end of last term were minimal, but these will continue to be monitored.

The access point at The Coach is every Tuesday 1100 - 1200 hours, officers available to speak to members of the community regarding any issues they would like to discuss, or if they would like to speak to officers in confidence they can contact them via email or mobile to arrange a meeting.

All the licenced premises in the area are part of the Pub Watch Scheme. This means that if there are any issues within these premises with any individuals, they are placed on a ban from licenced premises within the Pub Watch Scheme in Cardiff.

There are no reported issues with any of the licenced premises at present. The Bluebell Public House will remain closed for the moment but is under renovation.

If there are any further community events that we should be aware of, can you please let us know.

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

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

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

5.1 Carpeting for the main hall sides & agree work on Village Hall
See Village Association report.

5.2 WIFI review

It was resolved: all agreed to continue with WIFI availability at the premises

5.3 Review storage

Heavy items have been moved to the Green Room, it was noted that the flooring needs to be looked at above the bar, loft area.

5.4 Review policies & procedures

Annual Planner – up to date.

It was noted that policies and procedures to be added on a separate table so that these can be reviewed when they are due – Clerk to update.

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 had commented that the Village Plan survey that was sent out, felt that this plan only really related to the Old St. Mellons Village and the survey did not appear to include those residents from the Blackberry Way area.

It was noted that the survey would be worded more appropriately to make sure it would show inclusion of the Old St. Mellons catchment area.

7. Guest – Julie Morgan AC/AM

Julie Morgan thanked OSMCC for the invitation, as JM has been elected for 5 more years, she stated it was nice to make the links with Community Councils, perhaps attend at least once a year and have a chance to listen to what Community Council and residents have to say. JM noted that the Assembly Programme is still being looked at, such as the Public Health Bill for example with lots of things being planned, since BREXIT there needs to be new relationships formed with the EU.

JM said that Community Councils are important and they need to be strengthened, unfortunately not all areas have Community Councils and when local amenities are affected such as the library closures it really helps the community if they have a Community Council.

JM is based in Whitchurch and the office is open all the time, anybody can go along and they will do their utmost to help.

JM noted that she is very much involved with Velindre Hospital who are in the process of currently extending services, also has been involved with establishing a community garden in Whitchurch and recently the Radyr Weir this is now open and provides energy for 500 houses. Renewable energy could be provided in more places but this is very expensive.

It was noted that DR asked about support for Community Councils such as the charter, OSMCC is the only Community Council in the area, who owns the local playing field and a burial ground. JM asked about the Charter and DR gave a brief overview, the Charter is a tool that Cardiff Council can provide in order for Community Councils to have better access and notifications such as planning in the Community Council area. JM stated in the Assembly there was talk with regards to helping Community Councils and how important it is; this would be something she would follow up.

JM asked who else OSMCC deals with in relation to the Charter it was noted the One Voice Wales and 6 other Community Councils.

JM thanked the Community Council and asked if she could attend the meetings about once a year.

RJ thanked JM for her attendance.

8. Highways and Planning (10 min)

(Planning Working Party to present their report)

8.1 Planning Law Wales

It was noted that the planning working party looked at this and at present is not applicable.

- 8.2** 16/01963/DCH Proposal: ground floor extension to the side of the property, replacing a section of the existing boundary wall with side wall of proposed extension. additional access via proposed gate through boundary wall into rear garden location: 14 Canopus Close, Old St Mellons, Cardiff, CF3 1NR
Noted.

- 8.3** Bridge Road, Ty'r Winch Road, it was noted that the construction traffic has been quite heavy along these roads.

It was noted that DR has written to complain that the route specified in the plans for the heavy goods vehicles has not been adhered to and pictures have been taken and sent to Planning Department with these overloaded and large vehicles using Bridge Road to access the new site. The planning consent has specifically stated they should not be using these roads.

It was noted that a request for signs to be put up in Church Road, Ty'r Winch Road and St. Mellons Road stating that these roads are not to be used for heavy construction vehicles has been made.

Clerk to write to planning with regards to this issue.

It was noted that there are to be road improvements to Cypress Drive.

It was asked if the new homes will be called St. Edyerns or Old St. Mellons and would they be paying a precept.

It was noted that this area will be part of the Old St. Mellons administrative area and therefore will be paying a precept.

9. Finance (10 min)

(RFO to present financial report)

The RFO stated that although there was no August meeting, Councillors will have received Finance reports for both August and September. The significant items are the generous donation of £3k from the Village Association towards the cost of redecorating the Village Hall and your approval for the payment to Three Nations Ltd of this work costing £7068 including £1,168 vat. All other payments shown are the regular monthly cheques and direct debits. The Workplace Pensions staging date was 1st August and in accordance with his duties, the RFO has written to all staff employees again, but none of whom wish to join. In the circumstances, the RFO is completing the Declaration of Compliance to finish his duties. The annual gas and electrical safety inspections have been completed and the certificates received. The gas and electrical meters were read on 16th August and all payments are up to date. A letter from our bankers NatWest state that we 7th November 2016 the interest rate on our account will be reduced to 0.01%.

It was noted that we have received a cheque for £3000.00 from Old St.Mellons Village Association. RFO had sent a letter of thanks.

It was noted that the payment of £7068.00 was made for the redecoration of the Village Hall to Three Nations Ltd.

It was noted that the RFO to send the annual report to the clerk to update website.

9.1 Income and expenditure update

The RFO has completed as at 1st September a complete review of Income and Expenditure to date, updated his forecast to year end and compared the resulting figures to the 1916-17 Budget. The spreadsheet has been forwarded to all councillors for their comment and review. Expected receipts from both hall and burial fees are now expected to be down, but the above donation will more than cover the anticipated shortfall. Costs of maintaining and the redecoration of the Village hall will be over budget, although it is clear that there will be savings from insurance, training, heat, lighting and water, which should cover the shortfall. Playing Fields expenditure is currently well under budget, although several surveys are still to be completed. Overall the RFO feels happy with the current situation, although councillors agree there is a need to generate revenue from the hall and various suggestions were made for future discussion.

9.2 Approve last year's accounts

The RFO has now received the 2015-16 Annual Return back from the external auditors, BDO LLP, and in accordance with requirements the RFO requested Councillors to formally approve and accept the return. The RFO also circulated the issue report, which has no issues relating to the Accounts, but raised an issue relating to 'No engagement letter with internal auditor'. The RFO expressed his disappointment that this matter was raised as an issue as the original appointment was 2007-8 and a covering letter was sent with the audit papers. It was agreed that a letter would be sent each year to the internal auditor prior to the audit. It was agreed that the annual return and notice of conclusion of audit would be displayed on the outside notice board for 14 days.

It was resolved: All approved.

9.3 Finance meeting: setting the budget for the precept

The RFO recommended that the undermentioned are just a few of the items that need to be resolved prior to fixing the 2017-18 precept and budget. What is regarded as a safety net balance to be retained during 2017-18, the cost of 2017 elections, HWP future recommendations and the forward budget/ planning for the next 3 years? In the circumstances, it was agreed a finance meeting is needed in the next two months.

9.4 Independent Remuneration Panel – payments to members

The RFO confirmed that there were no payments to Councillors for the year 2015-16 and would be completing a NIL return, which will be displayed on the Notice Board and an email to the Welsh Government

It was noted NIL return.

9.5 Adoption of Financial Regulations (Wales)

The councillors were forwarded copies of the new Financial Regulations several months ago for consideration. The RFO pointed out a number of amendments/additions, which apply to both Councillors and himself. It was agreed that they should be added to an updated Annual Planner and all councillors agreed to adopt the Regulations

Some points to note as follows:

- a) Fire risk assessment
- b) Bank reconciliation
- c) One written report by the Auditors
- d) Annual estimates budget and forward planning
- e) Quarterly income & expenditure
- f) Bankers standing orders/direct debits – resolutions every 2 years
- g) Fixed assets – need to be reviewed.

It was resolved: all agreed and adopted

RJ noted how hard the RFO has worked through August with attending constantly at the hall re decorators.

10. Annual Planner (10 min)

10.1 Christmas Events - RJ to approach the Coach House for the Christmas Carol Service to be held there.
Bat watching in the Ty'r Winch Playing Field.
Christmas lights for tree.

10.2 Fire risk assessment review
DS is to carry this out.

11. County Councillors Report (10 min)

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

Cllr Georgina Phillips sent apologies – prior engagement, no report submitted.

Cllr Dianne Rees submitting this report:

Two complaints received about St. Johns College parking since the start of the term, meeting with the governing body, to discuss parking policy. Also written to the Council and meeting later in the month to try and find solutions to parking around schools.

Fly tipping in Melville Road area, Parkwall Road, St. Mellons Road, consisting of mattresses, builders waste, also Vaendre Lane a report of fly tipping there, this was a particular concern that this was asbestos waste.

As previously mentioned in 8.3 concerns of large heavy vehicles using Church Road, Bridge Road, to access the new building site.

Concern and complaints from residents about motorbikes speeding up Chapel Row, Ty'r Winch Road, Began Road, and Druidstone Road, with scrambler bikes being used in these areas every weekend, unfortunately Police are under instruction not to chase after these offenders because of the possible cause of accidents, however Police have asked if residents could take down number plates, this can be impossible as the bikes have no number plates and the riders wear face masks.

Clerk to write to Police and query these issues.

Asked for County Council for verges to be cut. Schedule for mid to late September.

Concerns of the amount of litter on slip roads off the A48 and along verges. Asked the Community Council if they can report this. The verges and hedges are overgrown in and around Old St. Mellons.

It was noted that wild flowers have been planted again outside 'Blooms' by Cardiff Council.

JM thanked the Community Council and noted she had to leave – RJ thanked JM and noted to move to 12b quickly – our success in gaining the Green Flag Award.
JM left at 9:10pm

12. Working Party Reports (10 min)

(Working Parties to present their report)

a) Village Hall Working Party

Work to be done with the electrics
Hand dryer – still needs to be purchased and installed
Baby change unit – still needs to be purchased and installed
Lighting outside not working

It was noted to possibly change the curtains in both halls to blinds or shutters – to be looked into.

It was noted that hall hirers are to be charged to full rate if the hire is for a private function.

Open to the public - £6 per session
Private Group - £8 per hour (residents of Old St. Mellons) or £12 per hour

It was resolved: all agreed

b) Playing Fields Working Party

It was noted OSMCC was successful in obtaining the green flag award – 77% - the report had comments that were made, one of them suggestion of a dog walking area.
Date to receive the award – 23rd Sept 2016 – RJ thanked DM for his hard work in obtaining the grant forwarding the application for this award.

It was noted that DM did some litter picking.

It was noted that a new litter bin near entrance to field.

c) Village Plan Working Party

Surveys- update – next meeting

d) Old St. Mellons Village Association

Carpets – OSMVA awaiting 3 quotes.

13. One Voice Wales – report (5 min)

Nothing to report

14. Correspondence Received (10 min)

14.1 Fly a Flag for the Commonwealth – 13th March 2017 – To register and purchase by 27.1.17
To obtain a flagpole – clerk to investigate.

14.2 Solar Christmas Trees – to purchase re Plantscape
Noted - not purchasing as no suitable place.

14.3 St. Edeyrns – meeting with Committees request
RJ will speak to St. Edeyrns Committee.

14.4 Charter – CC would like to meet with new monitoring officer
It was noted that Community Councils should invite the new Monitoring Officer to a joint meeting of all the Community Councils to discuss concerns, RJ would like to attend.

14.5 It was noted to obtain a letterbox. RJ to arrange and install

15. Newsletter (5 min)

A suggestion to increase the size of the newsletter to 8 sides, at a cost of approximately £280

It was resolved: Agreed to leave at the price of £120 for 4 sides.

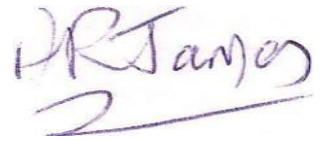
To add to the newsletter – Green Flag Award, Results of Survey, Remembrance Sunday details, Carol Service, brief summary for annual audit, Village Hall hire redecoration update.

16. Items for next meeting (2 min)

Fixed assets register to be reviewed – Leaflet stand still missing
Date to receive Green Flag award – discuss comments on report
Village Plan Survey - Results
Hall Users – Insurance RFO to check what is applicable
Fly the Flag for the Commonwealth – price for flag and pole

Meeting closed at 9:45

Date of next meeting: 13th October 2016



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