

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes for meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7.00pm on Thursday 9th March 2017

Present:

- Chair:** Cllr Rosemary James (RJ)
Vice Chair: Cllr Sarah Johns (SJ) – Apologies
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)

1. Apologies for absence (1 min)

Cllr Ricky Blackmore – Sickness
Cllr Sarah Johns – work commitment
Cllr Jane Rogers – work commitment
Cllr Len Phillips – no apologies given
Cllr Suzanne Williams – work commitment

2. Declaration of interests (1 min)

RJ: OSMVA, St Edeyrn's
DS: Entertainers
DR: St Edeyrn's

3. Police Matters (1 min)

1st January – 6th March 2017

Between the 1st of January and the 6th of March there were a total of 16 crime occurrences.

During the above time, there were 5 reported Anti-Social Behaviour reports from local residents – these varied from fly-tipping to neighbour nuisance.

There were 4 incidents of violence throughout this time – these numbers relate to harassment/public order and not necessarily assaults.

There were a total of 2 thefts.

There were 2 burglaries within this period; 1 of those being a shed burglary.

There were 0 incidents involving Drugs.

There were 0 incidents relating to damage during this period.

St Mellons Neighbourhood Team have carried out a warrant for a dangerous dog – this was successful and a dog was seized from a property.

South Wales Police have carried out numerous speeding exercises on Ty'r Winch Road whereby drivers have been caught speeding on a regular basis and are awaiting prosecution. Officers are patrolling the area on a regular basis and also calling in to see local residents at coffee mornings. The access point at The Coach is every Tuesday 1100 – 1200 hours, officers are 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.

On a broader note....

St. Mellons shopping precinct remains a way marker for our area and at the moment there is a concerted effort from PC's and PCSO's alike to target this location with a view to reducing the number of ASB calls we have previously had.

All the licensed 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 licensed premises within the Pub Watch Scheme in Cardiff. The new landlord / landlady of the Bluebell have also been invited to the scheme.

The PCSO's and myself are available should you wish to utilise us for any particular event that may be planned in the future.

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 9th February 2017 (5 min)**
It was approved as a true and accurate record DS approved DM seconded.

5. **Matters arising from the minutes of 9th February 2017 (30 min)**

- 5.1 Field open/closing – volunteers
It was noted that RJ will cover for the times when there are no volunteers and will check periodically.
- 5.2 St. Edeyrn's Church – request for facilities – update
It was noted that the Clerk to write and request that when they have plans in place, to present this to the Community Council for consideration.
- 5.3 St. Edeyrn's War Memorial – funding
It was noted that DR will write to the Bereavement Section of Cardiff County Council to seek funding.

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 the names of the PCSO's in the Arcon House noticeboard are not the PCSO'S for that area.

It was noted that the footpath to Ty-to-Maen Close are overgrown with trees and bushes. The pavement in this area also needs addressing.

Clerk to address the above issues.

7. **Highways and Planning (10 min)**

(Planning Working Party to present their report)

- 7.1 17/00024/MNR Variation of conditions The Blandings, Druidstone Road, Old St Mellons, Cardiff, CF3 6XD Query – planning
This application has been withdrawn.
- 7.2 16/02561/MNR, Part Of Land At Southlands, 33 Melville Avenue, Old St Mellons, Cardiff Query – planning.
This application was approved at Planning Committee on 11th January 2017
- 7.3 Began Road Cottage – when and what planning permission was made.
Began Road Cottage – if this relates to “Began Bungalow” Began Road then planning permission was granted for the demolition of the existing dwelling and the erection of a new dwelling.
The application was approved on 8th December 2015 – Planning application reference number 15/2515MNR refers.
- 7.4 Ton-y-Rhian – query planning.
Planning Permission was granted on appeal to the Welsh Government on 3rd March 2017 – Planning application reference number 15/1886MNR refers.
- 7.5 Query signage on new fence top of Bridge Road – advertising board – still there - The Grange, Ty'r Winch Road.
The issue of the signage on the fence is being taken up directly with the owner.
- 7.6 17/00253/MNE Discharge of condition 11 (improvements to existing access lane) Pwllcoch Farm.
It was noted that on the website there is no clear explanation of what this is, Clerk to request information.
- 7.7 17/00363/MNR Discharge of Condition Proposed Dwelling 1, Old St Mellons Tyres, Newport Road, Old St Mellons, Cardiff, CF3 5UA
Noted.

8. Finance (10 min)

(RFO to present financial report)

RFO attended the Financial Management & Governance in Local Councils Webinar:

Purpose – To develop and improve financial management and governance in relation to the quality of financial reporting, financial management and internal audit arrangements,

Three speakers from Wales Audit Office, One Voice Wales and Society of Local Council Clerks answering pre-set and audience logged in questions on budget setting, budgets, payroll, precepts, resources, reserves, internal audit and the need for regular reviews covering value for money and accountability.

The webinar started with the announcer mentioning that over 300 people were listening from a variety of different sized councils over Wales and mentioned Old St Mellons as one of the six councils logged in.

BUDGETS – It is apparent from Audits undertaken that some councils show they have no record of any budget or budget provision. Councils were reminded that budgets are a statutory requirement and sets the standard for expenditure. Regular reviews must take place of budget to actual income and expenditure. Cash flow should be monitored on a regular basis and the monthly bank reconciliation is indicative of this control.

PAYROLL - It appears that there are various systems used by Councils, including small councils using firms of accountants in payroll matters. It was strongly pointed out that value for money is essential in this area. The free service offered by HMRC and used by ourselves is ideal for smaller councils.

PRECEPTS, RESOURCES & RESERVES – There was most discussion and questions raised regarding this section. Basically, the precept must be based upon proper budgeting taking into consideration the full requirements in the year. It appears that balances retained by Councils vary considerably throughout Wales from the absolute minimum to high balances difficult to justify. There is no recommended figure, although the reserve should be a minimum of three months of expenditure /budget up to twelve months. However, the reserves may be greater if amounts are built up to cover specific future/projects agreed by the Council. Clearly mid-term elections are expensive, unexpected and met out of tangible reserves, but there is no objection to including a suitable amount each year in the budget to allow for this or any other possible problem. Similarly, the cost of a future project in the 3-5-year plan may be included each year. Basically, if it can be justified, it is allowable to build up the reserves by increasing the precept.

INTERNAL AUDIT – It must be carried out by a suitable qualified person, who is neither connected or can be influenced by the Council and councillors. The Internal Auditor is not expected to carry out detailed examination/check of all areas, but the annual letter of appointment should clearly set out a schedule of duties required by the Council as part of his duties. E.g. Payroll records & HMRC. It is also recommended that the Chair or another councillor sign off the monthly bank reconciliation or similar.

This will be the first of other webinars to follow as several questions covering the undermentioned were not discussed, but will be included next time.

Members Code of Conduct – Responsibilities of Councillors – Standing Orders – Delegation & Section 127

The RFO has forwarded the March 2017 monthly reconciliation to Councillors, which shows the normal monthly movements with one exception. A cheque for £2,322 (including vat of £387) has already been approved previously but issued in the current month relating to the purchase of fitness equipment to be installed in the Playing Fields in the coming weeks. Councillors will recall that Grants totalling £2,051 were received and banked in November 2016 for this purchase. Payment in full will enable us to recover this vat by May rather than in May 2018. RFO reported that he has just been handed an invoice from S Jones Electricals for £414 for fitting the Hall roof lights, which requires approval. The RFO is pleased to report that he has now received a donation of £250 from the Village Association towards the external floodlights installed last month. He further understands that the Entertainers have agreed to meet the cost of 8 new tables for the Village Hall. The RFO has also obtained two quotes for work to be carried out relating to the Tree Risk Assessment Report at the Playing Fields, which is now due. The quotes are £880 and £750 plus vat in both cases and the RFO confirmed an amount of £750 is budgeted in the current year. The second firm have also quoted an amount of £340 for work recommended on the St Edeyrn's Burial Grounds, which he recommended to be carried out next month. RFO recommended that the slightly higher quote for the Playing Fields is accepted as the firm can provide an updated tree risk report. The RFO also stated that he had met a builder to obtain an estimate for the replacement of facias/gutters/downpipes at the Village Hall, but to date this is outstanding. He also reminded Councillors that several annual amounts such as insurance and One Voice Wales membership will be paid early in the new year before the next meeting. The RFO stated he has carried out a further review to date of 2016-17 Budget to Income & Expenditure and is confident that the yearend balance will be in line with the balance anticipated when the 2017/18 Precept was considered in November 2016. RFO also stated that both the Clerk and himself are attending the SLCC Conference on 15th March, which will involve overtime payments.

8.1 Financial Management and Governance in Community and Town Councils – meeting update
The RFO has already submitted the report direct to Councillors on the Financial Management webinar conducted by the Wales Audit Office and is pleased that we comply with all major issues raised as concerns by the external auditors. Equally an examination of the 2015/16 Internal Auditors Report illustrates not only his ideal qualifications for the post and the depth of his report

8.2 Annual Tree Risk Management update

DS proposed, DS seconded that Treescape to carry out work.

9. Annual Planner (10 min)

9.1 Review Policies and Procedures

Employee Liability Certificate to be updated

Fire Risk Assessment to be updated – DS to discuss at next meeting

Freedom of Information – reviewed

Code of Conduct – reviewed

Complaints Procedure – reviewed

OSMCC Publication Scheme – reviewed

Standing Orders and Financial Regulations - reviewed

Health & Safety Policy to be updated

9.2 Review Pest control

Deferred to next meeting.

9.3 Elections

Details will be in the next newsletter.

Noted clerk has sent out time table calculator and nomination pack by email.

10. County Councillors Report (10 min)

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

Cllr Dianne Rees presented this report.

- A number of potholes have been reported, but to date not had any response.
- There will be a temporary road closure to Bridge Road, behind Bridge Farm.
- Ty'r winch Road – WPD works – the pavement has been dug up along Druidstone Road and Bridge Road, for the supply to the Solar Farm, the trench has been filled in, but subsequently the Daffodils have been destroyed.
- The works around Cypress Drive roundabout with the introduction of traffic calming measures are in preparation to 20 mile an hour speed limit.
- Section 106 monies for Community Council projects – the outdoor gym at Ty'r Winch Playing Fields which has seen £3.5k spent out of an allocation of £25K, there has been some proposals by members of Cardiff Council, that the entire amount should be spend on crossings, there has been further discussions that this money should be spent on open space. A suggestion of a crossing has been made near Beech Tree Park on Newport Road. There will be another meeting with regards to these proposals and suggestions on 17th March and will update the Community Council as soon as practicable.
- Sunday 23rd, Monday 24th March a two-day street clean up including gullies in Pontprennau and Old St. Mellons. A suggestion of Newport Road, bottom of hill outside Village Hall, Bridge Road, Church Lane, Chapel Row and Mill Lane, asked if these can be included.
- Boundary Commission – there is currently a consultation on Pontprennau and Old St. Mellons to be removed from Cardiff North and there will be a new ward Cardiff South and East. Cyncoed and Pentwyn including Taffs Well will be in Cardiff north.

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

It was noted that part of the 5 year plan most of the following works have been carried out.

- Small Hall roof, cleaned and sealed. Condensations have been resolved, windows open fan working.
- Floor above bar has been replaced.
- Front entrance has been repaired.
- Water still cascading down from Elgar Crescent into Car Park during heavy rainfall – need to ask Cardiff Council to reinstate kerb at top.
- Kitchen refurbishment completed.
- Green room has been refurbished and currently used as a store room, it was noted that the doors must be left open for use as a fire escape area.
- Main hall repaired in the corner by stage. Floor is sound.
- Carpets have been replaced to an industrial grade.
- Fire doors all replaced.
- Problem with guttering, fascia board needs replacing.
- Baby changing unit installed in disabled toilet.
- Main Hall door now working properly.
- Cooker hood filter has been checked and it is clean.
- Reflective discs on posts in car park not yet done.
- WIFI system for heating to do in the future this will enable to independently turn off/on via a mobile app.

RJ thanked DS for all his hard work. Everyone agreed.

b) Playing Fields Working Party

- Sports equipment delivered within 6 weeks – including double rowing machine.
- There have been dogs in Ty'r Winch Playing Field, DM did approach a dog walker to indicate to them that no dogs are allowed, hence sign on gate, but was met with a bit of hostility, it had transpired however, that these people had telephoned Cardiff Council in advance of dog walking and was told they could.
- Noted need to review signage indicating that this field belongs to Old St Mellons and not Cardiff Council.

c) Village Plan Working Party

None.

d) Old St. Mellons Village Association

It was noted that a donation of £250 has been received, Clerk to send letter of thanks.

12. One Voice Wales – report (5 min)

12.1 Training

Noted – March training schedule has been sent to all Cllrs by email.

13. Correspondence Received (10 min)

13.1 St. Edeyrn's War Memorial

See 5.3

13.2 Big Lunch

Noted.

13.3 Teenage Cancer Trust – donation request

Noted.

13.4 Bobath – donation request

Noted.

13.5 Gavin Jones, RSPB's Community Engagement Officer for the Living Levels Partnership Programme – request meeting

RJ to contact and suggest to speak to the Gardening Club.

13.6 Seaview Pharmacy – location of defibrillator

It was resolved: all agreed with the location suggested outside the Pharmacy.

14. Newsletter (5 min)

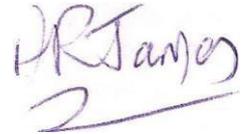
It was noted all agreed the contents.

15. Items for next meeting (2 min)

- Fire Risk Assessment
- Health & Safety Policy to be updated
- Review Pest control
- Review signage to Ty'r Winch Playing Field

Meeting closed at 9:45pm

Date of next meeting: 13th April 2017



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

CONFIDENTIAL