

# **OLD ST. MELLONS COMMUNITY COUNCIL**

Minutes for meeting to be held in the Village Hall, Newport Rd,  
Old St. Mellons at 7.00pm on Thursday 12<sup>th</sup> April 2018

## **Present**

**Chair:** Cllr Rosemary James (RJ)

**Vice Chair:** Cllr Sarah Johns (SJ) – apologies

**Councillors:** Cllr Vic Davies (VD)  
Cllr Gaynor Hassan (GH)  
Cllr Dennis Matthews (DM)  
Cllr Charles Price (CP)  
Cllr Dianne Rees (DR)  
Cllr Derek Stroud (DS) late  
Cllr Joel Williams (JW)

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

**In attendance:** Mr Paul Good (RFO)

### **1. Apologies for absence (1 min)**

Cllr Sarah Johns – work commitment

**Noted: Accepted**

### **2. Declaration of interests (1 min)**

DR: St. Edeyrn's, St. Johns College

RJ: OSMVA, St. Edeyrn's

DS: OSMVA

JW: OSMD

### **3. Minutes – to approve as a correct record of the minutes of the meeting held on 8<sup>th</sup> March 2018 (5 min)**

Noted: OSMVA will not be asking to use for the Village Hall for their Fete, this will be held in Ty'r Winch Playing Fields – 14<sup>th</sup> July 2018

**It was approved as a true and accurate record**

### **4. Matters arising from the minutes of 8<sup>th</sup> March 2018 (10 min)**

#### **4.1 The Crispy Code – littering**

Clerk had received an email on 26<sup>th</sup> March that Cllr Michael Michael had discussed this issue with Cllr Joel Williams, that they agreed if Community Council pays for additional bins, then these would be included in the cleaning rounds.

JW noted new bins have been placed by bus stop near Crispy Cod and Bluebell Public House.

Chair asked JW to check cost of bins and in future we may look to purchase.

### **5. Page & Dean Associates – Mr Richard Dean & Mr John Thorne – re St. Edeyrn's Church Improvements to French Drainage**

The Chair thanked RD and JT for attending and addressing the issue with regards to the French drainage surrounding the tower and Church. When the drainage system had been installed the depth was not adequate, which subsequently allowed water to seep into the Church foundations, it was also noted that earth had been infilled into this drainage system and flowers planted. A request made to OSMCC for permission on behalf of St. Edeyrn's Church to allow access through the grounds to attend these drains to start emergency works and to excavate the French drainage system.

Noted any changes OSMCC will be informed immediately.

**It was resolved: all agreed that the Clerk will send a letter of permission to access the grounds. DM proposed JW seconded**

### **6. Police Matters (1 min)**

Nothing to report.

## 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.*

Resident: It was noted Carol Robson, Sarah Allen, Sally Canter, summarise briefly from the meeting that took place earlier, residents group from Chapel Row, Police and Council, they have arrived at the acceptable proposal that this road which has concrete bollards in place as a deterrent from motorbike nuisance, to amend these to a metal barrier for access to local residents only, including wheelchair and pushchair, a further proposal to put gates across at the end of the road. Residents asked for support from OSMCC – Chair agreed to support this suggested measure.

## 8. Finance (10 min)

*(RFO to present financial report)*

*The bank reconciliation spreadsheet for the year end to 31<sup>st</sup> March 2018 has already been forwarded to you. The key items to note are the bank balance after allowing for outstanding cheques is higher than expected. This is mainly due to anticipated and budgeted expenditure at both the Playing Fields and St Edeyrn's burial grounds being reviewed/reconsidered by the Working Parties for possible changes and amendments. In addition, the new notice board to be situated in St Edeyrn's has not been installed. Basically, this expenditure has only been delayed and will be finalised shortly. The annual review of actuals to budget at year end reveal that Grants and Donations were up by £6K and this amount funded the purchase of external play equipment at Ty Winch. Other income was in line with budget. Village hall maintenance and expenditure was down compared to previous years with most other costs in line with budgets.*

*The RFO stated the 2018/19 Precept has been credited to OSMCC account this month. Decisions on Working Parties recommendations need to be implemented and completed asap, but it is clear new items will require support from grants and donations. The RFO reported that he has spoken with the new Internal Auditor and is due to have a meeting with her and the Chair prior to the next meeting.*

### 8.1 Review /update of Tree Maintenance.

The Tree Hazard Risk Assessment covering the Playing Fields and St Edeyrns is due for review and the RFO recommends that updated reports (including the Village Hall site) should be obtained with essential works to be carried out in the next two months) also See 14. b)

### 8.2 Noted: Proposed to write to Wates for funding for the Tennis Courts – DM proposed, JW seconded.

### 8.3 Noted: Boules – all in agreement to have this facility and 3 courts, prior to peg out the area and to have a look at where best position in the field. DM has sourced three quotes and only two quotes received. Noted: OSMVA have agreed to funding - to ask how much funding they are willing to provide.

## 9. Annual Planner (5 min)

Cardiff Treescapes

PAYE months 1-3

Agree Financial figures RFO Annual Return

**See Finance 8.**

## 10. Policies & Procedures (5 min)

**Documents on OSMCC website to be reviewed**

- **Freedom of Information Act**  
Reviewed
- **Code of Conduct**  
Reviewed
- **Complaints Procedure**  
To check that procedures are up to date
- **OSMCC Publication Scheme**  
Reviewed
- **Employers Liability Certificate**  
Reviewed
- **Standing Orders and Financial Regulations**  
Reviewed
- **Fire Risk Assessment - Hard Copy**  
Reviewed
- **Health & Safety Policy**  
Reviewed

## 11. County Councillors Report (10 min)

*(Cllr Dianne Rees and Cllr Joel Williams to present their reports)*

- Scrambler bike danger. A meeting held this evening in the Village Hall with South Wales Police Officer Andrew Sweeney. Council officers were invited but were unable to attend due to prior commitments. Local residents of Chapel Row want motor bike barriers. The Council has offered to erect knee high fences interspersed with floral containers.
- Bridge Road closure.  
The Council has concluded its consultation, having received three objections. The Council believes it has addressed these concerns but there are a few days left on the reopened consultation.
- Pot holes in Wern Fawr Lane.  
Another request has been sent for the pot holes to be filled.
- Head of Planning has been contacted as concerns about the cost of the planning application for the new notice board at St Edeyrn's village, which seemed excessive. James Clementine promised to look into it.  
It was noted that DM was thanked for his work with regards to the noticeboard application.
- Some new road name signs have been put in place, others will be put in place over the next few months.

## 12. St. Mellons Primary School (5 min)

*(Governor's Report)*

Cllr VD presented this report:

The Health & Safety report prepared during this Christmas term has still not been addressed and the time is closing on the reparation of the next report.

There are several issues still to be addressed, ongoing.

Next meeting to take place -19<sup>th</sup> April 2018

## 13. Planning Applications (5 min)

13.1 18/00428/MNR Proposed Demolition Of Little Began House and construction of 3 detached dwellings

Clerk to send objection.

## 14. Working Party Reports (10 min)

*(Working Parties to present their report)*

### a) Village Hall Working Party

- Drain at the rear – still waiting for information.
- Most small jobs carried out.
- Ridge to roof – now showing signs of wear.

### b) Playing Fields Working Party

- There have been quotations received for cutting and/or removing trees.
- It was noted that there is a tree inspection survey to be carried out which is due in May, it was agreed to wait until completion of this survey and to wait for recommendations following the inspection.

### c) Village Plan and Planning Working Party

St. Edeyrn's Village Noticeboard – DM still pursuing

## 15. One Voice Wales – report (5 min)

Nothing to report.

On another note: it was noted that the Village Hall hosted The Independent Remuneration Panel for Wales – Welsh Government meeting and Community and Town Councils – everyone commented how well it went and were impressed with the Village Hall.

## 16. Village Association – report (5 min)

Next meeting to discuss the Fete details 23<sup>rd</sup> April 2018

## 17. Newsletter (10 min)

- Facebook? It was agreed no requirement at this stage.

## **18. Correspondence Received (10 min)**

### **18.1 Meeting with Community Council and County Council**

Chair and Clerk attended this meeting on 12<sup>th</sup> March 2018 and it was agreed to establish regular meetings between Cardiff and the CC's as it had been felt in the past there had been a lack of respect and engagement from Cardiff Council.

It had been noted that the revised Charter should incorporate a Members' access and ideally a liaison officer and to also include a S106 section.

All agreed it was a successful meeting and moving forward regular meetings between Cardiff Council and Community Council as well as establishing a contact for telephone enquiries along with access via website for the Clerks.

### **18.2 Allotments**

It was noted that St. Ederyn's Village will be establishing an Allotment Management Committee.

### **18.3 GDPR**

Clerk made aware that there are new Data Protection Regulations coming into force on 25th May 2018 it will now be called General Data Protection Regulations. These new guidelines appear quite complex and that there are penalty implications with this if we are not following these new regulations.

It was also noted that the Clerk is waiting to hear from Cardiff Council as training may become available for Community Council Clerk.

In the meantime it was noted that the Clerk has been getting as much information as possible from various sources to ensure that OSMCC are compliant in all areas.

### **18.4 Local resident re dog walking in park**

Resident felt unfairly treated when they took their dog in the park, even though they acknowledged the sign on the gate. Clerk had responded and noted that there are strictly no dogs allowed.

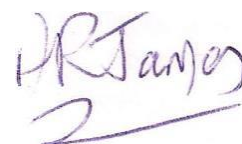
### **18.5 Microwave for the Kitchen**

Clerk to source and provide quotes.

## **19. Items for next meeting (2 min)**

- To agree to go ahead and pay for Boules Courts.
- To discuss funding for roof
- It was agreed that an updated report with a view to have trees removed if necessary.
- To employ someone to open/close park?
- Councillor attendance
- Quotes for microwave

**Meeting closed: 21:45**



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