

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7.00pm on Thursday 14th June 2018

Present:

Chair: Cllr Rosemary James (RJ)

Vice Chair: Cllr Derek Stroud (DS)

Councillors: Cllr Victor Davies (VD)
Cllr Gaynor Hassan (GH)
Cllr Sarah Johns (SJ)
Cllr Dennis Matthews (DM)
Cllr Joel Williams (JW)

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

In Attendance: Mr Paul Good RFO (PG)

1. Apologies for absence

Cllr Charles Price - holiday
Cllr Dianne Rees – Lord Mayor duties

2. Declaration of interests

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

3. Minutes – to approve as a correct record of the minutes of the meeting held on 10th May 2018

It was approved as a true and accurate record JW proposed, DM seconded

4. Matters arising from the minutes of 10th May 2018

4.1 Appoint a person as point of contact for St. Edeyrns Church
RJ declared an interest.

Suggested RJ be main point of contact for St. Edeyrn's Church

It was resolved: all agreed

With regards to burials - in line with the Old St. Mellons Community Council adopted policy the Council is not prepared to vary terms set out.

It was resolved: all agreed

Clerk to contact grass cutting contractor to trim around graves.

4.2 Secure Tennis Courts

No further action has been taken – deferred to July

4.3 RFO, Chair and Village Hall Working Party to review 5 year plan.

To be actioned no date proposed as yet.

4.4 GDPR update

Clerk attending Cardiff Council training course on 11th July 2018 at a cost of £100 per Community Council

It was resolved: all agreed to pay £100

4.5 Security Camera – will be investigated, suggested to put on gate – deferred to July.

4.6 Dog walking - JW awaiting update from Cardiff Council whether this no dogs allowed can be enforced.

4.7 Ty'r Winch Playing Field – another volunteer has offered.

5. Police Matters

6th of February to the 14th of June 2018

Between the 6th of February and the 14th of June 2018 there were a total of 21 crime Occurrences.

During the above time period there were 12 reported Anti-Social Behaviour reports from local residents.

There were 2 incidents of violence throughout this time.

There was 10 thefts within this period.

There were 5 burglaries within this period.

There were 2 incidents involving Drugs.

There was 1 incident relating to damage during this period.

There was 1 fraud occurrence.

Speed Camera operations have been carried out on Tyr Winch road over this period and 11 vehicles/drivers have been reported for summons.

St Mellons Neighbourhood Team along with Cardiff Council Off-Road Motorbike team conducted a joint operation on Sunday the 10th of June 2018 whereby 3 off road bikes were seized. Officers have been aware of ongoing issues with ASB being caused by motorcycles in the area. Operation Red Mana has commenced in relation to off road motorcycle annoyance – joint operations will take place on a monthly basis with the council with a view to targeting and removing the off road bikes from the roads.

Officers are patrolling the area on a regular basis and also calling in to see local residents at coffee mornings. PCSO's have been patrolling the park on Ty'r Winch following some reports of drug paraphernalia being found at the location.

St Mellons officers have actively engaged with the local Muslim community over the month of Ramadan – we have attended at the St Mellons Community Centre where the Mosque is situated and look to have some community engagement events throughout the summer.

The access point at The Coach House 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.

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.

PC Andrew Sweeney

JW noted - Bethania Row – knee high railing will be implemented immediately along with flower beds.

6. Local Residents

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.

None.

7. Finance

(RFO to present financial report)

The bank reconciliation spreadsheet to 31st May 2018 has been forwarded to Councillors and the RFO pointed out there are 7 cheques to be approved including payment for construction of the Boules courts. In addition, the RFO was pleased to report the VAT Rebate for 2017/18 has been credited direct to bank account. The RFO stated the Working Parties will report with the latest updates and all decisions to be made will impact in due course on finance. The annual gas risk assessment for the Hall has been completed and the report awaited. Thanks to Cllr Stroud for dealing with this matter. The RFO has renewed both Hall and Pavilion annual electricity contracts with EON after checking with comparison sites. The RFO has checked for external storage availability, but Glamorgan Archives have no current small facilities available, while 2 other firms are expensive for our requirements. Position requires to be reviewed.

7.1 Review of internal auditors

The Internal Report has been received from the Internal Auditor and the RFO handed out copies for circulation to Councillors. The RFO reported no issues concerned the Internal Auditor at present, but it is clear in future years the Wales Audit Office will increase the requirements from the auditor. Similarly, the RFO is weekly receiving emails to join series of webinars being run by HMRC covering all issues associated with the job of RFO/Clerk. The RFO had no request by any elector to view or examine the Accounts. The RFO requested approval to pay the Internal Auditor's invoice.

It was resolved: all agreed

7.2 Approval of annual return and governance statement and signing.

The RFO has completed the Annual Return and presented it together with enclosures for approval and certification of the Return and Governance Statements by the Chair and Clerk. The RFO requested the Chair to read out the Statements to Councillors and obtain approval prior to certification.

It was resolved: all agreed

7.3 Independent Remuneration Panel for Wales

Independent Review Panel of Wales – The RFO reported that Councillors have not received their annual £150 allowance for several years and required guidance for this year. No invoice to support out of pocket expenses for this amount is required. It is recommended that all councillors receive the payment and they can decide if they wish to bank the cheque.

As per OVW advice – all Cllrs will receive this unless Cllrs who wish not to receive the payment must do so in writing to the RFO

7.4 Approve overtime for Clerk

The Clerk had undertaken overtime in relation to extra work relating to GDPA, while the RFO had also discussed overtime with the Chair in relation to the Annual Return, meetings covering issues/estimates for our three assets. Additionally, annual reviews are now due for our 3 employees

It was resolved: all agreed

7.5 Burial Fees – approval of charges

The RFO circulated an updated list of charges relating to Burial Fees at St. Edeyrns for approval. The charges are in line with fees charged by Cardiff Council and include an administration fee of £25 for work undertaken for each burial issue.

It was agreed that the £75 administration fee is in addition to the burial charges. JW proposed, DM seconded.

SJ left at 20:00 due to work commitment.

RJ thanked the RFO for all his hard work re audit, annual return.

8. Annual Planner

- Book Hall electrical safety check 15th May 2018
DS will contact electrician
- Book Electrical Assessment – Hall & Pavilion 15th June 2018
See above
- Agree Financial figures RFO Annual Return
See 7.2
- HMRC P35 – by 19th May
Actioned.
- Annual VAT claim.
Actioned.
- Review Financial Risk Assessment
Actioned.
- Green Flag renewal - May 2018
awaiting result. Flag pole and flag in place.

9. Policies & Procedures

Next review October 2018

10. County Councillors Report

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

- JW attended the FIT meeting – booklet available
- Attended Standards and Ethics Cttee, Monitoring Officer – Clerks have access to Member Centre – Charter review is still ongoing
- Bridge Road – 13 weeks closure
- Proposal for bus turning circle has been withdrawn – look to expand the bus network
- Bottom of Rumney Hill – congested – CC to install dedicated lane
- If the Community Council purchase litter bins this will be emptied by Cardiff Council – they also agreed that OSMCC can have a logo on the purchased bins

Noted Clerk to send letter to Andrew Gregory – welcome to improve bus links.

11. St. Mellons Primary School

(Governor's Report)

The Health & Safety report prepared has been addressed in some part although Cardiff County Council has now agreed to pay for some of the outstanding works.

We have had many meetings over the past month, both on H&S and Staff Concerns. The H&S meeting were concerned with the new drainage works to be carried out in the summer holidays.

12. Planning Applications

12.1 18/01096/DCH Conservatory to rear of house 9 Heol Bennett, Old St Mellons
Noted.

12.2 18/01114/MNR Erection of double garage construction of detached dwelling Brodawl
Druidstone
Clerk to send letter of objection.

12.3 Taylor Wimpey's emerging masterplan for North East Cardiff.
Noted - Taylor Wimpey is developing proposals for up to 2,500 new homes, a primary school, a secondary school, district and local centres together with employment space in a landscaped setting with a network of greenways and public open space.

13. Working Party Reports

(Working Parties to present their report)

a) Village Hall Working Party

- Monies obtained from S106 – to spend within 5 years

Suggestions:

- Village Hall roof
- Car Park in need of repair also not suitable for disabled users
- Creating more car spaces
- Boundary wall – along the cottages – purchase land? Car park?
- Main hall floor – sand and non-slip varnish
- Exterior hall painting
- WIFI controlled heating

b) Playing Fields Working Party

- Trees – priority trees indicated in purple needs to be attended to first
3 quotes obtained – agreed to the cheapest quote for Ty'r Winch Playing fields
It was resolved: all agreed to go ahead and ask for work to be carried out.
- Trees – St. Edeyrn's – to use the same company.
It was resolved: all agreed
 - Yew trees and Cherry tree – needs to be addressed as per tree inspectors report.

c) Planning Working Party

- Wates – willing to make a contribution in kind – noted that the resurfacing of the tennis courts will be too expensive, suggestion of asking for work to be carried out at St. Edeyrn's – repair gate e.g.
- Boules court up and running – very successful
- Suggestion to put fluorescent tape around wood to boules court area, or a sign.
- RFO to ask insurance company to check and advise.
- Noticeboard – St. Edeyrn's – still ongoing.

14. One Voice Wales – report

Nothing to report

15. Village Association – report

Fete July 14th – support please
OSMVA donated £1000 for the Boules.

16. Correspondence Received

16.1 SSL Certificate – Vision ICT £125 in year 1, £50 each year thereafter to approve.
Decided not necessary.

16.2 Emails - £18 per account per year for each Cllr – to approve.
Decided not necessary.

16.3 Data Backup - £50 set up fee £120 per year (£10 per month)
Decided not necessary.

16.4 Website Privacy statement – Vision ICT undertaking.
Website updated.

16.5 Big Ideas – Community Engagement Enquiry
Noted.

16.6 TWM Traffic Control Systems - Village Gateway Signs
Correspondence received - sign will indicate the legal speed limit each sign delineates the borders of the Parish, Town or Village. Starting price £1800.00
Decided to investigate this in the future.

16.7 TAN 1

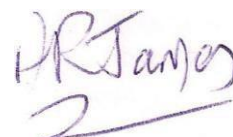
Propose to dis-apply the entire paragraph 6.2 of TAN 1. This will remove the reference to attaching “considerable” weight to the lack of a 5-year housing land supply as a material consideration in determining planning applications for housing.

It was resolved: all agreed to support

17. Items for next meeting (2 min)

- 17.1 To add St. Edeyrn's Church to agenda as a separate item.
- 17.2 Secure Tennis Courts
- 17.3 To arrange a meeting re funding RFO, Chair and Village Hall Working Party.
- 17.4 Noted Security Camera – will be investigated, suggested to put on gate
- 17.5 Dog walking - JW awaiting update from Cardiff Council whether this can be enforced
- 17.6 Ty'r Winch Playing Field – another volunteer has offered
- 17.7 Charter – review meeting Cardiff Council and Community Councils 7th June

Meeting closed at: 22:00



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