

# **OLD ST. MELLONS COMMUNITY COUNCIL**

Minutes of meeting held in the Village Hall, Newport Rd,  
Old St. Mellons at 7.00pm on Thursday 11<sup>th</sup> July 2019

**Present:**

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

**Vice Chair:**

**Councillors:** Cllr Dennis Matthews (DM)  
Cllr Charles Price (CP)  
Cllr Derek Stroud (DS)

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

**1. Apologies for absence & Acceptance (1 min)**

Cllr Dianne Rees (Chair) – work commitment

Cllr Joel Williams – holiday

Cllr Gaynor Hassan - holiday

**It was resolved – All Agreed accepted**

Cllr Sarah Johns

Cllr Vic Davies

No apologies received from SJ, VD

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

RJ: OSMVA, St Edeyrn's

DS: OSMVA

**3. Minutes – to approve as a correct record of the minutes of the meeting held on 13<sup>th</sup> June 2019 (5 min)**

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

**4. Matters arising from the minutes of 13<sup>th</sup> June (15 min)**

**4.1 Green Flag**

OSMCC's Ty'r Winch Playing Field has successfully achieved the Green Flag Award – A big thank you to Dennis

**4.2 Amendments to Standing Orders**

Requires Chair to be in attendance – deferred to next meeting.

**5. 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*

Ms Louisa Devonish and Ms Michelle Edwards residents from St. Edeyrn's Village – looking for support for litter picking, would like to borrow equipment to enable to organise litter pick under Keep Wales Tidy, possible date to organise 7<sup>th</sup> September or 14<sup>th</sup> September.

RJ will look into this to obtain the equipment, prior to these dates.

Noted: Buses in St. Edeyrn's Village are unable to get through due to cars parked on the road, particularly Mortimer Avenue, this has resulted in buses being cancelled by Cardiff Bus notifying residents through Twitter. Clerk to notify County Councillors.

## 6. Finance (10 min)

(RFO to present financial report)

Noted RFO is away on holiday and has submitted this report to be read out at this meeting.

- Councillors have been emailed the June 2019 bank reconciliation as at 30<sup>th</sup> June showing all outstanding cheques as at that date. The report also includes a list of commitments, including direct debits, for July 2019. Cheques to be approved include the quarterly PAYE for the period April – June 2019.
- Rhiwderin Heating & Plumbing have now completed the annual Village Hall gas and boiler test and the appropriate certificate received. The electricity supply for the Hall and Pavilion have now been switched to EDF for a 3 year period after checking a further comparison site. The gas supply is not due until later in the year.
- Further work has also been authorised clearing overgrown hedging at the rear of the fields playing area near to the new storage container.
- The RFO and Cllr Matthews have had further meetings regarding the Village Hall roof upgrade and have now received a new estimate from another roofing contractor. The principal of the company originally awarded the contract has been unable to offer a firm date to commence the work due to ill health. In the circumstances, the RFO is recommending that subject to a further meeting to clarify any issues on the estimate, we should accept the price and agree a starting date. Further delays may impact on the Section 106 monies availability.
- RFO will be sending out a review of income / expenditure for the first quarter of the year together with a comparison to the 2019/20 budget prior to the next meeting. Section 106 monies may require an updated budget and revised cash flow projections in due course.

### 6.1 Staff Salaries – approval band 29

Deferred to next meeting

### 6.2 Holiday cover for employee?

To be discussed at end of today's meeting

## 7. Working Party Reports (10 min)

(Working Parties to present their report)

### a) Village Hall Working Party

- Waiting for chain to be attached to the locks – CP to organise.
- Noted heat sensor repaired by DS
- DM inspected and estimate received of £31,000 although fascia's/soffits costing £1,500 are not including, pending manufacturer's report on roof. Also no allowance for scaffolding and tree work estimated at £2000/£2500.

**It was resolved that the estimate received of £31000.00 to request this company to carry out the works CM proposed and CP seconded**

**It was also noted that the Chair although not present has also given approval**

- Noted to contact Grounds maintenance to request to cut back bushes prior to the roof commencement of work to roof.
- Problems with drainage to rear of Village Hall and Elgar Crescent - request DR to investigate.

### b) Playing Fields Working Party

- Meeting with Parks re S106 Pavilion Project – update  
Noted S106 monies has been awarded prior to receipt of information – breakdown of costs – Total amount £25,799.24
- RFO, DM and Mr Bill James met with the architect at the pavilion, the architect appraised the building for the changes envisaged to meet our requirements for refurbishment of the structure. Subsequently received a call from the architect to provide a verbal quote for undertaking the required works. This is in total £2750 (no VAT charged on fee). The work will comprise of:
  - 1) A detailed site survey of the area.
  - 2) Detailed site survey of the building (sectors & elevations).
  - 3) Detailed sketch scheme.
  - 4) Working drawings & detailed schedule of works so that builders can provide quotes for the work required.
  - 5) Owing to the age of the building an official asbestos check will be required prior to work commencing at a cost of circa £150 to £170.

- Planning permission will not be required but building regulations will apply and there will be a cost which will include a plan fee and supervision fee leading to a completion certificate when work is complete.
- If in agreement with the architect's fee he can start on the drawings a week Monday (22 July) and all work on plans etc should be completed within 3 weeks to be in a position to go out to tender for building work and for external windows and door/s.  
**It was resolved all agreed for DM to contact the architect to commence drawings CP proposed DS seconded**
- DM current obtaining quotes for tennis courts and possible more play equipment.

**c) St. Edeyrn's Church**

- Pillars and gate – update  
Pillar to be taken down, repaired and gate rehung.  
CP to arrange quotes.
- CP – to check who makes and repairs metal gates – update  
Awaiting quote.
- CP & RJ – to source a stonemason – update  
Awaiting quote.
- Request St. Edeyrn's to obtain quote for hedgerow - update.  
Martin Gilbert noted the following:
  - This time of year is out for planting shrubs and a hedgerow. Have been advised the beginning of November.
  - There are approx. half a dozen shrubs advised by local nursery from Conifers which will be faster growing, Laurel which is the most expensive and a mix of other shrubs to attract wildlife.
  - The shrubs range from £5 to £10 with Laurel being the most expensive. I have paced out the area and I think 50 would do the job. If I set an average cost of £7.50 per shrub this would cost in at £375. The cost of replacing a dry stoned wall would be thousands.
  - The Nursery will also deliver for free. The church would plant all shrubs, maintain and water in until established at no extra cost.  
**It was resolved: OSMCC will agree to pay £375 for the costs of the shrubs CP proposed, DM seconded**
- Noted: Parks department will be removing the old seesaw.

**8. Annual Planner (10 min)**

- 8.1** Village Fete ideas – 13<sup>th</sup> July 2019
- Items for stall – books, jewellery, toys, jigsaws, bottles, china, glassware, bric a brac
  - Help putting up tents
- 8.2** PAYE months 4-6 by Jul 2019  
See 6.
- 8.3** Agree any work on Village Hall Summer holidays  
New roof to commence
- 8.4** Fire risk assessment review  
Noted DS has already carried this out.
- 8.5** WIFI review  
**It was resolved: all agreed to continue**

**9. Police Matters (5 min)**

No report submitted.

**10. County Councillors Report (5 min)**

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

No report submitted.

**11. St. Mellons Primary School (5 min)**

Noted: Clerk has sent letter with regards to acknowledge OSMCC approval.

**12. Planning Applications (5 min)**

12.1 19/00235/MJR St. Edeyrn's Village – 18 dwellings – update  
No further information received.

12.2 19/01733/MJR St. Edeyrn's Village – Phase 2  
Noted.

12.3 FIT – green space St Edeyrn's Village  
Noted: Clerk has sent letter to Persimmon with regards to green space for a Fields in Trust approval – awaiting response.

**13. One Voice Wales – report (5 min)**

CP will be attending meeting 22<sup>nd</sup> July 2019.

**14. Village Association – report (5 min)**

Nothing to report.

**15. Correspondence (5 min)**

15.1 PSPO (Public Space Protection Order) – draft PSPO to suggest an increase to £250 as per other CC's

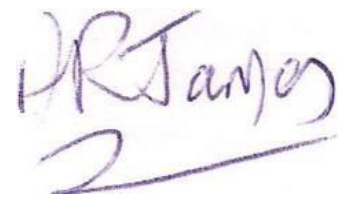
Clerk had noted that other Community Councils are considering the fixed penalty (in section 8.3) should be £250 and not £100 to act as a more effective deterrent.

**It was resolved: all agreed to suggest increase to £250 DM proposed, DS seconded**

**16. Items for next meeting (2 min)**

- Amendments to Standing orders
- Staff Salaries – approval band 29
- Buses in St. Edeyrn's problems due to car parking on road
- FIT green space – St. Edeyrns Village
- Grants available for disabled access – to rear of hall – Clerk to look into this.
- Drainage to rear of Village Hall and Elgar Crescent – DR update
- St. Edeyrn's pillar and gates update

**Meeting closed at: 20:30**



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

***PRIVATE MEETING***

- Cleaner would like to take some holiday time - requested 15-19 July, 19-23 August & 2-6 September.

**It was resolved: all agreed no issues.**

**Meeting closed at: 20:45**

**Next meeting 12<sup>th</sup> September 2019**