

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7.00pm on Thursday 14th November 2019

Present:

Chair: Cllr Dianne Rees (DR)

Vice Chair: Cllr Rosemary James (RJ)

Councillors: Cllr Gaynor Hassan (GH)
Cllr Dennis Matthews (DM)
Cllr Charles Price (CP)
Cllr Joel Williams (JW)

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

In attendance: Mr Paul Good (RFO)

1. Apologies for absence & Acceptance

Cllr Vic Davies – illness
Cllr Sarah Johns – work commitments
Cllr Derek Stroud – other commitments
It was resolved – All Agreed accepted

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 October 2019

To amend 4.1 *shall consist of persons from **time to time** elected....*

It was approved as a true and accurate record.

4. Matters arising from the minutes of 10th October 2019

4.1 Standing Orders SO37 – DM to propose wording

SO37 mentions expenditure there is no detail of how income was derived whilst standing orders covering expenditure, including SO37 & 38, are adequately covered.

4.2 Standing Orders 63e – DM to propose wording

The corollary of revisions means there are also modifications required to SO 61; 63b; 63c and 63e.

SO 61c) states 'The Council shall review all fees and charges annually, following a report of the Clerk'.

Proposal: As SO 61c) currently appears under the INCOME section, yet it relates to expenditure.

The proposal is to move the content of 61C) to SO 55 BUDGETARY CONTROL.

SO 61 relates to INCOME but does not state how or from where the Council derives its income.

Proposal: To include an introductory paragraph to SO 61: 'The Council derives its income principally from the annual precept. This may be supplemented from time to time by other income, such as from grant funding or s106 funding allocation'.

SO 63b) a) currently states 'The Clerk/RFO shall invite tenders from at least 3 appropriate firms'.

The proposal is to modernise the tender process by allowing tender by email and to build into the revised process relevant checks and balances.

Proposal: Revision of 63b) 'The Clerk/RFO and one or more councillors shall invite tenders from at least 3 appropriate firms and to include, where received, any tenders received as a result of invitations to tender placed on Community Council notice boards'

SO 63c) currently states 'Where applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

Proposal: Delete the words 'without competition' and insert 'fewer than three firms'.

SO 63d) currently states 'Such invitation to tender shall state the general nature of the intended contract and the Clerk/RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk/RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract'.

Proposal: To adapt the wording of SO 63e) 'Such invitation to tender shall state the general nature of the intended contract and the Clerk/RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk/RFO in the ordinary course of post or alternatively by email. Any additional tenders obtained by members of council must be forwarded to the Clerk/RFO within the time period allocated'.

SO 63e) currently states 'All sealed tenders shall be opened at the same time on the prescribed date by the Clerk/RFO in the presence of at least one member of Council'.

Proposal: To rework 63e) 'All tenders shall be presented at the same time on a prescribed date for consideration by Chair/Deputy Chair and at least one other member of Council at which point applications to tender shall be closed, following which all tenders to be considered by Council on or before the next full Council meeting'.

SO 63g) currently states 'Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 61, 63 and 64'.

Proposal: Delete 63g) as it appears no longer relevant given it has no relationship to the referenced SO 61;63 & 64 and renumber SO 63 accordingly.

It was resolved: all agreed to the amendments above

- 4.3** Cupboard – Gardening Club – size and costs – DS
DS sent the Clerk an email with an update to the Gardening Club cupboard. DS has offered Vera Makin the use of part of The Entertainer's cupboard as a temporary measure and been offered the use of a kitchen cupboard. JW kindly sent the measurements of a cupboard, unfortunately it is too wide. DS had made further enquiries and as yet hasn't managed to find a suitable one. Vera has also offered to look. Ongoing.
- 4.4** FIT green space – St. Edeyrn's Village – JW update
To be looked at in the new year.
- 4.5** Grants for disabled access to rear of Village Hall – DR
Ongoing.
- 4.6** Drainage rear of Village Hall – Elgar Crescent – Clerk
The issue has been forwarded to Drainage Client/Flood Alleviation team who will investigate further, they will decide if any improvements can be undertaken. They have started the initial investigation.
- 4.7** Village Hall pathway bend – DS
DS sent the Clerk an email that he had arranged to meet two builders re estimates. Both have failed to turn up. A third is unable to estimate until next year. No progress to date. RFO to chase an alternative builder.
- 4.8** Meter reading door repair – RJ
It was noted to ask Billy James to rectify this as a Health and Safety Issue.

5. 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.

6. Finance

(RFO to present financial report)

Councillors have received from the RFO the following spreadsheets:

- 1) October 2019 bank reconciliation
- 2) Actual Income and Expenditure up to 31st October 2019 incorporating anticipated and forecast movement up to 31/3/2020 with comparisons to the 2019/20 budget
- 3) Proposed 2020/21 budget for consideration by Councillors with explanations for significant movements compared to previous years.

Regarding 1) the RFO provided full details of additional cheques 4210/5 requiring Council approval and payment in November. Acknowledgement received from St Edeyrn's Church for plants & shrubs costing £400 supplied by the Council for the burial grounds. Spreadsheet 2) gives Councillors our expected bank position as at 31st March 2020 compared to our 2019/20 budget. The main changes in the year relate to hall roof upgrade partly funded by Section 106 monies and donations, which did not form part of our original 2019/20 budget calculations. Spreadsheet 3) is budget proposals for 2020/21. The RFO stated that Cardiff Council have confirmed additional section 106 monies are available for use solely at the Playing Fields. The Hall Working Party have indicated essential external improvements also require consideration. In the circumstances, the RFO is recommending a finance meeting is required to finalise both precept and budget prior to the January 2020 meeting.

6.1 PAYE months 7-9 by Oct 2019 - Finance meeting – update
The quarterly PAYE cheque was signed at the previous meeting.

6.2 Set next year's precept - Finance meeting – update
The 2020/21 Precept to be finalised in January 2020 (See 6 above)

6.3 Hall Hire charges review - Finance meeting – update
The hall charges annual review to be finalised in January 2020

6.4 Review Policies & Procedures - Finance meeting update
Policies & procedures have been reviewed by Council and the Financial Review (8.4) of I & E sent to Councillors (6 above)

7. Working Party Reports

(Working Parties to present their report)

a) Village Hall Working Party

DS sent the following report.

Pest control inspections – to his knowledge no-one from Pest Control has visited the hall in the last month. However, since the roof has been repaired there appears to be no sign of any vermin, squirrels etc.

Annual Electrical Test. DS is meeting with Steve Jones (Electrician) next week. Despite meeting with another Electrician prepared to do the test, RFO and DS has decided that Steve would be the best option, who has been carrying out electrical work at the Village hall for at least the last four years and knows it well.

Razor wire – has suggested that OSMCC asked to employ Billy James if he is prepared to do this job.

It was resolved: all agreed

b) Playing Fields Working Party

o Pavilion

Following the previous presentation of architects plans Council sought tenders from three builders. One tender is expected in time for 14 November with another to follow shortly afterwards. However, today advice has been received that a third builder who was expected to tender has dropped out & the architect is attempting to source another known builder.

Building Regulations: Building Regulations have been applied for and confirmed as received by Cardiff Council along with the issue of a receipt for the building regulations fee.

Section 16 of the Building Act 1984 requires Cardiff Council, by notice, to pass (either with or without conditions) or reject the plans within a prescribed period which in this case expires on 1 January 2010.

However, before rejecting any proposals a Building control Surveyor will, before 27 November 2019, provide OSMCC with a Schedule of any alterations/additions that need to be incorporated into the deposited plans for them to be considered acceptable and passed by Cardiff Council (either with or without conditions). We are advised that if we do not receive these by 29 November 2019, we are to contact building control immediately. If our plans do not need further alterations/additions, then Council will aim to pass the plans by 27 November 2019 but in no case later than 1 January 2020.

Noted: 2 builders have dropped out.

- Tennis Courts
As previously reported three quotes have been received for resurfacing the tennis courts. One company who were previously favoured by Council as they were established experts in resurfacing courts and had also provided the most competitive quote had advised that if they were instructed to complete the work early in the 2020 they would offer a discount of £1890 on job price of 20890 (plus VAT) reducing the job cost to £19000 (plus VAT).

Council are requested to provide their agreement to proceed with acceptance of this company quote while the offer of a discount applies.

- Hedgerow to front of Ty'r Winch Playing Field
Hedge has been cut but needs to be trimmed back further for next year.

c) St. Edeyrn's Church

- Pillars and gate – update
Gate still needs to be taken down - ongoing
- Provision of land for toilet facility – FOC
In principle this is agreed, need to establish exact area and size
- Welsh Water to post details of the quote for connection to mains water from the boundary of the property, excluding the church grounds, as pipe work from the church grounds to the boundary will have to hire a contractor.
The quote from Welsh Water to connect water to the boundary of the church is £2,457 and is by the kissing gate.
- Pathway flagstones needs attention due to digger activity – carried out 24/10
The slabs will need repointing. Also, recent activity has dislodged the flagstones again.

Please find below report from Martin Gilbert:

Architect was on holiday after our initial meet up and he has 2 months of work to complete before he can start on St. Edeyrn's.

1. *Decision made to put main extension we looked at in the summer of 2018 on hold.*
2. *Outside toilet and kitchenette decision made as plan B and look at the main extension if numbers grow in the church and funding is readily available.*
3. *Meeting with Cllr Joel and Dennis to look at possible locations at Church Council was worth doing and useful advice given.*
4. *Photographs sent to the Community Council on a change of location for the toilet near the kissing gate, which was voted in favour of.*
5. *Decision made to put in a temporary toilet in the car park. The car park has had shrubs cut back. We will also be laying new hard core. The toilet has been ordered and will take approx. 3 weeks to arrive.*

6. *The Architect Richard Lamb has visited the church and advised what we want can be done. Once he finishes current projects, he will be able to take on St Edeyrn's work and draw up the permanent toilet and kitchenette.*
7. *Faculty have advised we only need to apply for the kitchenette.*
8. *Several pieces of glass will be removed from the plain windows to assist in drying out of the church. This will help get rid of the moisture in the walls. Planned work around 28th October.*
9. *Welsh Water – an application was submitted for a search for mains water. WW have advised this is complete and will post documents to me. They will only do their part to the boundary wall. We have to find a contractor who will do the work on the church grounds side*
10. *Grants will be applied for and I have the initial meeting on Monday 28th October at the church to discuss.*

On top of this we have discussed the gates and they will be removed and then hopefully restored and the brick column taken down and rebuilt. I have also purchased the shrubs and these will be delivered on Friday 25th October. We have a working party arranged for Saturday 2nd November to dig in. This in time will build up a natural screen as 4 new houses are to be built to the rear of the church. This will also encourage wildlife, reduce the amount of carbon in the atmosphere and give the flower ladies the greenery they need for the flowers in church.

We remain very grateful for the support shown from the Community Council and as I am pushing this through, I will keep you informed of every step even if it's out of courtesy as some decisions won't require your approval.

Noted: The shrubs totalled £500.00 OSMCC to give £375.00 as agreed.

8. Annual Planner

- 8.1 Agree Xmas events - Carol Singing – Thursday 19th December Coach House/Village Hall at 6:30pm provisions for mince pies, mulled wine and selection boxes cost around £100
It was resolved: all agreed
- 8.2 Outdoor Christmas Tree lights to be sourced by JW and DM
DR to source via CC
- 8.3 Hall Hire Charges – implement
Deferred to next meeting
- 8.4 Risk assessment Village Hall
Deferred to next meeting - DS
- 8.5 Financial review. Review income and expenditure
Reviewed at last finance meeting November 2019

9. Police Matters

Nothing to report

10. St. Mellons Primary School

St Mellons C/W Primary School's Consultation Document, published 18.10.19, for the proposed transfer and expansion of St Mellons Church in Wales Primary School. A report on consultation was considered by the St Mellons Church in Wales Governing Body at its meeting on 7.10.19

11. Planning Applications

19/02819/MNR Proposal: Proposed mixed-use development Drive thru Coffee Shop and Car Sales Showroom. Land at Church Road
Noted

12. One Voice Wales – report

Nothing to report

13. Village Association – report

Nothing to report

14. Correspondence

14.1 Charter Meeting – Clerk 11th Oct

- New Deputy Monitoring Officer – James Williams
- Presentation of Customer Service – available ways of contacting CS
 - New mobile app introduced
- Digital champions available to meet at CC to show people how to use websites e.g WI, Knit Stitch and Natter
- The new Environment Act – awaiting further information – to discuss on a template that all CC's could use

14.2 Cardiff Parkway

- Developing plans for a new business district and sustainable transport hub in the east of Cardiff, known as Cardiff Hendre Lakes, will be supported by the new Cardiff Parkway train station and aims to bring new jobs and investment to South Wales. Located to the south of the existing St Mellons Business Park.

14.3 Knit Stitch Natter

- Noted still looking for a suitable cupboard
- Amicable arrangement between Garden Group and Beavers re-entering Small Hall

14.4 Dance class

- After school clubs, competition teams and fun classes for kids between the ages of 5 & 14 years. Looking at long term hire, once a week for the year with two weeks off at Christmas.

15. Items for next meeting

- Finance meeting – Thursday 19th December followed by Christmas dinner
- Hall Hire Charges – implement
- Risk assessment Village Hall

Meeting closed: 21:30

Date of next meeting 9th January 2020



*Cllr Dianne Rees
Chair to the Old St. Mellons Community Council*