

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of virtually held meeting at 6pm on Thursday 9th July 2020

Due to COVID-19 Agenda items not essential will be deferred until next available
Community Council Meeting attended by Councillors at the Village Hall

Present:

Chair: Cllr Dianne Rees (DR) - Zoom

Vice Chair: Cllr Rosemary James (RJ) - Zoom

Councillors: Cllr Gaynor Hassan (GH) - Zoom
Cllr Dennis Matthews (DM) - Zoom
Cllr Charles Price (CP) - Zoom
Cllr Derek Stroud (DS) - Zoom
Cllr Joel Williams (JW) - Zoom

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

In attendance: Mrs Nadine Dunseath (ND) – Interim RFO – Zoom
Mr Ashley Bishop - Zoom

1. Apologies for absence & Acceptance (1 min)

None

2. Declaration of interests (1 min)

Accepted annual declaration of interest – if any other interests this will be declared below

3. Minutes – to approve as a correct record of the minutes of the virtual meeting held on 11th June 2020 (5 min)

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

4. Matters arising from the minutes of 11th June 2020 (15 min)

4.1 Tree inspection – Quotes – update

Clerk to speak previous contractor and quotes to include St. Edeyrn's Church, Village Hall and Ty'r Winch Playing Fields.

4.2 Sanding, polishing Village Hall hardwood floor – quotes update

Still requiring 3 quotes – DM to source a company – Clerk to send specification to DM & DS.

4.3 Email with regards to land release 2020 – DR update

DR has contacted CC but still awaiting response.

4.4 Builder – Village Hall Car Park and drainage – update, quotes – DM

One builder has visited site and is due to provide a quotation, two further builders have been contacted but despite expressing interest and arranging to meet at the hall the former failed to turn up for a 1pm appointment on Friday of last week. The latter having been advised by text of the work required made no further contact. Incidentally both contacts were taken from the CheckaTrade website & had good reviews. Quotations will continue to be sought from other builders.

It was noted that DS is waiting for a contact from another builder.

4.5 Website accessibility update – agreed Minutes 12/3/20 4.6 to principle – to agree price

After some discussions it was agreed for the Clerk to ask if the local website provider can reduce its cost. The Cllrs would agree to accept the quote from the local website provider if they could reduce their cost to less than £2950.00

It was resolved: all agreed

4.6 Welsh Language Policy – to adopt

To adopt and add to the policy changes – JW will add appropriate wording. Clerk to seek approval from OVW.

4.7 Co-Option – update

Mr Ashley Bishop attended the meeting and it was agreed to co-opt Mr Bishop. It was noted that he resides in St. Edeyrn's Village.

It was resolved: all agreed to Co-opt Mr Ashley Bishop

4.8 In-Bloom Competition cup – damage and to discuss next competition availability DR will send this to the engravers to try and rectify damage.

It was decided not to carry out an In-Bloom competition this year.

4.9 Accessing funding for the pavilion – DM

It was noted that DM is still trying to source funding.

- Sport Wales (up to £25K available as a development grant).
- Lawn Tennis Association (LTA), offer interest free loans, insurance cover for court users, promotion of courts, assistance on booking systems and a coded locking system for gates.
- Welsh Assembly Grants (for future development of facility). Apparently this is under review.

DM to further investigate these particular funding possibilities before the next OSMCC meeting as staff of the above organisations may by then have returned from furlough.

It was noted that the hedges need to be trimmed prior to the work to be carried out to the tennis courts and quotes have been sourced.

It was resolved: majority agreed to have the hedgerow cut to 1ft for £750.00

4.10 Locking gate system – DM

Defer to next meeting

4.11 Noticeboards – quotes – DM

Defer to next meeting

5. **Local Residents (15 min) – via web link available on request**

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.

Mr Ashley Bishop attended – please see 4.7

6. **Finance (10 min)**

(RFO to present financial report)

Presented to the Council 9th July 2020

Patrick Smalley has resigned from his position as Interim RFO and the role has been taken over by Nadine Dunseath on 1st July 2020. Mr Smalley has provided a handover to the new interim RFO which included a Council laptop, documents relating to finance for the years 2018-19 and 2019-20, as well as the current 2020-21 financial year, and a brief summary of ongoing tasks.

Mrs Dunseath kindly requests permission from the Council to update her contact address on the Council bank accounts, as well as utilities relating to the village hall and pavilion, in order to receive financial statements directly.

There was no Bank-statement received for June from the Bank by the time the meeting was held. Therefore, the May balance was used, and all payments listed.

Due to Covid-19, there has been no income from the hall, however expenses on staff, and usual direct debits maintain the same as previous months.

The expenses and cheques that need to be approved and paid are as per the Bank Rec.

Mrs Dunseath noted that no payment has been made relating to Council Tax for the current financial year. As the annual invoice is clearly marked direct debit it is confusing why the monthly payments have not completed. Mrs Dunseath kindly requests permission from the Council to contact Cardiff City Council to enquire into the matter.

FIRE EXTINGUISHERS

Mr Smalley has provided a brochure from FireProtectionOnline.co.uk and a list of fire extinguishers required for the village hall as follows: -

5 x 9Litre Water Extinguishers - £129.65

2 x small CO2 extinguishers - £58.48

1 x Large CO2 extinguisher - £29.24

1 fire blanket for kitchen - £14.92

Total Price = £273.03 including VAT

Mrs Dunseath kindly requests advice from the Council regarding this purchase and if agreed to place the order where the items should be delivered to?

AUDIT

Mr Smalley has provided a completed Annual Return for the year ending 31 March 2020 which has been signed and approved by himself and the Chair on 11th June 2020. The Internal Auditors report accompanies the annual return, together with the annual bank reconciliation and explanation of variances.

As part of this year's audit, the external auditor also requires evidence that all audit issues identified and reported to the Council in the 2017-18 audit have been addressed.

Hard copy documents provided to Mrs Dunseath during the handover process only date back to 2018-19 and the electronic file folder "Audit 2017-18" is empty. Mrs Dunseath kindly requests a copy of both the internal and external auditor's comments for the 2017-18 return. It should be noted by the Council that the annual return for 2019-20 is incomplete and should not be submitted without this information.

As part of this year's audit the external auditor requires a schedule of all Council meetings, including Committee meetings held during 2019-20.

Mrs Dunseath has compiled the following list of meeting dates using information published on the Council website and kindly requests confirmation from the Council that this is a complete and accurate account.

11th April 2019

9th May 2019 – AGM

13th June 2019

11th July 2019

No meeting held in August 2019

18th September 2019

10th October 2019

14th November 2019

No meeting held in December 2019

16th January 2020

23rd January 2020 – Extra Ordinary meeting

29th January 2020 – Extra Ordinary meeting

13th February 2020

12th March 2020

CLLRS EXPENSES

The Independent Remuneration Panel for Wales require details of all Councillors Expense Claims for 2019- 20 to be submitted to them and published on the Council's website by 30th September 2020.

Mrs Dunseath has compiled the following information from the 2019-20 general ledger and kindly requests the Council consider the information and confirms this is a complete and accurate account.

D Stroud 0 J Williams 150.00 Councillor Allowance 2019-20 D Rees 150.00 Councillor Allowance 2019-20 R James 150.00 Councillor Allowance 2019-20 D Matthews 150.00 Councillor Allowance 2019-20 V Davies 150.00 Councillor Allowance 2019-20 G Hassan 150.00 Councillor Allowance 2019-20 C Price 150.00 Councillor Allowance 2019-20 S Johns 150.00 Councillor Allowance 2019-20 Joel Williams 132.80 Car expenses re Fields in Trust AGM Joel Williams 99.90 Mileage re OVW Annual conference

With regard comments provided by the Internal Auditor for the 2019-20 return, Mrs Dunseath would like to provide information to the Council relating to the document "Guidance on Payments to Members of Community and Town Councils" provided by One Voice Wales in which it states the following: -

"Payment Processing

8. Once the Council has made its decision in relation to the allowances which are 'optional', the responsibility rests with the Clerk/RFO to arrange for the processing of payments at appropriate intervals during the year.

9. In case of reimbursement of expenses, payment will need to be processed after a claim has been submitted and duly authorised. The timing of payments relating to allowances can be more flexible and Councils may choose to pay them in quarterly and half yearly sums or at the end of the financial year. This is, however, a matter for Councils to determine.

10. In the case of members taking up office during a financial year or those that leave during a financial year, the Council should adopt a policy as to how allowances should be paid in such circumstances. The policy should be documented in the minutes of the meeting where the policy was adopted."

Mrs Dunseath would like to advise the Council to seek further guidance from One Voice Wales on the comments provided by the Internal Auditor. Mrs Dunseath is not aware of any guidance document that states a Council must only pay allowances at the end of the year, but rather this is a matter of choice for the Council to decide when it is most appropriate based on their own individual budget and finances. Several other Community Councils pay allowances at the start of the financial year to ensure no Councillor is left financially 'out-of-pocket'. With regard payments to be returned by Councillors who have left their position during a financial year, Mrs Dunseath would like to advise the Council to adopt a policy as per the One Voice Wales guidance. As an example, Mrs Dunseath is aware of another Community Council who, following this guidance, adopted their own policy to award a pro-rata allowance amount to Councillors who took up office part way through the year, but in the case of those leaving the Council the policy states they would not expect any Councillor to return any allowance received.

Came and Company Advice

Following instruction by the Chair and Clerk, Mrs Dunseath has contacted Came and Company insurance to enquire if any specific measures should be considered relating to Covid19 and the re-opening of the Village Hall and playing fields. Mrs Dunseath is awaiting information from Came and Company.

It was noted all agreed to the above points where RFO requested permission to proceed with queries.

6.1 To approve the Clerk's & RFO's expenses

It was resolved: all agreed

6.2 IRPW – Auditor report – retiring Cllrs to pay back part? For 2019/2020

It was noted that the Community Council can make their own requirements.

It was agreed that one Cllr need not pay back part of the allowance as due to ill-health and the other retiring Cllr it was agreed they could retain their allowance.

It was resolved: all agreed

6.3 PAYE months 4-6 by Jul 2020

The accountants will inform each time with regards to PAYE.

6.4 Submission of Audit Annual Return

RFO requires further information before submission – Clerk to help source.

6.5 Model Financial Regulations – to review prior to website

It was resolved: all agreed

7. Annual Planner (10 min)

7.1 WIFI review – continue with existing provider?

It was resolved: all agreed to continue with existing provider

7.2 Fire Extinguisher check – to purchase new fire extinguishers
DS will check the information RFO has provided above see 6.

It was resolved: all agreed for RFO to purchase

- 7.3 Fire risk assessment review
Ivor Fire to carry out assessment at a cost of £150.00
It was resolved: all agreed to pay £150.00 + VAT

It was noted Electrical work needs to be carried out at the pavilion approx. £200.00

- 7.4 Village Hall Roof Warranty – check
Clerk to contact company – to provide quote for inspection.

8. Police Matters (5 min)

*Old St Mellons Community Council Police Report
11th of June 2020 – 4th of July 2020*

There have been five police occurrences between the 11th of June 2020 - 4th of July 2020. These occurrences include a concern for safety, domestic related occurrence, road traffic collision, drugs related occurrence and motorbike annoyance.

Operation Red Mana has been running during the summer months and continues to run throughout the city. This relates to our constant battle with off road motorcycle nuisance. We are aware Old St Mellon's is a particular victim of this and as such a joint collaborative approach with the council is being undertaken which will commence soon. It is worthwhile stating that the police are limited in their approach to off road bikes, primarily from a health and safety point of view, however I have requested that the St Mellon's area is a priority location for the operation.

Due to Covid- 19 access points have seized but hopefully with the news that public houses and cafes with outside space can re- open hopefully access points can resume at a safe distance.

St Mellon's 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.

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

9. Planning (10 min)

- 9.1 20/01195/DCH proposal: construction of a balcony on side elevation with the replacement of the bedroom window with French doors at: 10 Eurwg Crescent, Old St Mellons
Noted.

10. Correspondence (10 min)

- 10.1 Shredder or confidential waste collection – NG

- On-site is a minimum of £65 which covers up to 10 sacks, then £4.00 per sack. Off-site, where we collect and shred on the same day, is £3.95 per sack for up to 10, then £2.00 per sack for each additional sack - All prices are plus VAT, but include a certificate of secure destruction and duty of care waste transfer note. (Cardiff based company)
- Minimum Visit Charge: £85.00 15 sacks and £5 after – certificate of destruction supplied. (nationwide based)

It was resolved: all agreed to go with the local company

- 10.2 Enquiry – football practice Ty'r Winch Playing Field

It was noted that the football pitch is not long enough by 5 metres & the pavilion is due to have remedial works – which makes this not suitable to use as a football venue.

- 10.3 Email addresses to move to a new provider for better security

Clerk had contacted a local firm which is less than £400.00 per year.

It was resolved: all agreed

- 10.4 Trees – planting in Ty'r Winch Playing Fields

It was noted that the Keep Wales Tidy - Local Places for Nature Butterfly Garden - the seeds for planting will be carried out by the Old St. Mellons Scout Group at Ty'r Winch Playing Fields.

Tree Charter Day 2020 it was noted that the areas in Ty'r Winch Playing Fields could only accommodate a maximum of 15 trees, the Tree Charter tree pack application scheme had a minimum of 30.

10.5 Ty'r Winch Playing Fields – discuss opening date

DR has been in touch with CC – noted a risk assessment needs to be carried out, prior to opening of the playing field.

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

Report sent by Stephen Ashton - Community Governor St Mellons CIW Primary School

School Closure

During the pandemic school has been successfully operating within the regulations and guidance outlined by the Welsh Government to ensure the safety of staff and children.

Children's well-being has been paramount in the school's strategy of support during the closure with staff taking into account individual circumstances and the varying levels of anxiety within families. This has involved

- *Teachers posting work to children and encouraging them to respond and engage with their learning.*
- *Encouraging children to choose their work in line with their own interests.*
- *Creating opportunities for children and teachers to talk with each other about how they are feeling*
- *Ensuring every child has IT access at home*
- *The children of keyworkers having access to the Bryn Hafod Hub*
- *Regular and frequent contact with children who are vulnerable and in particular where there are Child Protection concerns*

School has received very positive feedback from parents about the regular phone calls and contact in reflecting the dedication and sensitivity of staff in supporting the children and their families during this difficult time.

School Re-Opening 29th June

In order for school to re-open safely and in line with Welsh Government policies a vast amount of work has had to be completed:

First and foremost, has been extending throughout the school community an understanding that the purpose of re-opening is to

- *Check in*
- *Catch Up*
- *Prepare*

Checking in and catching up is very much about re-establishing relationships, ensuring the children's' well-being, and preparing for September.

Other measures which have been taken include:

- *Reading and digesting the very extensive regulations and guidance published by the Welsh Government*
- *Training for the use of PPE*
- *Risk Assessments for staff and particular children*
- *Identifying children eligible for the "in-house" Hub*
- *Establishing school capacity-how many children to be accommodated safely in each room*
- *Deciding which Year Groups attend; when and how often*
- *Managing staff*
- *Deciding whether vulnerable children need additional sessions and how this can be accommodated*
- *Establishing safe entrance and exit routes*
- *Developing an extensive and thorough cleaning regime*

- *Keeping parents and carers informed of latest developments-school put together a very helpful video with a welcome back message from the Head showing what school would look like when children returned.*

Shortly before the re-opening parents were surveyed as to whether they would be comfortable sending their children to school in the present climate. A very high percentage of parents said they would. Governors felt this reflected the trust and confidence parents and families have in the school.

September 2020

As yet schools have not been informed about arrangements for the Autumn Term. The Head is reporting to Governors on 15th July in the hope of further clarification.

New Build

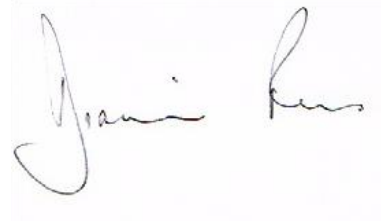
At our last Governor Meeting 10.06.20 the Head reported that the expectation was that the new school would be completed on schedule. However, at that point she had not been given any further detail.

12. Items for next meeting (2 min)

- Review the Pavilion – upgrade
- Review Village Hall and Ty'r Winch Playing Field opening

Zoom Meeting closed at 20:30pm

Next Meeting – 10th September 2020 6pm – Zoom meeting



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