

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7.00pm on Wednesday 18th September 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 (1 min)

Cllr Derek Stroud – other commitment – will attend later

Cllr Sarah Johns – family reason

It was resolved – All Agreed accepted

Cllr Vic Davies – no apologies given

2. Declaration of interests (1 min)

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 11th July 2019 (5 min)

It was approved as a true and accurate record Proposed by JW seconded by RJ

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

4.1 Amendments to Standing orders

Deferred to October.

4.2 Buses in St. Edeyrn's problems due to car parking on road – JW update

CC approach Persimmon – Persimmon not happy with Council to adopt all the roadway.

Cardiff to approach Persimmon and to pursue to adopt road – ongoing.

4.3 FIT green space – St. Edeyrn's Village – update

Noted: Clerk has been continually requesting a response – Clerk to chase.

4.4 Grants for disabled access to rear of Village Hall

Clerk had an email from Paul Egan - would suggest to look at the Big Lottery Awards for all Scheme. Community Councils are eligible to apply and it does cover small capital projects.

Forward link to Cllrs - Email 22/7

Noted: Clerk to send link to DR.

4.5 Drainage to rear of Village Hall and Elgar Crescent – JW update

Clerk received telephone call from Mr Manson – Highways.

Due to the dropped curb to rear of entrance and the slope from the road, this could be problematic on a regular basis, however has carried out drain clearing along Elgar Crescent w/c 30/7 and hopefully this has helped. If further problems occur to contact Highways again.

Noted: Clerk to contact Mr Manson – request for drain as per meeting on Newport Road and Elgar Crescent – can these be installed?

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.

St. Edeyrn's Village – There were concerns to safety of pedestrians, dog walkers etc, high speed cyclists speeding along Bridge Road. County Councillors will investigate.

Resident – Gardening Group, the small hall was not available at 7pm as was agreed. The door to the small hall on a few occasions had been locked.

Noted: Clerk will write letter to hall hirers to make sure that the small hall door remains open while it is being used.

6. Finance (10 min)

(RFO to present financial report)

The RFO confirmed that discussions and meetings were ongoing regarding the Hall Roof upgrade at the previous meeting. It was agreed subsequently by Councillors that the contract was to commence in August and was awarded to Roofing Matters Ltd., especially as any delay could result in the loss of the Section 106 monies. The contract price agreed was slightly lower than agreed with another contractor, who withdrew due to ill health. The RFO confirmed the roof has now been completed and hall hires recommenced. Ros Baker (Cardiff Council) has carried out her roof inspection and confirmed release of the Section 106 monies, while Raven Building Supplies Ltd., who are providing the 25 year guarantee, have also completed their inspection. The final payment for the roof is due to be paid on receipt of the 106 monies and guarantee.

It was resolved: All approved and agreed

Councillors have been emailed the bank reconciliations as at 31st July and 31st August 2019 showing movements and cheques outstanding at month ends. The main movements in August relate to stage payments for the hall roof together the normal monthly payments. The cheques to be approved include £330 for an asbestos survey of the Ty Winch playing pavilion, where again Section 106 monies may be available for improvements.

It was resolved: All approved and agreed

The RFO also forwarded Councillors email copies of his I & E review for the period to 31st August together with his forecasts for the remainder of the year. These totals have then been compared to the approved 2019/20 budget for the year to 31st March 2020. The RFO stated the spreadsheet shows only a few variances to the budget agreed for 2019/20. However, the opportunity to take up Section 106 monies for the roof has impacted on the overall yearly figures with the cost of the roof being funded by a combination of 106 monies, a generous £5k donation from OSMVA and our hall maintenance £5k budget.

It was resolved: All approved and agreed

DR expressed thanks to all those that were involved with the overseeing of the roof repairs.

6.1 Staff Salaries – approval band 29

To be discussed dealt separately in private session by Councillors at the end of the meeting.

6.2 FIT- Membership Fee £65.00

It was resolved: all agreed to pay the membership fee

6.3 External Audit

Not yet received, but both Annual Return and Conclusion Notice must be advertised by 30th September on website and Notice Board.

6.4 Internal Auditor

May step down next year, but Chair will make every effort for her to continue.

6.5 Bank Mandate

New mandate required – all agreed will sign necessary paperwork
Confirmation of Councillors Rees, James, Stroud, Matthews & RFO are signatories as NatWest have unfortunately mislaid previous mandate due to staff changes.

7. Working Party Reports (10 min)

(Working Parties to present their report)

a) Village Hall Working Party

- Noted WI for their centenary would like to hang above the piano an Honours Board listing the Presidents names.
It was resolved: all agreed
- Trees and shrubs need to be cut around the Village Hall – it was agreed to go with the cheapest quote.

b) Playing Fields Working Party

- Pavilion
 - Park gates – appear closed – volunteer for Friday & Saturday has ceased this responsibility
 - Suggestion to appoint a single person – this raises the concerns whether payment should/could be made.

In brief the refurbishment allows for:

- 1) Removal of existing bushes and foliage around the pavilion
- 2) Cut back tree branches overhanging pavilion
- 3) Construction of a new fire-retardant decking area to the front of the building to allow for seating/bench seating & to allow easy access for those with disabilities by a ramp to the deck space & entry to the pavilion
- 4) Removal of existing toilet facilities and install a new unisex toilet with baby changing facilities along with disabled access adjoining inner wall on right side of building as if approaching from main entry door, plus a second toilet cubicle
- 5) Minor relocation of kitchen facilities along the right on the inner back wall of the building
- 6) Remove existing pavilion entry door & install two sets of wider double doors in PVC with one set of doors leading to kitchen & toilet areas and the other providing access to and from the decking area to the greater inner space to the left inner part of the building
- 7) New cladding throughout the internal structure of the building to allow reinforcement & the ability to support new doors and windows
- 8) Installation of two windows to the front of the building and another to the left side of the building, all with security closing
- 9) New flooring throughout
- 10) Security fencing from each front side of the building to the existing fencing at the rear of the building to secure the back of the pavilion and containers
- 11) Cleaners cupboard and cloakroom as one separate unit

- Tennis Courts
DM looking into grants – three quotes received – so far, the cheapest quote is for £19000.00
- Children' section – Health and Safety issues – slippery surface.
Cardiff Council will be jet washing surface area.

c) St. Edeyrn's Church

- Pillars and gate – update
RJ – noted need to apply application for grant
- CP – to check who makes and repairs metal gates – update
CP still liaising – ongoing – this will be repairable.
- CP & RJ – to source a stonemason – update
RJ – noted need to apply application for grant
- Meeting 5th September MG & Cllrs
The extension is on hold this will take many years to fund and get built, but desperate need of a toilet and a kitchen.

1. **Kitchen** – the proposal is to put a pull out kitchen similar to what St Augustine's in Rumney have. To run in utilities such as water there is a need to dig up the path and lay a pipe as this is not consecrated land, require CC to give permission.
2. **Temporary Toilet** – proposing to purchase a temporary toilet and install at the far left hand corner of the car park. Members of the church will be responsible for keeping the toilet clean.
3. **Permanent toilet** – Proposal is to site a base, a toilet with a septic tank included in the design, close to mains water, vandal proof unit containing a toilet, a sink, baby changing facility and access for disabled use via way of a ramp. This unit usually contains either a fan heater or a single electric heater. To ask the architect to build a pergola around the toilet unit and plant various climbing plants to make it more visual acceptable, or build a brick built unit. All of this subject to CC approval and standard planning permission from the LPA. No graves would be disturbed using this location and no future graves would see any impact.
4. Suggested by CM the single gate and vehicle access double gate could be swapped over as graves are blocking the vehicle access.

It was resolved: Kitchen – permission to lay pipe, proposal for a permanent toilet – all agreed

8. Annual Planner (10 min)

- Financial review. Review income and expenditure
Financial Review including I & E review covered in 6.0
- Approve last year's accounts
Approve Annual accounts to be confirmed at next meeting with Annual Return
- Finance meeting: setting the budget for the precept
Finance meeting to be arranged next month for 2020/21 budget and Precept consideration
- Christmas Events
JW request to procure a Christmas Tree – to put this in the hall
JW & DM to source Christmas Lights – Ty'r Winch Field.

It was resolved: all agreed for JW & DM to source

It was noted that Remembrance Day to close the road – JW to apply to Cardiff Council - application for closure.

9. Police Matters (5 min)

Between the 1st of August and the 1st of September 2019 there were a total of 25 South Wales Police Occurrences.

During the above time period 6 of the above occurrences was a recorded crime.

- There was 1 incident of violence throughout this time
- There were 4 accounts of theft within this period
- There were 0 burglaries within this period
- There were 0 incidents involving Drugs
- There was 1 incident relating to damage during this period
- There were 0 fraud occurrences
- The other 19 occurrences were for non-crime related matters

The access point at The Coach House is every Tuesday 1130 – 1230 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, as is the St Mellons community hub. 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. We are also

aware of instances of concerning behaviour reported to us regarding “The Ton” and “Courtenay Crescent” and would encourage any persons with concerns to continue to report any incidents they feel require our attention.

10. County Councillors Report (5 min)

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

Noted: DR – To no longer add to the agenda as a separate item.

11. St. Mellons Primary School (5 min)

- Response – due to the distance to the new site there have been numerous objections.

12. Planning Applications (5 min)

12.1 Land north of Ty draw Road, Lisvane

- Deferred to next meeting

13. One Voice Wales – report (5 min)

13.1 Next meeting 7pm on Monday 28th October 2019 in the Lesser Hall, Cowbridge Town Hall – CP attending.

13.2 AGM to be held on 5th October – JW attending.

14. Village Association – report (5 min)

Nothing to report.

Noted: Clerk to send a letter of thanks to OSMVA for the £5000.00 donation.

15. Correspondence (5 min)

15.1 Cardiff Council – Draft Rights of Way Improvement Plan (ROWIP) 2020-30

Noted.

15.2 Website hits – DM DR requested the figures for next meeting

Deferred to next meeting.

15.3 Licence Inspection

Noted: Clerk renewed Premises Licence updated 20th August 2019.

15.4 Model Financial Regulations

Noted.

15.5 Litter picking equipment

Noted: RJ to contact company who provides litter picking equipment, OSMCC needs to procure their own.

15.6 New ribbon required for chain of office

Noted: RJ to procure new bars and ribbon.

It was resolved: all agreed

15.7 Environment Wales Act 2016 - Community & Town Councils Duty under Section 6

Noted.

16. Items for next meeting (2 min)

- Amendments to Standing orders
- FIT green space – St. Edeyrn’s Village
- Grants for disabled access to rear of Village Hall
- Drainage to rear of Village Hall and Elgar Crescent
- Land north of Ty draw Road, Lisvane
- Website hits

Meeting closed at: 21:40

Next Meeting: 10th October 2019

Next Private Meeting to take place – re staff salaries



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

There followed a private meeting

16.1 Staff Salaries – approval band 29

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