

## OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of the Council Meeting held in the Village Hall,  
Newport Road, Old St. Mellons on Thursday 17<sup>th</sup> July 2008

**Present**

Councillor	Mrs G Jones (Chairman)
Councillors	Mr M Briggs Mrs D Brown Mrs A Davies Mrs P Jenkins Mr L Phillips Mrs D Rees Mrs J Rogers Mr D Stroud

**1. APOLOGIES** None

### **2. DECLARATION OF INTERESTS**

None

### **3. POLICE MATTERS**

No Police presence

### **4. MINUTES OF THE PREVIOUS COUNCIL MEETINGS**

The minutes of the Council meeting held in the Village Hall, Newport Road, Old St Mellons on Thursday 19<sup>th</sup> June 2008 were approved and signed by the Chairman as a true record subject to the following amendments:

*10. Village Fete . . . . . Councillor J Rogers expressed concern of possible costs incurred to produce additional information*

*7. Personnel Matters. . . . . seek further guidance from One Voice Wales regarding the Council's employment systems and compliance. The Clerk felt given the circumstances he should not carry out his other duties until procedures had been reviewed*

### **4b MATTERS ARISING FROM THE MEETING**

#### **4.1 Planters and Walled Flower Bed**

Thanks were given to Councillors D Rees and J Rogers for planting up the walled areas, Councillor Rees suggested volunteers were sought to undertake the ongoing maintenance of the planters and flowerbed. Councillors G Jones, P Jenkins, A Davies and D Stroud offered to assist.

It was agreed that the daffodil bulb planting would take place on Saturday 20<sup>th</sup> October, bulbs to be ordered

#### **4.2 Cardiff Council Elections 2008**

The Chairman thanked Councillors for the delivery of the Newsletter and Information Leaflets. Thanks also to Mr D Jones for compiling the newsletter and who had also confirmed his willingness to compile future Newsletters

It was agreed that a working party of Councillors D Rees, J Rogers, D Brown and A Davies be set up to review the newsletter, website and to consider any future publications or media issues relating to the Council

#### **4.3 'Calor Village of the Year' Competition**

The Chairman thanked Councillor J Rogers and the working group for collating and submitting the application forms

#### **4.4 Welsh Assembly / Cardiff CC**

The New Model Code of Conduct. Invitation received from the Standards and Ethics Committee to attend a seminar to familiarise themselves with its requirements. Councillors to respond individually - Councillors D Rees and J Rogers have previously attended

New order has to be adopted by the Council before 20<sup>th</sup> September 2008

#### **4.5 Stepping Stones Nursery**

Letter received from new proprietors regarding the request for extending present agreement to include the use of the hall on Thursday afternoons between 1.00 and 3.00pm from 4<sup>th</sup> September to 25<sup>th</sup> September as a trial period. Agreed Councillor D Rees raised her concern that if the Clerk was no longer carrying out his other duties there must be a health and safety risk with the non-cleaning of the hall.

The Clerk informed Councillors that as there had been no other measures put in place since the last meeting for the continuing use of the facilities provided by the Council, he had confirmed to the Chairman that he would continue his duties as to such time that they had been put in place. Councillor Rees expressed that the Council should thank the Clerk for continuing under such circumstances

**4.6. Village Fete**

The Chairman thanked Councillors D Brown and A Davies for providing the information table at the Fete, which provided some very positive feedback. Comments to be agended for the next meeting

**4.7 Residents Issues**

*Cardiff CC – Dropped kerbs:*

Councillor D Rees reported that she had met with Officers regarding the lack of dropped kerbs in the Village. It was agreed the kerb at the Church Lytch Gate be placed on the list, there is no order of priority and each set cost £800. Councillor Rees also informed Councillors that whilst WPD were carrying out work at Wern Fawr Lane they agreed to install the dropped kerb. Clerk to write to Cardiff CC requesting additional dropped kerbs in Ty'r Winch Rd, Began Rd and Wern Fawr Lane

*Welsh Assembly – M4 Extension Liaison Committee, Community Council representation.*

The Chairman referred to a letter that had previously been sent to the Welsh Assembly on 23rd June 2007 confirming that Councillor J Rogers would represent the Community Council on the committee. It was agreed that guidance would be sought, now that Councillor Rogers is a Ward Councillor, on the appropriateness for Councillor L Phillips to attend as representative of the Community Council.

**5. LOCAL RESIDENTS**

Twelve residents were present

It was agreed to the adjournment of the Council meeting for 15 minutes to enable residents to express their views or ask questions on issues within the powers, duties and functions of the Council. Issues raised to be considered by the Council

**6. ST MELLONS CHURCH IN WALES PRIMARY SCHOOL – SCHOOLS ADMISSION POLICY**

The Revd D Kellen thanked the Council for its past support and its strong relationship with the school.

He outlined the background to the previously proposed closure of the school under the City Council's reorganisation proposals based on falling roll numbers. Irrespective of the fact that they would be removing the faith provision, the school was in fact oversubscribed and was looking to expand.

Revd Kellen provided Councillors with Admissions to Schools 2008 / 2009 Information for Parents Booklet, which includes the current school's admission policy.

He pointed out that at present the catchment area for the school does not include the whole of the Community Council area, which could have serious implications for the future viability of the school if it came under threat again. He was therefore asking for the Community Council's support as a Minor Education Authority to request that the catchment area be redefined to include the area enclosed by the Community Council Boundary given that they have already acknowledged and published the admissions policy in their Information for Parents

Councillors D Rees, D Brown and L Phillips declared an interest

It was agreed to write a letter supporting Revd Kellen's request

**7. GRAFFITI**

Councillor D Rees reported that the graffiti team had removed the majority of graffiti around the village. It was agreed to form a team of volunteers including residents to attend to remaining and future graffiti. Councillors G Jones, M Briggs, D Brown, A Davies, D Rees and J Rogers offered to help. Clerk to obtain spray, gloves etc

**8. PERSONNEL MATTERS**

Draft copies of Job Descriptions sent to seek further clarification from One Voice Wales regarding the Council's employment systems and compliance. Response from OVW requesting finalised copies to enable the completion of comments. Councillor M Briggs to forward to Clerk

**9. STANDING ORDERS AND FINANCIAL REGULATIONS**

The amended Standing Orders and Financial Regulations had been submitted to One Voice Wales. The response suggested some minor changes. Agended for next meeting for further discussion

**10. TRAFFIC CALMING MEASURES**

Councillor D Rees reported that scooping exercises were taking place and that the reduction of the speed limit to 30mph through the village are in the process of being implemented. The notices have been posted to enforce no parking on the bridges along the Eastern Bypass that includes the bridge on Ty'r Winch Road. Possible use of '106 Funding' for traffic calming measures

**11. PLANNING**

<b>08/01473/E</b>	Full Planning Permission	<b>Expected Decision Level:</b>	DEL
<b>Received:</b>	16/06/2008	<b>Ward:</b>	PONTPRENNAU/OLD ST. MELLONS
<b>Case Officer</b>	Geraint Roberts		
<b>Applicant:</b>	Mr P Bullen 221 Bassaleg Rd, Bassaleg, Newport		
<b>Agents</b>	R Dobbins, 4 Woolacombe Ave, Llanrumney, Cardiff		
<b>Proposal:</b>	GROUND FLOOR LEAN TO EXTENSION TO ENLARGE EXISTING PHARMACY		
<b>At:</b>	3 Sea View Cottages, Newport Rd, Old St Mellons <i>See Copy Letter annexed</i>		
<b>08/01504/E</b>	Full Planning Permission	<b>Expected Decision Level:</b>	DEL
<b>Received:</b>	23/06/2008	<b>Ward:</b>	PONTPRENNAU/OLD ST. MELLONS
<b>Case Officer</b>	Daryl Jones		
<b>Applicant:</b>	Acorns Nursery Ltd, 7 Park Grove, Cathays		
<b>Agents</b>			
<b>Proposal:</b>	CHANGE OF USE FROM A CONVENT TO A FULL DAY NURSERY FOR MAX 50 CHILDREN – 8.00 TO 6.00PM MON TO FRIDAY AND SINGLE STOREY EXTENSION AND ALTERATIONS		
<b>At:</b>	White Oakes House, White Oaks Drive, Old St Mellons <i>See Copy Letter annexed</i>		
<b>08/01512/E</b>	Listed Building Consent	<b>Expected Decision Level:</b>	DEL
<b>Received:</b>	23/06/2008	<b>Ward:</b>	PONTPRENNAU/OLD ST. MELLONS
<b>Case Officer</b>	Daryl Jones		
<b>Applicant:</b>	Acorns Nursery Ltd, 7 Park Grove, Cathays		
<b>Agents</b>			
<b>Proposal:</b>	SINGLE STOREY EXTENSION AND ALTERATIONS		
<b>At:</b>	White Oakes House, White Oaks Drive, Old St Mellons <i>See Copy Letter annexed</i>		
<b>08/01523/E</b>	Full Planning Permission	<b>Expected Decision Level:</b>	DEL
<b>Received:</b>	23/06/2008	<b>Ward:</b>	PONTPRENNAU/OLD ST. MELLONS
<b>Case Officer</b>	Mark Hancock		
<b>Applicant:</b>	Mr Wray, St Julian's Cottage, Bridge Rd, Old St Mellons		
<b>Agents</b>			
<b>Proposal:</b>	2 STOREY EXTENSION		
<b>At:</b>	St Julian's Cottage, Bridge Rd, Old St Mellons <i>No Comment</i>		
<b>08/01664/E</b>	Full Planning Permission	<b>Expected Decision Level:</b>	DEL
<b>Received:</b>	07/07/2008	<b>Ward:</b>	PONTPRENNAU/OLD ST. MELLONS
<b>Case Officer</b>	Martyn Rees		
<b>Applicant:</b>	Mr M Dinham, 44 Allen Close, Old St Mellons		
<b>Agents</b>	Polaris Design, Paul Harris, 30 Rectory Cl, Wenvoe, Vale of Glamorgan		
<b>Proposal:</b>	PROPOSED 2 STOREY EXTENSION TO SIDE OF PROPERTY WITH REAR DORMER		
<b>At:</b>	44 Allen Close, Old St Mellons	<b>No Comment</b>	

**12. FINANCE**

<b>Payee</b>	<b>Service or Goods</b>	<b>Amount</b>	<b>Chq No</b>
Mr D Jones	Newsletter / Flyer-Prestoprint	192.00	656
Cardiff CC	Election costs	1,964.54	657
Cardiff CC	Cleaning materials etc	111.90	658
Cardiff CC	Refuse – Village Hall	104.07	659
Mr R Gregory	Website Domain registration / Telivo –2yrs	5.88	660
One Voice Wales	Conference and AGM Fee	60.00	661
Ted Hopkins	Mower deck wheel / strimmer head	29.98	662
Rumney Potteries	'In Bloom' plates (4)	140.00	663
HM Customs	PAYE (April – June)	742.42	664
Mr W James	Echo – Clerks vacancy advert	167.08	665
Mr R Kimber	Cleansing Orderly	77.40	666
W James	Cleaning Halls	125.00	667
	Grasscutting + hedgecutting at P/Fields	170.00	668
	Care-taking Duties	50.00	669
	Grasscutting – St Edeyrn's	205.00	670

	Clerks Fee	258.00	
	Postage	<u>7.14</u>	
			265.14
Cardiff CC	1 months tax – Village Hall	466.00	D.D.
Powergen	Electricity – Village Hall	101.00	D.D.
Powergen	Electricity – Playing Fields	10.00	D.D.
	Current account	447.33	
	Capital Reserve	11,689.15	
Less	Outstanding Cheques		
Plus	Outstanding Credits		
Reconciled Bank Balance		<b>12,136.48</b>	
<b>Income since last meeting</b>			
Mrs L Brodie	Playgroup – 4 weeks	440.00	
Mr W James	PAYE repayment (April – June)	461.60	
Mossfords	Memorial Fee – CR16 Burge	165.00	
Memorials of Distinction	Memorial Fee – X9 Austin	165.00	
<b>Hall Letting</b>			
Nil			

Bank Account Man`date It was agreed to update the current bank mandate to include the new Councillors

### 13. CORRESPONDENCE

#### 13.1 Website

Letter from Rhys Gregory – Webmaster informing Council that although he would shortly be attending College he wished to continue managing the website. Councillor J Rogers suggested thanks be given to Rhys for the good work he has done for the website - agreed

#### 13.2 One Voice Wales

*National Training Programme:* Information received – to be circulated to Councillors

#### 13.3 Welsh Assembly

*Review of Electoral Arrangements:* Information received  
*Elections 2008:* Breakdown of election costs received

#### 13.4 Ombudsman

*Code of Conduct:* Complaints procedure booklet received

#### 13.5 Environmental Agency

*Climate Change and Sustainable Development in Wales:* Information received  
*Severn Tidal Power Feasibility Study:* Information received

#### 13.6 St Edeyrn's Churchyard

Mr N Duggan, Churchwarden, had informed the Clerk that a delivery vehicle had reversed into the boundary wall adjacent to the kissing gate causing damage. The matter had been reported to the police and he was continuing to attempt to identify the owners of the vehicle to enable a claim to be made

#### 13.7 Unicorn Turn

Councillor D Rees reported that the kerbing etc had now been completed

#### 13.8 Playing Fields

A letter had been received from a resident suggesting improvements at the Playing Fields – to be discussed at next meeting  
 A wasps' nest had been discovered adjacent to the rear fence of the tennis court – to be removed

#### 13.9 Village Association

The Chairman reported that at the recent meeting there was a request for a 'Spring Clean' of the Village Hall – agreed in principle -subject to cost

**13.10 Heritage Trail**

Councillor P Jenkins reported there was a small residue of funding left and the it would be used to purchase additional copies of the Heritage Trail Leaflets

*'Pursuant to section 1(2) of the Public Bodies (Admission of Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of: Draft Audit Report 2005 - 2006 / Councillors Code of Conduct / Council Vacancies*

**14. DRAFT AUDIT REPORT 2005 / 2006**

Councillors had received a copy of the letter sent to the Audit Office in response to the draft report

The Council welcomed the recommendations for improvements and agreed to make arrangements for these to be implemented, where they have not already been put in place. The recommendations would be implemented as soon as possible, where practicable for Community Council with a precept of £20,000

The Council welcomed the conclusions that the Old St Mellons Community Council has an effective system of financial administration

The Council also made the following comment regarding matters outside the scope of the External Auditor

'As stated these are outside your remit and as such, the comments in the paragraph should be removed as they are inappropriate' and to request details

The Clerk confirmed that the current Internal Audit had not been completed because Mr R Caddick had resigned the position of Internal Auditor. The accounts could therefore not be presented to the Council for approval in time to be forwarded to the External Auditor.

It was agreed to request a list of Internal Auditors from the Audit Office and the Chairman to select the new Council Auditor based on three quotes.

The Clerk would inform the External Auditors of the delay

Thanks to be conveyed to Mr Caddick for the voluntary work he had undertaken for the Council as Internal Auditor over a number of years

**15. COUNCILLORS CODE OF CONDUCT**

Reference was made to an article placed in the local newspaper, which appeared to link a political event to a Community Council event. Assurances were given that this was not the intention and what appeared was due to 'Editorial Licence' Councillor D Rees stressed that dual roles i.e. Ward / Community Councillors were quite acceptable and could be an advantage to the Community

It was agreed that no political statements would be linked to Community Council issues and to safeguard this the working party set up would consider any future publications or media issues relating to the Council and they would be communicated through the Chairman and the Clerk

**16. COUNCIL VACANCIES**

The Clerk reported that one application for the post of Clerk had been received – references to be requested.

Four applications received for the post of Cleaner, two for Caretaker and four for Groundsman.

It was agreed when the Job Descriptions had been finalised and reviewed by One Voice Wales, they would be forwarded to the applicants prior to interview

It was agreed that the Chairman and two other Councillors would conduct the interviews