

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of the Council Meeting held in the Village Hall,
Newport Road, Old St. Mellons on Thursday, 16th June, 2011.

Present Councillor Mr D. Stroud (Chairman)

Councillors Mrs A. Davies
Mrs P Jenkins
Mrs G Jones
Mr L Phillips
Mrs D Rees

1. Apologies for Absence. Councillors Mrs D Brown, Mrs R. James and Mrs J Rogers.
Mr P. Twyman, Clerk.

Councillor Jenkins was proposed as the Official Officer and Clerk for this meeting.

Councillor James has signed the Declaration of Office and has received a copy of the Code of Conduct.

2. Declaration of Interests.

Councillor D. Rees - St. Edeyrn's Churchyard
Ty'r Winch Road Playing Fields
Councillor A. Davies -St Edeyrn's Churchyard
Ty'r Winch Road Playing Fields
Playgroup at Village Hall
Fire

[Dispensation granted to all Councillors involved with the Old St. Mellons Village Association]

3. Community Safety & Security

There was no police presence.

The next PACT meeting is to be held on 4th July at 7.00pm. The Chairman was confirmed as the Community Council's representative at PACT.

4. The Minutes of the meeting of 19th May, 2011.

Amendments to the minutes :

Page 1:

- 6. Declarations of interests. Delete "Clerk – employee allowances" .

Page 2:

- 8 Paragraph 10. Delete "which had appeared of poor quality."; insert "which was not printed in colour."
- 9. Delete section "Residents the police"; insert "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."

Page 3:

- 11. Delete "under paragraph 9 above".

Page 4

- 14 / paragraph ii. Delete “Councillor Jenkins had received some general enquires..”; insert “Some general enquires had been received..”.

Page 5

- Delete “primary”; after “..point;” insert “(to liase with Chairman);”

Subject to the afore stated amendments, the minutes were approved and signed by the Chairman as a true record.

5. Matters Arising from the Minutes.

Page 2 – 8 Paragraph 7

The letter to the Land Registry is outstanding; to be sent before next Council meeting.

Page 2 – 8 Paragraph 9

Outstanding – the Clerk to check if risk assessment is required for the Pavillion.

Page 2 – 8 Paragraph 10

The amount due for the advertisement was paid in cash by the County Councillors at the meeting on the 19th May, 2011.

Page 2 – 8 Paragraph 10

The Old St. Mellons Village Association has undertaken the first steps of a grant application for double glazing at the Village Hall.

Page 2 – 8 Paragraph 12

The ward of Pontprennau / Old St Mellons is to be the area for a Cardiff County Council pilot scheme to reduce dog fouling.

Page 2 – 8 Paragraph 14

A possible gratuity due to a retired Clerk is not believed to be appropriate as the former Clerk resigned rather than retired. Clerk to write to Mr James.

Page 3 – 11 Highways and Planning

The consultation referred to was in relation to Candidate Sites not the Local Development Plan. Clerk has responded.

Page 3 – 11 Finance

The changing of the bank mandate is outstanding.

Page 3 – 13 Report from County Councillors

Alley gating. A meeting with Allen Close residents was held. Accurate figures are required, also the possible requirement of an open public meeting, for any proposed alley gating scheme. Clerk to write, inviting alley gating officer from Cardiff County Council to attend a Council meeting.

Page 4 – 14 Working Party Reports

Quotations are still to be obtained for work at the Village Hall on walls, entrance footpath, guttering, hedging and hard-wired smoke detectors. Electrical work still to be completed.

Page 4 – 15 Correspondence

Fire at Playing Field (2010). No further information, Clerk to write response.

Councillor Davies offered to leave the meeting but was instructed to remain by the Chairman as nothing was to be discussed.

Page 5 – Community Council Clerk

Meeting to be arranged between Chairman, Vice-Chairman and Clerk to discuss finance matters. The keeping of the financial records is regarded of primary importance, together with the production of a financial report to the monthly Council meeting.

6. Local Residents.

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.

7. Highways and Planning.

Planning

Development at Highfields, Druidstone Road : 3 properties. Previous approval of 2 properties, 2008.

Decision: Objection on the grounds of: tandem development (over development), out of character and small footprint not in keeping with surrounding properties. Clerk to write. Councillor Rees took no part in the discussion or decision.

Highways

Footpath outside Highfields, Druidstone Road: concern expressed at the condition of the footpath put in place as required by approved planning application. Clerk to write to Planning Enforcement, Cardiff County Council.

Flood alleviation work outside Kingdom Hall, Newport Road. Concern expressed as to the possible loss of considerable quantity of daffodils planted by the Community Council. Clerk to write to Cardiff County Council, seeking assurances of total reinstatement.

Clerk to write to Cardiff County Council requesting the cutting back of trees/hedging covering the 30 mph limit in Newport Road (opposite the War Memorial).

8. To receive reports from County Councillor's Rees and Rogers.

- Permanent reinstatement of roads scheme to be brought forward, work to be undertaken at Wern Fawr Lane, Bridge Road, St. Mellons Road, Chapel Road, Bethania Row, Kimberley Park and the Dell.
- The Dell – planning application submitted, site meeting requested by Llanrumney County Councillors.
- Skips had been provided for use by residents in the Dell but were used by others in addition to local residents.
- Improvements application Mill Lane. Project including lighting, larger waste bins, cutting back of hedging and reinstatement of pathway.
[Councillor Jones highlighted erosion problems in Mill Lane, with exposed roots and implications of possible falling trees.]
- Bins at Mill Lane and Beechtree Park are being emptied twice a week.
- Dog fouling - Pontprennau / Old St Mellons ward is to be area for pilot scheme to reduce dog fouling

- Flower containers will be filled by July.
- Meeting held regarding Llanrumney / Rumney high schools.
- Re cutting back in Began Road – few in leaf so not to be undertaken at this time.
- War Memorial – suggested writing to County Council in support of restoration of War Memorial, in preparation of centenary 2014. Caridff Council seeking funding for restoration of bronze plaques (overseen by CADW).

9. Working Party feedback.

Playing Field

The Working Party reported that the front hedge was in need of cutting and some minor work was necessary to remove dead branches (plus overhanging tennis court) from the oak tree. It was suggested that in the future, arranging contractors to deal with grass cutting etc may need to be considered.

It was suggested some of the benches were in need of attention, Working Party to investigate.

PAT/electrical testing required at the Pavilion. Councillor Davies to arrange quotation, to be approved at the Chairman's discretion.

Village Hall

The Working Party reported that a meeting had been held with the Playgroup. Various matters were discussed including storage: a) keeping the area around an electrical switch clear b) the requirement to restrict obtaining further items of large equipment as unable to store c) the possible need for an additional shed at the rear of the hall. Shelving and raised garden boxes currently stored in the Office were requested to be used as soon as possible. The removal of items in the Pavilion was agreed. It came to light that the Playgroup is using the small hall as an entrance to the large hall. Decision: that the Playgroup is not permitted to use the small hall. Clerk to write.

Hall user groups. Finance reports do not show £5 per use fees as having been paid for some time. Whist Scouts have paid lump sum, most other groups have not paid. Chairman to draft letter to groups to recover payments. Decision: all in agreement.

Recent problem with flying ants in lights - Caretaker taken action.

Quotation re lighting as passed to Clerk. Clerk to action.

Fencing. Continuing difficulty has been experienced in contacting the lowest quotation company. Decision: contact the next lowest quotation company. Councillor Jones to action.

Media

The Working Party had not met. All Newsletters had been delivered promptly. Thanks were expressed to delivery persons. A vote of thanks was given to Mr D. Jones and to Councillor Jones for their hard work in the compilation of the newsletter.

A resident had passed a copy of the Newsletter to Dr. Williamson's widow.

Stall at Old St Mellons Village Association Fete, 1st July 2011. A list of required contributions will be circulated to all Councillors. Help in setting up and manning was requested. Display boards are still to be purchased; previously agreed to be purchased

from the Calor prize money. Councillor Rees expressed concern at the value for money aspect in the purchase of boards for a once-a-year use.

St Edeyrn's Churchyard

The Working Party had not met but were continuing with work at the site.

The Clerk has been unable to trace copies of staff's contract of employment. Arrangements made to check contracts [Chairman, Working Parties as appropriate] and to ensure these are in place promptly for all staff.

10. Village Plan.

Deferred. Councillors to continue to forward ideas to Councillor Rogers.

11. Village Hall Grounds

Recent Fire Assessment undertaken on Village Hall, with additional advice given on exterior of the Hall, report to follow.

Hedging at the side has been cut at no cost. Groundsman required to cut some other hedging, whilst the tall hedge will need to be reduced in height, then the Groundsman will be responsible for keeping at a reasonable height. The Chairman had experienced extreme difficulty in obtaining three quotations for the cutting, attempting and failing with only one quotation being obtained. Decision: to approve the quotation of £300; all in favour.

The wall along the path has a crack and requires attention, likely to be a replacement wall. The Village Hall Working Party to arrange a specification and arrange quotations.

The Probation Service may be available to undertake work at the hall. The Village Hall Working Party to arrange a programme of possible work.

Councillor Jones gave brief information of Planting a Tree for Jubilee scheme. Councillor Jones to apply. Suggestion, if successful, of planting at the Playing Fields.

12. Finance

Current account balances from the Clerk : 28th April 2011 £1,522.36
31st May 2011 £22,879,24

(These figures appeared to make no reference to other accounts.)

The Clerk is to make financial matters a priority, as a statutory duty requirement of the Council, with financial details to be provided for monthly Council meetings. The changing of the bank mandate is to be done.

13. Clerk's Report (*in absentia*)

Freedom of Information – deferred.

Reimbursement of membership/subscription to Society of Local Council Clerks (SLCC) £90 – agreed.

Request to attended course "Working with your Council" £175 (possible bursary £50 available) + reimbursement of travel costs (cheapest alternative) + payment for extra hours incurred by attendance – agreed.

Workload – discussed by Council and priorities agreed.

14. Correspondence.

- E-mail re Playing Field closing times. Response sent by former Chairman and Clerk.

Discussion took place as to the method circulating correspondence. Deferred.

Councillor Rees left the meeting at 9.28pm.

15. Items for next meeting

Village Plan
Freedom of Information
Correspondence

16. Date of next meeting

Thursday, 21st July, 2011.

The meeting closed at 9.40 pm.