

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of the meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7.30 on Thursday 21 July 2011.

Present:

Councillors: Mr D Stroud (Chair)	Mrs R James
Mrs P Jenkins	Mrs J Rogers
Mrs A Davies	Mrs D Rees
Mrs D Brown	Mrs G Jones

Clerk to the Council: Mr P Twyman

1 Apologies for absence.

Councillor Phillips.
Councillors Rees and Rogers, late arrival.

2 Declaration of interests.

Councillor Rees Playing fields, St Edeyrn's Churchyard.
Councillor Davies OSM Village association, St Edeyrn's, playing fields including
overhanging branches and fire, playgroup village hall.
Councillor Jones Road signs, graffiti, scouts.

3 Community Safety & Security.

There was no police presence.

Councillor Davies reported that drug related items have been found recently and that the police are aware of the problem.

4 Minutes of the Meeting of 16 June 2011.

There were no amendments. The Chair approved and signed the minutes as a true record.

5 Matters arising from the minutes.

Paragraph 5:

- Clerk has written to Land Registry and the Church In Wales about the boundary walls of St Edeyrn's and received a reply. Church reports that boundary walls are the Council's responsibility.

- Electrical risk assessment has been completed for the Pavilion and necessary remedial work done and certified before the fete. Clerk to write to OSMVA and WI to request them to remove any electrical items.
- Clerk has written to Mr James (former clerk) that no gratuity is due.
- Bank mandate has been changed to update the panel of signatories and to send statements to the clerk.
- Clerk to write to alley gating officer inviting attendance at the meeting on 20 September.
- Quotations obtained and fencing work completed at rear of Village Hall.
- Fire on playing fields. Clerk has written to past and present insurance companies and to Mr Davies. Clerk to write again to previous insurer.
- Clerk has produced records of income and expenditure for use at monthly meeting and for periodic reviews of the Council's financial position and plans.

Paragraph 9:

- Playing Fields. Chair had consulted Cardiff Parks. One tree branch to be removed. Clerk to ensure that oak trees are included in future tree surveys.
- Village Hall. Fencing work has been completed and paid for. Clerk to pursue lowest quotation for lighting repairs and aim to get work completed between 8 August and 2 September when the nursery is not running.
- Village fete. Chair and vice-chair thanked those councillors who had helped at the fete. Chair expressed his disappointment that not all had done so and hoped for more involvement in future.
- Contracts. Contracts have been drawn up and issued to the cleaner, groundskeeper and caretaker. Cleaner's contract hours to be amended by deputy Chair. Clerk's contract to be drawn up and issued by September meeting.

Paragraph 11:

Village Hall grounds.

- Hedge cutting. Chair had sought several quotes for cutting the hedges but had been able to obtain only two. Verbal quote of £400 rejected. Councillors agreed to accept written quote for £325, Chair to pursue work.
- Cracked wall. Chair sought a range of quotes and received two covering slightly different work, and varying depending on the work identified as required once started. Councillors all agreed that Chair should accept the lowest suitable quote.
- Smoke detectors. Hard wired smoke detectors to be installed. Chair has hard copy of risk assessment
- Hall working party to produce a list of work to be done and refer to Probation Service who may be able to do much without charge. Clerk to provide contact details.

6 Local Residents.

Under Standing Order 84 the meeting was adjourned for a public session. Issues raised to be considered by the Council.

7 Highways and Planning

Began Road driving range application. Clerk to request, plans, details of location and size, and a site visit. Councillor Rogers declared an interest and left the meeting while the matter was discussed.

8 To receive reports from County Councillors Rees and Rogers.

Councillors met at the Dell with officers, builders and Llanrumney councillors. Project is ready to proceed once trees can be cut back in the Autumn. New fencing should improve security and appearance, dumped waste to be cleared.

Graffiti team had attended Bluebell Drive and flats on 29 June. Runcorn Close and Lyncroft Close problems had been identified by local residents during week commencing 4 July. Cardiff Council has a dedicated anti-graffiti team, residents should call the team on 101 or either County Councillor.

Druidstone Road sign is being repaired. Councillor Rees to chase progress and report Bluebell Drive sign.

Mill Lane lighting improvements have been proposed, together with hedge cutting, new and larger bins and a new barrier entry fence.

Beechtree Park, no update available, more information should be available shortly.

9 Working Parties

Media

Working Party has not met. To meet and plan for next newsletter, Chair to attend meeting. Agreed that items for the website should go through the Chair.

Playing Fields

Working party had met and tested the benches. Groundskeeper had painted benches, clerk to remind groundskeeper to trim the rotting end of one bench and to clear cutting etc from the playing fields. Chair or working party to decide groundskeeper's priorities.

September Council meeting to consider offering a new lease on the tennis courts to OSMVA.

Village Hall

Work of fencing at the rear of the Hall has been completed.

Cracked wall. Chair sought a range of quotes and received two covering slightly different work, and varying depending on the work identified as required once started. Councillors all agreed that Chair should accept the lowest suitable quote. (see para 5 above)

All working party meeting dates to be notified by working parties to all councillors.

10 Village Plan

On hold pending clarification of the scope of legislation. Update to be included in Xmas newsletter and website. Councillors to comment on a first draft questionnaire, comments to Councillor Rogers by 13 September. Clerk to copy draft to all councillors.

11 Cenotaph

Grant has been applied for and photographs sent off. The cenotaph and war memorial in St Edeyrn's churchyard are reported in good condition. Cardiff Council is responsible for maintaining war memorials; Old St Mellons Community Council has contributed by cutting grass and tidying litter.

12 Finance

MONTHLY FINANCE REPORT

For period ending 20-Jul-11

	£
Current account opening balance at 30 June 2011	21,289.81

Expenditure

	Direct debits etc.	£
Cardiff Council - rates		428.00
Bank charge		3.25

Total Direct Debits	431.25
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	Cheques:	£	Cq No
Groundsman pay and exps		128.00	2985
Caretaker pay and exps		40.00	2986
Cleaner pay and exps		187.50	2987
Clerk 2 months pay and exps		736.15	2988
Caretaker pay and exps		60.00	2989

Welsh Water - Village Hall	403.31	2990
Designer Print - newsletter	495.00	2991
Cwmni Coed - 4 months	880.00	2992
Cardiff Council - election recharge	2,431.27	2993
Cardiff Council - refuse	144.08	2994
Grimes Engravers - OSM in Bloom trophies	40.06	2995
W Trace - Village Hall fencing	425.00	2996
Cleaner pay and exps	212.10	2997
Groundsman pay and exps	156.08	2998
Caretaker pay and exps	40.00	2999
Clerk pay and exps	620.17	3000
Cwmni Coed - July invoice	220.00	3001
Heatserve - Hall gas inspection + Pavilion pipe	102.00	3002
Cardiff Council - Hall rent	92.50	3003
Total cheque payments	<u>7,413.22</u>	

Note - cheques in bold remain to be signed

Total Expenditure	<u>7,844.47</u>
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Income	PACT - hall hire	5.00
	Hall hires x 2	60.00
	St Edeyrn's Burial - Green Willow	200.00
	Newsletter Ad - Cllrs Rees & Rogers	50.00
	Total income	<u>315.00</u>

Closing balance	<u>13,760.34</u>
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Capital account

Opening balance	
Income	9,644.01
Expenditure	0.00
Closing Balance	<u>0.00</u>
	<u>9,644.01</u>

Total bank balances	23,404.35
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Clerk to check period covered by last nursery payment and to reissue list of unidentified receipts. Chair pursuing overdue payments for Village Hall hires. Chair and Hall working party to consider requiring advance payment for all future hall hires.

Council agreed to ratify Peter Morgan as internal auditor. Clerk to inform Mr Morgan and arrange to meet with him.

Agreed that budgets, and the level of funds in the capital account, should be set at the November Council meeting.

13 Clerk's Report

Freedom of Information draft publication scheme. Councillors to respond to clerk by 6 September.

Village hall – clerk to contact nursery to remind them to take their own rubbish away and to ask if they will use remaining raised beds or storage shelving. Chair to contact other users and remind them about removing rubbish. Clerk to source door mat.

Playing Fields – Several attempts had been made to get estimates for hedge cutting, only one had been received for £600. Clerk to seek estimate from Cwmni Coed, councillors James and Rees also to seek estimates.

Playing Fields fire – councillor Davies declared an interest and left the meeting. Clerk had written to past and present insurance companies and to Mr Davies. Clerk to write again to past insurer.

All employees to complete weekly timesheets and send to Chair each week.

14 Correspondence received

Mr & Mrs Rossiter – St John's College parking. Clerk to obtain contact details and respond offering support if problem recurs.

Mr B Evans – Cenotaph and St Edeyrn's War Memorial. No action required

Blackwood – invoice for fire extinguisher service. Clerk to seek further information about contract or agreement before payment is authorised.

Alec Davies – Clerk to Pentyrch Community Council – Charter. No action required.

Clive Edwards – Parks Officer – Bulb Requirements. Clerk to confirm requirements as last year.

Peter Morgan – appointment as internal auditor. Appointment approved. Clerk to notify and meet Mr Morgan.

One Voice Wales – Policy on Unacceptable Actions. Clerk to customise to Old St Mellons Community Council and circulate to councillors for approval before publication.

M Boyce – St Mellons School. Clerk to thank for contribution and copy to media working party for publication in next newsletter.

Ms K Blake – dogs on Playing Fields. Clerk responded and to remind OSMVA in relation to dogs at the fete.

Ms K Blake – Risks from clippings on Playing Fields. Clerk to instruct groundskeeper to remove all cuttings etc

Health and Safety Executive– benches on Playing Fields. Response sent 7 July.

D and J Elworthy – Playing Fields hedges. Chair responded.

K Davies – Fire on Playing Fields. Clerk has responded and to write again to past insurer.

15 Items for next meeting.

To be notified to clerk by 6 September.

16 Date of next meeting

Tuesday 20 September at 7.30. Clerk to post advance notices of date and to arrange for agendas to be posted on noticeboards.

Meeting closed at 10.10pm