

# **OLD ST MELLONS COMMUNITY COUNCIL**

Minutes of the meeting held in the Village Hall, Newport Rd,  
Old St Mellons at 7.00pm on Thursday 11<sup>th</sup> October 2012

**Present:**

**Chair:** Mrs D Rees (DR)

**Vice Chair:** Mrs J Rogers (JR)

**Councillors:** Mrs A Davies (AD)                      Mr L Phillips (LP)  
                         Mrs R James (RJ)                      Mr D Stroud (DS)  
                         Mrs S Johns (SJ)                      Mrs S Williams (SW)

**Clerk to the Council:** Mrs N Evelyn-Gauci (NG)

**1 Apologies for absence**

- 1.1 PC Tracey Elliott sends apologies
- 1.2 Mr Rhodri Edwards sends apologies
- 1.3 Cllr Georgina Phillips sends apologies
- 1.4 Ricky Blackmore sends apologies (may be in later)

**2 Declaration of interests**

Subject to talk on the fields both Cllr Rees and Cllr Davies declared interest.

Subject to talk on the St. Edeyrn's Burial Ground Cllr Rees, Cllr James and Cllr Davies declared interest.

**3 Police Matters – No Representation**

- 3.1 Email received from PC Tracey Elliott this was read out at the meeting

**NOT PROTECTIVELY MARKED**

*To Old St Mellons Community Council,*

*In relation to any drugs offences in the area I have checked our records and there have been no reported offences from Sept 1<sup>st</sup> to date.*

*There have been issues of anti social behaviour on Wern Fawr Lane and reports of empty packets possibly linked with cannabis, being located in the park on Tyr Winch Road and Wern Fawr Lane which were reported in August. There has been nothing reported during September or to date.*

*Wern Fawr Lane was designated as a Waymarker area which required officers to patrol this area when not dealing with an incident. Since this time there has been a significant decrease in the youths hanging around on Wern Fawr Lane. This was due to names of youths being taken and issued with anti social behaviour warning letters. This will be continually monitored to ensure this doesn't rise. Tyr Winch Park has also been patrolled and there have been no youths present.*

*The police surgery continues on the first Saturday of each month 3-5pm at Cae Salem Chapel. Also cuppa with a coppa is held at the Coach House the first Thursday of the month at 11.00 if anyone wishes to discuss any issues.*

*If you require any further information please let me know.*

*PC 4927 Tracey Elliott*

**3.2** Noted : Police had carried out vehicle checks on Newport Road, approximately 50 vehicles were examined and 10 vehicles were found to be defected.

**3.3** Noted : An increase of illegal fly tipping has been observed in the area, Police are currently monitoring the situation.

#### **4 Members from outside bodies**

**4.1** Fields In Trust Deeds – This has been deferred to the next meeting in November as Mr Rhodri Edwards was unable to be present at this meeting.

#### **4.2** Administration of St.Ederyn's Burial Ground

Mr Dennis Cooper and Mr Adrian Powers came forward to clarify a few details with regards to the administration proposals of St Ederyn's burial ground.

Noted : Once proposals are acceptable, would like to go ahead subject to start date, and other legalities.

Noted : A start date has been agreed to 1<sup>st</sup> December 2012, once documentation has been put in place and an agreement between OSMCC and Summers Funeral Directors is made.

Noted : The responsibility of the churchyard will remain with the OSMCC.

Noted : Summers Funeral Directors will provide markers for the burial ground.

Noted : Summers Funeral Directors will be prepared to undertake the new plotting of the graves, any finance incurred will be made by the OSMCC.

Noted : Summers Funeral Directors to meet up with the Clerk to the OSMCC to sort out documentation and to hand over notes.

Noted : A review in 1 year from start date and then a further review in 3 years.

Noted : All paperwork will remain the same, as will charges – subject to notice by the OSMCC.

Noted : Residents will have the right to choose Funeral Directors.

Noted : All monies received for internments etc; will be sent directly to the OSMCC.

Mr Dennis Cooper and Mr Adrian Powers thanked the Council and left.

### 4.3 Cylch Pili Pala

Mr Paul Cubbin from 61 Letterston Road, Rumney, CF3 3PU came forward and introduced himself as the new Chair to Cylch Pili Pala.

Mr Cubbin explained that his daughter attends Cylch Pili Pala and had only recently taken on this post.

Mr Cubbin approached the Old St. Mellons Community Council noting that the hall hiring agreement was due to expire, he was under the impression that the agreement was a lease, it was pointed out that it is not a lease, but a block booking agreement to hire the hall.

At the moment Cylch Pili Pala has been searching for new premises, but have not been successful, they are currently looking for a purpose built building in the catchment area, and as the termination date is in the middle of the academic year, this has been making it more difficult to source new places, therefore Cylch Pili Pala is requesting a plea to be reinstated. Mr Cubbin would also like to understand why the OSMCC are terminating this agreement.

The OSMCC stated that in 1984 when the Village Hall was built, that this was a purpose built building for the local community use, not all materials and labour charges were financed by Cardiff Council, a significant amount of private funding helped towards this building and that local residents also pays a precept for the Village Hall.

A playgroup had been using for Hall for about 20 years, and when Cylch Pili Pala approached OSMCC with regards to using the Hall, it was under the impression that this would be for a short term, as Pili Pala had nowhere else to go at the time.

It was also pointed out that the number of children has significantly increased, thus a playgroup had now developed into a full time Nursery – the Hall was not built for this purpose, and it was felt that the local community's use of the Village Hall had been reduced to such an extent, that no-one could have use of the hall at all during the day. It was also noted that Cylch Pili Pala who are a charitable organisation, are receiving large amounts of money – a financial report was read out by Cllr Rogers, which is available to the public – and it seems disproportionate in comparison to the cost of the Hall charges, that does not seem to have increased as the number of children attending had risen.

The heating had also become an issue, with the rising costs of gas and electricity, the charges are not covering these facilities, incidentally it was noticed that the thermostat which is supposed to be kept at 18 degrees had been again moved to 35 degrees! at the meeting the hall was like a furnace and the door had to be kept open, no-one else had use of the hall that day.

Although some children who attend Cylch Pili Pala are from Old St. Mellons, it must be pointed out that we are in need of a balancing act, to be fair to the local community as a whole.

Mr Cubbin had taken on board the comments and stated with regards making additional financial contributions towards the rent and to help with maintenance and upkeep of the building, he would put this to his Committee and would see no problem at all, he also pointed out that Cylch Pili Pala needs 16 weeks to register to find alternative accommodation, would it be possible to extend the termination to the end of July, which coincides with the end of the academic year, giving time to look to purchase land for a proper nursery requirement, he also pointed out that he has lost a member of staff, as with this termination in place, it was felt that there may not be a job for the foreseeable future.

Cllr Rees had recently met with the Cabinet Member with responsibility for Education and an Officer with responsibility for School buildings and confirmed that Cylch Pili Pala are actively seeking alternative accommodation and that Cardiff Council are aware of this.

It was pointed out that they were in another Community Centre in Trowbridge, asked why they left, Mr Cubbin said that the Trowbridge Centre was now not suitable as he did look at returning there.

To date it was noted that 56 children are registered with Cylch Pili Pala age group 2 - 4, few children are from Old St. Mellons. It was also pointed out that they have a significant amount of grants allocated to them, and recently another grant of £29k has been put forward.

An issue was mentioned with their financial return for the current year for the Heating and rent, the previous bill showed £7425 and yet this year it is only projected at £6000.00 Mr Cubbin said he would look into this and will let the OSMCC know the reasons for this depreciation.

The OSMCC agreed that they would vote in private, as the matter was confidential. The Public will be excluded at that point.

Cylch Pili Pala had been given more time than the agreement requires, as they had been given 13 weeks, but will take on board the comments made. OSMCC will make a decision and Mr Cubbin will be informed by letter. It was confirmed that in any respect if the OSMCC agrees to an extension it can be no longer than July 31<sup>st</sup> 2013

Mr Cubbin thanked the Council members and left at 19:43

#### **4.4 Cardiff Crusaders Football Club - invite to discuss their use of playing fields and their interest to care for the fields, also the issue of key for the Pavilion.**

Mr Phil Barker introduced himself as the Chairman of Cardiff Crusaders Club, and Mr Darren James as Head Coach.

Mr Barker used to belong to Rumney, but created his own club, after being approached by Gyan Ghuman who mentioned the playing fields at Tyr Winch Road, the Cardiff Crusaders started their club using the Tyr Winch Road fields and have since grown from one under 11 side, to 2 under 7s, 1 under 8;s, 1 under 9, and 2 under 11

Mr Barker has offered to manage the fields, and had issued a quotation, he was aware that the Village Hall grounds are part of the maintenance contract.

Both Mr Barker and Mr James are conscious of the parking issue, and both agreed that they will look into this and try to resolve the problem, asking parents not to obstruct driveways and blocking pavements, Mr James suggested he would ask the parents to car share.

There were concerns that the club would grow so much that the use of the playing fields will result in local residents not being able to have much general use, as it will be continually used by the Football Club.

Both Mr Barker and Mr James said they have been looking at other sites, e.g Eastern Leisure Centre to share the load of the club.

There were concerns to the state of field with regards to wear and tear. Any maintenance to the field would have to be financed by the OSMCC. Routinely OSMCC is responsible for the upkeep.

At this point the quotation was read out to the Council, there was a query to the public liability insurance, but Mr Barker stated he would have to obtain a new public liability insurance, as the existing one would not cover the maintenance contract.

Also read out was the document for the Pavilion use dated 16<sup>th</sup> June 2011

There were questions as to whether to charge for pitch use, it was noted that Cardiff Council only charges for changing rooms and not pitches, it was decided to defer this decision to the November meeting when fees and charges are routinely revised.

The Pavilion at present is being used for storage of football equipment, a question was raised to the security of the equipment, with potential possibility of break in, it was noted that the issue was not the theft of the equipment, but the damaged caused to the Pavilion.

Asked would he be prepared to change the name of the club to Old St. Mellons if the club got bigger, Mr Barker said he would need to speak to the clubs Committee and put this forward to them to have the name changed, Mr James stated that because they have a field that they are using regular he could see no reason not to change the name.

Asked about the Pavilion, with its regards to cleanliness, and whether the children use this as changing facility, the Council was assured that the children did not use this as a changing room, they are already in their kit when they arrive at the fields, the toilet, they were unaware that they were in a poor state, but suggested they were willing to look into this.

Mr Barker re-iterated that of Mr Ghuman, that the Club would like to have a good working relationship with the Council and the Community, and had asked if the Community Council had any projects going, a suggestion that the Pavilion could do with painting and Mr Barker said he knew of a painter and decorator he could ask to do this.

Mr Barker also said that he would put the issue of the car parking in the Newsletter and also asked if he could put an advertisement for the Football Club.

It was decided that to clarify a few points that this item will be put on next meeting's agenda.

**5 Minutes – to approve as a correct record of the minutes of the meeting held on 13<sup>th</sup> September 2012**

The minutes of the last meeting was read, and amendments as follows:

6.6 Document was issued to Gyan Ghuman on behalf of Marshfield Football Club, and not to the Cardiff Crusaders Football Club as stated.

3.1 Drug paraphernalia found also on Wern Fawr Lane.

**6 Matters arising from the minutes of 13<sup>th</sup> September 2012**

**6.1** Rodent infestation to Pavilion and cleanliness - update.

Cardiff Council carried out an investigation and found no sign of rodents, bait was left and will be calling back in a week. Possible entry for the rodents was a small hole, this could easily be cemented.

**6.2** Guttering and downpipe repairs – update.

The Caretaker offered a quotation of £400.00, in view of this a further 2 more estimates are required.

**6.3** Disabled entrance – update.

The storm drain has now been cleaned and water is no longer coming down into the hall.

**6.4** Investigation to condensation – update.

A pole has been purchased for easier use to open windows. Need to mark on the pole OSMCC property and to keep the pole in the small hall.

**6.5** Painting to steps, is this to go ahead? – update.

VA to purchase paint from central contracts.

**6.6** Groundsman contract – update.

Requested documents have been received.

**6.7** Items in outer buildings – update.

It was decided to defer this to the next meeting.

**6.8** Cenotaph

It was noted that this is the responsibility of the Cardiff Council.

**6.9** Hedge cutting – another one off cut to Village Hall hedges required.

**6.10** It was agreed that Castleton Landscapes be awarded the contract on the proviso that they only do 12 cuts per year and that they use their own equipment.

## **7 Local Residents.**

*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.*

**7.1** It was noted that the bin in the playing fields is full of dog faeces.

**7.2** A request was made for this meeting minutes to be sent out, it was stressed that this is a Community Council and not a County Council. Council meeting in draft form are confidential and not for public consumption, until they are signed and posted on the internet. For a personal copy of the minutes a charge is made and the OSMCC must receive a written FOI request.

**7.3** Mr Gyan Ghuman introduced himself, and said he is a member of the VA, he gave a summary of his involvement with the Football Club, as he wishes to engage local children to the sport. He had a small number of children from the Marshfield club, but they no longer wish to attend. Mr Ghuman had also stated he approached different clubs, as he had a facility to engage the sport to the Tyr Winch Fields. He would like to point out that his aspirations are to have lots of Old St. Mellons children attending.

Mr Ghuman wanted to raise the subject of the car parking issue in Tyr Winch Road, at present football practice is twice a week, but due to bad weather and the coming winter months, there will not be much activity.

As Mr Ghuman is a resident, he understood the residents' concerns over the parking problems, where cars are parked on both sides of the road, and blocking driveways. Mr Ghuman said he will personally speak to the club members and would patrol the area, he had no reservations in giving out his telephone number so that residents can contact him directly should a vehicle be causing an obstruction, he went on to say that the main ethos is to get the club involved with the community, offering to litter pick, and bulb planting.

It was pointed out that the car parking issue in Tyr Winch Road, was raised by a resident.

A letter was presented by the Clerk to the Council but this was received too late to be put on as an agenda item.

**7.4** The Chair asked the Clerk at this point to speak to Mr Gyan Ghuman with regards to the hall hiring. It was noted that the Clerk was not told of the full facts to the hiring event which had taken place on the 6<sup>th</sup> October, the Clerk was led to believe that the fundraising event at the Village Hall was only for a few hours, and not aware that it was carrying on well into the night, it was also noted that the Clerk had inadvertently undercharged Mr Ghuman and asked that future events, the Clerk be told of the full requirement to the use of the hall and appropriate charges would be made.

## **8 Highways and Planning**

No planning issues reported.

## **9 Finance**

**9.1** Signatories on cheques – update.

A form has been completed to reinstate signatories this was sent to the bank on 25<sup>th</sup> September. The RFO visited the bank on the 9<sup>th</sup> October but the signatories were still not reinstated. Awaiting call of confirmation when updated.

## **9.2 Budget forecast – update.**

The budget forecast had been read out by the Chair, each Councillor had been given a copy via email.

## **9.3 Gas meter registration – update.**

Still no invoice received, however British Gas has sent information of the meter to the National Grid for this to be registered, which will take two weeks. A payment plan will be arranged as a large bill will be expected.

## **9.4 Village Hall rates – update**

OSMCC currently pay £120.00 by cheque each quarter for the waste removal at the Village Hall, Cardiff Council have asked if we wish to pay by DD.

All Councillors voted in agreement to this – RFO to arrange.

## **9.5 Draft Annual Planner**

RFO requested if anyone had any comments or amendments, if so please send an email, all Councillors voted an agreement that this should be placed on the website – RFO to arrange.

## **9.6 Annual Return**

The annual return has been signed and returned to the Community Council, there were no further concerns by the External Auditors. The Annual Return has been signed by Mazars and returned to the Community Council. There were no further concerns by the External Auditors. The Finance Officer has completed the Notice of Conclusion of audit and placed this and a copy of the Annual Return in all Noticeboards and the Village Hall. The Finance Officer will attend the Hall on Thursday 18<sup>th</sup> October for two hours for an opportunity for Electors to View the Return and Financial information.

## **9.7 VAT Reclaim**

In June the RFO sent a claim for VAT of £1448.47. This amount has now been credited to our account during September.

## **9.8 Hall Users Groups**

As of beginning of October, Saturn Dance Group will no longer be using the hall since the teacher will be returning to the University Classes, however they may wish to return in the future.

The Artists Group have not returned after the Summer Holidays and cancelled their sessions



If a group has booked the hall for a particular day of the week and cannot use it on that day, should they still pay the fee? Currently I send invoices and some clubs return the invoice minus payment for the weeks they did not use the Hall. Should it be agreed whether there or not (except during holidays) the club pays for the session, since we are unable to lease to another group. Table Tennis only used the hall once during May and June, twice in July and twice in August but the hall is provisionally booked to them for that day.

Councillors voted that blocked bookings should still pay, whether or not they use it, unless cancellations in good time are received – deferred to next meeting.

## **10 County Councillor Report**

- 10.1** There have been two incidents of commercial fly tipping.
- 10.2** There are gas renewal pipes currently being undertaken on Tyr Winch Road, accessing Mill Lane.
- 10.3** Western Power while renewing electrical cables on Newport Road had dug up Daffodil bulbs, they have sent assurances that they will be replaced.
- 10.4** Daffodil bulbs that have been ordered are due to be received any time now. They are to be planted in Parkstone Avenue, Pensioner bungalows in Newport Road and Beechtree Park.

## **11 Working Party Reports**

### **11.1** Noticeboard to Bluebell drive – update

A new location may be needed, so AD handed out quotes and photographs for potential sites.

It was decided to accept the Cardiff Council quote of £291.88, green and grey in colour.

AD to speak to highways and planning to clarify cost of erection and situation.

### **11.2** Hand dryer replacement – update.

This has been deferred to next meeting.

### **11.3** Thermostat control lock – update

An enquiry has been made, there are covers in packs of 5, it was suggested to go ahead and order these, and to submit an invoice. AD and SJ to sort.

A request was made to lock off the radiator by the W.I. Piano.

### **11.4** Remembrance Sunday Preparations

Notify Police re road closure from St. Mellons Parish Church, Tyr Winch Road, then on to Newport Road, to the Cenotaph. Parade will commence at 10:45am then again at 11:45am. NG to arrange.

## **11.5 Groundsman Contract**

It was agreed that the contract be awarded to Castleton Landscapes, on the proviso it would be only 12 cuts per year.

## **12 Newsletter**

**12.1** Newsletter - volunteers, distribution price, any advertisement or information to be added – update.

SW to find out about costs.

Fly tipping as an article to be added to the newsletter.

Co-Ordinator – on agenda for next meeting.

All articles to be submitted to NG before next meeting.

## **13 Correspondence Received**

**13.1** Concern to bikes in tennis courts

A residents concerns to the riding of Unicycles in the tennis courts, and using the nets to lean on.

A suggestion to have a sign to be set up near the tennis court nets, and Mr Simmons would be asked if he could make this sign – ‘No bikes on tennis courts’ – this has been deferred to the next meeting.

There was a request for a litter bin, to be put buy the tennis courts, one that can be bolted down. To buy this would cost £250.00 from the Cardiff Council. Another comment was who would empty it – this has been deferred to the next meeting.

**13.2** Police and Crime Commissioner Elections

A newsletter was read out with regards to the elections which will take place on the 15<sup>th</sup> November 2012

**13.3** Cylch Pili Pala

A further discussion with regards to the extension requested by Cylch Pili Pala commenced, the Public was excluded at this point, as the matter was confidential.

It was noted that OSMCC has never asked for increase in rental, but due to the fact that they were leaving there seemed no reason to ask for an increase, with Cylch Pili Pala offering to contribute towards heating and rent, it was decided if they were granted this extension, then an informal working party would meet to discuss charges over and above their existing agreement. It must therefore appear fair to both the OSMCC as a Community Hall and not just for the Nursery.

It was unanimously agreed that Cylch Pili Pala can have the extension from 1<sup>st</sup> January 2013 to end of July 2013 and that there would be no reversal to that decision. Whilst the agreement for them to stay, it will not be without conditions, change of charges would apply. A letter to Cylch Pili Pala will follow.

It was agreed to arrange an informal discussion with the working party to discuss charges and conditions at a later date.

There was only one objection to this proposal.

The working party will report back to the Community Council at the next meeting.

#### **14 Youth Representation**

OSMCC now has the power to appoint up to two youth representative of age group under 25, during their term they will have no full voting rights. The representation is for the interest of youths in the community. This will be discussed on the next meeting.

#### **15 Items for next meeting**

Proposed alley gating in Wern Fawr Lane and Allen Close.

Review fees on long standing hirers.

Smoke detectors – still not installed.

#### **16 Date of next meeting**

The next meeting will take place on Thursday 8<sup>th</sup> November 2012 at 7pm

The meeting closed at 10:25pm

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