

OLD ST MELLONS COMMUNITY COUNCIL

Minutes of the Annual General meeting held in the Village Hall,
Newport Rd, Old St Mellons at 7.00pm on Thursday 9th May 2013

Present:

Councillors: Cllr R Blackmore (RB) Cllr L Phillips (LP)
 Cllr A Davies (AD) Cllr J Rogers (JR) later
 Cllr R James (RJ) Cllr D Stroud (DS)
 Cllr S Johns (SJ) later Cllr S Williams (SW)
 Cllr D Rees (DR)

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

In Attendance : Mrs Nicola Winstanley RFO (NW)

1 Report of the Retiring Chairman

Cllr Rees opened up the meeting thanking everyone for their attendance and reflected on the last year in post.

DR thanked everyone for their support and JR as vice-chairman, the Clerk (NG) and the RFO (NW) for their excellent work and support throughout this year.

The year began with NW resigning as clerk, as the amount of work required had increased dramatically in recent years, and a decision to split the post into two roles was made. This Community Council has not had a good record in keeping clerks, and ensuring the role was not too onerous was not easy, however a good working team in NG and NW has developed and whoever is Chairman I hope this will carry on to help them to enjoy their work.

The other concern was the administration of the Churchyard as this was a difficult task, Summers offered to manage the administration at no cost for a trial period and if arrangements are not satisfactory can be terminated by either party. To date all is well.

The growth of Cylch Pili Pala use of the Village Hall and the implementation of their hall hiring agreement was proving a source of contention. A new hiring agreement was agreed on the proviso they vacated the premises on the 31st July 2013.

Financially the Community Council is in a better position than it has enjoyed for many years. Income from Cylch Pili Pala and Potters Temple Church has resulted in a healthy end of year balance, this resulted in the Community Council being able to settle an outstanding debt. However a warning note needs to be uttered here as the ending of Cylch Pili Pala and Potters Temple church will leave a monthly shortfall.

On a positive side we have secured Fields In Trust status of the playing fields for generations of children to enjoy, which will allow us to apply for grants, we intend to submit an application for the refurbishment of the Pavilion. The Community will dedicate the field as a QEII on July 12th 2013 our Fun Day event free of charge to all local children and supported by the Road to Rio road show.

Asda have awarded OSMCC a planter to be installed at the field and the Chairman received a Jubilee rose bush in recognition of her role as Community Champion for the FIT Wales.

After the resignation of the Community Council groundsman last summer, the maintenance of the field is much better after trialling contractors.

A public meeting was held in the Village Hall in November with expert advice supplied by Mango Planning, the event was well attended, well run and well received by the local residents who were given information about the LDP.

The Christmas Carol Service went ahead as did the Remembrance Sunday arrangements which went off very smoothly.

There are still matters outstanding which we had hoped to achieve, new litter bins in the field, a separate hall management group with legal status to apply for a reduction to our rates.

In addition to routine matters which occupy the business of the council there have been additions to policy with new documents on Complaints Policy and Code of Conduct. More training has been undertaken in the past year than had been the case for many years and we are in frequent dialogue with One Voice Wales.

The above is an excerpt and the full report is available to view in the Correspondence File.

The retiring Chairman then stated that she would be happy to continue as Chair of the OSMCC if no other nominations are made.

2 Election of Chairman

Chairman Cllr Dianne Rees was proposed by Cllr Suzanne Williams and seconded by Cllr Derek Stroud.

Cllr Dianne Rees accepted the post as Chair.

3 Declaration of Acceptance of Office

The Clerk witnessed and received Councillor's Declarations of Acceptance of Office.

4 Election of Vice-Chairman

Cllr Rogers declined the appointment vice chair.

Cllr Rosemary James was proposed by Cllr Richard Blackmore and seconded by Cllr Suzanne Williams

Cllr Rosemary James accepted the post as Vice-Chair.

5 Appointment of Working Parties

a) Village Hall Working Party:

Cllr Richard Blackmore, Cllr Rosemary James, Cllr Sarah Johns, Cllr Derek Stroud – appointed.

b) Playing Fields Working Party :

Cllr Sarah Johns, Cllr Len Phillips, Cllr Suzanne Williams – appointed.

c) Governor representative for St Mellons Church in Wales School

Cllr Suzanne Williams - appointed

d) Village Association Representative :

Cllr Derek Stroud – appointed

e) One Voice Wales representative.

Cllr Rosemary James.

There will follow a short break

6 Apologies for absence (1 min)

Georgina Phillips

7 Declaration of interests (1 min)

DR declared interest :Tyr Winch Road playing field, St. Edeyrns.
AD declared interest : OSMVA, St Edeyrns Ty'r Winch playing field.
JR declared interest : item 13.2 new homes.
SW declared interest :Old St. Mellons Defined Newsletter

8 Police Matters (5 min)

Police assistance of Have a Field Day – update

Clerk to write to Rumney Police Station as still not had a response.

It was noted that a burglary had taken place in Ty'r Winch Road this week.

9 Members from outside bodies (5 min)

None attended.

10 Minutes – to approve as a correct record of the minutes of the meeting held on 14th March 2013 (5 min)

9.9 Electrical switches in the store room, not electrical store room.

11 Matters arising from the minutes of 14th March 2013 (15 min)

- 6.1 Contractor to remove the moles humanely – update.
There are ways such as Sonar but it was decided to rake the mole hills prior to the contractor cutting the grass, as the contractor had complained that the stones left by the moles hits the mower as he is cutting.

It was resolved : that the ground will be raked over prior to cutting.

Playing fields committee to keep an eye on the mole situation and monitor.

- 6.2 Village Hall reduction rates DR, DS, RJ and RB.
In order to investigate this it was decided to set up a Hall Management Group.

Defer to next meeting to set up this group.

- 6.3 Pavilion Locks.
Need new locks under licence for the pavilion. NG to source.

It was noted that not everyone had keys for the field, and that the playing field had been locked on two occasions in one week.

It was resolved: to put a list of telephone numbers in the noticeboard for contact in the event that the field is closed.

- 6.4 Guttering and downpipe quotes – Working party to obtain quotes – update.

RJ asked to see the quote from the caretaker, it was also noted that the toilets need and upgrade and RB had obtained quotes.

Defer to next meeting.

- 6.5 Potter Temple Church.

Unfortunately they needed to come every week and May was not available, they apologised for the short notice and they cancelled their agreement.

It was noted that April payment is still outstanding.

- 6.6 Fields in Trust – Have a Field Day – update.

- I. It was noted that to require St. Johns Ambulance a donation between £50 - £75 is required and the Portaloo's x 2 would be £120.00

- II. It was noted to invite Plantos Nursery in St. Mellons NG to send invite.
- III. It was noted that Cardiff Council will be supplying different taster sports, Tennis Wales, Football Wales, The Army and Cardiff Devils, they are having a meeting after the 15th May and we will be notified what sports will be available.
- IV. It was noted that Began Golf Club has stated an interest in offering their services.
- V. It was noted that Moody Sow is supplying the barbeque and food.
- VI. It was noted that WI has been asked to serve the light refreshments; they are having a meeting soon and will be letting us know, they have already stated that they may be unable to do this.

6.7 Caretaker Notice.

To date no other applications has been received. Closing date 24th May.

6.8 Paint Steps – update.

All done.

6.9 Electrical Inspection.

29th May has been booked. The Hand dryer has now been purchased and this is to be fitted at the same time.

6.10 Cylch Storage.

Clerk to write a letter to ask about their storage containers at the rear of the Village Hall, as this will need to be removed when their hiring agreement has terminated.

To send a letter of thanks for co-operation to funeral arrangements for Mrs Booth.

6.11 Charter - Code of Conduct courses – update.

The Clerk has not received all requests as to whether the councillors have attending this course, it was reiterated that this is mandatory and a reminder email will be sent out.

It was noted that Ms Melanie Clay of Cardiff Council can conduct the course, as there were some comments made that the current course run by One Voice Wales were located too far away and that there was a cost.

12 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.

It was noted that the playing fields had a lot of litter from the Bank Holiday weekend, and as the village was the Best Kept Village for 11 years, it would be a shame to let this title slip.

13 Highways and Planning (5 min)

13.1 Land at Cefn Eurwg, Druidstone Road, developments of 4 units –

It was noted that this planning application has been refused.

13.2 New community comprising to 1020 new homes application no. Application No. / Rhif Cais: 13/00578/DCO

It had been noted that Cardiff Council had turned it down, but this has been overturned.

DR to write against this proposal as not only are there a significant amount of houses being planned, there is also a prevention of access to Lisvane using the country lane as there has been a suggestion of putting up bollards which would result in serious traffic issues to Bridge Road.

It was noted to set up an information meeting.

14 Finance (10 min)

- 14.1 Discuss a future project – update Village Hall & Pavilion.

It was agreed to go ahead with the refurbishment.

- 14.2 As part of the Fields in Trust QEII a grant has become available called the SITA Trust QEII Fields Fund opening.

DR to make an application as the Pavilion needs refurbishment.

It was agreed that there is a requirement for new toilets, new kitchen and general decoration. The proviso of this funding means that the OSMCC is required to meet 10% of the total fund, but this can be reimbursed from sponsors etc.

RJ to source quotations.

- 14.3 Electricity Supplier it was noted that RFO to source quotes – update.

NW stated that after investigation the OSMCC is already on the cheapest plan.

- 14.4 NG asked if she could purchase the Clerk Manual available from SLCC – it was agreed.

- 14.5 It was noted that the cleaner is on long term sick leave. NW to check if the cleaner is entitled to sick pay.

15 County Councillor Report (5 min)

- 15.1 To organise a public meeting with regards to 13.2

- 15.2 The flower boxes in the village needs repair DR to speak to CC

- 15.3 The War Memorial weeds has still not been cleared DR to speak to CC as in the year 2014 this monument is due to be refurbished.

- 15.4 Currently there is work on the proposed 20 mile an hour zone in the village and in the City, the first place to be phased in is Penylan, the 20 mile an hour will also be introduced to the new Rumney High School.

16 Working Party Reports (15 min)

- 16.1 Noticeboard to Bluebell drive – update.

AD has had trouble with her email, and had not received the application form. AD had stated that she did not want to proceed with the application. DR said that she would take over and progress with the application.

- 16.2 Hand dryer replacement – update

Has been purchased and available for fitting.

- 16.3 Thermostat control lock fitting – update.

DS to speak with SJ.

- 16.4 The grass starting to cover pathway in the field – update.

Contractor has cleared pathway.

- 16.5 Working Party Hall inspection – estimates update.

RB has obtained a quote – defer to next meeting to discuss.

- 16.6 The wall of the electrical switches in store room requires remedial work – DS source update.

It was resolved : DS to go ahead and have the wall repaired.

17 Newsletter (2 min)

- 17.1 It was noted that the FIT leaflets will be between £100 and £120.00

It was resolved : To send the leaflets by post to schools that has been invited to the Fun Day event.

- 17.2 It was noted that SW and Old St Mellons defined to arrange layouts of leaflets.
- 17.3 It was noted that RJ will go through the last Newsletter and update the leaflets with any new information.
- 17.4 It was noted that at the next meeting to proof read the leaflets.
- 17.5 It was noted to ask the OSMVA costings of banners – NG to source.

18 Correspondence Received (10 min)

- 18.1 Community Review – First Stage- update
DR reminded everyone that this needs to be completed by 31st May 2013
Craig Llwyn Road – NG to write to Lisvane CC and let them know that although this is in the Pontprennau and Old St. Mellons ward, they do not belong to Old St.Mellons Community Council, it is a County Council boundary and not in the Old St. Mellons boundary.
- 18.2 OVW – Minutes 14th January 2013.
Noted.
- 18.3 Consultation on Welsh Government draft OFWAT.
Noted.
- 18.4 FIT Planter – choose location.
All agreed to arrange for a location and that the Jubilee rose to be re-planted in this planter, it was also agreed to ask our current contractor to carry out this task.
It was resolved : Playing Field Working Party to choose a location.
- 18.5 SITA Trust QEII Fields Fund opening - all agreed an application will be made for refurbishing the Pavilion.

19 Items for next meeting (2 min)

- 19.1 Littering to village.
- 19.2 Leaflet information.
- 19.3 Cych Pili Pala storage.
- 19.4 Annual return needs to be agreed and approved.

Meeting closed at 9:40pm

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

MONTHLY FINANCE REPORT - May 2013

For period ending 9th May 2013

Current account

Opening balance at 1st May 2013

£

33,765.28

Less - Payments

Direct Debits:

Cardiff Council - Village Hall Rates - May	£464.00
Voucher Statement Fee - May	£3.25
E-On Electricity - May	£105.00
E-On Electricity - Pavilion - May	£10.00

Total Direct Debits

£582.25

Cheques issued but not presented as at 31st April 13:

	£	Chq No.
CJ Handyman - Caretaker Fees - Jan/Feb plus 9 Hall openings	185.00	3239
Cardiff Treescapes - Tree Inspections St Edeyrns / Playing Field	432.00	3240
Private Hire - Return of Deposit for Hall hire in March	100.00	3241
Clerk Wages - April plus £5 Allowance	267.80	3242
RFO Wages - April plus £5 Allowance	333.50	3243
<i>Caretaker Fees - Feb/March plus 5 openings</i>	125.00	3244
<i>Caretaker purchase lightbulbs for Hall</i>	63.88	3245
<i>Castelton Landscapes - Village Hall 25 Mar/8th and 22nd Apr</i>	108.00	3246
<i>Castelton Landscapes - Playing Fields - 26th Mar / 23rd Apr</i>	432.00	3247
<i>Castleton Landscapes - St Edeyrns - 22nd April</i>	108.00	3248
<i>Cllr D. Stroud - Hand Dryer / Tamper proof seals / Keys</i>	118.72	3249
<i>British Gas - 12Jan 2013 to 2nd April 2013</i>	1,012.23	3250
<i>**Finance Officer - FIT Membership/Mileage/Phone calls</i>	65.87	3251
<i>**Clerk Expenses - Mobile</i>		3252

Total cheque payments

3,352.00

Note - cheques in bold italic remain to be signed

** To be agreed at the meeting

Total Outgoings

£3,934.25

Plus Receipts

WI and Table Tennis - Hall Fees - March	30.00	To Pay in
Guides - Hall Fees - March	15.00	To Pay in
Land Registry - Refund for overpayment FIT application	40.00	To Pay in

Total income 85.00

Closing balance 29,916.03

Business Reserve Account

Opening balance at 1st April 2013 9,633.76

Receipts - Interest for April 1.20

Closing Balance 9,634.96

Total Bank balances 39,550.99

**Cheques paid and presented during April
(Not listed on previous Monthly Finance Report since paid
inbetween meetings)**

Clerk Expenses: Mileage/Mobile/Stamps(agreed April meeting)	32.29	3236
Castleton Landscapes - Tennis Courts hedge cutting	90.00	3237
SLCC - Training Course for Clerk	58.80	3238