

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of the AGM meeting to be held in the Village Hall, Newport Rd,
Old St. Mellons at 7.00pm on Thursday 12th May 2016

Present:

Councillors: Cllr Rosemary James (RJ)
Cllr Sarah Johns (SJ)
Cllr Dennis Matthews (DM)
Cllr Len Phillips (LP)
Cllr Dianne Rees (DR)
Cllr Derek Stroud (DS)

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

In Attendance: Mr Paul Good RFO (PG)

a) Apologies for absence (1 min)

Cllr Richard Blackmore - illness
Cllr Jane Rogers – work commitment
Cllr Suzanne Williams – work commitment

b) Report of the Retiring Chairman

Annual Report of Chairman- Cllr Rosemary James MBE – AGM 2016 covering 2015 -2016

Thank you to fellow Councillors for another productive year in the community with very special thanks to the vice-chair Cllr Sarah John and Cllr Derek Stroud for their regular support and commitment to the running of the Village Hall etc.

Thank you to the Clerk Mrs Evelyn Gauci for her work on the Council and to the Responsible Financial Officer, Mr Paul Good for his competent management of the Council's finances.

During the year it was unfortunate that Cllr Andrea Davies had to stand down after serving the community for many years. Two applicants stood for the vacancy that led to an election costing the Council £3K +. In the past vacancies occurring mid-term have been filled through co-option. This unexpected cost drew on the Council's finances that in turn contributed to the raising of the precept.

Councillor Dennis Matthews joined the Council and straightaway became involved in improving the Ty'r Winch Road Playing Fields. He is currently seeking grants to install a fitness trail and entering the Playing Fields for Green Flag Status.

Local planning applications are robustly considered with Cllr Dianne Rees' advising on planning matters. Unfortunately, County Cllr Georgina Phillips has been unable to attend any meetings this year because her advice, as a member of the County Council's Planning Committee would have been invaluable. All being well we will be receiving her guidance this coming year.

This year has seen an increase in activities within the community due in the main to a resident, Mrs Vera Makin retired treasurer of Old St Mellons Village Association who has arranged Nordic Walking, Craft (sew and natter etc!) and Gardening groups. The annual bulb planting and litter picking took place by volunteers with some residents 'adopting' an area.

Omega Sayer has continued, since last Summer's Fun Day, to give weekly tennis coaching to youngsters

Meetings between Councillors and Officers of the Old St Mellons Village Association have proved fruitful with the completion of the new toilets and refurbishment of the hall and pavilion kitchens and front doors.

A Fun Day was held in the Summer with plans for this Summer's Queen Elizabeth's 90th Birthday Party and the resurrection of the Village Fete at the Playing Fields well under way.

Interior decoration of the halls is planned for the Summer holidays with, once again, the welcomed financial support from the Village Association,

The Parish Church, Caersalem Baptist Church and the newly reopened Bethania Church are always supportive of community engagements such as the annual Remembrance Service and the community Carol Singing. A joint service is being planned to celebrate the Queen's birthday celebrations and I am sure the council and community will join in the celebration.

It was very pleasing to see the return of a Police report at the monthly meetings and Inspector Crowley was warmly welcomed. The local PCSOs are available at their 'access point' meetings on Wednesdays 11am – 12noon at the Coach House.

The termly newsletter is published to keep the community up to date and informed of forthcoming events. All organisations are invited to contribute.

Thank you to all, councillors and volunteers, for your support to the community because working together we can make a difference!

Rosemary James MBE

Chairperson

12th May 2016

c) Election of Chairman

Cllr Sarah Johns acted as Chair

Cllr Rosemary James was proposed by Cllr Dennis Matthews and seconded by Cllr Dianne Rees.
It was resolved: All Agreed.

Cllr Rosemary James accepted the post as Chair.

d) Election of Vice-Chairman

Cllr Sarah Johns was proposed by Cllr Dennis Matthews and seconded by Cllr Dianne Rees.
It was resolved: All Agreed.

Cllr Sarah Johns accepted the post as Vice-Chair.

e) Declaration of Acceptance of Office

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

f) Appointment of Working Parties

i. Village Hall Working Party

Cllr Dianne Rees proposed that the existing Village Hall Working Party remains unchanged, seconded by Cllr Dennis Matthews.

It was resolved: All Agreed.

Cllr Rosemary James, Cllr Sarah Johns Cllr Derek Stroud and Cllr Ricky Blackmore

ii. Playing Fields Working Party

Cllr Dennis Matthews proposed that the following Playing Fields Working Party remains unchanged, seconded by Cllr Derek Stroud.

Cllr Ricky Blackmore, Cllr Len Phillips, Cllr Derek Stroud, Cllr Suzanne Williams

iii. FIT Working Party – to change to Village Events Working Party

It was resolved: All agreed to name change, members to be named at next meeting.

iv. Governor representative for St Mellons Church in Wales School

Cllr Dianne Rees proposed Cllr Suzanne Williams to continue in this role - in her absence -, seconded by Cllr Derek Stroud.

It was resolved: All agreed.

v. One Voice Wales representative

Cllr Rosemary James will continue in this role; Cllr Sarah Johns or Cllr Dianne Rees will stand in Cllr James' absence.

vi. Village Association Representative

Cllr Derek Stroud will continue in this role.

AGM meeting closed at 7:30pm

There followed a short break and the Committee Meeting took place.

Committee Meeting commenced at 7:40pm

1. Apologies for absence (1 min)

See item a) above.

2. Declaration of interests (1 min)

RJ: Full Circle, St. Edeyrns

DR: St. Edeyrns

3. Police Matters (1 min)

PC Alex Reed Submitted the following report:

There are no crime issues to report for Old St Mellons at present, the number of incidents reported in the last month are much lower than incidents reported the previous month.

In relation to the concern raised last month, regarding the coach parking on the pavement, there have been no further calls regarding this. The issues were addressed and persons were spoken to.

The parking issues at St John's College have also been raised and residents in the area will all be spoken to, to establish their concerns regarding the parking issues at peak school times.

The school have also been visited and spoken to and a letter has been provided to them to provide to their pupils, regarding the safety of the children and the residents in relation to parking.

The access point at The Coach is every Tuesday 1100 – 1200 hours, officers are available to speak to members of the community regarding any issues they would like to discuss, or if they would like to speak to officers in confidence they can contact them via email or mobile to arrange a meeting.

4. Minutes – to approve as a correct record of the minutes of the meeting held on 14th April 2016 (5 min)

Approved as an accurate and true record.

5. Matters arising from the minutes of 14th April 2016 (30 min)

- 5.1** Welsh Government Planning Committee Report – It agreed that all Councillors would be forwarded a copy and put on the Agenda for discussion next month.
DM suggested that a representative of County Council to attend the Village Hall to discuss

Planning Officer to attend our next meeting – to ask for a briefing on HMO (Houses with multiple occupancy) – Training perhaps.

Clerk to make enquiries.

- 5.2** Hall Hire – Amended hall hire schedules were discussed in private session at the end of meeting. Costs for 2015/16 will be finalised shortly and will be discussed at the May meeting.

Discussed at end of meeting – now deferred.

- 5.3** St Edeyrns Kitchen/Toilet extension.
RJ awaiting more information – defer to next meeting.

5.4 Caretaker appointment.

To be discussed at end of meeting.

It was noted that an offer of employment will be made at a meeting with the interested party on the 18th May.

5.5 First, Second, Third Schedules – to approve.

DS suggested that the fire door wording needs to be altered, fire doors should be worded where applicable should be called Fire Exit doors.

It was resolved: all agreed with the amendments.

6. 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.

Request for an update on the noticeboard, as one is still without the front cover.

It was noted that this will be rectified in due course.

A resident expressed concerns with regards to the development of Ty-To-Maen Close. Strong objections to this development, as a road is to be put very close to existing properties, a request was expressed that the Community Council look into this.

It was noted that other residents are also objecting to this development.

7. Highways and Planning (10 min)

(Planning Working Party to present their report)

7.1 Planning Policy Wales Chapter 6 - consultation- email sent 22.3.16 – Cllrs observations
Noted.

7.2 16/00759/MNR - Proposed dwelling rear of The Blandings, Druidstone Road, Old St Mellons, Cardiff, CF3 6XD
Noted.

7.3 16/00802/DCH - 11 Runcorn Close, Old St Mellons, Cardiff, CF3 5PZ
Noted.

7.4 Ty-To-Maen development update
Noted.

It was noted that the developers met with residents in the Village Hall on 26th April.
RJ read out a number of complaints from local residents.

It was noted that the Clerk will write a letter with regards to the objections by the residents and concerns with the development of the road.

DR to send Clerk address.

7.5 It was noted that Springfield Nurseries, Newport Road, has an application, Clerk to contact Planning Office and make enquiries.

7.6 It was noted that planning application **16/00611** is currently going through the consultation/publicity process and is not yet determined. The earlier outline application for this site and additional land to the south west for up to 150 dwellings (ref 10/01681) was refused by the Council but allowed on appeal by a Planning Inspector. That approval is still valid.

7.7 It was noted that no date has been specified for the closure of Church Road and Bridge Road where it runs through the Persimmon site. However, the developer has indicated that closure to vehicular traffic is likely to occur before the occupation of the 99th dwelling. The Persimmon development is for about 1000 dwellings and will extend from the Unicorn public house north to the M4.

7.8 It was noted a bus route and bus stops have been incorporated into the design of the scheme for the Persimmon development (ref 13/00578 and 14/02556).

8. Finance (10 min)

(RFO to present financial report)

The May report shows the list of both regular cheques outstanding at each month end and the current direct debits. Three small expense cheques require approval, which include an amount of £50 to overhaul the old OSMCC laptop and replace the screen. Welsh water readings for the past 6 months have shown a further consumption drop and a resulting credit balance of £202. The monthly DD will be reduced from £49.50 to £11.50 w/c 1st June. The EON electricity contract is also due for review next month. Considerable amount of audit work has been spent tidying up the paperwork, burial books and site plan at St Edeyrns Church, including several site visits. The RFO thanked the former Clerk, W James, for his work and advice on this issue. The Chair and RFO met with Dennis Cooper of Messrs James Summers and burial fees adjustments need to be considered by Council. The year end audit work involves more work due to additional documentation requirements of the new external auditors requiring the Chair and Clerk to certify all documentation. The RFO has virtually completed the audit work and has already submitted the VAT claim for the year. The final year end bank balance as at 31st March 2016 was within £500 of the forecasted balance in Oct/Nov 2015, which is due to additional tree work carried out recently in February 2016. Three significant different tenders have been received for the redecoration of the Village Hall to be commenced in the summer. Two other companies expressed an interest, but failed to turn up after making appointments. The RFO recommended the lowest tender of £4,750 +vat subject to clarification on several points. Due to the additional workload, the RFO requested payment for 20 hours' overtime in April and May, which had been notified last month.

- a) Hall Hire Review
Deferred to next meeting
- b) St Edeyrns update – kitchen extension – deferred to next meeting
Deferred to next meeting -
- c) Hall Redecoration estimates
3 Quotes were submitted: 1) £4750.00 + VAT, both halls, 2) £8980.00 Large Hall & £2920.00 Small Hall excluding VAT, 3) £9000 both halls.

It was resolved: It was agreed that the cheapest quote was favourable.

DM mentioned the cheapest quote was Full Circle.

RJ declared an interest as was not aware who the quotes were from. Quotes were read out the RFO without names of tenders.

- d) External Audit Changes
It was noted that there are significant changes to the way Audits are to be carried out, this will entail more work and time.

It was noted that the RFO has accumulated 20 hours' overtime in the last two months,

It was agreed and approved the RFO to claim these hours.

9. Annual Planner (10 min)

Gas Safety Check – this has been booked for 31st May 2016

Electrical Safety Check – original person retired, same company.

It was resolved: All agreed to use the same company

It was noted that the VAT return has been completed.

It was agreed the printer which was purchased a few months ago, will not be included, but the trolley and computer will be added to the asset register.

Review Financial Risk Assessment – RJ, SJ and RFO to have a meeting to discuss this.

10. County Councillors Report (10 min)

(Cllr Dianne Rees and Cllr Georgina Phillips to present their reports)

Cllr Dianne Rees - Report

It was noted that due to technical problems the report for last month was omitted and has been resubmitted below.

14th April – Report

Councillor Dianne Rees monthly report for April 2016.

1. Work has commenced on the St Ederyn's site. There was no notification by the developers, Persimmon of the commencement of works either to County Council or to community council. County Council officers informed me that at present in Wales there is no requirement for developers to do this but that in future this will not occur with legislation currently going through the Assembly.
2. An application by Heron Homes has gone into the planning department for a new entrance into the site opposite the Fire Training Centre. The site was granted permission for 156 homes on appeal to the Inspector in 2012.
3. A series of French tourist coaches were parked overnight for three or more nights at Wern Fawr Road and Ty'r Winch Road parked fully on the pavement on the junction of Druidstone Road and Ty'r Winch road. I declare an interest that the pavement concerned is opposite my home. The Council decided to place floral containers on the site to prevent this nuisance and are liaising with South Wales police to prevent this situation occurring here and elsewhere across Cardiff. The corner has also been used by utility companies as storage site for heavy equipment causing damage to kerbs and potentially to underground utility services for the area.
4. Fly tipping has occurred again in Vaendre Lane. Three separate incidents were reported and cleared by the Council. On those three occasions the clearing demanded specialist treatment as the fly tipped waste obtained asbestos. Other fly tipping incidents were reported in the more rural sites
5. Consultation has begun on the development of Ty-To-Maen Close by Cardiff Council. At this stage what is proposed is a terrace of six three bed roomed homes for sale on the open market and two bed roomed semi-detached homes which will be for rental. Concern was raised by me of the potential parking issues as there will be only 1 parking space on each of the properties and loss of visitors parking spaces for the existing houses.

12th May – Report

Councillor Dianne Rees monthly report for May 2016.

- Begon Road potholes has now been filled.
- St. Mellons filling station Texaco – noted they have made an application to have a second storey.
- Ty-To-Maen - written to planning regarding concerns, road in front of homes will have loss of parking space for existing residents, and the new houses are not in keeping with existing homes.
- A report was sent with regards to foreign coaches parking in Tyr Winch Lane, with one coach was mounted on the pavement.
- Closure of Bridge Road is not imminent. There has been a number of complaints that large vehicles were accessing Bridge Road, Planning office has been contacted with regards to this.
- It was noted that contractors are not to access through Old St. Mellons Village to the new development.
- A new application for development near Church Road entrance – this will be under long consideration as the land is in multiple ownership.

- There have been complaints with regards to rubbish in the Bluebell car park, and also Hastings Drive.

Cllr Georgina Phillips – Report.

It was noted that Cllr Georgina Philips did not attend or submit a report.

11. Working Party Reports (10 min)

(Working Parties to present their report)

a) Village Hall Working Party

- Drains and gutters overflowing in heavy rain - need attention
- Glass washer is "broken" possible repair? Will need to be secured in place
- Paper towel dispenser needed in disabled toilet and backstage toilet or heated hand driers?
- Baby changing unit agreed months ago - needs action approx. £150
- Heating Engineer is awaiting del of 2 new radiators, will also straighten pipes to ensure max efficiency, but will need both halls closed for approx. one day
- Met with potential Caretaker; recommended for the post with a 3 month probationary period
- Reviewing Hall Charges - need to establish "open and closed" groups.

b) Playing Fields Working Party

DM Green Flag award have been looking a Community Parks, a judge will be coming next week on the 16th May to have a look at our facilities, the application was sent in January. If we are fortunate enough to have this award, it was noted this could assist us in future funding/grants.

c) Village Plan Working Party

Questionnaire – JR sent this to all Cllrs

JR has formulated a draft, this is a document asking for feedback from residents with questions such a planning, community engagement, village hall, asking what the residents would expect from the Community Council etc.

It was noted that this will be sent with the Newsletter.

d) Old St. Mellons Village Association

The Fete and Queens 90th birthday party organising is underway with the help of OSMVA who is currently working on organising the fair.

12. One Voice Wales – report (5 min)

It was noted that the meeting mainly consisted of discussing the new Charter, but as most of the Community Councils were not in favour of this, it has been rejected.

13. Correspondence Received (10 min)

Request from Craig Williams MP to use the hall in November for his Surgery: 10:30 – 11:30 on Saturday 26th November 2016

It was resolved: All agreed to use the Village Hall at no expense.

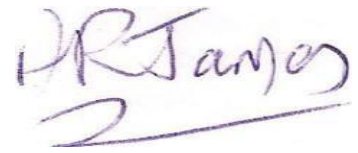
14. Newsletter (5 min)

RJ needs any additions by Monday 16th May, including suggestions for the questionnaire - item 11C)

15. Items for next meeting (2 min)

Annual return 2015/2016 to be signed
Hall Hire Charges

Meeting closed at 21:45

A handwritten signature in purple ink, appearing to read 'R James', with a horizontal line underneath.

*Cllr Rosemary James MBE
Chair to the Old St. Mellons Community Council*

FENVAL