

# **OLD ST. MELLONS COMMUNITY COUNCIL**

Minutes of meeting held in the Village Hall, Newport Rd,  
Old St. Mellons at 7.00pm on Thursday 11<sup>th</sup> April 2019

**Present:**

**Chair:** Cllr Rosemary James (RJ)

**Vice Chair:**

**Councillors:** Cllr Gaynor Hassan (GH)  
Cllr Sarah Johns (SJ)  
Cllr Dennis Matthews (DM)  
Cllr Charles Price (CP)  
Cllr Dianne Rees (DR)  
Cllr Joel Williams (JW)

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

**In attendance:** Paul Good RFO (RFO)

**1. Apologies for absence & Acceptance (1 min)**

Cllr Derek Stroud – holiday  
Cllr Vic Davies - illness

**All apologies accepted**

**2. Declaration of interests**

RJ: OSMVA, St Edeyrn's, Scouts  
DR: St. Edeyrn's

**3. Minutes – to approve as a correct record of the minutes of the meeting held on 14<sup>th</sup> March 2019 (5 min)**

**It was approved as a true and accurate record**

**4. Matters arising from the minutes of 14<sup>th</sup> March 2019 (15 min)**

- Green Flag application
  - Green Flag - Judging will take place on 2<sup>nd</sup> May 2019
- Review Standing Orders & Financial Regulations
  - Clerk to ask OVV re continuation of absence of Cllrs.
  - To change 'he' to either he/she or 'the' where appropriate
  - To change the wording from Standing Orders to Constitution – defer to next meeting

**5. 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.*

Noted – Knit, Stitch, Knatter – elderly people unable to park close to the Village Hall as contractors are using parking bays, suggestion to ask if the local public houses can be utilised.

Bridge Rd – overhanging hedges – JW will look into this.

*Cllr Sarah Johns attended – 19:48*

## 6. Finance (10 min)

*(RFO to present financial report)*

The RFO has not yet received the Section 106 letter relating to the Hall roof overhaul and understands further monies are also available for an upgrade to the playing fields Pavilion. An update should be available for the next meeting. Similarly annual tree update reports have been received and o/s work reviewed next month.

Both the Clerk and RFO met up with the Internal Auditor following the last Council meeting and the RFO will arrange to submit the 2018-19 audit papers in the following weeks. The RFO has taken part in a series of HMRC webinars currently being run emphasizing 2019—20 tax changes and requirements.

### 6.1 Grass Maintenance Tenders

The RFO reported that the grass maintenance tender had to be extended following the withdrawal of the lowest tender and two new tenders have been received. A third tender is now awaited.

It was noted 3<sup>rd</sup> tender had gone into liquidation.

DM proposed that the RFO to return to the two companies and ask for a re-quote to cover a 2-year period, noted to also put the 2-year quote out to tender– to defer to next meeting.

**It was resolved: all agreed**

### 6.2 PAYE

Councillors have been emailed the yearend bank reconciliation as at 31st March 2019 showing cheques outstanding. Cheques 4114-4116 require Council approval, which include the final PAYE payment for 2018-19. .

### 6.3 Financial Figures

Hall income for 2018-19 is up to date, while Precept monies for 2019-20 have now been credited direct to the Council's bank account

### 6.4 Annual Return

The RFO is advanced with work for the 2018-19 audit and has already submitted the annual VAT claim direct to HMRC.

## 7. Working Party Reports (10 min)

*(Working Parties to present their report)*

### a) Village Hall Working Party

- With regards to the squirrels, the traps are still being laid by our pest controller outside the Hall with, as yet, little success. At the moment DS is checking them daily and liaising with the controller. However, DS shall be away from Thursday perhaps the caretaker could take over?  
Noted - CP will look after the traps.

### b) Playing Fields Working Party

- Suggestion from a resident – to turn the pavilion into a useable building and purchase another unit for storage. To fully refurbish the inside along with a kitchenette and to use this facility as a bar/café when the park has events, eg. Cream teas.
- DM – all the hedges by the pavilion needs cutting back.
- DM has received seeds from Grow Wild and will be putting these around the park.
- RJ – new tennis court nets are required noted DS to contact OSMVA as they may purchase the nets.

### c) St. Edeyrn's Church

- Suggestion to consider securing the parts of the wall thought in danger of collapse by wiring. As regards the stone gatepost on entry to the graveyard to obtain quotes for remedial work.  
Noted – to contact the Church authorities to notify them of this issue.

**8. Annual Planner (10 min)**

**8.1** Tree inspection -Ty'r Winch Playing fields & St. Edeyrn's

It was noted that there is a small tree fronting onto the park which is dead & need removing.

Noted - CP will look into this.

Noted - Tree reports have been carried out.

**8.2** Risk Assessment St. Edeyrn's wall

See 7.C)

**8.3** PAYE – see 6.2

**8.4** Agree Financial Figures – see 6.3

**8.5** Annual Return – see 6.4

**9. Policies & Procedures (20 min)**

**9.1** Review Standing Orders & Financial Regulations

See 4.

**9.2** Review Code of Conduct

No changes required - reviewed

**9.3** Review Complaints Procedure

No changes required - reviewed

**9.4** Review Employers Liability Certificate – updated 1/4/19 on website and hall noticeboard.

**10. Police Matters (5 min)**

No report received.

**11. County Councillors Report (5 min)**

*(Cllr Dianne Rees and Cllr Joel Williams to present their reports)*

- Police matters – speed ban continuing in Ty'r Winch Rd
- Newport Road resurfaced including Wern Fawr Lane, Bethania Row and Church Road
- Leasehold issues ongoing – public meeting re Persimmon
- Fire training centre has been extended and nearly completed
- Consultation re St. Mellons Church in Wales Primary School will commence in May
- Plan to have a pavement walk – Ty'r Winch Road, Ruperra Close onto Bridge Rd for School Children to attend the new located school
- Fly tipping still an issue
- Licencing – Poachers Arms noisy patrons – a letter has been sent to the landlord

**12. St. Mellons Primary School (5 min)**

See 11.

**13. Planning Applications (5 min)**

- **19/00987/DCH** single storey first floor rear extensions with loft conversion including dormers and change of main roof from pitched to gable with external alterations- Highfield, Druidstone Road, Old St Mellons, Cardiff, CF3 6XD  
Noted.

**14. One Voice Wales – report (5 min)**

DM – article with regards to nuclear dumping – noted for Cllrs to be aware closing date 14<sup>th</sup> April – clerk to request an extension.

**15. Village Association – report (5 min)**

Nothing to report

**16. Correspondence (5 min)**

**16.1** Vision ICT – protocol in the event of Queen's death – website £35

To have the front page of the website changed to black with the Queens portrait in the event of her death, which would be a fee of £35 Clerk has sought OVV comments.

It was noted OSMCC will not take part with this.

**16.2** Calor Rural Community Fund  
Noted applications closes on 29<sup>th</sup> April

**16.3** Primary School – St. Edeyrn's  
Noted a proposal to build a new school in St. Edeyrn's Village in under consultation.  
Letter received – initial agreement to providing a school and outlining consultation date and information.

**16.4** Boundary Review – Clerk meeting with RG  
Clerk met with RG, it was noted during the meeting that Old St. Mellons and Pontprennau are the same ward, however if Old St. Mellons wanted to be independent then this may be possible.

**16.5** Seafarers – Fly Red Ensign in public place  
Received correspondence from Merchant Navy – asking if OSMCC would like to fly the Ensign – 3<sup>rd</sup> September 2019  
Noted.

**16.6** Playgroup – proposal  
It was noted additional H&S implementations to accommodate playgroups may have to be made.  
RJ, DS, PG to meet with playgroup prior to agreement.

**17. Items for next meeting (2 min)**

- Green Flag - result
- Absence of Councillors
- Amendments to Standing Orders
- Standing Orders – change to Constitution
- Grass Maintenance Tenders
- OSMVA – Tennis nets
- Playgroup
- Funding support 2019/2020 - DM
- Hinkley C Waste - DM

**Meeting closed: 22:00**



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