

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of virtually held meeting at 6pm on Thursday 8th October 2020

Present:

Chair: Cllr Dianne Rees (DR) - Zoom

Vice Chair: Cllr Rosemary James (RJ) - Zoom

Councillors: Cllr Gaynor Hassan (GH) - Zoom
Cllr Dennis Matthews (DM) - Zoom
Cllr Joel Williams (JW) - Zoom

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

In attendance: Mrs Nadine Dunseath (ND) – Interim RFO – Zoom

1. Apologies for absence & Acceptance (1 min)

Cllr Ashley Bishop – other commitments
Cllr Derek Stroud – other commitments

2. Declaration of interests (1 min)

Accepted annual declaration of interest – if any other interests this will be declared below

3. Minutes – to approve as a correct record of the minutes of the virtual meeting held on 10th September 2020 (5 min)

It was approved as a true and accurate record – JW proposed, DM seconded

4. Matters arising from the minutes of 10th September 2020 (15 min)

4.1 Village Hall floor sanding, polishing – quotes
RJ declared an interest.

It was noted that the Clerk had contacted four additional companies for quotes in September 2020 three had responded, the first quote had been received in June 2020
Quotes sent to Cllrs prior to meeting and it was agreed to go with the cheapest quote of £750.00 which was the quote received in June 2020 – Clerk to contact company to arrange a start date.

It was resolved: all agreed to go with the cheapest quote - £750.00

4.2 Village Hall drainage issues & car park – DM/DR

DM had sent quotes to Councillors for remedial works to the car park, and to sort the drainage issues of water cascading down through the car park towards Newport Rd. It was noted that a number of companies had been contacted and many had either not responded or refused to quote. It was noted that there were two quotes £8500.00 and £7500.00

It was resolved: all agreed to go with the cheapest quote - £7500.00

It was noted that CC has put in a bid for flood protection which involves Newport Rd, and Elgar Crescent, DR and JW will keep OSMCC informed of developments as and when they arise.

4.3 Funding for pavilion – DM

It was noted to try and get a plan for the floor area - ongoing.

4.4 Locking gate system – DM

Ongoing

4.5 Signage to playing field – Clerk

It was noted that the Clerk had obtained signage details from Cardiff Council to be used in Ty'r Winch Playing Field, and possibly the Village Hall this was forwarded to Cllrs. It was noted that JW would be able to laminate the signs.

It was resolved: all agreed signage should be put on the playing field gate.

4.6 Playdale Playsafe anti-viral coating – DM

There was a one-off payment of £700.00 as previously discussed – it was noted that a specialised person is needed to carry out to spray the equipment in the field, it can also be used in the Village hall.

It was resolved: all agreed not to go ahead and if needed review at a later date

4.7 Village Hall opening – discuss

It was noted due the current COVID-19 pandemic and following WG guidelines not to take bookings for the Village Hall for the foreseeable future.

4.8 Pavilion upgrade – DR

Ongoing

4.9 AGM Date – 12th November 2020

It was noted that this date will be acceptable. Any Cllrs who wish to become Chair and Vic-Chair to put their name forward.

4.10 Management Committee for Village Hall

Noted not to go ahead for the time being look at this for 2021

4.11 Ty'r Winch Playing Field – quotes for hedge and quarterly at Village Hall

It was noted that the Clerk was only able to obtain 2 quotes for cost of £500.00 the other quote £250.00

It was noted that the hedge needs to be cut to the level as the other sides of the hedges to the playing field.

It was resolved: agreed to go ahead with the cheapest quote.

5. Local Residents (15 min) – via web link available on request

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.

A resident attended the meeting to discuss the plans for Remembrance Day. It was noted at this time this will go ahead but will need to be very low key and only attended by a few people.

6. Finance (10 min)

*(RFO to present financial report)
Presented to the Council 8th Oct 2020*

The most recent Bank-statements received are dated 30th September and a financial report has been completed to this date.

A request has been submitted to Cardiff Council for £19 000 for S106 funding towards the tennis court refurbishment and a further £6480 for the additional hedge/fencing contract, totalling £25480.

Cardiff Council have awarded a grant to the amount of £22800. RFO has queried the detail of this amount and is awaiting a response.

VAT has been paid during April to September 2020 to the amount of approximately £2600. RFO will be submitting a claim to HMRC for the Community Council to be reimbursed for this amount to assist with cashflow.

The expenses and cheques that need to be approved and paid are as per the Bank Rec.

Notable expenditure is an invoice from Courtstall amounting to £9600 including VAT, and the electrician at £203.

Half-yearly ground rental for the village hall has been paid to Cardiff Council with a query regarding subsidies due to the hall being closed to bookings.

RFO has submitted the financial loss claim form for Q1 April to June 2020 to Welsh Government amounting to £899 and has received confirmation that the Community Council should be informed by mid-October whether the claim is successful. Any successful funding will be provided to Cardiff Council for them to distribute to the Community Councils in their area accordingly.

*(*Council should note that it is not guaranteed that funding will be provided to 100% of the claim.)*

RFO has provided scanned copies of the bank statements by email and the Q1 April –June bank reconciliation to JW for him to review the bank reconciliation against the bank statements and certify that the information is correct.

The amended annual return has been submitted to the external auditors BDO LLP together with an amended bank reconciliation for the year April 2019 – March 2020. The auditors have requested further information regarding the explanation of variance between other receipts received in 2018 -2019 to that in 2019-2020. (Other Receipts is all income received apart from the Precept). RFO has provided a more detailed breakdown of the

variance and BDO LLP have confirmed this resolves their query and the audit has passed on to the next stage of review. A notice has been displayed on the Community Council website as is required by the Auditor General to inform the public that the auditors cannot pass their opinion until October this year due to the timing of the exercise of the elector's rights. (Usually an audit opinion would be received in September but has been delayed this year due to the pandemic.)

The Annual Waste Transfer Duty of Care Note has been renewed for controlled waste disposal at the Village Hall.

RFO has encountered a potential problem this month with obtaining 3 signatories on the cheque payments. On speaking to a number of Councillors it appears some clarification is required on who is authorised to sign on the account. After speaking with the business banking helpline, it was advised that the RFO could request a list of signatures on the mandate provided a letter of approval was supplied signed by an authorised signatory. NatWest in Queen Street were very helpful and have provided the required confirmation, although have stated that the most recent mandate amendment was processed by them in 2012. It appears a request to update the mandate in 2018 was not fully processed although the bank did write to request further information. The list of signatories contains 4 names of Councillors and employees who are no longer associated with the Community Council. RFO is advising these names are removed asap as it poses a security risk. The current authorised signatories are Chair Dianne Rees, Vice-Chair Rosemary James and Cllr Derek Stroud. RFO is advising that an additional signatory or even two are added asap to avoid any future problems with a signatory being unavailable and to ensure business continuity. If any councillor is happy to act as a signatory it would be a much quicker and straight-forward process if they already have a personal account with NatWest, although this is not essential.

RFO has requested an amended quotation from Shelley Signs for a new noticeboard for the Village Hall, which was provided at £1465 with £85 delivery (subject to VAT). As the Community Council have already confirmed and agreed they would like to go ahead with this order at a previous meeting, the order has been placed. Confirmation is required on a suitable delivery address.

The Independent Remuneration Panel for Wales Draft Annual Report for 2020-21 is open for consultation with comments needed to be submitted by 23rd November. The Clerk has circulated a copy of the report to all Council members for consideration.

Information has been received from Came & Company Insurers to note that the concessionary period has now ended where a building has been unoccupied and new requirements now apply to the village hall if it remains closed. The Insurers have asked for the following information: -

- Reasons for the buildings remaining closed and are there any plans to reopen in the near future?
- Is there an inspection programme in place and how frequent are checks made. Ideally this should be at least weekly.
- How are the doors and any windows secured/protected?
- If there is an intruder alarm system please provide details and if there is a monitoring/key holding service?
- Are the water, gas and electric still on? If so, please provide reasons for this.

With regard placing razor wire on the hall the insurers have stated the following: -

"...provided it is not illegal to install this there is no issue from an insurance perspective. However, it may be prudent to install signage alerting people to the presence of this deterrent."

RFO is aware that several Councillors are making purchases for the Community Council using their own personal funds. Although purchases are small and often an urgent requirement this does go against financial regulations. It would be advisable for the Community Council to consider a Business Charge Card to be issued to Council members who need to make regular purchases. A Charge Card usually incurs an annual fee. There would be a requirement for any outstanding balance to be paid by direct debit each month ensuring no interest was charged to the account and in order to comply with financial regulations.

6.1 To approve the Clerk's & RFO's expenses including overtime

It was resolved: all agreed

6.2 Interim RFO – permanent position – discuss

It was noted for the existing RFO to continue and increase from 15 hrs to 20 hours per month due to amount of workload – to review it in 3 months commencing October 2020

It was resolved: all agreed

6.3 Budget for precept

It was noted the budget to remain the same as last year, RFO to write to CC to keep the same so no increase to council tax for existing residents.

6.4 Quarterly review of fixed assets
It was noted that RFO, DS, DM, GH and RJ to review the fixed assets – date to be arranged
It was resolved: all agreed

6.5 NALC – salary scales
It was noted that the current NALC (National Association of Local Councils) pays scales for 2020-2021 has been increased by £0.39 per hour this to be backdated to 1st April 2020
It was resolved: all agreed

6.6 Bank Mandate - To agree additional signatories
To remove old signatories and to add all existing Councillors.
It was resolved: to add all existing Cllrs to signatories

6.7 Village Hall Smoke Alarms - To approve cost for new batteries
It was noted that the cost is £40.00
It was resolved: all agreed

7. Annual Planner (10 min)

7.1 PAYE months 7-9 by Oct 2020
Noted that this has been paid.

7.2 Set next year's precept
Deferred to beginning of 2021

7.3 Hall Hire charges review – Finance Meeting 22/9
It was noted at the Finance meeting not to increase charges – Cllrs to agree?
It was resolved: all agreed.

It was noted that the RFO to check to see if any groups have paid in advance and if so to reduce their fees accordingly for the following year.

It was noted that the Entertainers and Tai Chi has paid to March Scouts have paid to the end of December.

It was noted at this point that RJ and DS to write a new checklist for the Caretaker and Cleaner to carry out these duties to the Village Hall.

7.4 Review Policies & Procedures – to be completed by Feb
Review in January 2021

7.5 It was noted that the Tennis Court colours need to be agreed.
It was resolved: green and green

It was noted the paint sprayer will be on site mid-October weather permitting, temporary line markings will be in place in the interim if unable to complete the spray colour coating by this time. If this becomes the case then the spray colour coating will be completed by spring 2021

It was noted that the invoice for the final amount had been sent recently, but due to not completing the colour coating until spring, it was agreed to hold a portion back from the final invoice until the colour coating and the job has been completed in its entirety.

It was resolved: all agreed

8. Police Matters (5 min)

Police Report between 08/09/2020 – 02/10/2020

Call Categories

All other Theft - 1

Criminal Damage & Arson - 1

Violence without Injury - 4

Miscellaneous crimes - 3

Anti – Social behaviour - 2

Transport - 3

Ward Priority

The priorities identified by the local community are the same as the previous month, with those being:

- *Off Road motorcycle annoyance*
- *Inconsiderate parking*

Actions / Activities by the local Neighbourhood Policing Team.

Covid-19 incidents across South Wales Police area have been addressed by the local Neighbourhood Policing Team by Engaging, Educating, Encouraging and enforcing guidelines to improve community safety in light of the ongoing pandemic throughout the South Wales Police force area.

Off road motorcycle annoyance is a still a priority for the neighbourhood team. We continue to work with the council in relation to running operations that target those responsible.

The neighbourhood team are working with 'Go Safe' and are targeting speeding and Anti-social behaviour vehicular use within the area.

Emerging Trends

Off-road motorbikes continue to be an issue for the community and the local Neighbourhood Policing would encourage reports to be made via '101' whereby intelligence can be gathered to target offenders. South Wales Police are addressing the issue via Operation Red Mana in conjunction with the local authority.

9. Planning

It was noted that JW to read out the following planning applications – DR declared an interest and left the meeting.

9.1 20/01674/MNR construction of a single dwelling, onsite parking, garage and private amenity opposite St Ederyn's Church
Noted

9.2 20/01734/DCH retention of extension to rear of existing double garage Jasmin Cottage, Began Rd
Noted

9.3 20/01925/MNR construction of 2 detached family dwelling houses land on the south west side of, Bridge Rd
Noted

DR returned to the meeting and resumed as Chair.

10. St. Mellons Primary CiW School (5 min)

Report re- St Mellons CIW Primary School – Mr Stephen Ashton – Community School Governor

School Re-opening 29th June

I had previously reported on measures school successfully implemented in order to safely welcome children back towards the end of June. While it wasn't a typical end to the academic Year 6 Leavers, before their move to secondary education, enjoyed a video of their school memories and participated in a socially distanced Leavers Service. Also, each child received a Good News Bible and a dictionary donated by the Rotary Club.

COVID-19 19 and September 2020

Throughout the summer a great deal of work was completed in response to changes in regulations and guidance published by Welsh Government and the Local Authority to ensure the safety of children and staff. An already in place whole school Risk Assessment was further developed and is under constant review.

If there are health concerns school has in place a very robust system for reporting, testing, tracking and tracing and what to do if there is a positive test.

Well Being and Curriculum Development

The focus at the start of the school year has been to settle the children into their new classes, zones and routines. Staff have sensitively re-assessed children's academic and emotional needs following their prolonged absence from school. While school was closed and in preparation for the children's return staff participated in a variety of training programmes designed to enhance children's learning and support their emotional well-being. Training has focused on

- Further preparation for "New Curriculum in Wales"
- Literacy
- Supporting children with Additional Learning Needs
- Mental well-being in children and young adults
- Developing further Welsh language provision

School is in receipt of an "Accelerated Learning Plan Grant" which has enabled children to enjoy additional outdoor learning and sporting activities. Staff are confident this will provide a welcome boost to children's health and well-being.

The Head and staff have successfully re-established the very positive relationships which already existed in school which reflects their professionalism, resilience and dedication in these challenging times.

New School Build

School is still awaiting clarification on the impact of the pandemic on the proposed plans.

11. St. Edeyrn's Church

11.1 Burial Fees – Finance meeting – 22/9

It was noted that at the Finance meeting to increase all items by the existing administration charges in place - £75 and £25 where applicable, these increases are still cheaper than Cardiff Council's burial fees.

Burial Fees:	2020	2018	
Purchase of Burial Plot	£765.00	£690.00	incl. Admin Fee £75
Purchase of C/R Plot	£365.00	£290.00	incl. Admin Fee £75
Interment of cremated remains	£315.00	£240.00	incl. Admin Fee £75
Re-opening of existing grave	£350.00	£275.00	incl. Admin Fee £75
Permission for Headstone	£215.00	£190.00	incl. Admin Fee £25
Permission for C/R. Memorial	£190.00	£165.00	incl. Admin Fee £25
Additional inscriptions	£120.00	£95.00	incl. Admin Fee £25
Reproduction of previously issued Documents e.g. deeds etc Admin	£25.00	£25.00	
No Fees charged for age And under	18	16	
Memorial Seat Licence Duration 20 years	£20.00	£20.00	

It was resolved: all agreed with the new fees.

12. Correspondence

12.1 Cleaner and Caretaker new checklist – DS to create? – Finance meeting 22/9

It was noted that the Village Hall needs to be checked frequently in line with the insurance guidelines, with this in mind a suggestion to create new checklist for both the Cleaner and the Caretaker.

See also 7.3

It was resolved: all agreed for RJ and DS to discuss duties

12.2 Remembrance Sunday

Mr John Wall attended the zoom meeting to discuss the supply of wreaths and how to carry out this years' Remembrance Sunday.

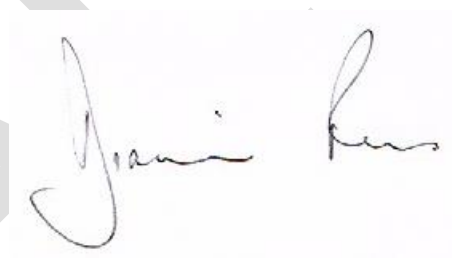
It was noted to meet at the War Memorial at 12pm, the Police will not be required to stop the traffic as normal practices, there will be no choir, and unfortunately no public will be allowed to attend due to COVID-19 restrictions. Mr John Wall will conduct a prayer. British Legion standard is acceptable, but no other flags permitted. Wreaths will be discussed later with RJ.

It was resolved: all agreed with this new arrangement

13. Items for next meeting (2 min)

- AGM
- Precept
- Boundary electricity substation – suggest spikes as a deterrent to climbing
- Noticeboard door at St. Edeyrn's Village – agree for cost of £165.00

The meeting closed at 20:05 hrs

A handwritten signature in black ink, appearing to read 'Dianne Rees', is written on a white rectangular background.

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