

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of virtually held AGM meeting at 6pm on Thursday 12th November 2020

a) Apologies for absence

None

b) Report of the Retiring Chairman

First of all, may I thank all councillors and staff who have stayed the course in a very difficult year. Of course, normally the AGM would have been held in May 2020, so today my job is to recount all that has happened in the Community Council since May 2019 when COVID-19 delayed our May 2020 AGM but with a requirement to hold this remotely before the end of 2020.

There have been a number of resignations and retirements of councillors and officers since that date. The RFO, Paul Good announced his retirement on New Year's Eve 2019. The previous six months had been difficult due to difficulties progressing the council's plan to upgrade the pavilion in the playing fields.

At the end of January 2020, an interim RFO appointment in Patrick Smalley was made. Patrick was very helpful and saw us through to the end of the financial year.

A national lockdown was put in place in the third week of March in response to the COVID-19 Pandemic. As a result of advice from the Welsh Government and One Voice Wales, all our facilities were closed. We decided to conduct our meetings remotely and to the credit of our clerk who organised the meetings and our councillors who rose to the challenge, these have taken place regularly and efficiently.

Tennis Courts Refurbishment

Before the end of March, we signed a contract with Courtstall to refurbish our tennis courts and paid a deposit. When the lockdown lifted Courtstall began work on the tennis courts, with a lull during August due to poor weather and difficulties clearing hedging around the tennis courts.

Our RFO, Nadine replaced Patrick Smalley and hopefully we can now return to a stable position with staff. There has also been the resignation of 3 councillors, one for health reasons, one for work reasons and one for personal reasons. However, we have co-opted Councillor Ashley Bishop from St Ederyn's, who I'm sure will be a great asset to the community. We still have two vacancies to fill but the Coronavirus Pandemic have made it difficult to recruit. However, the prospect of a vaccine next year will help us return to normal.

The tennis courts project is finished for the winter and will resume with colouring the tennis courts and nets from April 2021 Finances are holding up well despite the restrictions of COVID-19. We have continued to employ our cleaner and caretaker despite the village hall being closed and the council being unable to take advantage of furlough aid.

The council has managed to fulfil its obligations including Remembrance Sunday albeit on a much-reduced scale and has complied in every way with COVID-19 laws. The Pavilion Upgrade project is now on the agenda again with agreed 106 monies being held over until 2021 by Cardiff Council. It is hoped to recommence plans in time for summer 2021.

To conclude I would like to thank all councillors and staff for their support, hard work and dedication to the community of Old St Mellons during this unprecedented time.

Councillor Dianne Rees JP

c) Election of Chairman

Cllr Rosemary acted as Chair:

Cllr Dianne Rees was proposed by Cllr Rosemary James and seconded by Cllr Gaynor Hassan.

It was resolved: All Agreed.

Cllr Dianne Rees accepted the post as Chair.

d) Election of Vice-Chairman

Cllr Rosemary James proposed by Cllr Derek Stroud and seconded by Cllr Gaynor Hassan

It was resolved: All Agreed

Cllr Rosemary James accepted the post as Vice-Chair.

e) Declaration of Acceptance of Office

The Clerk to send declaration of acceptance of office to Cllrs via email.

f) Appointment of Working Parties:

i. Village Hall Working Party

Cllr Derek Stroud

Cllr Rosemary James

Cllr Gaynor Hassan

It was resolved: All Agreed

ii. Playing Fields Working Party

Cllr Dennis Matthews

Cllr Derek Stroud

Cllr Ashley Bishop

It was resolved: All Agreed

iii. St. Edeyrn's Church

Cllr Rosemary James

Cllr Joel Williams

Cllr Dianne Rees

Cllr Ashley Bishop

It was resolved: All Agreed

iv. Governor representative for St Mellons Church in Wales School

Mr Stephen Ashton (as agreed via email)

It was resolved: All agreed

v. One Voice Wales representative

Cllr Rosemary James

It was resolved: All agreed

vi. Village Association Representative

Cllr Derek Stroud

It was resolved: All agreed

AGM meeting closed at 18:16

Committee Meeting commenced at 18:17

Present:

Chair: Cllr Dianne Rees (DR) - Zoom

Vice Chair: Cllr Rosemary James (RJ) - Zoom

Councillors: Cllr Ashley Bishop (AB) – Zoom
Cllr Gaynor Hassan (GH) - Zoom
Cllr Dennis Matthews (DM) – Zoom
Cllr Derek Stroud (DS) - 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. Declaration of interests (1 min)

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

Clerk to send out forms for completion via email

2. Minutes – to approve as a correct record of the minutes of the virtual meeting held on 8th October 2020 (5 min)

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

3. Matters arising from the minutes of 8th October 2020 (15 min)

3.1 Boundary electricity substation – suggest spikes as a deterrent to climbing
Clerk to send thank you letter to Western Power and to ask if the large circular spikes to be painted green.

3.2 Noticeboard door at St. Edeyrn's Village – agree for cost of £165.00
It was noted that RJ will order and await delivery of the door.

It was resolved: all agreed to the cost

4. 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.
None.

5. Finance (10 min)

(RFO to present financial report)

Presented to the Council 12th Nov 2020

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

A further grant from Cardiff Council has been received for S106 funding towards the tennis court refurbishment and the hedge/fencing contract of £2680 taking the total amount to £25480.

Courtstall have provided a detailed breakdown of works completed, a copy of which has been forwarded to Cardiff Council for their records. Payments made to date total £21980 + £4396 VAT, (note that the first instalment was paid last financial year). This leaves a remaining balance of £3500 + £1200 VAT to pay when the works are completed next Spring.

A claim has been submitted to HMRC for VAT paid during April to September 2020 to be reimbursed to the amount of £2612.12.

*The expenses and cheques that need to be approved and paid are as per the Bank Rec.
Notable expenditure is an invoice from Procut Tree Services for urgent works following the recent tree survey amounting to £1450 , and the final payment to Rhys Welsh Ltd for the new website at £1650.*

Welsh Government have confirmed that the claim submitted for financial loss for Q1 April to June 2020 has been successful, which amounted to £899.03. The funding will be provided to Cardiff Council for them to distribute to the Community Councils in their area accordingly.

Cllr Joel Williams has approved and certified the Q1 April –June bank reconciliation.

RFO has contacted all Community Councillors to complete a new bank mandate request to NatWest. The required paperwork is almost complete and should soon be in a position to submit to the bank.

In response to their questionnaire Came and Company have reviewed the insurance provided for the Village Hall and applied several exclusions to the cover. They have enquired if the same exclusions should also apply to the Pavilion. RFO has responded to Came and Company and advised that the Pavilion does not fall under the same conditions as it has been occupied and in use by contractors working on the tennis courts.

RFO has recently attended a One Voice Wales training course “Understanding the Law” which was financed by St Georges & St Brides-super-Ely Community Council.

Wales Audit Office has recently circulated a report on new audit arrangements that come into effect for the 2020-21 annual return. This is based on a 3-year arrangement, where every 2 years a basic audit similar to current practice will take place whilst the 3rd year will see a more detailed audit based on transaction review. This would likely see an increase in auditor’s fees. The Audit Office has sent an invitation to a webinar to take place during November which may give more information. RFO has registered to attend.

As requested RFO placed an enquiry with Cardiff Council for the 2020/21 precept increase to take into account additional properties built in the area but with no increase in cost to the household. Cardiff Council have responded to advise that they do not currently have the information available and will be setting the base rate for the Council tax within the next few weeks and will advise further as soon as possible.

5.1 To approve the Clerk's & RFO's expenses

It was resolved: all agreed

5.2 Business Charge Card – discuss

Financial regulations is not in favour of Cllrs using their own account to purchase items, it was noted that a business charge card would be more advantageous, there is a small charge per card approximately £45.00 per year, per card, could set limit per transaction or set an overall limit per month. It was generally noted that this is a further expense that was not really necessary. It was noted that legally it is the responsibility of Old St. Mellons Community Council, even though there would be one cardholders name on it.

It was resolved: not in favour, maybe look at this in the future.

5.3 Precept

Nothing back from Cardiff Council as yet.
Defer to next meeting.

5.4 Approve invoice – Rhys Welsh - website

It was resolved: all agreed

It was agreed before payment is made to have a Zoom meeting and/or the Clerk to send link to show new website.

6. Annual Planner (10 min)

6.1 Risk Assessment Village Hall

Clerk to source quotes for clearing guttering from leaves and debris and to cut back trees surrounding Village Hall roof.

7. Police Matters (5 min)

Police Report 11th of October – 11th November 2020

Between the 11th October and 11th November 2020 there were a total of 2 crime occurrences. 11th October and 11th November 2020 there were a total of 10 South Wales Police Occurrences for the Old St Mellon's area.

- There were two Road Traffic related incidents.*
- There were two incidents relating to theft.*
- There were three Anti-Social Behaviour incident reported to police.*
- There were three occurrences that were non-crime related matters involving concern for welfare/missing people/highway disruption.*

Operation Red Mana has been running during the summer months and continues to run throughout the city. This relates to our constant battle with off road motorcycle nuisance. We are aware Old St Mellon's is a particular victim of this and as such a joint collaborative approach with the council is being undertaken which will commence soon. It is worthwhile stating that the police are limited in their approach to off road bikes, primarily from a health and safety point of view, however I have requested that the St Mellon's area is a priority location for the operation.

St Mellon's shopping precinct remains a way-marker for our area and at the moment. There is a concerted effort from PC's and PCSO's alike to target this location with a view to reducing the number of ASB calls we have previously had.

PC Aimee Bevan – South Wales Police

8. Planning

8.1 20/02076/MNR proposal: retention of serviced rooms for letting **at:** White Hart Cottage, The Coach House

It was noted that the Clerk to send an observation of the basis of potential noise nuisance to the local residents.

8.2 20/02078/MJR proposal: residential development of up to 160 units with associated infra structure landscaping and access **at:** land adjacent to St Julian's House, Bridge Road

It was noted that there were residents' concerns from St. Edeyrn's Village that they may be a potential loss of hedgerows. JW has been made aware of this. The Clerk to send a letter to planning outlining these concerns.

8.3 20/02097/DCH proposal: single storey rear extension **at:** 16 Parkstone Avenue, Old St Mellons
Noted

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

Report to Old St. Mellon's Community Council re-St Mellon's CIW Primary School

Covid-19

The virus continues to have an impact on school life although staff are trying to make the school experience as normal as possible to ensure children feel safe, relaxed and happy when coming to school.

In strict adherence to Health and Safety guidelines children spend the day in their "bubbles." Unfortunately, children and staff cannot physically come together as a whole school family. Everyone does, however, join together via Teams for virtual whole school worship and celebration assemblies. Attendance remains good (94%) which reflects very positively on the relationships in school and the trust parents have in the measures in place to support and protect their children. The only impact on attendance has been the need for pupils to self-isolate when in contact with a positive case.

New Build

Although school has not received a confirmed date for completion of the new St Mellons CIW Primary School building on the St Edeyrn's site, due to a delay in the start of the building project it will not be ready for a September 2021 opening. In the interim the Governing Body are working with Cardiff LA to provide partial implementation of the proposal. The school will be offering thirty Reception Class places to start in September 2021 on the current St Mellon's site.

Mr Stephen Ashton - Community Council Governor

It was noted that DR had received details that Cardiff Council is still in touch with the developer and that the revised date is spring 2022.

It was noted that JW would advise residents in St. Edeyrn's Village to still apply for places at the village school, as preference is given to residency of Old St. Mellons and that no application has been turned down.

10. St. Edeyrn's Church

It was noted that there has been no further progress with regards to the gates and wall. JW will be contacting Mr Gilbert from the Church for an update.

11. Correspondence

11.1 Slight bowing of Village Hall boundary wall

DM has looked at the wall, the tree in situ growing possibly forcing the wall to bow, the wall has been built with the tree in existence, noted to observe this regularly.

11.2 Co-Option – discuss

JW to post a notice on the community page of St. Edeyrn's to ask for anyone who would like to be interested in becoming a Community Councillor to contact the Clerk.

11.3 Tennis Courts – temporary lines, net etc.

It was noted that the permanent line markings will be completed in the Spring 2021 temporary lines are in place.

11.4 Reinstate grass to areas from building work

It was noted that grass is growing in these areas, to wait until spring and add seeds when necessary.

11.5 Purchase of hand sanitiser, face masks and disposable gloves for all councillors

All staff and Cllrs to have appropriate PPE, also the Playing Field Rota Members – JW to liaise with RFO and Clerk.

It was noted that the padlock to Ty'r Winch Playing Field can't be open and/or closed.

DM to purchase new padlock for Ty'r Winch Playing Field gate as the existing one is faulty.

It was resolved: all agreed for DM to purchase a new padlock immediately, emergency expenditure

11.6 The Local Democracy and Boundary Commission for Wales

The original draft proposal was to be sent out in April, but due to COVID, this was put back to June 2020, it was noted that no information had been sent to OSMCC and they were not made aware that changes to the boundary had taken place.

It has been noted that Old St. Mellons will be with the Llanrumney ward, and Pontprennau will be a ward of its own.

The final recommendation report was made on 5th November, both DR and JW have had meetings with the electoral officer and have sternly expressed their objections as there has been no consultation with either themselves, OSMCC or residents.

DR and JW are urging all residents to write in and express their concerns to the lack of communication and not being notified of any consultations to the proposals taking place.

There is also concerns to the status of the Community Council and Ty'r Winch Playing field which is owned by OSMCC.

It was also noted that the draft submitted in 2019 was that Pontprennau and St. Mellons would remain the same which was supported.

It was noted that the Clerk to write to the Boundary Commission for Wales.

12. Items for next meeting (2 min)

- Precept
- Quotes for guttering and cut back trees near Village Hall roof
- Co-Option – update
- Noticeboard door – St. Edeyrn's
- Boundary Commission – update
- RFO – training – CILCA

Next meeting 10th December 2020

Meeting closed: 20:20



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