

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of virtually held meeting at 6pm on Thursday 11th February 2021

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 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) – RFO – Zoom
Dr Michelle Edwards (ME) – St. Edeyrn's Village - Zoom

1. **Apologies for absence & Acceptance (1 min)**
Cllr Ashley Bishop – work 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 14th January 2021 (5 min)**
It was approved as a true and accurate record
4. **Matters arising from the minutes of 14th January 2021 (20 min)**
 - 4.1 Review Village Hall opening
Deferred until further notice
 - 4.2 Co-Option update
Deferred until further notice
 - 4.3 Noticeboard for Village Hall – update
The new noticeboard for the Village Hall and a door has been received by RJ. The old notice board at the Village Hall needs to be removed and the new one to be fitted in its place. The Clerk has an initial quote of £95.00 to take down the old existing notice board at the Village Hall and replace with the new one and to attach the new door to the existing notice board at St. Edeyrn's Village.

It was resolved: all agreed for this to fitted at £95
 - 4.4 Waste bins – nr the fields walk off Bridge Rd
Clerk has spoken to CC and awaiting further information.

Cardiff Council Supervisor attended site yesterday and confirmed there is adequate space and safe pull in for a bin to be installed in two of the locations, it was noted the road has been reduced to a 20mph limit, so will be able to safely empty them. The only concern will be the potential for an increase in fly tipping, if this happens then CC would look to remove the bin.

As this is an adopted highway there is no charge. CC will endeavour to get the new bins installed over the next couple of weeks, but this is weather and resource dependent.
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.

DS wanted to extend his gratitude on behalf of the residents of Ty-To-Maen Close to JW for the response to the rubbish thrown over fence to slip road on Eastern Avenue.

It was also noted that there has been a skip placed in Ty-To-Maen and hopefully this will be the end to this issue.

JW made it quite clear that this behaviour is totally unacceptable and has been in touch with CC as this is classed as antisocial behaviour, if this happens again to immediately report it.

As for the existing rubbish, the area in question is a trunk road and therefore the responsibility of Welsh Government, it was noted that around March/April only once a year WG clean up the verges.

DR and JW noted they would highlight this particular area to WG so that this can be cleaned up on their next run.

DS thanked DR and JW for their help.

6. Finance (10 min)

(RFO to present financial report)

Presented to the Council 11th Feb 2021

Bank-statements have been received dated 29th January and the financial report has been completed using this information.

The expenses and cheques that need to be approved and paid are as per the Bank Rec. Expenditure is monthly expenses for the RFO and Clerk, reimbursement for cleaning products purchase and the annual waste contract for the village hall. This amount has been queried as in last February payment was made for waste removal for Feb 2020 to Feb 2021 and as such there should be credit on the account.

Cllr Stroud has provided meter readings for the gas and electricity for the village hall, which the RFO has submitted. Eon have responded regarding the gas account for the hall to advise that the monthly direct debit will be adjusted in March from £108 to £18 per month. There is a credit on the account of £635.52 which is being refunded to the Community Council bank account directly.

The precept request form was completed and submitted to Cardiff Council who have acknowledged receipt.

Q3 Bank Reconciliation has been approved by Cllr Joel Williams.

Financial Regulations were reviewed and updated during the Community Council meeting in June 2020 which included making revisions as recommended in the Internal Audit Report for 2019-20. RFO is satisfied that the current regulations are up to date.

Came & Company insurers have requested some information prior to a renewal quotation being provided. The insured amounts are as the current year. RFO has requested an amount is applied specifically for the Chair's Chain of Office insurance cover, rather than it being included under general contents and is awaiting further correspondence with a quotation for the forthcoming financial year insurance premium.

6.1 To approve the RFO's expenses

It was resolved: all agreed to pay £20.40

6.2 Fixed Asset Register to review

RFO circulated the fixed asset register – DM noted there are five benches in total in Ty'r Winch Playing Fields – all have been donated so these have been added to the Ty'r Winch playing fields register, it was noted that the benches are now to be maintained by OSMCC. The Chairs Chain of Office will be classed as Civic Regalia for the insurance and will be an itemised asset.

It was noted that the mower needs a service and has not been used for 2 years – JW contacted Cardiff Mowers but they are closed, DR will contact Webb and Hopkins to find out costs.

6.3 Hall insurance – to be reviewed

Pre renewal forms have been sent to the RFO who is currently waiting for the renewal documents, it was noted that the 1st April is the renewal date. Came & Co. queried the use of the hall and required an update, it was noted that there has been no change.

6.4 Pest control contract - annual contract price £450.00

It was noted that there will be a minimum 8 visits per year at approximately 6 weekly intervals, the contract was not renewed last year so needs approval of Community Council.

DS noted that as the Village Hall is not in use and visits the hall on a regular basis, DS will be checking for any pest activity. It was noted that the Pest Control contract will be deferred until the Village Hall is back in use.

It was noted that the PHS Group who is contracted for the sanitary receptacles in the toilets has not visited the premises since March due to Covid 19 lockdown as per Welsh Government guidelines, they have also sent an invoice in advance for the annual costs to cover Feb 21 to Feb 22 and amounts to £398.80.

It was noted that the Clerk to write letter to PHS Group as OSMCC has paid for the services for Feb 20 to Feb 21 which was during the closure.

6.5 Boiler Service – raised as per SO 54e)

Due to COVID the boiler has not been serviced, the RFO has obtained quotes – one supplier has not responded which is the last company that did the service and out of the other two, one has come back relatively quickly LG who can complete the annual service on Tuesday 16th February which will include the boiler, gas cooker and water heater for £155 + VAT. Last years' price the existing company charged £285 for the service. As this is a health and safety issue the Chair has agreed under SO 54e)

It was resolved: all agreed to go ahead with this company

7. Annual Planner (10 min)

7.1 Review the current financial year
See 6.

7.2 Review Village Hall and Grounds Risk Assessment
It was noted that the trees, bushes has still not been cut back, and guttering not cleaned. Clerk to chase.

As the Village Hall is closed it was noted that DS is undertaking regular checks.

8. Policies & Procedures (10 min)

8.1 Review Freedom of Information Act
Reviewed, no change.

It was resolved: all agreed

8.2 Review OSMCC Publication Scheme
Reviewed, no change.

It was resolved: all agreed

8.3 Review Standing Orders
Reviewed, no change.

It was resolved: all agreed

8.4 Review Financial Regulations
Reviewed, no change.

It was resolved: all agreed

8.5 Review Fire Risk Assessment
Reviewed, no change.

It was resolved: all agreed

- 8.6 Review Health & Safety Policy
Reviewed, no change.

It was resolved: all agreed

- 8.7 Review Asset Register
See 6.2

9. One Voice Wales

RJ attended a zoom meeting with One Voice Wales - Bridgend/Cardiff/Vale Area Committee – 25th January 21 and guest speaker attended - Kyle Robinson, Public Sector Engagement Co-ordinator for Wales and South West England, H M Land Registry and it was noted that:

- HM Land Registry – Survey of Community and Town Councils in Wales Working in conjunction with Welsh and central Government, HM Land Registry is tasked with registering all public sector body land by 2025, then all privately held land by 2030.
- Training modules sent out regularly, Councillors encouraged to take up these training courses.

10. Pavilion – Project

It was noted that an informal zoom meeting had taken place on 29th January 21 with DR, RJ, DM, JW and Mr Darren Connelly from Cardiff Council's planning to outline what permission is required if the pavilion was replaced by a modular building. Minutes had been taken and the Clerk had distributed these prior to this meeting.

DR spoke to CC re section 106 monies, it was noted that the monies are in place and would be available but preferably to distribute in the next financial year.

With regards to the building regs, for the pavilion as per minutes dated 29th Jan still awaiting information from CC, DR to chase.

DM noted that there has only been one quote received for the removal of the existing pavilion at a cost of £7500.00 this was to include to build the base at 2ft off the floor which is required for the new building to be situated.

JW to send details of a local builder to DM

11. Police Matters (5 min)

Old St Mellons Police Report between 13/01/2021 – 06/02/2021 - Figures are calculated specifically for the Old St Mellons area.

Call Categories

- *All other Theft - 1*
- *Violence with Injury - 3*
- *Anti – Social behaviour – 2*
- *Public Welfare / Concern calls – 1*
- *Suspicious incident - 1*

Ward Priority

The priorities identified by the local community are:

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

Actions / Activities by the local Neighbourhood Policing Team.

With Wales being in a Level 4 lockdown, 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. For the latest Covid-19 regulations please see www.gov.wales/coronavirus

Off road motorcycle annoyance is 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.

PCSO Jo Pritchard

It was noted that Rumney Police Station serves Old St. Mellons, however, it is Llanishen Police Station which serves St. Edeyrn's Village. Clerk to write to Llanishen Police Station to ask for regular updates to report back to OSMCC.

12. Planning (5 min)

None

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

Old St Mellons Community Council Report – St Mellons CIW Primary School 11.02.2021

The Head and staff adapted very promptly to unexpected changes in arrangements for schools after the Christmas Holidays. They have responded, as usual, with great professionalism and dedication in supporting children and their families. It would seem that there are increased levels of anxiety among parents and carers in the community as they manage their own work and financial commitments as well as their children's home-schooling.

To enhance children's learning and support their well-being staff have participated in a variety of Professional Development opportunities. These have included; assessment and intervention strategies for maths in Keystage 2 as well as literacy interventions. A workshop regarding national changes to support for children with Additional Learning Needs and one member of staff is involved in an extensive Senior Leadership Programme. Staff have also been involved in "Thrive," which is a programme concerning children's well-being with a particular focus on their re-engagement with school after lockdown. Several staff and Governors have also been involved with Understanding Christianity. This course is part of the school's work with Llandaff Diocese and is a long term curriculum initiative.

The training undertaken is supporting a whole school strategy of blended learning which has evolved since the beginning of the first lockdown almost a year ago. The children experience a structured learning day: There are online class sessions with opportunities for the children to both work independently and talk about their learning. Teachers and support staff also engage with children by phone and face to face online conversations. Of particular value has been the introduction of a high quality maths resource, developed by maths specialists specifically for online learning.

In addition to this provision the Hub is fully operational and is now involving the very small number of children who were finding online engagement a challenge. School has distributed additional devices so each child has access to learning and all children now have access to the internet. Support is also in place for those with specific learning or emotional needs.

The school is delighted that the vast majority of children engage with online learning and moving forward is making plans for their phased return while continually reviewing its provision for children and their families in these unusual times.

Finally, conversations with the Local Authority and the developer continue regarding the new school site with a view to opening in September 2022

*Stephen Ashton
Community Governor*

14. St. Edeyrn's Church (5 min)

It was noted that a recent meeting with the diocese that there will be one ministerial area, St. Edeyrn's Church will be staying in the Monmouthshire diocese.

15. St. Edeyrn's Village (10 min)

15.1 St. Edeyrn's Village – Persimmon charges in addition to council tax

Dr Michelle Edwards

It was noted that Mr Andrew Pearce has been involved with setting up a Residents Association, (RA) these are for residents who have been paying additional fees to Remus - these charges are on top of the full council tax bill even though Persimmon have refused to let the Cardiff Council adopt nearly all areas of estate. The fees states that the estate receives 20 visits from landscapers per year and details other charges that are very questionable, the RA would like to challenge the unregulated charges, the first meeting will be taking place on 24th February. Although the RA are for residents it was noted they will accommodate associate members (those who do not pay to Remus) and the purpose of the meeting is to gain interest to form a Committee.

DR noted that OSMCC would like to work with St. Edeyrn's Village and for residents to understand what is OSMCC and what they do, it was noted that the Community Council also has access to One Voice Wales who are a principal organisation for Community and Town councils in Wales, who represents the councils' interests and a range of high quality services to support their work. As well as providing support to St. Edeyrn's Village OSMCC can also ask County Council to provide e.g. bins, flower boxes, this could be an aid to get the community together, planting, watering etc. a joint effort with OSMCC and the community of St. Edeyrn's Village.

ME stated the main purpose of the RA is with the Remus issues, but would like all the residents to get involved. DR noted that OSMCC will provide support for all residents and asked ME to let the residents know this.

ME noted that Remus is a management company who manages the land and in addition to council tax has to pay an additional £185.00 a year. These costs are for homeowners only, the overall bill that Remus has provided is £188,000 to cover charges such as treework, gardening, surface water drainage and play equipment etc, it was noted that Remus belongs to Persimmon.

JW noted that he had been in contact with CC who were willing to adopt the roads around St. Edeyrn's Village but Persimmon refused, if there are issues with the roads, the residents would foot the bill, if Persimmon depart the site without completing the road, there will be a huge bill for the management residents.

DR asked ME to keep OSMCC informed who will provide support as much as they can.

ME to summarise Andrews Facebook post; the purpose of the Residents Association is to challenge and 'eventually' take over from Remus who are the management company for the estate.

ME thanked OSMCC.

16. Correspondence (5 min)

16.1 Charter Meeting

Clerk attended the Charter meeting dated 20 January 2021, a general catchup with the Community Council Clerks a couple of points were noted:

- Should Zoom meetings be added to SO's
It was noted that if the legalisation changes that Zoom meetings will be an acceptable alternative for the foreseeable future then this may be added to SO's.
- Should draft minutes be added to the website
As there are no rules for this to be the case, it is up to the individual Community Councils

16.2 Arco – purchases

There is no minimum spend and they deliver. Any order over £50 qualifies for free delivery and orders under £50 are £4.95 – to decide to open account.

RFO asked if cheque payments are acceptable, Clerk to check.

16.3 DM noted that the peach, pear and apple trees has arrived and asked if someone is available to put them in Ty'r Winch playing field. RJ noted that a local resident will be more than willing to do this.

Peach tree - Irish Peach 1-year Bare-root MM106
Plum tree - Victoria 1-year Bare-root St. Julien
Apple tree - Herefordshire Russet 1-year Bare-root MM106
Apple tree - Laxton's Superb 1-year Bare-root MM106

16.4 Noted – RFO to contact contractor there is some garden waste nr Church Lane in front of Coach House, could this be removed.

17. Items for next meeting (2 min)

- Arco – update cheques acceptable?
- To plant Peach, Plum and Apple Trees in Ty'r Winch Playing Field – volunteer update
- Garden waste – Church Lane, Coach House – update
- Mower – DR update
- Insurance renewal – update
- PHS Group update – clerk

The meeting closed at: 20:10 hrs.

Next meeting 11th March 2021



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