

# **OLD ST. MELLONS COMMUNITY COUNCIL**

Minutes of virtually held meeting at 6pm on Thursday 11<sup>th</sup> March 2021

**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) – RFO – Zoom  
Mr John Summers (JS) - Zoom

1. **Apologies for absence & Acceptance (1 min)**  
None
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 11<sup>th</sup> February 2021 (5 min)**  
**It was approved as a true and accurate record GH Approved and DS seconded**
4. **Matters arising from the minutes of 11<sup>th</sup> February 2021 (20 min)**
  - 4.1 Arco – update cheques acceptable?  
**It was resolved: all agreed to open an account**
  - 4.2 Planting of Peach, Plum and 2 Apple Trees in Ty'r Winch Playing Field – volunteer update  
A resident generously volunteered to plant all the trees which has now been completed.  
Gwen Jones former Chairman of the Community Council would like to plant an Almond tree in memory of her late husband.  
**It was resolved: all agreed**
  - 4.3 Garden waste – Church Lane, Coach House – update  
The garden waste has been removed and disposed of at a cost of £50  
**It was resolved: all agreed as this matter was an urgent request**
  - 4.4 Mower – DR update  
It was noted that the Clerk has had a request, that if the Community Council will be disposing of the mower, an offer has been made.  
  
It was agreed that the RFO to seek advice from OVW with the legalities of the sale.
  - 4.5 PHS Group update – clerk  
It was agreed that they have made an offer to reduce the payments but there is an admin fee of £100.00  
**It was resolved: all agreed to accept their offer.**

**4.6 Review Village Hall and Grounds Risk Assessment – bushes and trees at Village Hall not cut back – Clerk update**

It was noted the contractor returned and cut back the bushes and trees further, as requested.

It was noted that DS had carried out a fire risk assessment of the Village Hall and noted there needs to be work carried out prior to opening of the Village Hall, DS will send the RFO details on what is required.

It was noted that the Caretaker needs to clear all the moss from the footpaths around the Village Hall – Clerk to contact the Caretaker.

**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.*

Mr John Summers attended the meeting, but due to audio difficulties we were unable to clearly hear any comments or issues but did agree he would like to attend the next meeting.

**6. Finance (10 min)**

*(RFO to present financial report)*

*Presented to the Council 11<sup>th</sup> March 2021*

*Bank-statements have been received dated 26<sup>th</sup> February 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 January for the Clerk and February for the RFO, Overtime worked in January for the Clerk and the Clerk's Society of Local Council Clerks annual membership, Village Hall Boiler Service and Fire Risk Assessment, Councillors Annual Allowances for 2020-21, purchase of a padlock, Removal and replacement of noticeboards, Groundwork including coppice of hazel trees, trimming of overhanging trees by the village hall, and the quarterly payment of the grass cutting contract.*

*It should be noted that the invoice for the trimming of overhanging trees by the village hall, also includes a £50 charge for the removal of fly tipped branches. The contractor was asked to provide a quotation for the work to clear the flowerbeds on Church Lane of fly tipped branches but was not instructed to do the work. The work has been completed however and an invoice provided.*

*The annual waste disposal contract for the village hall was queried by the Clerk and PHS have confirmed they will suspend and credit all invoices from the point the service was halted until it is resumed. This is on the basis that a refundable administrative fee of £100 is paid to PHS. This amount has been included under the expenditure to be approved on the finance report.*

*£635.52 has been received during February from Eon as a refund for overpayment on the gas for the village hall.*

*A VAT reclaim was submitted to HMRC by the RFO in November 2020 for VAT paid from April – Sept 2020 amounting to £2621.21, but this has not yet been received by HMRC. A claim will be submitted at the end of March to cover Oct 2020-March 2021 and the RFO suggests a letter is included with this to enquire into the delay for the previous claim.*

*TalkTalk have written regarding the broadband contract for the village hall and advised that currently they are charging out-of-contract prices. They have suggested a new contract at £18 per month + VAT which would see a monthly saving of £8.40 per month for the same service.*

*The Information Commissioner's Office (ICO) states there is a legal requirement to pay an annual data protection fee for any organisation that holds personal data under the General Data Protection Regulations. As the Community Council is classed as a data controller there is a requirement to notify the ICO and pay the annual fee. For a small Community Council, the annual fee is £40 if paid by cheque or £35 if a direct debit payment is set up.*

*Came & Company insurers have provided the insurance renewal premium which has seen an increase in fees from last financial year at £1380.26 compared to last year at £1253.57. They are offering either a 1-year arrangement or a 3-year long-term agreement at the same premium.*

- 6.1 To approve the RFO's & Clerk's expenses  
RFO expenses: £11.95 Clerks expenses £37.88  
**It was resolved: all approved**
- 6.2 To approve Clerk's overtime – planning January zoom meeting - 2hrs  
**It was resolved: all approved**
- 6.3 Hall insurance – to be reviewed  
It was noted that the renewal date is 1<sup>st</sup> April and Came & Co offered another 3-year agreement, last year's premium was £1253 and this year's offer is £1380.26 per one year agreement, the new underwriter Pen would keep the same fixed price rate for the 3 years. Came & Co had 3 quotes and Pen was the cheapest and recommended.  
**It was resolved: all agreed with the recommendation of the cheapest quote and agreed to another 3-year agreement.**
- 6.4 Boiler Service – update  
The service has been carried out and now up to date.
- 6.5 Flue needs sealing – to approve  
It was noted during the boiler service that the flue needs cement where it exits the building of the Village Hall, only a small amount is required. DS says that he will carry out this task.  
**It was resolved: all agreed for DS to undertake.**
- 6.6 SLCC Membership renewal – Clerk  
It was noted that the Clerks membership renewal is £112.00 annual fee.  
**It was resolved: all agreed to pay for the membership fee**
- 6.7 Talk Talk contract  
It was noted by the RFO that the current contract has expired and has negotiated a new offer of £18 + VAT per month = £21.60 which is cheaper than the existing tariff.  
**It was resolved: all agreed to new contract price**
- RJ asked if this could be added to the annual planner, so this can be checked regularly.
- 6.8 ICO registration  
RFO had informed the Cllrs that it is a legal requirement with regards to data protection and need to be registered annually to make sure that OSMCC are compliant, the annual fee of £40 is a registration fee to ICO. RFO had also noted that this fee could be set up as a DD which would see a reduced cost to £35 annually.  
**It was resolved: all agreed to go with direct debit to pay annually**
7. **Annual Planner (10 min)**
- 7.1 Risk assess St Edeyrn's wall and gates  
Due to COVID no-one has been unable to attend the site.  
It was also noted once restrictions are lifted to meet with the Church to discuss possible grants.  
Defer to a later date.
- 7.2 Review insurance provision  
See 6.3
- 7.3 Prepare Audit  
It was noted that new procedures will be in place in the near future – RFO to update Cllrs as information arises.
- 7.4 Quarterly signing of Bank Reconciliation  
It was noted that JW will sign.
8. **One Voice Wales (5 min)**  
It was noted that RJ will be attending module 4 'Understanding the law' on the next training session – 22<sup>nd</sup> March 21 via webinar.

## 9. Pavilion – Project (5 min)

9.1 Remove hedge and roots to the front of the pavilion, it was noted that only one quote was received. Due to the urgency because of possible nesting birds, it was agreed to accept this quote of £400 from PC.

**It was resolved: all agreed with this quote and due to urgency for works to be carried out.**

9.2 Further to previous discussions DM had sent quotes to the Cllrs with comparison of costs for new and refurbished modular units as supplied by Modex Spaces Ltd. Whilst a refurbished module is a second-hand unit it would be cleaned and re-sprayed together with nearly new sanitary-ware installed and carry a 3-month guarantee. Furthermore, it would cost £3000.00 less than an equivalently specified new unit which had a 12-month guarantee. With regards to heaters, lighting etc, a refurbished unit would have full safety checks prior to purchase.

It was reported that further to negotiation a new module unit would have its exterior resprayed at no extra cost along with an additional window in the kitchen that would double-up as a serving hatch to the front of the building. DM had had it confirmed that a respray could be in RAL dark green or some other colour off the RAL paint chart, but dark green was favoured as it would help the building blend with its surroundings.

In considering the module's flat roof it was suggested that a fascia trim would enhance the building's aesthetic appearance and at a cost of £3000 it was considerably less than the estimated £12500 for a pitched roof alternative. DM added that if a new unit were purchased there was a 15 to 16 week delivery period, whereas a 10 to 12 week period could be expected for a refurbished unit.

RJ had asked if the old pavilion could be removed in one piece as Glamorgan Wanderers Rugby Club had expressed an interest in acquiring the unit for a girls' rugby changing rooms. However, it needed to be established if it could be transported without breaking up or suffering severe damage due to its 40 plus years age. Also, Glamorgan Wanderers Club would need to consider the cost of transportation.

It was further reported that the alternative of disposing of the old unit based on the first quote received would be £5000. As required two further quotes were currently being sought. The cost of disposal was higher than anticipated because the old pavilion would need to be broken down into its recyclable and non-recyclable parts before it was moved from site. There was also the costs of removal and disposal to be considered.

Following a lengthy discussion, it was agreed in principle that a new building along with fascia trim would be the better option rather than a second-hand refurbished unit.

**It was resolved: all agreed to pursue the final costs of a new building supplied by Modex, including the build of a concrete block base on which the unit would sit and electrician costs. It was noted that a 50% deposit would be required to secure the new unit with the balance outstanding on delivery.**

Finally, it was noted that DR would speak with CC with regards to the provision of S106 money. DM was asked to discuss the provision of a draft contract for purchase from Modex for councillor's consideration and to arrange for a councillor visit to take place to the Modex site.

## 10. Police Matters (5 min)

*Old St Mellons Police Report between 06/02/2021 – 10/03/2021*

***Figures are calculated specifically for the Old St Mellons area.***

### *Call Categories*

<i>All other Theft</i>	<i>0</i>
<i>Criminal Damage &amp; Arson</i>	<i>0</i>
<i>Vehicle Crime</i>	<i>0</i>
<i>Violence without Injury</i>	<i>1</i>
<i>Violence with Injury</i>	<i>0</i>
<i>Public order offences</i>	<i>0</i>
<i>Burglary - Dwelling</i>	<i>0</i>
<i>Other Sexual offences</i>	<i>0</i>
<i>Miscellaneous crimes</i>	<i>0</i>

Drug offences	0
Shoplifting	0
Anti – Social behaviour	1
Transport	0
Public Welfare / Concern	
Calls	6
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. The Welsh government are announcing changes to the regulations on Friday 13th so please make yourselves aware of the new regulations. For the latest Covid-19 regulations please see [www.gov.wales/coronavirus](http://www.gov.wales/coronavirus),

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.

#### **St Edeyrn's Village Police Report between 06/02/2021 – 10/03/2021**

**Figures are calculated specifically for the St Edeyrn's Village.**

#### Call Categories

All other Theft	4
Criminal Damage & Arson	2
Vehicle Crime	0
Violence without Injury	5
Violence with Injury	2
Public order offences	0
Burglary - Dwelling	0
Other Sexual offences	0
Miscellaneous crimes	2
Drug offences	0
Shoplifting	0
Anti – Social behaviour	1
Transport	2
Public Welfare / Concern	
calls	2
Suspicious incident	3

PCSO [Jo.Pritchard@south-wales.police.uk](mailto:Jo.Pritchard@south-wales.police.uk)

## 11. Planning (5 min)

**11.1 Application No. 21/00188/DCH** proposal: proposed single storey rear extension, removal of existing conservatory and construction of single storey side extension with sun lounge extension location: The Chase, Began Road.  
Noted.

**11.2 Application No. 20/02078/MJR** proposal: residential development of up to 160 units with associated infra structure, landscaping and access location: Land Adjacent to St Julians House, Bridge Road.

It was noted that the residents of St. Edeyrn's village raised concerns that Persimmon will use the private road as it would be necessary to gain access to the site, residents pay a service charge for maintenance and there will be construction traffic using a road the council may or may not adopt. The Clerk to send a letter to planning to raise concerns for the local residents with the impact on adjacent developments.

## 12. St. Mellons Primary CiW School (5 min)

*St. Mellons CIW Primary School Report 11.03.2021*

### Covid 19

*School has a comprehensive set of measures in place to keep children and staff safe. These protocols are under continual review. School works alongside the Local Authority to ensure best practice and responds promptly to any new guidance published by the Welsh Government. There is a robust Covid Risk Assessment "live" document which is under continual review.*

### School Re-Opening

*Staff were delighted to see the return of the Foundation Phase children and are looking forward to seeing the older children from 15<sup>th</sup> March. The immediate priorities, as children return, will be to assess where children are with regard to their learning and then continue to raise standards in numeracy and literacy. At the heart of this process is the focus on children's emotional well-being. This will involve re-establishing the positive face-to-face relationships that already exist between adults and children, providing children with the opportunity to nurture old and new friendships and helping them re-adjust to being back in school.*

### Teaching and Learning

*As events unfolded over the past year teachers and support staff developed a wide range of skills and strategies to support children's learning at home. What has become known as "Blended Learning" involves live teaching online, recorded online sessions, opportunities for children to work independently and engage with classmates with the support of their teacher. In addition, teachers and support staff have kept in regular and frequent contact with children and their families, particularly those who are vulnerable. A way of working has evolved which offers the children structured learning throughout the day with the flexibility to adapt depending on the circumstances of each child. School has regularly sought feedback from parents as to the effectiveness of this online provision. Most recent comments from parents have been very positive:*

*"Since there have been more online classes and help we have noticed a huge positive difference and feel they are not missing out so much, which is reassuring for us as parents during this difficult and stressful time. My child is happier and enjoying the interaction with both teachers and friends."*

*"My children love receiving comments from the teachers, it keeps them motivated and helps them feel less isolated. It's nice to see them smile."*

*"The whole structure is fab. I know exactly what to do and when to do it."*

*In the midst of these challenging times staff act with dedication and professionalism and are focused on the children's return to school. Looking to the longer term there are two significant changes to children's education in Wales*

- *The New Curriculum-September 2022*
- *Changes to provision for those children with Additional Learning Needs*

*While neither of these is legislation as yet staff, led by the Head and Senior Leadership Team, have already developed plans to embed these new ways of working into school life.*

New Build

No further updates at present.

Stephen Ashton  
Governor of Old St. Mellons CiW Primary School

**13. St. Edeyrn's Church (5 min)**

Nothing to report

**14. St. Edeyrn's Village (10 min)**

It was noted that a car had been stolen off a driveway on the night of 10<sup>th</sup> March.

It was noted that the bins have been installed by Cardiff Council on Bridge Road, close to footpaths as requested by OSMCC.

**15. Correspondence (5 min)**

**15.1 Consultation – Dog fouling - Schedule C**

*Public Spaces Protection Order (PSPO)*

The Clerk had as requested contacted other Community Clerks with regards to the dog control provisions of Cardiff Council's PSPO Dog Control Order. Only one Community Council had taken the time to respond to the clerk's enquiry and that was that they supported the Order. It was noted that CC will only monitor parks belonging Public Spaces Protection Order the Council and will put up their own signs on the children's play areas. CC will add Old St Mellons facilities in Ty'r Winch Road to their list of authorised areas where dog fouling will be enforced by law.

DR will discuss with Cardiff Council how dog fouling in Ty'r Winch Road Playing Field could be monitored and enforced.

**15.2 Bird boxes to purchase**

It was noted that DM would like to purchase bird boxes at £3.50 each

**It was resolved: all agreed for DM to purchase**

**15.3 Youths in Ty'r Winch Playing Field**

It was noted that local residents while visiting the playing field felt intimidated by a group of youths in the park, they were seen smoking weed as the resident could smell it. Clerk to write to the Police asking if they could monitor the field. Also noted was that electric scooters were being used to ride around the park, Clerk to ask Police for advice.

**15.4 Village Hall – prepare to open?**

It was noted that before the Village Hall can open some works need to be carried out see 4.6 there was a suggestion to have an odd job man, to carry out small jobs around the Village Hall.

**15.5 Steps to the Village Hall – Caretaker to paint yellow**

It was noted that the steps to the Village hall the existing yellow paint have faded, Clerk has asked for the Caretaker to re-spray the areas, once the weather improves.

**15.6 Cleaners' keys not working**

It was noted that the Cleaner could not access the Village Hall, the keys would not work, Clerk has arranged for the Caretaker to meet up with the Cleaner and check to see if a new key is required.

**15.7** It was noted that the Rotary Club would like to use the hall when it is open for their regular meetings, as their original venue has closed. It was noted that normal charges apply.

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

- Ride on Mower disposal re OVW advice
- Works to Village Hall prior to opening DS & RFO
- Youths and Scooter in park - Clerk
- Odd job man?
- OVW Membership renewal £603.00

**The meeting closed at: 8:15hrs**

**Next meeting 8<sup>th</sup> April 2021**



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