

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of virtually held meeting at 6pm on Thursday 8th April 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 11th March 2021 (5 min)**
It was approved as a true and accurate record
4. **Matters arising from the minutes of 11th March 2021 (20 min)**
 - 4.1 Village Hall works to be carried out prior to opening – DS, RFO update
DS informed that all works nearly completed, the flue outlet where it exits the building will be cemented shortly.

It was noted that the moss on the paths have not been completely removed and the steps to be painted with yellow lines has not been completed by the Caretaker.
 - 4.2 Ride on Mower disposal re OVW advice – update
OVW advised *Model Financial Regs under Assets, Land and Property states “No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250, also that the Local Government Act 1972 gives a council the power to dispose of land/property it owns as long as the sale raises full market value of the asset sold as per email dated 17/3 – it was noted that an estimate is needed for the scrap value of the mower and then it becomes open to bids.*

Due to the information above this has been deferred to a later date.
 - 4.3 Youths and Scooter in park – Clerk update
Clerk contacted the Police and they would patrol the area wherever possible, if they are advised of a period when the youths are most likely to be seen, then they would endeavour to patrol the area during that timeframe. With regards to the electric scooters, they are allowed to ride them as long as they aren't causing harassment, alarm and distress. They believe this law is currently being reviewed as the government are viewing the electric scooters as a viable green option for travel.
 - 4.4 Odd job man – discuss
To be deferred at a later date

4.5 OVW Membership renewal £603.00

It was noted that this is a valuable membership, also noted that the price has increased by £100 from last year. All agreed this is important to keep this membership.

It was resolved: all agreed proposed by RJ seconded by GH

4.6 Application No. 20/02078/MJR re development to St. Julian's House - road access – Clerk update.

Clerk sent a letter registering concerns over road access by construction vehicles to the planning office and there was a response confirming that it has been forwarded to the Case Officer so that the issues raised can be considered as part of the process of assessing the application.

4.7 Dog fouling - Schedule C – able to prosecute re Ty'r Winch Playing Field - DR update

DR noted that this will only be applicable to the Children's playground to the playing fields. It was noted that CC will be putting notices on the fence to the playground.

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.

It was noted that a resident has complained about a quad bike riding around in Ty-to-Maen Close at speed, it has been reported to the Police, however, the resident asked if the Community Council are able to help.

5.1 Co-Option debate

It was noted that Mr John Summers completed the Co-Option form, the Chair called for a vote to Co-Opt Mr Summers, the Councillors voted unanimously with a show of hands.

It was resolved: all agreed to Co-Opt Mr John Summers

6. Finance (10 min)

(RFO to present financial report)

Presented to the Council 8th April 2021

Bank-statements have been received for the main account dated 30th March, but no statement for the savings account has yet been received. 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 February for the Clerk and March for the RFO, Overtime worked in February for the RFO, One Voice Wales Annual membership renewal, Groundworks including removal of trees by the Pavilion.

The annual bill for Council Tax for the village Hall has been received for which Cardiff Council have made no charge for the forthcoming year.

The annual contract with TalkTalk has been set up at the lower premium. This is effective for 12 months from 18th March. As the payment for the month up until April 7th had already been taken at the higher amount, the additional amount will be credited to the account and the bill adjusted in April.

The Community Council has registered with the Information Commissioner's Office as a data controller and a direct debit set up to pay the annual fee of £35.

The account with ARCO has been created to purchase cleaning products.

Following a query sent to Welsh Water, they have confirmed the location of the water meter relating to the Village Hall and advised they will be taking a reading in April.

A VAT reclaim payment is due for the year totalling £4736.41.

The refundable administrative fee has been paid to Personal Hygiene Services (PHS) amounting to £100 + £20 VAT. Two further letters have been received requesting the annual bill for 2021-22 is paid. Clerk has queried this as it is against the agreement they offered.

6.1 To approve the RFO's & Clerk's expenses
It was noted the Clerks expenses is £37.88 and the RFO £36.90
It was resolved: all agreed DM proposed GH seconded

6.2 To approve the RFO's OT – 4hrs
It was noted that the RFO had carried out extra work due to insurance renewal, ICO registration and needing an extra trip to OSM for signatures.
It was resolved: all agreed

6.3 PAYE months 1-3 by July 21
It was noted that the Planner shows these PAYE months, this needs to be changed as this should read 9-12 months. Clerk to change Planner.

6.4 Agree Financial figures RFO annual return – VAT recovery review
RFO sent an email for the annual return – VAT review completed

6.5 National Living/Minimum Wage
It was noted that the new NMW commencing 1st April 2021 is as follows:
Apprentice - £4.30 Under 18 £4.62, 18-20 £6.56, 21-22 £8.36, 23+ £8.91
For information only.

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

7.1 PAYE months 1-3 by July 21
See 6.2

7.2 Agree Financial figures RFO annual return – VAT recovery review
See 6.3

8. **One Voice Wales (5 min)**

It was noted that the next meeting is on 19th April 21

9. **Pavilion – Project (5 min)**

OVW advised that the *General Disposal Consent (Wales) 2003* gives a council the power to sell land/property for less than full value if the council considers the purpose for which the land/property to be disposed of is likely to promote or improve any one or more of the following i.e., economic, social, or environmental wellbeing of the whole or part of its area or all or any persons present or residing in its area see email dated 17/3

Clerk to contact OVW to query this advice as the Pavilion is no longer fit for purpose and is over 40 years old.

DR raised concerns with the Modex quote with regards to the clause 5.2

Cllr Matthews agreed to correspond with Modex, the potential pavilion supplier, to clarify that their 60-day quote validity period shown on the price & content specification would supersede clause 5.2 of the Modex 'Standard Conditions of Sale'. Similarly, that the payment terms of 50% on order + 50% on delivery as per the quotation would replace the full payment at time of order clause in the Standard Conditions of Sale.

It was noted that the lock from the pavilion and the tennis courts has been taken, a spare one has been put on the tennis courts by RJ.

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

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

Call Categories

<i>All other Theft</i>	<i>3</i>
<i>Criminal Damage & Arson</i>	<i>1</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>1</i>

Miscellaneous crimes	0
Drug offences	0
Shoplifting	0
Anti – Social behaviour	5
Transport	2
Public Welfare / Concern calls	7
Suspicious incident	0

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 coming out of a Level 4 Lockdown it is important that you continue to make yourselves aware of the current restrictions. For the latest Covid-19 regulations please see www.gov.wales/coronavirus

South Wales Police are still dealing with Covid-19 incidents and continue to Engage, Educate, Encourage and Enforce.

With the weather changing and the summer approaching we will be seeing an increase in off road bike annoyance. This still remains a priority and we will continue to work closely with the council in running operations that target those responsible.

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.

PC Jo Pritchard

It was noted that the Clerk is still trying to get specific reports for St. Edeyrn's Village.

11. Planning (5 min)

None

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

St. Mellons CiW Primary School Report 7.4.2021

I have had a brief conversation with the Head who says she is expecting a much more settled Summer Term. To ensure everyone's safety and to minimise the risk of transmission, school will operate with the already established Health and Safety procedures and children will remain in their bubbles. Also, the new school build remains on track for September 2022.

Stephen Ashton

Governor of Old St. Mellons CiW Primary School

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

It was noted that there will be a Ministerial meeting on Tuesday, with proposals that there will be one Vicar covering all ministerial areas, more information will be available once the meeting has taken place.

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

Nothing to report.

15. Correspondence (5 min)

- 15.1 Local Government and Elections (Wales) Act 2021 – Remote meetings after 1st May
It was noted that information received from OVW noted that within this article states; *The Act makes it easier for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings - where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents, currently provided through The Local Authorities, (Coronavirus) (Meetings) (Wales), Regulations 2020 Act and it is intended to have effect from 1 May 2021 to dovetail with the expiry of The Local Authorities, (Coronavirus) (Meetings) (Wales), 2020 Regulations. These provisions will also apply to community councils.*

Clerk suggested that the SO's should be updated to reflect this change (see also LGE (Wales) Act 2021 47,49 and schedule 4

- 15.2 Local Government and Elections (Wales) Act 2021 – publication of documents within 7 days of Community Council meeting
It was noted that information received from OVW noted that within this article states; *the electronic publication of documents extends to include making available key information as soon as reasonably practicable, and within seven working days of the community council meeting taking place and must include: the names of members who attended; apologies for absence; declarations of interest; any decisions taken and the outcome of any votes. This would not apply to any decisions taken in private, or where disclosure of the information would be contrary to any enactment.*

For information only. SO to be updated

- 15.3 SLCC branch meeting – Clerk
Clerk attended the SLCC branch meeting on the 17th March and some key points were discussed.
- Employment contracts will now be audited
 - New Audit arrangements will be deferred to 2021/2022
 - Draft Minutes must be published after 1st May
 - Training at present free up to 2 places

- 15.4 Consultation: Local authority power to trade via OVW – email 25/3
The Local Government and Elections (Wales) Act 2021 gives qualifying local authorities a general power of competence. Authorities may use the general power to do things for a commercial purpose.

A brief discussion took place in connection with a consultation paper received from OVW in relation to Local Authorities Power to Trade as commercial entities. Whilst it was acknowledged that certain restriction would be put in place by regulations there was concern expressed over the possibility of business failure & how any loss would be addressed, the problems associated with project delivery, budget shortfall & timescale issues. There were similar concerns voiced in relation to the regulations being extended to community councils, albeit the scope was restricted to being eligible to trade in their ordinary functions.

- 15.5 Licence for Microsoft Business suite and email address
It was noted that the Clerk has reported the existing laptop has broken and has purchased a new one as a matter of urgency, has asked approval for the Microsoft Office 365 Business Standard licence (one email address and programs) in order to continue to carry out duties. The price is £9.40 + VAT on a 12-month term – monthly, this includes the existing email address account.

It was resolved: all agreed

It was noted that the old laptop in the possession of the RFO had an overhaul at a cost of £50 as per minutes of 12th May 2016, however, the laptop is still extremely slow. A request for a new laptop of £500 was made on 9th November 2017 minutes 7.1, but this was never actioned by the Clerk or RFO, Clerk/RFO would like to look into a purchase of a new laptop.

It was resolved: all agreed

15.6 Rotary Presidents

RJ asked if the Rotary Presidents Board showing past and present can be put up in the Small Hall.

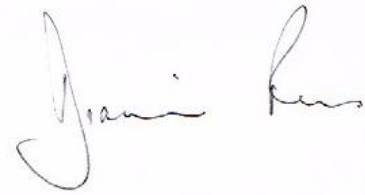
It was resolved: all agreed

16. Items for next meeting (2 min)

- St. Edeyrn's Church – update re Ministerial meeting
- Police Reports specifically for St. Edeyrn's Village – Clerk update
- Village Hall moss and paint to steps – update
- Charter Meeting – Clerk update

The meeting closed at: 8:15hrs

There followed a private meeting to discuss wages/salaries for Staff



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