

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes for meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 6pm on Thursday 14th October 2021

Present:

Chair: Cllr Dianne Rees (DR)

Vice Chair: Cllr Rosemary James (RJ)

Councillors: Cllr Jane Croad (JC)
Cllr Gaynor Hassan (GH)
Cllr Dennis Matthews (DM)
Cllr Derek Stroud (DS)
Cllr Joel Williams (JW)

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

RFO to the Council: Mrs Nadine Dunseath (ND)

1. **Apologies for absence & Acceptance (1 min)**
Cllr Ashley Bishop – Holiday
Cllr John Summers – other commitment
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 meeting held on 9th September 2021 & Extraordinary Meeting held on 20th September 2021 (5 min)**
It was resolved as a true and accurate record GH Proposed DM seconded

[JW arrived 18:10](#)

4. **Matters arising from the minutes of 9th September 2021 & Extraordinary Meeting held on 20th September 2021 (15 min)**
 - 4.1 Bin to Tennis Courts – Clerk update
Clerk has emailed but awaiting return of contact as on annual leave.
DR will also look to source through CC.
 - 4.2 Mower – update - bids to discuss at end of meeting
Clerk has received bids by post.
 - 4.3 Caretaker incl. amendment to job description update
Clerk has received two expressions of interest.
Clerk to ask for CV's.
RJ, DM, DS to arrange job description update
 - 4.4 WIFI review – update
Clerk has sent letter confirming agreement; however, Vodafone still require details.
AB to update.
 - 4.5 Pest Control – Hall & Field update
Clerk has received an email that they have attended the field and will follow up in a couple of weeks.
Clerk to chase with regards to the Village Hall, as not all areas has been serviced.
 - 4.6 Notice Boards – update
Clerk has received a quote from the existing supplier - £3060.00 for two notice boards
Noted to order one Notice Board for Ty'r Winch Playing Field
It was resolved: all agreed to purchase one.
 - 4.7 Roof Warranty – inspection carried out?
DM – inspection carried out and invoice received.

4.8 Quotes for pathway – Village Hall

Clerk has received quotes, one for the puddling that is occurring on the walkway to the Village Hall quote - £280.00 the other quote is for works to improve pathway for disabled access by widening existing.

DS noted that to widen the access ramp to the side of the hall is not necessary.

It was noted to go ahead with the puddling problem at £280.00 as this is a health and safety issue.

It was resolved: all agreed

5. Local Residents (15 min) – web link available on request if meeting held via Zoom

Under Standing Order 64 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.

Resident agreed with DS not necessary to widening the access to side of hall.

6. Published proposals re Parliamentary Boundary Review

a) Local boundary review

Minister rejected the Local Boundary Commissions Final Recommendation to split the ward of Pontprennau and Old St Mellons and create a new ward of Llanrumney with Old St Mellons. The ward will remain as Pontprennau and Old St Mellons.

b) Parliamentary Boundary review

Clerk to send a response noting the Community Council wishes to reiterate the long-established ties which exist between the communities of Old St Mellons, Pontprennau, Lisvane and Llanishen.

7. Finance (15 min)

(RFO to present financial report)

Presented to the Council 14th Oct 2021

Bank-statements have been received for the main account and the Savings account dated 30th Sept, 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 admin fees for Burial Charges, Expenses for Clerk and RFO for Sept, Fields in Trust Membership Annual Renewal, Clearing of brambles, Tennis Court Gates Installation and Smart Access costs.

Income received during Sept is as follows: -

Burial fees for cheques amounting to £120 and £215 (Total £335)

VAT reclaim from HMRC totalling £230.35

Tennis Club Membership totalling £120 (A total of £1025 has been received to date)

Village Hall Bookings totalling £120 (Invoices have been sent for Sept & Oct and a further £810 is expected)

Talk Talk have confirmed that they increased prices in August for the Broadband/phone line for the village hall to the amount of £24 despite negotiating a cheaper deal with them in April.

EDF have assessed the monthly direct debit payments for electricity usage at the playing fields and will be increasing them from £5 to £10 which will take effect from the October payment.

The Q2 bank reconciliation has been agreed and approved by Cllr Joel Williams.

NatWest Bank is still to create a Business Reserve account for the Tennis Club.

Despite paperwork being submitted to the Caerphilly Branch on 29th June and a copy resubmitted on 23rd August directly to the Business Services Office via post the account has not yet been created.

Village Hall Council Tax – RFO has contacted Cardiff Council to advise the village hall reopened to regular hall users but not the general public on 16th August and enquired if there should be any adjustment to the annual bill.

7.1 To approve the RFO's & Clerk's expenses
RFO £15.40, Clerk £34.88
It was resolved: all agreed

7.2 To approve the Clerks and RFO's OT
Clerk 10 hrs and RFO 2 hrs
It was resolved: all agreed

It was noted that a review is needed for RFO and Clerk, Clerk to arrange a meeting as soon as possible.

7.3 Quarterly signing of bank reconciliation
JW has carried out the quarterly signing

7.4 PAYE months 4-6
RFO confirmed payment.

7.5 To approve last years' annual return
External Auditors comments not yet received.

7.6 Set next years' precept
RFO sent a budget report, the precept is not required until January 2022.

7.7 FIT Membership renewal £65
It was resolved: all agreed

7.8 Procut invoice – conifer £50
This has been discussed previously and the tree required additional work.
It was resolved: all agreed

8. Annual Planner (10 min)

8.1 Quarterly signing of bank reconciliation – see 7.3

8.2 PAYE months 4-6 – see 7.4

8.3 Approve last years' annual return – see 7.5

8.4 Draft any Xmas events
Carol Service 17th December, Ty'r Winch Inn has offered to host.
Musicians who normally play at Ty'r Winch has volunteered to play Carols. Noted to start at 6pm. Father Christmas has offered to attend.

It was noted to purchase some selection boxes at a cost £80.00 to give to the children who attend the Carol Service, mulled wine will be provided by Ty'r Winch Inn.

It was resolved: all agreed for the provision of selection boxes

8.5 Set next years' precept – see 7.6

8.6 Hall hire charges review
It was noted that this was discussed at the extraordinary meeting on 20th September and it was agreed to keep the charges the same.

9. Policies and Procedures (5 min)

9.1 Review Polices & Procedures
All Cllrs to check and any issues to bring to the next meeting.

10. OSMCC Tennis Club (10 min)

10.1 Gate installation
It was noted that the gate has now been installed and works completed.
New code has been given to OSMCCTC Members.

10.2 Club Spark
Clerk contacted LTA and requested training dates. Training carried out via Zoom on Monday 11th October 2021. In attendance Clerk, RFO, DR, RJ and JC.

It was noted that transactions with Club Spark is via Stripe – there are transaction charges and it was suggested to add these charges with the initial membership costs.

It was resolved: all agreed for payments to be received via Stripe to Club Spark – RFO to set up.

There are many elements to setting this up. JC suggested to find out more information and ask the OSMCCTC Management Committee for support with this.

11. Pavilion (15 min)

11.1 Suggestion of volunteers to tidy up Pavilion

It was noted that £250 was provided by OSMVA for paint, this was offered by OSMVA and it was noted that OSMCC did not approach OSMVA for any funding. It was noted that two volunteers painted the pavilion and tidied up inside, it was agreed that the pavilion looks much better.

It was noted that painting and tidying up is a temporary measure, so that the OSMCCTC Members and others will be able to use the facilities inside the pavilion, until such time as the new pavilion is ready to be constructed.

JC had to leave 19:35

It was noted that DR and JW had a meeting with the County Council – re S106 monies and it was agreed that the vast majority of this money can be spent on the pavilion, the first tranche of money will be given when the new builds at St. Julian's commence. The monies will first go to the County Council then allocated to the Community Council, it was noted that a Working Party would need to be set up so that ideas, information and general agreement could be made and this can be brought to the Community Council meetings. The meeting with the County Council was very positive and they commended that OSMCC managed to set up a Tennis Club.

11.2 Setting up a Working Party to report to Community Council

DR, RJ, JW, DM, DS to invite JC and AB to be part of this Working Party.

12. Police Matters (5 min)

There was no Police report for St. Edeyrn's Village other than the information below:

- Asb – 3
- Violence against the person - 4
- Sexual offences – 1
- Burglary – 2
- Theft – 2
- Criminal damage – 0
- Drugs – 0

No Police report received for Old St. Mellons

13. Planning (5 min)

None

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

Old St Mellons Community Council Report-St Mellons CIW Primary School-14.10.2021

New School Year and Covid

The school year is now fully underway and the children have returned eager to learn and are enjoying each other's company. When I visited school recently there was a lovely "buzz" of learning coming from all the classrooms!

While school is returning to normality staff and children continue to strictly implement government guidelines;

- A small but very dedicated team of cleaners work extremely hard to ensure the working environment is spotless
- Key stage 2 children are separated from Foundation Phase children

- Parents and families are reminded regularly about the importance of wearing a mask while maintaining a social distance as children are dropped off and collected from school
- Parents and families are kept up to date about what to do if their child is unwell

Whole School Celebration

Recently the children and staff enjoyed celebrating Harvest Festival in the Parish Church and were very pleased Reverend Kellen was able to join them. The children read, performed and as always behaved exceptionally well. There were many generous donations of tinned and dried food which will be shared between the local Food Bank and the Oasis Centre for Refugees.

Children's Learning

Learning and well-being are underpinned by Values which children reflect on each half term. At the moment there is a focus on "Responsibility."

Being responsible for

- what we say
- spending our time wisely
- our feelings and anger
- using our talents wisely
- family members and loving one another as God loved us

Children enjoy their learning through a variety context and are encouraged to learn new skills, be creative and become confident in their in maths and number, language, literacy and communication.

The contexts for this half term are;

Classes 1 and 2 – "Fantastic Foods"

Class 3 – "Hear my Voice." Children will be exploring

- The importance of being ourselves
- Drama based activities
- Making their own instruments
- Human Rights
- Class 4 – Will be reading "Breaker" by Annemarie Allan. There is an emphasis this term on children taking responsibility for their own learning through Personal Interest Projects which children work on at home throughout the term

More learning through contexts-children have been monitoring the progress of newly hatched chicks and have had the opportunity to handle them-Lots of excitement!

Breakfast Club

Breakfast Club had been, until the pandemic, an important support for children's well-being and learning. School is delighted this facility has re-opened albeit with some restrictions.

New Build

School is working closely with all the relevant agencies to establish when construction will begin on the new school site. In the meantime, it has been agreed that nursery provision will be provided on current school site from September 2021.

Stephen Ashton
Community Governor
14.10.2021

DR had a telephone call from the school if they could use the Ty'r Winch Playing Field Park entrance as a walking bus.

It was resolved: all agreed

Clerk to notify the school that this request has been accepted.

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

Nothing to report.

16. St. Edeyrn's Village (5 min)

Nothing to report.

17. Village Hall Working Party (10 min)

- All outside lighting done
- Circuit board repaired
- Heating & Water time update
- Pest Control to Village Hall
- Two new fire extinguishers will be required soon

18. Playing Field Working Party (5 min)

- Noted Flagpole needs to go up.

19. Correspondence (20 min)

19.1 Remembrance Day re: road closure

It was noted that there will be no march and attendance will be only minimal, a brief service at the cenotaph will take place, the same set up as last year. Clerk to send these details to CC and Police.

19.2 Monday hall hire – regular

It was noted that a Martial Arts group would like to hire on a regular basis – Mondays, except for the Monday which has the Garden Group event.

It was resolved: all agreed

19.3 Thursday hall hire – regular

It was noted that a Yoga group would like to hire on a regular basis – Thursdays.

It was resolved: all agreed

19.4 Storage inspection – key concern

It was noted that due to some storage lockers have items pertaining to members in their group there were concerns in handing over a spare key.

DS will check storage when the groups are at the hall.

It was noted that the Brownies can have WI storage RJ to check with DS.

19.5 Cllr contact details

It was noted that the website needs to be updated with Cllrs contact details.

As per advice from OVW:

under section 55 of the Local Government (Democracy) (Wales) Act 2013.

Section 55 places duties on local authorities to make certain information available Electronically. In addition, the council must publish electronically information about each of its members, including a list of the council's members, each member's name, information about how they may be contacted, party affiliation (if any) and any office held or committee they belong to within the Council. If the community concerned is divided into community wards, the ward each member represents must be shown.

Clerk to update the website with email details of all Councillors.

19.6 Charter meeting

It was noted that the Clerk had attended the recent Charter meeting and noted two important items:

- All Committee minutes must go on the website this is since January 2021 and is a new legislation.
- Training by Cllrs will be required to go on the website, this will be coming in soon, more updates later.

19.7 Postal address

It was noted that the postal address for the Clerk and RFO will now be the Village Hall. A post box has been positioned outside the Village Hall and will be monitored by Clerk and RFO, keys to be provided to the Chair and Vice-Chair.

19.8 Knit, Stitch Knatter – Craft Fair

It was noted that a request for a Craft Fair in November has been sought. This would require the general public to attend – concerns over the number of people that may attend at any one time.

It was resolved: all agreed – to note that KS&N must follow the latest Welsh Government Guidelines.

Also noted the Entertainers would like to put on a show for Christmas

19.9 Home Energy letter - Community Clerk

The Clerk has been contacted by another Community Council with regards to a letter to be sent to Mark Drakeford with concerns over the energy efficiency in the homes being built in Northwest Cardiff and asked if the Community Council would like to add their support - letter has been sent to all Cllrs prior to this meeting.

It was noted that the date of submission has passed.

19.10 Circuit Board – Village Hall

DS – Electrician all done

19.11 Sunday hall hire – regular

It was noted that a Church group would like to hire the hall for a regular service 9am-2pm. Noted concerns over number of attendees as Church group were expecting approx. 150-160 people.

Clerk to write and request for the initial hire to have no more than 75 attendees.

It was resolved: 4 agreed 1 against – majority agreed

19.12 Newsletter

- Article on pavilion
- Local government announcement
- Regular events resumed
- Christmas events
- Green Flag
- Tennis Courts
- Children's Play area
- Entertainers Performance

DR to contact printers to set this up

19.13 OSMVA – new event

Re: Wednesday Afternoon Social Club

This club will be open to all, social afternoon will comprise cup of tea, cake and interesting conversation. Table tennis and quits for the more energetic and “corners” for poetry reading, book discussions etc. Also “tuneless singing” has been suggested!

Regular slot - Wednesday afternoons, 2-4pm commencing 3rd November 2021.

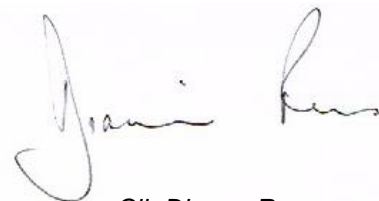
It was resolved: all agreed

20. Items for next meeting (2 min)

- Bins to Tennis Courts – update
- Caretaker Vacancy
- Caretaker – job description update
- WIFI – update
- Polices & Procedures review – any changes?

21. A private meeting to follow – bid and gift of land - update

Meeting closed at 20:57



Clr Dianne Rees
Chair to Old St. Mellons Community Council

There followed a private meeting:

- Under standing orders 61 excluding public and press