

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of virtually held meeting at 6pm on
Thursday 14th April 2022

Present:

Chair: Cllr Dianne Rees MBE (DR) – Zoom

Vice Chair: Cllr Rosemary James MBE (RJ) – Zoom

Councillors: Cllr Jane Croad (JC) – Zoom
Cllr Gaynor Hassan (GH) – Zoom
Cllr John Summers (JS) – Zoom

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

RFO to the Council: Mrs N Dunseath (ND) – Zoom

In attendance: Ieuan Burrige-Bryant (IBB) – OSMCCTC

1. Apologies for absence & acceptance (1 min)

Cllr Ashley Bishop - holiday
Cllr Derek Stroud – unable to attend
Cllr Joel Williams – prior engagement

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 10th March 2022 (5 min)

It was approved as a true and accurate record – GH proposed JC seconded

4. Matters arising from the minutes of 10th March 2022 (15 min)

4.1 WIFI update

Clerk noted work has not yet been carried out to install the cabling.

AB sent this report: *There has been no further update on the WIFI other than civil works are required and are currently with planners, as soon as they have a date for these works, they will let me know and I can inform the council.*

It was also noted that the Facebook page is now up and running and has around 130 followers but has a reach of over 4000 people already.

4.2 Notice board – Ty'r Winch Playing Field – update

It was noted that the Clerk had contacted a contractor who had previously carried out works for OSMCC, they have provided a quote to carry out the installation of the new notice board that has already been purchased, at a cost of £280.00, the Clerk had also contacted another contractor, but they declined.

It was resolved: all agreed for contractor to install the new notice board

4.3 Trees remedial works quotes

It was noted that the Clerk had received two quotes, £2700 and £2750. After some discussion it was agreed that the company who carried out the initial survey and had provided the quote of £2750.00 for the remedial works, would be the best contractor to carry out the job.

It was resolved: all agreed

4.4 Grass cutting contract update

It was noted that contractor with the cheaper quote has withdrawn. The other quote was from our existing provider, the Clerk asked to confirm as to whether the contract will be yearly based or 3 yearly.

It was noted that the quote of £8260.00 per year will be fixed for three years. All agreed that the commencement date will be 1st April 2022 and that this should be a 3-year contract.

It was resolved: all agreed

4.5 PAT Testing – quotes required

Clerk noted that our existing electrician will be able to carry this out as he had previously done. PAT testing has now been completed at a cost of £170.00. As the Village Hall is now in use with long term and private hires, it was noted that this needed to be carried out as a health and safety matter.

It was resolved: all agreed

4.6 Elections

It was noted that the poll is uncontested. Also noted there remains one vacancy which can be filled by co-option after 5 May 2022 – Mrs Anne Hopewell-Ash has been elected, and Cllr Derek Stroud did not proceed with his re-election.

4.7 Hybrid Meetings – update

Ongoing – JC is still investigating this.

4.8 Flagpole – update

Clerk had asked the contractor if he can put up the flagpole, the contractor noted the new flagpole is very flimsy and would not recommend putting this up in the playing field as if this was climbed upon, or a strong wind, was potentially high to falling down. Clerk asked for recommendation of companies that supplied flagpoles, Clerk awaiting for contractor with suppliers contact details.

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.

None attended

6. **Finance (15 min)**

(RFO to present financial report)

Presented to the Council 14th April 2022

Bank-statements have been received for the Main Account dated 30th March and for the Savings Account dated 31st March. NatWest Bank has confirmed the balance on the Tennis Club Savings Account to the 31st March is £0 as expected. 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. and are detailed as follows: - Annual Boiler Service, 2 x Burial Fees Admin Charge, Smoke Detectors, Fire Extinguishers, Annual Payroll Services, Village Hall PAT testing, Replacement of Noticeboard, and expenses for March for the Clerk, RFO and Caretaker.

NatWest Bank has confirmed that the Precept for 2022-23 has been received.

Income received during March totals £1491.15 and is detailed as follows: -

Burial Fees - £370

Village Hall Bookings totalling £845

Tennis Club Membership £13.83 (3 x £5 Pay & Play Bookings with deducted fees)

VAT refund to the 31st January 2022 totalling £202.32

Western Power Distribution Lease for 2022-23 totalling £60

*A further £1556.48 is pending for payments as follows: -
For Village Hall Bookings in March £210 pending, and for April £510 pending
For Tennis Court Bookings and memberships £43.05 pending,
From Western Power Distribution Wayleave for 2022-23 £39.55 pending (cheque received),
VAT to be reclaimed from HMRC for February and March 2022 £528.88 pending,
Burial Fees £225 (cheque received)*

Talk Talk have advised that the monthly contract fee will increase by £2.50 + VAT from 1st May 2022.

This contract will be cancelled when the new Wi-Fi provider has completed the installation of Wi-Fi to the Village Hall.

RFO has circulated some information on the NatWest OneCard which is a business payment card and kindly requests the Community Council to consider whether this would be appropriate.

From May 2022 the Bank Mandate will need to be amended to remove signatures from members who have left the Community Council and to consider anyone new to add.

RFO kindly requests that the Community Council take the opportunity to consider whether online banking may be appropriate for making payments and has circulated some information from NatWest on a service they provide.

- 6.1 To approve the RFO's, Clerk's & Caretaker expenses – March
RFO £49.00 Clerk's £54.93, £65.82 (smoke detectors), Caretaker £19.50

It was resolved: all agreed

- 6.2 Boiler & Gas appliances service - approve payment £155 + VAT

It was resolved: all agreed

- 6.3 NatWest Business Payment Card

RFO recommended a business card with a view to make purchases on behalf of OSMCC, it was also noted that not all companies accept cheques, Clerk had to use own money to purchase smoke detectors. When purchasing online, cards are the only means of acquiring items. As Proper Officer the card would be in the name of the Clerk.

All agreed in principle with a view that RFO to provide more details.

- 6.4 NatWest Online Banking & Mandate - To consider arrangements from May 2022
It was noted that some changes will have to be made with regards to signatories of the cheques due to DS will need to be removed, RFO asked if anyone else would like to be a signatory.

RFO has recommended looking into online banking, as this has now become a simpler process to set up.

RFO noted that there are a considerable amount of cheques to write and bank each month, plus the mileage and time to travel around to obtain three signatories, which is not always possible to do on the same day.

In principle it was agreed to look into this option, RFO to provide further details and costs.

- 6.5 New National Minimum Wage from April 2022
It was noted that the increase from April will be £9.50/hr.

It was resolved: noted and agreed

7. Annual Planner (10 min)

7.1 Quarterly signing of Bank Reconciliation
Completed

7.2 PAYE months 9-12 April
Paid - completed

7.3 Agree Financial figures RFO Annual Return – VAT recovery review
RFO circulated information to all Cllrs and noted the balance carried forward is £51063.00
Noted.

7.4 Audit Requirements 2021-22
RFO asked if OSMCC would consider retaining our existing auditor Mrs Joanna Howell, the cost to provide the annual return will be £175.00

It was resolved: all agreed to the fee and retaining existing auditor

7.5 Councillors Remuneration from May 2022
It was noted there are a few changes to this allowance – this year it also includes an optional attendance allowance up to a maximum of £30 per meeting.

Noted to defer to next meeting to discuss

8. OSMCC Tennis Club (10 min)

DR, JC declared an interest and took no part in the voting.

- OSMCCTC Membership Fees
Management Team suggested a new membership fee of single: £25 (resident), £35 (non-resident) and family membership: £35 (resident) £45 (non-resident), this seems reasonable and appealing to new members, without being too ambitious and expensive. Also considering court maintenance costs, Pay & Play will still stay at £5

RJ, GH, JS discussed this and noted that this was agreeable, Clerk asked if the membership could be extended until the end of August 2022 as the Queen's Jubilee event is also incorporating promoting the Tennis Club and to enrol new members. It was agreed that the new fees will commence from 1st September 2022 and will run annually from September to August.

It was resolved: RJ, GH, JS agreed

- Membership Renewal
As above it was agreed that membership will now commence from September to August annually.

IBB noted if members applied mid-term that a small discount for part year could be applied.
RJ, GH, JS agreed.

It was resolved: RJ, GH, JS agreed

- Tennis Coach Fee and Travel Expenses (£200-£250)
OSMCCTC Management Team noted that the Tennis Coach and travel expenses will be around £200 - £250 for the Queen's Jubilee event.

RJ noted that this will be paid from the Queen's Jubilee fund.

It was resolved: all agreed

- OSMCCTC Management Team will print 'Tennis Club Open Day' flyers for the Queen's Jubilee event at a cost of 50 for 1,000 flyers.

It was noted that this will be paid from the Queen's Jubilee fund.

It was resolved: all agreed

- Itinerary of Jubilee Day - coaching 2pm-6pm (Big main event 5-6pm)
OSMCCTC Management Team noted that there will be free coaching from an LTA Accredited coach, sessions will run for 30 minutes and followed by 30 minutes of free play, all equipment provided.

Bookings will be available online.

9. Queens Jubilee Celebrations (10 min) Friday 3rd June

- Portaloos
Clerk obtained quotes, Tardishire fully booked, Euroloo £486.00, One company wanted a minimum of a week, Brandon Hire was the cheapest £240.00 (which OSMVA use) who required a deposit, it was noted that DR has organised this and paid the £500 deposit.
- Mr Marvel – Magic Show
The magic show has been booked for 3pm-5pm at £175
- Fire Service
It was noted that JW has passed on the request for their attendance.
- St. Johns Ambulance
It was noted that DR, RJ and Hilary Walkey-Williams from OSMVA have organised this.
- Police
It was noted that the Police will not receive pay for this bank holiday – DR still querying this.
- Poster for paying for table places
It was noted that JC will provide the poster.
- Commemorate mugs prizes for fancy dress.
It was noted that mugs purchased at a cost of £74.99 will be used as prizes. This will be paid from the Queen's Jubilee fund.

10. Police Matters (5 min)

Old St Mellons Police Report between 10/03/2022 – 09/04/2022

Figures are calculated specifically for the Old St Mellons area.

Call Categories

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

Ward Priority

The priorities identified by the local community are:

- Off Road motorcycle annoyance
- Auto-crime

Actions / Activities by the local Neighbourhood Policing Team.

From the 28th March the COVID regulations changed meaning face coverings are legally only to be worn in health care settings and workplaces/ other premises are to monitor the virus as we continue forward. Currently if the situation remains stable all remaining restrictions will be removed after 18th of April. The rules regarding testing are always changing though so for the latest Covid-19 regulations please see 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 have been engaging with local residents regarding our new 'street safe' scheme with the hope to create a nicer environment for the community to feel safe within. This will allow individuals to report areas they feel unsafe which will then be noted by South Wales Police and other agencies to change.

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. All issues should also be reported to your local councillors to make them aware to facilitate the use of the council off road team. South Wales police are introducing new methods of intelligence gathering within the force in an aim to tackle this issue. Any information provided to the police in relation to off road bikes will be used within this new system.

Auto-crime/opportunists has been on the rise therefore the neighbourhood team have been dealing with the incidents by reassuring residents and doing what's necessary to identify the individuals responsible, this will continue as long as needed.

Access Points.

The PACT meetings in St. Mellons are now taking place. The next date for the St Mellons PACT meeting is June 22nd 2022. This will take place between 1700-1800 at St Mellons Hub. Access points times and days are listed below:

Initiative	Frequency	Location	Attendees	Overview
Community Access Point OSM	Weekly	The Coach House, Ty'r Winch Road	PCSO	Every Tuesday (11:30-12:30)
Community Access Point St Mellons	Weekly	St Mellons Hub	PCSO	Every Monday (1700-1800)

PCSO 5818 Grace Hayman

Please see the below figures for your information.

Violence against the person – 6

Fraud – 0

Burglary – 1

Sexual Offences – 0

Theft – 0

ASB – 3

Damage – 2

PCSO 57909 Rob NOTLEY

11. Planning (5 min)

None

12. One Voice Wales (RJ) (5 min)

Nothing to report next meeting 25th April 2022

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

No Report

14. St. Edeyrn's Church Working Party (RJ, JW, DR, AB) (5 min)

- Risk assessment to the graveyard and grounds – update Ongoing.
- Church Gates
It was noted that the gates have been removed for repair and temporary security fencing had been put in place. Noted the gates have now been completed and re installed.

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

- Noticeboard – lock and glass issues
The clerk had contacted the supplier – as the Clerk noted the door kept on coming away from its housing, very dangerous, the supplier agreed to replace the notice board. It was noted that the new notice board has been delivered and installed. Mr James had carried out the installation at a cost of £40.00

It was resolved: all agreed and approved

16. Village Hall Working Party (DS, RJ, GH) (10 min)

- Smoke detectors fitted
- Heating checked

17. Playing Field Working Party (DS, AB, JS) (5 min)

- Children's play area
JS asked if his area be improved. DR noted Cardiff Council is responsible for this, S106 had been set aside. It was hoped OSMCC could do something, looked at moving to another area in the playing field, due to moss accumulating in the existing area. DR will ask JW in his capacity of a County Councillor if he could ask Cardiff Council to look into this. As equipment that are broken are taking away and not replaced.
- New bench installation
It was noted the Simon Potter bench been installed to the far end of the field. It was noted that this needs to be maintained by the provider of the bench. JC will contact them and ask for written confirmation with regards to maintenance.

18. Correspondence (5 min)

- Letter – Architect
Under standing orders 61 press and public be excluded from this part of the meeting.

It was noted to have a confidential extraordinary meeting to discuss this on 29th April 6pm – to be held under standing orders 61

- Letter – resident
A resident queried the boards re LTA and the tennis courts fee – Clerk will respond.
- SLCC Meeting
Meeting which was held in March a few points to note:
 - Meetings should offer remote options
 - Annual reports: all council now have to produce an annual report and it should be published as soon as practicable after 1st April 2022
 - All councils have to have and to implement training plans for Councillors and Staff by November.
 - WG, OVW, SLCC and Audit Wales are working on a toolkit for Town & Community Councils – aim is to provide guidance on governance legal requirements and best practices
- Trainline – website link request
A request for <https://www.thetrainline.com/> to be added to our useful links page had been made.

It was resolved: all agreed for the link to be added

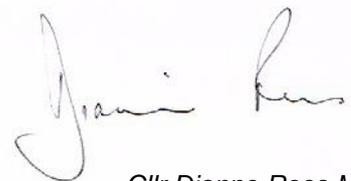
- Jazz band – hall hire overnight request
A request was made to use the Village Hall for accommodation for 2-3 nights. All agreed that this was not feasible, H&S and insurance would not cover this.

19. Items for next meeting (2 min)

- Wi-Fi update
- Notice board – Ty'r Winch Playing field – update
- Hybrid meetings
- Flagpole
- Add training to agenda
- NatWest business payment card
- NatWest online banking
- Councillors remuneration allowance
- Children's play area
- Bench – maintenance confirmation

Meeting closed at: 20:40 hrs

The next meeting will be 12th May 2022 – AGM held in the Village Hall.



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