

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes for meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 6pm on Thursday 12th January 2023

Present:

Chair: Cllr Dianne Rees MBE (DR)

Vice Chair: Cllr Jane Croad (JC) see apologies

Councillors: Cllr Ashley Bishop (AB)
Cllr Ieuan Burridge-Bryant (IB)
Cllr Gaynor Hassan (GH)
Cllr Anne Hopewell-Ash (AH)
Cllr Rosemary James MBE (RJ)
Cllr John Summers (JS)

In attendance:

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

RFO to the Council: Mrs N Dunseath (ND)

County Councillors:

Cllr Joel Williams – (JW)

Cllr Peter Littlechild – (PL)

It was noted that RJ had to leave at 6:15pm – urgent meeting.

1. Apologies for absence & acceptance (1 min)

Cllr Debbie Brown - holiday

Cllr Jane Croad - illness

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 November 2022 (5 min)

It was approved as a true and accurate record GH proposed, AB seconded

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

4.1 Wi-Fi & hybrid meeting update

It was noted that Virgin had been in touch with AB and in order to proceed further they require £470 contribution towards their civil works, as they need to dig up the path to access the Village Hall.

AB suggested a 5G router approximately £35 and a one-off cost of £100, AB will obtain quotes.

4.2 Village Hall trees and drain

It was noted that the trees had been cut back and the blocked drain reported. However, a local resident recently sent photos to Cllrs of the flooding outside their home in Newport Road.

As the County Councillors were in attendance, this was brought to their attention – see 6.

4.3 Incident Npt Rd – Highways update

As the County Councillors were in attendance, this was brought to their attention – see 6.

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.

Two local residents from Newport Road, discussed the issues with flooding, this was drawn to the attention of the County Councillors.

6. County Councillors Report

Cllr Joel Williams and Peter Littlechild attended

- 6.1 The Clerk asked about the issues with regards to the recent traffic accidents in Ty'r Winch Road, and opposite Church Inn.

JW noted that Cardiff Council are currently carrying out works to the island near Ty'r Winch Pub which had been demolished by a speeding stolen car.

It was noted if this area could be designated a 20mph, but as this is a main road it may not be possible, 20mph areas are usually designated to side streets. DR asked about speed limit signs, JW acknowledged he will make enquiries, perhaps the flashing warning speed limit sign may be possible to be installed, JW will let OSMCC know.

- 6.2 With regards to the flooding noted in 5. Above PL had noted that St. Edeyrn's had extensive flooding and Cardiff Council is aware of the situation, it was noted that the spring tide along with the heavy rainfall has been a significant factor, this is ongoing and being addressed.

With regards to the Newport Rd flooding JW noted that this area is part of a wider WG funding, but has still no further details, it was noted that the Village Hall trees had been cut back as the leaves have been a problem, but the residents feel the trees have not been cut back enough. JW will be looking at the drainage issues with Cardiff Council and will be chasing the issues that the residents have with regards to the continued flooding.

- 6.3 PL noted that both himself and JW have been in talks with Heineken who now owns The Unicorn. It was noted The Unicorn will remain as a public house, PL, JW are have continued meetings with the owners as to its outcome.

JW, PL left the meeting at 6:30pm

7. Finance (15 min)

(RFO to present financial report)

Presented to the Council 12th Jan 2023

Bank-statements have been received dated 30th December for the Main Account, the Savings Account, and for the Tennis Club Savings Account. The financial report has been completed using this information.

During December payments were made as follows: - Q3 PAYE, Annual Webhosting, 4 x refunded hall booking bonds, Trimming of the village hall trees, Caretaker work wear, Sink repair, Giftboxes and Noticeboard, with all payments already being agreed and approved in previous meetings, as ongoing contracts, or as emergency spending.

The expenses and cheques that need to be approved and paid are as per the Bank Reconciliation and are detailed as follows: - Tennis Club Post Winder, 2 x Refunded hall booking bonds, Cups for carol service, Padlocks, Half yearly ground rental, Quarterly grass cutting contract, RFO SLCC annual membership (1/3rd cost shared with other Councils), Burial Admin Fees, Clerk Overtime for November, Clerk, RFO and Caretaker Expenses for November and December.

Income received during November totals £2398.47 and is detailed as follows: -

Burial Fees £570

Village Hall Bookings totalling £847.50

Tennis Club £52.83

VAT refund for Q2 July to Sept 2022 of £928.14

Income received during December totals £ 1317.38 and is detailed as follows: -

Village Hall Bookings totalling £1220

Tennis Club £97.38

A further £865 is pending for receipts as follows: -

Village Hall Bookings for January totalling £495, Burial Fees £370

The Pensions Regulator requires that employers routinely comply with a re-declaration of enrolment duties for workplace pensions. This re-declaration has been completed by the RFO to confirm that no employees are currently eligible for automatic enrolment into a workplace pension scheme.

eDF confirmed that the electricity account at the Village Hall was £780 in credit and the monthly direct debit was reduced in December from £156 to £135. RFO requested that the amount in credit was refunded to the Community Council account, in response eDF requested an updated meter reading was supplied and following the receipt of this reading the account was due £807.86 in charges. eDF have advised the direct debit amount will be increased in January to £176 per month. The electrician has advised that the hall is currently on an economy 7 tariff and meter which may be inappropriate for the hall and costing more than necessary.

Welsh Government have advised that the Section 137 spend limit for 2023-24 financial year is £9.93 per elector.

- 7.1 To approve RFO, Clerk and Caretaker expenses and O/T
November expenses RFO £21.55, Clerk O/T 5hrs and expenses £45.28, Caretaker £33.27
December expenses RFO £25.40, Clerk £9.89, Caretaker £117.00 and £33.01

It was resolved: all agreed

- 7.2 Treasurer Committee – clarification
It was noted that an employee of a Community Council is unable to act as treasurer for the OSMCCTC Committee. All agreed that the RFO will oversee the finance of OSMCCTC in the capacity of RFO.
- 7.3 NatWest Card – online banking
Mandate needs to be completed RFO has forms for signing.
- 7.4 S106 monies – Business Plan
A draft Business Plan for the proposed conversion and refurbishment of the existing pavilion in the playing field at Ty'r Winch Road, Old St. Mellons Cardiff had been submitted to all Cllrs.

It was noted that the Community Cllrs agreed to proceed with the draft business plan.

DR noted to arrange a meeting with Community Cllrs and County Councillors to discuss the draft business plan and to include officers of Cardiff Council.

- 7.5 Finance & Governance Toolkit
Defer to next meeting.
- 7.6 Consideration and approval of 23-24 budget and setting of the precept
RFO sent Cllrs by email budget and note the precept amount is £54,665

It was resolved: all agreed to the budget

- 7.7 National Clerks Salary 22-23 - approval of increment and backpay (discuss after meeting-confidential)
It was noted that the NALC recommendation has been sent to all Cllrs and this is to be backdated to April 22

It was resolved: all agreed

- 7.8 Stripe - direct debit form approval
A form needs to be completed by three signatories.

It was resolved: all agreed

- 7.9 SLCC VAT training course for RFO
The cost of the course is £30

It was resolved: all agreed

- 7.10 Gas Contract
RFO agreed the contract should have gone live by December and as yet this has not happened. It was noted that the current electricity contract needs renewing in June. All agreed to wait for June and look to renew then.
- 7.11 Smart Meter
Ongoing see 7.10

7.12 Installation of notice board – Beech Park

Removal of existing notice board and disposal. Collection of new notice board and installation of new notice board - £330.00

It was resolved: all agreed

8. Annual Planner (10 min)

8.1 Review Q3 budget vs actual costs and consideration of budget lines
Noted and agreed.

8.2 Quarterly signing of Bank Reconciliation
Deferred to next meeting

8.3 PAYE months 7-9 by Jan
Noted this has been paid

8.4 Financial review. Review income and expenditure
Reviewed no changes.

8.5 Option for Cllr's to opt out of Allowance
It was noted that Cllrs can opt out of the allowance, if they wish to exercise this right, they will need to email the Clerk.

9. Policies & Procedures (10 min)

9.1 Review Standing Orders
No changes

9.2 Review Financial Regulations
Defer to next meeting.

10. Newsletter

- Newsletter – distribution – 2022
It was noted that some residents did not receive the Newsletter, this is difficult to ensure every resident gets a copy when reliant on others for distribution.
- Spring Newsletter 2023 AB
AB will collate articles for our next newsletter and has asked that any information required to be added to the newsletter to be sent to AB by 18th February.

11. OSMCC Tennis Club (10 min)

- OSMCCTC – requisitions for supplier – spend limit
It was noted that OSMCCTC can have a spend limit of £100 per transaction. Any expenditure over £100 to send the request by email to the Clerk.

It was resolved: all agreed

- Application for funding e.g., floodlights and equipment
See report below.

Liz Croad-Protheroe submitted the following report:

- New Head Coach Phil Thomas starting 12/01/23.
- Meet the coach day was a great success, lot of interest and increase in memberships purchased.
- Maintenance - courts well managed between committee and OSMCC Caretaker Dale
- Funding applications - emailed RFO before Christmas highlighting potential funding opportunity, if this can be approved so we can go ahead to apply.
- Account? Proposed card for club to use?
- Liz will manage court booking for Phil and document number of hours and amount he owes the club. She will email him at the end of each month with an invoice which he will pay directly into the tennis club account, is this okay with RFO. Liz is happy to manage this.

It was noted that OSMCCTC has completed an application for funding to Sports Council for Wales, this is mostly to cover the floodlights costs, Clerk had noted that estimates will be required to support

the funding request and also, they will need to contact the planning department to seek advice if planning is required.

It was noted that at the end of every month an invoice will be provided by the Coach and that payment will be made directly into the Tennis Club account, RFO has agreed to this.

12. Police Matters (5 min)

Old St Mellons Police Report between 01/12/2021 – 05/01/2023

Figures are calculated specifically for the Old St Mellons area.

*Criminal Damage & Arson - 2
Vehicle Crime Violence without Injury - 1
Burglary – Dwelling - 2
Attempt Burglary – Dwelling – 1*

Ward Priority

The priorities identified by the local community are:

- *Off Road motorcycle annoyance*
- *Vehicle crime*

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. All issues should also be reported to your local councillors to make them aware to facilitate the use of the council off road team.

There has been a spike in Burglaries in the past month, but this is not solely in Old St. Mellons but in surrounding areas also. Enquiries are ongoing and CID officers are working to identify and apprehend the suspects. At the moment this is and always will be our number 1 priority.

Access Points.

The date for the PACT meetings in St. Mellons has not yet been finalised but will be advertised through the local channels when it is.

*Chris Williams
SCCH | PCSO*

It was noted that Sgt. Butler will attend our next meeting.

13. Planning (5 min)

- 22/02998/HSE: Construct detached single garage, The Blossom, Wern Fawr Lane
Noted
- 22/02119/DOC: Discharge of Conditions 12 (Landscape Ecological Management Plan) and 13 (Construction Environmental Management Plan) of 20/02078/MJR Location Land Adjacent to St Julian's House, Bridge Road
Noted

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

Nothing to report

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

Mr Stephen Ashton and Ms Jane Marchesi Head teacher attended.

Mr Ashton reiterated the following report. It was noted that Ms Marchesi stated that the school has been accredited as a sanctuary.

DR congratulated Ms Marchesi on this achievement.

Mr Stephen Ashton – Governor submitted the following report:

Children and staff returned to school this week after a well-deserved rest following a very busy end to the Autumn Term. Some of these events and activities are highlighted below.

Remembrance Service

In November Year 6 children led a Remembrance Service in the Village Hall which was also attended by parents and carers. Children movingly shared their reflections through poems and prayers. The explanation that the names on the Remembrance Plaque in the Hall specifically referred to those who had attended St. Mellons School was a poignant moment for the children.

Children in Need

It was fantastic to see the children fully engage with Children in Need through a variety of fundraising activities. They raised £132.50. Congratulations to everyone concerned.

Creativity Week

Supporting children to become creative thinkers has always been an important aspect of learning at St. Mellons. Recently, children in every year group participated in art and dance activities: older children based their learning on a piece of artwork, "Nativity Light." Some younger children were involved in making models, board games and creating pastel pictures. Others made star cards, clay lanterns and stained-glass windows. The results were amazing!

Seren yr Wythnos

School continues to acknowledge and reward children for their achievements, perseverance and caring attitude. During the Autumn Term children were praised for excellent effort and for developing further as independent learners. Others have been acknowledged for being brilliant spellers, persevering with some tricky maths and trying hard in Literacy and Numeracy.

The Awards also reflect the School Value of "Perseverance" which was a thread linking children's learning experiences throughout the second half of the Autumn Term.

Christmas Fayre

School was delighted to see so many children and families supporting the Christmas Fayre which, thanks to everyone's efforts, raised £690.90. Congratulations to the Friends of St. Mellons who organised this event.

Pantomime, Christmas Carols and Parties

The Autumn Term concluded with children enjoying a full menu of Christmas activities. The whole school enjoyed a Christmas Pantomime at the Sherman Theatre. Carol Services enabled children to reflect upon the meaning of Christmas and all enjoyed their Christmas Parties with, of course, a visit from Father Christmas!

New Build

Furnishings and colour schemes for walls and floors have now been finalised. The children enjoyed being consulted and being part of this process. Members of the Governing Body are making another site visit on Monday 16th January and are looking forward to seeing the progress that has been made.

Stephen Ashton
Community Governor
12.01.2023

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

DR submitted the following report:

The following members of St. Edeyrn's Churchyard Working Party met at 10.00am on Saturday 19th November 2022 at the churchyard. Present were Cllrs. Dianne Rees (Chair), Rosemary James, Ashley Bishop and Anne Hopewell-Ash. Apologies were received from Cllrs. Jane Croad and Gaynor Hassan –previous engagements.

A number of points raised by Martin Gilbert, in an email to the Council, were considered. Having done so, the working party decided to advise the Community Council of their following recommendations:

1. *The side gate needs to be restored and painted. An estimate should be sought from the firm which restored the double gates.*
2. *The stone column supporting the entrance gate needs to be taken down and re-built. There is a large crack running through the stones.*

It was noted by our Burial department that the main reason for removing and rebuilding the stone pillar is to enable the gate to close fully, in its present state it is an H&S issue as somebody could get caught between the pillar and the gate itself.

3. *The loose and wobbly flagstone slabs in the path should be taken up and re-laid on a bed of sand. AB, who has building experience, suggested that this work should take 2 days maximum.*
4. *Quotes should be obtained from tree surgeons, for example, Cardiff Treescapes, Pro-cut and TR33, to cut back the hedgerow, which is approximately 3 metres wide, to make room for new graves.*

It was noted Clerk to obtain quotes.

5. *Concerned was raised about the recent collection of graves at the west side of the graveyard, which do not seem to follow the community Council's grave policies. It was suggested that the Community Council writes to funeral directors reminding them of its graveyard policies.*

It was noted by our Burial department that this situation has arisen they suspect from the time that the responsibility for the Churchyard was outsourced to Summers Funeral Directors and the Burial Ground Regulations were possibly not issued.

The current practice is that the Burial Ground Regulations are sent to the Undertakers for any new grave or existing grave for the owner to sign and a copy returned for our records.

In conclusion, it is recommended that the Community Council should consider prioritising the gate, pillar, path and hedgerow issues in that order.

Dianne Rees
(Chair)
10th January 2023

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

- Pavement issues – update
It was noted that the Clerk contacted Persimmon and the pavements issues have all been rectified.
- Concerns raised from residents
See below.
- Arrange a meeting with Remus, CC, Persimmon
It was noted that the Clerk to arrange a meeting to discuss residents' concerns.

18. Village Hall Working Party (AB, DR, GH, AH, RJ) (10 min)

- Caretaker noted the lamps will all need to be replaced eventually to the new LED type.
- Repair to heater in small hall
It was noted that the repair has been carried out and new taps fitted total cost of £150, this was approved by the Clerk under H&S as per Financial Regulations 4.1
- Risk assessment Village Hall
Deferred to next meeting.

- Flagpole – quote – also Flags type, qty
It was noted that a recent quote to supply and erection of a flagpole at Village Hall at a cost of £835.00

It was noted to obtain more quotes.

- Tables not stacked properly – notices to be put up?
RJ to do

19. Playing Field Working Party (AB, DR, JC, AH, JS) (5 min)

- Meeting with Kate Blair – re playground
It was noted that DR, AH, RJ and the Clerk met with the new Cardiff Council Playground Manager at Ty'r Winch Playing Field, which was an informal meeting. KB had stated that Cardiff Council are looking at all playground equipment in the Cardiff area with a view to updating them dependant on finances.

It was noted that an Oak-themed refurbishment for Heol Llanishen Fach play area has been approved – perhaps this is something that can be put to CC? for Ty'r Winch, the funding is part of a programme of investment in parks and play areas across Cardiff.

20. Training (5 min)

It was noted that an email with training availability for Code of Conduct via Zoom by Tongwynlais Community Council was sent to Cllrs on 10/1/23

21. Correspondence (5 min)

- Community led housing
Cwmpas - Communities Creating Homes team, Wales's Community-Led Housing Hub – requesting a presentation.
Noted.
- American football team children under 14
A request sent to the Clerk: if OSMCC allow sports teams to use the green space in the park for practice.
This is a non-contact, flag American football team for children under 14, looking for a temporary space to practice on Saturday. It is a 'light' sport being non-contact played typically on a 5 a-side basis.

Deferred to next meeting.

- Guide Dog training – playing field
It was noted that SP is also our volunteer for opening/closing the playing field gate.

SP has requested to using the playing fields to train guide dogs and permission sought from OSMCC to be able to do this.

Once a week a foster family or the eventual person that the dog is assigned to must try to "free run" their dog. This is the only time during his life of service that they can behave like a dog, at all other times they perform tasks and behave in a manner that is strange to them. This is managed by using a longer and longer lead and using a whistle to retrieve the dog

The intention to use the park very early in the morning or quite late at night, 3 times a week for 2 weeks and then once a week thereafter.

Guide dogs are also trained to toilet on command before each time they leave their "home", but you can be absolutely sure that all guide dog carers will always clean up any fouling that occurs accidentally.

Deferred to next meeting.

It was noted JS left at 8:17pm

- Long term hire – Art Class email 1/12 in inbox for meeting
A request was made to do Art Sensory Classes for Parent & Baby. *This will involve the use of sensory bins and will get messy but I will have a cover for the floor to prevent this from getting damaged. The After School Club will be for children. Parents are welcome to join in or they can leave the children for the session.*

Clerk had noted that the necessary documents, insurance, DBS will be in place prior to commencement of hire. It was noted that a probation period of 3 months to start.

- Texaco Garage – self-service laundrette
It was noted that no planning had been received by OSMCC.

It was noted that planning permission is necessary and the Planning Department are already looking into this.

- Request for scattering of ashes
It was noted that a family has requested for ashes to be scattered at the Village Hall.

It was agreed, but to inform the Clerk date and time when this will be carried out.

- Planters supplied by CC
As part of the improvement works to the Old St Mellons village centre (junction of Newport Road and Ty'r Winch Road), we will be replacing the existing planters and adding a few additional ones.

The Parks department have confirmed that the existing planters were installed as part of a community scheme and are unable to maintain the new ones, but we will be able to provide the soil and initial bedding plants as part of the scheme.

It was noted if the Community Council would be able to take the maintenance of these planters forward following completion of the scheme?

It was agreed in principle but Clerk to ask if spring and autumn bedding plants be supplied on an ongoing basis, also will all planters in the village will need to be maintained by OSMCC?

22. Items for next meeting (2 min)

- Wi-Fi
- Mandate for NatWest Card
- Quarterly signing of Bank Reconciliation
- S106 Business Plan
- Review Financial Regulations
- Risk Assessment to Village Hall
- Quotes for flagpole installation
- Quotes for hedgerow at St. Edeyrn's Church
- American Football Team
- Guide Dog
- Coronation celebrations
- Planters in Village
- Funding arrangements for OSMCCTC

Next Meeting: 9th February 2023 at 6pm village hall.

Meeting closed at: 9:05pm



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