

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes for virtually held meeting at 6pm on Thursday 9th March 2023

Present:

Chair: Cllr Dianne Rees MBE (DR)

Vice Chair: Cllr Jane Croad (JC) - Apologies

Councillors: Cllr Ieuan Burridge-Bryant (IB)
Cllr Debbie Brown (DB)
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)

Mr Stephen Ashton – Governor Church in Wales Primary School (SA)

1. Apologies for absence & acceptance (1 min)

Cllr Jane Croad – Travelling

Cllr Ashley Bishop – no apologies given

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 February (5 min)

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

4. Matters arising from the minutes of 9th February 2023 (15 min)

4.1 Wi-Fi & hybrid meeting
Deferred - AB

4.2 Village Hall trees update – DR

A site inspection was undertaken on 17th February 2023 to determine whether the three trees were inside or outside the boundary of the land demised by Cardiff Council to OSMCC Lottie Egerton confirmed the trees are in the bank i.e., outside the boundary of the land demised by CC to the Community Council.

LE later confirmed by email to DR Monday 20/2/23 at 19:03 – that it has been identified the land as Highways.

Report sent to all Cllrs.

DR noted awaiting a formal letter from LE.

4.3 Report from Persimmon meeting

An exploratory meeting took place on 17th February at the Village Hall, in attendance was DR, AB, DB, RJ and the Clerk, it was a meeting in which the narrative was to establish a communication link between Persimmon and OSMCC and to initiate a single point of contact between the two parties. It was a very amicable meeting. AB raised a few concerns which Persimmon will look into as an ongoing investigation. It was also noted that Persimmon has suggested that our Children's Coronation Tea party to take place on Sunday 7th May and gifting every attending child with a Coronation Mug could be a community project that Persimmons Community Fund would like to support.

Report sent to all Cllrs.

4.4 Quote for Loft ladder

Caretaker obtained quotes for the loft ladder – 3 section aluminium £103.99, Werner 1 2.61m £194.99, Werner 2.88m £204.99

Clerk to ask the Caretaker to investigate further to check with another supplier? one with handrail? and would there be a need to make the opening bigger?

4.5 Planters in Village – JC

JC awaiting response from CC for contact details of the gardening department.

4.6 The Finance and Governance self-assessment toolkit

As recommended by OVW to prepare to use this toolkit

Clerk to arrange a meeting with DR, JC, RJ and RFO

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. County Councillors Report (10 min)

(Cllr Joel Williams, Cllr Peter Littlechild to present their report)

Cllr Peter Littlechild sent this report:

Joel and I have met with officers on site about the flooding on Newport Rd and Druidstone Rd and are investigating solutions and funding. All those directly affected have been informed of progress.

7. Finance (15 min)

(RFO to present financial report)

Bank-statements have been received dated 30th January for the Main Account, 30th December for the Savings Account, and 1st February for the Tennis Club Savings Account. 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 Reconciliation and are detailed as follows: - Burial Admin Fees, Bins for Tennis Courts, One Voice Wales Annual Membership Renewal, Annual Insurance Renewal, Coronation tea-party magician booking deposit, One Voice Wales Code of Conduct Training, Annual Gas appliance service, Procut hedgerow clearing at St Edeyrn's Church, Quarterly payment for grass cutting contract, SLCC Annual membership renewal for Clerk, Tennis Court Signs, Councillors Annual Allowance Payments, Newsletter Printing, Clerk, RFO and Caretaker Expenses for February, Clerk overtime February and Q4 HMRC PAYE.

Income received during February totals £1495.71 and is detailed as follows: -

Burial Fees £880

Village Hall Bookings totalling £320.

Tennis Club £295.71

A further £1564.72 is pending for receipts as follows: -

Village Hall Bookings for January totalling £255, for February totalling £180, and for March totalling £525, and a VAT Reclaim for Q3 at £604.72.

eDF energy have confirmed they have honoured the gas contract go live date for the village hall of 19th December. No payment has yet been taken for gas usage since December 2022, so a bill has been presented for actual usage from 19th December 2022 to 9th February based on meter readings provided. A new arrangement has been agreed where provided a meter reading is given each month, bills will be representative of actual usage, if no meter reading is possible then the monthly direct debit will be capped at £100. eDF are still in the process of correcting the supply address for the contract.

Stripe Processing fees for card payments will see a small percentage increase from 10 April 2023 with standard UK cards seeing an increase from 1.4% + £0.20 to 1.5% + £0.20.

The Independent Remuneration Panel for Wales has published its final report for Councillor allowance payments from April 2023 which will see some changes. The annual allowance of £150

will increase to £156 and is intended to be used to compensate members for working from home and the use of heating, lighting, power and broadband). There is an additional allowance available of £52 for compensation to members for office consumables.

The Internal Auditor has provided a quotation to complete this year's Annual Internal Audit at £180.

It was resolved: all agreed to the expenditure above.

- 7.1 To approve RFO, Clerk and Caretaker expenses and O/T
RFO £59.18 Clerk £36.17 Caretaker £31.93 Clerk O/T 4.5hrs

It was resolved: all agreed

- 7.2 Mandate for NatWest Card
Still in progress.
- 7.3 Village Hall gas appliance service – update
Limegreen have completed the boiler service and charged £90, they have been asked to return to also service the cooker. The expected total cost being £186 as last year.
- 7.4 Insurance renewal
RFO has received a quote - £1661.68 inclusive of tax and fees – this is with our existing supplier as we are in a 3 yr. agreement, penalties would apply if we went elsewhere.

It was resolved: all agreed to continue with existing insurer.

- 7.5 Amazon account
To consider to open a business account, to decide to agree how much spend per month to be used mainly by OSMCCTC
- It was agreed for the RFO to set this up and to amend Financial Regulations with a spend limit.
- 7.6 Zoom to pay annually?
At present the Clerk pays for this monthly and claims back on expenses, to consider to pay annually, this is also a cheaper option.

It was noted to carry on with monthly payments.

- 7.7 Defibrillator – grant and quotes for power source
Clerk asked the existing supplier to quote for electricity to be connected to the defibrillator cabinet as this requires to be heated - location at Ty'r Winch Playing Field.
- All agreed to purchase the defibrillator cabinet at a cost of £495.00 excl. VAT and electrical costs of £374.93. Once it's all set up, we will get a free defibrillator to put in the cabinet – it was noted that OSMCC has been awarded a defib from a grant application.

It was resolved: all agreed to purchase the defibrillator cabinet and electrical costs.

- 7.8 SLCC renewal membership £139.00
It was noted that the Clerk's membership is up for renewal.

It was resolved: all approved.

8. Annual Planner (10 min)

- 8.1 Tree risk assessment include all trees on Playing Fields and at St Edeyrn's
It was noted that only quote received £360.00 incl. VAT existing supplier.

It was resolved: all agreed

- 8.2 Risk assess St Edeyrn's wall and gates. Consider all encompassing annual risk review
It was noted that DR, RJ and AB visited the site and asked for quotes to repair the gates and wall.
- 8.3 Review insurance provision – see item 7.4
- 8.4 Prepare Audit
RFO – ongoing

8.5 Quarterly review of fixed assets
RFO – updated with new notice board.

8.6 Annual Data Protection Registration Fee with ICO – direct debit in place?
RFO noted that the DD is still in place.

8.7 Annual Fire Extinguisher – Blackwood Fire
Clerk received quote £104.29 for service, attendance fee and small parts, heat alarm.

It was noted this was completed today; Clerk authorised as per Financial Regulations 2019 item 4.1

Clerk to ask about the heat sensor which has yet to be installed.

It was noted that the Caretaker to update the fire logbook as an ongoing basis.

8.8 PAT Testing – Jack Rees Electrical
It was noted this was completed today; Clerk authorised as per Financial Regulations 2019 item 4.1 total cost £65.00

8.9 Fire Risk Assessment
It was noted that the Clerk has contacted the previous supplier who carried out the service last year, awaiting response.

9. Policies & Procedures (10 min)

9.1 Review Code of Conduct
DB to review

9.2 Review Complaints Procedure
JC to review

9.3 Review Employers Liability Certificate
Clerk noted this is due in April, and the website will be updated upon completion of insurance renewal.

10. Newsletter (10 min)

- Spring Newsletter 2023
AB has completed the newsletter and this has been sent and received from the printers.

DR asked for volunteers to distribute newsletter around OSM and St. Edeyrn's Village.

It was noted that Cllrs agreed that AB did a great job in collating and presenting the information in the newsletter.

11. OSMCC Tennis Club (10 min)

(Liz Croad-Protheroe to present report)

Liz Croad-Protheroe sent this report:

- *Thank you OSMCC, for approval with the purchasing new bins and court signs for both the tennis courts.*
- *Coaching going well - Phil is away in Portugal March 21st for a month with his business, but his coaching sessions are being covered by his assistant coach.*
- *Open day planned to take place in Spring (April) when Phil returns and a school outreach programme.*
- *Application for funding e.g., floodlights and equipment
Application for floodlights - require feasibility study to be approved and take place, then get 3 quotes for funding application and planning permission.*

DR noted still waiting to hear as to how much money OSMCC is to receive from S106 monies.

IB noted that the LTA would possibly provide a grant of 75% of the overall funding for the floodlights.

The feasibility study needs to be approved.

In principle OSMCC are in agreement to looking at the project of supplying floodlights to the two courts but need to have details of the costings to take us up to the position of the grant application.

12. Kings Coronation Celebration

- It was noted OSMCC are arranging a Children's Coronation Tea Party on Monday 8th May 2023 and to gift every child with a Coronation mug.
- Mr Marvellous to attend at a fee of £250.00
- First come, first serve basis as there is a maximum of 150 people in the hall.
- GH to make contact with the supplier to supply food, fruit, balloons, bunting etc.
- Volunteers from Cllrs please.
- Budget required from RFO to cover costs this will be under section 137 approx. RFO confirmed £1800.00 has been set aside.

13. Police Matters (5 min)

(OSM Neighbourhood Police to present report)

PC 5974 Meg Butler sent this report:

Old St Mellons Police Report between 05/01/2023 – 03/02/2023
Figures are calculated specifically for the St Edeyrn's Village area.

Call Categories

<i>All other Theft</i>	<i>0</i>
<i>Criminal Damage & Arson</i>	<i>0</i>
<i>Vehicle Crime</i>	<i>0</i>
<i>Violence without Injury</i>	<i>2</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>4</i>
<i>Drug offences</i>	<i>0</i>
<i>Shoplifting</i>	<i>0</i>
<i>Anti – Social behaviour</i>	<i>1</i>
<i>Transport</i>	<i>0</i>
<i>Public Welfare /</i>	
<i>Concern calls</i>	<i>6</i>
<i>Suspicious incident</i>	<i>0</i>

Ward Priority

The priorities identified by the local community are:

- ASB in Ffordd Williamson

Actions / Activities by the local Neighbourhood Policing Team.

Ffordd Williamson has previously been an area of concern due to the high number of incidents of ASB, neighbour dispute and violent crime. Although this has greatly reduced Llanedeyrn NPT still regularly patrol the area and engage with residents to discuss any problems or issues they are having. Previously there have been problems with vehicle crime but at present there are no offences being committed.

This also allows individuals the opportunity to report areas they feel unsafe in which will then be noted by South Wales Police and other agencies in order to try and reduce/ resolve the issue. For

example, if they have felt unsafe due to poor street lighting in the area. At present we do not have any reports that we are looking into.

Emerging Trends

Information has recently been received of possible drug dealing taking place outside the shop on Church Road. House to house and CCTV enquiries are being conducted to obtain further information and identify those involved.

Although we are not currently experiencing a spike in vehicle related crime this remains a priority for Llanedeyrn NPT and we have a vehicle crime action plan in place should this start to emerge as a problem again.

Police Sergeant 4859 James Munro sent this report:

Old St Mellons Police Report between 04/02/2023 – 03/03/2023
Figures are calculated specifically for the St Edeyrn's Village area.

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

Ward Priority

The priorities identified by the local community are:

- ASB in Ffordd Williamson
- Vehicle crime in the St Edeyrn's area

Actions / Activities by the local Neighbourhood Policing Team.

Ffordd Williamson has previously been an area of concern due to the high number of incidents of ASB, neighbour dispute and violent crime. Although this has greatly reduced Llanedeyrn NPT still regularly patrol the area and engage with residents to discuss any problems or issues they are having. Previously there have been problems with vehicle crime but at present there are no offences being committed.

This also allows individuals the opportunity to report areas they feel unsafe in which will then be noted by South Wales Police and other agencies in order to try and reduce/ resolve the issue. For example, if they have felt unsafe due to poor street lighting in the area. At present we do not have any reports that we are looking into.

Emerging Trends

Although we are not currently experiencing a spike in vehicle related crime this remains a priority for Llanedeyrn NPT and we have a vehicle crime action plan in place should this start to emerge as a problem again. There have been two recent vehicle crimes reported on this document. However, I am aware of a further vehicle crime in St Edeyrn's over the last couple of days. Our vehicle crime action plan is being implemented and we are conducting house to house enquiries to identify any witnesses and CCTV opportunities in the vicinity of the crime scene.

Access Points.

The PACT meetings in Pontprennau are now taking place again. The next date for the Pontprennau PACT meeting is at 18:00 hrs on 09/03/2023 at the Pontprennau Community Church.

PCSO 58307 Kevin Thomas sent this report:

Old St Mellons Police Report between 04/02/2023 – 03/03/23
Figures are calculated specifically for the Old St Mellons area.

Call Categories

All other Theft	0
Criminal Damage & Arson	0
Vehicle Crime	2
Violence without Injury	0
Violence with Injury	0
Public order offences	0
Burglary - Dwelling	0
Other Sexual offences	0
Miscellaneous crimes	0
Drug offences	2
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.

Off road motorcycle annoyance is still a priority for the neighbourhood team. We continue to work with the council and SWP off road team in relation to running operations that target those responsible.

The neighbourhood team have been engaging with local residents regarding our '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 in order to try and reduce/ resolve the issue.

Emerging Trends

Off-road motorbikes continue to be an issue for the community and the local Neighbourhood Policing team 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.

14. Planning (5 min)

- Planning - 22/02786/FUL Construction of dwelling part Of Land at Four Winds Vaindre Lane Trowbridge

Clerk had contacted planning and it was noted that this is still under consultation.

- Ref: 21/02775/MNR three storey side and rear and second floor extension to house retail in ground floor and 8 self-contained flats in the upper floors with external alterations - 950 Newport Road

It was noted Clerk to send a letter of objection with regards to over development and lack of parking which will cause obstructions to Newport Rd.

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

Nothing to report

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

(Mr Stephen Ashton to present report)

Old St. Mellons Community Council Report 09.03.2023

Safer Internet Day

Children have recently participated in activities relating to Safer Internet Day based around this year's theme "Want to Talk about it? Making conversations about life online." Children on the Digital Leaders Committee will be leading an assembly for all children from Reception to Year 6. I spoke with Digital Leaders towards the end of last term. I was very impressed with their commitment to helping children stay safe online, the strategies they employed to stay safe and their awareness of who they could talk to at home and at school if they felt unsafe in an online situation.

Cycling Proficiency

School encourages children to take responsibility for their own safety when out and about with their friends in the community. Under the supervision of the Cycling Proficiency Team children are enjoying the opportunity to learn about road safety, how to maintain their bikes and how safe cycling can help them keep healthy.

Fundraiser-Turkey and Northwest Syria

The children are acutely aware of the devastating impact of the recent earthquakes. At present they are devising fundraising ideas so they can show support for the people of Turkey and Syria and will soon hold a fundraising event.

Seren Yr Wythnos

Children have recently been rewarded for their positive attitudes, brilliant spelling, persevering when maths is tricky and showing compassion towards each other.

Eisteddfod

Children and staff are busily preparing for their Eisteddfod. Children will be invited to come to school dressed in clothes reflecting Welsh culture as part of their celebrations.

Nursery

It was approximately one year ago that the school was able to appoint Mrs Gemma Waddup as Nursery Teacher. While funding had been secured for nursery provision on the current school site the portakabin building had not yet arrived! Since then, the space for indoor and outdoor learning has been transformed into a well-resourced and happy environment for the children. The children have settled in extremely well. There is a focus on forming very positive relationships, learning how to play and work together through a wide range of learning opportunities. The children love to cook and Welsh cakes are very much on the menu at the moment.

Parents and Carers have daily opportunities to meet staff and talk about how well their children are doing and their feedback has been extremely positive. At present 13 children attend the morning session and 6 in the afternoon. The same number of children have accepted places for September on the new school site.

Treginnis Week

Last Friday thirty-two very tired children plus staff returned from an amazing week spent on Treginnis Farm in West Wales. Children fully engaged in a host of activities including sawing logs, feeding the pigs as well as the goats. They also walked donkeys and planted flowers and vegetables. In addition

to this none of us will forget the experience of seeing three lambs being born! They enjoyed an afternoon on the beach and the week concluded with a walk into St. David's. There they had some time in the cathedral to reflect on their experiences. The visit also provided the children with many learning experiences which develop independence, collaboration, perseverance and compassion.

New Build

The contractors continue to make progress on the new school site in preparation for September 2023.

RJ noted that the sign on the fence of the school is noted as St. Edeyrn's – SA is investigating this.

RJ also noted that there appears to be a lot of flooding- SA is investigating this.

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

- Re-opening grave fee after a period of time?

It was noted that a purchased plot to open, the current fee at the time will be applied.

- It was noted that work to the pillar and path a quote is still waiting to be received.
- Hedges to be trimmed trees stumps needs removing and root work to be undertaken, two quotes were received £1500.00 and £1600.00

It was resolved: all agreed the cheaper quote

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

- To set up a working party
To defer to next meeting.

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

- It was noted to add DB to the working party
- Risk assessment Village Hall – update ongoing
- Clerk received quote for re painting of Village Hall gates in black hammarite and gold and to repaint lettering £400.00 – quote sent to Cllrs prior to meeting.

It was noted that JC has approved this by email.

It was resolved: all agreed

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

- Dog signs – JC update
Deferred to next meeting
- Cleaning and repainting of gates.
Clerk received one quote for removing green algae and to repaint in black hammarite and gold and to repaint lettering. £460.00 – quote sent to Cllrs prior to meeting.
It was noted that JC has approved this by email.

It was resolved: all agreed

21. Training (5 min)

- Code of Conduct training – Clerk – 21st February
- New Councillor Induction – DB – 27th February
- The Councillor – DB – for 6th March
- Code of Conduct training – DB – 7th March

22. Correspondence (5 min)

- Section 6 of the Environment Act (2016) – report
It was noted that this needs to be completed every 3 years, this is now due.

Defer to next meeting – noted needs to be completed.

- Highway signs for Old St. Mellons
 - RJ to ask printers if they can produce signs
 - Clerk and RFO to source for highway signs

It was agreed to source new signs and obtain quotes.

- RJ noted that the inspection cover towards the top end of Church Lane is missing – Clerk to contact Highways.

23. Items for next meeting (2 min)

- Wi-Fi & hybrid meeting
- Loft ladder – update
- Planters in Village
- Finance & Governance self-assessment toolkit
- Mandate for NatWest Card – update
- Amazon account – update
- Defibrillator – update
- Blackwood Fire – heat sensor
- Fire Risk Assessment - update
- Code of Conduct review – update
- Complaints Procedure review - update
- Kings Coronation – update
- Planning 21/02775/MNR three storey side and rear extension – update
- St. Edeyrn's Church – pillar and path quote update
- Village Hall risk assessment
- Ty'r Winch Playing Field – Dog signs update
- Section 6 of the Environment Act (2016) update
- Highway signs update
- Caretaker job description to update for next review
- OSMCC Health and Safety Policy to update
- Accept apologies for minutes?
- Tree risk assessment - update

Next Meeting: 20th April 2023 at 6pm - Village Hall.

Meeting closed at: 20:50pm



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