

# **OLD ST. MELLONS COMMUNITY COUNCIL**

Minutes for meeting held in the Village Hall, Newport Rd,  
Old St. Mellons at 6pm on Thursday 8<sup>th</sup> June 2023

**Present:**

**Chair:** Cllr Dianne Rees MBE (DR)

**Vice Chair:** Cllr Jane Croad (JC)

**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)

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 AGM meeting held on 11<sup>th</sup> May 2023 (2 min)**

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

4. **Matters arising from the minutes of 11<sup>th</sup> May 2023 (20 min)**

4.1 Election of new Cllr update

Notices are up in the notice board, due to close on the 9<sup>th</sup> June 2023

It was noted that there has been one interested party, email sent to Clerk pm today, Clerk advised applicant to send to the address on the notice provided by Cardiff Council Electoral Department.

4.2 Wi-Fi – JC

It was noted one company has only responded cost around £3805.25

Another company contacted by the Clerk who has arranged to meet at the Village Hall in July. JC requested details which Clerk has emailed.

4.3 Section 6 of the Environment Act (2016) update  
JC, IB, DB

- It was noted that Lucy Prisk is providing advice – ongoing
- It was noted looking at ways to promote public transport and cycling.

4.4 Highway – Village Signs – update – DR

It was noted to look into replacing the sign on Newport Rd, near Texaco Garage – this is the first one that should be replaced – ongoing

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.*

No one in attendance

**6. County Councillors Report (5 min)**

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

No report submitted

**7. Finance (15 min)**

*(RFO presented financial report)*

*Bank-statements have been received dated 28<sup>th</sup> April for the Main Account, Savings Account, and 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: - Direct Debit payments for utilities for June, 1 x hall hire bond refund, Printer Ink, Laminator and Pouches, PAT Testing, Internal Auditor Fees, Q1 Grass Cutting Contract, St Edeyrn's Churchyard paving and pillar repair, Burial Admin Fees, Clerk, RFO and Caretaker Expenses and Overtime for May.*

*Income pending for receipts during May totals £2878.36. The income is detailed as follows: - Village Hall Bookings totalling £955.*

*Burial Fees £455*

*Tennis Club £490.63*

*Damaged Coronation Mug Refund £4.25*

*Eon Gas Account Credit Refund £495.94*

*Vat Reclaim for Q4 £477.54*

*A further £547.54 is pending for receipts as follows: -*

*Village Hall Bookings for June totalling £450, Tennis Club £47.54, and a Memorial Bench Licence £50*

*Welsh Water have advised that charges to the account will see an increase from July 2023 from £20 per month to £89.50.*

*Advice has been received from One Voice Wales and through the consultancy services of Society of Local Council Clerks (SLCC) who outsource to PSTAX for specific VAT advice who have confirmed that the Community Council is fully compliant with VAT obligations and responsibilities.*

**7.1 To approve RFO, Clerk and Caretaker expenses and O/T**

RFO £35.05 expenses, Clerk £39.98 expenses, Caretaker £18.63 expenses

**It was resolved: all agreed**

To approve O/T

**It was resolved: majority agreed**

JC noted that a member of staff has charged 1hr O/T to close the Village Hall, it was noted that this was not the normal duty of the member of staff

JC has requested that the staff cost and income of 2018-2023 be sent as a graph and specifically asked the RFO to carry out this request. RFO noted that all information requested can be found on the website, JC asked if this could be provided, RFO noted that this will be carried out and sent accordingly.

In an annual review it was noted that a request by the employee to increase hours or terms may be made at the review, however, change in hours and/or terms can be requested anytime and put before full Community Council for consideration.

RFO noted that four members of staff, two are not on the same Government pay scale, it was recommended that all staff should be on the same pay scale if possible.

Clerk to seek OVW advice.

**It was resolved: majority agreed**

- 7.2 Defibrillator update  
The defibrillator is now fully installed and operational.
- 7.3 Staff Expenditure – reviews in June  
Dates to be confirmed
- 7.4 Caretaker – tennis court maintenance – OSMCCTC accounts?  
**It was resolved: all agreed**
- 7.5 Cleaner – pavilion – OSMCCTC accounts?  
**It was resolved: all agreed**
- 7.6 Receive and approve the 21-22 WAO annual return  
It was an unqualified audit

**It was resolved: all agreed to the report**

DR thanked RFO for the hard work

- 7.7 Receive and approve the 22-23 internal auditors report

**It was resolved: all approved**

DR thanked RFO

- 7.8 Completion and signing of the 22-23 annual return

**It was resolved: all approved**

**Noted JC and IBB left 7:30pm to attend a personal engagement.**

- 7.9 Microsoft licence to extend to new PC  
RFO requested to have a full licence £10.30 for a full licence per computer.

**It was resolved: all agreed**

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

- 8.1 Village Fete ideas – dates  
It was noted that OSMVA has organised Boules.

- 8.2 Quarterly review of fixed assets  
It was noted that the RFO sent to Cllrs

**9. OSMCC Tennis Club (10 min)**

*(Liz Croad-Protheroe to present report)*

- OSMCC to discuss maintenance to surface re Courtstall – quotes from other companies  
It was noted that the RFO has only received one quote from three enquiries the cost was £1895.00 per year, Courtstall £1500.00 per year – existing contractor.

**It was resolved: all agreed for Courtstall to maintain, also approved to pay from OSMCCTC**

- Membership – request to change to pro-rata

It was noted for new members joining in mid-term can do so on a pro-rata basis.

**It was resolved: all approved – providing Club Spark can accommodate this.**

- Pre application documents for floodlights  
Clerk sent out to Cllrs copy of documents.

A letter from the Tennis Club has been organised to send to the local residents with regards to the application of the floodlights. Letter to be approved by Cllrs prior to sending.

**It was resolved: all agreed, LCP- Chair of OSMCCTC and OSMCC Chair to sign document**

- Locking of park after tennis club  
Clerk to write stating only OSMCCTC Management Committee will be able to do this.

## 10. Police Matters (5 min)

*(Police to present report)*

*Old St Mellons Police Report between 11/05/23 – 07/06/2023*

*Figures are calculated specifically for the Old St Mellons area.*

### *Call Categories*

<i>All other Theft</i>	<i>0</i>
<i>Criminal Damage &amp; Arson</i>	<i>2</i>
<i>Vehicle Crime</i>	<i>1</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>0</i>
<i>Miscellaneous crimes</i>	<i>0</i>
<i>Drug offences</i>	<i>0</i>
<i>Shoplifting</i>	<i>0</i>
<i>Anti – Social behaviour</i>	<i>3</i>
<i>Transport</i>	<i>0</i>
<i>Public Welfare / Concern calls</i>	<i>1</i>
<i>Suspicious incident</i>	<i>1</i>

### *Ward Priority*

*The priorities identified by the local community are:*

- *Off Road motorcycle annoyance*
- *Auto-crime*

### *Actions / Activities by the local Neighbourhood Policing Team.*

*South Wales Police are delighted to launch South Wales Listens - our brand-new community messaging service.*

*Through South Wales Listens you're invited to sign up and become a registered recipient of information messages about crime, engagement events, appeals, prevention advice, general policing activity in the local area where you live or work by email, text, or telephone.*

*Don't worry, we won't bombard you with every incident. You can choose exactly the type of messages you wish to receive.*

*We'd really like to hear from you so why not ask your family, friends, and colleagues to register too? Registration is completely free, quick, and simple. South Wales Listens also gives you an opportunity to complete surveys and provide feedback to your local neighbourhood police team on the issues that matter most to you, helping us to work together to keep South Wales safe.*

*You will be able to sign up to the system using the link below.*

*Home Page - De Cymru yn Gwranddo ([southwaleslistens.co.uk](https://southwaleslistens.co.uk))*

*Please note that this service is not for reporting crimes or incidents – to make a report please do this here - Home | South Wales Police ([south-wales.police.uk](https://south-wales.police.uk)) or dial 999 in an emergency.*

### *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. Since the neighbourhood have been taking action we have seen a decrease in the amount of calls in relation to Auto crime incidents.*

*Jo Pritchard PCSO 56587*

**11. Planning (5 min)**

- **2023/01046** Proposal Rear Single storey extension, The Retreat , Wern Fawr Lane.

Noted.

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

- To adopt Model Standing Orders?  
To review

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

*(Mr Stephen Ashton presented report via email)*

*Old St Mellons Community Council Report-St Mellons CIW Primary School 08.06.2023*

*Summer Term April 2023*

*As always the children returned to school after their holiday full of enthusiasm, ready to learn and pleased to see their friends.*

*New School Site Visit and New Build*

*Children in Years 3-6 began the Summer Term with a visit to the new school site. They were each given a hard hat and taken on the grand tour, walking the corridors and having their first look at their new classrooms! Some classes focused on finding out how the building was planned and constructed, taking the opportunity to ask a range of interesting and perceptive questions of the contractors. Another group concentrated on how it will feel to be in the new setting. Here are some of their comments;*

*"It's going to be a new beginning."*

*"We loved the colourful canopies. It looked like a rainbow!"*

*"It's going to be an exciting experience when we move."*

*"It felt spacious and we loved the classrooms and the hall!"*

*School continues to work with the developer, contractor and Local Authority in preparation for the new school site opening in September 2023.*

*Principality Stadium Visit*

*The whole school recently visited the national stadium to support two of our Year 6 children. They were representing Cardiff Schools against Bridgend in the Welsh Schools Plate Final. It was an amazing experience for both supporters and players and everyone concerned was extremely proud of the boys representing St. Mellons.*

*King Charles 111 Coronation*

*School marked the Coronation of King Charles and the children, having invited parents and carers, were looking forward to a celebratory family picnic. Unfortunately, they were defeated by the British weather!*

*Years 5 and 6 visit the Norwegian Church*

*Children recently attended a workshop in which they explored the history of a famous South Wales landmark - Flat Holme Island. They found out about how human activity has changed and impacted the island over many centuries.*

*The children concluded their morning at the Norwegian Church by watching a play on water safety. The performers sensitively told their story in a way which the children found very poignant and this was reflected in the seriousness of their questions after the performance.*

*Seren yr Wythnos*

*Throughout the term children have been rewarded for their achievements in class but also for their kindness to each other and in particular where they have shown forgiveness which is the "Christian Value " for this half term.*

*Stephen Ashton  
Community Governor*

**14. St. Edeyrn's Church Working Party (DB, DR, GH, RJ, JS) (5 min)**

- St. Edeyrn's Church – pillar and path update  
Contractor informed Clerk all has been completed.

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

- To set up a working party  
Clerk sent a request to a resident who expressed an interest some time ago, no response had been received.
- Resident re complaint of litter and vandalism  
It was noted to ask the County Councillors to investigate

**16. Village Hall Working Party (AH, DB, DR, GH, RJ) (10 min)**

- Risk assessment Village Hall – update  
Ongoing

**Noted that JS left 8pm – family commitment**

- Hall Hire increase open/close  
It was noted to increase this charge to £20.00  
  
To take effect from 1<sup>st</sup> July for new hire agreements.

**It was resolved: all agreed**

**17. Playing Field Working Party (AH, DR, IB, JC, JS) (5 min)**

- Dog signs – JC update  
Deferred to next meeting
- Fence to road – housing defib, remove brambles and paint?  
Clerk to query

**18. Training (5 min)**

Clerk sends monthly updates of new dates to Cllrs

No training has been carried out this month.

DR to encourage Cllrs to carry out training as a training plan has to be completed every year,

**19. Correspondence (5 min)**

- Mr Roger North – letter of confirmation  
Defer to next meeting

**20. Items for next meeting (2 min)**

- Co-Option
- Wi-Fi – JC
- Section 6 of the Environment Act (2016) – JC, IB, DB
- Village Signs – DR
- Staff Expenditure – reviews
- Model Standing Orders – review update
- Village Hall Risk Assessment – AH, DR, IB, JC, JS
- Dog Signs – JC
- Roger North & Ptnrs

**Next Meeting: 13<sup>th</sup> July 6pm - Zoom**

**Meeting closed at: 20:30pm**



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