



***Newcastle Higher Community Council  
Cyngor Cymuned Castellnewydd Uwch***

**MINUTES OF THE FULL COUNCIL MEETING  
Held at Pen-y-Fai Primary School & Via Zoom on the  
12<sup>th</sup> of December 2023 at 6.30PM**

Presiding: Cllr M Flanagan  
Present: Cllr H Bennett, Cllr G Hewitt, Cllr B Morgan, Cllr J Kemble, Cllr M Griffiths, Cllr J Gebbie, Cllr D Hopkins, Cllr Samantha Barker, Cllr Sarah Botterill  
Apologies: Cllr G Hewitt, Cllr R Hughes

In attendance:

**156/24 To receive apologies for absence.**

Cllr Hewitt and Cllr R Hughes send their apologies.

**157/24 Questions and observations from the public (10mins)**

Question from member of the public:

- Note the assistance road safety crossing suggested for Pen-Y-Fai, Will this be followed up. Have the council been corresponding with the schools? Ref details in agenda item below.
- Concerns that no PCSO presence in Pen-y-Fai. It was highlighted that PCSO management doesn't come under the council and although the council can feedback, residents should feedback via the correct channels (Cuppa with a Coppa, Police Survey, south Wales Listens etc.) It was noted that the PCSO's cover a large area across multiple wards.
- Cllr Bennett advised there should be a new PCSO starting soon.

**158/24 Declarations of interest in accordance with section 51 of the local government act 2000.**

- Members of the PVCA: Cllr Bennett, Cllr Kemble, Cllr Griffiths
- Governor for Pen-y-Fai School: Cllr Flanagan
- Governor for Tondy School: Cllr Morgan

**159/24 To approve as a correct record thereof minutes of the full council meeting on the 10<sup>th</sup> October 2023.**

- It was noted that a correction for minute 140/24 to be changed from Cllr Kemble to Cllr Botterill for the assistance in the creation of a tender for hanging baskets.

**Proposed:** Cllr Cllr Gebbie

**Seconded:** Cllr Morgan

**160/24**

**To consider matters arising from the Full Council meeting held October 10<sup>th</sup>, 2023.**

- Cllr Bennett met with the headteacher at Pen-y-Fai and governors reference the crossing patrol outside the school, noting this is very hard position to recruit and has been live for some time via BCBC.
- Cllr Bennett arranged a meeting with highways and BCBC and attended the area at pick up time to determine the risks, needs etc. It was considered to look at access only, bollard, yellow lines in the area, however these would be New Cottage Road and not Heol yr Eglwys.
- It was made clear by highways that a crossing is not possible on Heol yr Eglwys due to the width of the road and pedestrian areas, the legalities and compliance will make this (Logistically impossible).

**161/24**

**To receive reports and approve recommendations from committees, where held:**

**Community Environments and Projects Committee**

- Cllr Hopkins confirmed that the Christmas lights are all working – few teething problems after installation, but now all resolved.
- To note that next year we should review the allocation of lights in each area
- It was noted that there was a delay with the installation and illumination of the tree in Pen-y-Fai by BCBC due to logistical issues.
- It was highlighted that the lack of lights at the top of Pen-y-Fai is due to the older lampposts which cannot accommodate Christmas lights
- Hanging basket update (see below minute) – The older hanging baskets are to be offered to local schools. The Clerk has been liaising with the schools and will speak to Rowan Hobbs about collection.
- The Pheasant field contract will be added to the CEP committee meeting in the new year, the committee will recommend some additions to the new contract/tender.
- Disabled access to the pheasant field was followed up by Cllr Griffiths There is some potential funding from BCBC, this will be considered in the committee meeting.

**Finance and Audit Committee**

- Our audit for 2022/23 has been returned as a qualified statement.
- The Clerk will liaise with an experienced Clerk to assist in the next audit.

**162/24 To consider and approve/decline purchase of road safety resources for Pen-y-Fai Primary School and St Roberts Primary School**

- Cllr Bennett has provided some resources via email.
- The aim of purchasing these resources for the schools would be to raise awareness.
- It was highlighted that the purchases would need to be Bi-Lingual and the Clerk will look at local suppliers as well.
- The clerk will email all 3 schools in the area and advise on them on the plans to purchase and when correct materials are sources the Clerk is to purchase resources and spend to a maximum of £

**Propose: Cllr Hopkins**

**Seconded: Cllr Griffiths**

**163/24 To discuss contract with Bridgend Town Council Dog bin collection**

- It was highlighted that the Bins in the Pen-y-Fai area are overflowing and it was mentioned this is due to some residents using them for other animal waste. The clerk contacted Bridgend Town Council who manage the waste collection and they advised that if we require more collections our contract will need to be reviewed. The Clerk will highlight how many bins are in use and report back to Bridgend Town Council.
- The Clerk will research other waste disposal companies in the area and present at the CEP committee meeting.

**164/24 To discuss the contracts for maintenance work (Aberkenfig Square and Aberkenfig Woodland)**

- Cllr Hopkins and Cllr Morgan had a meeting with 2 parties. 1 was a previous provider Matt and Baz was a previous contractor for the area.
- Cllrs had provided a brief and set out the expectations of the raised border and tidy up projects and then explained the idea of an ongoing maintenance contract.
- Regular maintenance of the woodland and Aberkenfig would help deter problems.
- The clerk will arrange another contractor to meet with Cllr Hopkins and Cllr Morgan to get a 3<sup>rd</sup> viewpoint on the work.
- Look at Woodland: Matt Scott seemed confident

**165/24 To discuss the quotes for hanging baskets and tiered planters (attached) and reach a decision on purchasing**

- Cllr Hopkins and Morgan met with Rowan Hobbs and identified the areas for hanging baskets.

- Cllr Botterill had applied for a Sell2Wales account which has been approved and now tenders can be set up when ready. Cllr Botterill will send over account details to the clerk.
- The tender for the hanging baskets is almost ready and will be reviewed in the new year.
- It's important that we utilize winter plants with the new tiered planters.
- The council have agreed to purchase 45 hanging baskets from Amberol and 2 Celebration tiered planters from the same supplier.

**Proposed:** Hopkins

**Seconded:** Bennett

**166/24** Approval of accounts payable and financial update

- To approve a list of payments made and to be made

Payee	Item/Service	Amount	Confirmed Transaction Date
Clerk	Salary	****	28.11.23
HMRC	PAYE	****	28.11.23
Clerk	Order of Service Printing for Remembrance Day Reimbursement	£56.25	15.11.23
Clerk	Purchase of Poppy Wreaths (including postage)	£43.97	15.11.23
Rowan Hobbs	Hanging Basket Watering (29/08/23 – 16/09/23)	£480.00	15.11.23
Crown Garden Services	Grounds Maintenance	£108.80	15.11.23
Cllr Bennett	Flagpole lock Reimbursement	£102.00	15.11.23
Crown Garden Services	Outstanding payments	£430.13	15.11.23
Freethought Ltd	Domain names and Emails	£275.00	

Items to authorize and Pay:

Payee	Item/Service	Amount	Date to be paid
Floodlighting Electrical	Festive Installations	£5796.00	By 28.12.23
Crown Garden Services	Grounds Maintenance	£108.80	When approved
Clerk	McAfee Protection	£34.99	When approved

**All payments made and due are reviewed and RESOLVED by the council.**

- Floodlighting electrical have mis invoiced – Their should be a 5% discount as agreed when the work was awarded – Clerk will challenge the invoice before payment

**Proposed:** Cllr Gebbie

**Seconded:** Cllr Bennett

**167/24** To note and consider correspondence

- N/A

**168/24** **To receive Members reports**

- Cllr Flanagan – Cllr will chase the Asbestos contractor ref the Allotment.

**169/24** **Clerk update ref bank reconciliation:**

- The clerk will aim to provide a Bank Reconciliation in the January meeting

**170/24** **Any urgent items of business as determined by the chair.**

- N/A

**150/24** **Dates of the forward Committee meetings**

- Community, Environments and Projects Committee will hold a meeting at the end of January meeting?
- All committee meeting dates to be sent to the Clerk

**151/24** **To confirm the date of the next meeting:**

January 9<sup>th</sup> 2023 at 6.30pm – Clerk to book Tondu Primary School (Aberkenfig)

**The Chair thanked all council members and members of the public for attending.**