



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

**DRAFT**

**MINUTES OF THE FULL COUNCIL MEETING  
Held at Aberkenfig Primary School & Via Zoom on the  
13<sup>th</sup> of February 2024 at 6.30PM**

Presiding: Cllr M Flanagan  
Present: Cllr Kemble, Cllr Morgan, Cllr Hewitt, Cllr H Bennett, Cllr Botterill, Cllr Hopkins,  
Apologies: Cllr R Hughes, Cllr Griffiths, Cllr Gebbie, Cllr Barker

In attendance: 2 Member of the public

**189/24 To receive apologies for absence.**  
Cllr Griffiths, Cllr Gebbie, Cllr Hughes, Cllr Barker

**190/24 Questions and observations from the public (10mins)**

- A member of the public asked about the contact details of Bridgend community transport and how this is booked: The Clerk will send the details through via email. Cllr Hewitt advised that the service requires 48hr notice and if members of the community have a bus pass it's a free service, otherwise it's £2.50 for a single or £5.00 round trip.
- A question was raised if a PCSO was attending, the clerk confirmed subject to their duties they will try and attend this evening.
- A question about the crossing in Pen-y-Fai was raised, the clerk gave an update on the signage that has been ordered, it was confirmed that this is the best course of action for the time being as agreed by Pen-y-Fai school.
- It was raised that there is still a number of speeding cars around ward.

**191/24 Declarations of interest in accordance with section 51 of the local government act 2000.**

- Cllr Morgan - Allotment society
- Cllr Bennett, Cllr Kemble - PVCA

**192/24 To approve as a correct record thereof minutes of the full council meeting on the January 9<sup>th</sup> 2024.**

- Cllr Bennett highlighted a correction for Min **173/24** about transport options, the transport is facilitated by Bridgend Community Transport and not BCBC. *The clerk has made this amendment to the previous meeting minutes and published.*

**Proposed:** Cllr Hopkins

**Seconded:** Cllr Hewitt

**193/24 To consider matters arising from the Full Council meeting held January 9<sup>th</sup> 10<sup>th</sup>, 2023.**

- Matters arising were taken under appropriate items on the agenda.

**194/24 To receive reports and approve recommendations from committees, where held:**

**Community Environments and Projects Committee:**

- Cllr Griffiths and Kemble met with Guy Smith in regard to the Pheasant field, the meeting was very helpful and member of the REACH team also attended and advised about funding for installments like accessible gates. REACH would also assist with local engagement and consultation of residents
- Cllr Bennett offered to help with the REACH application which has a deadline of the end of February, the Clerk will contact REACH and discuss next steps so this application can be confirmed.
- It was proposed that the CEP committee pursue this and report back to Full council with an update.
- It was noted that there were only 3 councilors present at the CEP committee meeting, therefore no final decisions were made.
- Reference the tenders on Sell2Wales, all the tenders have now closed, it was noted that the clerk had mistakenly put an incorrect date on the close date, conflicting with the date on the tender document, but has advised any interested parties to directly email their quote over to maintain fairness. Cllr Botterill has been assisting in the Sell2Wales set up and process.
- Cllr Hopkins has expressed concern that time is running out, and tenders need to be awarded as soon as possible, a CEP meeting will be held on the 27<sup>th</sup> of February (Clerk to arrange and confirm), however in the meantime an evaluation sheet will be sent out to councilors in the CEP meeting to evaluate current quotes.
- Cllr Botterill has offered to create a document that includes, weighting and scoring, which the Clerk will distribute and collect individual evaluations and scores for the quotes provided.
- It was also discussed in the CEP committee about looking at alternative lights for the 'old' telephone posts. This will be discussed at CEP committee.

**Proposed: Cllr Morgan**

**Seconded: Cllr Kemble**

**Finance and Audit Committee:** To be organized prior to Year End.

- 195/24**      **To consider quotes and award pheasant field tender and Aberkenfig and Woodland tender.**
- - It was highlighted that the council must consider commercial sensitivity with these quotes and an anonymised approach must happen until tender is awarded. The CEP meeting will evaluate tenders and award.
  - The Clerk will look at a template to use for future tenders and a more an easier process to evaluate and collate the information going forward.
- 196/24**      **Clerk request to attend ‘An Introduction to CiLCA’ training session £50.00 + VAT on March 13<sup>th</sup> 2024. Brief update about enrolling onto course.**
- The chair highlights this as an essential training course for the clerk in relation to the CiLCA qualification.
- Proposed:** Cllr Hewitt      **Seconded:** Cllr Hopkins
- 197/24**      **Receipt of invoice for AABC which would renew the domain for the old website. Clerk asks to stop this domain and launch the new website as soon as the domain is fixed by Freethought.**
- It was agreed to cancel the old website service and launch the new website as soon as the domain is fixed by Forethought.
  - It was agreed to have a single English pointing site with a Cymraeg translation (ie. Similar to [Newcastlehighercc.gov.uk/cy](http://Newcastlehighercc.gov.uk/cy)). To avoid the complex issues being faced with the purchase of a Welsh language version of the domain name, and a separate domain requiring duplicating work and separate translation.
  - The use of a plug-in to do automatic translations could be utilised and automatic translations would be checked by the Clerk.
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- Proposed:** Cllr Morgan      **Seconded:** Cllr Hewitt
- 198/24**      **Clerk requests a councillor to be present at the Welfare Hall on to receive payments from Allotment Plot Holders and to review the price of Allotment Rents for next financial year.**
- Cllr Hewitt will accompany the clerk to collect payments from the allotment society.

- It was noted that many of the allotment plot holders are outside of the ward, a question was raised that should there be a priority to community members within the ward first?
- Cllr Morgan did highlight that many of the allotment holders outside of the ward have been members for a long time.
- Cllr Bennett recommended a full review of the Allotments to include, membership, price per plot etc and how we manage going forward. The Clerk will reach out to The National Allotment Society for advice on average plot sizes and advice on pricing.

**199/24 Councillor Representation required at the school to present signs at an assembly.**

- The council confirms that there will be representation when required.
- Cllr Bennett has requested to attend the Pen-y-Fai assembly as a county councillor for the area too.

**200/24 To Consider Planning applications.**

- No issues or objections were raised for any planning applications

**201/24 Items as paid.**

Payee	Item/Service	Amount	Confirmed Transaction Date
Clerk	Quarterly Claim toward broadband expenses	£30.00	12.01.2024
Clerk	Mobile Contract Bill (December 1 <sup>st</sup> and January 1 <sup>st</sup> )	£16.00	12.01.2024
Crown Garden Services		£109.52	12.01.24
Clerk	Salary and Pension	****	30.01.24
HMRC	PAYE	****	30.01.24
NEST Pension	NEST	****	01.02.24
Bridgend Electrical	Supply and Installation of Xmas Tree Lights for Church	£600	12.01.24

**Items to authorize and Pay:**

Payee	Item/Service	Amount	Date to be paid
B-Leaf	Hanging Baskets	£1864.80	When approved by Council
Crown Garden Services	Grounds Maintenance	£108.80	When approved by Council
Clerk	McAfee Protection	£39.99 (Higher amount than previously agreed)	When approved by council
Clerk	Ink X2 Purchases	£53.36	When approved by council

Clerk	February Salary & Pension	****	28.02.2024
HMRC	February Contributions	****	28.02.2024
Bridgend Town Council	Q3 Payment Dog Bins	£1248.00	When approved by council
Bridgend Town Council	Q4 Payment Dog Bins	£1248.00	When approved by council

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

**Proposed:** Cllr Bennett

**Seconded:** Cllr Hopkins

- Cllr Hopkins advised the clerk to contact Crown Garden Services as the contract is coming to an end and a new tender will be awarded for the contract.

**202/24 Finance committee to provide financial update and provide full bank reconciliation.**

- A meeting couldn't be set due to a conflict in dates for committee members, however one will be set in the coming weeks and prior to the next council meeting so a YTD spend can be reviewed against the budget.
- A full bank reconciliation has been done year to date and will be published.
- The clerk will prepare an actual spend report for councillors to review and moving forward into the next financial year, more comprehensive reports will be delivered on a regular basis.

**203/24 Chair to review and agree/contest bank reconciliation against bank accounts.**

- The chair had reviewed the transaction history from scribe against a bank statement and confirms the amounts correspond.

**204/24 To note and consider correspondence.**

- The Chair read through the correspondence.

**205/24 To note and consider correspondence.**

**206/24 To receive member reports.**

- Cllr Hopkins notes that the notice boards are not being utilized enough, Cllr Kemble recommended we display the photos of councilors along with their new email addresses. Future De-Fib training sessions should be displayed along with any other events.
- Cllr Morgan confirms she is adding to the Aberkenfig board on behalf of some local community associations and businesses.

- Cllr Bennett highlights that meeting Agendas and minutes should be displayed on the notice boards to remain compliant and that local community hubs. Associations should be encouraged to use it as well.
- Cllr Hewitt queried if a repeater 20 sign could be installed on Bridgend Road, in Aberkenfig, Cllr Bennett confirmed repeater 20s are not currently permitted.
- Councillors note that there is a Bi Election in Aberkenfig – Election date in March 7<sup>th</sup> and there are two candidates standing.

**207/24 Any urgent business**

- N/A

**208/24 Dates of forward committee meetings**

- CEP Meeting 27.02.24
- Finance Meeting TBC

**209/24 Confirm meeting next**

- The next meeting will be Tuesday March 12<sup>th</sup> 2024. The clerk will make arrangements and share.

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

**210/24 Public Interest Test**

**a) *The following resolution applies:***

By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from the meeting on the basis that with regards to the following agenda items, disclosure thereof would be prejudicial to the public interest by reason of the personal and confidential nature disclosed in the business to be transacted.

- a. Cooption process to discuss the application for the application of the vacant councilor position.

It was agreed to Coopt John May as a councilor for Newcastle Higher Community Council

**Propose: Cllr Hopkins**

**Seconded: Cllr Morgan**