



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

DRAFT

MINUTES OF THE FULL COUNCIL MEETING

**Held at Aberkenfig Primary School & Via Zoom on the
9th of January 2024 at 6.30PM**

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

In attendance:

172/24 To receive apologies for absence.
Cllr Hughes sends his apologies

173/24 Questions and observations from the public (10mins)

- It was noted that the minutes were not visible on the website. The Clerk apologizes, technical issue.
- It was noted that there is still no PCSO presence. Cllr Bennet has recently introduced the new PCSO to the area to the clerk and PCSO L Thomas will try and attend some scheduled NHCC meetings this year.
- It was noted that the Bus station and bus service is extremely limited in the area, however councilors advised this is county council wide concern and bus companies are private business and the concern is the usage would not be profitable for them to operate all the routes. It should be noted however that BCBC do offer a pre-booked community transport.
- Cllr Gebbie and Cllr Bennett advised that the county council will have future consultation on public transport in the communities however this is something that is currently sitting with Welsh Gov.
- A member from TACA added that a member of the public reported an error of a name on the monument in Aberkenfig and has asked for the spelling to be corrected. The Clerk will ask for more details from the relatives and make enquiries on this.

- 174/24** **Declarations of interest in accordance with section 51 of the local government act 2000.**
 - N/A
- 175/24** **To approve as a correct record thereof minutes of the full council meeting on the 10th October 2023.**
- Proposed:** Cllr Hopkins **Seconded:** Cllr Morgan
- 176/24** **To consider matters arising from the Full Council meeting held October 10th, 2023.**
- Reference Min 161/24 = Christmas lights: It has been recommended that the CEP committee review the Christmas lights contract in the next meeting and prepare early for next year's requirement's and review the contract for potential maintenance issues. It was highlighted by Cllr Botterill that another community council have awarded a Christmas lights contract for a longer term, something NHCC could review and consider (CEP meeting 30.01.2024)
 - Reference min 168/24 = Asbestos work. Cllr Flanagan confirmed that he has spoken to the contractor who was previously consulted for the work who admitted this work had 'slipped through the net'. This will be picked up again, Clerk will chase the contractor.
- 177/24** **To receive reports and approve recommendations from committees, where held:**
- Community Environments and Projects Committee:**
- Meeting to be held on 30th January 2024.
 Cllr Hopkins and Cllr Morgan met with a 3rd contractor (Bridgeside Landscapes) reference the work in Aberkenfig Square and woodland the contractor would also be interested in the Pheasant field cutting.
- Finance and Audit Committee:**
 Meeting scheduled for January.
- 178/24** **To discuss the broken wall at the car park of the Aberkenfig Woodland and possible repairs.**
- Cllr Griffiths had highlighted that the wall to the entrance of the car park near Aberkenfig woodland/ garden has been damaged and the top of the wall has been pushed off. The council queries who the car park and wall belong too. Cllr Flanagan will make enquiries and report back to Clerk if NHCC need to intervene.
- 179/24** **To review the tender for hanging baskets for 2024**

- Cllr Botterill has uploaded the tender to Sell2Wales and has shared the details with the Clerk and Cllr Hopkins. The tender is the same as previously sent by Cllr Hopkins who will check the tender before publishing on Sell2Wales.

180/24

To review the tender for the pheasant field cutting for 2024

- The question was raised if the tender should include the cuts to the outside of the field hedge (roadside) as BCBC have been cutting this. It was suggested that BCBC were cutting it due to the logistical issues of the main road. Cllr Flanagan will check with BCBC if they will continue to cut the roadside hedgerow.
- It was recommended that the tender include the detail that the grass cuttings be disposed of by the contractor.
- The Clerk will make the above amendments and then publish the tender on Sell2Wales.

Proposed: Cllr Griffiths

Seconded: Cllr Kemble

181/24

To review the tender for the Aberkenfig square maintenance and woodland.

- Note the following to be amended to the tender prior to publishing:
- Reference the Aberkenfig Woodland Project, maintenance of the water culvert is to be added and Woodland contract. typos:
- The tender needs to include a 'one off' clean up of the Aberkenfig Woodland/Garden (to include Garden area, pathway leading to woodland, to include disposal of all debris and cuttings.
- Add a deadline to the 'one off clean up' of the woodland.
- Cllr Gebbie advised that any work should be in line NRW and contractors need to ensure they abide by any felling, and woodland licenses for the time of year.
- It was suggested that the tender be separated into Lots (Initial clean up and then ongoing maintenance) which could entice further bids for the work involved.
- Clerk will amend the above and present to Cllr Hopkins and Cllr Morgan to make final approval before publishing (deadline 16th January)

182/24

Clerk confirms that the school safety signs are in progress and just confirming wording and translations for the designs before ordering.

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Payee	Item/Service	Amount	Confirmed Transaction Date
Clerk	Salary & Pension	****	21.12.23

HMRC	PAYE	****	21.12.23
Floodlighting Electrical	Corrected invoice	£5506.20	To be processed on 10.01.24
Cllr Griffiths	Reimbursement for the donation made to the Talbot Centre (ref technical issues)	£250	21.12.23
Cllr Bennett	Correction from previous payment of £102.90 for flags (underpaid)	£0.90	To be processed on 10.01.24

Items to authorize and Pay:

Payee	Item/Service	Amount	Date to be paid
Clerk	Quarterly Claim toward broadband expenses	£30.00	When approved by council
Clerk	Mobile Contract Bill (December 1 st & January 1 st)	£16.00	When approved by council
Crown Garden Services		£109.52 (note additional £0.72 correction from underpayment in September)	When approved by covered
Clerk	Salary and Pension	****	January 28 th 2024
HMRC	PAYE	****	January 28 th 2024
Bridgend Electrical	Supply and Installation of Xmas Tree Lights for Church	£600	To be processed on 10.01.2023

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

Proposed: Cllr Gebbie

Seconded: Cllr Botterill

- Cllr Gebbie thanked the Council for the donation to the Talbot Centre and confirmed the project oversaw 750 meals prepared, cooked and delivered on Christmas Eve.
- Cllr Morgan confirmed that the Allotment society usually pay their annual payment in March. The Clerk will liaise the treasurer.

183/24 To note and consider correspondence

- The clerk to send the letter ref Town and Community Council Fund applications to the Finance and Audit Committee.

184/24 To receive Members reports

- Cllr Bennett recommends we move quickly on the Grit Bins. The Clerk will confirm the locations with BCBC this week.
- Cllr Gebbie reported some concerns from residents only on Church street and nonresidents parking there. Possible need for re-signing in the area. BCBC to be contacted and ask for advice.
- Cllr Bennett shared that the bookshare in the bus shelter could be introduced in Pen-y-Fai and Cllr Griffiths shared that the warm welcome coffee morning is being re-introduced so the bookshare/ swap could be integrated into this too. Warm welcome coffee morning will be held in the pheasant.
- Cllr Hopkins queried if the old hanging baskets have been claimed? The clerk confirmed the schools are interested and waiting on Rowan Hobbs to arrange a time for collection.
- Cllr Hopkins wanted to praise the local police on a local incident in Pen-y-fai where contractors were continuously parking on curbs and blocking pavements and pedestrian access.
- Cllr Griffiths queried if BCBC Litter pickers are still employed? Cllr Gebbie confirmed they are however they have set routes across the borough and usually work the route the day after a refuse collection. Limited staff across the borough. Cllr Bennett will check with BCBC if and when the route is inclusive of the Pen-y-Fai area.
- Cllr Griffiths advised that Blacklight productions were filming in local area for a S4C production (FYI)
- Cllr Flanagan confirmed he is available to hold De-Fib training sessions on the 17th: February (1 to be held AM and 1 PM) one in Aberkenfig Welfare Hall and another ideally in Pen-y-Fai School (TBC). The Clerk will prepare adverts for the training, posters and letters to local community business and social media posts (bookings to come via the Clerk)
- Cllr Gebbie confirmed that Justin Kingdon will arrange a viewing for the vacant property on Bridgend Road as a potential NHCC base, council to look at a potential use of the town and community fund. The clerk will liaise with Justin and feedback.

185/24 **Any urgent items of business as determined by the chair.**
N/A

186/24 **Dates of the forward Committee meetings**
Community, Environment and Projects: 30.01.24
Finance: January date TBC

187/24 **To confirm the date of the next meeting:**
Feb 13th February (Cllr Bennett Apologies)

188/24 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.

Propose: Cllr Bennett

Seconder: Cllr Barker

- The council discussed the co-option process of a new Councillor. The clerk will follow up from the discussion and revert back.

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