



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

DRAFT

**MINUTES OF THE FULL COUNCIL MEETING
Held at Pen-y-Fai Primary School & Via Zoom on the
12th March 2024 at 6.30PM**

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

In attendance: Welcome to Cllr John May

211/24 To receive apologies for absence.

- Cllr Hughes sends his apologies. Cllr Hughes has expressed his intention to resign due to conflicting work commitments and not being able to attend and commit to the community council. Clerk is awaiting his resignation.

212/24 Questions and observations from the public (10mins)

- Member of the public had asked if PCSO's have been patrolling as there has been little police presence, Cllr Bennett and Cllr Hopkins have both seen patrols in the area.
- A member of the public raised a concern that the wreaths from Remembrance Day are still at the square. The Clerk will ensure these are removed by the weeks end.
- The council did advise that if public members have queries or concerns they should contact the clerk so it can be remedied quickly, instead of waiting for a council meeting.
- A question was raised if the De-fib training is still ongoing. Cllr Flanagan confirmed that we are working with Aberkenfig Welfare Hall to arrange dates.
- A question was also raised about the Schools safety signage, to which the clerk confirmed a date is being arranged for an assembly with the schools to present the signs and promote road safety.

213/24 Welcome to the representatives from REACH. Short presentation on the process for the Pheasant field.

- The Chair welcomed two members of the REACH team to the meeting, and thanked them for attending.
- Yiota confirmed that an EOI has been received and full application is now being completed for the pheasant field. This will help with funding a landscape and architect for plans, and help with our grant application.
- Help with landscapes and architect fees, help with grant application.
- The clerk will work with Reach and the CEP committee to finalize the proposals and include in the application.
- The application will not grant us capital but will help with funding and the ways to access funding, this will help us establish the plans.
- Cllr Bennett, also thanked REACH for attending, and highlighted that if an ecological report could be included in the process then this would help with any green initiatives we may plan.
- REACH confirmed they are accessible until March 2025.
- We have started the process, we will now move to full application now with the support from Mark at REACH and work on an action plan, ecological survey and accessibility access audit, REACH are hoping for a 9month turnaround time.
- The full report that will be produced can then be used for other funding as well and go out to local business, stakeholders and funders going forward.
- The clerk will update council on milestones for the application going forward and ensure this is added to the CEP committee agenda.
- It was proposed and seconded that this project moves forward.

Propose: Cllr Griffiths **Seconded:** Cllr Kemble

214/24 Declarations of interest in accordance with section 51 of the local government act 2000.

- Cllr Morgan – Member of the Allotment Society.
- Any other declarations will be highlighted per agenda item.

215/24 To approve as a correct record thereof minutes of the full council meeting on the February 13th, 2024.

- It was proposed and seconded that the minutes were a true and accurate reflection of the meeting held on February 13th, 2024.

Proposed: Cllr Hopkins **Seconded:** Cllr Hewitt

216/24 To consider matters arising from the Full Council meeting held February 13th, 2024.

- N/A

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

Community Environments and Projects Committee:

- The CEP committee met on the 27th February to consider and award the tenders for 2024. This was a very productive beneficial meeting where all 3 contracts were awarded. Cllr Hopkins explained the scoring process and how the tenders were awarded.
To confirm the Aberkenfig Woodland & Square tender has been awarded to James Bayliss. Cllr Hopkins will meet with the contractor next week to confirm plans going forward.
To confirm The Pheasant Field tender has been awarded to Bridgeside Landscapes, and Cllr Hopkins has met with contractor and discussed the expectations and plans moving forward. It was also discussed about the hedge at the end of the field being trimmed. The contractor assured the council that every care would be taken and a thorough examination would happen to avoid any breach with bird nesting
The contractor has quotes £280 +VAT to cut the hedge. The clerk will liaise.
- To confirm the Hanging basket tender has been awarded to ID Verde/ Plantscape. Unfortunately, the council were restricted this year as no local tender provided a viable option. It was noted that we had a smaller response for this tender and something the council will reflect on when creating the tender for future years.
- It was noted that some changes and stipulations had arisen from the contractor since being awarded. It was discussed that due to the lateness in the year, the council are running out of time to consider other options, and the additional prices now offered, although are not included in the original tender are still beneficial to the council, in that it will ensure all aspects of the tender are held with one company which the council feel will improve continuity. As well as the need for watering will decrease as the planters will hold water for longer.
- Cllr Gebbie thanked the CEP committee for taking on this task, as it is a large project to consider these tenders and wanted to highlight that the council do have a socio-economic duty as well as financial. It was confirmed that the weighting for the scores for all tenders only had a 40% weighting for financial benefit, and quality was considered a higher priority. Unfortunately, the council were restricted this year as no local tender was a viable option.
- The clerk confirmed that the increase in price remains within the budget for the hanging baskets and planters and the price was reduced for some aspects.
- Cllr Botterill highlighted that this was the first time using Sell2Wales and this year should be considered a good step to better transparency and we

can learn on how we have presented these tenders and enhance them going forward.

- It was noted that by Cllr Hopkins that Sell2Wales will be used whenever possible but always for larger projects exceeding £5000.
- The clerk will ask the contractor for a price to purchase a few additional baskets and a price per water for them, in line with budget restrictions as some baskets may need to be purchased for the Pentrefelin area.
- The Clerk will send the tender for the Christmas lights to Cllr Botterill to evaluate and propose for this coming year.
- The CEP meeting are also considering some ideas for Health and wellbeing week in June.

It was proposed and seconded that the additional costs for the hanging basket tender be agreed and for the clerk to query the price for more hanging baskets and watering if required (subject to budget restrictions)

Proposed: Cllr Hewitt

Seconded: Cllr Bennett

Finance and Audit Committee:

- The finance and audit meeting met on March 4th 2024.
- The committee had aimed to propose that the policies be agreed by council, however this will be deferred to April and the clerk will send all policies to review.
- The finance committee confirm that the council will have a carry forward figure of approximately £17,000.
- The audit process will require a proof of opt in / out from councillors, the will provide an opt in/out form for audit purposes.
- Cllr Bennett had explained that although our precept request remained the same, the council tax base has increased, then increasing the amount charged to residents to maintain our precept.

HR Committee: Due to meet in March.

218/24

Clerk update to include: Allotment rent, website launch & confirm email set up for all councillors.

- The clerk confirmed that all of the rent money has been collected, short of £10.00 and Cllr Hewitt had accompanied the clerk on March 6th to collect the majority of the rent from the allotment association, the clerk then cashed this at the bank on Thursday 7th March 2024.
- The clerk confirmed that the website is live for councillors to view, a link will be sent, and the clerk urges councillors to review and highlight any issues, or glitches so they can be remedied, and the website can be launched to the public by April 1st.
- The .gov emails are proving to be complicated to set up, the clerk will enlist the domain host to help with set up.

219/24

To consider planning applications:

Town and Country Planning Act 1990 (as amended)

Planning Application No.: T/24/6/TPO

Applicant: Mrs A Nott

Location: 15 Coed y Cadno Pen-y-fai Bridgend CF31 4GA

Proposal: Crown reduction to lime tree

Town and Country Planning Act 1990 (as amended)

Planning Application No.: P/23/619/FUL

Applicant: Mr G Power

Location: Rear of 10-12 Penyfai Road Aberkenfig CF32 9AA

Proposal: Demolition of existing garages and construct new garage

Town and Country Planning Act 1990 (as amended)

Planning Application No.: P/23/671/FUL

Applicant: Mr K Bell Location: Glanteg 16 Hillcrest Penyfai CF31 4NL

Proposal: Demolition of existing garage and rear utility room / wc and construction of single storey side and rear extensions, alteration of existing access [amended plans received]

Town and Country Planning Act 1990 (as amended)

Planning Application No.: P/24/43/FUL

Applicant: Mrs T Davies Location: 28 Hillside Penyfai CF31 4BG

Proposal: First floor extension to side (above existing garage conversion) and rear of property (above single storey kitchen extension)

Town and Country Planning Act 1990 (as amended)

Planning Application No.: P/23/671/FUL

Applicant: Mr K Bell Location: Glanteg 16 Hillcrest Penyfai CF31 4NL

Proposal: Ground floor alterations and loft extension with dormer windows

- The council approve all applications and have no objections

220/24

Approval of accounts payable and financial update

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

Items as paid.

Payee	Item/Service	Amount	Confirmed Transaction Date
B-Leaf	Hanging Baskets	£1864.80	16.02.24
Crown Garden Services	Grounds Maintenance	£108.80	108.80
Clerk	McAfee Protection	£39.99 (Higher amount than previously agreed)	16.02.24
Clerk	Ink X2 Purchases	£53.36	16.02.24
Clerk	February Salary &	****	01.03.24

	Pension		
HMRC	February Contributions	****	01.03.24
Bridgend Town Council	Q3 Payment Dog Bins	£1248.00	16.02.24
Bridgend Town Council	Q4 Payment Dog Bins	£1248.00	16.02.24

Items to authorize and Pay:

Payee	Item/Service	Amount	Date to be paid
Crown Garden Services	Grounds Maintenance	108.80	14.03.24
Clerk	March Salary & Pension	****	28.03.24
HMRC	March Contributions	****	28.03.24
South Wales Web Solutions Hosting & Support	New Website	£432.00 (VAT)	14.03.24
BCBC	Pen-y-Fai Christmas Tree and charges	£907.28	14.03.24
Clerk	Receipt for stamps (Allotment letters)	£15.00	14.03.24
Clerk	March Salary & Pension	****	28.03.24

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

- a. To approve a list of income/receipts received: *£430 Allotment Rent - £80.00 Outstanding*
 - The clerk confirms that the figures are since updated since the agenda was published and is only awaiting a total of £10.00 for allotment rents.
 - The clerk aims to have all payments processed by the 28th Month to ensure a clean transition into the new financial year.

It was proposed and seconded that the above payments are approved and processed by the clerk.

Proposed: Cllr Morgan **Seconded:** Cllr Hewitt

221/24 Finance committee recommend that council approve to pay for another clerk to assist in the audit process.

- A full Audit Wales Report is required for 2023/24, this will be more in depth than the previous audits. The finance committee recommend that the clerk be supported through the process by a more experienced clerk and will pay for this to ensure a smooth and thorough audit process.

Propose: Cllr Gebbie **Seconded:** Cllr Griffiths

222/24 To recommend the clerk's overtime is paid in March payroll.

- The council agrees to pay the clerks overtime and for this to be processed in March 2024.

223/24

To note and consider correspondence.

- The Chair reads through the correspondence.
- Cllr Gebbie advises that we should accept a portrait of His Majesty the King. The clerk will order a portrait.
- Cllr Bennett shared that the Rights of way funds that are allocated to Town and Community councils needs to be accessed and used, as unallocated funds will be used elsewhere if not claimed. The council should make this a priority to access this funding in the next financial year to help repairs and improve local footpaths. CEP committee to discuss and propose a plan.
- Cllr Gebbie highlights that the statistics provided by SWP are not to concerning for the area, and shares that the force should be supporting our community in other ways, highlighting that a large number of concerns are in reference to dangerous driving. It was recommended that the clerk draft a letter to SWP, local and ask how they can work in partnership to help resolve these issues that are consistently concerning our residents. *Clerk to draft a letter and ask for more support.*
- Cllr Botterill commented on the amount of inconsiderate parking within the Aberkenfig area which is effecting residents but also damaging pavements and walkways in the area.
- Cllr Hewitt requested that parking pillars, as installed near (Bakers) in Aberkenfig could be more prominent in the village, The clerk will make enquires on who this request needs to go to.
- It was noted that a 'free tree' initiative is possible for the BCBC area. The clerk is in communication with BCBC and is considering the pheasant field, and the green at the top of Pen-y-Fai. Clerk to feedback with more information.

224/24

To receive members reports.

- **Cllr Bennet:** Driver strips have been installed in Aberkenfig and pen-y-Fai. A request that the clerk to also request a regular 'cuppa with copper' and that Cllr Bennett is happy to co-host this as a county councilor.
- The lights on the tree at Pen-y-Fai near the church need to be checked.
- Cllr Bennett also recommend that we look at planting a tree for Christmas instead of paying for one annually. The clerk will make enquiries.
- Ther has been a recent bi-election and a new county councilor for the Aberkenfig has been elected, the Clerk has been introduced and it's recommended that Cllr Gary Haines is invited to a future meeting and introduction.
- The community council may be a stator consultee in the Potential McDonalds that is being planned on Bridgend Road

- BCBC will be undergoing a Boundary commission survey which happens every 10 years or so. This could affect the boundaries of our wards, Cllr Bennett will keep us updated.
- The Town and council community forum highlighted the Armed forces covenant which ensures veterans and serving personnel are not being treated less or subject to inequality. It is urged that community councils are involved in this and to sign up, the clerk will speak to Cllr Bennett to get more information.
- The town and community council forum also highlighted the spread of Invasive species and how to correctly report, Cllr Bennett will share with the clerk so the information can be shared via social media and on the new website.
- The Local development plan has been ongoing since 2018 this has now gone through the consultation process. Member of the public have been involved and will go to full council. This is a 20-year plan, on what kind of development will happen within Bridgend (Industry residential, manufacturing, environment etc) this plan will help protect the area and set a policy from any unwanted potential developers.
- **Cllr Botterill:** Confirmed she will share the contact details for Network Rail reference invasive species on train lines.
- **Cllr Gebbie** updated the council on a proposal to BCBC to consult on a Single transferable vote, a fairer and more transparent way to conduct elections, but there is a significant cost involved. This would have a further effect on community council.
- **Cllr Morgan** highlighted that parking in Aberkenfig is still a problem, nobody seems to take responsibility. Cllr Bennett did share that if there are yellow lines, this is a enforcement, so the council are responsible, if there are no lines and a car is causing an obstruction, then this is a police matter.
- It was highlighted that a newsletter would be a good idea, so the community council can share and celebrate the work it's doing for the area. The clerk will start working on this and asks councilors to send ideas over. Printed copies should also be done and delivered by community councilors.
- It was noted that a request from a member of the community had been received asking about the newly elected member for Aberkenfig ward, and their absence from community council meetings in previous years. The clerk has replied to this and sent over the minutes associated with the query.
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225/24

Any urgent items of business as determined by the chair.

- N/A

226/24 **Dates of forward committee meetings**

CEP: 23/04/24

Finance: TBC

HR: TBC

227/24 **To Confirm the date of next meeting:**

- The next meeting will be Tuesday April 9th 2024. The clerk will make arrangements and share to council members.

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