

Minutes of a Meeting of the Newcastle Higher Community Council held in Smyrna Chapel Vestry, Penyfai, on Tuesday 13<sup>th</sup> November 2018 at 7.00 p.m.

Cllr Gary Haines: Presided

Present (7) Cllrs Derrick Baker, Heidi Bennett, Dave Fowler, Gary Haines, Altaf Hussain, Alex Marshall & Meryl Wilkins.

Clerk: John Richfield

County Borough Cllr James Radcliffe

Aberkenfig and Tondy Community Association: Claudette Evans and Lin Masters

Observers – residents of Hillcrest and others

1. Apologies

Apologies were received from Cllrs Joyce Haines, Ann John, Mal John and Byron Jones.

The Clerk would send a card with the good wishes of the Council to Cllr Mal John who was in hospital.

2. Members Declaration of Interests on Agenda Items

No specific interests in any of the items discussed were made at this meeting.

3. Minutes of the Meeting held on 9<sup>th</sup> October and 5<sup>th</sup> November 2018

The draft minutes of 9<sup>th</sup> October 2018 were approved, subject to a number of clarifications and amendments on the October minutes, which were accordingly amended and clarified. The minutes of the additional meeting held on 5<sup>th</sup> November were received.

4. Matters Arising on the Minutes

(i) Minutes of 9<sup>th</sup> October

Cllr Meryl Wilkins stated that she had documents relating to the Pheasant Field prior to 1960.

(ii) Minutes of 5<sup>th</sup> November

None.

5. Report from Tondy and Aberkenfig Community Association

The Council welcomed Claudette Evans and Lyn Masters to the meeting representing the Community Association.

Claudette Evans made an oral report:

- The Association welcomed the provision of dog refuse bins provided by the NHCC.
- Members of the Association had attended a funders fair and published a newsletter which referred to local issues.
- A meeting had been held between the CA and Mr Davies of BCBC regarding drainage in Clos Pwll Clai. Unfortunately the affected land was not adopted by the BCBC.
- Plans had been made to provide a notice board at the Retail Park.
- The Association hoped to work with the Community Council for a scheme of Christmas lights and summer flowers in 2019-2020.

- The Association had been informed that a medical centre in Tondu was not to be funded as facilities existed in Bridgend. The Association would continue to lobby the Health Board, citing the BCBC ward members and the NHCC as being supportive. An argument in favour of an additional medical centre was that it would reduce overload of the A & E at the Princess of Wales Hospital Bridgend.

## 6. Report from PACT Meeting

Cllr Heidi Bennet reported on PACT.

The issues were firstly, people had found the leaves to be slippery in Dunraven Street, Aberkenfig, which was referred to Cllr James Radcliffe to action with BCBC. Secondly fly tipping had been reported in the lanes in Pennsylvania Wood. This had been referred to Laleston Community council for action. The fly tipping previously reported under the M4 bridge was reported as being on private land so the BCBC would not remove it.

PACT meetings had not been well attended recently, and PCSO Bowen had retired. As those at the meeting felt that PACT was no longer operational, a discussion had been held on how PACT could look at options such as for example holding its meetings before the Community Council's meetings. However, no decision had been made at present.

## 7. County Borough Councillors

Cllr Altaf Hussain (Penyfai)

Cllr Altaf Hussain gave the following report:

Cllr Hussain had attended, with other Councillors, the Official Opening Ceremony of Remembrance Festival Week at All Saints' Church on 10 November 2018, which was inaugurated by the Rt Hon Carwyn Jones AM, First Minister of Wales, where Cllr Hussain delivered a speech on the legacy of war.

Cllr Hussain attended Remembrance Day at All Saints' Church Penyfai with Cllrs Mal John, Ann John and Meryl Wilkins.

The Highways Department of BCBC had installed a Grit Bin in Treharne Drive, near to the shop, and a street name sign for Plas Ty Mawr recently.

Mr Cavell, a resident, had raised concerns about the layby at Heol Eglwys which Cllr Hussain took up with Highways. The outcome was that BCBC would install pole cones, without taking on liability for ongoing maintenance as remedial measures on highway was not the responsibility of the County Borough Council. This outcome was accepted by the resident.

Following concerns raised by Mr Chris Morgan, about parking issues at Penyrheol and Court Colman Mr Keith Power of BCBC Traffic Management Team had provided feedback to Cllr Hussain.

Cllr Hussain had suggested that the complaint be referred on to the Police Sector Inspector.

Mr Power also indicated that even if the residents had no objections to yellow lines being implemented there was currently no funding to start the legal consultation process for a new traffic order or for redesigning and constructing a new road layout, so until there was a change to funding to highways or a significant change to compromise road safety this location could not be treated as a priority for action.

Cllr Hussain had been contacted by residents, who were in attendance to lobby the council about their objections to Planning Application P/18/709/FUL for 4 detached houses to the rear of 2 Hilcrest Penyfai. The main objections to the proposal were that the residents felt it did not comply with regulations. The neighbours objected to 2 large 4 bedroom houses on a small plot of land with a single lane drive access

unsuitable for emergency vehicles or service vehicles. The neighbours also reported they had been told rubbish for collection needed to be carried to Hillcrest, which they were concerned may constitute discrimination against people with disabilities. The Council heard the views of the residents who attended the meeting and agreed to represent them to the Planning Authority. The Clerk would write accordingly before the deadline for receipt of comments. (copied to Cllr Hussain).

The Council noted the report.

#### Cllr James Radcliffe (Aberkenfig)

Cllr Radcliffe gave the following report:

#### Committees

Cllr Radcliffe had been appointed to the Development Control Committee in BCBC, so he hoped to have greater influence on future development locally, and to learn more about planning rules.

#### Community Action Fund

Cllr Radcliffe reported that he had used his CAF to fund two organisations locally, firstly to help provide equipment for Aberkenfig Boys and Girls Cub and secondly, funding Aberkenfig Ministries firstly to support the development of a debt advice centre that aimed to support people to become debt free and secondly equipment for the classes used to tackle social isolation, and thirdly capital work to make the church wheelchair friendly to use as a community centre.

#### Lottery Funders meeting

Cllr Radcliffe would report that Bridgend and this valley were under represented Cllr Radcliffe would keep the Community Council informed.

#### Meeting with Cynon Taff Health Board

Cllr Radcliffe intended to use a meeting with the Health Board to raise local issues.

Cllr Baker requested Cllr Radcliffe to ask BCBC to consider improving the condition of the road surface at the Square Aberkenfig. He agreed to do so.

The Council noted the report.

### 8. Update from Committees

#### (i) Maintenance Committee

The bins were now all installed – Bridgend Town Council would carry out the agreed programme of emptying. It was noted that one under the bridge had to be slightly repositioned. The Council wished to record its thanks to Cllrs Mal John and Alex Marshall for bringing the project to reality.

### 9. Report on Remembrance Events 2018

Councillors reported on Remembrance events in Aberkenfig and Penyfai.

In Penyfai the Church held an opening ceremony which led into a week long festival of remembrance attended by members of the Community Council, the whole extended event was very well received in the village.

In Aberkenfig a very well attended event was held at the War Memorial and church. In addition, for the Armistice Centenary, the school children unveiled their mosaic artwork, in the presence of a large number of people and the ceramic artist, Justine Stroud.

The Council wished to record its thanks to Councillor Derrick Baker, who, as he had done for many years, coordinated the arrangements.

Cllr Derrick Baker also thanked Winston Jenkins a local resident who regularly cleaned the entire Square area voluntarily each year. The trumpeter who played the Last Post so well was a 14 year old local school pupil. Enquiries would be made of the head teacher with a view to sending a donation to a charity or cause nominated by her or the school. The Council was informed that 15 wreaths and 47 crosses were laid on Remembrance Sunday in Aberkenfig.

Members of the Council also laid a wreath at Bryncethin.

#### 10. Meeting to consider options to protect Penyfai Open Space

The Council received a separate report on the meeting held on 5 November to take this forward. All the action following the meeting had been done, and the Clerk had requested further details on the possibility of a Community Asset Transfer of the playing field at the Pheasant.

#### 11. Report of Speed Boards Project

Cllr Heidi Bennett made a report on the progress. She had met with BCBC Officers to agree access to power and the necessary civil work. The BCBC would not charge to put the speed boards up. Agreement had been reached on the signs to provide, and the BCBC would return to the Community Council with that solution. It was now necessary to make final agreements to complete this, and for other Councillors to look at the proposed sites and agree. An update would be brought to the next meeting.

#### 12. Christmas 2018

##### (a) Annual Schools Christmas Cards Competition

The Clerk would again invite all the local schools and nurseries to participate as usual, the prizes to continue to be tokens for main winners and sweets for all children.

As in previous years enquiries would be made of the Awen Trust, at the Pavilion, to provide the nursery category prize.

A copy of the winning card from last year had been framed, and copies provided for the school itself as previously. The clerk reported that the printed copies had been delivered to the School. Some were brought to the meeting and made available for Cllrs to use.

##### (b) Confirmation of orders for Christmas Lights 2018-2019

The Council confirmed the work:

##### Penyfai:

Tree on the common, lighting on tree by Church : BCBC  
Light fittings on columns: Floodlighting and Electrical Services  
5 solar powered Christmas trees, Plantscape

## Aberkenfig

Lights on the tree on the Square

Lights on Tree at Tondu Methodist : BCBC

Lighting on columns and wires in village: Floodlighting and Electrical Services

### 13. Meeting with Tondu School Council

Following the invitation from the School Council to the Community Council to meet, the Clerk made enquires of the Head Teacher for a date for the meeting, but a date had not yet been decided on. Cllr Baker who was undertaking a project with the school children would ask for a date would meet the Head Teacher and identify potential dates.

### 14. Casual Vacancy Update

Following the resignation of Cllr Lee Robson, the clerk had advised the BCBC Electoral Officer, and using the BCBC produced guide to casual vacancies, produced the prescribed notice to notify people that electors could write to the BCBC to request an election, and published it on the Community Council's website. When the time came, the BCBC would advise the Community Council if there was a request for an election.

### 15. Bulb Planting

Following on the experience last year with planting of bulbs, it was agreed to order daffodil bulbs, so long as it was not too late in the season. The clerk would order the bulbs, checking with a local supplier and two online ones for price.

The Bulbs would be planted by residents, mainly in the Court Colman area of Penyfai, and some to be provided to the Tondu and Aberkenfig Community Association for planting in Tondu.

4 bags would be obtained, three for Penyfai, one for Tondu.

### 16. Correspondence

The notes circulated on the incoming correspondence were taken as read by the Council.

#### 1. Parks Department BCBC

Note from the Parks Department in response to the Clerk's complaint about what action they were to take about dog fouling. In order to tackle issues the Council has the power to serve a Public Spaces Protection Order (PSPO) under the anti-social Behaviours Crime and Policing Act 2014. The purpose of this is to restrict persistent anti-social behaviour in public spaces. In order to do so the BCBC has to consult with the community They will be undertaking a consultation with a view to tackling dog fouling.

#### 2. Waste and Cleaner Street Manager - BCBC

Reply following the Clerk's latest complaint about the lack of provision of public toilets. The BCBC was left following the decision to close the toilets in Aberkenfig with facilities to maintain in Bridgend Porthcawl and Maesteg and is currently looking to close or transfer these assets as well. The BCBC will no longer provide any budget for any public conveniences with the borough. The council has agreed to support a local 'comfort scheme' which provides a nominal sum to local businesses who make available their facilities to the public. If the CC was able to identify any suitable traders the BBC will approach them to see if they wish to participate in the scheme.

#### 3. Boverton Nurseries

Information on costs for provision of daffodil bulbs – approximately 15-22p per bulb and carriage of £30 per load.

4. Welsh Hearts Charity  
Asking to work with Community Councils to ensure plenty of functional defibrillators in Wales. (NB the Council was engaging with the local first responder to consider such provision.)
5. Community Association  
Claudette Evans had asked local residents to send their comments for wellbeing priorities to the Council. The Clerk indicated that he would be pleased to receive any submissions to help.
6. Cllr Heidi Bennett  
Information on a site meeting organised for 30 October to meet with BCBC lighting for the speed signs. On the agenda for report.
7. Cllr Altaf Hussain  
Indicating that Mr Jeff Williams and others wish to approach the CC to object to a planning application behind 1 and 2 Hillcrest P/18/797. Cllr Hussain to address in meeting.
8. Cllr Mal John (message from Matthew Scott)  
Forwarded message from Matt Scott following meeting with Cllrs G Haines and M John to produce a work plan for the Square Aberkenfig, monthly, twice a year and annually. The total for the whole year's work would come to £1430. Maintenance Committee would report.
9. Bridgend Town Council  
Invitation to Beacon lighting ceremony to mark the centenary the end of the First World War Newcastle Hill Bridgend 11 November at 18.45
10. Cllr Alex Marshall  
Procedure for asking the BCBC to designate the path through the Pheasant Field as a Public Right of Way as suggested at meeting of 5 November.
11. Plant Scape  
Quotation for rent 5 illuminated Christmas trees, including installation delivery and collection. £690 + VAT total £828.00.
12. Octopie  
Invoice for printing of 650 Christmas cards from winner of the 2017 competition for school and Councillors in the sum of £259.20
13. Tree Surgeons Bedwas, Caerphilly  
Report on eradication of Japanese knotweed at woodlands - Invoice from Mervyn Andrews in the total sum of £200.00
14. ACD Skips  
Invoice for skip for the Allotments in the sum of £218.40.
15. Matthew Scott Landscapes  
Invoice for strim footpath clearance and car park tidy at woods and Square Maintenance total £1060.
16. Roadware Ltd  
Invoice for Bins and fixing kits £,1,349.50 + VAT total £1,619.40.
17. David Thomas  
Invoice for installation, maintenance and uplift for summer 2018 floral display Total £5,400 as agreed.
18. One Voice Wales  
Cost of training course for Cllr Heidi Bennett £40.00 24/10/18
19. G Powys Jones  
Confirmation of submission of proposal to LDP for Pheasant Field as Public Open Space
20. Guy Smith BCBC  
Information from Community Asset Transfer Officer re Field. Expression of Interest form attached. Clerk to submit form.
21. Justine Stroud Ceramic Artist  
Invoice for Murals £3,140 (no VAT)
22. Aberkenfig Allotments Association  
Request for reimbursement as agreed for water survey £92.40.
23. Bridgend Association of Voluntary Organisations  
Stuart Burge-Jones would like to meet with Council to explain his organisation's role. Agreed.

NB Agreed to make a donation to the British Legion as no invoice was submitted for Wreaths.

#### 17. Planning Committee Report

The Council noted the following applications made, with no comments except on P/18/797/FUL  
The Council agreed to represent the views of the local residents as set out under Cllr Hussain's report in his capacity as County Borough Councillor.

P/18/766/FUL 10 Church Street Aberkenfig  
P/18/73/FUL 22 Coed y Cadno Penyfai  
P/18/797/FUL land to rear of 2 Hillcrest Penyfai  
P/18/806/FUL Angelton Hall Angelton Road Penyfai  
P/18/814/FUL Longacre Old Coachman's Lane Court Colman  
P/18/833/FUL 9 Crud yr Awel, Penyfai

#### 18. Other Reports from Councillors

Cllr Derrick Baker reported that he had taken last year's winning Card to Nolton Art Gallery for framing for the family of the winner, at a cost of £30.00.

The Clerk reported he would arrange the delivery of the sweets this year to the Home Bargains store in Tondy, for Cllr Derrick Baker to collect and take round the schools.

#### 19. Finances

##### (a) Accounts for payment

The following accounts would be paid:

	£	
Octopie Ltd (print cards)	259.20	(201626)
Mervyn Andrews (knotweed survey)	200.00	(201627)
ACD Skips (allotments)	218.40	(201628)
M Scott landscapes (maintain woods and Square)	1,060.00	(201629)
Roadware (bins)	1,619.40	(201630)
David Thomas (hanging basket maintenance)	5,400.00	(201631)
One Voice Wales (HB course fee)	40.00	(201632)
British Legion (Wreaths)	250.00	(201633)
Justine Stroud (Ceramic Artist)	3,140.00	(201634)
Aberkenfig Allotment Association (water survey)	92.40	(201635)
Nolton At Gallery (Framing card)	30.00	(201636)
Derrick Baker (Fabric for unveiling)	17.68	(201637)

##### (b) Audit Report

The Audit for the year 2017-2018 was returned unqualified by the External Auditor. The Auditor raised some points for the Council's guidance, which are quoted verbatim from the letter from BDO as follows:

"The following issue(s) have been raised to assist the body. The body is recommended to take action on the following issue(s) to ensure that the body acts within its statutory and regulatory framework.

1. Approval of the Annual Return –

*What is the issue?*

The Council has not entered the minute reference and date for the approval of the accounting statements an annual governance statement

*Why has this issue been raised?*

The annual Return has not been fully completed in accordance with requirements.

*What do we recommend you do?*

The Council must ensure that all relevant boxes are fully complete before submitting the annual return for audit.”

Agreed action - to ensure all boxes completed in accordance with their requirements next year.

2. “Budget

*What is the issue?*

Although a precept was set by the due date and the Council did prepare a budget to support this the budget did not take into consideration the income due to be received or the level of reserves held by the Council.

*Why has this issue been raised?*

The Council may have contravened Pat I, Chapter IV, Para 50 (1) of the Local Government Finance Act 1992 which states that every authority must ‘make calculations required’ under the ‘calculation of budget requirement’.

*What do we recommend you do?*

The council must ensure in future years that an adequate budget is prepared to support its decision making process and to assist the financial management during the financial year. Consideration of the income due to be received and the level of reserves held should be made.”

Agreed action - to budget as recommended, and to note it had been done.

3. “Internal Auditor’s Recommendation

*What is the issue?*

The internal auditor has made a recommendation to the Council.

*Why has this issue been raised?*

The council is exposed to the risks associate with this weakness.

*What do we recommend you do?*

The council must implement the recommendation made by the internal auditor to improve the financial systems of the council as soon as possible or in any event before the end of the current financial year. If the council addresses the issues raised by the internal auditor the council should improve internal controls which will help to prevent and detect error and fraud and assist the council to operate in an effective and efficient manner.”

Agreed action – Clerk had already adopted the internal audit recommendation to include footer showing date on formal minute book to ensure greater clarity of dates of minutes.

The Auditors confirmed no other matters came to their attention.

Cllr Heidi Bennett asked about the notice of audit for 2018, which had been displayed on the NHCC notice board on the Square Aberkenfig for the prescribed period. This had been the subject of one of the standard questions to accompany the annual return, and had been photographed in position, and certified as such by the Clerk and Chair in June along with the details sent to the auditors. Cllr Bennett felt that people living in Penyfai had not had the same opportunity as those who lived in Aberkenfig to view the notice. In view of this the Council decided to advertise the notice of Audit on the website next



year, in addition to the display on the notice board, and, if a notice board was obtained in Penyfai, to put a copy there as well.

The Clerk would request Valleys 2 Coast to give permission to the Community Council to place a notice board in the green area in Protheroe Avenue, as a suitable central location.

20. Any Other Business

1. Cllr Heidi Bennett advised the Council that a Community Association was to restart in Penyfai. Its inaugural meeting was to take place in Smyrna on Wednesday 28 November.
2. Cllr Bennett had attended GDPR training with One Voice Wales, and recommended the training to all members.

At 21.00 the Council agreed to suspend Standing Orders in order to permit the meeting to complete business.

3. Cllr Dave Fowler made a report about trees overhanging and covering lampposts in the area opposite Welshbreakers Shop on the Bridgend Road. He had brought photographs to illustrate the problem, which the Clerk would send on to the BCBC Highways Department, with a request to carry out remedial work.
4. Cllr Meryl Wilkins stated that her husband had reported a complaint about the rocks on the common to the BCBC but had not received a reply as yet.
5. Cllr Gary Haines noted that Community Councils were facing increasing demands to conform with legislation, for example the implications of the requirement to publish information electronically. He wondered how to make the Council more effective. He suggested an additional meeting within about two weeks, particularly on website improvements and ways to improve working together as a Council.

There being no more business, the meeting closed at 9.15. The next meeting would be held in the Wesley Centre, Tondu, on 11 December 2018.