



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

Minutes of Newcastle Higher Community Council's Meeting held at Tondu Primary School on Tuesday 14th June 2022 at 7pm.

Cllr Heidi Bennett: Presided

Present (6)

Councillors, Marged Griffiths, Heidi Bennett, David Hopkins, Elizabeth Morgan, Michael Flanagan, Samantha Barker.

Member of the Public.

Clerk: Adam Davies

17/23 To receive apologies for absence

Apologies were received from Councillor's Jane Gebbie, Sarah Botterill, Gaynor Hewitt, Julie Kemble and Richard Hughes.

18/23 To receive declarations of Interests (if any) of Members in respect of the business to be transacted

Cllr's Heidi Bennett and Marged Griffiths declared a personal interest due to being members of Pen Y Fai Community Association.

19/23 To confirm and sign minutes of the Council meeting held on 19th May 2022 and to confirm and sign the Annual Council Minutes on the 19th May 2022.

The Minutes of the Annual Meeting held on the 19th May 2022 were confirmed as a true record and duly signed. Proposed by Cllr Griffiths, seconded by Cllr Flanagan.

The Minutes of the Ordinary Meeting held on the 19th May 2022 were confirmed as a true record and duly signed. Proposed by Cllr Flanagan, seconded by Cllr Griffiths.

20/23 To consider matters arising from the Council meeting on 19th May 2022 not already on the agenda.

AM/10

It was noted that the bank mandate is not completed yet and we still await Cllr Hewitt to sign the mandate who is not in attendance this evening, the item will be completed at the next meeting.

14/23

It was requested that any updates regarding the Public Rights of Way proposal should be provided to Councillor for consideration.

7/23

There was no update regarding the places for nature.

8/23

It was noted that the maintenance committee is to create the following which have not been completed by the Clerk.

Tenders for Aberkenfig Square and Woodland.

Tender for Dog bin emptying.

It was suggested an informal meeting is taken place to discuss improvements  
Informal meeting to share ideas.

10/23

It was noted that the chain of office has been set to Fattorini for Engraving.

It was noted that further items should be added to the Maintenance Committee agenda.

The Pheasant Field Enhancements

Notice Board placement in the Pheasant Field.

Hanging Basket improvements.

#### 21/23 To receive reports from Community Associations

Tondu and Aberkenfig Community Association thanked the Community Council for arranging the painting of Aberkenfig Square and arranging the improvement of the path between Pentre Felin and Meadow Street in Aberkenfig.

It was requested if an improvement to Aberkenfig Square's raised beds could be considered. Providing soil increasing the heights of the plants that are planted there.

#### **Resolved**

The Clerk to arrange costing for the improvement.

It was reported that BCBC has replaced a litter bin behind the retail park to a letter box style bin, causing several littering issues due to its reduced capacity.

The Community Association requested that they are consulted if further information is received regarding the footpath diversion near Park Tondu and the Development.

It was noted that the possible closure and relocation of the New Street Surgery is a concern to residents due to the lack of public transport.

It was recommended that an improvement to Pentre Felin Retail Park would include the planting of trees on the main road, this could include future solar lighting reducing the Christmas lighting costs for the Council. The Council confirmed that a review of the Christmas lights is a priority this year and all suggestions will be considered in the future Committee Meeting.

Pen Y Fai Community Association thanked the Community Council for the kind donation toward the Jubatee.

The donation was used to cover insurance and coin purchased and other items for the day.

PVCA reported due to the bad weather the event was moved to the local church with celebrations continuing. PVCA consider the event a success and are looking forward to arranging a further event in the summer.

It was noted that the costs for the day did not use the full allocation of funding provided by the Community Council, it was asked if the remaining balance could be brought forward for a further event in the summer. The Council unanimously agreed to hold the funding and provide it to PVCA for a future event.  
Thank for their kind donation.

PVCA thanked Cllrs Hewitt and Morgan for judging the Poster competition with prized of 6 double tickets for the winner.

The Council and PVCA agreed to sell any remaining coming to the nearest pound to fund further events within Pen Y Fai with a cut-off date of the 1<sup>st</sup> July for those still eligible to contact PVCA and the Clerk.

#### 22/23 To receive questions or comments from Members of the Public

A member of the public provided her concern regarding the Planning application P/22/308/OUT.

The following was approved to be sent to BCBC regarding the application:

Access to the site should be restricted to deliver materials outside of school hours to reduce the impact on Pen Y Fai School and increase safety due to heavy vehicles attending the site.

There are further concerns regarding the concentration of the dwellings so close by the we raise concerns regarding the privacy of other residents within the small area.

#### 23/23 To receive BCBC Members Reports

Cllr Bennett reported that the bus services being provided by Easy Way operating the only bus service in Pen Y Fai will cease trading after 31 July 2022, Cllr Bennett is

looking into other alternatives with BCBC colleagues asking if other companies will step in or if other services can be diverted to service the Pen Y Fai ward.

It was reported that speed through Pen Y Fai village is a continuous issue with Cllr Bennett advocating a 20 MPH zone with addition requests to Go Safe to patrol the area to deter speeding.

Cllr Bennett is looking to obtain funding from the Welsh Government to install a safe crossing point at the Murco Garage into Pen Y Fai.

It was noted that a Community Action plan and Place making plans would support any funding from Welsh Government.

24/23 Maintenance report

Nothing was reported.

25/23 To consider Co-option candidates (Closed session)

Pursuant to Section 1(2) of the Public bodies (Admission to Meetings) Act 1960, it is resolved that, because of the confidential nature of the business to be transacted the public and the press are excluded.

Members of the public were removed from the meeting and the following candidates provided their applications.

It was acknowledged the Council arranged a Co-Option application to be received from the 23<sup>rd</sup> May and the 10<sup>th</sup> June 2022 following the Council Co-Option policy advertisements were placed on the Council's Facebook page and on its website 2 candidates applied.

**Resolved**

The Council voted and agreed to Co-Opt Gethin Brown. Mr Brown will be notified over email and invited to sign his Declaration of Acceptance before the next Council meeting.

26/23 Finance

a. To receive accounts for payment

Name	Amount	Scribe Voucher Number
Clerks Pay	****	16
Clerks HMRC Payments	****	17
Clerks Pension Payments	****	18
Data Protection Fee	£40	20
Baz Jenkins (Aberkenfig Square)	£174	19

School Merit Stickers	£2,041.80	21
Clerk Reimbursement (Zoom, Ink, Home Working)	£140.65	22 - 27
Noted within the meeting		
Internal Audit Mrs K L Grabham	£450	28

The Council accepted these payments, proposed by Cllr Bennett and seconded by Cllr Barker

- b. To receive bank reconciliation to May 2022  
The Council was provided with a bank reconciliation to the end of May 2022. It was proposed to be accurate and duly signed by the Chair.

- c. To approve the purchasing a box for the Councils Chain of office at a cost of £300.

**Resolved**

The Council unanimously agreed to the £300 payment.

- d. To discuss Hybrid meeting devices.

The Clerk informed the Council that he has received complaints regarding the Hybrid meeting provisions the Council currently has in place. He suggested that a costing of £800 be allocated to purchase a new capable laptop and camera for use at the Councils meetings.

**Resolved**

Cllr Griffiths proposed to accept the costing seconded by Cllr Hopkins. Clerk to provide suggestions before purchasing any items on behalf of the Council.

**27/23** To discuss locations for the defibrillator received from the Welsh Ambulance service.

The Council discussed the following proposed sites.

Pen Y Fai Shop  
Swan Aberkenfig

The Clerk noted that defibrillators can be located on public lampposts with permission from BCBC but it was agreed that this would not be the best course of action.

**Resolved**

Cllr Griffiths to contact the Swan in Aberkenfig and ask if they would consider a defibrillator on the outside of their property.

It was suggested that defibrillators located within the wards are stated on a list, presented on the Councils website and Facebook page.

It was agreed that the Council would fund the hiring of a hall for defibrillator training in the coming months when Cllr Flanagan is available.

28/23 To approve the Council's Internal Audit for 2021 / 22.

The Council discussed the Internal Report Presented to them, the following discussion occurred.

The Council Accepted Recommendation one

“Periodic spot checks to be carried out on the cashbook and bank statements by a Cllr, who will signed to verify by the Cllr the check has been conducted”

It noted this can be undertaken by a member of the Audit, Finance and Policy Committee.

The Council accepted that it wishes to update its Standing Orders for a number of months and will complete once a new draft has been provided.

The Council agreed with recommendation two “ For Standing Orders to be updated to One Voice Wales Model Standing Orders and Financial regulations once the updated model standing orders and financial regulations have been released”

Recommendation three was accepted with the Clerk agreeing that an improved management of tasks would allow a better management of outstanding items.

“ For Council to implement an action tracker of all resolutions. The purpose of the action tracker is to keep council informed of the progress and to remind the clerk to bring items forward”.

The Council accepted recommendation four stating that “On a quarterly basis Council should be presented with an Income and Expenditure Report and a Budget vs Actual expenditure report. Members should scrutinise these reports and formally note and approve the reports in the minutes of their meetings”. The Council agreed to arrange this with the next review set for September 2022.

Recommendation five stated “For Council to implement a fixed asset register policy” The Council agreed that a fixed asset register policy should be implemented as soon as reasonably possible. Recommendation six further discussed “For Council to undertake a review of the fixed asset register and to update the register to include all information as per the Governance and Accountability A Practitioners Guide Wales”.

It was proposed to accept the internal Audit report and present it to Audit Wales. Proposed by Cllr Bennett and seconded by Cllr Flanagan, the Council unanimously agreed.

29/23 To Consider Planning Applications

1. Planning Application No.: P/22/308/OUT

Location: Side garden of 4 New Cottages Penyfai Bridgend CF31 4LX

Proposal: Demolition of existing detached garage and new detached three-bedroom dwelling to side garden (outline application)

The Councils concerns were noted under item 22/23

2. Planning Application No.: P/22/322/FUL  
Location: Land rear of 2 Hillcrest Penyfai CF31 4NL  
Proposal: Two dwellings

The Council have no objection to the above application but discussed its concerns regarding the access to emergency vehicles.

Cllr Bennett volunteered to meet residents and consider their concerns for our application and provide them to the clerk to include within the response.

### 30/23 To receive Reports from Councillors

Cllr Griffiths noted that the Caravan between Colman lane is vandalized and asbestos sheeting littering at a locally known area called highways man lane. She has reported this to Fix My Street.

It was noted that the path between Aberkenfig Woodland and St Roberts School in Aberkenfig is very muddy, it was requested if this would be something the Council can arrange to be improved.

It was noted that we should contact Aberkenfig BCBC Cllr Ellie Richards to request if this area is the Community Councils responsibility or BCBC's.

Cllr Morgan reported a sinkhole near Pandy park by Tondu Primary school (Old Pandy Primary)

### 31/23 Correspondence

1. Member of the Public  
Notifying the Council if his displeasure of removal of bus services in Pen Y Fai.
2. Thomas Fattorini Ltd  
Acknowledgement of the receipt of the Councils Chain of office with an expected turnaround of 6 weeks.
3. BCBC  
BCBC informed the Council that it may follow usual Co-option processed to attract Councillors candidates.
4. One Voice Wales  
An application for £100 bursary from OVW was accepted.
5. Centregreat  
After conversations with Centregreat regarding the Councils outstanding invoice they are unable to provide any further discount to the invoice and request payment.  
It was agreed to pay the outstanding bill from December 2021.
6. Scribe  
The Clerk attended a Freedom of information webinar.
7. Aberkenfig and Tondu Community Association  
It was noted that the Hybrid meeting at Pen Y Fai was not suitable.

### 32/23 To confirm the date of the next meeting

It was confirmed that the Council will alternate between Tondu Primary school and Pen Y Fai Church in Wales Primary School monthly.

There being no more business, the meeting closed at 09:00pm.

Signed .....

Date .....

Chair of Newcastle Higher Community Council