



## **Newcastle Higher Community Council** ***Cyngor Cymuned Castell Newydd Uwch***

Minutes of Newcastle Higher Community Council's Meeting held at Pen Y Fai Church in Wales Primary School and video conference on Thursday 19<sup>th</sup> May 2022 following on from the Council's Annual Meeting of Council.

Cllr Heidi Bennett: Presided

Present (11)

Councillors, Marged Griffiths, Heidi Bennett, Jane Gebbie, Sarah Botterill, David Hopkins, Elizabeth Hopkins, Gaynor Hewitt, Michael Flanagan, Samantha Barker, Julie Kemble and Richard Hughes

Member of the Public.

Clerk: Adam Davies

The Chair opened the meeting by welcoming everyone in attendance followed with an introduction from everyone in attendance.

1/23 To receive apologies for absence

No apologies were received

2/23 To receive declarations of Interests (if any) of Members in respect of the business to be transacted

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

3/23 To confirm and sign minutes of the Council meeting held on 12<sup>th</sup> April 2022

The Minutes of the Meeting held on the 12<sup>th</sup> April 2022 were confirmed and signed. Proposed by Cllr Gebbie, seconded by Cllr Flanagan.

4/23 To consider matters arising from the Council meeting on 12<sup>th</sup> April 2022 not already on the agenda.

Councillors discussed the movement of the public writes of way and noted the following issues.

Will the Council be appropriately reimbursed for the increase to the footpath?  
Ensure that the footpath is accessible to all user types

It was agreed that the clerk write to BCBC and provide our concerns.

Following on from the last meeting the football group has not provided a risk assessment for use of the field.

The Council discussed YP Soccer and their use of the Pheasant Field.

It was agreed to write to the Football and note that they cannot use the field until they provide a relevant risk assessment and insurance.

It has been requested from the Council's contractor to provide a detailed cutting schedule, but they have emailed noting that they are unable to provide an exact date or week for councillor's information.

5/23 To receive reports from Community Associations

Cllr Griffiths informed councillors of PVCA (Pen Y Fai Community Association and its values.

It was noted that the Jubatea Picnic is taking place on Sunday 5<sup>th</sup> June between 3 and 6pm with several activities taking place such as Tug or War, Archery and entertainment.

The Association has arranged a Poster Competition with Cllrs Hewitt and Morgan agreeing to support Cllr Griffiths with picking winners.

It was confirmed that Risk assessments and insurance has been provided to the Clerk.

6/23 To receive questions or comments from Members of the Public

A member of the public brought up concerns regarding Rock Cottages and the owner continues to remove rocks from the Common not owned by the resident in question. Cllr Bennett will follow up if a letter is provided to her for further information.

7/23 To discuss an application for Local Places for Nature

Cllr Hughes provided further details on the project with councillors agreeing to request a Starter Pack with Cllr Hughes contacting Places for Nature for this.

8/23 Maintenance report

- a. To discuss rodent infestations on Newcastle Higher Community Councils land behind 10 Pleasant View, Aberkenfig and consider arrangements to rectify this.

It was noted the BCBC Councillors Ellie Richard would provide a member referral to BCBC.

- b. To consider tree surveys to be undertaken at Aberkenfig Woodland and the Pheasant Field with a tender created in collaboration with the Maintenance committee.

It was agreed to create a tender and consider it at the next available meeting.

- c. To consider reopening application for work to be tendered at Aberkenfig Woodland and Aberkenfig Square with the tender created in collaboration with the Maintenance Committee.

It was agreed to create a tender and consider it at the next available meeting.

- d. To instruct the Maintenance Committee to investigate the removal of all Asbestos from Aberkenfig Allotments.

It was noted that the Council would like to consider removal of the items in a way that does not cause harm of injury to users removing the items in question. It was agreed that a letter should be sent to the Allotments Association and request them to audit its current asbestos for the Council to consider further action.

- e. To discuss the improvement of Dog bin provisions due to overflow issues and consider a tender to be created in collaboration with the Maintenance Committee.

It was agreed to write a new tender for consideration at the next Maintenance Committee meeting.

- 9/23 To consider Co-option campaign for Aberkenfig ward in line with the Council's Co-option Policy.

It was agreed to advertise Aberkenfig's Councillors vacancy and consider application at the Next Full Council meeting.

10/23 Finance

- a. To receive accounts for payment

Name	Amount	Scribe Voucher Number
Clerks Pay	****	5
Clerks HMRC Payments	****	6
Clerks Pension Payments	****	7
Data Protection Fee	£40	8
SLCC (Clerk Membership)	£134	9
Nolan Skills (Skip Hire Aberkenfig Woodland)	£260	10

BHIB Council Insurance Covered.	£379.62	11
BCBC Bus Shelter Cleaning	£59.63	13
Noted within the Meeting		
Grayham Paul Payroll	£63.60	14
Scribe Accounts	£345.60	15

The Council accepted these payments, proposed by Cllr Flanagan and seconded by Cllr Griffiths

b. To receive bank reconciliation to April 2022

The Council was provided with a bank reconciliation to the end of April 2022. Cllr Hewitt proposed to accept the reconciliation seconded by Cllr Flanagan.

**Cllr Gebbie and Hughes Left the meeting**

c. To approve the chain of office to be sent to Thomas Fattorini Ltd for engraving.

It was agreed to arrange the chains engraving proposed by Cllr Bennett and Seconded by Cllr Hewitt.

d. To consider purchasing a box for the Councils Chain of office.

It was agreed to purchase a box for the chain of office proposed by Cllr Bennett and seconded by Cllr Flanagan.

e. To approve costing of £250 to improve the Councils website by AABC the current website provider. Example improvements requested to look like - <https://www.cowbridge-tc.gov.uk/>

It was agreed to consider 3 quotes from local businesses to present to the Council in a future meeting. It was suggested the Cornelly Community Council has a great design and the Clerk should contact other Clerk's for details.

11/23 The Council noted the following applications and made no comment:

1. Planning Application No.: P/22/259/FUL  
Location: 27 Pen yr Heol Penyfai Bridgend CF31 4ND  
Proposal: Single storey rear extension
2. Planning Application No.: P/22/271/RLX  
Location: Tondu Waste Transfer Station Maesteg Road link to Ffordd Antwn and Rhodfa Parc Slip Tondu Bridgend CF32 9HZ  
Proposal: Variation of condition 1 of P/20/289/FUL to relocate Zappshelter
3. Planning Application No.: P/22/277/FUL  
Location: Riverside Cottage Angelton Road Penyfai Bridgend CF31 4LL  
Proposal: New detached double garage

4. Application for renewal of sex establishment licence the private shop 72 Bridgend Road Aberkenfig

12/23 To receive Reports from Councillors

Cllr Flanagan noted that he is currently a Governor member at Tondu Primary School. He asked if he could become the Local Authority Representative freeing up another Governor place.

It was noted that a further investigation was required.

The Council would be happy to nominate Cllr Flanagan to become the Local authority governor for Tondu Primary School.

13/23 To receive BCBC Members Reports

BCBC Councillor Ellie Richards informed the Council of her project currently in development at the Railway Bridge by Tondu Rugby Club, to commission an artist to decorate the underpass.

Cllr Bennett congratulated Cllr Gebbie for her taking up position of Deputy leader to BCBC and also Congratulated Ellie Richards on becoming BCBC Councillor for Aberkenfig.

**Cllr Bennett and Barker left the meeting**

**Cllr Flanagan took over as Chair.**

14/23 To receive a report from the Clerk

The Clerk presented a report to Councillors stating the Following. (Appendix 1)

The Clerk noted receiving the following payments:

On the 29<sup>th</sup> April 2022 the Councils Precept was received to the value of £53,637 Council income.

On the 28<sup>th</sup> April 2022 a conformation from BCBC's rights of way was received confirming payment of £883.82 in the coming days.

On the 27<sup>th</sup> April 2022 a reclaim for VAT was provided to HMRC to the value of £1,702.10.

15/23 Correspondence

1. Councillors

Councillors have received emails requesting information or gift cards, please be aware of the email address and be cautious if you are unaware of who has emailed.

2. Tondu and Aberkenfig Community Association  
Access to Cycle Route 4 has been restored although BCBC reserves the right to close access if required under health and safety grounds.
3. Public Services Ombudsman for Wales  
A conversation has taken place between the Clerk and the Public Services Ombudsman for Wales.
4. Scribe Accounting  
Training session from Scribe are free of charge and will allow Councillors to have better understanding of the Council's Accounting software.
5. Member of the Public (Tree Survey)  
It was noted that the Council would investigate arranging a tree survey and cut back at Aberkenfig Woodland
6. Asbestos Removal  
Clerk contacted BCBC regarding Asbestos Removal, due to the location being a public address they would not be able to remove the items. Further investigation required.
7. Information Commissioner  
An email was sent to the information commission regarding an outstanding invoice for the Data Protection Fee, the Clerk was notified that it is a legal requirement under the Data Protection (Charges and Information) Regulations 2018. A Payment for 2021 – 22 was made on the 9<sup>th</sup> May 2022.
8. Pen Y Fai Postcard  
An email from Pen Y Fai Postcard regarding their upcoming June / July version.
9. Member of the Public  
A member of the public informed the Clerk that land to the rear of 10 Pleasant View, Aberkenfig, Bridgend is Rodent infestation.

16/23 To confirm the date of the next meeting

The next meeting will take place at Tondu Primary School at 7pm on Tuesday 14<sup>th</sup> June 2022.

There being no more business, the meeting closed at 08:40pm.

Signed .....

Date .....

Chair of Newcastle Higher Community Council

## **Clerk's Report May 2022**

### **Welcome to New Councillors**

Firstly, I'd like to welcome new and old Councillors to the Council you are joining the Council at a fantastic time. The Council has a number of outstanding projects such as improvements to the Pheasant Field, possible further Community Asset Transfers (CAT's) and an opportunity to further clean up the community with waste bin improvements.

### **Clerk Working hours**

I as clerk have been working for Newcastle Higher Community Council since October 2020, I work daytimes for Bridgend County Borough Council with NHCC work completed in the evening and weekends.

### **Councillors Folders:**

You all will be presented with a folder; this is for you to keep and improve upon in time to include items that you find helpful and supportive for your role as Councillor.

I have included several of items for you to get started:

Rights of Way map for the Council  
A Guide for new Councillors.  
Be A Local Councillor Guide  
The Councils Budget set for 2022 / 23  
Allotments map  
Council Bin Locations  
Scribe Login Details  
The Committee's Terms of Reference

### **Councillor Training**

Councillors under the Elections Wales act are required to undertake training with a training plan to be produced by the Council in the coming meetings.

Councillors can attend any training they deem as appropriate and can arrange the invoices to be sent to the Clerk to be presented to the next Council meeting for payment.

There are a number of training providers dedicated to Town and Community Councils such as:

One Voice Wales  
Planning Aid Wales  
Society of Local Council Clerks  
Scribe Accounting

You are encouraged to attend as many as you find helpful for your role as Community Councillor.

### **Currently there are 10 Free places provided by Welsh Government.**

Council as an employer (Module 3)  
Understanding Local Government finance (Basic) (Module 6)  
Understanding Local Government finance (Advanced) (Module 21)  
Understanding the Law (Module 4)  
Code of Conduct (Module 9)

There are 2 free placed for each, please email the clerk, and let me know if you'd like to take up this offer.

### **Finance**

The Council uses an accounting software called Scribe Accounting which I personally find very helpful to keep the Councils finances up to date and transparent for all Councillors to scrutinize.

### **For noting: Council income**

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### **Councils Website**

As of this meeting the Councils Website is up to date including details of the new Council and a page prepared for the new Committee members.

### **Free Defibrillator from Save a Life Cymru**

Two emails have been sent to Save a Life and a Facebook message sent requesting clarity on what training counts toward the criteria for the defibrillator. Cllr Flanagan previously offered to provide a training course to local residents, but I await a response if this will correctly complete the brief.