



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

Minutes of Newcastle Higher Community Council's Meeting at **Tondu Primary School and Online** 14th March 2023 at 6:30pm

Cllr Heidi Bennett: Presided

Present (9)

Councillors, Michael Flanagan, Heidi Bennett, Sarah Botterill, Gethin Brown, Elizabeth Morgan, Marged Griffiths, Gaynor Hewitt, Samantha Barker and Julie Kemble.

Member of the Public.

Clerk: Adam Davies

143/23 To receive apologies for absence

Apologies were received from Cllr David Hopkins, Cllr Richard Hughes and Cllr Jane Gebbie.

144/23 To receive Questions and Observations from the Public (10 mins)

A Member of the public noted the current situation in Aberkenfig regarding the traffic issue's at the lights heading towards Maesteg. It was noted that the current works have ceased and will commence once a new traffic management plan is put into place.

145/23 Declarations of Interest in accordance with Section 51 of the Local Government Act 2000.

Cllr Bennett declared a personal interest regarding any planning related items.

Any interests to be declared as items arise through the meeting.

Cllr Bennett and Cllr Marged Griffiths declared a personal interest regarding Pen Y Fai Community Association.

146/23 To approve as a correct record thereof Minutes of the Council Meeting held on the 14th February 2023.

The minutes of the meeting held on the 14th February 2023 were confirmed as a true record.

147/23 To consider matters arising from the Council meeting held on 14th February 2023 not already on the agenda.

Cllr Bennett updated the council on the progress of the Council's new website and stated a deadline of the end of April was provided to the company. It was noted that additional upgrades were made including clearer logo and easier navigation to the Welsh translation of the website.

It was discussed that an email was sent to Paul the management company of the Pentre Felin retail park if a bench could be placed on their grounds, but no further response was provided in return.

Clerk to make further contact with Pentre Felin for a further update.

It was noted that the notice board for Pen Y Fai has not yet been delivered, councillors requested an updated delivery date, it was agreed to be sent to Cllr Hopkins home ready for installation.

Cllr Bennett updated the council on the progress of further grit bins for both Aberkenfig and Pen Y Fai Wards stating that BCBC will purchase the bins and locate them at location of our chose but requested a payment of £350 per bin to fill. Cllr Bennett is in further discussion regarding this payment.

112/23 To receive reports from Community Association representatives

- Tondy and Aberkenfig Community Association

No report was received from Tondy and Aberkenfig Community Association.

- Pen Y Fai Community Association

Cllr Griffiths informed the council that coffee mornings are continuing in fortnightly with further activities planned such as mother and baby groups. PVCA are looking into a low-key event to be put on in the Pheasant Field. Meeting last night. Discussed the coffee morning and ongoing fortnightly with further classes being arrange such as mother and baby sessions.

149/23 Ratification of Recommendations arising from the:

- a. Staffing Committee meeting held on 28th February 2023

No Minutes were provided but a verbal report was made by the Chair Cllr Flanagan stating that the advert had been kindly created by Cllr Bennett and distributed on a number of sites with a closing date at the end of the 23<sup>th</sup> March and sift on 30<sup>th</sup> march and interview to follow close after.

150/23 Approval of Accounts Payable & Financial Update

- a. To note bank reconciliation summary as at the 8<sup>th</sup> March 2023.

Cllrs were provided with a bank reconciliation and bank statements for the Council's main account and savings account. Cllrs accepted the reconciliation and was duly signed.

- b. To approve a list of payments made up to the 8<sup>th</sup> March 2023.

Name	Amount	Scribe Voucher Number

- c. To approve a list of receipts received up to the 8<sup>th</sup> March 2023

Name	Amount	Scribe Voucher Number
Clerk Wage	****	119
Clerk Pension	****	121
Clerk HMRC Payments	£151.4	120
Haydn Lewis (Crown Garden Services)	103.73	118
Audit Wales (21 – 22 External Audit)	£473.00	117
Poppy Appeal 2022 (Wreath)	£40	116
AABC Invoice for Website	£204.00	
Total	£972.13 Plus, Clerk Wage / Pension	

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

151/23 Consideration of planning applications for response to BCBC

Councillors Bennett left the room and declared an interest on planning, The Deputy Chair Cllr Flanagan took Councillors through the applications:

- A. Planning Application No.: P/23/97/FUL  
Location: 39 Chantal Avenue Penyfai CF31 4NN  
Proposal: Front dormer extension

The Council considered all applications and made no comments.

152/23 To discuss king's coronation celebrations

It was agreed that PVCA may use The Pheasant Field for use during of an event if relevant insurance and risk assessments were in place.

Cllr Hewit and Morgan noted that they would like to support a coronation event in Aberkenfig with food and drink.

The Council agreed to approve payment for up to £200 for food and drink at an event in Aberkenfig to be claimed back with receipts.

153/23 153/23 To discuss defibrillator provisions in

1. Aberkenfig

Councillors discussed the second defibrillator that has not yet been placed in the community, with the Swan in Aberkenfig not corresponding to an invite to install a defibrillator outside of their venue it was agreed to provide the defibrillator to the Len Evans Centre with the Community Council agreeing to manage its maintenance.

The Council unanimously agreed.

2. Pen Y Fai

It was noted that the Community Council has no intension of taking on the Defibrillator at the Pheasant due to it being on a commercial premises.

154/23 To approve the following

Privacy Statement  
Training Plan

The Council unanimously agreed to approve the Privacy statement and Training Plan.

155/23 To confirm internal Auditor for 2022 / 23 at a cost of £225

The Council unanimously agreed to use the Council current provider and arrange audit to be completed as soon as possible.

156/23 Members Reports

Cllr Morgan noted that Aberkenfig library has made a request for dog waste bags to be placed within their building.

Cllr Bennett stated she will request BCBC to provide these to Aberkenfig Library as it is not something NHCC provides.

Cllr Brown requested if the hanging baskets being replaced in aberekenfig and Pen Y Fai can be repurposed for use in the community.

Cllr Brown noted that he would like to provide them to local schools and have them plant them up and install them.

It was agreed to provide 6 baskets once removed to schools within the area.

Cllr Hewitt asked the council if further daffodils can be planted in and around Aberkenfig. It was discussed that if the Council choses to purchase from local store Bakers that they will provide us with a discount.

157/23 Update from Borough Councillors

Cllr Bennett noted that BCBC has agreed it budget for 2023 / 24 financial year. Cllr Bennett noted that in the absence of Aberkenfig's BCBC Councillor she has been processing referrals to BCBC alongside Cllr Jane Gebbie for the Aberkenfig ward.

158/23 Correspondence

Nothing was noted under correspondence.

159/23 South Wales Police Report (For information)

The report was noted.

160/23 Date of next Subcommittee meetings

It was discussed that a joint committee meeting should take place between Welling and Maintenance in the near future.

Audit is planned to meet on the 7<sup>th</sup> June 2023

161/23 To discuss HR issues

It was noted that the Clerk prior to leaving the Council will complete the following.

Asset List  
Month by Month list  
Audit for 22/23

162/23 To confirm the date of next meeting

It was agreed due to the schools closing during the second Tuesday of April that the Council will attend its monthly meeting on the 18<sup>th</sup> April, at the Len Evans Centre in Aberkenfig at 6:30pm.

There being no more business, the meeting closed at 19:55.

Signed .....  
Chair of Newcastle Higher Community Council

Date .....