



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

Minutes of Newcastle Higher Community Council's Meeting held at **Pen Y Fai Church in Wales Primary School** on 11<sup>th</sup> October 2022 at 6:30pm.

Cllr Mike Flanagan: Presided

Present (5)

Councillors, David Hopkins, Elizabeth Morgan, Michael Flanagan, Samantha Barker, and Gaynor Hewitt.

Member of the Public.

Clerk: Adam Davies

48/23 To receive apologies for absence

Apologies were received from Councillor's Jane Gebbie, Sarah Botterill, Marged Griffiths, Heidi Bennett Julie Kemble, Gethin Brown and Richard Hughes.

49/23 To receive declarations of Interests (if any) of Members in respect of the business to be transacted

None were received

50/23 To confirm and sign minutes of the Council meeting held on 12<sup>th</sup> July 2022, Inquorate Maintenance Committee meeting notes 26<sup>th</sup> July 2022, Inquorate Maintenance Committee Meeting notes 23<sup>rd</sup> August 2022 and Wellbeing Committee Meeting 2<sup>nd</sup> August 2022.

The Minutes noted above were confirmed as a true record and duly signed. Proposed by Cllr Flanagan, seconded by Cllr Hopkins.

51/23 To consider matters arising from the Council meeting held on the 12th July 2022, Inquorate Maintenance Committee meeting notes 26th July 2022, Inquorate Maintenance Committee Meeting notes 23rd August 2022 and Wellbeing Committee Meeting 2nd August 2022.

Nothing was reported.

52/23 To receive reports from Community Associations

No reports were provided or received from Local Community Association.

53/23 To receive questions or comments from Members of the Public

Meryl of Pen Y Fai requested further information regarding the appointment of a crossing patrol officer for Pen Y Fai School.

It was discussed that the Council are unaware of any appointments yet.

54/23 To receive a written report from South Wales Police (For information)

Councillors noted the information provided but requested if further information on the report could be

It was requested that the Clerk contact South Wales Police to request if more detail could be provided on the report, and provide South Wales Police with the Councils usual meeting dates and see if a representative could attend on a 3 monthly basis.

55/23 To receive BCBC Members Reports

Cllr Bennett provided an informal report that was read out within the meeting.

1. It was noted that there are still no bus service provisions in Pen Y Fai with BCBC stating that other companies /existing providers are not interested in re-routing existing routes to accommodate Pen Y Fai Village.

Cllr Bennett has received data regarding the route and proactively contacted another bus company to see if they might be interested in the route and she had connected the company to BCBC officers to continue discussions.

2. Cllr Bennet noted that an issue with fly tipping and burning of rubbish around Pen Y Fai and Court Colman. Cllr Bennett met with all relevant parties, with Cllr Bennett in regular contact with Natural Resources Wales, with NRW confirming that the matter is being investigated.
3. The Colman Vale footpath is still being completed but a lot of progress has been made since the last meeting.
4. Residents queried the appearance of steps leading from cavendish play park to a private development, with Cllr Bennett raising the issue with planning who are going to visit the area.

Cllr Bennett is arranging a surgery on the 22<sup>nd</sup> October 10:30 to 12 at Smyrna accompanied by Sarah Murphy MS.

56/23 Maintenance Committee Report

a. To appoint an addition Councillor to the Maintenance Committee

Cllr Flanagan proposed to appoint Cllr Brown to the Maintenance Committee, Cllr Hopkins seconded.

In the absence of Cllr Brown, the Clerk will contact Cllr Brown to confirm if he would like to be appointed.

b. To approve provisional costing of £300 to clean and improve Aberkenfig square in preparation for Remembrance Sunday.

Cllr Hewitt proposed to accept the recommendations, Cllr Flanagan Seconded. The Council unanimously agreed.

c. To approve Christmas Light provisions for 2022

The Clerk provided the Council with a report outlining the cost and estimated locations of the new Christmas lights.

It was agreed to approve the payment, proposed by Cllr Flanagan and seconded by Cllr Morgan.

It was noted that the lights in Pen Y Fai Church should be put on this year.

d. To approve costings for a new notice board for Pen Y Fai Located in the Pheasant Field.

The Council was provided with costings for 3 notice boards. It was agreed to purchase a wooden noticeboard to the value of £1889 plus VAT. To be purchased when a suitable contractor is appointed.

57/23 Finance

a. To receive accounts for payment

Name	Amount	Scribe Voucher Number
Crown Garden Services ( APRIL, MAY & JUNE)	£311.19	37
Crown Garden Services ( JULY )	£103.73	38
Bridgend County Borough Council ( Bus Shelter Cleaning )	£59.63	39
Sse Swalec ( Outstanding invoice from 2019 – 20 )	£64.61	40

Account closed and new supplier unknow.		
Thomas Fattorini Ltd ( Chain of Office Box )	£367.09	41
Clerk Salary August 2022	****	42
Clerk HMRC Payments August 2022	****	43
Clerk Pension August 2022	****	44
Crown Garden Services ( AUGUST )	£103.73	45
Wesley Church Centre Tondu ( Hall Hire )	£40.00	46
ROWAN GARDEN DESIGNS & LANDSCAPES LTD ( Installation and Maintenance )	£2,710	47
Clerk Salary September 2022	****	48
Clerk HMRC September 2022	****	49
Clerk Pension September 2022	****	50
Clerk Work from Home Allowance	£78	51
Zoom Meeting Software June (Clerk)	£14.39	52
HP Printer ink Subscription (Clerk) July / August / September	£11.97	53 / 54 / 55
Bridgend Town Council.	£1,040	56
Graham Paul July August September payroll	£108	57
Event Clean Hire of Toilets and bins for the rescheduled Jubilee event at Pheasant Field, CF31 4LY on Sat. 13th Aug.2022	£420	58

Crown Garden Services	£103.73	59
Flowers for Aberkenfig	£35	60
Clerk Salary October 2022	****	61
Clerk HMRC October 2022	****	62
Clerk Pension October 2022	****	63
BCBC Elections Invoice	£3,082	64

It was requested that a total cost should be placed at the bottom of the sheet in future.

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

b. To receive bank reconciliation to 5<sup>th</sup> October 2022

The Council was provided with a bank reconciliation to the 5<sup>th</sup> October 2022. It was proposed to be accurate and duly signed by the Chair.

c. To review and approve 6 Monthly Budget Review to 5<sup>th</sup> October 2022

The Council was provided with the 6<sup>th</sup> Monthly review for consideration.

The only note made was that the General Admin was outside of the allocated budget. It was noted that this was due to the cost of elections being placed under that heading.

The Council unanimously agreed to accept the costings and protected costings set out within the documentation.

d. To receive quotes for Payroll services from Graham Paul and DM Payroll.

The Clerk presented the updated costings from Graham Paul and provided a quote from DM Payroll. The Council considered the increased costs from Graham Paul and quote from DM Payroll and approved to move contracts to DM Payroll.

e. To consider advice provided from Bridgend Town Council and regarding virtual Meeting Devices.

The Clerk presented the Council with costings for the 360 Camera called the Owl to the value of £1050 including VAT.

The purchase of the Owl was unanimously agreed.

It was agreed to approach Ynysawdre Community Council to ask if they would consider sharing the device cost and use between each Council.

The Clerk presented a Laptop from Currys to the value of £500 to use alongside the new virtual meeting device.

The purchase of the laptop was unanimously agreed.

- f. To consider quotes provided from South Wales Web Design, AABC Web Design and Webjects

The Council discussed the costings from each contractor.

It was proposed that the Council instruct South Wales Web Design Based in Porthcawl to create a new website, create a new logo, implement 13 new email addresses for official Council Business and ongoing support.

#### 58/23 To Consider Planning Applications

1. Planning Application No.: T/22/25/TPO  
Location: 26 Ysbryd y Coed Penyfai CF31 4GF  
Crown reduction of 2 sycamores by 25% a year over the next 3 years (as previously carried out); fell 1 lime tree as it is too close to 3 other limes and is distorting their canopy

Cllr Hopkins declared a personal interest regarding the above application but did not leave the room as no comments were made by other Councillors.

#### Application from September 2022

2. Planning Application No.: P/22/484/FUL  
Location: Land at Primrose Stables Old Coachmans Lane Court Colman Bridgend CF31 4NG Proposal: Use of land as a travelling show persons accommodation yard for family members to include two mobile Lodges/caravans and two communal day rooms (affecting Footpath with route code NEW 8/2)

The Council noted that we would require further information on how the application will affect the Council's footpath.

3. Proposed Formalisation of existing 'School Keep Clear' Restrictions –Pen-y-Fai Primary.

No comments were made

#### 59/23 To receive Reports from Councillors

Cllr Hewitt and Cllr Brown noted that they would like to volunteer to any Go Safe activities within Aberkenfig.

Cllr Hopkins thanked Cllr Bennett for cutting back brambles near Protheroe Avenue.

It was noted by Cllr Flanagan that he has been approached by Tondu Primary School to become a Governor of the school.

The Council has not agenda's the item and so will be placed on the agenda for the next Council meeting for consideration.

60/23 Correspondence

1. Ynysawdre Community Council would like to invite member or member to attend their monthly meeting on the 20<sup>th</sup> September to discuss the possible support NHCC can provide regarding the Community Asset transfer of Pandy Park.

Cllr Morgan noted that she is happy to represent the Council with Cllr Flanagan noting he would also attend if necessary.

2. Ynysawdre Community Council has asked if NHCC and YCC would like to share a Zoom account between the Council, allowing both to half the bill.

The Council Agreed to share costings of the Councils Zoom account with Ynysawdre Community Council.

3. A Member of the public has raised concerns regarding the state of Aberkenfig Square.
4. Letter from Lanmoor Homes regarding the Temporary Closure of Footpath 17 – Newcastle Higher, Tondu, Bridgend.
5. Planning Application No.: P/22/484/FUL has agreed an extension to the 16<sup>th</sup> September
6. HDCS, AABC (Current Provider) and ITCS have been asked for costings to develop a new website.

61/23 To confirm the date of the next meeting

It was confirmed that the next meeting will take place on the 8<sup>th</sup> November 2022 at Tondu Primary School.

There being no more business, the meeting closed at 19:40.

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