

Minutes of a Meeting of the Newcastle Higher Community Council held in the Wesley Centre, Tondy on Tuesday 10<sup>th</sup> March 2020 at 7.00 p.m.

Cllr Mal John: Presided

Present (12) Councillors Derrick Baker, Heidi Bennett, David Fowler, Marged Griffiths, Altaf Husain, Mal John, Ann John, Byron Jones, Philip Lathey, Alex Marshall, James Radcliffe, Meryl Wilkins.

Lyn Masters and Claudette Evans - Tondy and Aberkenfig Community Association, two Police Officers and members of the public were also present.

Councillor Marged Griffiths also represented the Penyfai Village Community Association.

Before the start of the meeting two newly elected Councillors, Marged Griffiths and Philip Lathey made their Declarations of Acceptance of Office before the Clerk and received their copies of the Members Code of Conduct.

1. Apologies

All members of the Council were present.

2. Members Written Declaration of Interests on Agenda Items

Members were given the opportunity to declare any interests they had in agenda items. Cllr Meryl Wilkins submitted her annual declaration of interests for 2020 to be published on the Community Council website.

3. Minutes of the Meeting held on 11<sup>th</sup> February 2020

The minutes were approved and signed.

4. Matters Arising on the Minutes

Item 15 - Community Asset Transfer – when the Lease document was received, it needed legal review – the Clerk would consult One Voice Wales about this.

5. Report on Police / PACT Matters

The Council welcomed PCSOs Mark Emery and Laura Green to the meeting.

They reported on crimes between November 2019 and the time of the meeting – there had been slightly fewer incidents than the comparable time the previous year.

Concerns had been brought to the attention of the police about drivers using the section of road between Aberkenfig and Penyfai in contravention of the prohibition of entry order. Officers reported that they patrolled there as often as practicable. PCSO Mark Emery reported that he undertook training runs up and down that road in his leisure time, and kept watch on the road regularly. Recently a vehicle had been seized there for not having insurance. It was explained that police used body cams as evidence, and spoke to drivers concerned and reported them so they would receive points and a fine where they had been identified. It was recalled that three fatalities had taken place on that road prior to 1992 when the traffic order was imposed. Councillors noted that there was an apparent problem with a number of taxis using the road at night.

Police officers had spoken with a lady whose dog had been killed recently by a driver using the road illegally, and a summons to court had been issued to the offender.

Councillors felt that the excessive use of speed was a significant issue and unfortunately some of the culprits were local people. The residents were grateful to the police for taking this seriously.

Concerning illegal use of off road bikes, some people concerned had been warned and 30 section 59 (of the Road traffic Act) offences had been issued recently. The PCSO reported that he would attend schools to speak about the off road bike problems on nearby common land.

Councillors asked questions of the PCSO as follows:

Councillor Meryl Wilkins was concerned the road might be completely blocked off which may increase the risk of attacks on people. It was indicated that closure was not actively under consideration.

Cllr Heidi Bennett asked about whether it was possible to place temporary cameras on common land? PCSO Mark Emery would check on this and advise accordingly.

Cllr David Fowler asked about parking at Pentrefelin – and PCSO Mark Emery indicated that problem parking in the area was being followed up, for example the parking on the junction at Ffordd Antwin. There was however a difference between simply awkward parking and causing an obstruction, as many people parked cars close to junctions.

Some police parking outside the police station was seen by some Councillors and members of the public as an unfortunate example. It was explained that it was necessary to achieve balance, as if the police used many spaces in the car park, some people would complain about that.

A suggestion that the police consider using the car park at the former Lyric cinema would be put to the sergeant.

Cllr Altaf Hussain identified problems of parking by the developers outside the Hillside development in Penyfai. He had arranged to meet with the PCSO to discuss.

It was reported that the online version of PACT would usually take place on the last Monday of each month.

The two officers were thanked for their attendance.

## 6. County Borough Councillors

### (a) County Borough Councillor for Penyfai

Cllr Altaf Hussain made a report to the Council on the following subjects:

#### School Crossing Patrol Service – Penyfai

Cllr Hussain reported that the investigation undertaken by BCBC officers confirmed that Penyfai School met the required criteria set by the BCBC Cabinet for a crossing patrol service to be authorised.

#### Fly tipping

The BCBC was to investigate the regular illegal tipping location close to the motorway bridge in Penyfai following receipt of a complaint.

### Housing Development – south of All Saints Way Penyfai

Cllr Hussain had met with the Transport Development Control Officer in BCBC to follow up concerns with the increase of vehicles using the road leading to the development site. He had requested Street Works BCBC initiate a temporary speed restriction order during the construction period. He had also referred the parking on the grass verge and on 6 March a site visit by the Inspector confirmed that the verge had been repaired. Inappropriate parking that obstructed the highway and vision of it was a matter for the police to take action where appropriate.

Cllr Hussain attended the Planning Committee site visit on 26 February, the Committee Meeting on 27 February and a further meeting with the Development Control Manager and Highways Officer on Friday 28 February regarding the concerns raised.

### Flooding

On 10 March Cllr Hussain was shown photographs of flooding by some of the residents of Clos Smyrna which he took up with the BCBC. Mr Hands from the developers stated that surface water had filled up the excavations which was a temporary situation until the permanent works had been completed. In BCBC's response to the flooding problem, condition 4 of Planning Application P/17/1073/FUL stated that the approved drainage scheme must be implemented prior to beneficial use of the site and retained in perpetuity, to ensure that effective drainage facilities were provided during development and that flood risk was not increased. The public right of way would be re-opened once the site was completed which would be accessible by all members of the public.

### Visit of Education Minister to Penyfai School 28 January 2020

The Education Minister had visited Penyfai School on 28 January which was much appreciated and the Minister praised the school, staff and pupils highly.

Cllr Hussain was thanked for this report.

### (b) County Borough Councillor for Aberkenfig

Cllr James Radcliffe reported on the following matters:

#### Consultation on cuts to BCBC Services

Following the consultation exercise carried out by the BCBC last year to inform its setting of the budget, not all of the possible cuts were to happen. For example they would not close the recycling centres nor cease monitoring CCTV. There would be a modest increase in budget for highways services.

The request that Cllr Radcliffe had put in for tarmacking at the Coronation Street park entrance was still under consideration.

#### Health Policy

Cllr Radcliffe was concerned that there were a number of rumours prevalent about Health Policy. He would contact Public Health Wales and place accurate consistent information on websites and social media.

Councillors commented following Cllr Radcliffe's report:

Cllr Derrick Baker reported a large pothole at the rear of the Prince of Wales Public House on Heol Llyfrau. He asked for the Highways Department to repair it urgently. Cllr Radcliffe would refer this.

Cllr Radcliffe was thanked for his report.

#### 7. Result of elections to two Casual Vacancies for Aberkenfig Ward

The Clerk reported that the elections scheduled for Thursday 26 March did not need to be held, as there were only two candidates who put themselves forward for election. Accordingly the Electoral Services Officer of BCBC informed the Clerk that they were duly elected unopposed on Thursday 27 February 2020. They took office at the first following meeting of the Council by making their Declaration of Acceptance of Office before the meeting. Both Councillors, Philip Lathey and Marged Griffiths were welcomed to their first meeting.

The Clerk would reserve training places for them on the next local One Voice Wales Training event.  
\* see appendix for subsequent events.

#### 8. Report on outcome of interviews for part-time Clerk Monday 9 March 2020

It was reported that the interviews on Monday 9 March for the part time Clerk had not been completed owing to the venue's failure to allow access which had been arranged.

The Chair, Cllr Mal John noted that the Council website still contained details of the post of part time Clerk and suggested that the Council, in order to enhance options to fill the vacancy, allow a short period of time for any further applications to be received, and that another candidate who had missed the deadline previously be permitted, if that person so wished, to apply.

Accordingly it was agreed that the new deadline for receipt of applications be extended to Tuesday 17 March, and that if any additional applications were received, that a new date for interviews be set. It was also agreed that the original applicants who had attended the interview on Monday 9 March be guaranteed an interview when held.

The Council considered the matter carefully and voted unanimously to proceed in this way.  
\* see appendix for subsequent events.

#### 9. Finance and Policy

##### (a) Accounts for Payment

	£	
Matt Scott Landscapes footpath maintenance)	1,260.00	(201722)
Clerk (quarterly salary)	1,393.10	(201723)
HMRC (tax)	348.40	(201724)
Clerk (reimbursement)	445.28	(201725)
Cllr Alex Marshall (allowance)	150.00	(201726)
Cllr Byron Jones (allowance)	150.00	(201727)
Cllr James Radcliffe (allowance)	150.00	(201728)
Cllr Meryl Wilkins (allowance)	150.00	(201729)

The former Chair's Allowance, that would have been utilised on the nomination of former Cllr Gary Haines, was set as £600. The Clerk had contacted Mr Haines who had not responded. Council would consider how and if it wished to allocate this sum at its next meeting.

(b) Update on Audit 2019

No information had been received from the Wales Audit office about the 2019 Audit, following deposit of records with their office in November 2019.

(c) Annual Claim for Footpaths Agency Agreement with the BCBC

The letter had been prepared by the Clerk, and signed by him and the Chair to reclaim the allowance the BCBC would reimburse for maintenance of footpaths. The sum reimbursed for 2019-2010 was £659.12.

(d) Appointment of an Internal Auditor

The Clerk reported that it was necessary to appoint a new Internal Auditor to review the Council's audit material records, and advise the Council on matters of governance and finance.

It was agreed that the Clerk first approach the BCBC to ask if they had an officer who would be willing to act as internal auditor. If this was not possible, to follow the advice of OneVoice Wales in their published guide on appointment of an independent Internal Auditor.

\* see appendix for subsequent events.

(e) Community Councillors Allowances

The Clerk reported that the Council must pay the sum of £150 to each member of the Council serving for the year 2019-2020 by the end of the financial year, unless they completed a declaration that they refused the payment.

Those councillors who had not done so already were paid accordingly.

Cllr Meryl Wilkins accepted the payment as she was entitled to do, but asked that it be recorded in the minutes that she was to spend the sum on a children's project, and not on any expenses for herself.

10. Update on response from Penyfai Shop following request to place Community Defibrator

It was reported that permission had now been received from Sandra Tickner at the shop at Treharne Drive – her consent as owner was given to install a defibrillator and to arrange this to be done.

Concerning an installation at Tondu Retail Park – Claudette Evans advised that she had the consent from the company that owned the retail park – Abraxus – to have one installed. The Clerk would liaise with TACA before installation.

11. Community Asset Transfer report on grant for improvements applied for from BCBC

The Clerk reported that he awaited the outcome of the grant application for match funding for works agreed to be carried out on the Community Asset Transfer of the Pheasant Field and sports area at

Cavendish Park, Penyfai The Clerk would circulate to each member of the Council a copy of the Grant application, and in due course, the outcome.

Concerning the offer of Llanmoor Homes to give the play area at Pentrefelin to the Community Council, the Clerk would contact Simon Grey of Llanmoor Homes, the owners.

## 12. Correspondence

The notes circulated on the incoming correspondence were taken as read by the Council, the correspondence was as follows:

### 1. BAVO

In response to a question at the last Community Council meeting, details of the history of the Solar Farm Fund and the benefit to the areas that had disruption during the construction of the Solar Farm were given. The Chief Executive of BAVO proposed to appoint one County Councillor and one Community Councillor from each beneficiary area to the grant making Panel. The money was administered by BAVO at the request of the company itself. NB Cllr Heidi Bennett declared her interest.

### 2. One Voice Wales

Guidance on the appointment of an Internal Auditor.

### 3. The Pensions Regulator

The NHCC needed to re-enrol and re-declare by 1 June 2020 to complete the legal duties to declare compliance with the pensions Regulator. Clerk to action this requirement.

### 4. Western Power Distribution

WPD sent a certificate of supply to SWALEC to bill the Community Council for electricity for the Christmas lights 2019-2020.

### 5. Aberkenfig Allotments Association

The Council had received a cheque for £60 from Bob Edwards the Secretary, being the last of the allotment rents due that had not been paid on the night of the allotment meeting. £500 total banked.

### 6. Penyfai Scouts

Message, in response to the Clerk's enquiry, clarifying misconceptions about their letting other groups use the Hall. Bookings were permitted between 10.00-16.00 for ad hoc bookings. There were many long term community users of the Hall, and it was available to let to others, bearing in mind the need to respect its primary function as a Guide and Scout Hall.

### 7. PCSP Mark Emery

PCSO would try to be present at more Community Council meetings. The Clerk confirmed the venue. Also confirmation of the next SLIDO (PACT) on line forum to take place on 30 March.

### 8. Matt Scott

Invoice for work for the Community Council invoice 202 in the sum of £1,260.

### 9. BCBC

Confirmation that the Clerk's note had been received on the subject of the 6<sup>th</sup> form at Y Dderwen and would be presented to the Cabinet for its consideration.

### 10. Independent Remuneration Panel for Wales

Details of their Annual Report, Determinations 42 – 51 apply to Community Councils.

### 11. BCBC Electoral Department

Confirmation of details for two newly elected Councillors, who would take office on declaration of acceptance of office on Tuesday 10 March.

### 12. Cllr David Fowler

Letter formally declining the Councillors Allowance of £150.00

### 13. Planning Report

The Council noted the following planning applications had been notified to the council since the last meeting.

P/20/64/FUL Glenview House | Glenview, Penyfai CF31 4LZ

P/20/95/FUL West Barn, Penyfai CF31 4LL

P/20/92/FUL 44 Bridgend Road, Aberkenfig CF32 9BA – change of use from residential.

Whilst P/20/92/FUL was a legitimate application NHCC wished to object due to traffic - concerns at the location on a busy main road.

### 14. Other Reports from Councillors

Cllr Derrick Baker reported receiving a message from the Reverend Suzanne Brumwell of Llansantffraid Bettws and Aberkenfig parish reporting the parish plans for the celebration of the 75<sup>th</sup> Anniversary of VE Day on the weekend of 8 -9 May.

They wished to use the large community space offered by St John's Church Aberkenfig involving members of the community and school children for events such as quizzes, and to hold a joint service on the Sunday to commemorate the end of the war in Europe . Cllr Baker asked if around 4 Councillors would be present at the events. This was agreed.

Cllr Meryl Wilkins reported on water problems involving gathering of water on the road at Penyrheol. Cllr Altaf Hussain would follow this up.

Cllr Meryl Wilkins reported a recent visit to the Offices of the BCBC and stated that she was disappointed by the lack of available staff to assist her.

Cllr David Fowler reported that he had found the solar powered Christmas trees that had worked well at Penyfai last year were very disappointing as they were often illuminated at the wrong times. The Clerk reported that the timing was operated remotely, and he had reported the problem twice to the installing company at the time. The invoice having been paid, the Clerk would take this up with the suppliers.

Cllr Alex Marshall reported that the volume of water during the recent floods at Mount Pleasant had lifted the rain cover off. It was noted that Mr Dix whose property was nearby, had reinstated the metal cover.

### 15. Community Associations update

#### (a) Tondu and Aberkenfig

The Community Council welcomed Claudette Evans and Lyn Masters to the meeting, and they reported on the current programme at the Community Association.

This included the recent floods, thanks for the bulbs received from NHCC which had all been planted.

The TACA wished to engage more with Aberkenfig and requested a key to the notice board in Aberkenfig. The Clerk would arrange for a key to be provided.

Hanging baskets at Pentrefelin would be on the agenda for next year.

#### (b) Penyfai Village

Cllr Marged Griffiths gave a report from the Penyfai Village Community Association.

Cllr Griffiths reported that the Association wished to recruit an additional trustee, preferably a younger person.

The Ramblers wished to identify all footpaths that were not utilised. Cllr Alex Marshall, as a member of the Local Access Forum and Ramblers, had been involved in work that had been done on this previously, which was a significant issue in the UK, as there was a deadline of 2026 for action to be taken. However the problem was that no one appeared to put effort into opening up disused footpaths.

The PVCA was drafting a community consultation to engage with people, and asked if there was anything specific the Community council wanted included. Any other Councillors would let Councillor Marged Griffiths know their suggestions.

## 16. Any Other Business

- I. Cllr Derrick Baker suggested that council meetings be held where practicable at either Tondu or Penyfai Schools in future.

There being no more business, the meeting closed at 9.00 p.m. The next Ordinary meeting would be held in the Tondu School Aberkenfig, at 7 p.m. on Tuesday 14 April 2020.

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### Appendix to March 2020 Minutes

To note some events that took place subsequent to the meeting, during the period of government restrictions due to Covid-19.

#### Item 7 - Elections to two casual vacancies

Training was subsequently cancelled under the Government restrictions, and on line training was offered for all members of the Council by One Voice Wales, details of which the Clerk sent to all members.

#### Item 8 – Outcome of Interviews for part-time Clerk 9 March 2020

Subsequent to the meeting, one additional applicant came forward by 17 March, and the Clerk made arrangements for interviews of all candidates to be held at Tondu School on Tuesday 24 March 2020.

However, on 23 March 2020, HM Government and the Welsh Government imposed restrictions due to the Coronavirus worldwide pandemic and prohibited meetings of more than two people and closed venues.

Consequently the interviews were postponed until such time as the government restrictions were lifted.

#### Item 9 (d) – Appointment of an Internal Auditor

Subsequent to the meeting, the Monitoring Officer of the BCBC advised that there was no capacity to assist with this task in BCBC.

In the One Voice Wales guidelines, it was suggested that a suitably experienced local Council Clerk who was independent of this Council may be asked, and a letter setting out the terms of engagement be provided.

The Clerk accordingly contacted David Lloyd Jones, who was the Clerk to both Cefn Cribwr Community Council in the BCBC area, and also to Llandough Community Council in the Vale of Glamorgan who was willing to perform the task on an initial one year arrangement, for the sum of £150.00.