

Minutes of a Meeting of the Newcastle Higher Community Council held in the Wesley Centre, Tondu, on Tuesday 11<sup>th</sup> December 2018 at 7.00 p.m.

Cllr Mal John: Presided

Present (6) Cllrs Heidi Bennett, Dave Fowler, Ann John, Mal John, Alex Marshall & Meryl Wilkins.  
Clerk: John Richfield  
County Borough Cllr James Radcliffe  
Aberkenfig and Tondu Community Association: Claudette Evans and Lin Masters.

1. Apologies

Apologies were received from Cllrs Derrick Baker, Joyce Haines and Altaf Hussain.

2. Members Declaration of Interests on Agenda Items

No specific interests in any of the items discussed were made at this meeting.

3. Minutes of the Meeting held on 13<sup>th</sup> November and 4<sup>th</sup> December 2018

The draft minutes of 13<sup>th</sup> November 2018 were approved, subject to clarification about PACT, the current state of the Speed Boards Project, recording that the correspondence was taken as read and including the note from the Auditor verbatim, following the unqualified audit opinion for 2017-2018.

The minutes of the additional meeting held on 4<sup>th</sup> December 2018 were received as proposals for discussion by the full Council.

It was confirmed that the website ought to be informative and factual and should comply with Welsh Government guidance and the Disability Discrimination Act. It was confirmed that it should not be interactive.

In discussion it was agreed to change the proposal made on 4 December to ask the Council's website provider to update the site, and to accept Cllr Heidi Bennett's offer to update the website and advise on improvements. The Clerk would arrange for Cllr Bennett to be given a log in for the website.

The publication *The Good Councillor's Guide* was discussed at the meeting on 4 December and this helpful document published by the Welsh Government was commended to all members of the Council. The guide endorsed the principle of one Council making decisions and that no groups of Councillors could make decisions, and the procedure for making decisions was to take matters to the full council. It was noted that certain confidential items for discussion, for example those relating to personnel, should be held *in camera*. It was noted that the Council had obligations as an employer, for example the operation of PAYE had been tested in last year's audit, and the Council would monitor and take account of any other obligations in its objective to be a good employer.

The current position re Standing Orders was discussed, and noted that the Council had not yet adopted the latest version of the Model Standing Orders suggested by One Voice Wales. It was agreed to agenda this in January, and perhaps a small Group of members might review the general document to tailor the Council's Standing Orders and invite the next meeting to formally adopt the SOs. It was noted that this would be an Audit theme in the near future and the Council needed to comply with regulations.

#### 4. Matters Arising on the Minutes

(i) Minutes of 13<sup>th</sup> November

Pheasant Field - No reply had been received from the BCBC regarding the Clerk's additional enquiry about the Pheasant Field land. They promised to respond by the end of the year, via the monitoring officer.

Bulbs - Cllr Heidi Bennett reported that there were 200 left at present, many more had been planted in Penyfai.

Alex Marshall reported that he had contacted Mr Mason the Rights of Way officer of BCBC about the possibility of the path on the Pheasant Field being designated a right of way. It was not seen as too problematic, and would be followed up by the Clerk sending a letter requesting this to Mr Mason.

(ii) Minutes of 4<sup>th</sup> December

None.

#### 5. Report from Tondy and Aberkenfig Community Association

The Council welcomed Claudette Evans and Lyn Masters to the meeting representing the Community Association.

Claudette Evans made an oral report on the following subjects:

Notice Board

The management of the retail park had agreed to fund and position a notice board, which the Association indicated could be used by NHCC and Ynysawdre Community Councils also.

Daffodils

The Daffodils given by NHCC were now all planted. For next year, there was an opportunity for more bulbs to be planted as the retail park management had given permission to plant in other areas.

Litter

There had been some success in litter reduction.

Lights and flowers

The Association had asked the Community Council for a scheme of Christmas lights and summer flowers in 2019-2020.

Communications

The Association wished to set up a website to put its newsletters on. The estimated cost was £150 and £80 per annum thereafter. It was agreed to put this request on the January 2019 community Council agenda for decision.

Footpath

In questioning why a footpath was not way marked, Cllr Alex Marshall clarified that it was a public right of way called footpath no 4. He would look at this and enquire of the BCBC Rights of Way Officer about way marking and surfacing.

### Drainage

Claudette Evans was in discussion with Jack Davies of BCBC re drainage matters. She stated that there were significant water problems in Clos Pwll Clai, which was not adopted highway. Mrs Evans reported that Mr Davies had been very helpful.

### 6. Report from PACT Meeting

Cllr Heidi Bennet reported on PACT, which had not met. However, at the last meeting, those present considered how to continue to undertake its work serving the community. Options had been considered including it appearing on agendas of other meetings, but no decision had been made. The Council noted that Cllr Gary Haines wished to take a lead in discussion of community engagement. It was agreed to take the standing item on PACT off the Community Council agenda for now, pending a decision on its future. It was noted that the view of the police needed to be clarified, and Cllr Mal John would contact the Sergeant.

### 7. County Borough Councillors

#### Cllr Altaf Hussain (Penyfai)

Cllr Altaf Hussain was not present, and had sent the following report which was read out:

#### Objections to Hillcrest Planning Application P/18/797/FUL

Cllr Hussain had a discussion with the Chair of the Planning committee and was informed that the proposed development of two 4 bedroom houses was no longer going ahead but instead might be two dormer bungalows.

#### School crossing service

Cllr Hussain asked a question of the Cabinet Member if the school crossing service in Penyfai was to be removed and the BCBC's intentions for its continuance. His supplementary question was also answered by the Cabinet Member which would be published. Cllr Hussain was grateful to Alex Marshall who had raised this important issue.

The Community Council endorsed the principle that if the BCBC was considering taking away the school Crossing, a public consultation by the BCBC was needed.

It was agreed to write to Cllr Huw David to make this point.

#### Street Speed signs

See later in minutes.

#### Parking in front of school gate

Cllr Hussain had been informed by the Head Teacher about the parking of vehicles in front of Penyfai school gate by the parents especially on Tuesdays when children had additional classes. Residents had been complaining about this and Cllr Hussain felt it was a serious health and safety issue. He discussed the matter with PCSO Mark Emery and he intended to take action in collaboration with the school. Cllr Hussain had also taken it up with BCBC.

Cllr Mal John noted the good use of the camera activated patrol to monitor and deter inconsiderate parking run by the Safety Camera Partnership.

The Council noted the report.

Cllr James Radcliffe (Aberkenfig)

Cllr Radcliffe gave the following report:

Road surface in Aberkenfig Square

Cllr Radcliffe had submitted a report on the condition of the road surface in the Square Aberkenfig. It would be attended to when resources allowed.

Leaves Dunraven Street

Cllr Radcliffe reported no reply yet but he anticipated one soon.

Meeting with Cwm Taf Health Board

Cllr Radcliffe reported that the meeting would take place in the New Year. It would include discussion on various Brexit scenarios.

Planning

Cllr Radcliffe reported that an informal meeting discussing where future housing might be located had been held. Using the same arguments used by the objectors to the Pentrefelin developments, it did not favour further development north of Junction 36, though no decision was formally made.

Cllr Dave Fowler asked if any agreement had been made on dealing with the overhanging trees on the footpath leading to Tondu opposite Welshbreakers Shop. This would be raised again with the BCBC.

Cllr Ann John reported that the gullies and drains by St John's Church Aberkenfig would benefit from clearing out. Cllr Radcliffe would bring this to the attention of the appropriate officers. The Council noted the report.

8. Update from Committees

(i) Maintenance Committee

Bins

Cllr Alex Marshall reported on the situation with the emptying of the new bins by Bridgend Town Council. So far this was successful, however the frequency of emptying would be monitored. Cllr Marshall had discussed the source of replacement bags with the caretaker at BTC. Cllrs Alex Marshall and Dave Fowler were thanked for checking on this project

Land behind the Swan

Following some residents raising concerns about the trees, the Clerk had contacted Rob Jones of BCBC for advice from the BCBC tree officer, and Mr Jones was looking at the boundaries with the BCBC Property Department. Cllr Marshall would review when BCBC Property returned to the Council.

The drainage problems seemed to be resolved at this location, the help of Jack Davies of BCBC was noted.

9. Update on Speed Boards Project

Cllr Heidi Bennett had previously met with Colin Hill the BCBC Street lighting manager who had looked at the way to achieve what the Community Council intended to achieve in providing speed boards, funded by the BCBC Community Action Fund, a grant for £5,000 had been received.

Cllr Altaf Hussain had recently met with the BCBC officers and now the Community Council was to make its decision on the outcome of the advice of the BCBC officers.

The BCBC officers, Keith Power and Colin Hill (Street Lighting Manager) advised that any works for making the columns safe or replacing them would be undertaken by the BCBC at no charge. They advised that the signs ought to have Slow / Araf in both languages.

Mr Hill confirmed that BCBC could fit a signpost near the telephone box at the north end of Penyfai and also bring a mains electricity supply into the column ready for the sign. He would advise when the work had been carried out and suggested that it would be possible within approximately two weeks. He also confirmed that his officers would look at the lighting column 5 on the south side of Penyfai to ensure that it was capable of having the speed sign fitted to it.

The Council agreed that the Clerk contact Mr Hill to determine what the Council needed to do before proceeding to order the two signs and if any further actions or decisions were necessary. A report would be brought to the next meeting.

Cllr Bennett stated that she was disappointed as she received no notice to attend the additional meeting arranged by Cllr Hussain, particularly as the Community Council had previously asked Cllr Bennett to lead on this project for the Community Council. It was noted that any site meetings attended by a group of councillors had to report to the Council meeting in order for decisions to be made. The forthcoming review of standing orders would, inter alia, clarify the status of groups of Councillors working as Committees. The recommendation to progress was made, pending clarification as to which signs were being installed on the recommendation of the BCBC Highways Manager and clarifying where they would be placed.

#### 10. Report on Annual Schools Christmas Cards Competition

The Council was informed of the results of the judging of the Christmas Cards which had taken place the previous evening. They were as follows:

#### **Christmas Card Judging -Monday 10<sup>th</sup> December 2018**

##### **Tondu School**

<b>Infants</b>	1 <sup>st</sup> Prize	Megan Simpson
	2 <sup>nd</sup> Prize	Daisy Foley
	3 <sup>rd</sup> Prize	Mason Walmsley

<b>Juniors</b>	1 <sup>st</sup> Prize	Moses Guveya
	2 <sup>nd</sup> Prize	Tom (Tawe)
	3 <sup>rd</sup> Prize	Owain Hopkins

##### **St Robert's School**

<b>Infants</b>	1 <sup>st</sup> Prize	Ruby Powell-Hughes
	2 <sup>nd</sup> Prize	Florence Hobbs
	3 <sup>rd</sup> Prize	Cerise Morgan

<b>Juniors</b>	1 <sup>st</sup> Prize	Isla Murphy
	2 <sup>nd</sup> Prize	Hadlaigh Kelpie
	3 <sup>rd</sup> Prize	Maicy Nicholas

## **Penyfai School**

<b>Infants</b>	1 <sup>st</sup> Prize	Paige
	2 <sup>nd</sup> Prize	Phoebe
	3 <sup>rd</sup> Prize	Rosie
<b>Juniors</b>	1 <sup>st</sup> Prize	Grace Lee*
	2 <sup>nd</sup> Prize	Rosie-May Orange
	3 <sup>rd</sup> Prize	Daniel Cox

## **Three Nurseries, Old School House, Aberkenfig and Penyfai**

Sponsored Prize                      Holly (Old School Nursery)

Best Overall School:                      St Robert's School      2018

\*Best Card for Printing (framed) Grace Lee (Penyfai)

The Judging was attended by the Clerk together with Cllrs Ann John, Mal John, Dave Fowler and Meryl Wilkins. Diana Woods was also in attendance.

As in previous years, members of the Council would deliver the prizes (tokens) to the schools. As previously, the Council would provide simple treats to all the children in participating schools. Cllr Derrick Baker was thanked for delivering these.

The overall winning card would be printed for the School to use next year. The Overall Winner from last year had the card framed and presented to his family at the School (Rhoda Daniels – St Roberts) by Councillors. The same procedure would be adopted for this year's winner.

The Clerk had obtained BCBC Pantomime tickets for the Grand Pavilion Pantomime for the family of the winner of the nurseries category. For 2019 the level of tokens would be reviewed.

### 11. Update on Casual Vacancy – Aberkenfig Ward

The Clerk had been provided with an additional notice of vacancy as the BCBC had mislaid the original email (due to staff leave) informing them that a notice had been posted on the Council's website. The new Notice had now been posted and members of the public had until 14 December to request an election or the vacancy would be filled by co-option. The Clerk would inform members when the electoral officer responded.

### 12. Defibrillators

No communication had been received from Mr Neil Bowen, so this item was not discussed. The Clerk would contact Mr Bowen again.

### 13. Correspondence

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

#### 1. Planning Department LDP BCBC

Acknowledgment for the candidate site the Community Council has submitted (Pheasant Field)

#### 2. Cllr A Hussain, and other Councillors

Confirmation from two officers of the BCBC that the arrangements for the speed boards are confirmed. The Community Council could now proceed to order the signs, when clear on the recommendation.

3. Electoral Department BCBC

In response to the Clerk's enquiry as to the status of the Casual Vacancy on the Council, the Electoral Department had mislaid the original message, so needed to issue a newly dated notice, to expire on 14 December. By that date the Community Council will know if an election has been requested. Clerk has displayed new details on the website and on the Notice Board.

4. Gareth John BCBC

Letter requesting the Community Council to set its precept and inform the BCBC Finance Department by 7 January 2019. A note on the budget is on the agenda for this meeting.

5. Community Association

Copy of Tondy and Aberkenfig Community Association Newsletter.

6. Cllr Mal John

Information on BCBC programme of making improvements to local green spaces.

7. Matthew Scott Ground Maintenance

Invoice for Aberkenfig Square floor cleaning £320, Installation of Dog Refuse Bins £490, Strim of Woodland areas £100, total of £910.

8. Plant Scape

Invoice for rent of 5 illuminated Christmas trees, including installation delivery and collection. £690 + VAT total £828.00

9. Swalec

Cheque for credit balance on our Christmas lighting account of £238.39. To be paid in to bank.

10. Planning Officer BCBC

Confirmation of revised date for submission of comments on application at Hillcrest.

11. Gerald Davies Limited

Invoice for work on the square, boards for art work and associated works £3,973.50

12. G Powys Jones

Invoice for sum agreed for consultancy for Pheasant Field £650.00.

13. BDO Auditors

Invoice for External Audit £330.90

14. BCBC Street Naming and numbering

BCBC Suggested Penyfai Court for recent development in Penyfai, the Council agreed but would prefer a bilingual title, the Welsh would be Llys Penyfai, or Cwrt Penyfai. Clerk to advise.

14. Planning Committee Report

The Council noted the following applications made, with no comments or objections.

T/18/56/TPO 7 Sibrwd Y Dail, Penyfai

T/18/59/TPO 24 Ysbryd y Coed Penyfai

T/18/58/TPO 6 Sibrwd Y Dail, Penyfai

P/18/907/RLX Whitehall Cottage Penyfai

T/18/60/TPO 14 Parkfields Penyfai

15. Other Reports from Councillors

Cllr Ann John reported that the bus shelter by Parc Cavendish was in need of cleaning. The Clerk would contact BCBC.

Cllr Dave Fowler reported that the footpath from Tondy to the Fountain was very wet a lot of the time.

Cllr Alex Marshall would ask Rights of Way what could be done and would mention that the Tondy Community Association had liaised with Jack Davies of BCBC on this matter, based on information from local residents.

Cllr Meryl Wilkins would help Claudette Evans with information on the history of the field at Pentrefelin before the houses were built.

She also reported the Christmas tree on the Common had a fault with the lights which had since been resolved by the BCBC.

Cllr Heidi Bennett reported an issue with the tree lights by Penyfai Church being off and on at the wrong time. The Clerk had arranged with Steve Cottrell of BCBC to rectify this.

Cllr Bennett also reported the launch of a Penyfai Community Association.

Cllr Mal John commented on the minutes of the meeting held on 4<sup>th</sup> December – he had heard that some had had communication that it was postponed, although it was held. Cllr John felt that it was inappropriate to set up a finance / HR Committee as a small Council with a small number of Councillors and suggested all such discussions ought to be held with the full Council, perhaps with an arrangement to meet in a closed session. Cllr Heidi Bennet suggested that a future agenda item could take this into consideration.

Cllr Mal John, in the Chair, requested an un-minuted discussion.

The in camera discussion ended and Cllr Heidi Bennett left the meeting at 21.00.

At 21.00 the Council agreed to suspend Standing Orders in order to permit the meeting to complete business.

## 16. Finances

### (a) Accounts for payment

The following accounts would be paid:

	£	
Matthew Scott landscapes (Square, refuse bins and strim)	910.00	(201638)
Plantscape (Hire of solar lights)	828.00	(201639)
Gerald Davies Ltd ( Boards and work at Square)	3,979.50	(201640)
G Powys Jones (Planning Consultant)	650.00	(201641)
Wales Audit Office (Audit)	330.90	(201642)
Clerk's quarterly salary	1,365.8	(201643)
HMRC (tax)	341.40	(201644)
Reimbursement for Clerk	1,604.68	(201645)

### (b) Budget for income and expenditure, financial reserves and Precept 2018 - 2019

The Council received an analysis of expenditure and income by budget headings for the financial year to date and a summary financial and general risk assessment.

The Council noted that the requirement (set out in the Local Government Finance Act 1992 Section 49 A) for precepting bodies such as Community Councils to produce a budget each year in order to set a precept.

To calculate the Precept it was not sufficient to simply request the same amount as last year, or to take last year's figure and increase it by inflation.

To establish the precept the following was considered:



- (i) Expenditure required for the coming financial year, budget to split the expenditure over different headings;
- (ii) Any contingencies, considering the level of contingency as part of the annual risk assessment;
- (iii) The Council is expected to consider any anticipated liabilities that may occur;
- (iv) Once the expenditure requirement had been established, the Council had to assess how to meet it.

The precept was therefore the total expenditure requirement taking account of the total provision from income and appropriate reserves, both earmarked reserves and non-earmarked reserves.

The Council produced a budget to establish the expenditure requirement, and then considered how the expenditure requirement would be financed.

Expenditure budget for 2019-2020:

General Administration	10,000
S.137 (up to)	6,000
Salaries	6,500
Christmas Lights	10,000
Insurance	500
Audit	500
Allotment costs	1,000
Playscheme	5,000
Footpaths	2,000
Woodlands	5,000
Hanging Baskets	7,500
Total	<u>54,000</u>

It was intended that Earmarked Reserves be maintained at the following levels:

Election Reserve 2022	4,000
Penyfai project reserve	5,500 (balance of 25,000)
Woodland Management	5,000
Community Development	1,500
Total earmarked	<u>16,000</u>
General Contingency	24,000

Total Reserves 40,000

Income budget

Footpaths	600
Allotments	400
Precept	44,000
Total Income	45,000

From General contingency and savings 9,000 would be transferred  
Leaving General Contingency reserve at **15,000** by 2020

The Council discussed how to increase provision in the Tondu area of the Community, and recognised that the precept had not increased in 8 years, however although it would need to be raised it did not wish to increase the precept in large steps, and would transfer some funds from the general reserve.

Next year, depending on the out-turn the levels of reserves and precept would again be reviewed.

For this year, the precept would raise by £3,000 - total of **£44,000**.

The Council then approved the budget and precept requirement for 2019-2020.

(c) Quarterly Budget Monitoring Statement September to December 2018

The Council received an analysis of expenditure and income compared with the budget approved by the Council for the financial year, to assist with financial management. The information was noted.

17. Any Other Business

There being no more business, the meeting closed at 9.20. The next meeting would be held in the Wesley Centre, Tondu, on 8 January 2019.