

Minutes of a Meeting of the Newcastle Higher Community Council held in Smyrna Chapel Vestry, Penyfai, on Tuesday 12th June 2018 at 7.00 p.m.

Cllr Gary Haines: Presided

Present (8) Cllrs Derrick Baker, Heidi Bennett, Dave Fowler, Gary Haines, Ann John, Malcolm John, Lee Robson & Meryl Wilkins.

Clerk: John Richfield County Borough Cllr James Radcliffe (Aberkenfig)

Observers : Mr Alex Marshall (Maintenance Committee member) Michael Kay (Penyfai resident)

1. Apologies

Apologies were received from Cllrs Joyce Haines, Altaf Hussain and Byron Jones.

2. Minutes of the Meeting held on 8th May 2018

The draft minutes of 8th May 2018 were approved, subject to recording that Cllr Gary Haines reported for the Planning Committee (item 8).

3. Matters Arising

Cllr Derrick Baker commented on the recent expenditure in the allotments, as it was a significant sum. It was noted that in each case two quotations had been received, and the work completed at the best value obtainable at the time.

4. Report on PACT Meeting

There had been no meeting of PACT since the last Council meeting.

Cllr Mal John wondered if a notice board to publicise this and other events would help in Penyfai. It was suggested that Councillors think of a suitable location that was available to site a board prior to obtaining a quote for a quality Notice Board.

5. County Borough Councillors

Cllr Altaf Hussain (Penyfai)

Cllr Altaf Hussain was not present at the meeting.

In his absence, the Clerk reported on an email from Cllr Hussain.

Cllr Hussain was at his first meeting of the Penyfai School Governors, which on this occasion was held at the same time as the Council meeting.

The Planning Committee had deferred the decision from the meeting held on 7 June concerning the application (P/17/1074 (amended) land off All Saints' Way Penyfai to 19th July, when the committee hopes to have received the assessments from the developer including stability and drainage issues in the area.

He also noted that the Clerk had provided the completed application form and three quotes for the Community fund in respect of the Penyfai Speed Signs, which project he backed. The Clerk would pass this on to Cllr Hussain's Adviser for the Community Fund. (Mr Alex Marshall) who was also looking into funding for the community Notice Board in front of the Pheasant.

On Penyfai matters, Mr Michael Kay, a Penyfai resident, had attended the meeting to report his concerns about the grass cutting and maintenance of Protheroe Avenue Penyfai. It was noted that the BCBC had published their schedules for cutting, but due to lack of funds and staff, were struggling to catch up with recent grass growth. The Clerk would bring Mr Kay's concerns to the attention of Cllr Hussain.

Cllr James Radcliffe (Aberkenfig)

Cllr James Radcliffe, County Borough Councillor for Aberkenfig, was welcomed to the meeting and reported on the following matters:

Health Centre

In the light of the success of the recent planning application to increase the number of residents in the area, Cllr Radcliffe had requested that the Health Authority provide a new Health Centre and Surgery in Aberkenfig / Tondu. It was noted that this area was now ideally situated to start developing new services.

The Council endorsed his letter and agreed to support him in this endeavour.

GDPR

County Borough Councillors had now received training in the General Data Protection Regulations. There may be some help in dealing with this from the BCBC. The Council also noted that Cllr Heidi Bennet had overseen this in BAVO. (Bridgend Association of Voluntary Organisations)

Post Office

There was no news as talks were ongoing, in a positive direction. Noted.

Unauthorised Travellers Site

The planning application for the site near the Fountain had been refused, and was currently being appealed. Some caravans were on site regardless. The BCBC had commenced enforcement proceedings subject to the outcome of the appeal. Cllr Radcliffe was to hold a meeting with Planning Officers to find out why they had not simply started enforcement, pending the outcome of an appeal.

Ker Waste Management

Kier were being made aware of the extent of the problems with the waste and litter that was dropped en route to the waste transfer centre. Cllr Radcliffe felt that they needed to have more photographs of examples and then more concerted action would be taken.

6. Report on Co-option of a Councillor for Penyfai Ward

The Clerk reported the procedure that had to be followed following the resignation of a member of the Council. He had placed the notice on the Notice Board inviting members of the public to request an election if they wished to write to the returning officer of BCBC. The BCBC Electoral Department informed the Clerk by the due date there was no request for an election.

The Clerk advised that it was best practice to advertise the co-option with a closing date on 2 July and see if there were any candidates who wished to be co-opted. The outcome of this process would be reported to the Council and arrangements made to make the co-option at the next meeting on 10 July. The Co-option would be advertised in both Aberkenfig and Penyfai.

7. Update from Committees

(i) Community Development Project

Cllr Gary Haines and Cllr Lee Robson reported that the leaflets would go out this week. They thanked all Councillors who had agreed to help with the deliveries in Aberkenfig, and invited Councillors in Penyfai to contact according to their availability to help with the distribution.

(ii) Maintenance Committee

Concerning the Pandy Allotments, Cllr Mal John and Mr Alex Marshall reported that a good job had been completed with the roadway on the allotments. It was satisfactory and achieved at a good price. It was reported that there would be a contribution to follow from the Aberkenfig Allotments Association in the sum of £400.

Concerning dog waste bins, Alex Marshall had contacted a number of Companies to see their products. summary of options, and Costs together with a recommendation would be provided in a report from the Committee to the next meeting. The Clerk would contact the BCBC / Mr Golunski once again to request they confirm permission for the locations.

Concerning the Aberkenfig Community Woodlands it was reported that Matt Scott was to commence work soon, with Neil Hinds (the consultant who had written the management plan to manage the project), to advise. Cllrs Gary Haines and Alex Marshall met both people on site to plan the work. It was noted that Mr Hinds would be contracted at a day rate at key points in the project, at the Maintenance Committee's discretion.

8. Centenary of Armistice 1918-2018

The Ceramic Artist engaged by the Council to create the children's artwork, Justine Stroud, was continuing work with the headteachers on the design of the mosaic art for the schools. A quotation had already been agreed with Gerald Davies Limited for the manufacture and installation of the boards. A meeting between the Maintenance Committee and Cllr Derrick Baker, and Mr Phil Howe, Contracts manager GDL, would be helpful over the summer.

Cllr Derrick Baker reported he had recently emailed Justine Stroud, who indicated that she had completed the artwork with the children, and the schools involvement was now completed. Justine now needed to buy in the ceramics items and make up the work; GDL as contractor would install the boards and posts in good time for November. They would also install the art work when it was ready.

It was agreed that it would be helpful when the contractors worked on the boards to close the gaps a bit, which would involve work additional to the original quote.

Cllr Derrick Baker had spoken with the Headteachers about facilitating the attendance of some of the children from the schools on November 11 2018 - a Sunday this year.

He also suggested that a bugler would be needed, perhaps Eurof Davies from the church?

It was also noted that Penyfai church intended to host a significant exhibition at Remembrance-tide this year.

8. Revised Standing Orders – One Voice Wales

The Clerk reported that he had received a copy of the latest recommended model Standing Orders for Local Councils from One Voice Wales. He suggested it would be good practice to use the Standing Orders as the latest version. This was agreed.

10. Update of Actions taken to deal with General Data Protection Regulations

The Clerk reported that he had reviewed data protection as it impacted on the Council. It was not necessary to obtain consent from the few suppliers the council used to contact them as the contact, as if it was made, would be for the legitimate purpose of utilising their goods and services.

Concerning personal privacy and data processing, the Council retained no lists of people's personal data for any member of the public whatsoever. A contact list for members of the Council was kept, which the clerk was required to do in order to invite members to meetings and circulate information necessary to the running of meetings and general administration of the Council. The prescribed information in the 2015 Welsh Government Regulations relating to electronic communications required members of the Council to have their contact details and membership of any political bodies published on the Council's website.

The Clerk had developed a form for Members of the Council - the declaration of members' Interests, which was required to be kept and published. This affected only members of the Community Council.

It was noted that there was no requirement for the Council to appoint a Data Protection Officer.

This subject would be kept under active review, as the Council worked to ensure it met the demands of the new regulations.

11. Consultation on Glanrhyd Hospital Grounds – Inclusion of gardens on Statutory Register

The Clerk issued copies of a map showing the entry on the non-statutory register of historic parks and gardens at Glanrhyd Hospital. The current list drawn up by Cadw would shortly become a statutory list, and the hospital wanted to ensure that the gardens at Glanrhyd were included on the register. This was welcomed as a way of safeguarding the land for future generations, and the Council supported the request, as this was entirely non controversial. The Clerk would write to Mr David Leighton with the Council's backing.

Cllr Dave Fowler enquired about a possible planning application that had been made close to the Hospital and the river. It was reported that the other side of the river was designated as green wedge, but he needed to ask Cllr Altaf Hussain as County Borough Councillor for a definitive answer when he defined the exact location.

12. Correspondence

1. Clerks and Councils Direct

Local Government publication. Noted.

2. Aberkenfig Allotment Association

Copy of letter to Mr Haydn Evans asking him to remove a fence alongside the path. Bob Edwards (Secretary to the Association) had some doubts as to whether club rules applied, or the NHCC needed to act. The Clerk advised it was a matter for the Association to deal with. It was reported that Cllr Mal John and Alex Marshall had met the Allotment Association on site and the matter had been resolved.

3. Lisa Aspinall – Welsh Government Review Panel

A series of email correspondence regarding making arrangements for the Open Evening held on 24 May to help local people contribute to the Review. Arranged with Cllr Heidi Bennett to run the session.

4. Matt Scott Landscaping

Prices for maintenance regime on the Square, Aberkenfig., as agreed by the Council. Received following meeting with Cllr Gary Haines, the total for the year would be £1430. For this November total of £680 –and thereafter broken down into amounts of £420 and £260. Agreed – noted that the pavings needed application of weed killer to remove bindweed.

5. BCBC Electoral Services

Guidance note for dealing with Casual Vacancies for Town & Community Councils. NB stage after no election request is to place a notice of vacancy. Such a notice was placed straight away.

6. Mr Hinds

Management Plan for Aberkenfig Community Woodlands. NB Maintenance Committee have met and intend to implement the plan in accordance with the Councils policy. Endorsed.

7. Seafarers UK

Notification of Merchant Navy Day 3 September, and invitation to fly a red ensign that day. Noted.

8. BCBC

One of three quotes for Penyfai Speed Signs. To go with application for funds, together with the other quotes as agreed. Actioned.

9. Coeval UK Ltd

Second of three quotes as above (actioned)

10. Elan City.co.uk

Third of the three quotes as above (actioned)

11. BCBC Town & Community Council Forum

The date for the next meeting will be Thursday 26 June at 4p.m. in the Civic Offices. The NHCC Representative was Cllr Heidi Bennett, the alternate was Cllr Lee Robson.

12. Cllr Heidi Bennett

Series of Correspondence regarding the amended application P/17/1073/FUL.

The Clerk sent an updated letter of objection to BCBC and to the County Brough Member. Endorsed.

13. Madeleine Moon MP

The MP was hosting an RAF Presentation event on Friday 22 June at 11.00. in the Sony Theatre at Bridgend College. If members wished to attend, the Clerk would book them a place. No member to attend.

14. BCBC Electoral Services

Confirmation that there has been no request for an election to the casual vacancy in the Penyfai Ward, and the Council may co-opt to the vacancy. (Council to Advertise vacancy)

15. G4S

Invoice for A5 Flyers for Development Project – arranged by Cllr Lee Robson. £95.74 to reimburse Cllr Robson.

16. BHIB Insurance Brokers

Confirmation of receipt of funds and continuance of Insurance Policy and Certificate of Employers Liability Insurance. Noted.

17. One Voice Wales

request for contact details for Cllrs to Area Committee meetings.

18. Boverton Nurseries

Invoice for £1862.40 for hanging basket plants.

19. AABC Ltd

Invoice for balance for website and web hosting for the year. £304.80 to Pay.

20. Matt Scott

Invoice for allotments path for £1,250.00 To Pay.

21. One Voice Wales

Details of Area Committee in Cowbridge. Noted.

13. Planning Applications – Report from Planning Committee

P/17/1073/FUL amended Land off All Saints Way Penyfai (Notified 11/5/18)

Noted that BCBC Planning Committee had considered the amended application at Penyfai Quarry on 7 June and agreed to postpone its determination. It was agreed that the Clerk write to Planning to complain about the way this application in particular had been handled. Examples included late or non availability of documents, failure to follow their own procedures, and a general strong sense of lack of communication which made it difficult for members of the public or Community Councils to participate in a meaningful way in the democratic process. To copy to Cllr Altaf Hussain.

14. Reports

Land at Glanrhyd, Penyfai

Cllr Mal John reported on the land at Glanrhyd gardens. He recently observed a person going through a gate that had not been used in 70 years, and he was digging up the common. Cllr Mal John informed the individual that this was a regulated Common. He had written to Julian Golunski but so far had not received a reply. The Clerk would write to ask Mr Golunski what was being done to reinstate the common after this disturbance?

Cllrs Mal and Ann John both declared a personal interest as this land was adjacent their home. They had no pecuniary interest in the land.

15. Finances

(a) Accounts for payment

The following accounts would be paid:

	£	
Cllr Lee Robson (reimburse for posters)	95.74	(201606)
Boverton Nurseries (Hanging baskets)	1,862.00	(201607)
Matt Scott Landscapes (path at Allotments)	1,250.00	(201608)
AABC Ltd (Website and annual hosting)	304.80	(201609)
Clerk (quarterly salary)	1,339.26	(201510)
Clerk (reimbursement)	307.51	(201611)
HMRC (tax)	334.80	(201612)
Penyfai School (Chair's Allowance)	650.00	(201613)

(a) Annual Return for 2017 - 2018

The Council received and approved the Annual Return and Financial Statements for the year 2017-2018. The Annual return was certified by the Responsible Financial Officer, countersigned by the Chair. The Clerk would send the Return, together with the accompanying evidence to back up the statements made to the External Auditor by the audit date.

(b) Quarterly Update of Budgets

The Council reviewed income and expenditure against budgets, considered the Clerk's circulated paper updating the budgets quarterly and noted the contents.

16. Any Other Business

1. Cllr Heidi Bennett asked when the website would go live? The Clerk would deal with this, and review the contents of the website for General Data protection requirements;
2. Cllr Heidi Bennett was concerned that the BCBC had not communicated the review of their LDP. It would also be an opportunity to review the outcome of Section 106 agreements, and an opportunity to be consulted on the new LDP;
3. Linked with the LDP issue, Cllr Heidi Bennett wanted to act to try to protect the Pheasant Field in Penyfai, as it has been used as an open community space for over 20 years (on an old map, Clos Smyrna was part of the Pheasant field);
4. The NHCC Planning Committee would need to meet and consider options when the new consultation on the LDP starts. It was noted that the input of Cllr Meryl Wilkins would be of great benefit to the formation of comments on the consultation;
5. Cllr Derrick Baker asked about a plaque to commemorate the opening of the Square for the 2018 Armistice Day. The Clerk would liaise with him and the Chair about this;
6. Cllr Meryl Wilkins reported that she had contacted the BCBC about her serious concerns about BCBC's plans for land that the Authority did not own;
7. Cllr Dave Fowler raised concerns about the lack of disabled access to the park adjacent St Brides Road, Aberkenfig. The Clerk would write to the BCBC Parks Department and ask for their action plan to remedy this. (copy to Cllr James Radcliffe)

Meeting ended 20.45

The next meeting would be held in St John's Church Aberkenfig on Tuesday 10 July 2018.