

Minutes of a Meeting of the Newcastle Higher Community Council held by telephone conference via Zoom on Tuesday 11th May 2021 at 7.00 p.m.

Cllr Meryl Wilkins: Presided

Present (11)

Councillors, Altaf Hussian, Marged Griffiths, Dave Fowler, Mal John, Ann John, Phillip Lathey, Alex Marshall, Meryl Wilkins, James Radcliffe, Byron Jones and Heidi Bennett. Member of the public Jane Gabbie, Claudette Evens.

Clerk, Adam Davies

1. To Receive Apologies for Absence

No Apologies were received.

2. To Receive Declarations of Interests (if any) of Members in respect of the business to be transacted

Before the start of the meeting Council members made declarations of interest in agenda items on the form provided, as follows:

Cllr Meryl Wilkins made a declaration relating to her personal interest in the following subject; Street Naming of the llanmoor homes development Parc Tondy, Merthyr Mawr Estate land. Pen Y Fai Common. Member of the public who is in attendance. Cllr Meryl Wilkins' full list of declarations of interests can be found on the Councils website.

3. To Confirm and Sign Minutes of the Council Meeting held on 13th April 2021

The Minutes of the Meeting held on the 11th May 2021 were confirmed and signed.

4. To Consider Matters Arising from the Council Meeting on 13th April 2021

There were no matters arising.

5. To receive Reports from Community Associations

Guest Claudette Evens, updated the Council regarding the Tondy and Aberkenfig Community Association meeting. During the meeting Tondy Rugby club discussed their progress on the Community Asset Transfer of Pandy Park, which estimated the takeover date as the 31st August 2021.

Rats have been reported at the Keir Waste transfer station in Tondy, this information has been passed to Councillor James Radcliffe who has referred to BCBC.

The Clerk has passed information received from Tondy and Aberkenfig Community Association that informed Councillors of the interesting suggestion that trees and wildflowers be planted at Pentre Felin.

6. To receive questions or comments from Members of the Public

There were no questions or comments made.

7. Reports from BCBC Members

a. Cllr Altaf Hussain

Cllr Altaf Hussain informed the Council that he has been elected as a regional candidate for the region of South and West Wales. The Council congratulated him on his appointment.

b. Cllr James Radcliffe

Cllr Radcliffe reported a proposed speed limit change along the A4063 which has been passed to Councillors.

8. To receive Maintenance Group Report

Councillors Marshall requested that the Council allocate £1000 for the maintenance group to undertake work it feels are necessary within the community. The Council decided to deny this due to the unknown cost and work needed. It was suggested that quotes would be received and placed on the Council's agenda for discussion.

The Council discussed its concerns regarding current regulations to deal with the issue stated above. It was noted that within the Annual Meeting of Council a working group was proposed to update our regulations.

Cllr Mal John requested a Councillors volunteer to shadow the maintenance group to be aware of the issues that they manage. Cllr Radcliffe accepted to take on this role.

Cllr Bennett proposed that any emergency repairs necessary in the coming weeks should be passed to the Clerk to take control of these issues, working alongside Cllr Marshall and Cllr Mal John. Cllr Radcliffe seconded.

9. To discuss issues raised regarding Park Tondu

Concerns were raised that properties at Park Tondu will be placed under a management company. Cllr Radcliffe noted that this was discussed at the Tondu and Aberkenfig Community Association meeting stating that the Community Council may have responsibilities for managing the area. This item will be on the Agenda for a future meeting.

10. To Confirm a Casual Councillor Vacancy for the Aberkenfig Ward

The Clerk informed the Council that the Election Office was made aware of the vacancy for Aberkenfig, no reply has yet been received.

11. To Discuss the Clerks probationary period

(Members of the public were placed within the waiting room)

Cllr Griffiths and Cllr Wilkins conducted a probation review. A report was passed to Councillors prior to the meeting. It was agreed to extend for 3 months due to the Clerk not managing any finances at that time.

(Members of the public were readmitted)

12. To receive report on the Pheasant Field

The Clerk reported that Guy Smith has contacted the Council with emails passed to Councillors. It confirms that the Community Asset Transfer of the Pheasant Field is at its last stages. A draft lease has been received and will be sent to King Davies for consultation as agreed within the March meeting.

13. Finance

a. To Consider PAYE quotes

3 Quotes have been received from the following

	£
Graham Paul	30 Per Quarter
Harris Bassett Bridgend	45 plus VAT per Quarter
David Wright Accountants Limited	Annual fee £300 Plus VAT

It was proposed by Cllr Bennett that the Council accept the quote from Graham Paul. Seconded by Cllr Mal John.

b. To discuss additional items necessary for the Clerk to complete CILCA (As started within Contract)

The Clerk informed the Council that a bursary was sought for the Clerk to complete CILCA training. To complete this training it is highly recommended that the Clerk obtain the following items:

	£
SLCC membership	154
Local Council Administration	119
The Clerks Manual	47.50

The Clerk informed the Council that any book's purchase would be the property of the Council. It was proposed by Cllr Griffiths to pay for these items. Seconded by Cllr Mal John.

c. To receive an update regarding Audit preparations for Financial year 2020 - 2021

The Clerk confirmed that items for the internal audit have been received and are currently being completed.

Cllr Bennett noted that an Internal Auditor has not been appointed for this financial year. It was proposed by Cllr Bennett that the Clerk look for alternative auditors for this financial year. Seconded by Cllr Griffiths.

d. To decide on purchasing a defibrillator for Pentre Felin retail park

The Council agreed to purchase a defibrillator for Pentre Felin to the value of £1,300

e. Accounts for payment

	£
Audit Wales Audit for 2019 - 2020	259.50
Bridgend County Borough Bus Shelter Cleaning	59.63
Shaws and Sons Receipts and Payments Book	78
Office Supplies	81.83
SLCC and OVW Virtual Conference	54

14. Correspondence

1. Active Travel Meeting report of misunderstanding

Report from Cllr Marshall

2. Your Quote for Defib Application

3. A discussion with Calon Hearts regarding the Defibrillator for Pentre Felin.

4. Letterhead from my Pension provider

Former Clerk John provided details of his pension provider.

5. Planning

Planning application P/21/259/FUL 12 Church Street Aberkenfig CF32 9AU

6. One Voice Wales

An email regarding One Voice Wales - Bridgend/Cardiff/Vale Area Committee

7. PRIVATE AND CONFIDENTIAL

Information received from One Voice Wales regarding the retired Clerk.

8. Audit Wales

Information requested related to the Payment to former clerk and letting of contract

9. Pheasant Field Maintenance

Information provided for distribution to Council regarding Matt Scotts Quote for grass cutting

10. Moulders Parking

A report from Cllr Marshall regarding his concerns.

11. Cllr Hussain

An email received regarding Active Travel Barriers

12. Former Clerk John

John provided the Clerk with the adopted Financial regulations

13. One Voice Wales

Information regarding the JOINT ONEVOICE WALES/SLCC EVENT – 13 MAY 2021

14. Audit Wales

Information provided to Councillors regarding the investigation with Audit Wales which included the Councils Standing Orders, Financial Regulations and Code of Conduct.

15. One Voice Wales

An email providing the dates of the APRIL / MAY 2021 - Remote training sessions

16. Planning

Planning Application Consultation P/21/219/FUL 16 Heol Eglwys Penyfai CF31 4LY

17. Harris Bassett Bridgend Branch Contact Form

A quote for Payroll and PAYE management.

18. Planning

Planning Application Consultation P/21/226/FUL 24 Hillside Penyfai CF31 4BG

19. David Wright Accountants Limited

A quote for Payroll and PAYE management.

20. Audit Wales

Template documents to support Councils to prepare for the audit

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21. Precept

Bridgend C.B.C Remittance Advice for 2021 - 2022

22. 4 Seasons

Quote for grass cutting and ground maintenance 2021 - 22

23. Planning

Planning Application Consultation P/21/241/FUL 52 Clos Pwll Clai Tondy Bridgend CF32 9BZ

24. Cllr Bennett

A request for Item to be placed on the Agenda for Community Access Plan, and Place Plans

25. Viking Direct

An Invoice received from Viking direct for the purchase of office supplies.

26. Bridgend Ramblers Footpath Improvement Project Fund

A report received from the Ramblers Association.

27. Aberkenfig Allotment Association

A check of the payments received from the Allotment holders have been received and some are short of the required amount. The Clerk will follow up in the coming month.

28. Shaws and Sons

Invoice received for the purchasing of a Receipts and payment book as the Council's current book only has one page left not sufficient for the coming financial year.

29. Pheasant field Guy Smith

Mr Smith updated the Clerk on the progress of the Pheasant field.

15. To Consider Planning Applications

Cllr Radcliffe did not take part within these discussions.

It was agreed that the Council would reject this planning application due to its encroachment on residents' privacy.

P/21/219/FUL 16 Heol Eglwys Penyfai CF31 4LY

Double storey rear extension

The Council noted the following applications made, with no comments:

P/21/226/FUL 24 Hillside Penyfai CF31 4BG

Demolition of detached garage and rebuild; erection of a bungalow with detached garage in grounds

P/21/241/FUL 52 Clos Pwll Clai Tondu Bridgend CF32 9BZ

Conversion of garage into a habitable room, change garage door to window and internal alterations.

16. To receive Reports from Councillors

Cllr Mal John suggested that the Council prioritize it's Christmas lighting due to it being time sensitive.

Cllr Wilkins requested the Clerk contact V2C and request information regarding the grass cutting contractor for the area at Protheroe Avenue due to the grass overgrowing last year.

Cllr Bennett attended the Bridgend Town and Community Council form. The meeting discussed the 2030 commitment to sustainability and decarbonization.

17. Any Other Business

There were none

There being no more business, the meeting closed at 20:54 p.m. The next meeting would be via video link, on Tuesday 8th June 2021.