

Minutes of a Meeting of the Newcastle Higher Community Council held by telephone conference via Zoom on Tuesday 10th November 2020 at 7.00 p.m.

Cllr Altaf Husain: Presided

Present (10) Councillors Heidi Bennett, Marged Griffiths, Altaf Husain, Mal John, Ann John, Byron Jones, Phillip Lathey, Alex Marshall, Meryl Wilkins and Dave Fowler.
Residents, Jane Gebbie.

Clerk, John Richfield, Clerk appointed from October 2020, Adam Davies

1. Apologies

Apologies were received from James Radcliffe and Derrick Baker

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 made a declaration relating to her personal interest in the following subjects; the Pheasant Field.

3. Minutes of the Annual General Meeting held on 29th September 2020

The Minutes of the Annual General Meeting held on 29th September 2020 were confirmed and signed.

4. Minutes of the Ordinary Meeting held on 29th September 2020

The Minutes of the Ordinary Meeting held on 29th September 2020 were confirmed and signed

5. Matters Arising on the Minutes 29th September 2020

There were no matters arising on the minutes

6. Reports from BCBC Members

a. Cllr Altaf Hussain reported the following matters:

High Speed Traffic on Pen Y Fai Roads

Many residents have raised the issue above which Cllr Altaf Hussain took up with both PCSO and the Council. The Council responded noting that any enforcement of inappropriate and excessive speed is a matter that has to be dealt with by the police/Go Safe Camera Partnership and does not fall under the remit of the Council. The Council asks its residents to report any such action to the police. PCSOs discussed with Cllr Altaf Husain the opportunity to have a Go Safe camera for their area if reported through the correct channels.

Removal of swing from the Cavendish Park

Residents were concerned about the removal of swing from the Cavendish children park, which Cllr Altaf Hussain took up with the BCBC. Due to the framework becoming loose in the ground the swings were removed for safety concerns. The framework has now been re-concreted and the swings have been re-hung as of 19/10/2020.

Pavements

Cllr Phil Mort who was joined by other residents of the village in raising concerns about the eroded and dangerous dirt track of the pavement between the turning into Pen Y Fai just under the motorway leading to Glanrhyd hospital. Cllr Altaf Hussain has raised the issue with BCBC.

School Crossing Patrols.

Cllr Altaf Hussain noted that the SCP person who operated at Penyfai School retired in December 2019. Prior to lockdown, the Road Safety Coordinator (RSC) had conducted the relevant site survey checks (following the guidance approved by Cabinet) and at that stage, all advertisements / appointments for SCPs were put on hold, owing to the fact that all schools were closed.

Cllr Altaf Hussain was informed by the Director Education that the RSC is now in the process of completing the relevant vacancy management forms for the position at Pen Y Fai. Subject to the necessary approvals, the post will be advertised in due course.

Tikspac dog foul scheme

Tikspac dog foul posts have been ordered and the Council have been allocated 4 as requested from BCBC. 2 posts each will be allocated to each of our wards, Pen Y Fai and Aberkenfig. The post's are currently being rebranded and once BCBC receives them they will be sited at the location areas we have provided.

Dropped Kerb Crossing Points

Cllr Altaf Hussain has asked for a site meeting which has not yet happened, Cllr Altaf Hussain hopes this will happen after the lockdown restrictions are over.

Rock Cottages

The Council is concerned regarding Rock Cottage and the encroachment of its garden onto the Pen Y Fai Common. BCBC Property records can only confirm that the land to the rear of Rock Cottages, Penyfai is not within the ownership of BCBC.

Repair to the Toe of the embankment (behind the Garage-Angleton commons)

Residents were concerned about the Work River bank by NRW and incomplete repair to the toe of the embankment. The repairs were undertaken by Natural Resources Wales (NRW) The embankment has sustained damage during the recent storms. During the scheduled work inclement weather meant the

repair had to be stopped. Further work is planned, which intends to improve the surface of the crest of the embankment.

Unadopted Road at Heol Ty' n a Gran.

Cllr Altaf Hussain discussions with the BCBC and Cabinet Member knowing that Welsh Govt were considering the problem of unadopted roads and there may be funding available to adopt them, BCBC has been requested to adopt this road at an earliest opportunity so that these residents can maintain safe access to their properties.

b. Cllr James Radcliffe

Unable to attend the meeting.

7. Report on Community Asset Transfers

Mr Guy Smith, the BCBC Community Asset Transfer Officer has confirmed that the expression of interest for Cavendish Park and the Play area has been approved at the recent BCBC CAT Steering Group meeting. This represents a separate transfer in addition to the Pheasant Field Kickabout area which has been approved previously and work has begun on a lease. Mr Smith suggests that the initial transfer should be based on a short-term tenancy while a long-term 35 year lease is finalised, the logic being that vehicular access is due to be commenced and it would make sense to include this aspect into the final lease. The short-term tenancy will allow the Community Council to take over the day to day management of Cavendish Park and the Play Area and also allow a funding application to be considered under the Town and Community Council Capital (T&CC) Capital Grant scheme for 2021-22, if applicable.

As regards the Pheasant Field Penyfai Kick About Area to which the Community Council has already been assigned funding under the T&CC Capital Grant scheme 2020-21, a short-term tenancy (while a long-term lease is finalised) would also enable the Community Council to request a licence to undertake works and also plan to commence the refurbishment project. Mr Smith also advises the Community Council that the BCBC has grants available under the CAT Fund of up to £10K to assist with the purchase of maintenance equipment.

Mr Smith is happy to attend a meeting of the Community Council either in person (if lockdown restrictions allow) or by video conference to explain his thinking to members of the Community Council and answer any specific questions.

Council agreed to invite Mr Guy Smith to attend the next meeting of Council in December to discuss in detail the community asset transfer projects. The Council requests the Clerk to look into local solicitors to have them in place in readiness for the short term tenancy agreement. Mr Guy Smith noted that BCBC has offered to provide the Council with a grant to pay toward legal costs which will be used in due course.

8. Report from Maintenance Committee

The Maintenance Committee reported on the following matters:

The Council applied some months ago for Keep Wales Tidy to create three Butterfly gardens. The Council was awarded one of those applications – to create a Butterfly Garden in the vicinity of Aberkenfig Community Woodland. In a short space of time the Council was provided the materials needed to create such a garden to the specification provided by Keep Wales Tidy. The Council agreed a day with their Project officer and the installation took place on Monday 12th October 2020. The site was visited a shortly after by the Chair Cllr Altaf Hussain, Cllr Mal John and Cllr Alex Marshall.

Sadly the Council was informed that there was an incident shortly after the installation was completed. An occasion occurred that meant the plants were all pulled out of the ground, and scattered. The culprits were observed by Mrs Williams whose home is adjacent to the area where the small garden is situated. Mrs Williams spoke to the one of the parents and then replaced the plants herself. Cllr Alex Marshall visited the site, and notes the plants do seem stable considering the time of year. The Council also received some wild-flower seeds which will be sown in early Spring, by children from St. Robert's School.

Cllr Alex Marshall reported to the Council that during the first Lockdown, a resident of Pen y Fai reported some problems on Footpath I Pen y Fai to BCBC. The footpath was walked and inspected by two Right of Way Officers from BCBC, accompanied by Bridgend Ramblers Footpaths Secretary and Cllr Alex Marshall. During that investigation, Rights of Way indicated that FP5 Pen y Fai had deviated from its Definitive Line – due to preferences made by users. The true line had become somewhat overgrown by brambles. This realignment has been carried out for us as of the 8th October 2020.

The maintenance committee is preparing financial documents for the December meeting showing the maintenance expenditure for this year on our various projects the Council is undertaking.

The Chair makes the Council aware that there are currently 2 members of the maintenance committee but both are Pen Y Fai Councillors, the Chair asks if a Councillor from Aberkenfig would become a member of the committee. Cllr David Fowler is put forward by Cllr Mal John and duly appointed as a member of the Maintenance Committee.

9. Report on arrangements for Clerking

The newly appointed Clerk Adam Davies reported on his duties.

The newly appointed Clerk to take on responsibilities on the Christmas lighting arrangements, and in the arrangements for the progressing of the two leases for Community Asset Transfers in Penyfai. The Clerk Adam has updated details with BCBC's list of Town and Community Councils. From the November meeting, The Clerk Mr Davies will take responsibility for the minutes, the follow up actions will be shared until the new year.

From December, The Clerk Mr Davies will agree the agenda with the Chair, and prepare the papers and lists of correspondence and plans received. The Clerk Mr Richfield will help as needed. The Clerk Mr Davies will take over the financial aspects of the Council in February, aiming to look after all ongoing work by March.

The Clerk reiterates that he would like to be kept informed with any and all actions regarding the local area to have up to date knowledge with issues regarding the Council.

10. Community Council Website management

The Clerk will be taking over the website management, details will be passed to the Clerk by Cllr Heidi Bennett and the website management company.

11. Finance

(a) Accounts for Payment since 29 September 2020

<u>Cheque number</u>	<u>Payee</u>	<u>Amount</u>
201756	Craig Abbott (travel to interview)	20.25
201757	BCBC (bus shelter cleaning)	59.63
201758	M G John (reimbursement for 8 bags Daffodil bulbs)	287.95
201759	Royal British Legion (donation for two large wreaths)	50.00
201760	Planning Aid Wales (online training for Cllr Marged Griffiths)	30.00
201762	M Scott landscapes (maintain woods and Square)	3,095.00

12. Correspondence

1. BCBC Community Asset Transfer Officer

Guy Smith confirmed that the CAT group was to meet on 2 November 2020, and would look at the production of two leases, one for the Pheasant Field Ground and one for the Cavendish Park play area. The NHCC is asked if it wishes to take on the management of the two sites before the formal leases have been completed.

2. Aberkenfig Allotments Association

Letter from David Lewis, Chair of the Aberkenfig Allotment Association, asking for the NHCC to consider funding the provision of mains water on the allotment gardens, specifically the installation of one tap near the main gate, by Welsh Water. The Association is seeking no more than £3,500. The Council is asked to discuss this request.

The Chair asks the maintenance committee to meet the Allotment association and submit a report regarding mains water installation. The Council is concerned regarding the ongoing running costs and ongoing maintenance for the mains water. The matter will be discussed further in the next meeting.

3. Cllr Alex Marshall/Cllr Mal John

Correspondence regarding the provision and planting of 6 bags of daffodils in the community Council area. Also paid Invoice from Bakers Shop for the bulbs in the sum of £237.95 (paid on collection by Cllr M John.)

4. Brian Jones – Keep Wales Tidy

Arrangements made with Cllr Alex Marshall and the Maintenance Committee to install the Butterfly flower packs in the Woodlands. Installation completed on 13 October.

5. Cllr Altaf Hussain

Information about the NHCC Chain of Office – it needs to be sent away to Fabb for inscription of recent names of past Chairs.

6. Planning Aid Wales

Invoice for cost of training course for Cllr Marged Griffiths 9 November 2020 to sum of £30.00

7. Royal British Legion Bridgend

Invoice for cost of two wreaths for Remembrance, noted the cheque sent for £50.00

8. BCBC

Notification for Meeting of Town & Community Council Forum on 26 October
Chair Cllr Altaf Hussain and Adam Davies to attend.

9. Tondu & Aberkenfig Community Association

Note of thanks for the planting of additional spring flowering bulbs at Pentre Felin.

10. One Voice Wales

Correspondence from Paul Egan advising on induction and contract for new Clerk.

11. BCBC

Notification from Laura Griffiths on vacancy on the BCBC Standards Committee, forwarded to all Members of the council.

12. One Voice Wales

Details of online training courses – forward to all Members of the council.

Also request for one or two members of the Council to represent NHCC at OVW Area Committee. Does the Council wish to nominate up to 2 members?

The Council requests that a member of Council be appointed to this position. Cllr Marged Griffiths agrees to consider the position.

13. David-Lloyd Jones

Paper on retirement of the Clerk at request of the Chair.

14. Cllr Altaf Hussain

Referrals and notes regarding unauthorised access across common at Penyfai Common at Rock Cottages.

15. Christmas Lighting suppliers – Centregreat and Floodlighting and Electric Services

Acknowledgement of provision of Christmas Lighting for 2020-21 NB Penyfai to cost £980 to install, £440 to take down and store.

16. Tondu & Aberkenfig Community Association

Details of quotation and permissions from landlords of site to progress installation of defibrillator at Pentrefelin. Taking forward.

13. Planning Applications

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

Copy of an appeal decision re Ivy Cottage Penyfai CF31 4NG

Case dismissed – enforcement notice upheld.

P/20/666/FUL BCB Penyfai Church in Wales Primary School, Penyfai (car parking space to side access road)

P/20/755/FUL Four Winds, 17 Hillcrest, Penyfai

14. Reports from Councillors

With current Covid 19 guidelines the Council has chosen not to run the annual christmas card competition, although this is the case, Cllr Meryl Wilkins put forward a proposal that the Council still provide the local schools with chocolates. It was agreed to ask the Clerk to contact Pen Y Fai, St Roberts and Tondu Primary School to enquire if they wish to receive a gift from the Council. If the schools accept, Cllr Meryl Wilkins will collect and deliver the gifts to the schools. The Strictest Covid 19 hygiene measures will be followed when delivering the gifts.

15. Reports from Community Associations

There were none

16. Any Other Business

1. Three Councillors attended the Remembrance Sunday service in Aberkenfig and laid a wreath on the Council's behalf, a further wreath will be placed at Pen Y Fai the following Sunday by the Chair.
2. A member of the public pointed out that there was some doubt regarding the translation of the banners acquired by the Council to thank key workers. Cllr Mal John will be looking into this mistake and report back.

There being no more business, the meeting closed at 8.02 p.m. The next meeting would be via video link, on Tuesday 8 December 2020.