



Minutes of the Newcastle Higher Community Council meeting held by video conference via Zoom on Tuesday 14th December 2021 at 7.30 p.m.

Cllr Meryl Wilkins: Presided

Present (5)

Councillors, Marged Griffiths, Meryl Wilkins, Heidi Bennett, Jane Gebbie and Sarah Botterill. Member of the Public, Claudette Evans and Ian Williams

Clerk, Adam Davies

1. To receive apologies for absence
Councillors Altaf Hussain and James Radcliffe
2. To receive declarations of Interests (if any) of Members in respect of the business to be transacted

Cllr Meryl Wilkins made a declaration relating to her personal interest in the following subject; Street Naming of the llanmoor homes development Parc Tondu, Merthyr Mawr Estate land. PenY Fai Common. 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 9th November 2021

Resolved:

The Minutes of the Meeting held on the 9th November 2021 were confirmed and signed. Proposed by Cllr Bennett, seconded by Cllr Griffiths.

4. To consider matters arising from the Council meeting on 9th November 2021

There were no matters arising on the minutes

5. To receive reports from Community Associations

Cllr Griffiths informed the Council that the AGM of Pen Y Fai Community Association took place at The Pheasant and virtually on Tuesday 30th November at 7pm.

Tondu and Aberkenfig Community Association informed the Council that lights within Pentre Felin, Tondu were not working.

Resolved:

It was agreed to request the Clerk for further details and or request a discount for the lights not working.

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

There were no questions from members of the public.

7. To receive a Maintenance report

Cllr Bennett reported that bins located at the Post Office in Cavendish park and the Pheasant Field are regularly overflowing. As agreed previously the Council will arrange a larger bin to better accommodate the amount of usage.

Cllr Bennett suggested the Council create a framework of providers which would allow the Clerk to contact and make arrangements with trusted contractors.

Due to the installation of Christmas lights it was noted that the speed sign is no longer working.

Resolved:

Clerk to look into this once Christmas Lights have been uninstalled.

8. Christmas Lighting Report

As noted the lights within Pen Y Fai have been installed on top of the speed signs within Pen Y Fai, the Clerk previously contacted Centregreat stating that no lights should be installed in those locations once again, Centregreat apologised and placed them there temporarily until fittings were available to install them in their new locations at the bottom of Heol Tyn-Y-Garn close to the motorway bridge.

Resolved:

It was agreed to request a discount from Centregreat due to the issues raised.

9. Finance

(a) To receive accounts for payment

	£
Baz Jenkins (Aberkenfig Square)	240.00
King Davies	40.00
Land Registry Fee	
Clerk Reimbursements	43.17
(Zoom and Working from home allowance £6 per week for 13 weeks)	78.00
Clerks Monthly Wage (December 2021) (Provided to Chair and Deputy Chair)	****

The Council accepted these payments.

The Clerk informed the Council that the online banking was incorrectly set up in line with the Council's mandate. Because of this the Clerk was able to make three payments with no authority from Councillors. The Clerk reassured the Council that no unauthorised payments were made due to this issue and reiterated this by providing Councillors with a

breakdown of payments and proof of payments made through online banking. The issue has now been rectified and Councillor must now authorise payments as per the Council's mandate.

Councillors accepted the issue and agreed that the information presented was accurate.

(b) To receive bank reconciliation for November 2021

The Council was provided with a bank reconciliation to the end of November 2021. Cllr Bennett proposed to accept the reconciliation as correct and accurate seconded by Cllr Botterill.

(c) To agree on precept and expenditure for 2022 / 23

The Clerk thanked those who turned up to the informal finance meeting on the 8th December 2021.

Resolved:

Town and Community Council grant to be placed on the Budget.

Councillors accepted the budget for 2022 / 23 (Appendix 1) setting the Councils precept at £53,637 the same as the current financial year.

Proposed by Cllr Gebbie and seconded by Cllr Griffiths.

10. To receive co-option papers for Councillor vacancies

The meeting removed members of the public at this stage to consider an application for co-option.

It was acknowledged the previous process closed 2 months ago, and the notice on the website did not constitute an open or rolling co-option process.

The Clerk had taken OVW advice prior to the meeting to achieve clarity as to whether accepting applications outside of a formal process was considered fair and open practice.

Council agreed to follow the advice of OVW to re-open the process transparently and to promote widely in the community in line with good practice. A deadline date for new applications was set.

Cllr Gebbie highlighted the Council is committed to recognising any mistakes or deficiencies and making improvements when these are identified. Discussion ensued in relation to formalising the process further and having a written policy rather than relying on past convention.

It was agreed this policy would be developed for approval at the next meeting.

The current applicant would be advised the meeting would consider their application alongside any others received.

Members of the public were re-admitted to the meeting and informed of the decision.

A member of the public challenged the decision, and asked for confirmation of this decision and the reasons to be sent in writing to them. The Clerk agreed to do this.

11. To Consider Planning Applications

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

P/21/757/FUL

25 Ysbryd y Coed Penyfai CF31 4GF

Change of use from use class B1(office) to use class D1(laser tattoo removal treatment)

P/21/1044/FUL

5 Wernlys Road Penyfai Bridgend CF31 4NS

Enlarge the existing rear conservatory

P/21/1055/FUL

4 Min yr Awel Penyfai CF31 4GJ

Single storey side extension; Rear extension to existing garage

T/21/79/TPO

25 Ysbryd y Coed Penyfai CF31 4GF

Coppice group of hazel to approximately 10ft; reduce crown of 2 sycamores

12. To receive BCBC Members Reports

(a) Cllr Altaf Hussain

Cllr Hussain was unable to attend

(b) Cllr James Radcliffe

Cllr Radcliffe was unable to attend

13. To receive Reports from Councillors

Cllr Gebbie provided a referral to BCBC regarding issues of refuse and parking in Aberkenfig.

Cllr Bennett has contacted the Cabinet Member for Communities at BCBC to complain regarding the poor shape of the footpath between Heol Tyn-Y-Garn and Glanrhyd Hospital.

During the recent storms two trees fell within our wards, one along the Pheasant walk and another on the Community Woodland, managed by this Council in Aberkenfig. Cllr Bennett and family cleared the tree off the footpath. Cllr Bennett reiterated her previous comment regarding a contractors list to rectify these issues.

With the introduction of the Elections Wales act requiring Councillors to be part of a training plan, Cllr Gebbie suggested that Councillors and the Clerk undertake an incident management course, as in the unlikely event of serious incidents the Council may be required to take part in the response. Cllr Griffiths also suggested a media training course.

14. Correspondence

Flood Lighting and Electrical

Confirmation of installation of Aberkenfig Christmas Lights this year

All Saints Church

An email was received requesting possible financial support for the path upgrades.

One Voice Wales (Grants to burial Grounds -L3)

Information received as follows; You will note that the 1894 Act prohibits a community council from contributing to the maintenance of church buildings or land and it is NALC's opinion that the Act has precedence over any later legislation such as Local Govt Act 1972.

Therefore it is NALC's opinion that a council that considers contributing towards the maintenance costs of church owned land needs to consider whether it is prudent to contribute in this way given that it cannot be certain that such a course of action would be legally valid.

Self-Evaluation Toolkit Pilot Briefings

Information received regarding the Toolkit.

Welsh Government

Information received regarding the sum for the purposes of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for Community and Town Councils in Wales for the financial year 2022-23 is £8.82 per property.

BCBC

Precept letter received confirming precept base as 1743.11

Sell to wales

Application submitted to join ready for Pen Y Fai Tender

Tim Gray

Confirmation that Park Tondu is expected to start advertising in early 2022 with street names provided previously considered for the site.

Crown Garden Services

Cut of the inside hedge has not taken place.

Save a Life

Confirmation that the free defibrillator application will be assessed in late January.

There being no more business, the meeting closed at 08:10pm. The next meeting would be via video link, on Tuesday 8th February 2022 at 7:30pm.

Appendix 1

Earmarked Reserves 2021/22		Earmarked Reserves 2022/23	
<i>Election Reserve 2022</i>	£ 4,000.00	<i>Election Reserve 2022</i>	£ 4,000.00
<i>Penyfai project reserve</i>	£ 25,000.00	<i>Penyfai project reserve</i>	£ -
<i>Woodland Management</i>	£ 5,000.00	<i>Woodland Management</i>	£ -
Total earmarked	£ 34,000.00	Total earmarked	£ 4,000.00
<i>Unallocated Reserves</i>	£ 25,500.00	<i>Unallocated Reserves</i>	£ 28,578.56
Total Reserves	£ 59,500.00	Total Reserves	£ 32,578.56
Expenditure	Budget 2021/22		Budget 2022/23
Staff Wages	£ 8,300.00		£ 9,000.00
(Pension payments)	£ 1,650.00		£ 1,000.00
Allotment Costs	£ 1,000.00		£ 500.00
General Administration	£ 8,000.00		£ 3,000.00
Training	£ -		£ 1,000.00
S137	£ 4,000.00		£ 4,000.00
Christmas Lights	£ 6,000.00		£ 12,000.00
Insurance	£ 500.00		£ 1,000.00
Audit, Legal and Consultancy F	£ 500.00		£ 1,000.00
Footpaths	£ 2,000.00		£ 2,000.00
Activities and Events	£ -		£ 3,000.00
Environmental	£ 5,000.00		£ 5,000.00
Hanging Baskets	£ 7,500.00		£ 9,000.00
Empty Bins	£ 5,500.00		£ 6,000.00
CAT Maintiance	£ 8,000.00		£ 25,000.00
Town And Community Council	£ -		£ 10,000.00
Councillor Remuneration	£ 1,800.00		£ 2,450.00
Total Expenditure	£ 59,750.00		£ 94,950.00
INCOME			
Precept	£ 53,637.00		£ 53,637.00
Footpath Reclaim	£ 659.12		£ 883.82
Allotment	£ 400.00		£ 400.00
Total Income	£ 54,696.12		£ 54,920.82
	Budget 2021/22		Budget 2022/23
Budget / Precept Total	£ 53,637.00		£ 94,950.00
Band D Precept request			£ 30.77
Precept request			£ 53,637.00
Shortfall to be funded from Reserves			£ 41,313.00