



Minutes of the Newcastle Higher Community Council meeting held by video conference via Zoom on Tuesday 8th February 2022 at 7.00 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, David Hopkins, Elizabeth Hopkins, Gaynor Hewitt, Martin Williams, Michael Flanagan, Samantha Barker 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 Ilanmoor 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.

Cllr Heidi Bennett declared a prejudicial interest on item 9 The Co-option of Councillors in Pen Y Fai.

Cllr Jane Gebbie declared a prejudicial interest on item 9 The Co-option of Councillors in Aberkenfig.

3. To confirm and sign minutes of the Council meeting held on 14th December 2021

Resolved:

The Minutes of the Meeting held on the 14th December 2021 were confirmed and signed. Proposed by Cllr Bennett, seconded by Cllr Gebbie.

4. To consider matters arising from the Council meeting on 14th December 2021

Councillor discussed item 8 Christmas Light report noting that the lights located in Pentre Felin were never lit during the Christmas period and described as a waste of money.

It was noted that the issue lies with BCBC due to connection issues but as Centregreat did not follow up on our behalf so the issue lies with Centregreat.

Resolved:

The Clerk to ask for a discount due to lights not working in Pentre Felin, Tondu. Christmas Lights to be added to next Agenda

5. To receive reports from Community Associations

Cllr Griffiths informed the Council that Pen Y Fai Community Association are planning a Queen's Jubilee Celebration in June and would like it to be based in the Pheasant Field.

Councillor discussed that funding may be available from BCBC to plant trees within our local area. It was suggested the new location could include the Park in Aberkenfig.

Pen Y Fai Community Association are continuing to arrange monthly litter picks from 2pm - 3pm on the first Sunday of the month starting at the Pheasant Field with the most recent managing to collect 25 - 30 bags within Pen Y Fai.

Resolved:

Clerk to look into tree grants from BCBC.

Queen's Jubilee and Tree Planting to be added to the next agenda.

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

There were no questions from members of the public.

7. To receive a report on maintenance

a. Defibrillator Grant Application

The Clerk informed the Council that it has been successful in applying for a free defibrillator from Save A Life Cymru. The Council is required to appoint 2 defibrillator guardians and arrange training prior to the defibrillator being sent to the Council. The Clerk will make contact with Tondu and Aberkenfig Community Association requesting if they would like to suggest candidates and look into defibrillator training.

b. Pheasant Field Tender

Councillors were provided with a draft tender for The Pheasant Field for 2022 - 2023 financial year, Councillors were requested if they'd like to update or amend the document before sending to prospective contractors in readiness for a decision on March's meeting.

Councillors discussed that as the current contractor has not had a full year of work with the Council it chose to continue with the agreed contractor from 2021 - 22 Crown Garden Services.

c. Aberkenfig Woodland Tender

Councillors agreed upon the Aberkenfig Woodland Tender and will discuss the quotes received in its March meeting

d. Hanging baskets

Cllr Botterill declared a personal interest regarding B-Leif as her husband is a trustee and Chair of B-Leif.

Councillors were provided with Costings as followed:

Hanging Baskets Provider			
Contractor	Costs per unit	Total Costs	VAT Included
B-Leaf (Unable to store baskets)	****	****	****
Boverton Nurseries	****	****	****
ADM Nurseries	****	****	****

Councillors discussed the implications of storage of the hanging baskets during the winter months as B-Leaf is unable to do so. Cllr Griffiths proposed to use B-Leaf as the Council's Contractor for 2022 - 23. Seconded by Cllr Botterill.

Hanging Baskets Installer and Maintenance			
Contractor	Costs per week (3 Visits)	Installation Cost	Total Cost
David Thomas	****	****	****
Rowan Hobbs	****	****	**** (25 Visits)

Councillors discussed the cost effectiveness of each contractor. Rowan Hobbs was proposed by Cllr Bennett and seconded by Cllr Griffiths.

Resolved:

The Clerk to make contact with the contractor and make relevant arrangements for installation.

8. Finance
a. To receive accounts for payment

	£
Bridgend Town Council (Dog Waste removal)	1040.00
Bridgend County Borough Council (Bus Shelter Cleaning)	59.63
AABC (Website Domain 1 year)	204.00
Centregreat (Christmas Lights)	3,892.80
Clerks Monthly Wage (January / February 2022) (Provided to Chair and Deputy Chair)	****

The Council accepted these payments with the exception of Centregreat as a discount will be requested.

b. To receive bank reconciliation for January 2022

The Council was provided with a bank reconciliation to the end of January 2022. Cllr Wilkins proposed to accept the reconciliation as correct and accurate seconded by Cllr Griffiths.

9. To receive co-option papers for Councillor vacancies

It was acknowledged the Council arranged a Co-Option application to be received from the 1st January to the 31st January 2022. Five Candidates provided their applications to the Clerk in time and an additional one was brought forward from the Councils December 2021 meeting.

Candidate	Ward	Application Date Received
Ian William	Pen Y Fai	17th November 2021
Mike Flanagan	Pen Y Fai	27th January 2022
Dave Hopkins	Pen Y Fai	24th January 2022
Samantha Barker	Pen Y Fai	17th January 2022
Elizabeth Morgan	Aberkenfig	18th January 2022
Gaynor Hewitt	Aberkenfig	18th January 2022

The Clerk read out the following statement to clarify for Councillors and Candidates present the process that is to be followed:

Voting in council on casual vacancies

A Successful candidate must have received an absolute majority vote of those present and voting. If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by one single composite resolution, but if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.

Taylor, R. (2020). Local Council Administration. Twelfth Edition ed. London: LexisNexis, pp.32–34.

The Clerk request two votes, one for each ward, the one with the least votes will be stuck off the list from the Pen Y Fai Candidates.

Members of the public were removed at this stage to consider the co-option applications.

Aberkenfig

Councillor Gebbie was removed due to her prejudicial interest on this item.

Councillors discussed each candidate, their skills and abilities and voted as followed:

Candidate	For	Against
Elizabeth Morgan	4	0
Gaynor Hewitt	4	0

Pen Y Fai

Councillor Gebbie was reintroduced to the meeting and Cllr Bennett was removed due to her prejudicial interest on this item.

Councillors discussed each candidate, their skills and abilities and voted as followed:

Candidate	For	Against
Ian William	0	4
Mike Flanagan	4	0
Dave Hopkins	4	0
Samantha Barker	4	0

Councillor Bennett and Members of the Public were readmitted to the meeting.

Candidates were notified of the vote with successful candidates Elizabeth Morgan and Gaynor Hewitt representing Aberkenfig Ward and Mike Flanagan, Dave Hopkins and Samantha Barker representing Pen Y Fai Ward

Mr Ian Williams was unsuccessful. Councillor noted that this was due to not currently living within the ward, with other candidates living in the ward they were in a better position to represent their community.

Resolved:

The Clerk will make relevant arrangements to meet the new Councillors in the coming week to sign the Declaration of Acceptance.

10. To discuss the following draft policies

a. Co-option policy

The Co-option policy was discussed prior to item 9. Councillors accepted the draft policy with one amendment, if a Councillor does not accept their appointment, the Council will consider the outstanding candidates within its following meeting. It was agreed to implement the policy. Proposed by Cllr Gebbie seconded by Cllr Griffiths.

b. Reserve Policy

It was agreed to implement this policy. Proposed by Cllr Bennett seconded by Cllr Gebbie.

c. Social Media Policy

It was agreed to implement this policy. Proposed by Cllr Botterill seconded by Cllr Griffiths.

d. GDPR policy

Due to the length of the policy, Councillors were unable to study the policy in depth, it was agreed to present the draft at the Council's next meeting.

11. To accept recommendation in the Annual Risk Assessment

Councillors accepted the risk review proposed by Cllr Gebbie and seconded by Cllr Bennett. It was discussed that further risk should be identified with the implementation of committees now the Council has a full complement of Councillors.

Resolved:

It was agreed to agenda this for the next meeting which would include adding a Maintenance Committee, HR Committee and Audit, Finance and Policy Committee.

12. To Consider Planning Applications

Councillor noted that an issue with BCBC's IT system meant that they were unable to look into proposals in detail although the Council noted the following applications made no comment:

P/21/1089/FUL

Rear of Orchard House Penyfai Road Aberkenfig Bridgend CF32 9AA

Proposal: Construction of a new build property to the rear of Orchard House and conversion of an existing garage into an annex incidental to the enjoyment of Orchard House

P/21/1124/FUL

27 Clos Pwll Clai Tondy Bridgend CF32 9BZ

Proposal: Extension to garage and detached summer house

P/22/29/FUL

1 Ysbryd y Coed Penyfai CF31 4GF

Proposal: Rear single storey extension to detached dwelling; demolish single storey side extension

P/22/30/FUL

5 Crud yr Awel Penyfai CF31 4GH

Proposal: Retain garden as constructed (see photos) - raised ground levels, new steps and the part of the fencing that is over 2m from original ground levels

13. 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

14. To receive Reports from Councillors

Cllr Wilkins noted a number of potholes along Pen-Yr-Heol.

Resolved:

Clerk to email BCBC and make aware of the potholes.

Cllr Bennett noted that the Pen Y Fai Community Association is arranging a Jubilee Event for Pen Y Fai and requests that it be included on the next agenda.

Cllr Bennett noted a number of trees had fallen in and around Pen Y Fai during the recent storms. She has noted that she had been able to remove one within Aberkenfig Woodland and reported a further one near Court Colman.

Councillors noted that a number of bins that the Council empties are regularly overflowing, The Clerk noted that he has made contact with Bridgend Town Council who provide emptying services and is awaiting Committee approval. Larger dog bins will be costed for the next Council meeting.

It was reported that Zig Zag lines were extended along Church Road near Pen Y Fai Church in Wales School.

Cllr Gebbie has provided a referral to BCBC requesting 20 MPH to be adopted along Bridgend Road in Aberkenfig to attempt to reduce the number of traffic and collisions along the road.

Cllr Bennett noted that she had previously arranged Go-Safe to monitor the speed and traffic along Aberkenfig and has not yet received its report.

Councillors discussed that there are a number of unadopted Road in Pen Y Fai and Aberkenfig, Cllr Gebbie noted that the Welsh Government has recently provided funding to incorporate unadopted roads in the County, it was requested that the Clerk contact BCBC and find out further information regarding this and include Unadopted Roads onto the next Agenda.

Cllr Gebbie noted that the Council's meeting falls on International Women's day. It was agreed to distribute official International Women's Days backdrops and suggest Councillors to use them during our next meeting.

15. Correspondence

South Wales Police

Communication to Elected Members regarding ways better protect you, and to offer some clarity on the ways in which you can access our help in the future.

King Davies Solicitors

A Land Registry application was submitted on the 6th December with an estimate of up to 6 months for the applications to be completed.

BCBC

Town and Community Council fund made available for 2022 - 23 for eligible projects.

Cllr Bennett

Overflowing bins at the post office and The Pheasant Field.

Bridgend Town Council

Confirmation of Bin locations currently cleared by Bridgend Town Council.

One Voice Wales

Training for January, February and March 22

Boverton Nurseries

Requesting Confirmation of Hanging Baskets for 2022

Pen Y Fai Postcard

Updated Pen Y Fai postcard for February and March.

One Voice Wales

Raising Awareness of Community Councillors Guidance and Promotion Material.

Street Naming BCBC

Ynysawdre Community Council has requested the following Street name for Parc Tondy. "Heol Thomas" in their ward to remember the young boy who died in the Parc Slip explosion 130 years ago – Thomas Bevan.

Councillor Meryl Wilkins declared a personal interest.

Councillor suggested the use of Heol Thomas Bevan to be suggested to BCBC.

There being no more business, the meeting closed at 09:00pm. The next meeting would be via video link, on Tuesday 8th March 2022 at 7:00pm.