



Minutes of the Newcastle Higher Community Council meeting held by video conference via Zoom on Tuesday 8<sup>th</sup> March 2022 at 7.00 p.m.

Cllr Meryl Wilkins: Presided

Present (12)

Councillors, Marged Griffiths, Meryl Wilkins, Heidi Bennett, Jane Gebbie, Sarah Botterill, David Hopkins, Elizabeth Hopkins, Gaynor Hewitt, Michael Flanagan, Samantha Barker, Altaf Hussain, James Radcliffe. Member of the Public, Claudette Evans.

Clerk, Adam Davies

1. To receive apologies for absence  
No apologies received.
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 Tondy, Merthyr Mawr Estate land. Pen Y Fai Common. Cllr Meryl Wilkins' full list of declarations of interests can be found on the Councils website.

Cllr Heidi Bennett and Marged Griffiths declared a prejudicial interest on item 15 due to being members of Pen Y Fai Community Association.

3. To confirm and sign minutes of the Council meeting held on 8th February 2022

The minutes were amended with the following: Christmas Lights within Pen Y Fai were also installed incorrectly and a further refund is to be requested.

**Resolved:**

The Minutes of the Meeting held on the 8th February 2022 were confirmed and signed. Proposed by Cllr Flanagan, seconded by Cllr Gebbie.

4. To consider matters arising from the Council meeting on 8th February 2022

There were no matters arising.

5. To receive reports from Community Associations

Cllr Griffiths informed the Council that Pen Y Fai Community Association have created a sub group to discuss the Queen's Jubilee Celebration in June with a family picnic and bands from the local area with coins presented to local school children.

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 he has made contact with Aberkenfig and Tondu Community Association regarding appointing guardians for the defibrillator. Cllr Flanagan has offered his time to fulfil the training part of the application form.
- b. To confirm Allotment Rents 2022 – 23  
Councillors were informed that allotment rent letters have been sent out to allotment holders for the 2022 - 23 allotment rent.  
Councillor raised concerns that no increase in the rent has been arranged for this financial year, it was suggested that the newly formed committee would undertake a review.
- c. To confirm Pheasant Field contractor 2022 – 23  
The Clerk informed the Council that Crown Garden Services are happy to continue as the Council's contractor for 2022 - 23 but noted a 5% increase from the previous year's quote which was £988.00 plus VAT.  
The increase was proposed by Cllr Bennett and seconded by Cllr Hopkins.
- d. Hanging baskets  
The Clerk confirmed that B-Leaf and Rowan Hobs have accepted to be the Councils contractors for 2022/23

8. Dog Waste Bins

- a. To approve purchasing of larger dog bins  
Councillors suggested that further location alongside larger bins in certain areas would benefit the community and the overflowing situation of the bins.

The following locations were suggested for either upgrades or new bins:  
The Pheasant Field (Both Ends)  
One Close to Glanrhyd Hospital  
Near the post box along Ysbryd-y-Coed.  
Behind Pentre Felin retail park.

Further discussions took place and Councillors agreed to review its current contracts due to bins only being emptied once per week, identifying bins within the community that would require further emptying. with the report being provided back to the full Council with recommendations.

- b. To consider installation costs  
Due to the above recommendations the Council did not discuss this item.

9. To confirm Aberkenfig Woodland Tender provider April 2022 - March 2023

The Clerk informed the Council that 2 quotes were received from J W contracting and another from Jayz Gardening Services.

The Council discussed each application and were in agreement that the costings were above the expected amount for the Woodland.

The Council agreed to temporarily contract Jayz Gardening Services to undertake maintenance of the area until a further tendering process can be undertaken after May's local Elections.

10. Rights of Way

a. Suggested footpaths for maintenance

Cllr Flanagan kindly offered to walk a number of the footpaths to confirm their maintenance and present a report to the Council for the next meeting.

b. To Consider costing for Contractor

Two contractors provided quotes with the Council agreeing to employ Baz Jenkins to complete 6 days worth of maintenance. Proposed by Cllr Bennett and seconded by Cllr Hopkins.

11. Finance

a. To receive accounts for payment

	£
Boverton Nurseries (Winter Basket Storage)	600.00
One Voice Wales (Membership)	667.00
Graham Paul Payroll Services to December 2021	72.00
Clerk (Printer Ink)	12.99
(1st, 2nd Class stamps)	18.12
(Zoom Communications)	43.17
(Working from home allowance £6pw)	78.00
Clerks Monthly Wage (March 2022)	****

The Council accepted these payments, proposed by Cllr Gebbie and seconded by Cllr Bennett

a. To receive bank reconciliation for February 2022

The Council was provided with a bank reconciliation to the end of February 2022. Cllr Gebbie proposed to accept the reconciliation as correct and accurate seconded by Cllr Flanagan.

12. To discuss the following draft policies

a. GDPR Policy

Cllr Gebbie proposed to accept the policy, Seconded by Cllr Bennett.

Cllr Gebbie noted that to comply with the GDPR Policy Councillors agreed to share each other's information.

b. Complaints policy

Due to the complexity of the policy, Councillors agreed to postpone the implementation of this policy and propose a simpler version of the policy.

13. To discuss a Committee structure and objectives.

The Following committees were approved  
Maintenance Committee, HR Committee, Wellbeing Strategy Committee and Audit,  
Finance and Policy Committee.

Proposed by Cllr Griffiths and seconded by Cllr Gebbie

14. To discuss Jubilee Celebrations and event application

Cllr Griffiths summarised the Pen Y Fai Community Association application for funding from the Community Council which will include a family picnic with entertainment for the local community.

Cllr Bennett and Griffiths were removed from the meeting.

Councillors discussed the application with Cllr Gebbie proposing to accept the funding toward the event, seconded by Cllr Flanagan.

It was noted that Full risk assessments and liability insurance should be provided to the Community Council for our records.

Councillors noted that Aberkenfig was absent from any events, Councillors suggested a further funding of £1500 toward the event to purchase coins for school age children located in the Aberkenfig Ward.

Proposed by Cllr Gebbie and seconded by Cllr Hussain.

Cllr Bennett and Griffiths were re-admitted.

Pen Y Fai Community Association was informed that the funding will be provided from the Community Council and noted that further funding if they were able to accommodate Aberkenfig School Children.

15. To instruct the Council's internal Auditor for 2021 - 22 financial year

Two contractors provided costings, the Council agreed to approve Kerry Grabham as the Councils internal Auditor for 2021/22 internal Audit. Proposed by Cllr Hopkins and seconded by Cllr Bennett.

16. To Consider Planning Applications

The Council noted the following applications and made no comment:

P/22/53/FUL

2 Clos y Talcen Penyfai CF31 4BU

Proposal: Single storey extension to the rear of the property

P/21/1020/FUL

Land at All Saints Way Penyfai CF31 4BT

Proposal: Erection of 1800mm high close boarded fence (Plots 1-11) and 1800mm feather edge timber fence (Plots 15-20); retention of gabion detailing adjacent to footpath

P/21/1089/FUL

Rear of Orchard House Penyfai Road Aberkenfig 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 [amended plans received 28-2-22]

17. To receive BCBC Members Reports

(a) Cllr Altaf Hussain

Cllr Hussain welcomed old and new Councillors to the Council. Cllr Hussain provided his best wishes to the Council, as a member of the Council for 10 years and a BCBC member for 5 years he will continue to represent the Community as a Member of the Senedd for South Wales West.

Councillors thanked Cllr Hussain for his service to the Council and wished him well.

It was noted that an invite should continue to be sent if Cllr Hussain would like to attend in future.

(b) Cllr James Radcliffe

Cllr Radcliffe provided his best wishes to the Council noting that he has no intention of standing in May's Local Elections.

The Council wished him well for his family's future.

18. To receive Reports from Councillors

Cllr Bennett noted that the footpath NEW/29/1 between Ysbryd-y-Coed and All Saints Way in Pen Y Fai is expected to be open to the public sometime in June.

Cllr Wilkins reported that there are a number of Potholes in and around the junction of Pen Yr Heol and Heol Tyn Y Garn in Pen Y Fai. Cllr Hussain kindly offered to put in a report to BCBC.

Cllr Griffiths reported that she attended the Big Lunch Event on Monday, a discussion of the Eden project and jubilee celebrations took place.

19. Correspondence

BCBC

Bridgend County Borough Council is seeking your views on proposals to extend existing Public Space Protection orders (PSPO)

Member of the Public

A request under the freedom of information was received requesting The dates of which Cllr Jane Gebbie and Cllr Sarah Botterill supplied their expression of interest forms to become Councillors to Newcastle Higher Community Council.

The Clerk provided these details on the 8th Feb 2022

Sell to Wales

An account has been set up in readiness for the Council's work schedule in The Pheasant Field, Pen Y Fai.

Member of the Public

An email has been received noting trees that have fallen in Aberkenfig Woodland during the Recent Storms

NEST Pensions

As agreed during the start of the Clerks employment. NEST has now been set up and paperwork for Direct Debits have been sent for Councillors to sign.

HDCS Cowbridge

Email received from HDCS requesting quotes for a new updates website.

Pen Y Fai Postcard

Pen Y Fai Postcard requested updates from the Community Council regarding its activities for their newsletter.

Bridgend Town Council

Bridgend Town Council has confirmed two bins have been damaged causing issues for emptying. It is suggested they are replaced.

Pennant Homes

The Footpath New/29/1 which was closed by Pennant Homes for construction are planning for the footpath to be reinstated in early to mid June.

20. To exclude the public and press under the Data Protection Act 1998 to consider a complaint from a member of the public

Members of the Public were removed from the meeting.

Councillors discussed the proposed response to a complaint received regarding the Councils Co-option process. It was agreed that the document provided was well thought out but provided too much detail and it was suggested that a shorter version should be created.

Cllr Hopkins kindly offered to draft a shorter version of the complain and present it to Councillors for the Clerk to send to the Complainant as soon as possible.

21. To exclude the public and press under the Data Protection Act 1998 to consider a Clerks salary increase and pay award 2021 - 22.

Councillors Agreed to defer this decision to the HR Committee once formed.

There being no more business, the meeting closed at 09:00pm. The next meeting would be via video link, on Tuesday 12th April 2022 at 7:00pm.