



**Newcastle Higher Community Council
Cyngor Cymuned Castellnewydd Uwch**

DRAFT

**MINUTES OF THE FULL COUNCIL MEETING
[HYBRID/ZOOM] HELD AT Pen-y-Fai School, Pen-y-Fai on the
10th OF October 2023 at 6.30PM**

Presiding: Cllr M Flannagan
Present: Cllr M Griffiths, Cllr S Botterill, Cllr H Bennett, Cllr J Kemble, Cllr G Hewitt,
Cllr B Morgan, Cllr S Barker, Cllr D Hopkins, Cllr J Gebbie
Apologies: Cllr Richard Hughes,

In attendance: 1 member of the public present.

113/24 To receive apologies for absence.

Apologies were received from Cllr R Hughes.

The Chair introduced and welcomed the new Clerk/RFO to the council meeting.

114/24 Questions and observations from the public (10mins)

No questions or observations given by the public

115/24 Declarations of interest in accordance with section 51 of the local government act 2000.

- Cllr Bennett advised Members of a declaration of interest in matters pertaining to the PVCA, however is no longer a member of BCBC Planning Committee.
- Cllr Kemble: advised Members of a declaration of interest in matters pertaining to the PVCA
- Cllr Morgan: advised Members of a declaration of interest in matters pertaining to the Allotment society

116/24 Approval of minutes of the Full Council meeting held September 12th, 2023.

It was RESOLVED that the minutes reflected a true and accurate record of the meeting.

Proposed: Cllr Hopkins

Seconded: Cllr Morgan

117/24 To consider matters arising from the Full Council meeting held September 12th, 2023.

Matters arising from the minutes were taken under appropriate agenda items.

118/24

To approve the purchase of grit bins

Members were advised that there is still need for 8 extra bins within the area. Having visited their wards, Cllrs Bennett and Gebbie have identified and drawn up a list of the best locations for them - 5 grit bins for Aberkenfig, 3 for Pen-y fai)

Cllr Bennett had researched the potential purchase and reported her findings:

- Still awaiting advice from BCBC re other potential suppliers and size requirements.
 - Based on costs already quoted and the size of existing bins the cost would be £130 - £150 per bin, therefore approx. £1200 total to purchase 8 bins (Ex Vat).
 - The initial cost of filling bins with salt would be £385 each, therefore approx. £3080 total to fill these with salt (BCBC will then refill them for free going forward).
 - Cllr Bennett suggested that the council delegate a budget to the maintenance committee. There has been an underspend in areas such as Christmas lights purchase that can be vired to this cause.
 - BCBC to be asked to take the delivery and to store for safe keeping.
- Council resolved and approved to delegate a budget of £4280.00 to the Maintenance Committee to be spent on grit bins

Proposed: Cllr Barker

Seconded: Cllr Kemble

119/24

To approve purchase of equipment necessary for Clerk's role.

Cllr Bennett advised that the Clerk has a delegated authority of £500.00 available to be discretionally spent with permission from the chair. The Council was advised that the items required, and costs are listed in agenda item 14. b. Approval of accounts payable.

Resolved that Clerk is to purchase necessary equipment

Proposed: Cllr Hopkins

Seconded: Cllr Morgan

120/24

To receive reports and approve recommendations from committees where held:

121/24

Maintenance Committee Report

Cllr Hopkins provided an update. He informed Members that the next meeting was originally planned for the 24th October, but proposing to change to Monday 30th October, committee members will confirm availability and Clerk will arrange venue.

- Progress on trees at 'Pleasant View' – Contractor should be completing the work this week. Cllr Hopkins will investigate and report back on progress and completion.
- Pheasant field: Cllr Hopkins confirmed that work has now been completed, the maintenance committee will look at a potential weekly cuts instead of fortnightly for next tender. Look at putting a new tender out and – Look for a 3 year contract.
- Hanging baskets – Cllr Hopkins is consulting with Ronan Hobbs to consider where the new baskets could be placed. In process of ordering baskets. Costs need to come in for the tiered pyramids. Further discussion with committee.
- Aberkenfig Square - Committee will look at post remembrance day work to dig out the and remove the bindweed and ask Bakers DIY to provide some foliage and winter flowers. Cllr Hewitt asked the committee about the potential planting of daffodils, however Cllr Bennett advised that we need to be mindful of the bindweed removal and we would likely miss the planting period. Committee will look at what Bakers could recommend for later planting and possible daffodil bulbs. Cllr Morgan confirmed that she has painted the benches at the square in preparation for Remembrance Day.
- Christmas Lights - 4 Christmas Motifs ordered and on way and 4 additional infrastructures to display the lights purchased. Cllr Hopkins expressed his thanks to Cllr Bennett for her support in arranging the Christmas tree and lights at Penyfai. Cllr Bennett advised that All Saints Church will need to be connected for the Christmas lights: Question on who will do this? Cllr Flanagan will check with his contact and report back to council.
- Aware we should not be underspending significant amounts each year, would like to set a budget for the maintenance committee to spend going forward.
- Cllr Morgan proposed that Wellbeing and Maintenance have a joint meeting to limit any crossover and maximise productivity for the two committees.
- Cllr Hopkins recommended that council looks at order numbers. To be discussed with Clerk.

During the discussion Cllr Gebbie proposed the layout for meetings to be considered and placement of OWL to ensure everyone attending can be heard through the owl clearly.

Noted and will take into consideration going forward.

Cllr Flanagan – Thanked Cllr Hopkins for the continued hard work he and maintenance committee do on behalf of the Council.

122/24

HR Committee Report – No committee meeting has been held, however Cllr Griffiths & Cllr Bennett and Clerk have met and conducted handovers. All HR processes followed – Clerk's contract signed, and induction undertaken.

123/24 **Finance & Committee Report** – Next Committee Meeting to be arranged by beginning of November to consider 2024/25 budget planning. Will liaise with clerk to prepare reconciliation reports for next meeting when the Clerk has access to the bank and Scribe accounts and uploaded the data.

124/24 **Wellbeing Committee Report – 25th September Ref Meeting mins.**

- Cllr Kemble provided an update report and confirmed the following:
- A lot of overlap between wellbeing and maintenance: Ref Cllr Morgan’s suggestion on merging some future meetings.
- Bio-Diversity plan: Air Quality needs to be reworded as this is not our initiative it’s a Welsh Government, which we will of course support.
- Noted that more could be done to raise awareness of what the Community council does and communicate with members of the community on how we can help.
- Tree planting in conjunction with the maintenance committee and note any upcoming initiatives or bursaries to aid in planting more trees. Committee needs clarity on where trees can be planted.
- Notice boards - recommended that a Rota / schedule for the key holders to have a ‘fresh eyes’ approach.
- Following a discussion on the legal requirements and desire to provide
- bilingual content, the Wellbeing committee were tasked to look into translation costs and opportunities for promoting welsh events such as Welsh Week.

125/24 **Consideration of planning application: Town and Country Planning Act 1990:**

- a) Planning Application No.: P/23/481/FUL Applicant: 40 Parkfields, Penyfai
Proposal: Single storey rear extension
There were no observations.
- b) Planning Application No.: P/23/571/FUL Applicant: 109 Bridgend Road, Aberkenfig
Proposal: Change of use to Dental Surgery
There were no observations.

Cllr Bennett recommended more details should be included on agenda ref planning applications.

126/24 **To note that community association reports will be included quarterly as part of the NHCC meeting agenda.**

Proposed: Cllr Barker

Seconded: Cllr Hewitt

127/24 **Remembrance Day:**

The Clerk and Cllr Bennett gave an update on progress with planning the Aberkenfig Service, and it was agreed that they would continue to lead. Suggestions were made regarding possible contacts due to the lack of availability of individuals to facilitate the service on Sunday. It was resolved that the service would be held on the Saturday and this to be actively promoted to the community that a service will be on the Saturday via online, posters, and potential Newsletter. Council Members/Volunteers would be required to marshal the event to ensure the safety of attendees.

It was suggested that the chair could arrange a Civic Service in the community: Cllr Flanagan will contact Smyrna Chapel and make further enquiries into the possibility of doing this.

128/24 NHCC Vacancy – To approve the Cooption process:

Cllr Bennett confirmed that the vacancy notice was put out and as no election was called a co-option process would need to be followed. It was agreed that the Clerk will source the form and post online (fill form). Vacancy should be given priority from someone from the Ward. Enact the process. End date for applications to be in by Sunday 5th November in preparation for November meeting.

Proposed: Cllr Bennett

Seconded: Cllr Barker

129/24 Approval of Account payable and financial updates

(a) Bank Reconciliation –

There was no bank reconciliation summary. Reconciliation will be done for November meeting.

(b) To approve a list of payments made and to be made

Items confirmed as Paid:

Payee	Item/Service	Amount	Confirmed Transaction Date
Tondu and Aberkenfig Community Association	Donation	£215.00	05.10.23

Items to Pay:

Payee	Item/Service	Amount	Date to be paid
Clerk	Clerk Salary Full month + 2 weeks in September to be paid on 28 th October	£££	28 th October

Clerk Reimbursement	Security and DBS Checks	£18.00	When approved by council
Equipment required by Clerk	Phone contract	£8.00 per month via Tesco	When approved by council
Equipment required by Clerk	Printer	£39.99	When approved by council
Equipment required by Clerk	Laptop Case	£19.99	When approved by council
HMRC & Pension Provider	Clerk's NI & Pension contribution	£££	28 th October
Flood Lighting Electrical	Christmas Lights (Fitting, Removing, Storage)	£4,588.50	As per invoice request
Councillor Morgan Reimbursement	Paint for Aberkenfig Benches	£22.99	When approved by council
	Grit Bins: Agenda Item 6	Waiting	
Councillor Flanagan Reimbursement	Union Jack Flag	£71.46	When approved by council
Bridgend Town Council	Dog Bin maintenance: Invoice 10362	£1040.00	When approved by council
Festive Lighting	4 New Christmas lights + Carrige and VAT	£1608.00	When approved by council
Crown Garden Service	Pheasant field Maintenance	£108.80	When approved by council
Royal British Legion	Poppy Wreaths	£40.00 (£20.00 per wreath)	Prior to Remembrance Sunday

Cllr Hopkins noted that the expenditure for Christmas lights had slightly exceeded the amount agreed at previous meeting, but the overall spend for Christmas lights was still in line with annual budget.

It was proposed, seconded and RESOLVED to approve the list of payments above.

ACTION: Outstanding payment of £102.00 for lock for the flagpole to be put on next meeting agenda.

(c) To approve a list of income/receipts received

There were no receipts received for approval.

130/24 To Receive member reports

- It was noted that although the new 20mph signs have been put in place, traffic has not be slowing down and obeying the new speed limits.
- Cllr Gebbie has asked the landowner of Dan y Bryn garages to do some remedial work and report via the BCBC referral system.

- Cllr Griffiths: Speed sign at top of Pen y Fai hill questioned if it has now been disconnected and Cllrs Hopkins and Bennett confirmed it has.
- Cllr Griffiths raised concerns about the increased traffic coming down Pen y fai road, due to the temporary traffic lights at Glanrhyd – Disregarding the No access zone. It was noted that the police have also been diverting traffic down that route. Cllr Flanagan & Bennett advised that we can make representations to SWP and BCBC however it was stated that evidence is the best tool to appeal for help in reducing traffic and installing more deterrents against poor driving.
- Cllr Hewitt advised that she spoke to two PCSO's recently who were not aware that pen y fai was part of Newcastle Higher ward. – Noted and clerk will feedback to SWP contact.
- Cllr Botterill Expressed concerns about illegal parking near the electrical shop in the community, the illegal parking is blocking the pavements and making it unsafe for resident. Cllr Flanagan advised that evidence and taking photos to report to the authorities is the best course of action.
- Cllr Hewitt raised concerns about the levels of traffic coming through Aberkenfig however having cars parked on both sides of the road. This was noted and will be monitored going forward as we have little control over this.
- Cllr Bennett raised the question about potential funding for road safety in the community and Cllr Gebby confirmed there is an application we can make as an expression of interest for the road safety fund. Cllr Gebby will send details to the Clerk to make enquiries.
- Cllr Hopkins: Raised concerns about having personal information published in public domain. The Clerk advised that any Councillors wanting to remove personal information should email him and it will be replaced with 'Contact via the council clerk' on our websites.
- The Clerk has confirmed that the .gov.uk addresses are now being worked on and Councillors will be kept informed.
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131/24

To note and consider correspondence.

Items of correspondence were noted by Members and actioned in the meeting where applicable.

132/24

Any urgent items to add, as determined by the chair

- Training: what is compulsory. Clerk to find out. Clerk to check and feedback to council.

133/24

Confirmation of dates for forward committee meetings

- Finance 1st week of November – Date TBC
- Wellbeing TBC
- HR TBC
- Maintenance Monday 30th October (TBC)

134/24

To confirm the date of the next meeting:

The date of the next Full Council meeting was confirmed as Tuesday the 14th November at Tondu Primary School: Clerk to confirm venue booking.

The Chair thanked all council members and members of the public for attending.