

CYNGOR CYMUNED CWMLLYNFELL COMMUNITY COUNCIL

MINUTES OF THE MEETING HELD AT CWMLLYNFELL HALL
ON THURSDAY 21st JULY 2016 AT 6.30 P.M.

PRESENT: Councillor R P Morgan (Chairman) presided
COUNCILLORS: M Evans, D Lloyd, D C Phillips, J C Rees and D B Thomas.

35. MS SALLY RICHARDS

The Chairman welcomed Ms Sally Richards to her first meeting since being appointed to the post of Clerk of the Council and wished her success in the role.

36. APOLOGIES FOR ABSENCE

Apologies for their absence were received from Councillors R Evans, T H J Kendrick and E L Morgan together with Councillor K Lloyd, Neath Port Talbot County Borough Council.

37. DECLARATIONS OF INTEREST

No declarations of interest were made at this juncture.

38. MINUTES

Resolved that the Minutes of the Meeting of the Council held on the 16th June 2016 be confirmed and signed as a correct record.

39. MATTERS ARISING

(a) Minute 26(a)- Automated External Defibrillators

The Clerk reported on his further enquiries with regard to the supply of the AEDs, cabinets, installation and training being carried out by one supplier. Zoll UK, a supplier recommended by the Welsh Ambulance Services NHS Trust, had reaffirmed that 'Cariad', a registered charity, was their leading business partner in Wales and had confirmed that they were offering some of the best support available in the UK.

In a communication dated 1st July 2016 from Cariad they provided details of the care package that they provided with every defibrillator whereby they supported the community by providing free basic life support and defibrillator training. They replaced any pads and batteries following use or expiry, provided regular service checks with a 24 hour call out to ensure that the defibrillators remained in perfect condition ready for any emergency. Defibrillators were placed onto the Welsh Ambulance Control so that in an emergency 999 call the operator would guide the rescuer to the nearest defibrillator. Cariad had quoted a cost of £900 per defibrillator plus £450 per heated and alarmed cabinet for the supply and installation.

As the cabinet required an electricity supply the Clerk had consulted Mr T E Hughes, the Electrician used by Cwmllynfell Hall to carry out electrical work. Mr Hughes had confirmed that he would be prepared to carry out the work for the Council.

Resolved that:

1. an order be placed with Cariat for the supply of two Zoll AED Plus defibrillators and cabinets for locating at Cwmllynfell Hall and Rhiwfawr Hall at a total cost of £2,700;
2. Mr T E Hughes be engaged to carry out the electrical work.

(b) Minute 26(b) - East Pit Community Benefit Scheme

It was reported that particulars of the scheme together with the application form had been placed on the Council's website. Notices to publicise the scheme would also be displayed as soon as the contact details for Ms S Richards had been put in place. One application had already been received and the applicants had been informed it would be considered in September.

Resolved that the situation be noted.

(c) Minute 26(c) - Clerk of the Council – Transfer of Duties

It was reported that arrangements were in hand with a view to the transfer of the duties of Clerk of the Council from Mr E P Lloyd Jones to Ms S Richards taking place on or about the 1st August 2016 subject to the provision of equipment etc being finalised by that date. Mr Lloyd Jones would continue to provide support during August and in the lead up to preparing the Council Summons (agenda) for the September meeting and would also deal with such matters as the completion of the Audit of the Council's Accounts until such matters had been concluded.

Resolved that the matter be noted.

(d) Minute 29-County Borough Council/Community Councils Liaison Forum

Resolved the invitation to submit agenda items for the meeting of the forum to be held on the 12th September 2016 be noted.

(e) Minute 34 – Youth Representatives – “Speed Matching Event”

A communication dated 28th June 2016 was received from the Children's Rights Unit in which the contact details were provided of the young people that had expressed an interest in being considered as a Youth Representative on the Council.

Resolved that the young people be invited to submit CV's in support of their request to be considered for the Youth Representative vacancy and that the matter be considered at the next meeting of the Council.

40. CWMAMMAN TOWN COUNCIL – MAYOR'S FUNDRAISING

A letter dated 21st June 2016 was received from Cwmamman Town Council in which the Council was invited to contribute to the Mayor's fundraising activities towards the cost a new X-Ray machine for Glanamman Hospital.

Resolved consideration of the matter be deferred until the next meeting of the Council and in the meantime Cwmamman Town Council be requested to indicate what contributions have been received to date and whether representations have been made to the Hywel Dda Health Board, the Abertawe Bro Morgannwg Health

Board and directly to the Welsh Government with regard to the provision of the equipment.

41. PUBLIC SERVICES OMBUDSMAN – ANNUAL REPORT 2015/16

Resolved that the above report be noted.

42. RHIWFAWR COMMUNITY ASSOCIATION

(a) Use of Rhiwfawr Park

A communication dated 27th June 2016 was received from the Chairman of Rhiwfawr Community Association in which it was indicated that they had received a request to locate a bouncy castle on the park in connection with a children's party which was being held at the hall on the 20th August 2016.

Resolved that the proposed use be approved subject to either the suppliers of the equipment or the Rhiwfawr Community Association providing public liability and accident insurance to cover the proposed use and also fully indemnifying the Council against all possible claims arising from the use of the equipment or claims from members of the public sustaining injury as a result of the equipment being sited at the park;

(b) Ground Rent, Balance Sheet and Insurance

It was reported that the Rhiwfawr Community Association had completed the ground rent agreement, provided a copy of their insurance certificate and paid the ground rent of £5 for the period 1st June 2016 to 31st May 2017. The Association had also produced a copy of their balance sheet for 2015 in accordance with the conditions imposed by the Council in respect of the grant that had been made to the Association (Minute 15(a) of the Annual Meeting held on the 19th May 2016 refers).

Resolved that the above information be noted.

(c) Rhiwfawr Park - Drainage

Further to minute 188(e) of the meeting of the Council held on the 21st April 2016, the Rhiwfawr Community Association had also drawn attention to the drainage issues affecting Rhiwfawr Park.

The Clerk reported that in accordance with Minute 188(e) a meeting had been held with officers of Neath Port Talbot County Borough Council on the 1st July 2016 in order to seek advice on the drainage works necessary to rectify the problem. A communication dated 14th July 2016 had been received from the Design Consultancy Section of the authority in which it was indicated that based on their experience of schemes carried out elsewhere that a comprehensive drainage scheme could cost in the region of £50,000 to £55,000.

The Clerk had accordingly contacted Mr Paul Fox (Paul's Plant Hire) who had advised that a certain amount of drainage work be carried out initially to address the problem in areas worst affected.

Resolved that the Chairman, Vice Chairman and the Clerk be authorised to meet with Mr Paul Fox and if deemed appropriate to agree arrangements for undertaking drainage work at the park.

43. INFORMATION TECHNOLOGY SEMINAR – 13th SEPTEMBER 2016

Resolved that the invitation form One Voice Wales for the Council to be represented at the above seminar be noted.

44. “FLY A FLAG FOR THE COMMONWEALTH” – 13th MARCH 2017

Resolved that the communication dated 7th July 2016 from One Voice Wales in connection with the above event be noted.

45. NEATH PORT TALBOT OLDER PERSONS’ COUNCIL RECRUITMENT DRIVE

A communication dated 8th July 2016 was received from Neath Port Talbot County Borough Council in which attention was drawn to the recruitment drive that was taking place with a view to recruiting persons to serve on the above body. The Clerk reported that he had passed the information to the Cwmllynfell and Rhiwfawr OAP Association.

Resolved that the matter be noted.

46. DRAFT LOCAL GOVERNMENT (WALES) BILL

A communication dated 14th July 2016 was received from the Welsh Government in response to the Council’s comments in respect of the above draft bill. The Welsh Government, having concluded that there was no consensus on the approach to structural reform, had decided that consideration would be given to developing further options in conjunction with local authorities and other stakeholders.

Resolved that the information be noted.

47. FINANCIAL MATTERS

(a) Bank Accounts and Mandate

The Council’s banking arrangements and mandate were reviewed.

Resolved that:

1. bank accounts be continued with HSBC Bank plc (the ‘Bank’), a new mandate be completed and the Bank be authorised to:
 - (a) pay all cheques and act on other instructions for payment signed on behalf of the Council by two authorised signatories from amongst the councillors (the ‘signatories’) whether any account of the Council is in debit or credit;
 - (b) deliver any item held on behalf of the Council by the bank in safe keeping against the written receipt of instructions of Ms Sally Richards, Clerk of the Council and
 - (c) accept Ms Sally Richards, Clerk of the Council as fully empowered to act on behalf of the Council in any other transaction with the Bank with effect from the 1st August 2016;

- (d) accept Ms Sally Richards, Clerk of the Council as fully empowered on behalf of the Council to enter into at any times(s) any agreement(s) for or relating to electronic and/or telephone banking services of any kind whatsoever (services') the operation of the services as set out in the terms and conditions governing the services and the Council acknowledges that the Bank shall be entitled to act upon the instructions received in respect of the services until notified otherwise in writing by the Council;
2. the Council agrees that any debt incurred to the bank under this authority shall in the absence of written agreement with the bank to the contrary be repayable on demand;
 3. Ms Sally Richards (the 'Proper Officer') is authorised to supply the Bank as and when necessary with lists of persons authorised to sign, give receipts and act on behalf of the Council and that the bank may rely upon such lists;
 4. these resolutions be communicated to the Bank and remain in force until changed by a resolution of the Council and a copy, certified by the Chairman and the Proper Officer is received by the Bank;
 5. the Council accepts that the accounts(s) and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions (a copy of which had been provided) as amended from time to time together with any terms and conditions in respect of specific products and services requested by the Council from time to time.
 6. separate current and savings accounts be opened in order to administer the Community Benefit Scheme which the Council is operating following the receipt of the sum relating to the community benefit from Celtic Energy Ltd in relation to opencast operations at East Pit.

(b) Applications for Financial Assistance

Consideration was given to applications for grants.

Resolved that:

1. a grant in the following sum be made to the under mentioned organisation in respect of the purchase of electronic score boards and that the organisation be requested to arrange for the invoice for the equipment to be billed direct to the Council so that the VAT may be recovered:

Cwmllynfell Short Mat Bowls Club - £328.34 +VAT

2. consideration of the following application be deferred and reviewed before the end of the current financial year in conjunction with the monitoring of the Council's budget in respect of grants:

Shelter Cymru

(c) Payment of Accounts

Resolved that the following accounts be paid:

No			£
1811	Wrenvale	Grass Cutting June	108.00
1812	Playsafety Ltd	Playground Inspections	159.60
1813	Mr A Pedrick	Internal Audit Fee	60.00

1814	Payroll	Net salary June & July (EPLJ)	442.30
1815	Payroll	Net salary July (SR)	207.98
1816	HMRC	Income Tax	162.55
1817	Cwmllynfell Hall	Grant stage payment	4,000.00

(d) Summary Receipts and Payments and Budget Review 2016/17

A Summary of the Receipts and Payments for the current financial year up to the 20th July 2016 together with a Budget Review, Balance Sheet and a Bank Reconciliation Statement as shown below were presented to the Council:

<u>Budgeted Payments for 2016/17</u>		<u>Payments up to 20th July 2016</u>	
	£		£
Parks and Open Spaces	5,315.00	Parks and Open Spaces	0.00
Projects	0.00	Projects	0.00
Payroll	4,041.28	Payroll	826.55
General Administration	2,028.00	General Administration	1,245.11
Cemetery	3,813.00	Cemetery	952.06
Grants halls	13,000.00	Grants	6,500.00
Grants other inc sec 137	2,055.00	Grants section 137	50.00
Highways, Paths Seats etc	50.00	VAT	273.07
Contingency	3,030.23		
Total estimated payments	33,332.51	Total Payments	9,846.79
<u>Estimated Receipts for 2016/17</u>		<u>Receipts up to 20th July 2016</u>	
Precept	29,000.00	Parks and Open Spaces	0.00
Miscellaneous Income	2,055.00	Projects	0.00
Transfer from Balances	2,277.51	Precept	9,668.00
		General Administration	0.00
		Cemetery	1,580.00
		Community Benefit Fund	50,000.00
		Bank Interest	19.44
		VAT Refund	0.00
Total Estimated Receipts	33,332.51	Total Receipts - 20 th July 2016	61,267.44
<u>Balance Sheet as at 20th July 2016</u>		<u>Bank Reconciliation as at 20th July 2016</u>	
Opening balance at 1/4/2016	60,786.78	Current Account	8,131.69
Add Total Receipts	61,267.44	Money Manager Account	104,123.74
Deduct Total Payments	9,846.79	Less unrepresented cheque 101641	48.00
Balance as at 20 th July 2016	112,207.43	Bank Balance -20 th July 2016	112,207.43

Resolved that the above Summary Receipts and Payments, Budget Review, Balance Sheet and Bank Reconciliation be approved and attested by the Chairman and the Clerk.

(e) Council's Website

The Clerk reported on his negotiations with the Council's free website provider, Spanglefish in connection with the perceived security of the website. The free website featured advertisement which had possibly detracted from the integrity of the website. Spanglefish had accordingly offered to remove advertisements from the website at a cost of £29.95 each for the English and Welsh sections of the website.

Resolved that that the arrangements offered by Spanglefish be accepted and the charge of £29.95 per section of the website be approved for payment upon receipt of an invoice.

48. PLANNING MATTERS

Resolved that the following matters be noted:

- (a) Communication dated 11th July 2016 from the Welsh Government in consultation on the draft Technical Advice Note 24: The Historic Environment;
- (b) Communication dated 15th July 2016 from Neath Port Talbot County Borough Council in consultation on a number of draft Supplementary Guidance relating to the Local Development Plan;
- (c) Communication from Neath Port Talbot County Borough Council regarding changes to the Development Management System in respect of pre-application consultations which would come into effect on the 1st August 2016.

49. CASUAL VACANCY IN THE OFFICE OF COUNCILLOR TO REPRESENT THE CWMLLYNFELL WARD

It was reported that following the last meeting Councillor Richard M Davies had tendered his resignation from the office of Councillor representing the Cwmllynfell Ward.

The vacancy had been advertised in accordance with section 87(2) of the Local Government Act 1972 and the Returning Officer, Neath Port Talbot County Borough Council had been notified accordingly. A communication dated 13th July 2016 had been received from the Returning Officer to indicate that he had not received a request for an election and as such the Community Council must co-opt to fill the vacancy. A notice had accordingly been displayed in accordance with Sections 116 and 117 of the Local Government (Wales) Measure 2011 inviting expressions of interest in being co-opted from eligible persons. No such expressions had been received to date.

Resolved that the co-option of a person to fill the vacancy in the office of Councillor to represent the Cwmllynfell Ward be deferred until the ordinary meeting of the Council in September 2016 and that a further notice inviting expressions of interest be published.

50. DELEGATION ARRANGEMENTS – AUGUST RECESS

Resolved that the Chairman and Vice-Chairman, acting together, or in the event of their being unavailable any other two Members of the Council, acting together, be authorised to discharge the functions of the Council in respect of any matter referred to them by the Clerk of the Council as requiring urgent attention before the next ordinary meeting of the Council.

51. REPORTS

(a) Office Equipment, Telephone etc for the Incoming Clerk of the Council

Consideration was given to the report on the provision of office equipment etc for Ms S Richards, the Incoming Clerk of the Council.

Resolved that:

1. the under-mentioned arrangements to provide the incoming Clerk of the Council with the necessary office equipment etc be approved;

- Purchase a laptop that has 8GB RAM, 1TB memory and Windows 10 64 bit operating system, along with the appropriate warranty and security system costing no more than £500;
 - Purchase Office 2016 software estimated to cost between £145 and £200;
 - Purchase an external 1TB hard drive costing no more than £50;
 - Purchase either HP M277DW Multifunction Colour Laser printer B3Q11A or Brother HL-3170 CDW and in doing so set up an account with Viking, Office Equipment Suppliers;
 - Establish a PO Box Direct Service for a 12 month period at an estimated cost of £260 per annum;
 - Take out either the O2 small business 500 plan, with a review date in 6 months' time or the Ring Central standard package.
 - Begin to use the Cali email address for electronic correspondence and registrations;
2. Ms S Richards purchase the items that the Council cannot be invoiced for and reimbursed at the earliest opportunity;
 3. the Council insurance policy be reviewed to ensure that all equipment is covered.

(b) Revised Model Code of Conduct for Members and Co-opted Members

Resolved that

1. in pursuance of section 51 of the Local Government Act 2000, the Model Code of Conduct issued in the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016, be adopted by the Council;
2. a notice be published stating that a new code has been adopted and where it may be inspected.

(c) Financial Regulations

Resolved that the Financial Regulations as circulated be approved and adopted.

(d) Standing Orders

Resolved that the Standing Orders as circulated be approved and adopted.

(e) RoSPA – Annual Inspection - Rhiwfawr Park & Parc Cymunedol Llynfell Community Park

RoSPA's annual safety inspection reports in respect of the above areas were received. The inspections had identified that some maintenance work was required in both areas.

The overall risk rating for Rhiwfawr Park was medium and the maintenance issues that had been identified were mainly of a low risk level. The Clerk reminded the Council that a decision had been taken in principle to replace the play equipment at Rhiwfawr but that it would be advisable first to engage with the

community to ascertain their wishes and with a view to pursuing sources of grant assistance.

The overall risk rating for Parc Cymunedol Llynfell Community Park was high because of the site featured skateboarding ramps. The inspection had identified that some maintenance and rectification was necessary. The chain and top link on the zip slide were showing signs of wear and the edges of the safety surface required repairing. Minor damage had also been identified in a section of the fencing around the Multi Use Games Area which had been repaired by Councillor J C Rees. The Clerk had contacted Wicksteed, the manufacturers of the equipment who had undertaken to repair the safety surface under the terms of their warranty. They had also quoted for replacing the worn parts as follows:

Cableway Shackle	£26.00	}Fitting	£320.00 + VAT
Chain	£63.00	}	

Resolved that:

1. the RoSPA Annual Inspection Reports be noted;
2. it be noted that Wicksteed had undertaken to carry out certain remedial work under the terms of their warranty and that their quotation as indicated above for carrying out the necessary repairs to the cableway at Parc Cymunedol Llynfell be accepted.

(f) Rural Development Plan - "Working with Nature"- "Cwmllynfell and Rhiwfawr Environmental Scheme" (CARES)

Ms Sally Richards reported that confirmation had been received from the Countryside and Wildlife Team Leader, Neath Port Talbot County Borough Council, that funding for the Council's "Working with Nature" Project had been approved. As a result of the EU Referendum the County Borough Council had only been given a commitment for the first two years which could leave a potential funding gap for the final year. The Countryside and Wildlife Team Leader was however confident that alternative funding would be secured for the final year.

The tender process for the project had been completed so the project could start on the 1st August. As such the Team Leader suggested that an early meeting be convened with representatives of the Council so that the areas of interest, priorities and the availability of volunteers and community groups that would be interested in becoming involved in the project could be discussed.

Resolved that arrangements be made for a meeting with the Countryside and Wildlife Team Leader, Neath Port Talbot County Borough Council to be held at Cwmllynfell Hall on Tuesday 2nd August 2016 at 5.30pm.

(g) Other Reports

The following matters were reported:

South Wales Police Statistics	All Crime (see categories below)	May	12
	Anti-social behaviour		6
	Burglary		1
	Criminal Damage and Arson		1
	Public order		2
	Violence and sexual offences		2

- Invitation to Ms Christina Rees MP to attend a meeting
- Awel Aman Tawe Car Park – Request for assistance to maintain;
- Brambles – Cycle Path;
- Gwrhyd Quarry – Possible breach of planning conditions regarding transport arrangements;
- Overgrown vegetation – Car Park adjoining Cwmllynfell School.

A written report was received from Councillor K Lloyd, Neath Port Talbot County Borough Council on various matters under the County Borough Council's purview that had been attended to or were scheduled to be carried out, including the following:

- Highway repairs and maintenance;
- Seasonal planting and grass cutting;
- Removal of graffiti and addressing vandalism of bus shelter;
- Monitoring speeding in Rhiwfawr
- Report of East Pit East Liaison Committee 15th June 2016

Resolved that:

1. it be suggested to Ms Christina Rees MP that she convenes a meeting to which representatives of various organisations within the community, in addition to Members of the Council be invited to attend so that she may have an opportunity to meet people that play a part in the day to day life of the community;
2. the attention of the Head of Planning to Neath Port Talbot County Borough Council be drawn to alleged breaches of the conditions governing the transportation of materials from the Gwrhyd Quarry;
3. the arrangements that had been agreed with Awel Aman Tawe for the public to utilise the car park be investigated and that Wrenvale be requested to quote for cutting the grass and removing weeds at the car park.

The meeting terminated at 8.54pm.