

Cyngor Cymuned Cwmllynfell Community Council

Minutes of the Meetings at Cwmllynfell Hall on Thursday 15th September 2016 at 6.30pm

Present Councillors

Councillor R P Morgan (Chair) presided

M Evans, D Lloyd, T H J Kendrick, J C Rees, E L Morgan and D B Thomas

In Attendance:

K Rochard

52 Apologies for Absence

Apologies for their absence were received from Councillors R Evans, D C Phillips and Councillor K Lloyd, Neath Port Talbot County Borough Council.

53. Declarations of Interest

No declarations of interest were made at this juncture.

54. Minutes of the Council Meeting held on 21st July 2016

Resolved: Agreed and signed as a true and accurate record.

55. Matters Arising

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

Payment of £2,600 has been made to Cariad for the two Automated External Defibrillators. On 2nd September Peter Lloyd Jones took delivery of the defibrillators and cabinets. The electrician, Mr T E Hughes, was unsure of how much the installation of the defibrillators would be because he was not sure what was required and has been awaiting delivery to be able to assess. Peter Lloyd Jones is co-ordinating with Mr T E Hughes now to get a quote.

It is proposed that once the defibrillators have been installed that a photoshoot is arranged in order to recognise all the relevant persons that have helped to make it happen.

In addition, Anthony Hamilton-Shaw from Cariad who supplied the equipment noticed a defibrillator that had been donated in memory of Cllr John Rees's late mother. It was asked if it was checked and maintained regularly and suggested that if it was not there could be problems if it was used. It was suggested that when the new defibrillator is installed in the cabinet outside the hall that the other cabinet be relocated to Ysgol Gymraeg Cwmllynfell with a new automated defibrillator installed in the cabinet. Anthony Hamilton-Shaw suggested that the charity could help with providing a new defibrillator if the Council processed an application for a grant to Awards for All. A copy of a successful Awards for All application form for another community council has been forwarded.

Resolved to complete a grant application to Awards for All for a new automated defibrillator to be based at the school.

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

The majority of duties have transferred, however there are still some matters outstanding:

- HMRC – Payroll toolkit not compatible with Windows 10 and support is being obtained from the HMRC IT team.
- HSBC – still using the outgoing Clerk's postal address

Resolved that the situation be noted

6.55pm T H J Kendrick left the meeting

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

The meeting scheduled for 12th September 2016 has been postponed until October.

Resolved that the situation be noted.

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

Emails were sent on 2nd August to all interested applicants inviting CV submissions with a reminder sent 2nd September with the deadline set for 9th September. A CV was received from Rhodri Jones who unfortunately lives outside of the Ward therefore is not eligible.

Resolved to inform Rhodri Jones that he has been unsuccessful and link him with the community council in his area.

(d) Minute 40 Cwmaman Town Council – Mayor's Fundraising Request towards £278,000 X-Ray Machine

An email was received from David Davies in response to the questions raised by the Council:

1. He is not aware of the total contributions received to date as payment is being channelled via the Glanamman Hospital League of Friends. At one point about 2 weeks ago there was in excess of £20,000 received.
2. He does not have any information with regard to the links to the Health Board.

Resolved to decline the request.

(e) Minute 42 a) Use of Rhiwfawr Park

When the matter was raised by the Chairman of the Rhiwfawr Community Association, Gareth Davies, he was informed that the Council would require proof of public liability insurance from either the suppliers of the bouncy castle, the organisers of the party or the Hall Committee to cover the use of the bouncy castle

and also indemnify the Council against all possible claims arising from the use of the equipment. It would also have to be borne in mind that the park is open to the public at all times. The party was scheduled for the 20th August but it probably did not take place as the hall is not in use because of the problem with a ceiling.

Resolved that the situation be noted.

(f) Minute 42 c) Rhiwfawr Park – Drainage

A meeting took place with Paul Fox, Cllr E L Morgan, Cllr J C Rees and the Clerks on 26th July to discuss an alternative approach to the drainage matter. Paul Fox has provided a quotes for 3 phase scheme, all excluding VAT.

Phase 1	£4,683.47
Phase 2	£4,700.00
Phase 3	£750.00

Total £10,133.47

Resolved to get a second quote in order to demonstrate financial prudence. Once a second quote has been received to investigate grant options such as Playing Fields Legacy Fund.

(g) Minute 49 Casual Vacancy in the Office of Councillor to Represent Cwmllynfell Ward

A new notice was put up advertising the vacancy with a deadline of 1st September. There have been no applications received.

Resolved to discuss at the next Council meeting.

(h) Minute 51 a) Office Equipment / Telephone etc for the Incoming Clerk of the Council

The laptop and printer have been purchased, however the CD drive on the laptop wasn't working so had to be returned to PC World. This led to the laptop requiring set up again and PC World had misspelt the email address so led to more issues. This has all been resolved, a complaint submitted resulting in a £30 compensation payment.

The insurance company has been notified of the new equipment items and contact details have been changed.

The PO Box has been set up, however initially the Royal Mail managed to misplace mail due to an office re-shuffle. The post has since been correctly delivered.

The Cali email address had insufficient storage capacity 1GB hence now adopted the gmail address 15GB.

Resolved that the situation be noted.

(i) Minute 51 b) Revised Model Code of Conduct for Members and Co-opted Members

The Notice has been published and placed into SW Guardian as required. All of the documents are on the website.

Resolved that the situation be noted.

(j) Minute 51 e) RoSPA – Annual Inspection – Rhiwfawr Park and Parc Cymunedol Llynfell Community Park

Parc Cymunedol Llynfell Community Park – the order was placed with Wicksteed to complete the repairs. An invoice has been received and the work is to be checked first before releasing the payment.

Rhiwfawr Park – Wayne Hock, Outdoor Play Safety Inspector attended the park 14th August to look at the clatterbridge. It has been suggested that there are two options, with preference to option 2:

1. Replace all the chains and fixings
2. Remove the clatter bridge and install 2no timber barriers either side.

The clatterbridge has been cordoned off and out of order signs placed up as a temporary measure. The residents believe that the whole park has been closed.

Resolved

1. Wayne Hock be contacted for a quote to undertake option 2.
2. A consultation event be held in conjunction with the parents and children through Cwmllynfell School for the future design for the Park and inform parents that the park is still open.
3. Invite Rhiwfawr Hall representatives to the October meeting to discuss the hall closure.

7.20pm T H J Kendrick returns to the meeting

(k) Minute 51 f) RDP – Working with Nature – CARES

A meeting was held on 2nd August with Cllrs D B Thomas, D C Phillips, D Lloyd and J C Rees which led to an agreement for the project to look further into the scope for the old school house /cemetery. This is in private ownership and the landowner contact details provided by Cllr S Williams have been passed to the team.

The team are also looking at the scope to carry out a project at Rhiwfawr Park. They were advised of the lack of drainage to the pond and that the playing field could be having work carried out which would lead to the left over soil being placed in the bramble area so would need landscaping.

This project has gone through a number of changes over the lifetime of the process.

Resolved that the latest grant form be circulated at the next meeting and receive an update from the RDP team.

(l) Minute 51 g) 1 Christina Rees MP

An email was sent suggesting an open meeting be held over the recess period and extend an invitation to representatives of various organisations within the community to also attend. An email response was received 10th August saying it was

an excellent suggestion and her assistant Leanne upon return from annual leave would be in touch. Nothing has been heard as of yet.

Resolved that the situation be noted.

(m) Minute 51 g) 2 Gwrhyd Quarry

In response to the complaints submitted an email from Steve Ball of NPTCBC was received on 10th August stating that the Council have been investigating the activities at the site in question and that, subject to Members' ratification, authorisation has been granted to serve a Breach of Condition Notice on the quarry in respect of condition 15 of PP ref/. P2010/0026 (carrying capacities and number of vehicular movements utilised for haulage of quarried products). This Notice should be served within the next 1 – 2 weeks following liaison with legal officers.

In respect of site liaison matters, Steve Ball has copied in Hugh Towns at Carmarthenshire CC who is dealing with minerals matters on NPTCBC behalf. On 22nd August Hugh Towns emailed in respect of the Site Liaison Committee. It is his intention to hold a meeting in October 2016. The next meeting of the Technical Working Party is in September and the Site Liaison will be after that.

Resolved that the situation be noted.

(n) Minute 51 g) 3 Awel Aman Tawe Car Park

Wrenvale have quoted £20 per cut and £20 for weedkilling. It is proposed that the car park has two cuts and two weedkiller applications.

Resolved that the quote be accepted.

56. Action taken under delegated Arrangements during the August Recess

56.1 Cemetery Update

56.1.1 Dilapidated Headstone – Row 3 Block 1 Graves 11 & 12

It was reported to the meeting of the Council on the 21st April (Minute 188(c) refers) that the above grave was in a dilapidated state and that enquiries were being pursued to ascertain ownership. It was decided that urgent repairs be carried out to make the grave safe.

Extensive enquiries have been carried out subsequently to ascertain ownership which revealed that the next of kin of the persons who had been buried in the grave was Dr Gething Morgan Lewis an eminent physicist who had links to Glasgow University and Swansea University. The enquiries had revealed that Dr Lewis had also passed away in 2009 but it appeared that his estate had continued to make donations to both Swansea University and Glasgow University as he had done during his lifetime.

The estate of the late Dr Lewis is being administered by Morisons LLP a firm of Solicitors in Glasgow who have been asked to consider making arrangements for the necessary repairs to be carried out to the grave. A further report will be presented when a response has been received from Morisons.

56.1.2 Safety of Memorial Headstones

The Council is recognised as a burial authority and has a general duty under the Local Authorities Cemeteries Order 1977 (LACO) and duties under Health and safety at Work Act etc 1974 to ensure that visitors and those working in burial grounds are not exposed to risks to their health and safety. The outgoing Clerk made contact with Wayne Curtis of NPTCBC who outlined the approach that NPTCBC is taking with regard to the safety of memorial headstones. It was advised that the implications of carrying out a thorough check have to be considered carefully and the Council must be prepared and have the resources available to take the action necessary to implement measures that are found to be necessary. It was also advised that only monumental masons that are on the British Register of Accredited Memorial Masons should be allowed to carry out work in the cemetery.

Resolved to obtain a copy of the NPTCBC rules with the view to drafting rules that are akin.

56.1.3 Computerisation of Cemetery Records

The cemetery record book dates back over 160 years and is of historical importance to the ward however is falling into a state of disrepair.

Resolved that the cemetery record book in computerised. Once this is completed the book can be preserved in an appropriate manner to be agreed at a later date.

56.2 Provision of Post Box at CK's Supermarket

Since April 2015 representations have been made repeatedly to Royal Mail to provide a replacement post box outside CK's Supermarket, following the relocation of the Sub-Post Office. Recently, the support of both Ms Christina Rees MP and Mr Jeremy Miles AM has been sought as Royal Mail seemed reluctant to honour their several undertakings to replace the post box. Ms Rees MP has received an assurance from Royal Mail that the new post box will be installed before the end of September.

Resolved that the situation be noted.

56.3 Accounts Paid in Recess

1818	S Richards – reimbursement for equipment	£1,369.75
1819	Wrenvale – grass cutting July	£420.00
1820	Spanglefish - website	£29.95
1820	Cariad - Defibrillators	£2600.00

57. Financial Matters

57.1 Bank Accounts and Mandate

The mandate has been submitted to the bank authorising all current members of the Council to be signatories on the bank account. The mandate had also informed the bank of the change of contact details however documentation is still being sent

to the outgoing Clerk. The internet banking information has had to be reordered because not received by the incoming Clerk.

57.2 Payment of Accounts

Proposed that the following accounts be paid:

1822 NPTCBC	Translation	£15.29
1823 Wrenvale	Grasscutting August	£528.00
1824 Newsquest	Notice: Code of Conduct	£148.80
1825 Payroll	Net salary August & Sept (SR) & Expenses	£526.72
1826 Payroll	Net salary August (EPLJ) & Expenses	£822.36
1827 HMRC	Income Tax	£237.14
1828 Wicksteed	Repairs to Llynfell Park	£490.80

57.3 Other Urgent Financial Matters

A letter dated 20th July was received from Mr D Stiens, NPTCBC, which just missed the last Council meeting, regarding Christmas Lighting Provision 2016. The deadline for response was 31st August and he has been notified that this deadline would be missed due to the August recess. The letter advises of the Streetcare fee for the erection/dismantling based on last year's decoration display is £2,277 plus VAT and materials.

Prior to the site installation the Christmas lighting decorations will be tested and inspected, and any subsequent costs for repairs will be notified to the Council for authorisation before completion of repairs.

Current energy cost £372.58 plus VAT.

Upon switch on of the installations, a joint inspection between NPT and the Council will be undertaken to ensure that the lamps are lit. Any subsequent outages or repairs that occur that the Council request to be repaired will be charged at £57.52 / hour plus VAT plus materials.

It was proposed and seconded that the quotation received from NPTCBC as indicated above be accepted

An amendment was proposed and seconded that a reduced Christmas Lighting Scheme be explored with officers of NPTCBC.

On being put to the vote the motion carried and it was accordingly **Resolved** that a reduced Christmas Lights Scheme be explored with NPTCBC and that Councillors D B Thomas and J C Rees be granted plenary powers to agree the specification of the reduced scheme with officers of the County Borough Council.

58. Planning Matters

58.1 Email received 24th August 2016 from Gavin Sterio, Geographic Information Systems Support, NPTCBC on behalf of BT:

Application Number: P2016/0738

Applicants Name /Address: BT Payphones, pp 4th Floor Monument TE, 11-13 Great Tower Street, London, EC3R 5AQ

Site Location: Multiple Payphone locations, Neath Port Talbot,

We have received a consultation from BT Payphones proposing the removal of 53 no. public payphones from within the Neath Port Talbot administrative area. Full details of the procedure and payphones affected can be found in the attachment and are also available on the internet at <http://planning.npt.gov.uk>. There is also an opportunity for local communities to “adopt” a phone box. I would be obliged if you could let me have your observations on this proposal should you have any by Wednesday, 5th October 2016, so that they can be taken collated and we can respond to BT. When submitting a response please identify the payphone by its telephone number and provide a reason why that specific payphone should be retained. Where no comment is received on a specific payphone I will assume that there is no objection to its removal. Public Call Boxes affected in area are:

Telephone Number	Address	Post Code	Number of call in the last 12 months	Posting Completed Date
01639830257	PCO Public Call Office Ochr y Waun Road Cwmllynfell Swansea	SA9 2GA	0	9/8/16
01639830615	Public Call Office o/s Rhiw Road Rhiwfawr Swansea	SA9 2RF	1	9/8/16
01639830684	PCO Bryn Road Cwmllynfell Swansea	SA9 2FJ	12	9/8/16

Resolved that the situation be noted.

58.2 Email received from One Voice on behalf of Gayatri Parthasarathy, Law Commission: Planning Law in Wales - Summary of Scoping Paper

Please find attached a summary of our scoping paper on Planning Law in Wales, which we published on 30 June 2016. This summary is available in both English and in Welsh at: www.lawcom.gov.uk/project/planning-law-in-wales/ <<http://www.lawcom.gov.uk/project/planning-law-in-wales/>

The project is an exciting opportunity to innovate by undertaking a process of consolidation with the core aim of clearer, simpler and more accessible law. If this can be achieved, it could be very significant for the effective operation, and democratic legitimacy, of the planning system in Wales.

We encourage stakeholders to respond to the issues raised in the paper. The consultation period runs from 30 June until 30 September 2016. We are keen to speak to stakeholders and arrange consultation events during this period. If you would like to make a submission, this can be sent to planning_wales@lawcommission.gsi.gov.uk.

If you are interested in arranging a meeting, please do not hesitate to contact David Connolly at the above email address or by telephone on 020 3334 3968.

Resolved that the information be noted.

59. Reports

Note: Contract of Employment and Pension reports are to be discussed in line with the Public Bodies Admission to Meetings Act 1960.

59.1 Contract of Employment Resolved

1. To accept and adopt the proposed contract of employment and job description.
2. To carry out a review of the contract of employment and job description in July 2017.
3. To accept and adopt the new timesheet recording system.

59.2 Pension

Resolved the Local Government Pension Scheme is joined.

59.3 Other Reports

- Opencast closeness to the village.
- Damage around the village – bus shelter and bridge at Ystrad Owen
- Bridge – Behind Railway Terrace is in a poor state of disrepair – raise it as an issue with Carmarthenshire CC who are responsible.
- Cycletrack being ridden on by horses
- Chippings have been illegally removed from the cemetery – PSCO to be informed.

A written report was received from Councillor K Lloyd, Neath Port Talbot County Borough Council on various matters:

- Works done in the community
 - Loose bollard re-set at entrance to Cwmllynfell Hall.
 - Broken or missing block pavements replaced at entrance to Llynfell Park and at cemetery gates.
 - New large litter bin provided outside CK's supermarket.
- Vandalism in the community
 - Graffiti successfully removed from path, Gwernant to Bryn Road.
 - Ochr y waun bus shelter is scheduled to be repainted inside.
 - Public footpath Heol Cae du to Ystradowen, the bridge over the river was dangerously vandalised, reported and repaired the following day.
 - Destruction of seating at community car park opposite Llynfell Park and vandalism of the bus shelter on Cwmllynfell Square have both been reported to NPT Council.
 - Two people have been named to the Police and have been interviewed regarding vandalism.
- Speed monitoring through Rhiwfawr – The results from the two black boxes placed on Rhiw Road show that no speeding captured near the old school, but speeding does occur at the exit of the village towards Cwmtwrch. A meeting with the Highways Department is scheduled to take place to discuss possible traffic calming measures. A black box is planned to be placed on Pen y Rhiw Road after residents complained that the road is used as a motorcycle track.
- Outline planning permission has been granted by NPT Council for 41 dwellings in Samuels Road. This will be subject to numerous conditions to be discussed.

- Large white Mercedes van parked on the pavement at the junction of Samuels Road is to have a police notice placed on it as it is blocking visibility of traffic.
- Councillor K Lloyd will be attending the Partnership Event / Council Budget 2017-18

The meeting terminated at 8.25pm.