

Cyngor Cymuned Cwmllynfell Community Council

Minutes of the Meetings at Cwmllynfell Hall on Thursday 20th October 2016 at 6.30pm

Present Councillors

Councillor R P Morgan (Chair) presided
E L Morgan, D Lloyd, J C Rees, D B Thomas, R Evans

In Attendance

Cllr K Lloyd
G Davies, A Roberts and G Bevan of Rhiwfawr Community Association

60. Apologies for Absence

Cllr D C Phillips, Cllr M Evans

61. Declarations of Interest

No declarations of interest were made at this juncture.

62. Minutes of the Council Meeting held on 15th September 2016

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

63. Matters Arising

Minute 26(a) - Automated External Defibrillators

The quote has been received from the electrician, Mr T E Hughes, for £320 to install the two defibrillators. The quote was approved by the Chair and Vice Chair and the work has now been completed. Cariad has reported that availability of the defibrillators going live as from 19th October was reported to the Wales Ambulance Service. Dean Llewellyn of the All Wales Ambulance Service based in Cefnbrynbrain Primary School has also been informed. The Clerk has been provided with the access codes.

The free training to be provided by Cariad and the photoshoot now needs to be arranged with all of the relevant parties and a press release

Resolved for the training and photoshoot to be arranged.

To take forward the instalment of the defibrillator cabinet that had been donated in memory of Cllr John Rees's late mother, with a new defibrillator into Ysgol Gymraeg Cwmllynfell the Clerk held a meeting with the Headteacher. The Headteacher will need to consult with the Local Education Authority Health and Safety Officer before proceeding. The Awards for All application form has been completed as far as possible. A request on 29th September was made to Cariad for a quote for the new defibrillator to accompany the bid, no quote has been received to date. It is proposed that until the Headteacher can confirm that the defibrillator can be installed at the school that no further work is done on the Awards for All application form.

Resolved for the situation to be noted.

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

All duties have transferred to the new Clerk except for the automated defibrillator project is still being undertaken by the outgoing Clerk. It is proposed that the new Clerk arranges the photoshoot and training.

Resolved for the situation to be noted.

Minute 29 - County Borough Council/Community Councils Liaison Forum

The rearranged meeting has been scheduled for 4.00pm Monday 31st October with a pre-meeting briefing at 3.30pm.

Resolved for the situation to be noted.

Minute 34 – Youth Representatives – “Speed Matching Event”

An email was sent to Rhodri Jones 20th September and 5th October informing him of his ineligibility and seeking permission to pass on his details to the Blaenrhoddan Community Council. Rhodri has not replied to either of the emails. Contact was made with the Clerk of Blaenrhoddan Community Council who has a vacancy.

Resolved for the situation to be noted.

Minute 42 c) Rhiwfawr Park – Drainage

In order to gain a second quote for the drainage work to be carried out at Rhiwfawr Park, NPTCBC was contacted to advise of suitable contractors. Two contractors have been approached Lanes for Drains and Redwood Environmental.

Lanes for Drains have since advised that this is not the type of work that they would undertake and advised contact be made to South Wales Sports Grounds. A message has been left with the named contact.

Redwood Environmental have provided a quote to undertake the survey of the ground before being able to provide a quote for the work to be undertaken. This is half day rate at £295 and 1 day rate at £495, however this is for the use of CCTV equipment which may not be required.

Resolved for the situation to be followed up.

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

No persons have been brought to the attention of the Council.

Resolved for the situation to be noted.

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

Parc Cymunedol Llynfell Community Park – the work has been checked and the cheque issued.

Rhiwfawr Park – Wayne Hock, Outdoor Play Safety Inspector provided a quote of £40 +VAT to remove the clutter bridge and install two timber barriers either side. The quote has been approved by Cllr R P Morgan and the work is scheduled to take place the week after half term i.e. week starting 31st October.

Resolved for the situation to be noted.

Minute 51 f) RDP – Working with Nature – CARES – refer to the Clerk’s report

A number of concerns were expressed regarding the project including the direction that the project is taking, the communications, lack of clarity and ensuring that all relevant legislation such as health and safety, child protection are being adhered to. The Council is unclear of its responsibilities regarding the project.

Resolved for contact to be made with the Working with Nature – CARES team leader and arrange meeting to discuss the concerns.

Minute 51 g) 1 Christina Rees MP

Although a positive email response was received 10th August saying it was an excellent suggestion to meet with more than just the Council, her assistant Leanne Jones did not take this any further. Recent emails received have reverted to the suggestion of attending Council meeting possibly in November.

Resolved for the situation to be noted.

Minute 56.1.2 Safety of Memorial Headstones

Contact was made with Wayne Curtis of NPTCBC who outlined the approach that NPTCBC is taking regarding the safety of memorial headstones. It was advised that the implications of carrying out a thorough check must be considered carefully and the Council 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 (BRAMM) should be allowed to carry out work in the cemetery. There is not a copy of NPTCBC rules that the Council can have with the view to drafting rules that are akin.

Resolved that:

- a) A site visit of all available Councillors to be held on 3rd November.
- b) A sign be considered to indemnify the Council subject to suitable guidance on the wording.

- c) Advice is sought from other Community Councils who are responsible for cemeteries.

Minute 56.1.1 Provision of Post Box at CK's Supermarket

An email was received from Christina Rees MP 6th October providing an update to the provision of the Post Box at CK's supermarket. The company who install the boxes made an error and installed the one that was ordered for Gwaun Cae Gurwen first, even though it was meant for Cwmllynfell. This means it will be another six to eight weeks due to this. They have offered an apology. Christina will chase this further if it is not completed by the end of November.

Resolved for the situation to be noted.

Minute 57.3 Other Urgent Financial Matters – Christmas Lights

A meeting took place on 30th September 2016 between Cllr John C Rees, the Clerk and with Peter Beynon NPTCBC. The suggested reduction to the Christmas Light Scheme is that there would be no change for Rhiwfawr i.e. the two welcome signs that cross the road and lights for the Christmas tree. This would be replicated for Cwmllynfell resulting in there being no sign outside the hall, Christmas bells or wraps around the lamp posts.

The new quote is as follows:

For the erection / dismantling of the decorations would be £1,546.74 plus VAT with projected energy costs of £209.25 plus VAT.

Any subsequent outages or repairs that occur, that you request us to be undertaken will be charged at £57.52 per hour plus VAT plus materials.

This would provide the Council with the saving of £730.26 on the erection / dismantling and £163.33 on the projected energy charges.

These lights belong to the Council therefore a decision will be needed whether to keep or dispose of the lights. Note, it is very likely that the Council will become responsible for storing all its Christmas lights in the future. It is suggested that the garage condition is reviewed considering this.

Resolved that:

- a) The quote is approved.
- b) Cllr E L Morgan and the Clerk review the garage condition.

Minute 59.3 Other reports – Bridge on Footpath 14.Lgk Cwmllynfell

A site visit was made by the Clerk with photographs taken prior to emailing Carmarthenshire County Council about the bridge condition.

A reply was received 3rd October from Caroline Ferguson, Countryside Access Officer stating that the bridge is on the list for replacement this financial year, unfortunately there have been delays with this year's bridge programme (County wide) but hope to move things forward soon.

Resolved for the situation to be noted.

64. Rhiwfawr Community Association, Gareth Davies – Rhiwfawr Community Hall

Gareth Davies, Anthony Roberts and Geraint Bevan of Rhiwfawr Community Association were invited to join the meeting.

The hall was open until June 2016 when due to roof damage, caused by the weather, some of the ceiling has fallen down. The Association's insurance company has advised for the hall not to be open to the public until the roof and ceiling have been repaired. The insurance company will pay out for the damage to the ceiling only and only once the roof has been repaired.

The Association has applied to Coalfields Regeneration Trust for a grant to repair the roof however has been not been successful. The Association was not successful because of not being able to provide satisfactory proof of ownership of the hall. The Association members have tried to find a title deed for the hall however found nothing to date.

The Council owns the land on which the hall stands and leases this to the Association through a ground rent agreement. The hall was built, it is believed, in 1996 through funding provided by the Big Lottery. Gareth mentioned that there were a couple of hall trustees who are not aware of a title deed.

The Association has submitted an application to the Council for funding support for the repair to the roof and ceiling damage with three quotes for the work.

The three Association members were asked to leave the meeting whilst the Council considered the application and the most appropriate way forward. Once a decision had been reached the Association members were invited to return back to the meeting.

Resolved that

- a) The Clerk will help the Association establish how best to prove ownership of the hall, initially by contacting the Land Registry.
- b) The Association was advised to apply to the East Pit Grant Scheme administered by Paul Hinder at NPTCBC.
- c) The Association was advised to apply for the East Pit Community Benefit Scheme overseen by the East Pit Community Benefit Scheme Committee.
- d) The Council and Association to discuss how best for the hall to be managed in the future once the roof and ceiling have been repaired for.

65. Rhiwfawr Play Park Consultation

A date has been set to hold the consultation for the design of replacement park equipment for Monday 7th November 2016 at 5.30pm at Ysgol Gymraeg Cwmllynfell. A letter drafted by the Council will be sent from the school inviting the parents and children to attend the session. The letter will also inform them that the park is still open. Also the website has been updated to state that the park is still open. Contact is currently being made with play equipment companies to provide information on the types and styles of play equipment to help inform the consultation.

Resolved for the situation to be noted.

66. Vacancy following on from the resignation of Councillor T H J Kendrick

A resignation email was received from Councillor T H J Kendrick on 30th September. Notices have been displayed regarding the vacancy and Jason Davies, Election Strategy Officer has been informed. The deadline for vacancy nominations is Wednesday 26th October 2016 after which it will be known if an election is to be called.

Resolved for the situation to be noted.

67. Remembrance Day Wreath

The arrangements for the Remembrance Service at Neaudd Cwmllynfell Hall have not been confirmed. Ammanford British Legion has provided the poppy wreath.

Resolved that

- a) R P Morgan will represent the Council on Friday 11th November, time to be confirmed.
- b) A donation of £25 to be made for the wreath.

68. Correspondence – Refer to Clerk's report

Note that 9.2 in the Clerk's Report - Site Liaison Meeting was reconvened without the Council being invited.

Resolved for the situation to be noted.

69. Financial Matters

69.1. Internal Auditor

Peter Lloyd Jones has informed the Clerk that the Internal Auditor, Alan Pedrick, no longer wishes to continue therefore a new Internal Auditor will need to be appointed at the earliest opportunity.

Resolved to approach Peter Watkins of Neaudd Cwmllynfell Hall.

69.2 Notice of Completion of Audit and Annual Return

The Annual Return was presented to the Council.

Resolved that the Annual Return is accepted and approved by the Council.

The Audit for the year ending 31st March 2016 has raised the following issues:

- 69.2.1 No engagement letter with internal auditor. The Council have been unable to provide a copy of an engagement letter with the internal auditor. It should be provided at initial appointment and updated periodically.
- 69.2.2 Budgetary process. Although the precept was set by the due date and a budget was prepared the Council did not undertake adequate budget monitoring during the financial year. It is recommended that the council must regularly review i.e. at least quarterly, and ensure this review of the budget against the actual income and expenditure is minuted.
- 69.2.3 Budgeting. It was noted that the Council spent in excess of its approved budget for grants. Whilst minuted evidence was provided of approval for the additional expenditures, the minutes did not detail a revision to the approved budget and detail whether additional funds made available were taken from a reserve or vired from another expense category.

Resolved that the recommendations have been accepted with the following agreed course of action:

- a) In appointing the new Internal Auditor an engagement letter will be drafted.
- b) The Council will review on a quarterly basis the budget against the income and expenditure. Should there be a predicted overspend against budget then it will be agreed and minuted from which budget this is to be met from.

The Notice of Completion of Audit and Right to Inspect Accounts was circulated 7th October 2016.

69.3 Bank Accounts

Following a meeting at HSBC it is now hoped that the bank account postal address now been updated.

The Summary and Bank Reconciliation Statement was presented at the meeting.

Resolved that the Summary and Bank Reconciliation Statement represents fairly the financial position of the authority as at 30th September 2016.

69.4 Grant application

69.4.1 Cwmllynfell Rugby Club

Resolved to support the application in full for £500.

69.4.2 Action for Children

Resolved to be deferred until the end of the financial year.

69.4.3 Marie Curie

Resolved to be deferred until the end of the financial year.

69.5 Payment of Accounts

Proposed that the following accounts be paid:

1829	Wrenvale	Grass Cutting September	£48.00
1830	HMRC	Income Tax	£51.99
1831	S Richards	Net salary August & Expenses	£395.29
1832	Poppy Appeal	Wreath Donation	£25.00
1833	NPTCBC	Trade Waste	£64.74
1834	Conquest Entertainment Ltd	(Short Mat Bowls Club)	£477.60
1835	T E Hughes	Electrical installation of Defibrillators	£320.00

Resolved agreed for payment.

69.6 Other Urgent Financial Matters

None

70. Planning Matters

(a) Application to change the register of Common Land – CL25A Entry 25 (as modified by Entry 188). Application No. NPT0018

(b) Application Number: P2016/0738. See Clerk to the Council report for update.
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

Resolved for both situations to be noted.

71. Reports

71.1 Clerks Training – see Clerk’s report

Resolved training request approved.

71.2 Other Reports

- The issue of dog fouling in Rhiwfawr by the flats down towards the Council houses has been continually reported to the Council.
- No police officer made contact following the report that chippings had been stolen from the cemetery.
- The signs for the cycle track are currently with NPTCBC legal department.
- Long service acknowledgement for P L Jones.

Councillor K Lloyd, NPTCBC reported:

- Bus shelter on Cwmllynfell square has been repaired.
- Ochrywaun bus shelter has been painted.

- 'No dogs' signs have been placed at Coedcae children's playground and Cwmllynfell cemetery.
- On 18th November youngsters were causing a nuisance at the entrance to Neaudd Cwmllynfell Hall and were drinking alcohol on Youth Club nights. The PCSO has been requested to have a presence to help sort out the problems.
- East Pit Liaison meeting held on 18th November
 - Surveys and monitoring by the Coal Authority, Environment Agency, NPT Planning (Nicola Pearce), water quality by NRW. All favourable.
 - Fund for restoration is £1.3 million ahead of schedule.
 - All complaints dealt with personally by the manager, Wayne Evans.
 - Monitoring regarding dust, air quality, noise and blasting are all within agreed limits.
- PACT meeting held on 20th November
 - 500 leaflets have been posted to vulnerable people about doorstep selling.
 - Police to provide an update on the criminal damage in the village.
- East Pit Community Benefit Fund administered by Paul Hinder. £68,000 per annum across the 4 wards. Applications need to be submitted as soon as possible. The 5% administration fee is now being paid for up front by Celtic Energy, so that all of the fund will benefit the community.

72. Information Items – see Clerk's report

Resolved for the situation to be noted.