

# **Cyngor Cymuned Cwmllynfell Community Council**

## **Minutes of the Meetings at Cwmllynfell Hall on Thursday 17<sup>th</sup> November 2016 at 6.30pm**

### **Present Councillors**

Councillor R P Morgan (Chair) presided

E L Morgan, D Lloyd, J C Rees, D B Thomas, D C Phillips, M Evans, S Williams

### **In Attendance**

Cllr K Lloyd, K Rochard

### **73. Apologies for Absence**

R Evans

### **74. Declarations of Interest**

No declarations of interest were made at this juncture.

### **75. Minutes of the Council Meeting held on 20<sup>th</sup> October 2016**

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

### **76. Matters Arising**

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

An email has been sent again on 3<sup>rd</sup> November to try and establish the free training to be provided by Cariad. A reply was received 13<sup>th</sup> November stating that the training can be provided at convenient times for the Council. Cariad often wait for the local community to organise a date and time at a location within the community for them to attend and provide training. It is suggested that the Council suggests a convenient date and time for Cariad to attend. In order to arrange this further information is required, namely how long the session would be and what the maximum number can attend.

The photoshoot was held on 11<sup>th</sup> November at Rhiwfawr Hall and Neudd Cwmllynfell Hall with all relevant parties invited. A press release has been sent to South Wales Evening Post and South Wales Guardian. The South Wales Evening Post did place the article. The South Wales Guardian did send a photographer however an article has not been printed to date. An article will be written and placed on the website.

#### **Resolved:**

- Contact to be made to confirm maximum number and session length.
- The training is to be openly advertised within Cwmllynfell and Rhiwfawr.
- The training to take place at either Neudd Cwmllynfell Hall or YGG Cwmllynfell.

### **Minute 42 c) Rhiwfawr Park – Drainage**

Contact has been made more than once with South Wales Sports Grounds and waiting for a return call.

Follow up contact was made with Redwood Environmental and again waiting for a return call.

**Resolved** to follow up both companies.

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

Gareth Davies should like to be considered for this vacancy.

18:50 E L Morgan declared an interest, completed the declaration of interest form and left the meeting.

It was agreed for Gareth Davies to be co-opted onto the Council representing the Cwmllynfell Ward.

18:57 E L Morgan returned to the meeting.

**Resolved** to co-opt Gareth Davies.

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

Rhiwfawr Park – the work has been completed.

**Resolved** for the situation to be noted.

### **Minute 51 f) RDP – Working with Nature – CARES Project**

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.

The lead officer, Maggie Elsey, was notified of the Council's concerns by email 21<sup>st</sup> October which led to several email correspondences, the outcomes of which related to the event at Rhiwfawr to take place on 26<sup>th</sup> October. It was agreed, by the Chair, following on from the Clerk receiving a copy of the insurance for Small Woodlands Association, a risk assessment and the Children and Vulnerable Persons Policy for the event to go ahead. A meeting was held between the Council and the Working with Nature – CARES team on 11<sup>th</sup> November 2016. The CARES team were advised that there were to be no further activities until after that meeting is held.

The meeting on 11<sup>th</sup> November was attended by Cllrs J C Rees and R P Morgan. As a result of that meeting an email has been received 16<sup>th</sup> November 2016 from Catrin Evans, NPTCBC withdrawing from the partnership, with an option to look again at the Rhiwfawr site in the future.

**Resolved** to decline any future involvement with the Working with Nature project.

### **Minute 51 g) 1 Christina Rees MP**

Unfortunately, Christina was not able to attend this meeting and is not available for the December meeting either. Leanne Jones, her assistant has been advised of the Council's meeting cycle so that should she be available and invitation can be extended.

**Resolved** that the situation be noted.

### **Minute 56.1.2 Safety of Memorial Headstones**

The site visit was held on 3<sup>rd</sup> November 2016 with Cllrs D Lloyd, J C Rees, D B Thomas, also present was Cynthia Phillips who could provide information regarding the cemetery.

It is proposed that a sign be commissioned that shows the layout of the cemetery and includes wording to indemnify the Council for health and safety matters. Advice is to be sought regarding this wording from NPTCBC and / or other Community Councils.

**Resolved** to accept the proposal for a sign to be commissioned to indemnify the Council.

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

The solicitors have now contacted three of Dr Lewis's cousins whose details were included in his Will and have provided Peter Lloyd Jones's contact details.

**Resolved** to undertake the necessary repair work to make the headstone safe and should relatives come forward in the future seek to be reimbursed.

19:32 M Evans left the meeting

### **Minute 57.3 Other Urgent Financial Matters – Christmas Lights**

An email has been received from Mike Key, NPTCBC stating that the Community Council's Christmas decorations have been inspected and electrically tested. The illuminated individual wraps have passed the electrical safety test and can be installed, however the frames which attach to the columns and form part of the decorative road crossings have failed. These have been repaired over previous years but are now beyond economic repair, therefore NPTCBC is unable to install these displays for this year.

If new Christmas welcome signs were ordered now the signs would not be available for this Christmas.

The quote has been received for the erection and dismantling for the wraps and two trees at £1,065.16 plus VAT and £199.11 plus VAT estimated for the energy bill. This provides a saving of £1,211.84 and £173.47 respectively.

## **Resolved**

- Approve the revised quote.
- Review the Christmas welcome signs in the New Year.
- Cllr K Lloyd to liaise with the relevant parties to have the Christmas tree placed in Rhiwfawr.

## **Minute 64 - Rhiwfawr Community Association**

A Land Registry search was carried out to establish if a title deed is registered for the Rhiwfawr Community Hall, unfortunately there is nothing registered.

An email was sent 21<sup>st</sup> October to G Davies stating that at the 20<sup>th</sup> October meeting, it was mentioned that the hall had trustees, namely Bernard Fox and Edward Page. It was asked if there is a copy of the Trust Deed that they signed or any other Trustees previously. It was explained that this is a key governance document. The Association is an unincorporated organisation, therefore Rhiwfawr Community Association does not exist in law i.e. it is not a legal entity, even though it is a registered charity. As a result of this the Association cannot hold property in its name however in these situations a group of 'legal entities' i.e. persons sign a Trust Deed to hold the property in trust on behalf of the charity. The Trust Deed may need updating with new trustees. Assistance was offered to ensure that the Association's governance is fit for purpose. To date the Trust Deed has not been found. It is proposed to contact the persons named from the meeting to see if this can provide any assistance.

A suggestion has been made to the Association that should the Trust Deed not be found that a meeting be held and invite a development officer from Neath Port Talbot CVS to help.

**Resolved** that the situation be noted.

## **Minute 65 Rhiwfawr Play Park Consultation**

The consultation for the design of replacement park equipment was held on Monday 7<sup>th</sup> November 2016 between 5.30 – 7.00pm at Ysgol Gymraeg Cwmllynfell. A letter was sent from the school inviting the parents and children to attend the session. This was also followed up with two separate text alerts by the school. The letter also informed parents that the park is still open. On the evening the majority of children and parents from Rhiwfawr attended. The Headteacher then agreed to hold sessions throughout the school asking all the pupils about their favourite play equipment.

The outcome of the consultation was:

Equipment	No. of Votes
Slides	58
Climbing Frame / Cargo Net	73
Swings	79

Monkey Bars	40
Wiggley Seats	8
Tunnels	70

The answers to the question if they didn't pay in the park, why?

- Dim digon o tegane
- Dim digon a digane
- It's too childish, we need more things for the older people. And the bridge in the park is broken. And it's very old.
- I do not play in the park because it's not suitable for my age. Also there is not much there.

Any other comments:

- All weather pitch to play sport through the year.
- Football pitch
- All weather pitch (3G) with football/rugby posts and if possible I would like a good shelter place for kids to meet and hide away from the rain.
- Pirate ship, zip wire, wobbly bridge, wall games, roundabout, obstacles
- Put a 3G pitch with rugby / football posts for the boys and girls. And better drainage for the bad weather. And put a shelter next to the field for the rain.
- Rygbi and ffwtball
- All weather pitch for rugby.

It is proposed that the next stage is to have the play area designed and costed, after which grant applications can be made. The possible external grants are:

1. WREN Community Action Fund - £2,000 - £50,000 but match funding needs to be secured 10.75%. The next deadline for the grant is 22<sup>nd</sup> February 2017 with a decision made 17<sup>th</sup> May 2017, after that the next deadline would be 24<sup>th</sup> May 2017 with a decision made 16<sup>th</sup> August 2017.
2. East Pit Grant Schemes administered by NPTCBC and the Council scheme.
3. Aggregates Levy Sustainability Fund for Wales is still to be confirmed.

### **Resolved**

- To have the playground designed based on the consultation results and costed.
- An application is made to the WREN Community Action Fund for the February deadline.
- An application is made to the East Pit Grant Scheme administered by NPTCBC for the 10.75% match funding.

### **Minute 66 Vacancy following on from the resignation of Councillor T H J Kendrick**

No request for election was received for this casual vacancy. In accordance with the provisions of the Local Government Act 1972, the Council must now proceed

to fill the vacancy by co-option. A public notice has been displayed since 27<sup>th</sup> October 2016.

No nominations have been received to fill this position

**Resolved** for the situation to be noted.

### **Minute 69.1 Internal Auditor**

The SLCC have been contacted regarding what should be placed into the letter of engagement for an Internal Auditor and general information has been provided. Initial discussions have taken place with Peter Watkin.

**Resolved** for the situation to be noted.

### **77. Correspondence** – Refer to Clerk's report. In addition:

**77.1** Vera Morgan, Cwmllynfell Short Mat Bowls Club thanking the council for the grant and extending an invitation to the West Glamorgan League competition on Saturday 7<sup>th</sup> January 2017.

**77.2** Talking Future Generations Report email.

**77.3** LDBCW Electoral Reviews: Policy and Practice email.

**Resolved** for the correspondence to be noted.

### **78. Financial Matters**

#### **78.1 Payment of Accounts**

Account paid in the interim

1836	Cwmllynfell RFC	CCC Grant	£500.00
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Proposed that the following accounts be paid:

1837	Accurate Inspection	Repair to Rhiwfawr Play Park	£48.00
1838	Wrenvale	Grass Cutting October	£828.00
1839	HMRC	Income Tax	£51.99
1840	S Richards	Net salary September & Expenses	£510.00
1841	Wyn Jones	East Pit Grant - Bowling Club	£1840.80

#### **78.2 Telephone Banking**

It is proposed to complete the relevant forms for the Clerk to undertake telephone banking.

**Resolved** that the proposal be accepted.

#### **78.3 Other Urgent Financial Matters**

**78.3.1** An email was received 25<sup>th</sup> October 2016 from Rhys George, NPTCBC. Local Government Elections 4<sup>th</sup> May 2017. The cost of administering and organising the Local Government elections will be shared on a 50:50 basis between the appropriate Community Council and the

County Borough Council in all cases where dual contested elections take place. In the event that a County Borough seat remains uncontested but the community council area is contested then the relevant costs will be borne wholly by the relevant community council and vice versa, subject to a small administration fee.

The total cost of organising and administering the ordinary elections for the Community of Cwmllynfell in May 2012 was £140.00. This was due to the fact that some or all elections within the Community were uncontested resulting in only minimal administration costs.

In terms of providing an estimate for the forthcoming local elections to be held on 4 May, 2017 this is not straight forward as it is impossible to accurately assess whether or not the community or community wards within the community/town council area will be contested until much closer to the election date.

Nevertheless, it is advisable that it is planned for 'all out' contests in your community / community wards and budget potentially for an estimated cost of £2,220. This is a provisional estimate and actual costs of conducting the electoral process can increase or decrease based on electorate size as well as stationery, equipment and postage costs. It is also important to note that if elections within the community council area remain uncontested then the above mentioned 'contested' election costs will not be incurred although a modest administration fee will still be payable.

**Resolved** this information is to be used to inform the budget process for 2017/18.

**78.3.2** Purchase a fire and water resistant deed box – estimated value £50

**Resolved** to accept the proposal.

**78.3.3** Long service acknowledgement for P L Jones estimated value £180.

**Resolved** to accept the proposal.

**78.3.4** Minute 59.1 agreed for a review of the Clerk contract of employment and job description be carried out in July 2017. It is requested that this is brought forward and a report submitted at the December meeting. It is advised by the SLCC that a task and finish group of 2-3 members undertake the role.

**Resolved** Cllrs R P Morgan, J C Rees and D C Phillips to undertake this role.

**78.3.5** Request for funding support has been received from CISS.

**Resolved** to defer until the end of the financial year.

## **79. Planning Matters**

**79.1** Application to change the register of Common Land – CL25A Entry 52 (as modified by Entry 188) Application No. NPT0018. No

representations were made in respect of the Form 20 Notice issued 16<sup>th</sup> September 2016.

**79.2** 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,

You were earlier consulted on BTs proposals to remove 53 no. public payphones from within the Neath Port Talbot administrative area. Following the appraisal of this proposal a draft decision was approved at Planning Committee on 4th October, 2016 outlining which of these payphones we would consent to remove and seek to retain. A further one month's consultation on this draft decision was given which ended yesterday. Attached is the amended Final Notification which has been sent to BT and the Secretary of State today.

Relevant Payphones

- Ochr Y Waun Road – Consent to remove. Reason – Inaccessible, out of the way location. Retention of the alternative payphone provision is sought.
- Rhiw Road – Object to remove. Reason – This phone serves the relatively isolated settlement of Rhiwfawr with poor pedestrian links to nearby communities. Its removal would leave it without alternative payphone provision nearby. Objection therefore considered reasonable based on community needs.
- Bryn Road – Object to remove. Reason - This payphone serves the isolated community of Cwmllynfell. This will be the only payphone in the area if the other payphone in Cwmllynfell is removed as proposed. Objection therefore considered reasonable based on community needs.

**79.3** The Planning for Clerks training was cancelled.

**80. Reports**

**80.1** South Wales Police – August Statistics <https://www.police.uk/south-wales/W05000567/crime/>

Cwmllynfell	
New Road	1 ASB 1 Violence and Sexual Offence
Parking Area	1 ASB
Harris Road	1 Violence and Sexual Offence
Samuels Road	1 Criminal Damage & Arson 1 Public Disorder
Rhiwfawr	
On or near Rhiw Road	1 ASB

**Resolved** Cllr R P Morgan to request feedback and an update on the August statistics.

## **80.2 Other Reports**

- 80.2.1** Cllr D C Phillips – The Neighbourhood Watch have now received a definitive response regarding the Fire Service response time to Cwmllynfell /Rhiwfawr at 10 minutes as it is a high risk area.

**Resolved** to invite the Chief Fire Officer to a future Council meeting.

**80.2.2** Cllr K Lloyd

- Cwmllynfell surgery update. CISWO and David Phillips, NPTCBC, have both given the green light for the proposed project of bringing Cwmllynfell surgery into part of the Cwmllynfell Hall. The lease for the Health Board in the present building runs until the end of July 2017, by which time they hope to have the Cwmllynfell surgery in a part of the Cwmllynfell Hall. K Lloyd has spoken to Helen Wainwright ABMHU today who confirms that she is now at the stage of discussing legalities, plans, lease and rental.

The intention is for the Council to hold the lease, then sublet to ABMHU, with rental monies going back to the charity and building. A press release will be going out in a few days to allay fears of local residents of losing the surgery in Cwmllynfell.

- The two 'No Horses' signs for the cycle track, costing approx. £17 each, had been ordered but Ceri Morris, Development NPTCBC had suggested that large signs be marked 'No Horses: No motorcycles'. These signs costs approx. £500 each and they did not want to pay for them. K Lloyd has informed him that the A5 signs are required.
- Ystradowen Community Centre were short of high backed easy chairs for residents using the Day Care Centre and luncheon club. Help was requested from NPTCBC as approx. 16 residents from Cwmllynfell and Rhiwfawr use the Centre regularly. There were some chairs in storage so 6 chairs are being delivered to them in the next few days.
- The carpark outside of YGG school is a community car park on NPTCBC land. K Lloyd has tried to get NPTCBC to carry out hedge cutting twice a year. The response by the Education Department is to get the school to pay.

**Resolved** to get a quote from Wrenvale and if it is less than £500 then to proceed.

## **81. Information Items – see Clerk's report**

**Resolved** for the situation to be noted.

Meeting finished at 8.30pm