

Cyngor Cymuned Cwmllynfell Community Council

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

Present Councillors

Councillor E L Morgan (Chair) presided
J C Rees, D B Thomas, D C Phillips, G Davies

In Attendance

K Rochard

82. Apologies for Absence

M Evans, R P Morgan, D Lloyd, S Williams, R Evans, Cllr K Lloyd

83. Peter Greenslade, Neath Port Talbot Commander, Mid and West Wales Fire Service

Copies of the presentation are available upon request.

84. Declarations of Interest

19:24 G Davies for agenda item 5 and D C Phillips for agenda item 7.

85. Minutes of the Council Meeting held on 17th November 2016

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

86. Matters Arising

Minute 26(a) - Automated External Defibrillators

Contact has been made with Cariad to obtain further details about the training sessions. Cariad will deliver as many training sessions within the community as required. The session takes approx. 1-1.5 hours and there is no maximum to the number of attendees. Cariad do need to know how many will attend to ensure sufficient tutors are in place.

In Cwmllynfell Community Hall the small room is available anytime and can accommodate 12-15 people, the sports hall is available Thursday afternoons before 5pm and Friday morning and can accommodate a large number of persons.

Resolved to arrange one training session in the daytime in the sports hall and a training session in the evening in the small meeting room. The training will be advertised to everyone in the two communities, the groups that use the hall and the school.

Minute 42 c) Rhiwfawr Park – Drainage

Follow up phone calls have been placed to South Wales Sports Grounds and no calls have been returned.

A site meeting has been arranged with Redwood Environmental for 12th January 2017 at 2pm.

Resolved for the situation to be noted.

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

G Davies has completed the necessary paperwork and was welcomed to his first meeting.

Resolved for the situation to be noted.

Minute 51 g) 1 Christina Rees MP

An email has been received suggesting Christina attend the January meeting.

Resolved to invite Christina Rees MP to the January meeting.

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

Advice required on stone masons familiar to the Cwmllynfell Cemetery before requesting a quote.

Resolved D C Phillips to supply contact details to the Clerk.

Minute 56.1.2 Safety of Memorial Headstones

Contact was made with NPTCBC legal advisor, Paul Watkins, regarding the sign to indemnify the Council. The advice is that a sign cannot exclude liability. He cited a legal case in the 1960's against British Rail involving children on railways lines. In addition to this the wording on a sign could also expose the Council further and was not considered to be an advisable course of action.

Wayne Curtis, NPTCBC has offered the opportunity to show the Council, at the Baglan office the recording system that NPT Council has in place and to discuss how they could help to develop a plan of the site. The sign to show the layout of the cemetery can still go ahead. The meeting is scheduled to take place on 12th January 2017 at 10.30.

A suggested delegation is Cynthia Philips and Cllr D C Phillips due to their involvement, plus one more Councillor

Resolved J C Rees also to attend the meeting.

Minute 57.3 Other Urgent Financial Matters – Christmas Lights

The Christmas tree in Rhiwfawr and lights are now in place. Several community members have made contact regarding the Christmas lights, mainly due to the lateness of the installation and turning on.

Contact was made with Peter Beynon, NPTCBC, who explained that his team had been on 'lock down' for 7 weeks therefore contractors had been brought in to undertake the work. Whilst the new contractors were doing a good job, due to not being as familiar with the work it was taking longer.

An email was also received from Mrs Evans, which is in the Clerks report, section 6.2. There have been subsequent problems i.e. the wrap outside the hall did not have an electric supply, this was resolved today; the tree diagonal to the Cwmlynnfell Hall was only half-light due to the transformer breaking. NPTCBC have replaced the transformer at no cost to the Council; The three trees opposite the hall have not been light for 2-3 years and were not included in the original quote.

Resolved to get quotes for replacement welcome signs for both villages and the three trees and to discuss at the February meeting.

Minute 64 - Rhiwfawr Community Association

A meeting was held with G Davies and Carys Miles Development Officer of NPTCVS on 9th December. On an old grant application form to West Glamorgan County Borough Council there was mention of a Trust Deed. It was agreed that the first course of action is to exhaust all possible avenues of where the Trust Deed could be i.e. G Davies to speak to Bernard Fox and any remaining holding trustees; also, to get Alison Dicks to contact the bank. Carys Miles will contact the BIG Lottery, who funded the building of the hall and NPTCBC Estates Dept.

Carys Miles will also contact the Charity Commission with a general request of advice for what a charity must do if a Trust Deed has been lost. It is hoped that this will all be completed by the end of January. Carys Miles will also notify Coalfields Regeneration Trust of the work being undertaken to try and prove ownership so that the grant application is not dismissed.

The missing Trust Deed should not affect the grant application to NPTCBC East Pit Grant Scheme. G Davies reported that one of the holding trustees has passed away and the other has no further involvement with the organisation.

Resolved for the situation to be noted.

Minute 65 Rhiwfawr Play Park Consultation

Contact has been made with Dan Griffin, NPTCBC to assist in the design of the play park however his work remit is to engage with community members to establish play equipment options. He has offered assistance if needed in this area.

Contact has been made with Paul Hinder, NPTCBC to check if the project would be eligible to apply to the NPTCBC East Pit grant scheme even if the total project costs are more than £10,000. The project would be eligible.

Paul Hinder has provided the contact details for three play equipment companies. All three companies have been contacted and appointments made to view the site, produce designs and quote. It is proposed that once the designs have been received to hold a follow on consultation so that the children can decide which they prefer. One of the companies has completed the new play park for Blaenrhoddan Community Council in Caerwern and there is scope to see this.

The completion of the WREN grant application has been started and a second person needs to be named should the primary contact, the Clerk, is not available. A copy of the minutes agreeing the second contact needs to be submitted with the application form.

Resolved for E L Morgan to be the second contact.

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

Helen Lewis is proposed to be co-opted onto the Council.

Resolved Helen Lewis to take up the position and for contact to be made to complete the necessary paperwork.

Minute 69.1 Internal Auditor

Peter Watkin has agreed to undertake the role of Internal Auditor subject to approval by the Council. The estimated audit fee will be no more than £95 per audit. If in agreement to draft the engagement letter and request that Peter undertake the Internal Audit at the end of the financial year.

Resolved to accept Peter Watkin as the new Internal Auditor.

Minute 78.2 Telephone Banking

All forms have been submitted.

Resolved that the situation be noted.

Minute 78.3.2 Deed Box

This has been purchased for £49.50 including VAT and now has the Council deeds stored safely.

Resolved that the situation be noted.

Minute 78.3.3 Long service acknowledgement for P L Jones

This has been completed at a cost of £184.48.

Resolved that the situation be noted.

Minute 78.3.4 Employment Report

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

Resolved:

- a) To accept all the recommendations regarding the job evaluation.
- b) To pass the new Clerks probationary period at the meeting.

Minute 80.1 South Wales Police August Statistics

R P Morgan has provided apologies therefore the item needs to be considered at the January meeting.

Resolved for the situation to be noted.

Minute 80.2.2 Car park in front of the school

A quote of £150 was received from Wrenvale therefore the work was authorised. It is proposed that the work is added to the tender for 2017/18 at two cuts per annum. The work has been completed.

Resolved for the work to be included in the 2017/18 tender documentation.

Minute 56.1.1 Provision of Post Box at CK's Supermarket

The post box is now in position.

Resolved for the situation to be noted.

87. Correspondence – Refer to Clerk's report. In addition:

- Duty of Care – Controlled Waste Transfer Note. The paperwork has been completed and returned.
- Buckingham Palace Garden Parties.

Resolved for a letter to be drafted to Lesley Griffiths AM supporting the retention of the Aggregates Levy Grant and a copy of that letter to be sent to Jeremy Miles AM.

88. Financial Matters

88.1 Payment of Accounts

Paid in the interim

1842 Master Games Ltd East Pit Grant – Bowling Club £62.31

Proposed that the following accounts be paid:

1843	Cwmllynfell Hall	Grant Stage Payment	£4,000.00
1844	SLCC	Membership Renewal	£88.00
1845	C Phillips	Honorarium	£250.00

1846	S Richards	Net salary November & Expenses	£473.17
1847 BACS	HMRC	Income Tax	£51.99

88.2 Budget Review

Refer to the Clerk's report agenda Item 7b).

Resolved

- a) To accept all the recommendations in the Budget Review
- b) The summary and bank reconciliation statement accepted as a true and accurate record.

88.3 Pay As You Earn (PAYE)

A letter has been received from HMRC dated 24th November requesting that in future the account is paid electronically. This can be done either by BACS, Direct Debit or a debit card.

The Community Bank Account that the Council holds does not allow for a debit card to be linked. It is proposed that the HMRC payments are completed by BACS.

Resolved to undertake BACS payments to HMRC.

88.4 Other Urgent Financial Matters

88.4.1 24th November letter received from NPTCBC regarding the Council Tax Base. It is proposed to discuss this at the January meeting as part of the budget setting agenda item.

Resolved agreed to discuss at the January meeting.

88.4.2 The East Pit Community Benefit Grant scheme and the Community Council grant guidelines do not state that applications must be supported by a minimum of two quotes, which may explain the lack of quotes submitted.

Resolved to amend guidelines to include a requirement that for both grant schemes that a minimum of two quotes are required.

89. Planning Matters

89.1 Application to change the register of Common Land – CL25A Entry 53 (as modified by Entry 189) Application No. NPT0023. The notice in Form 20 together with the plan relating to the land.

Resolved for the situation to be noted.

90. Reports

90.1 Future Storage of Paperwork. The surgery move to Cwmllynfell Hall is scheduled to take place in the first half of 2017, therefore the Council's

cupboard and boxes held at the hall need to be relocated. In addition to this the meeting room will no longer be available to hold Council meetings therefore alternative accommodation will need to be found.

Resolved:

- a) To investigate the scope to move the contents of the cupboard to Rhiwfawr Community Hall.
- b) To consider alternative venues in Cwmllynfell such as the school and local chapels.

90.2 South Wales Police – September Statistics

<https://www.police.uk/south-wales/W05000567/crime/>

Resolved to consider with Minute 80.1 at the next meeting.

90.3 Other reports: Cllr K Lloyd

- Damaged tree on Bryn Road opposite the school double gates has been removed.
- The tree near the cemetery upper gates had two large branches vandalised and were protruding onto the highway. The tree has been trimmed and the branches have been taken away.
- The two road signs in Rhiwfawr '20mph' – both had been turned to face away from traffic – these have been rectified.
- Cwmllynfell surgery update from ABMH. Alterations to Cwmllynfell Hall to begin in the New Year and due to be completed June 2017.

90.4 The young persons in Cwmllynfell Park are putting parents and younger children off from using the park due to the language and behaviour.

Resolved to link with the discussion on Minute 80.1 at the January meeting.

90.5 There is a private road possibly within the Rhiwfawr boundaries 200 -300 yards from the lower bridge (The Ffynon). The private road is in a poor state of repair and despite having mountain water piped through it is not being dealt with by NPTCBC.

Resolved to report the matter to Cllr Kris Lloyd and to establish the Rhiwfawr boundaries.

91. Information Items – see Clerk's report

Resolved for the situation to be noted.

Meeting finished at 20:46