

Cyngor Cymuned Cwmllynfell Community Council

Minutes of the Meetings at Cwmllynfell Hall on Thursday 19th January 2017 at 6.30pm

Present Councillors

Councillor E L Morgan (Vice-Chair) presided

J C Rees, D B Thomas, D C Phillips, G J Davies, M Evans, D Lloyd, R Evans,
H Lewis

In Attendance

Cllr K Lloyd

92. Apologies for Absence

R P Morgan, S Williams, K Rochard

93. Declarations of Interest

There were no declarations of interest at this point.

94. Minutes of the Council Meeting held on 15th December 2016

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

95. Matters Arising

Minute 26(a) - Automated External Defibrillators

The free training has been booked to take place on Wednesday 15th February at 6.30pm in the small meeting room and Friday 16th February 10.00am in the sports hall. The posters have been designed and have been emailed to community groups, the school and printed copies for both halls, the library and CK's; anyone who wishes to book on is to contact the Clerk. Already 5 people are booked onto the Wednesday session and 8 onto the Friday session.

Resolved to add J C Rees, D C Phillips and D Lloyd to the Wednesday session.

Minute 42 c) Rhiwfawr Park – Drainage

A site meeting was completed with Redwood Environmental on 12th January 2017 and Rob Hatton is drafting a proposal.

Resolved for the situation to be noted.

Minute 51 g) Christina Rees MP

Unfortunately Christina Rees MP was unable to attend this meeting and it has been suggested that she attend the February meeting as she will be in recess then.

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

Two BRAMM registered stonemasons have been asked to quote for the repair work required.

D J Greenwood, John Anthony & Co Monumental Masons have quote to £395 excluding VAT.

Griffiths Bwtrimawr £960 excluding VAT.

Resolved that every effort had been made to try and contact family members and to now go ahead with the repair work by accepting the quote from D J Greenwood.

Minute 56.1.2 Safety of Memorial Headstones

On 12th January 2017 Cllrs D C Phillips, J C Rees and Mrs C Phillips and the Clerk met with Wayne Curtis and Lynne Evans, NPTCBC to view cemetery management systems that are in place.

As a result of the meeting it has been identified that the priority work that needs to be undertaken is:

- For the site to be mapped by Mrs C Phillips. Mrs C Phillips has agreed to begin this work.
- The development and adoption of a set of policy, processes and paperwork needs to be created in order to manage the new internments and any re-opening of the graves. This will begin to ensure that that future Health and Safety of the cemetery is being planned for. Once adopted the funeral directors, stone masons and grave digger will need to be contacted to ensure that all will adhere to the new systems and complete the necessary paperwork. NPTCBC have provided cemetery management information that they use as a burial authority. Research has also begun into other Community / Town Councils that manage cemeteries. Note it is anticipated that once the new management processes are in place that the cemetery fees may require reviewing again.
- It is recommended that the Institute of Cemetery and Crematorium Management membership is taken out at a cost of £90 per annum.

Resolved to accept all of the recommendations listed.

Minute 65 Rhiwfawr Play Park

Site meetings have been held with the following to get the play area designed and received quotes for the proposed replacement equipment:

- Sutcliffe Play
- Wicksteed
- HAGS - SMP

Sutcliffe Play has produced two options with quotes, awaiting the other companies. It is has been arranged for 2nd February to go back to the school

pupils in YGG Cwmllynfell with the designs to consult on the preferred designs. A strict caveat will be set that this is subject to the Council submitting a successful grant application.

The WREN and NPTCBC grant application forms have been continued to be worked on and now awaiting the final project costs. This will be known once the preferred design has been selected by the children.

Resolved for the situation to be noted.

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

All of the necessary paperwork has been completed and NPTCBC to be informed.

Resolved for the situation to be noted.

Minute 69.1 Internal Auditor

The letter of engagement was sent via email 5th January 2017.

Resolved for the situation to be noted.

Minute 80.1 South Wales Police August Statistics / 90.2 September Statistics / 90.4 Llynfell Park

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

Resolved for the situation to be noted.

Minute 87 Correspondence to Lesley Griffiths AM and Jeremy Miles AM re: Aggregates Levy

Letter was sent 21st December 2016 supporting the continuation of the Aggregates Levy Fund.

Resolved for the situation to be noted.

Minute 88.3 Pay As You Earn (PAYE)

The relevant paperwork has been completed to enable BACS payments to HMRC.

Resolved for the situation to be noted.

Minute 88.4.2. East Pit Community Benefit Grant Scheme and Community Council Grant Guidelines

It is proposed to include the following guideline:

All grant applications must be accompanied with a minimum of two quotes for single items over the value of £500 to demonstrate value for money.

Resolved to accept the wording for the guidelines.

Minute 90.1 Future Storage of Paperwork

The Alzheimer's Society based in Merthyr Tydfil was giving away a large tambour cupboard, if purchased new worth £250. This was collected 23rd December 2016 by Cllr G J Davies and the Clerk, and is now placed at Rhiwfawr Community Hall.

Resolved to provide a donation of £50 for the cupboard.

Minute 90.5 The Fynnon

Action completed.

Resolved for the situation to be noted.

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

96.1 Email 18th January CBC / Community Council Liaison Forum meeting is scheduled for 6th February 2017.

Resolved for the information to be forwarded to the Chair.

96.2 Cwmllynfell PACT Meeting dates 2017

2nd February

27th April

22nd June

17th August

12th October

7th December

96.3 National Training Programme for Community and Town Councils in Wales

Resolved for the situation to be noted.

97. Financial Matters

97.1 Payment of Accounts

1848	Wrenvale	Grounds Maintenance	£180.00
1849	S Richards	Net salary December & Expenses	£515.99
1850 BACS	HMRC	Income Tax	£119.62
1851	Alzheimer's Society	Donation	£50.00

97.2 East Pit Community Benefit Grant Payments

1852	Cwmllynfell Bowls & District Bowls Club	Equipment	£3,882.00
1853	YGG Cwmllynfell	Play area	£14,093.00

97.3 Cemetery Charges 2017 /18 – refer to report

Resolved to accept the increase in cemetery charges and to establish a designated fund annually for underspend against budget which will support future costs associated with the cemetery.

97.4 Budget Setting for 2017/18

Declarations of interest for D C Phillips regarding the honorarium and G J Davies regarding Rhiwfawr Community Association.

Since the Budget Paper was distributed an application has been received from Neaudd Cwmllynfell Hall requesting £12,000.

Cyngor Cymuned Cwmllynfell Community Council Budget 2017/18				
Particulars of Revenue Expenditure Net of VAT	Estimate 2017/18	Council Tax Band 'D'	Comments	Designated Expenditure Unrestricted
1. Cemetery				
Hire of Commercial Bin	130.00	0.35	Inflationary uplift of approx 2%	
Honorarium Cemetery supervision	255.00	0.68	Inflationary uplift of approx 2%	
Grounds maintenance	2,500.00	6.70	Estimate and subject to tender returns	
Miscellaneous work	300.00	0.80	Estimate	
Total for Section c/f to summary	3,185.00	8.53		
2. Parks and Open Spaces				
Grass Cutting	1,000.00	2.68	Inflationary uplift of approx 2%	
RoSPA Annual Inspection	138.00	0.37	Inflationary uplift of approx 2%	
Maintenance of Rhiwfawr Park including BMX track		0.00	Match funding for WREN grant application at 10.75%	3,225.00
Maintenance of Parc Cymunedol Llynfell	420.00	1.13	Inflationary uplift of approx 2%	
Rhiwfawr Sports Field	2,000.00	5.36	To be designated towards payment for next 5 years	
Miscellaneous work	100.00	0.27	Remain the same	
Christmas Lights - Annual costs including electricity	2,000.00	5.36	Remain the same	
Christmas Trees	0.00	0.00		
Total for Section c/ f to summary	5,658.00	15.16		

3. General Administration				
Members' travelling expenses	100.00	0.27	Remain the same	
Internal Audit Fee	95.00	0.25	Max quote provided	
Audit Fee	306.00	0.82	Inflationary uplift of 2%	
Insurance	765.00	2.05	Inflationary uplift of 2%	
Subscription - One Voice Wales	143.00	0.38	Inflationary uplift of 2%	
Subscription - Ramblers' Association	60.00	0.16	Review membership	
Subscription Neath Port Talbot CVS	10.00	0.03	Remain the same	
Subscription Open Spaces Society	46.00	0.12	Inflationary uplift of 2%	
Subscription Society of Local Council Clerks	90.00	0.24	Inflationary uplift of 2%	
ICCM	90.00	0.24	New	
Professional fees	100.00	0.27	Remain the same	
PO Box and Postage	439.00	1.18	Inflationary uplift of 2%	
Stationery	88.00	0.24	Inflationary uplift of 2%	
Telephone	188.00	0.50	Inflationary uplift of 2%	
Election Fees - Spread the cost of 4 yearly elections	500.00	1.34	Estimate £2220	600.00
Website Domain Name	92.00	0.25	Inflationary uplift of 2%	
Miscellaneous newspaper notice	100.00	0.27	Remain the same	
Welsh Translation	20.00	0.05	Uplift by £10	
Miscellaneous	0.00	0.00		
Total for section c/f to summary	3,232.00	8.66		
4. Payroll & Expenses				
Clerk's salary	7,477.84	20.04		
Clerk's additional hours	430.00	1.15	Estimated 30 hours for 17/18	
Additional Budget from Reserves				
Clerk's travelling expenses	240.00	0.64	Estimated reduction.	
Clerks Training	100.00	0.27	Establish Budget Heading	
Pension	150.00	0.40	Based on 2% contribution	
Overheads	132.00	0.35	Based on 1 Clerk for 12 months	
Total for section c/f to summary	8,529.84	22.85		
5. Grants Halls				
Cwmllynfell Hall inc library & playscheme	8,000.00	21.43	Application received requested £12,000	
Cwmllynfell Library defray loss of rent		0.00	Library is being replaced with the surgery.	
Rhiwfawr Community Association - Hall	1,500.00	4.02	No application received.	

Total for section c/f to summary	9,500.00	25.45		
6. Grants General / Section 137	1,000.00	2.68		
Cwmllynfell RFC		0.00		
Cwmllynfell & Dist Bowls		0.00		
Royal British Legion Poppy Appeal		0.00		
Cwmllynfell Short Mat Bowls		0.00		
Defibrillator Project		0.00		
Community Project	3,000.00	8.04		
Other grants		0.00		
Additional Budget from Reserves				
Grass Cutting - Cwmllynfell Chapel	388.00	1.04	Inflationary uplift of 2%	
Hedge Cutting - YGG School	300.00	0.80	To be added to new contract and increased to 2 cuts	
AAT Carpark Grass Cutting / Weed Spraying	80.00	0.21	To be added to new contract	
Total for section c/f to summary	4,388.00	11.76		
<p>Section 137 Local Government Act 1972 Expenditure on an item that the Council does not have a specific power which allows it to incur the expenditure 'in the interests of , and will bring direct benefit to their area or any part of it or all or some of its inhabitants'. The limit is £7.42 per elector (Minute 134 21st January 2016 709 electors Cwmllynfell 236 Penrhiwfawr = 945 total electors, therefore total = £7011.90</p>				
7. Highways Paths, seats etc				
Grounds maintenance	0.00	0.00		
Public Seats	0.00	0.00		
Picnic Tables	0.00	0.00		
Miscellaneous work	50.00	0.13	Remain the same	
Total for section c/f to summary	50.00	0.13		
8. Summary Revenue Expenditure	Est 2017/18	Council Tax Band 'D'		
Cemetery b/f	3,185.00	8.53		
Cemetery Designated Fund	815.00	2.18	New	815.00
Parks and Open Spaces b/f	5,658.00	15.16		
General Administration b/f	3,232.00	8.66		
Payroll and Expenses	8,529.84	22.85		
Grants Hall etc b/f	9,500.00	25.45		
Grants other b/f	4,388.00	11.76		
Highways Paths, seats etc b/f	50.00	0.13		
Sub-Total	35,357.84	94.73		
Contingency	3,535.78	9.47	10% Contingency	
Total Revenue Expenditure c/f	38,893.62	104.21		

9. Summary Revenue Income	Est 2017/18	Council Tax Band 'D'		
Cemetery	4,000.00	10.72	Remain the same	
Parks and open spaces	0.00	0.00		
Grant Christmas Lights	0.00	0.00		
Bank Interest	50.00	0.13		
Lease Fee Rhiwfawr Community Assoc	5.00	0.01		
Miscellaneous	0.00	0.00		
Total Income excluding Precept	4,055.00	10.86		
Precept	34,000.00	91.10		
Total Income c/f	38,055.00	101.96		
Precept equivalent in Council Tax (Band D)	91.10			
10. Particulars of Capital Expenditure net of VAT	Est 2017/18	Council Tax Band 'D'		
	0.00	0.00		
	0.00	0.00		
Total Capital Expenditure c/f	0.00	0.00		
11. Particulars of Capital Income	Est 2017/18	Council Tax Band 'D'		
		0.00		
		0.00		
Total Capital Income c/f	0.00	0.00		
12. Payments Summary	Est 2017/18	Council Tax Band 'D'		
Revenue Expenditure b/f	38,893.62	104.21		
Capital Expenditure b/f	0.00	0.00		
Total Payments net of VAT	38,893.62	104.21		
13. Receipts Summary	Est 2017/18	Council Tax Band 'D'		
Revenue Income b/f	38,055.00	101.96		
Capital Income b/f	0.00	0.00		
Total Receipts	38,055.00	101.96		
		0.00		

Excess of receipts over payments	-838.62	-2.25		
14. Reserves	Est 2017/18			
Opening Balance - 1st April (Estimated)	53,867.46			
Total Designated Funds	4,640.00			
Transfer from Reserves	838.62			
Closing Balance	48,388.84			
15. Restricted Funds				
East Pit Community Benefit Grant	18,944.08			

Resolved to accept the proposed budget and to set the precept at £34,000 for 2017/18.

97.5 Other Urgent Financial Matters

Letter has been received from BDO LLP the external auditors dated 15th December 2016, stating that an agreement has now been reached with the Wales Audit Office regarding the invoicing arrangements for the audit year ended 31st March 2016. The Wales Audit Office will be raising the invoice for the work in due course.

Resolved for the situation to be noted.

98. Planning Matters

98.1 Application to change the register of Common Land – CL25A Entry 53 (as modified by Entry 189) Application No. NPT0023

Written representations have been extended and will expire 21st January 2017.

Resolved for the situation to be noted.

98.2 Capital Planning Department, ABMUHB, One Talbot Gateway, Baglan, Baglan Energy Park, Port Talbot SA12 7BR.

Proposed insertion of 2 windows in the North East Elevation at Llyfrgell, Cwmllynfell, Heol Gwilym, Cwmllynfell SA9 2GH.

Resolved for the situation to be noted.

99. Reports

99.1 Pension Report

Resolved to accept the recommendation to enrol to the NEST pension scheme at a 2% contribution rate.

99.2 South Wales Police – November Statistics

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

Resolved for the situation to be noted

99.3 Other reports: Cllr K Lloyd

99.3.1 Fly tipping dealt with – burnt mattress on lay-by further along from Ochrywaun; Asbestos sheets above New Penrhiw, off Gwrhyd Road.

99.3.2 Cycle track – grass, bramble and tree cutting completed.

99.3.3 After speed monitoring Rhiw Road, Rhiwfawr, it is proposed to place signs to slow down traffic and also road markings, at exit of village towards Cwmtwrch.

99.3.4 Surgery update: Plans and costings to be completed by end of January 2017; Legal papers and documents by end of March; Building works should take 10-12 weeks April – June; Proposed date for moving surgery early July; Monthly meetings to be held from now on.

99.3.5 Cwmllynfell urinal – to investigate this being demolished and placed with two disabled parking bays.

100. Information Items – see Clerk’s report. In addition.

100.1 Growing Health Together 2017 – Free community growing courses.

100.2 Energise Wales newsletter – January 2017

100.3 Call for ideas for locally led innovative project ideas.

100.4 Equality, Local Government and Communities Committee – consultation into the Trade Union (Wales) Bill

Resolved for the situation to be noted.

Meeting finished at 21:11