

Cyngor Cymuned Cwmllynfell Community Council

Minutes of the Meetings at Cwmllynfell Hall on Thursday 18th May 2017 at 6.30pm

Present Councillors

Councillor R P Morgan (Chair) presided initially then E L Morgan took over
J C Rees, D C Phillips, G J Davies, M Evans, H A Lewis, G Jones, H Jones

In Attendance

Keelan Rochard

1. Election of Chair and Declaration of Acceptance of Office

Resolved to elect E L Morgan as Chair and declared acceptance of office.

2. Election of Vice Chair and Declaration of Acceptance of Office

Resolved to elect D C Phillips as Vice Chair and declared acceptance of office.

K Rochard arrived

3. Vacancies

3.1 There is one vacancy to represent Cwmllynfell created from the insufficient nominations from the recent election. Nominees for co-option were:

Catrin Gibala

Erica Howells Thomas

Martin Evans

Delyth Thomas

The matter went to a vote in line with Standing Order 28.

Resolved that Delyth Thomas was duly elected.

3.2 Clarification was provided on the matter that H Jones has been elected as a Community Councillor and the County Borough Councillor, therefore whilst attending these meetings it is in the capacity as a Community Councillor and has full voting rights. Advice was given to H Jones regarding conflict of interest.

Resolved to amend the wording in the Standing Order 48 to ensure clarity for future.

3.3 David Lloyd resigned from the Council on 9th May after taking up his position, therefore the vacancy created is to be advertised for 14 days for nomination for election. The notices were put up on 11th May therefore the closing date is 25th May.

Resolved for the situation to be noted.

4. Dates and Time of Future Council Meetings

It is proposed that the time is 6.30pm, except for the June meeting which shall begin at 7.00pm, on the following dates:

| | | |
|-------------------------------|---------------------------------|---------------------------------|
| 15 th June 2017 | 20 th July 2017 | 21 st September 2017 |
| 19 th October 2017 | 16 th November 2017 | 21 st December 2017 |
| 18 th January 2018 | 15 th February 2018 | 15 th March 2018 |
| 19 th April 2018 | 17 th May 2018 (AGM) | |

Prior to Rhiwfawr Hall being closed, meetings would be held there in June, September, November and April. It is proposed to remain at Cwmllynfell Hall until further information is available in relation to Rhiwfawr Hall being available.

Resolved for the situation to be noted.

5. Appointment of Committees and dates and times

East Pit Community Benefit Grant Committee is made up of all Councillors, NPTCBC Councillor and Youth Representative/s. All meetings to be held at 6.30pm.

15th June – this meeting date has changed due to the General Election. It is proposed to be held prior to the Council meeting.

14th September

14th December

The deadlines for grants remain the same:

30th May 2017

6th September 2017

6th December 2017

Resolved for the situation to be noted.

6. Appointment of Representatives on Outside Bodies

6.1 Governing Bodies of Local Schools

Resolved that the under-named be appointed to represent the Council on the governing body of the following school and that the term of office shall be as follows:

Cwmllynfell YGG School - Councillor J C Rees - term of office expires May 2020

6.2 Cwmllynfell Hall Committee

Resolved that:

1. Councillor R P Morgan be authorised to represent the Council at meetings of the Committee of Cwmllynfell Hall;

2. In the event of Councillor R P Morgan being unavailable to attend a particular meeting that Councillor M Evans be authorised to deputise.

6.3 One Voice Wales

Resolved that:

1. The Council be represented on the above-mentioned association by the Chair, Councillor E L Morgan and the Vice-Chair Councillor D C Phillips;
2. Councillor R P Morgan be appointed to deputise in the event of either representative being unable to attend;
3. Councillor E L Morgan be appointed as the Council's Training Champion to liaise with One Voice Wales on training matters.

6.4 Neath Port Talbot County Borough Council - Liaison Forum

Resolved that:

1. The Council be represented on the above Liaison Forum by the Chair, Councillor E L Morgan and the Vice-Chair Councillor D C Phillips;
2. Councillor R P Morgan be appointed to deputise in the event of either representative being unable to attend.

6.5 Cwm Nant Lleici Site Liaison Committee

Resolved that the Council be represented on the above Committee by Councillor J C Rees.

Resolved to send a letter requesting the meeting schedule.

6.6 South Wales Police - Spotlight on Police Meetings & Partnerships and Communities Together (PACT) Meetings

Resolved that the Council be represented on the above by Councillor D C Phillips.

Resolved to send a letter to Chief Superintendent regarding the crime statistics and the disappointment over the PACT meetings.

Resolved for Councillor D C Phillips to be the nominated representative to meet with South Wales Police if so required.

6.7 East Pit Revised Opencast Site Liaison Committee

Resolved that the Council be represented on the Liaison Committee by Councillor D C Phillips;

Resolved to review this in December to coincide with the Committee elections.

6.8 Gwrhyd Quarry Site Liaison Committee

Resolved that the Council be represented on the Liaison Committee by Councillors R P Morgan and E L Morgan.

6.9 Aman Group of Local Councils

Resolved that the Council be represented on the above group by the Chair, Councillor E L Morgan and the Vice Chair Councillor D C Phillips.

7. Apologies for Absence

None received.

8. Declarations of Interest

There were no declarations of interest at this point.

9. Minutes of the Council Meeting held on 20th April 2017

Resolved agreed and signed as a true and accurate record.

10. Matters Arising

Minute 56.1.2 (16/17) Safety of Memorial Headstones

The Cemetery Rules and Regulations and relevant paperwork have been placed on the Council's websites and circulated to the funeral directors and stone masons who undertake the majority of the work within the cemetery. The signage was ordered 21st April and a sign forbidding dogs has been taken down and will be replaced with one that requires dogs to be kept on a lead at all times.

Legal advice has been obtained from NPTCBC regarding the best procedure for dealing with burials in plots where no Deed of Grant of Exclusive Right of Burial have been issued. As all burials are at the discretion of the Council then no additional paperwork needs to be established.

Resolved for the situation to be noted.

Minute 57.3 (16/17) Other Urgent Financial Matters – Christmas Lights

Despite constant chasing no quote has been received from Commercial Christmas. Based on a remark made by the contractor it maybe that the budget allocated is insufficient for it to be viable for the company. Also the company stated that they would need to be informed of acceptance of any quote as they get booked up quickly.

Resolved to:

- a) Consult with neighbouring Councils on their providers to get an alternative quote.

- b) Investigate the cost in purchasing new Christmas lights with a view to applying for a grant.

Minute 64 (16/17) Rhiwfawr Community Association

The annual agreement between the Association and Council has been drafted and needs signing.

Resolved for the agreement to be signed after the meeting.

Minute 111.1 (16/17) Street Lighting – Harris Road

There is no update however H Jones will follow up.

Resolved for the situation to be noted.

Minute 114.1 (16/17) Gynol Road and Harris Road

Advice has been obtained from the Highways Dept regarding the wording to be placed into the permission slip that needs to be signed by all the relevant frontagers. This is now completed. Both roads are to be re-walked to confirm the work required before seeking quotations, this is to be completed on 19th May.

Resolved for the situation to be noted.

Minute 114.3.2 (16/17) Trees at 61 Rhiw Road

There is no update however H Jones will follow up.

Resolved for the situation to be noted.

Minute 120.1 (16/17) Letter to ABMU Health Board regarding GP Practice

No update has been received. H Jones reported that he has spoken to ABMU Health Board officers and there is a commitment to having a GP surgery in Cwmllynfell however it is unconfirmed where. A public meeting is being planned post the June election.

Resolved for the situation to be noted.

All three governing documents have been re-circulated to Councillors, NPTCBC Councillor and the youth representative as regular attendees. All new members to the Council have been issued with the documents.

Resolved for the situation to be noted

Minute 123.2 (16/17) Children's Seat on Cycle Path

There is no update however H Jones will follow up.

Resolved for the situation to be noted.

Minute 130.3 (16/17) VAT Claim

Payment has been received for £633.27.

Resolved for the situation to be noted.

Minute 132.2 (16/17) Notice Board for Rhiwfawr

A freestanding notice board has been costed at approx. £500. The freestanding board can be cemented in (NPTCBC estimate £250 to undertake this) or can be bolted down which costs less. Wall mounted notice boards cost £200 - £300 and installation will be less again.

Resolved that the wall mounted notice board is preferable and for E L Morgan to speak to the owner of the old Rhiwfawr primary school to get permission to place a notice board on the wall of the car park.

A query was raised about the heritage notice board that had been in place on the car park. The wooden poles had rotted and NPTCBC had taken it away a number of years ago. A question was asked about its whereabouts last year and it cannot be located.

132.3 (16/17) Complaints Policy

The policy has been upload to both of the Council's websites.

Resolved for the situation to be noted.

132.4 (16/17) Repairs to Garage at Heol Daniel

The M & D Contractors have been notified

Resolved for the situation to be noted.

11. Minutes of the Extraordinary Meeting held on 3rd May 2017

Resolved agreed and signed as a true and accurate record.

12. Matters Arising

42 (c) (16/17) Rhiwfawr Sports Field

The letter was sent to Paul Fox 5th May 2017 and no response has been received.

R P Morgan registered a complaint that he, as Chair, did not see the letter prior to it being sent to Paul Fox. The letter, as agreed, had been sent from the Chair representing the Council and been pp'd by the Clerk. R P Morgan requested that all future letters sent in the name of the Chair be provided to the Chair before being sent. An apology was provided by the Clerk.

R P Morgan raised that should there be redress against the Council then the insurers should be notified of a potential claim against the public liability insurance. This is correct and advice provided was that this should happen should a complaint be received in writing.

Redwood Environmental notified the Clerk that the work will start 15th May 2017 however on 12th May this was put back to 22nd May. Notices stating that the field is closed from 15th May until further notice were placed in the village 11th May. Rhiwfawr Community Association have confirmed that the use of the welfare facilities is possible.

Resolved for the situation to be noted.

Urgent Matters Arising

12.1 H Jones raised that the new PCSO Sam Brook for the area requires somewhere to store items and would like to use the hall.

Resolved for H Jones to advise PCSO Sam Brook to approach the Hall staff / Committee.

12.2 M Evans raised the condition of the footbridge on FP14.Lgk Cwmllynfell. This was raised with Carmarthenshire County Borough Council in September 2016. The response received was that the footbridge would undergo repairs in 2016/17 financial year.

Resolved to follow up.

12.3 E L Morgan provided an email received from Margaret Southgate and G J Davies provided photographs in relation to trees that are growing on Council land to the rear of her property. The email dated 27th April reads:

Please will you let me have the correct procedure to complain about the forest of trees at the bottom of my garden. I did have a mail from Peter Lloyd Jones agreeing that they needed removing but nothing really happened. I firmly believe that the tree roots are part, if not all of the reason the sports field floods. Before the trees were planted, the field was dry and the wetlands were a safe and clean environment for the village to enjoy. I have pictures of the view before the trees grew.

Resolved to contact Peter Lloyd Jones in the first instance to obtain background.

13. Correspondence – Refer to Clerk's Report.

Resolved for the situation to be noted.

In addition to the Clerk's Report correspondence has been received:

13.1 Email received 12th May from One Voice Wales: Model Local Resolution Protocol for Community and Town Councils

13.2 Email received 17th May from G J Davies as Chair of Rhiwfawr Community Association.

I am pleased to announce that Rhiwfawr Village Hall finally has a new roof. May I take this opportunity to thank Cwmllynfell Community Council for their support in both the grant funding from the East Pit Fund and the invaluable help in ensuring we were able to get the correct paperwork in place to secure the extra grant funding from the East Pit Revised Opencast Community Benefit Fund, The Additional Community Contribution for us to get this project completed. I am quite sure that without this funding there would have been a very serious threat to the Hall's future. Now that the Hall is watertight we are in a position to be able to get the interior works done to hopefully get the Hall reopened by the end of June.

May I also take this opportunity in thanking the Community Council for their continued support in awarding our annual maintenance grant. This money will ensure we can now provide events, classes and entertainment for the community.

E L Morgan asked G J Davies if the roof installed to Rhiwfawr Hall had been made safe. This was confirmed to be the case by G J Davies. The ceiling repairs would be covered by the insurance paying out. E L Morgan asked if the repair to the door and external render had been covered by the successful contractor as he believes the other two contractors had quoted for this. G J Davies replied that the successful contractor was not asked to quote for this work and neither were the other contractors, however he would check. G J Davies stated that the desire was to apply for additional grants to have the hall externally insulated.

Resolved for the situation to be noted.

13.3 Email received 18th May from Jason Davies, NPTCBC requesting to use Rhiwfawr carpark again for the General Election in June. Access to the land would need to be from 2nd – 8th June. Signage and notification to residents affected can be done as previously.

Resolved to inform Jason that Rhiwfawr Hall can be made available now that the roof has been replaced.

14. Financial Matters

14.1 Insurance Renewal

The policy has increased by £60.68 to £816.59. The budget set was £765.00 therefore there is currently a shortfall of £51.59.

In the policy there is an option to take out a Long Term Agreement (LTA). If the period was 3 years there would be a 5% saving or for 5 years 10%.

In the policy there is cover for the 2 petrol strimmers in the garage (£770.52). It is proposed to dispose of the strimmers and have removed from the policy. The garage is also not currently covered by the policy.

Resolved to undertake a 3 year LTA.

As the exact amount is unconfirmed to be able to write a cheque it is proposed to pay by an electronic payment by 1st June and if the final amount is still more than budget, it is proposed to meet the cost from free reserves.

Resolved to:

- a) Pay by electronic payment.
- b) Meet shortfall from free reserves if required.

14.2 Payment of Accounts

| | | | |
|---------|--------------------------|----------------------------------|---------|
| 1879 DD | NEST | April Pension Payment | £11.21 |
| 1880 | NPTCBC | Trade Waste | £65.52 |
| 1881 | One Voice Wales | Membership | £158.00 |
| 1882 | S Richards | Net Salary, Mileage and Expenses | £625.21 |
| 1883 | HMRC | Income Tax | £124.63 |
| 1884 | Zurich Municipal | Insurance Renewal | Tbc |
| 1885 | Accounts and Payroll Ltd | Internal Audit | £95.00 |

20.01 D C Phillips left the meeting.

The budget for One Voice Wales Membership was £143.00 therefore there is a shortfall of £15.00, this is to be met from free reserves.

Resolved for the situation to be noted.

20:05 D C Phillips returned to the meeting.

14.3 Wales Audit Office

An email was received 21st April via One Voice Wales from the Wales Audit Office explaining the audit fees and other matters relating to the 2015-2016 audit. The correspondence discusses the new audit approach, audit fees, Welsh language and appointment of auditors from England. It states that every year a quality monitoring assessment of the audit suppliers' work is undertaken and as part of that, issues raised by council are looked at including concerns over auditors' performance. The Wales Audit Office have stated that the focus will be on the provision of services in Welsh.

There is a question included in the external audit request for information relating to the delivery of services in Welsh and to provide evidence. The new Welsh Language Standards (set under the Welsh Language Measure 2011) require local Authority compliance in the first instance. This does not apply to Community Councils at the moment therefore the question has been raised by One Voice Wales as to why this is being included as part of the audit procedure this year. In speaking to One Voice Wales recently Community Councils have begun to receive notification that this does not apply for this audit however this has not been received to date therefore emails have been sent to both the Wales Audit Office and BDO LLP.

Resolved for the situation to be noted.

14.4 Bank Mandate

It is proposed to remove all the Councillors who no longer serve on the Council and to add all new serving Councillors.

Resolved to amend the bank mandate.

14.5 Urgent Financial Matters

The internal audit has been completed. All is satisfactory. Advice has been provided that the Council is able to claim VAT back on mileage therefore this will be done on an annual basis. Preparations are now being undertaken to prepare for the external audit.

Resolved for the situation to be noted.

15. Planning Matters

16.1 Application Number: P2017/0426

Applicants Name /Address:

MR PAUL PRITCHARD, 123 GWILYM ROAD, CWMLLYNFELL, SWANSEA, SA9 2GU

Site Location: 123 GWILYM ROAD, CWMLLYNFELL, SWANSEA, SA9 2GU

Proposed Development: Retention of replacement outbuilding

Resolved for the situation to be noted.

16. Reports

- a. South Wales Police March Statistics <https://www.police.uk/south-wales/W05000567/crime>

17. Information Items – see Clerk’s report.

Additional information received:

17.1 Cynnal Cymru May newsletter

17.2 CEW Newsletter May 2017

17.3 Welsh Government Appointments

17.4 Community Health Council is consulting on what the NHS can do to improve the lives of people living with dementia.

Resolved for the situation to be noted.

The meeting was closed 20:14