

# Cyngor Cymuned Cwmllynfell Community Council

## Minutes of the Meetings at Cwmllynfell Hall on Thursday 20<sup>th</sup> July 2017 at 6.30pm

### Present Councillors

Councillor E L Morgan (Chair)

J C Rees, D C Phillips, H A Lewis, J G Jones, D H Jones, D A Thomas, R M Evans, G Davies

### 33. Apologies for Absence

M Evans, R P Morgan

### 34. Declarations of Interest

There were no declarations of interest at this point.

### 35. Minutes of the Council Meeting held on 15<sup>th</sup> June 2017

**Resolved** agreed and signed as a true and accurate record.

### 36. Matters Arising

#### Minute 3.3 Vacancy

R M Evans has completed all the relevant forms.

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

#### Minute 6.6 South Wales Police

PC Chris Higgs replied in PC Jayne James absence that a meeting was possible 5<sup>th</sup> July at 7.30pm or 6<sup>th</sup> July at 7pm. A meeting was held 5<sup>th</sup> July between Cllr D C Phillips and PC Chris Higgs to discuss the recent crime statistics. There is a possibility due to the complex boundaries that Dyfed Powys figures may have been included and PC Chris Higgs would check this with Clair Rogers who compiles the figures. This is a matter that was raised when the PACT meetings first started. To date there have been the following crimes in the Ward:

6 ASB

1 Burglary

1 Criminal Damage

1 Public Disorder

2 Violence & Sexual Disorder – note the violence could be something as minor as a dog bite.

A number of the incidents have been generated from one property.

The PACT meetings have been very poorly attended with only 3 people in the last meeting. It was suggested for the Police to attend a Council meeting and PC Chris Higgs agreed to contact the Clerk to arrange this. No contact has been made to date and an email had been sent 13<sup>th</sup> July to PC Chris Higgs to follow up.

18:36 D A Thomas arrived.

**Resolved** to invite PC Jayne James, PC Chris Higgs, PC Steffan Jenkins, PCSO Samantha Brookman and Clair Rogers to the September to discuss further.

### **Minute 18 Cwmllynfell Library**

The Hall have now had confirmation that the surgery will not be relocating to the Hall and instead an extension to the lease has been made to the Gilbey premises for a further 2 years, until July 2019. It is believed that the Health Board would like to look to buy a property in the future. Letters have been circulated to the community this week. The Hall are now looking into changes being made to the library space. There is a meeting soon to discuss further.

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

### **Minute 42 c) Rhiwfawr Sport Field**

Before this agenda item was discussed D A Thomas required clarification about conflict of interest and why the need to leave the meeting. It was explained that in the Code of Conduct, as per the One Voice Wales template for all Community Councils, adopted by the Council; if a Councillor has a direct conflict of interest e.g. related to a person associated with the matter and / or a prejudicial conflict of interest whereby 'if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest', then there is a need to declare the conflict of interest. This then safeguards the Councillor and the Council from any accusation that the Councillor has influenced the proceedings. The Councillor was advised to refer to the Code of Conduct on the relevant pages. This was accepted and D A Thomas left the meeting.

It was reported that contact was made on 27<sup>th</sup> June with Rob Hatton of Redwood Environmental following on from the site visit and comments received from the community and Councillors. Rob Hatton reported that they had experienced a number of delays due to holidays and staffing issues, however those issues were behind them and the aim was to make every effort to complete the work by 7<sup>th</sup> July. A team had been allocated to the work and under instruction not to start anything else until the Sport Field was completed.

After a site visit held on July 13<sup>th</sup> it was obvious that the work had not been completed therefore an email was sent the same day. The reply stated that the work would be completed the following day and it was agreed for a site meeting to be held with Rob Hatton the following week, 20<sup>th</sup> July.

The site meeting was held between E L Morgan, G Davies, the Clerk and two workmen (Ben and Tim) as Rob Hatton did not attend. The first complaint levied was that there was no evidence that the original design had been adhered to. This was accepted and it was agreed that whilst a number of additional complaints could be stated about the workmanship, mess and damage that a 'snagging list' would be best once the significant issue of the design had been dealt with. It is obvious that the design installed is not working because of the pools of water that are on the field. It was pointed out that the design changes had not been approved by the Council, despite all contact details being with

contractor and E L Morgan introducing himself to the workers on site. Photographs were taken of the field. It was pointed out that the Council had received numerous complaints regarding the quality of the work and the residents are upset and annoyed. In addition, there have been negative posts on Facebook, and complaints received via email and telephone from residents. All of the complaints have been logged and the Council concurs.

It was agreed that the contractors must be given the opportunity to rectify the situation.

**Resolved to:**

- a) Contact Rob Hatton as a matter of urgency to express the complaints and provide the contractor with the opportunity to rectify the situation.
- b) To place an update of the situation on the Council's websites.

D A Thomas returned to the meeting

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

A letter dated 22<sup>nd</sup> June has been received from NPTCBC informing the Council that they will no longer be able to store, install, maintain, inspect and remove the Christmas lights. NPTCBC have been requested to provide a list of the lighting stored at Tregelles Court that will need to be removed by the Council, this has now been provided and tallies with the Fixed Asset Register. A list of the NPTCBC approved contractors has been requested and it should be noted that the Council is not obliged to use these contractors.

It is proposed that if satisfactory repairs are undertaken to the garage that the Christmas lights could be stored there. It has been suggested that there maybe scope for repairs to be undertaken to the road crossing Christmas lights. It is proposed that a quote is obtained to purchase lights that could be placed in the three trees opposite Cwmllynfell Hall, as previous years until the lights failed.

**Resolved to:**

- a) Chase NPTCBC for the list of contractors who can install and remove the Christmas lights.
- b) Improve the garage so that it can store the lights in the future.
- c) Establish the dimensions of the road crossing lights.
- d) Establish if the road crossing lights can be fixed. If these lights can be fixed then alternative arrangements may needed to store due to size.
- e) Once the garage is repaired to collect the lights from Tregelles Court.
- f) Get a quote for new lights to decorate the three trees in the village opposite Cwmllynfell Hall.

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

A letter has been sent to the remaining households that have not responded to the permission request with a deadline for the completed permission slips by 31<sup>st</sup> July. So far only 50% has been received for Gynol Road.

All of the residents affected by the Harris Road proposal have responded except for the landowner opposite the houses. An email has been received from a resident who strongly objects to the proposal.

**Resolved** that:

- a) To honour the deadline of 31<sup>st</sup> July set. If all permissions are in place then can proceed to the quote stage however if the Council do not get all the permissions in place then it cannot go ahead with the proposal and residents will be notified.
- b) As not all the residents are in agreement with the proposal for Harris Road then the Council is unable to proceed. All residents will be notified.

### **Minute 132.2 (16/17) Notice Board for Rhiwfawr**

A letter was sent to Mrs Breslin 5<sup>th</sup> July requesting permission in writing to permanently affix the notice board to the wall adjoining the car park by means of screws drilled and plugged into the masonry. Mrs Breslin has signed the agreement.

The notices for Cwmllynfell are sent to the Hall and a second copy is for the library. As the library area may soon be no longer available and both are reliant upon people entering the Hall it is proposed that the external noticeboard is used in the future as well.

**Resolved** to:

- a) Get quotes for the purchase and installation of the noticeboard.
- b) Request the Hall to place the second copy of the paperwork to be placed in the external notice board.

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

In the knowledge that the Christmas lights need to be stored in a dry and secure place a further quote has been obtained from M and D Carpentry to place profile roofing on top of the existing roof, in line with the adjacent garage. The quote received is for new grey box profile roof sheets (green is more expensive) and new fascias, the quote is £525.

M and D Carpentry have been let down by suppliers of the garage door due to an excessive demand by housing associations and have been told there is a 10-12 week delay. M and D Carpentry are now trying to get an alternative supplier.

**Resolved** to accept the quote for the roof repair.

### **Minute 12.3 Trees to the rear of 89a Rhiw Road**

As agreed a quote has been obtained from Wrenvale Nurseries and Landscapes, as the Council's current grounds maintenance contractor, to thin out the trees on the wildlife area in line with the advice received from NPTCBC. The total cost is £560 excluding VAT. In addition to this letters from 89 and 91 Rhiw Road have been received confirming that they have no objections to the trees being removed.

**Resolved** to inform all three residents that the Council have been advised not to remove all of the trees as the area is for wildlife and that the proposal would only be to thin the trees out. If the residents are in agreement then this can go ahead.

#### **Minute 14.4 Bank Mandate**

A letter was received dated 27<sup>th</sup> June requesting that D A Thomas, G J Jones and D H Jones provided identification to HSBC. The deadline, extended, approved by the bank is 31<sup>st</sup> July. It is advisable that the personal identification document should be passport, driving licence or birth certificate. The bank mandate for G Davies has been submitted and R M Evans has completed the form and will be sent as soon as possible.

**Resolved** for the three Councillors to provide identification HSBC within the deadline.

#### **Minute 23 Standing Order 43 Amendment**

The Standing Orders have been amended and the updated versions placed on the two Council websites.

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

#### **Minute 25.2 Annual Return**

An email was received 29<sup>th</sup> June requesting further explanations with a deadline of 13<sup>th</sup>, this was extended to 20<sup>th</sup> July due to annual leave. All answers to the queries were sent 13<sup>th</sup> July.

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

#### **Minute 26.2 Planning Matters: Application Number: P2017/0036**

An electronic objection was submitted 18<sup>th</sup> June 2017.

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

#### **Minute 27.1 Rhiwfawr Play Park**

The Funding Agreement has been signed and returned to WREN. Ysgol Gymraeg Gynradd Cwmllynfell has been notified and thanked for the support from everyone involved. A press release has been drafted awaiting approval from WREN before distribution and to be used on the websites. A poster has also been designed to be placed in the two communities.

19:37 G Davies left the meeting

The contractors Sutcliffe Play have been notified and a start date of 11<sup>th</sup> September has been provided and the name of the contract manager, John Thomas, has been provided.

An ISO 14001 Installation Soil Conditions requires agreement.

19:39 G Davies returned to the meeting.

**Resolved** to

- a) Sign the ISO 14001 Installation Soil Conditions form.
- b) Follow up with WREN for press release approval.

### **Minute 27.2 Local Resolution Protocol**

The document has been uploaded to the Council's two websites.

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

### **Minute 27.3 A Shared Community: Charter Agreement**

Rhys George, NPTCBC has been notified of the Council's agreement to sign up to the Charter. A new version of the Charter has been provided with the Council included.

**Resolved** to upload the document to both of the websites.

### **Minute 28.4 Llynfell Park**

A site visit still needs to be undertaken which will be completed over the summer recess.

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

## **37. Correspondence – Refer to Clerk's Report.**

Members are advised that when they receive a letter from the general public that it is in an envelope to ensure confidentiality and is forwarded to either the Clerk or Chair immediately. This is to ensure that action can be taken as soon as possible.

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

- Active Travel (Wales) Act 2013 Notification of Active Travel Consultation.
- Celtic Energy – notice of the next Site Liaison Meeting 19<sup>th</sup> July 2017
- NPTCBC / CC Liaison Forum future dates. The contact details of the Chair have also been forwarded.
- NPTCBC Consultation on the draft well-being objectives.

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

## **38. Financial Matters**

### **38.1 Payment of Accounts**

1891 DD	NEST	June Pension	£11.21
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1893	Skelton Thomas Engineering Ltd	Signs in Cemetery	£449.00
1894	Playsafety Limited	RoSPA Inspection	£84.00
1895	Cwmllynfell Hall	Grant	£2,667.00
1896	R W Williams	Grant Payment for URN 003	£1,725.00
1897	HMRC	Income Tax	£124.63
1898	S Richards	Net Salary, Mileage and Expenses	£528.60
1899	Royal Mail Retail	PO Box	£318.00
1900	A J Evans	Grant Payment for URN 003	£2,270.00

The Miscellaneous Works budget for the Cemetery only has a budget of £300, therefore insufficient to meet the invoice.

The cheque originally made out to A T Plastering for the grant URN003 has been returned because the business does not have a bank account set up in that name. Instead the cheque now needs to be made out to A J Evans.

There is an opportunity to reduce the PO Box invoice by paying by Direct Debit.

**Resolved** for:

- a) The additional cost for the cemetery signs to be met from Unrestricted Funds.
- b) To approve all payments.
- c) Approve the set up of a direct debit for the PO Box.

### **38.2 Quarterly Accounts**

The quarterly accounts were presented to the members for approval. It needs to be noted that whilst the General Administration budget has not over spent, within it is a stationery budget of £88. This has already been spent due to the price of print cartridges i.e. one costs approx. £62. It is proposed to continue to review in line with the quarterly reviews.

**Resolved** to accept the quarterly budget.

### **38.3 Bank Account**

19:55 D C Phillips left the meeting

It is proposed to consider changing banks because the nearest HSBC branch is Neath and it does not have a bank card associated with community accounts. Barclays, still has a branch in Ystradgynlais which would assist in the annual updates to the bank mandate and proof of identifications. Also at the moment the mobile phone account is directly linked to the Clerks personal bank account because the Council did not have a bank card. The Barclays account would enable this Direct Debit to be linked to the Council's community account.

20:00 D C Phillips returned to the meeting

**Resolved** to set up a bank account with Barclays and make the transfer.

## 39. Planning Matters

On 14<sup>th</sup> July a planning consultation was received for the following:

Application Number: P2017/0036

Applicants Name / Address: Artisan Stone Supplies, Gwrhyd Quarry, Gwrhyd Road, Pontardawe, Swansea SA9 2SB

Site Location: Gwrhyd Specialist Quarry, Gwrhyd Uchaf Farm, Gwrhyd Rpad, Pontardawe, Swansea SA9 2SB

Proposed Development: Variation of Condition 15 of planning permission P2010/0026 in order to allow for

- a) An output of 750 tonnes of dimensional blockstone and masonry products per working week for the duration of the planning permission (a maximum of 2x24 tonne carrying capacity vehicles and 5x20 tonne carrying capacity vehicles per day).
- b) The removal of 700 tonnes per working day of aggregate produced from the waste stone resulting from the dimensional stone and masonry production process for a limited period of 2.5 years (a maximum of 7x20 tonne carrying capacity vehicles per day).

**Resolved** to request an urgent meeting with the Planning Department. It is agreed that all Councillors will be notified of the meeting and if at that meeting a decision is reached regarding the planning consultation then the Council will stand by the decision.

## 40. Reports

20:11 D A Thomas left the meeting

### 40.1 Website and Social Media Policy

20:12 D A Thomas returned to the meeting

A draft Social Media Policy has been forwarded from One Voice Wales for Community Councils to consider. The policy would apply to both the elected members and paid staff.

The Council has two websites, one English and one Welsh. Currently there is not a requirement for the Council to produce everything bilingually however this maybe something that comes into place in future years with the new Welsh Language Regulations. Previously, the website updates were carried out by a Councillor and not the Clerk. On the new Clerk coming into position and the Councillor standing down the duty was passed to the Clerk.

As email has been received from Calico UK regarding an antispam introductory offer.

**Resolved** to:

- a) Adopt the Social Media Policy.
- b) To defer a discussion about the Council's websites until December.



## **40.2 RoSPA Inspection Report for Llynfell Park**

The report highlights that there is one recommended maintenance finding for the park which is associated with the cableway. The finding is that the brakes are worn and should be replaced.

**Resolved** to contact Wicksteed as the original contractors who installed the play park to carry out the work.

## **40.3 Cllr D H Jones**

1. Grass cutting has been completed in Cwmllynfell and Rhiwfawr. If there are any issues then please forward directly.
2. New dog fouling signs have been placed on the cycle track entrances and a new bin has been placed on entrance to cycle track to Rhosamman.
3. The drainage ditch to rear of Heol y Coed Cae properties has been cleared and shrubbery removed.
4. A new manhole fitted by No1 Gwilym Road.
5. A new gully has been fitted on Gwilym Road near the entrance to Gynol Road.
6. Potholes have been filled on Gwilym Road.
7. There is an on-going discussion with NPTCBC Transport Manager regarding public transport to Rhiwfawr.
8. Aim to improve conditions of public footpaths and access.
9. The drainage ditch running along the cycle track will be cleared soon.
10. Anti-social behaviour at two flats in Heol Daniel involving drugs, drunk behaviour and fighting etc should soon stop because one set of residents have been evicted and the other set are moving out very soon.
11. Attended a meeting two weeks ago and it is confirmed that the East Pit opencast will be finishing September 2018. The regeneration work will then begin for one year. The funding is in place for this to happen and is estimated to be £22 million. It is possible to have a site visit of 4-5 people at a time.
12. There will be a meeting on 27<sup>th</sup> July to discuss the options for the library if the Hall closes it. At the moment, the proposal is to continue to have a small collection that is self-service. This would be updated and changed 3-4 months and for the mobile library to visit the village every 3 weeks with a home delivery service for those residents who are house bound.

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

The following requests were made of Cllr D H Jones:

40.3.1 To look into a dropped kerbway being installed on Railway Terrace where the lorries are mounting the pavement.

40.3.2 Cllr Lloyd had previously looked into speed restrictions in Rhiwfawr and a speed survey was undertaken and proved that speeding was an issue. It was agreed that this would be considered in the new financial year however an update is required.

## **41. Information Items – see Clerk’s Report.**

In addition to the Clerk’s Report the following information has been received:

- Welsh Government Workshops for local government representatives on higher activity radioactive waste management and disposal
- Independent Member (ICT) – ABMUHB vacancy
- Consultation on the Welsh Revenue Authority having access to criminal powers – Ending 2<sup>nd</sup> October 2017
- Revised School Organisation Code

The meeting was closed at 20:42