

Cyngor Cymuned Cwmllynfell Community Council

Minutes of the Meetings at Cwmllynfell Hall on Thursday 21st September 2017 at 6.30pm

Present Councillors

Councillor E L Morgan (Chair)

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

In Attendance

Keelan Rochard

45. Apologies for Absence

M Evans, J G Jones

46. PCSO Samantha Brookman

Invitations were issued to PC Jayne James, PC Chris Higgs, PC Steffan Jenkins, PCSO Samantha Brookman and Clair Rogers. Clair Rogers responded that her job role had changed therefore it was no appropriate for her to attend. PC Jayne James responded stating that she was retiring at the end of August and PC Chris Higgs was on a rest day for the date of the meeting. A follow up email was sent 15th August to PC Steffan Jenkins and PCSO Samantha Brookman, and as a result PCSO Samantha Brookman confirmed that she could attend. Unfortunately an email was received today that she is unable due to personal circumstances.

18:38 D H Jones arrived

D H Jones is meeting with PCSO Samantha Brookman 27th September to discuss community issues.

Resolved

- a) Invite PCSO Samantha Brookman to the October meeting and ask for definitions for the crime statistic headings.
- b) Invite a senior police officer to the meeting also, contact details provided by D H Jones.

47. Declarations of Interest

D A Thomas declared interest for the agenda items 4-6.

18:45 D A Thomas left the meeting.

48. Minutes of the Council Meeting held on 13th July 2017

Resolved agreed and signed as a true and accurate record.

49. Matters Arising

None to report.

Resolved for the situation to be noted.

50. Matters Arising from Minute 42c) Rhiwfawr Sports Field at the Meeting held on 20th July

An email was sent to Rob Hatton 21st July attaching all of the photographs taken stating the dissatisfaction and the fact that the original design had not been adhered to. Rob replied stating that he was disappointed with this and had not been a decision made by the office. He went on to say that he wanted the Council to be happy with the work undertaken, was apologetic and was prioritising the work.

On the 15th August, after a site visit, Rob Hatton was emailed August noting that the installation of the new design had not made as much progress as anticipated. His response was that they had been hampered by bad weather. He asked if the repairs to the wall and fencing were satisfactory.

Rob Hatton was emailed, with photos, 18th August stating that the repairs were unsatisfactory to the wall and that the gate was now no longer attached to the post. Contact was made with a couple of the local Councillors to establish if they knew how it had come about i.e. vandalism or the contractors but it could not be confirmed.

Unfortunately, due to the weather conditions the work was delayed further and Rob Hatton had to be contacted to withdraw the use of the Hall as a new floor had just been laid. After a period of dry weather Rob Hatton was emailed 3rd September stating disappointment with progress and was phoned 7th September. He explained that the machinery was having difficulty working on the field due to the wet nature and the machinery was getting stuck, however they were confident that they had a solution.

A site inspection took place on 12th September and the gravel had been placed into the drainage pipe routes and the wall had been repaired. Further site visits on 19th and 21st September no further progress had been made. Rob Hatton was telephoned requesting an update and a message was left on his mobile. No answer has been received to date.

It is believed that the next stage of work is to provide new top soil to the field however this requires confirmation. A request was submitted 15th September for the key to the hall to be returned. It was reported that this has not happened.

Resolved to:

- a) Request a meeting with Rob Hatton to discuss the following:
 - a. A deadline for the completion of the works.
 - b. The Hall key being returned.
 - c. Carpark needing clearing of chippings and debris.
 - d. Removal from the field of the debris including the container of diesel.

19:11 D A Thomas returned to the meeting.

51. Minutes of the Council Meeting held on 20th July 2017

Resolved agreed and signed as a true and accurate record.

52. Matters Arising

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

A list of contractors who can install and take down the lights has been provided by NPTCBC stating that the most used contractors are Centre Great, Commercial Christmas and SSE. Centre Great were contacted in the first instance as this company had been sub-contracted to install the lights in 2016. Also Commercial Christmas had failed to respond after the site meeting at the beginning of the year and provide a quote.

Centre Great provided advice over the telephone regarding the specification for the lights to be installed on the trees in Cwmllynfell and agreed to carry out a site visit 20th September, unfortunately this has had to be rearranged to 3rd October. Details were also forwarded regarding a company that sells ex-hire stock that could be purchased.

Centre Great also advised regarding the electricity supply to contact Western Power to seek permission for an unmetered supply for the lights. This was done and it was established that a new customer agreement needed to be set up. The Agreement for the Connection of Unmetered Electricity Supplies was signed and returned 18th August. The Council has been issued with a MPAN. Western Power will now contact the Council on an annual basis to ensure that permission is in place for an unmetered supply.

The next stage is to establish a contract with an electricity supplier. SSE have been contacted with great difficulty. This resulted in contact being made with Western Power again. A response has been received from SSE stating that they are 'not prioritising the registration until nearer the festive period'. A request has been submitted to Western Power to find an alternative supplier.

NPTCBC have issued an agreement that needs to be put in place between the two parties, as NPTCBC are the highways agency. In the agreement there are key elements to consider such as giving 6 weeks notice to install the Christmas decorations, therefore timing is very important.

The garage repairs are complete. In order to store the Christmas lights the garage needed to be clear of rubbish. This has been completed by J C Rees and the Clerk. J C Rees has had the two strimmers examined to see if either can be repaired. Neither can be repaired but maybe available for parts. The mower is not repairable either and a substantial amount of rubbish has been removed to be able to accommodate the lights.

It has been established that the dimensions of the road crossings are 2.5m x 0.5m (fit in the garage). Based on the Fixed Assets Register, the Christmas lights

that are owned by the Council were collected. A transit van needed to be hired for this to be done. All of the Christmas light were collected 14th September.

Centre Great agreed to look at the lights at the time of the site visit to see if they can be fixed / undergo a PAT test. This is a requirement in the NPTCBC Agreement.

The Christmas tree in Rhiwfawr has been secured from Celtic Energy. The next stage is to arrange the installation.

Resolved to

- a) Ensure that adequate insurance is in place for the garage the Christmas lights.
- b) Sign the Agreement between NPTCBC and Cwmllynfell Community Council
- c) Establish the cost for testing, installing and taking down the lights currently in the Councils ownership. Delegated authority was given to the Clerk to take this matter forward.
- d) R P Morgan to approach P Fox, in the first instance, regarding installing the Christmas tree.

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

A letter was sent to residents of Harris Road 1st August informing the residents that permissions had not been obtained from all the residents.

Regarding Gynol Road, in the recess period permission was obtained from the Chair and Vice Chair to extend the deadline to investigate the remaining few properties that had not completed the permission slips in case the houses were vacant. There is only one permission slip outstanding.

Resolved for D H Jones to contact the remaining property owner with the form.

Minute 132.2 (16/17) Notice Board for Rhiwfawr

This was ordered a number of weeks ago however due to the school orders there has been a delay and a new delivery date has been provided of 27th September. There has been a free offer to install the noticeboard and this will be pursued once the board has been received.

Resolved to arrange for the installation of the notice board once it has been delivered.

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

All works completed and inspected on 14th September.

Resolved for the situation to be noted.

Minute 12.3 Trees to the rear of 89a Rhiw Road

Refer to the Clerk's Report for the responses from two of the residents. There has since been legal advice received from One Voice Wales and the One Voice Wales legal advisor NALC.

Resolved to write to all three residents explaining the advice received.

Minute 14.4 Bank Mandate

To date D H Jones, G Jones and G Davies are not signatories to the HSBC accounts.

Resolved to place on hold because of the forthcoming move to Barclays Bank.

Minute 25.2 Annual Return

Following on from the EGM 14th September the amended Annual Return was emailed and hard copy sent through the post 15th September.

Resolved for the situation to be noted.

Minute 27.1 Rhiwfawr Play Park

The original start date for the work to begin was 11th September. An email was received advising that this was being put back to 2nd October due to ongoing problems on other sites.

Resolved for the situation to be noted.

Minute 28.4 Llynfell Park

A play inspection was undertaken 18th August, refer to the Clerk's Report.

Resolved to:

- a) D H Jones to establish if the wooden fencing can be replaced with higher fencing on health and safety grounds, as this had previously been the responsibility of NPTCBC.
- b) D H Jones establish if it would be possible for the Council to have a gateway / doorway that would lead directly from the multi-use play area in to NPTCBC grounds, without any negative implications for the Council.

Minute 38.1c) Direct Debit for the PO Box

The Direct Debit has been completed however in chasing up a revised invoice to state the bill is for 11 months as opposed to 12 months, the response was that the free month is added on at the end. A complaint has been submitted as this was not explained on the literature encouraging the take up of the offer.

Resolved for the situation to be noted.

Minutes 38.3 Bank Account

On 22nd August D C Phillips, J C Rees and the Clerk met with the Business Manager for Barclays to set up the bank account. All the forms were completed and those persons have become the first signatories to the bank account. At this point it was explained that unlike the HSBC account the 'pool' of signatories is only made up of three persons. This had not been made clear before, however the process of replacing a signatory is straight forward and if a new signatory requires identification this can be arranged to be done at the Ystradgynlais branch. Notification was received 20th September that the account has been set up and a cheque book has been received. D C Phillips has been sent an authentication card for internet banking.

20:07 D C Phillips left the meeting.

Resolved to:

- a) Ensure the Clerk is the primary contact.
- b) The Clerk is always a signatory to enable internet and telephone banking.
- c) Once the bank account has been set up then to apply for a single bank debit card.
- d) The bank card is to be used only on purchases in accordance with the Financial Regulations.
- e) Transfer the funds from the HSBC Business Account to the new Barclays account.
- f) Close the HSBC Business Account once the transfer has been finalised.
- g) Make all future payments from the Barclays account from this point in time.
- h) Approach O2 to change the mobile phone Direct Debit from the Clerk's personal bank account to the Barclays account.
- i) Change the NEST payment Direct Debit from the HSBC account to the Barclays account.
- j) Notify NPTCBC that all future precept payments are to be made to the Barclays account.
- k) Keep the HSBC Community Account with limited funds until it has been confirmed that the NPTCBC Precept payment has been made to the correct bank account.
- l) Once all financial measures have been completed, transfer the remaining funds from the HSBC Community Account to the Barclays account.
- m) Close the HSBC Community Account.

20:10 D C Phillips returned to the meeting.

Minute 39 Planning Matters

On 26th July a meeting was held with Steve Ball, NPTCBC and Hugh Towns CCC to discuss the Planning Application Number P2017/0036. Representatives of the Council were E L Morgan, D C Phillips, J C Rees, H A Lewis, R M Evans and D H

Jones. After receiving additional information from both officers the Councillors met and agreed the following:

In conclusion, as long as the conditions/restrictions laid down are adhered to and that the proposed £30,000 is spent on road safety improvements along the existing route, then there is no reason to object to the planning proposal. This was submitted on the evening of 26th July.

Additional information received from NPTCBC and CCC in the meeting was that the planning request was to reduce the number of loads carried, even though the maximum allowed to date is not being met; a further £6,000 per annum will be available for the next 3 years for road improvements; the permission was not restricted to polished stone.

R P Morgan requested that it be noted that he objected to the planning proposal.

Resolved for the situation to be noted.

Minute 40.2 RoSPA Inspection Report for Llynfell Park

Wicksteed the original contractors who installed the play park were contacted for a quote to carry out the work. The quote provided was only for the supply of the replacement part at £37.50 inc delivery. Wayne Hock was contacted 12th August to establish if he could install the replacement part. He has stated that he would check if a cheaper replacement part could be obtained and how much it would be to install. He was due to complete the work 9th September but the supplier had sent the wrong component. He has removed the damaged part and was due to order the part 20th September from Wicksteed to then fix it.

Resolved for the situation to be noted.

Minute 40.3.1 Railway Terrace Kerb Lowering

D H Jones reported that such work would be met out of NPTCBC capital budget 2018/19.

Resolved for the situation to be noted.

Minute 40.3.2 Speed Restrictions in Rhiwfawr

D H Jones has been sent plans for the proposed speed restrictions of painting the road, bollards and speed signs which would be met out of this financial year capital budget.

Resolved for the proposal to be supported.

53. Correspondence – Refer to Clerk's Report.

Resolved for the situation to be noted.

54. Financial Matters

51.1 Accounts Paid in Recess

1901	NEST	July Pension	£11.21
1902	NPTCBC	Uncontested Election Fees	£140.00
1903	M & D Contractors	Garage repairs	£1,632.00
1904	S Richards	Wages, mileage and expenses	£525.67
1905	HMRC	Income Tax	£124.63
1906	NEST	August Pension	£11.21
1907	Spanglefish	Website	£29.95
1908	Wrenvale	Grounds Maintenance	£1,080.00

Resolved for the garage repairs are met from the unrestricted reserves.

51.2 Payment of Accounts

1909	NEST	September Pension	£11.21
1910	S Richards	Wages, mileage and expenses	£847.81
1911	HMRC	Income Tax	£124.63
1912	Cwmllynfell RFC	URN009	£2,800.00

The requested annual accounts for Cwmllynfell RFC have been received thereby making the application compliant.

Resolved to agree all payments.

55. Planning Matters considered in Recess

During the recess period the following planning applications were received and the Chair and Vice Chair were consulted with regarding action as the 40 day consultation period was to expire before the next Council meeting.

52.1 Application to change the register of Common Land – CL25A Entry 83 (as modified by Entry 216) Application No. NPT0026

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Resolved for the situation to be noted.

56. Planning Matters

56.1 Application to change the register of Common Land – CL25A Entry 83 (as modified by Entry 216) Application No. NPT0026

Resolved for the situation to be noted.

57. Reports

57.1 Cwmllynfell Cemetery – refer to the Clerk's Report.

Resolved that D C Phillips will arrange the removal of the old padlock and replace it with the new padlock.

57.2 Meeting Venue Schedule – refer to the Clerk’s Report.

Resolved to:

- a) Hold the Council meetings at Rhiwfawr in October, March, May and July.
- b) Dispensation be given to Councillors who are unable to attend meetings in the Winter months due to poor weather conditions.

57.3 Cllr D H Jones

- a) It is understood that the Council once paid a fee to have land on Gwilym Road used as a car park. A situation arose regarding over charging after which the land was gated.
- b) D H Jones is attending a NPTCBC meeting in November to discuss the Capital Budget for 2018/19.
- c) It was requested that a mirror be sited on the tight corner entering Rhiwfawr.
- d) There is an issue with vans and cars parking opposite CK’s which is impacting on pedestrians.

Resolved for:

- a) J C Rees to establish what a new agreement would be.
- b) Place NPTCBC Capital Budget proposals on the next meeting agenda.
- c) And d) D H Jones to look into resolving these problems.

57.4 Other Reports

- a) K Rochard asked if a sign could be placed on Penybryn to show drivers that the road is a dead end to prevent vehicles turning on the road.
- b) J C Rees raised that he had received an email from the Clerk that a potential complaint was going to be made against him. J C Rees did not like to be informed of this matter by email and preferred notification by telephone.

It was explained by the Clerk that the Complaints Policy with the relevant form had been sent to a Cwmllynfell resident as per their request. No complaints have been received against any of the Councillors and until then there is no further action.

It was explained that the email had been sent approx. 8am to ensure that J C Rees was notified in the first instance by the Clerk and not through a third party. It was felt that placing a phone call at this time was not appropriate hence the email. It was pointed out that very often Councillors will receive emails from the Clerk either very early in the morning or late at night due to other work commitments. The Councillors were asked for their preferred method of communication. There was no conclusion reached except for J C Rees to be phoned irrespective of time.

- c) G Davies reported that Rhiwfawr Hall is now open and has an event planned for the weekend of Halloween.

Resolved:

- a) D H Jones to take forward the suggestion.
- b) And c) for the situation to be noted.

58. Information Items – see Clerk’s Report.

The meeting was closed at 20:58