

# **Cyngor Cymuned Cwmllynfell Community Council**

## **Minutes of the Meetings at Rhiwfawr Hall on Thursday 19<sup>th</sup> October 2017 at 6.30pm**

### **Present Councillors**

Councillor E L Morgan (Chair)

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

### **In Attendance**

Keelan Rochard

### **59. Apologies for Absence**

D A Thomas, J G Jones

### **60. Deputy Sector Inspector PC Andy Harris / PCSO Samantha Brookman**

PC Andy Harris explained that his role is the management of resources and to work with communities to ensure that the police are in the right place at the right time. The issue was raised that the South Wales Police website statistics does not reveal the story behind what has happened and is very stark. This can raise concerns in a community, especially when an increase has been noted. The crime category of concern is 'Violence and Sexual Offence'. It has been explained that a violent offence could be something as minor as a dog bite / threatening letter but due to the lack of feedback it can raise fear / concern in the community. PC Andy Harris stated that the police are aiming to obtain a balance between transparency and to avoid people feeling scared / losing confidence in the police. Whilst the area is relatively quiet, 25 crimes since April, it is about the quality of life.

Regarding the level of information that can be shared is on a case by case basis for example it depends if a juvenile is involved. The police need to ensure that there are no repercussions. The police are governed by the crime categories under the NCRS and that crimes must be reported in 12 hours.

PACT meetings were raised. The meetings use to be well attended however the figures have fallen away. PCSO Samantha Brookman has since May been making herself available in CK's. The main concerns being expressed to her are speeding and car parking. The residents have not been scared to come forward and report issues. The PACT meeting that was held last week had no one attending.

18:43 K Rochard arrived.

The aim is to build a rapport back with the community; PSCO Samantha Brookman will be carrying out a bimonthly walk of the beat with Councillor D H Jones.

**Resolved** for

- a) PCSO Samantha Brookman to advise the Clerk when the PACT meetings are being held so that the information can be placed onto the Council's website.
- b) PC Andy Harris and PSCO Samantha Brookman contact details are to be circulated to all members of the Council.

**61. Declarations of Interest**

No declarations of interest were made at this juncture.

**62. Minutes of Minutes of the Extraordinary General Meeting held on the 14th September 2017 and 25.2 Annual Return**

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

**63. Matters Arising**

BDO LLP report has highlighted one matter for the attention of the Council and that is minutes. The minutes submitted for audit purposes were not certified as true copies of the originals.

This was because the minutes were emailed and copies of the certified originals were subsequently submitted. It was raised at the time by the Clerk that certified minutes had not been requested.

The notice of Conclusion of Audit went on display 5<sup>th</sup> October and must be displayed for at least 14 days. The Annual Return was placed on the Council's websites 12<sup>th</sup> October.

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

**64. Minutes of the Meeting held on the 21st September 2017**

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

**65. Matters Arising**

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

A meeting was held with Rob Hatton, Redwood Environmental 10<sup>th</sup> October at Rhiwfawr Hall. Present were E L Morgan, D C Phillips, H A Lewis, R M Evans, G Davies, D H Jones, with apologies received from R P Morgan and J C Rees. Rob Hatton explained that the work had been hampered by the weather and that the conditions of the field were proving to be awkward. During wet spells staff were then placed onto other jobs. When it was believed that there would be a dry spell, machinery was arranged only then for the weather to change, an example being on the 10<sup>th</sup> October with the rollers.

Rob explained that when the drainage to the outskirts of the field was laid water was flowing through the pipes however when the central pipework was laid this changed. It was agreed that the drainage route that runs parallel to the hall is

failing and water is collecting on the surface. In order to establish what the issue is it was proposed and agreed that Redwood be allowed the opportunity to investigate and put the situation right. The investigation would consist of a camera being placed throughout the system and a research trench dug in the corner nearest the entrance way. This would be carried out 11<sup>th</sup> October and a report produced by 12<sup>th</sup> October. The report was received 16<sup>th</sup> October due to an IT issue which was not resolved until late Friday afternoon.

The workmanship was raised and a complaint made about the level and type of debris that was left on site being not acceptable. Rob Hatton accepted all of the comments / complaints and apologised for the situation.

A time scale was discussed and agreed to be 4-6 weeks. The key to the hall was returned.

The report received concludes that there is a broken pipe and Rob Hatton is not satisfied with some of the levels running through the centre of the field which appears to be holding the water back. A further email from Rob Hatton has been received 19<sup>th</sup> October stating that he had attended site Monday and Tuesday that week with engineers and witnessed first-hand some of the issues with the ground conditions and secondly the levels of installed drainage. He has instructed that the original plan be revised to incorporate additional measures, these are to include:-

Another perimeter ring of land drainage

New spurs off the main runs in the field.

These are to be all excavated together and be allowed to flow freely prior to backfilling, so that it can be witnessed of them working.

Redwood Environmental did place barrier tape and warning signage along the pathway to avoid anyone entering the work area as a precautionary measure. The company has highlighted that there will be open ditches for the next week or so while the excess water is drained, prior to reinstatement.

**Resolved to:**

- a) Local Councillors to remind residents that the field is still closed.
- b) New notices to be placed in the community reminding residents that the field is still closed.
- c) To place an update on the Council's websites.

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

Eon made contact 2<sup>nd</sup> October to establish if the Council would like the company to provide the electricity for the Christmas lights. The unit charge is 15.75p and there is no standing charge. The invoice for the energy usage would be issued at the beginning of March. It was agreed to enter into an agreement with Eon and a pack was to be sent. This pack has not been received yet and needs chasing.

A site meeting with Centre Great took place on 5<sup>th</sup> October. The company was asked to initially to quote to test all the lights, the installation and removal of the lights and to investigate the scope of having the 3 trees light in Cwmllynfell.

On 10<sup>th</sup> October a call was received from Centre Great which resulted in a follow up site meeting. It was reported that all the dummy poles that the road crossings link onto have no electricity supply. In previous years NPTCBC have routed the electricity overhead from the nearest supply pole. There are now new regulations in place which means that this is no longer possible. To have electricity placed into the dummy poles it requires the cable running down the nearest electricity pole, trenching to be dug along the pavement, possibly across the road and then into the dummy poles. This affects all the road crossing decorations and the tree in Rhiwfawr, it does not affect any of the wraps for Cwmllynfell. An approx. cost was estimated to be £1,500 however some would be more, some would be less depending on where the supply began and where it went. Centre Great also stated that it could be anticipated that NPTCBC will stipulate that the dummy poles being used will require a structural test.

In the fixed asset register 14 columns had been entered under the Christmas decorations. It is now clear that the 14 columns are the 14 dummy poles that the Council owns in both Rhiwfawr and Cwmllynfell.

To light the 3 trees in Cwmllynfell, Centre Great advised that further discussions would need to take place with NPTCBC Public Lighting Section because even if the electricity supply is routed, NPTCBC as the Highways Agency may still not approve the lighting installation. If the trees can be light then additional lights need to be purchased.

After the meeting with Redwood Environmental on 10<sup>th</sup> October, the Councillors were advised of the situation because there is now an urgency. If the Council wants the lights to be on for the beginning of December then the 6-week notice deadline is 21<sup>st</sup> October.

With the information provided from Centre Great it was agreed that the initial priority was to get a cost on the wraps for Cwmllynfell and to light the tree in Rhiwfawr; next would be the option of lighting the 3 trees in Cwmllynfell or if that was not possible to try and get another donated tree from Celtic Energy to be sited somewhere in Cwmllynfell; the final priority were the remaining road crossings. This information was relayed to Centre Great on 11<sup>th</sup> October.

It was agreed that D C Phillips and D H Jones would establish if Celtic Energy would be prepared to donate a tree if it was needed for Cwmllynfell and if there could be a contribution towards the trenching costs. D C Phillips has confirmed that Celtic Energy can provide a second tree if required.

A quote from Centre Great was received 12<sup>th</sup> October:

- a) Collect, test and install 8 wraps on columns fitted with NPT spec sockets and control and remove and store in depot. £656.50
- b) To provide a permanent supply from the overhead to a mini pillar and a private supply to a stand alone column with Christmas lighting control cut out isolator (subject to Mpan number and NPT authorisation). £2,119.24.

c) Structural test of column (min of 5 columns). £150 / per column.

There are additional quotes for replacement lamps, emergency call out, attendance within 24 hours call out, call out hourly charge after two hours in normal hours and for out of hours. These will only be necessary if a situation arises it is also a requirement of the Agreement with NPTCBC that there is a 24 hour call out in place. It is also stated that if this quote be successful that Centre Great would be prepared to enter into a 3 year arrangement and would maintain these prices until the final year in 2019.

The Chair was contacted 12<sup>th</sup> October and approval given to the quote to expedite the situation. This was confirmed with Centre Great and was also provided with the Mpan. The quote for the 3 trees /separate tree in Cwmllynfell is to follow once Centre Great have received feedback from NPTCBC.

It has been confirmed with the insurance company that the necessary levels of Public Liability and Employers' Liability are in place. A copy of this information along with the signed Agreement was returned to NPTCBC Legal Services 12<sup>th</sup> October.

Legal Services have also stated in an email that they require a copy of the contract between the Council and any subcontractor that is entered into. An email was sent to all the Clerks of other Town / Community Councils and to date none have drafted a contract, with some expecting Centre Great to do it.

12<sup>th</sup> October NPTCBC Public Lighting section were notified that the Council wanted the lights to be switched on 27<sup>th</sup> November. As a result, David Stiens, Public Lighting and Electrical Manager responded stating that the Council needs to be provided with detailed proposals with regards to erecting the Christmas lights where it interacts with the Councils Public Lighting infrastructure. This will allow NPTCBC's Public Lighting Supervisor to check the proposals if affecting NPTCBC apparatus. Further clarity was sought and the information required is street name, column number /locations/ description, details of supply pick up, if it comes from NPTCBC apparatus etc. David Stiens is under the impression that the Agreement states this level of details however it does not and he has been informed of this.

An email was sent to Centre Great to seek their assistance in providing the technical information, which was provided for the Rhiwfawr tree lighting and was emailed to NPTCBC 13<sup>th</sup> October.

On the 18<sup>th</sup> October Centre Great collected 9 wraps and the Rhiwfawr Christmas lights to enable testing. A site visit was also carried out to establish the pole number addresses that will have the wraps installed. This information was emailed to NPTCBC on the same day. A note of the 9 dummy pole addresses was completed, with the ones for Rhiwfawr to follow.

An email has been received today from Centre Great as they have tested all of the wraps and lights and found that there are:

100 lamps defective on the wraps and the majority of the lights on the pea string tested are missing the golfball shields.

Centre Great are to collect the spare bulbs and golfball shields tomorrow that the Council has.

19:41 R P Morgan left the meeting.

The situation that the Council finds itself this year regarding the Christmas lights is unsatisfactory due to many factors beyond its control, not least from the position that NPTCBC have placed the Council. It is important that the community is made aware of the situation as it is anticipated that there will be complaints.

19:43 R P Morgan returned to the meeting.

R P Morgan stated that he has approached P Fox to install the Christmas tree in Rhiwfawr. P Fox has agreed to undertake the job however there will be a cost implication.

**Resolved to**

- a) Chase Eon for the agreement to be in place.
- b) Receive advice from Centre Great if the 3 trees in Cwmllynfell can be light. If this is not possible to further explore the possibility of having a tree located in Cwmllynfell.
- c) Delegate authority to the Chair and Clerk, if required to purchase additional lights and approve additional quotes from Centre Great if required.
- d) To update the community on the Christmas light situation on the Council's websites.
- e) R P Morgan to obtain a quote from P Fox for the installation of the Christmas tree in Rhiwfawr.

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

One of the remaining permission slips has now been received. The only outstanding one D H Jones reported in August that he had visited 8-10 times and had been informed that there had been a bereavement earlier that month so the remaining person may have gone away.

**Resolved** D H Jones to get advice from NPTCBC regarding the best course of action regarding the vacant property situation.

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

This has been installed free of charge by M D Contractors as a token of goodwill. It is proposed that a spare set of keys is left with one of the Rhiwfawr Councillors so that notices can be placed there.

**Resolved** for G Davies to have a spare key to the noticeboard.

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

Letters were sent to all three residents 2<sup>nd</sup> October informing of them of the legal advice received. No further correspondence has been received from the residents.

**Resolved to**

- a) Defer the decision until budget setting.

- b) Look at the wildlife area in its entirety regarding management and work required.

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

The play park has been installed.

The complaint about the mess left in the kitchen has been forwarded the Sutcliffe Play and a reply has been received.

In the grant application it was stated that once the work had been completed that there would be an opening event and photo opportunity created with the pupils of YGG Cwmllynfell and the funders. Press releases also need to be drafted, an update placed on the website, notice boards and signage.

On the 18<sup>th</sup> October the invoice was received and a completion certificate to sign off the work. This will not be done until a site visit with the contractors has been undertaken on 24<sup>th</sup> October. The invoice along with an interim and end of grant report needs to be uploaded to the WREN website to enable payment. There was an issue with the website and WREN have been notified.

It was raised that now that the play park has been completed it highlights the condition of the pathways.

#### **Resolved to**

- a) Complete the interim report.
- b) If all works satisfactory after the site visit to complete the end of grant work and upload the invoice for payment.
- c) Arrange the opening event.
- d) R P Morgan to approach Michael Sheen to see if he would like to be involved.
- e) Get a quote for the pathways to be improved through a bitmac surface.

### **Minute 28.4 Llynfell Park**

- 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 original plan of NPTCBC.
- b) D H Jones has tried to 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.

**Resolved** that both matters need further chasing by D H Jones.

### **Minutes 38.3 Barclays Bank Account**

The three signatories have now completed in getting the necessary pin sentry, authorisation card and PIN to be able to undertake internet banking. J C Rees requested that he no longer be a signatory and handed over the pin sentry, authorisation card and PIN.

The internet banking authorisation system enables two signatories to approve transactions. This is currently not the case. The Clerk must be a signatory on the bank account to be able to communicate the bank, as the previous Clerk was, and will not carry out any functions without the prior approval of the Council. It is the same procedure for the payment of cheques i.e. the Clerk drafts the cheques for the signatories to sign.

It is proposed that once all three signatories have received the necessary authorisation items that a session be carried out, so that all signatories are familiar with the process. There will initially be a couple of direct debits that will require approval e.g. NEST and O2. Once these are in place it is anticipated to minimise future demands.

The debit card application form has been received and requiring signatures from the Chair and all three signatories. Once this has been completed it will be returned to Barclays. When the debit card is received, O2 will be approached to change the mobile phone direct debit from the Clerk's personal bank account to the Barclays account.

R P Morgan raised questions of the Clerk unrelated to the agenda item and were in breach of Standing Order 29 Discussions and Resolutions affecting Employees of the Council and the Code of Conduct.

All the HSBC Business Account funds have been transferred to the HSBC Community Account. To avoid unnecessary bank charges, the HSBC advisor suggested that a cheque be drawn from the HSBC account and paid to the Barclays account. This was done, however HSBC refused to honour the cheque because it does not comply with the existing mandate. A visit was made to the bank and it was explained that the mandate that requested that H A Lewis, D A Thomas, J G Jones and D H Jones be added to the account had not been processed. As a result both H A Lewis and D A Thomas have not been processed as authorised signatories. HSBC had stated that when adding signatories if nothing had been heard then to assume that the persons had been added. This is not the case. An official complaint has been submitted to the bank manager regarding the poor service provided by HSBC. It is clear through checking the online account that the Business Account has now been closed with all funds in the Community Account.

A new cheque has been drafted for signing which will enable most of the funds to be moved from HSBC to Barclays.

Jayne Roberts, Senior Payments Officer, NPTCBC has been notified of the change in bank account details to ensure that future precept payments are made to the correct account.

**Resolved to:**

- a) Replace J C Rees with R M Evans as a signatory on the bank account.
- b) Arrange a session with all signatories to become familiar with the internet banking process once R M Evans has received the pin sentry, authorisation card and PIN.

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

Wayne Hock has been asked for an update on the repair work required to the cableway. He is currently waiting to be sent the replacement part from Wickstead.

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

### **Minute 57.1 Cemetery**

The old padlock has been replaced with a new padlock. D C Phillips to keep one of the keys and provide the Clerk with the spare.

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

### **Minute 57.3 a) Land on Gwilym Road**

J C Rees reported that the landowner is not interested in entering into further discussions as he is considering putting it up for sale.

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

### **Minute 57.3 c) Mirror on tight corner into Rhiwfawr**

D H Jones reported that unless 4 accidents have occurred then NPTCBC is not obliged to install the mirror. As this has not happened and because the traffic slows down so much that it is not considered dangerous. Instead D H Jones will be submitting this as part of the Capital Budget 18/19 requests.

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

### **Minute 57.3 d) Parking opposite CK's**

D H Jones reported that the drivers have been asked to park elsewhere, such as the Bryn Social Club car park however this is still not happening. The police will now consider giving parking tickets to resolve the issue.

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

### **Minute 57.4 a) Penybryn Road Signage**

D H Jones reported that this should be done in the next couple of weeks.

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

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

In addition to the correspondence in the Clerk's report the following have also been received:

- a) The 2018 Review of Parliamentary Constituencies in Wales Revised Proposals.

- b) Email 16<sup>th</sup> October from One Voice Wales re: Burial Charges for Children You may recall that in March of this year, the First Minister committed to “step in and make sure that burial charges for children will no longer apply in Welsh Communities”. This was in recognition of the significant variation in current approach to charging across local government in terms of whether fees are charged and even how a child is defined for these purposes. It is hard to justify that a family burying a child in one part of Wales could pay hundreds of pounds in local government fees while a family in another part of Wales would pay nothing.

Welsh Government have been considering how best to achieve this and concluded that it should proceed on a partnership basis, working with local government to agree a “Memorandum of Understanding” (MOU) setting out a shared agreement not to charge any fees in relation to the burial or cremation of a child and to use a common definition of a child as aged up to 18.

To help to progress this issue further, we have been asked on behalf of the Welsh Government to identify those community and town councils who are actively operating cemeteries or crematoria or both; with the intention of including them within the MOU.

Welsh Government appreciates the financial implications of not charging and therefore, when agreement is reached and a common set of standards in place, an appropriate amount of funding will be made available in recognition. It is proposed that there be an expectation, explicitly covered within the MOU, that local authorities would distribute a proportionate amount of the money received to community and town councils in their area who have agreed to stop charging. Should you have any queries in respect of this email then they should be addressed to [john.davies@gov.wales](mailto:john.davies@gov.wales)

Also, and just for you to be aware, the Welsh Local Government Association, have also approached all local authorities in Wales and therefore you may receive a further request for similar information via your local authority.

- c) Quality Monitoring Survey for Wrenvale Nurseries and Landscapes

- d) NPTCVS AGM 9<sup>th</sup> November.

**Resolved to:**

- a) Complete the registration in relation to the Burial Charges for Children MOU.  
 b) Complete the Quality Monitoring Survey for Wrenvale Nurseries and Landscapes

**67. Financial Matters**

**67.1 Payment of Accounts**

1913	Wrenvale	Grounds Maintenance	£1,418.40
1914	NEST	October Pension	£11.41
1915	S Richards	Wages, Mileage and Expenses	£934.68
1916	HMRC	Income Tax	£124.63
1917	NPTCBC	Trade Waste	£84.24
1918	Royal British Legion	Donation	£100.00

A cheque for £70,000 has been drafted to be paid into the Cwmllynfell Community Council Barclays bank account.

**Resolved** to

- a) Agree all payments.
- b) Report the cemetery bin lid has been broken.

### **67.2 Quarterly Accounts**

To note receipt of precept payment in August. All budgets are on target. A VAT return has been completed for the first 6 months of the financial year.

**Resolved** to accept the quarterly report.

### **67.3 Fixed Assets Report – see Clerk’s Report**

A complete review of the Fixed Asset Register has been completed proposing several amendments so that the Register be accurate and the insurance coverage is satisfactory.

J C Rees reported that one of the strimmers has been fixed and proposed that it be donated to Cwmllynfell RFC.

**Resolved** to

- a) Accept the amendments to the Fixed Asset Register
- b) Insurance Company to be notified of updates.
- c) Offer the strimmer to Cwmllynfell RFC and if required to draft a form for signing to indemnify the Council.

### **67.4 Poppy Wreath Donation**

The wreath has been ordered and the donation to the Royal British Legion needs to be agreed. Cwmllynfell Hall has been contacted to establish the date and time of the ceremony.

**Resolved** to donate £100.

## **68. Planning Matters**

None received.

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

## **69. Reports**

### **69.1 Capital Budget proposals for 2018/19**

D H Jones reported that the meeting was taking place next month. All suggestions are to be forwarded to him to take forward.

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

## **69.2 Cllr D H Jones**

69.2.1 Bryn Social Club is in debt and has been put up for sale for an estimated £100,000. There are proposals being discussed for the community to purchase the club and try to get the doctors surgery relocated there.

21.05 H A Lewis left the meeting

There was a meeting last Thursday to discuss the club and a further one tonight.

21.06 H A Lewis returned to the meeting.

AMBU were offered the building in the discussions regarding the relocation of the doctor's surgery and chose not to follow that route.

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

69.2.2 Rhiwfawr speed awareness. There has been an amendment to the plans. There is now not going to be any anti slip on the corner because it is too expensive and there are insufficient funds.

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

## **69.3 Other Reports**

J C Rees raised the level of dog fouling in Cwmllynfell. There has been a cleaner removing it in the village who is now going to clean the cycle track tomorrow. An Enforcement Officer is needed to fine persons to act as a deterrent.

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

## **70. Information Items – see Clerk's Report.**

The meeting was closed at 21:13.