

# **Cyngor Cymuned Cwmllynfell Community Council**

## **Minutes of the Meetings at Rhiwfawr Hall on Thursday 16<sup>th</sup> November 2017 at 6.30pm**

### **Present Councillors**

Councillor E L Morgan (Chair)

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

### **In Attendance**

Keelan Rochard

### **71. Apologies for Absence**

D C Phillips, G Davies, M Evans

### **72. Declarations of Interest**

D A Thomas declared interest for Matters Arising 42c) (16/17).

### **73. Code of Conduct, Standing Orders and Financial Regulations**

E L Morgan expressed the importance of all Councillors being aware and abiding by the Code of Conduct and Standing Orders. In particular he reminded the meeting that if necessary he will be enforcing Standing Order 24b and c and will be taking a firm stance moving forward. There has been negativity recently and it is important that the Council members work together as a team. Councillors need to be familiar with and abide by all the documents, Code of Conduct, Standing Orders and Financial Regulations. The Council is here to act on behalf of the community.

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

### **74. Minutes of the Meeting held on the 19<sup>th</sup> October 2017**

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

### **75. Matters Arising**

#### **Minute 60 South Wales Police – PACT dates and contact details**

The next PACT date is 7<sup>th</sup> December 6.30 at Cwmllynfell Hall. The details have been placed on the Council websites. Contact details to PC Andy Harris and PCSO Samantha Brookman have been circulated to all Councillors.

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

18:42 K Rochard arrived.

D A Thomas left the meeting.

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

Replacement notices were placed around the field reminding residents not to go onto the field and an update posted on the Council websites.

A site visit was held 7<sup>th</sup> November and a discussion held with the workmen on site who were beginning to infill the drainage channels with larger aggregate to assist with the drainage. There are complaints that a 5 gallon drum of diesel was left in the field and there have been diesel spills.

It was agreed that the Council will need to have proof that the system is working before payment is made. If necessary a retention.

**Resolved** to email

- a) a reminder to Redwood Environmental that the agreed deadline for completion is the end of November;
- b) complaints expressed.

D A Thomas returned to the meeting.

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

SSE have been in touch and will be providing the unmetered supply at a cheaper rate of 14.23p KWH. Once permission is in place from NPTCBC for the proposed lighting plan then Western Power need to be notified, who will then notify SSE. SSE require a start and end date. The start date proposed to NPTCBC is 27<sup>th</sup> November.

Feedback regarding the feasibility of the three trees on Cwmllynfell or a standalone tree on the other corner has not been received. A phone call was received from Highways 7<sup>th</sup> November who had only just been asked to comment on the proposal and then it was only in relation to the standalone tree. As a result this year it is not going to be possible to proceed with either due to insufficient time.

D C Phillips began discussions with Celtic Energy to get a second tree donated to Cwmllynfell. Unfortunately, a free tree is not possible. Alternatively, an option of providing Cwmllynfell Hall has been looked into and a small tree could be provided from the plantation at a cost of £70. This cost has been agreed by the Chair.

In relation to siting the Rhiwfawr Christmas Tree, R P Morgan advised the Council by email 11<sup>th</sup> November that P Fox will not put up the Christmas tree. D H Jones is making alternative arrangements.

The cost of installing the electrical installation to the dummy pole in Rhiwfawr, quoted as £2,200 approx is now going to be met by NPTCBC. A request has been submitted that NPTCBC should undertake this work for all the dummy poles as this is the situation that the Council have inherited. The CBC / Community Council

Liaison Group meeting scheduled for 20<sup>th</sup> November has included on the agenda Christmas lights administration in response to the how the handover has been dealt with by NPTCBC

**Resolved** for

- a) the end date for the lights to be 6<sup>th</sup> January 2018
- b) a full cost of the Christmas lights be provided by the next meeting.

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

Further advice has been obtained from NPTCBC if all avenues of establishing what has happened to the owner of the remaining property that a permission slip had not been obtained from. It was advised that a final letter be sent explaining with a deadline for objections. This was sent 9<sup>th</sup> November with a deadline of 30<sup>th</sup> November.

D H Jones has the permission slip signed from the son.

**Resolved** to:

- a) Check the road markings are still obvious.
- b) Obtain 3 competitive quotes for the work.
- c) To fund the works from the Section 137 Community Project Budget.

**Minute 27.1 Rhiwfawr Play Park**

The interim and final report have been completed and submitted to WREN following a site visit with Sutcliffe Play South Wales. Whilst there measurements were made of the pathway so that a quote can be provided. The invoice has been submitted to the WREN portal for payment. The Council will be required to pay the VAT element of the invoice however this will be reclaimed back.

An email was sent to the Headteacher of YGG Cwmllynfell suggesting an opening event and nothing has been heard back.

**Resolved** to make contact with the Headteacher of YGG Cwmllynfell again to discuss an event.

**Minute 28.4 Llynfell Park Fencing**

- a) D H Jones has spoken to NPTCBC about the wooden fencing and has been told that this had been completed correctly. J C Rees disagrees with this and advised that the plan of the site shows a higher fence.
- b) Regarding the installation of a gateway / doorway that would lead directly from the multi-use play area onto NPTCBC grounds, there is no objection from NPTCBC however the Council needs to be satisfied that there will not be any negative implications for the Council.

**Resolved** to:

- a) Get the original plan so that the matter can be discussed further with NPTCBC.
- b) Carry out a site visit to view the gateway / doorway proposal.

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

The mandate to remove J C Rees and add R M Evans has been completed. The form was submitted by R M Jones 7<sup>th</sup> November in conjunction with presenting valid ID. The majority of funds are present in the Barclays account and once R M Evans has been accepted as a signatory funds can be drawn from this account.

**Resolved** to complete:

- a) Debit Card application form
- b) NEST Direct Debit Form

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

Wayne Hock has had the replacement parts and due to complete weekend of 4<sup>th</sup> November.

**Resolved** establish if the work has been completed.

### **Minute 57.1 Cemetery**

Western Power had been trying to locate a representative of the Community Council because they wanted to cut down trees that they believed were on Council land and were interfering with the electric cables. J C Rees was contacted and gave permission for the work to go ahead and then notified the Clerk.

Western Power had difficulty in establishing the landowner of the cemetery because the information is not available on the Land Registry website.

J C Rees currently has the new padlock to allow Western Power entry. The Clerk needs the spare key once this has been completed.

**Resolved** to establish how all the property in the Council's ownership can be registered with the Land Registry.

### **Minute 66a) Burial Charges for Children – Memorandum of Understanding**

The survey has been completed.

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

### **Minute 66b) Wrenvale Nurseries and Landscapes Quality Monitoring Form**

This has been completed. The work that is undertaken by Wrenvale is excellent.

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

19:30 R P Morgan left the meeting

### **Minute 67.1 b) Cemetery Bin Lid Repair**

This was reported and in doing so NPTCBC have seen that the Council has not been paying for the collection service, only the bin hire. The fees for the 1100 bin and a fortnightly collection are £786.24 per annum and a six month invoice has been received up until the end of the financial year.

R M Evans suggested that a review can be asked for to establish if an 1100L bin is needed.

D H Jones, due to having leave the meeting, advised that tomorrow (17<sup>th</sup> November) that he will be attending the NPTCBC Capital Budget setting meeting.

J G Jones asked that gully cleanser be brought to the village because of the leaf fall blocking the gullies.

19:32 R P Morgan returned to the meeting, D H Jones left the meeting

**Resolved** to ask if a review can be carried out to establish if a 1100L bin is required.

### **Minute 67.3 a) Fixed Asset Register**

The register has now been updated.

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

### **Minute 67.3 b) Insurance**

The insurance company was notified of the amendments required to the policy. Further clarity has been required because the terms used in the Fixed Asset Register do not marry up with the policy terminology.

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

### **Minute 67.3 c) Strimmers**

A form was drafted to indemnify the Council should Cwmllynfell RFC take accept the donation of the strimmer. This form was provided to J C Rees to get signed by the Club before handing over the strimmer which has been completed.

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

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

All correspondence accepted.

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

## **77. Financial Matters**

### **77.1 Payment of Accounts**

1920	Sutcliffe Play South West	Rhiwfawr Play Equipment	£4,335.00
1921	NEST	December Pension	£11.21
1922	S Richards	Salary, Mileage and Expenses	£697.29
1923	HMRC	Income Tax	£124.63
1924	NPTCBC	Trade Refuse Collection	£308.88

When purchasing the recent ink cartridges there was an opportunity to apply for £100 savings if a full set of colour and two black cartridges were purchased together. This was done and the claim has been submitted.

**Resolved** to accept all payment of accounts.

## 78. Planning Matters

None received.

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

Resolution: It is proposed under the Public Bodies (Admission to Meeting) Act 1960 to exclude the public and press from Agenda Item 9a of this meeting as it would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**Resolved** to accept the resolution.

## 79. Reports

### 79.1 Employment Matters

**Resolved** for:

- a) H A Lewis and D A Thomas to undertake the job evaluation.
- b) The SLCC paperwork is to be forwarded and a date arranged.
- c) R M Evans to carry out the annual appraisal.

### 79.2 Other Reports

D A Thomas suggested that Redwood Environmental be asked for a gesture of goodwill for the inconvenience that has been caused to the children of Rhiwfawr over the work carried out in the field.

**Resolved** to do this.

As per Minute 40.1 preparation is underway to get quotes to improve the website for discussion at the December meeting. One quote has been obtained and the Council were asked if there any companies they wished to approach. None were suggested.

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

E L Morgan reported that the Remembrance Service was attended by himself, D C Phillips and J C Rees. In discussions with the PCSO they were there by default. The details of the service were only known to the Council through a Facebook poster. Next year will be the centenary of the end of World War 1 and should be an extra special event.

**Resolved** to contact the Chair of the Hall to offer support.

**80. Information Items** – see Clerk’s Report.

The meeting was closed at 19:58