

Cyngor Cymuned Cwmllynfell Community Council

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

Present Councillors

Councillor E L Morgan (Chair)

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

81. Apologies for Absence

D H Jones, J G Jones, M Evans

82. Declarations of Interest

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

D C Phillips declared interest for Financial, Payment of Accounts 87.1.

83. Minutes of the Meeting held on the 16th November 2017

Resolved agreed and signed as a true and accurate record.

18:41 D A Thomas left the meeting

84. Matters Arising

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

An email was sent 17th November highlighting the deadline for the works to be completed along with the complaints made at the last meeting. At that time the response was that the company would still be aiming to complete the field within the deadline. However, after completing a site visit at the end of November it was obvious that the deadline would be passed so a follow up email was sent. The response received is:

I'm not trying to make excuses and I'm fully aware of my commitments to you, but It has been a very difficult time for us recently as one of our key staff members killed himself on the M4, 4 weeks ago.

It has been a very upsetting time as he was only 28 with a young family. The last day he worked was at the field and on the Saturday he died.

We are a very close family run company and have been trying to support each other and his family at this difficult.

I realise this has impacted on the deadline and can only apologise for this, last week we had 80 tons clean stone delivered which has been installed together with new drainage pipework, this has been tested and flows correctly.

Today the team are on a H&S refresher course, but will be back Monday. Next Wednesday is the Funeral, so there will be no one on site that day but be assured we have full intentions to complete as quickly as possible.

Resolved to:

- a) Arrange a meeting with the contractor to get an update on the progress to date.
- b) Ask the contractor for evidence that the drainage system is now working.

85. Geraint Bevan – Rhiwfawr Field

A number of issues were raised by Mr Bevan:

- There has been no Herras fencing or health and safety signs
- There has been a diesel spillage
- Soil from the field has been placed over the bank into the Rushlands
- The pathways need to be reinstated / repaired.
- There should be a public meeting to tell the residents of Rhiwfawr what has gone on.

In response to Mr Bevan:

- There has been signage informing residents to stay off the field and there has been hazard tape in place.
- The alleged diesel spillage has already been raised with the contractor who assures the Council that this is not the case. Currently there is no evidence that there has been a diesel spillage and could be leachate from ground.
- The contractor had the permission from the Council to place the soil from the field into the Rushlands.
- The condition of the pathways is already a matter that the Council will be raising with the contractor.
- Mr Bevan was informed that a meeting is to be requested with the contractor and once up to date information has been obtained then a public meeting will be called.

Resolved to call a public meeting once up to date information has been obtained.

19:17 D A Thomas returned to the meeting.

Matters Arising (cont)

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

The Christmas tree in Rhiwfawr was installed 26th November with the lights placed on 27th November. After the last Council meeting there were further discussions with Cwmllynfell Hall regarding having a real tree and it was decided by the Hall not to have a real tree. NPTCBC only signed the agreement on 27th November after which the lights could then be turned on. A site visit to Cwmllynfell 5th December revealed that only 5 out of the 9 wraps had been put up, Centre Great were phoned and the situation was rectified.

A resident reported on Friday 8th December that the lights on the Rhiwfawr tree were not working after bad weather on Tuesday 5th December. Centre Great were notified on Friday and sent out a repair team within an hour.

Notices explaining the situation regarding the lack of Christmas lights this year have been placed in the community and on the Council's websites.

Western Power have been notified that the end date will be 6th December. The known costs to collect, test and install 8 wraps on columns fitted with NPT spec sockets and control and remove and store in depot is £656.50

Last year with the same level of installation the energy cost was £195.34 based on 0.1423p/KwH which is the same charge from SSE this year.

At this current time it is unknown how many bulbs had to be replaced after the ones supplied by the Council have been used.

The lights on the trees opposite Cwmllynfell Hall have been provided by the Black Mountain Gallery.

Resolved for the situation to be noted.

Minute 114.1 (16/17) Gynol Road

All of the residents were sent a letter dated 24th November advising them that all the permissions were now in place. Four companies have been approached for quotes, with two submitted. The remaining two companies have been chased for their quotes.

Resolved to chase for a third quote.

Minute 27.1 Rhiwfawr Play Park

Contact was made with the Headteacher of YGG Cwmllynfell to discuss an event. It was agreed that this time of year is not the best for trying to hold such an event and would be deferred.

One quote has been obtained for the pathway from Sutcliffe South West Play.

Resolved for:

- a) The specification to be reduced.
- b) To get two more quotes.

Minute 28.4 Llynfell Park Fencing

- a) D H Jones has been provided with the original plan of the site.
- 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. Wayne Hock has been asked to look at

what would be involved to put in a gateway / doorway this however he has not returned emails. The site visit has not been held.

Resolved for a site visit to be held open to all Councillors.

Minutes 38.3 Barclays Bank Account

R M Evans has now been added as a signatory and J C Rees removed. The NEST pension direct debit form has been completed and submitted. The bank card application form has also been completed and submitted.

All that remains is to check that the December precept payment is made to the correct bank account and close the HSBC account.

Resolved for the situation to be noted.

Minute 40.2 RoSPA Inspection Report for Llynfell Park

Wayne Hock has been chased again to establish if the repair work has been completed.

Resolved to continue to chase.

Minute 57.1 Cemetery

In order to register the title deeds with the Land Registry a voluntary application for first registration has to be made with the completion of the relevant forms. There is also a charge associated with every registration which is dependent upon the value of the property. If the value of the property is up to £80,000 then the fee is £30. There are title deeds for the land at Rhiwfawr, the car park at Rhiwfawr and 9 Heol Daniel. It is unknown the value of the land at Rhiwfawr.

Regarding the cemetery, when no title deed could be found an email was sent to the previous Clerk. His response was that in about 1989 (before his time with the Council) it was decided to take over responsibility for the cemetery. Prior to that the cemetery had been under the control of trustees but as is usually the case the few trustees that remained were advancing in age and were finding the management of the cemetery a struggle. It is believed that the land where the cemetery is located was donated to the original trustees in the mid 1800s.

It would be possible for the Council to register the title of the land with the Land Registry by obtaining statutory declarations from those that can recall the background to the Council taking over the and by producing evidence such as the minutes in 1989.

Resolved to

- a) Obtain a value of the land at Rhiwfawr.
- b) Complete voluntary registrations for the land at Rhiwfawr, the car park at Rhiwfawr and 9 Heol Daniel.

Minute 67.1 b) Cemetery Bin Lid Repair

Adam James from NPTCBC Trade Waste has replied to the request to monitor the situation that they cannot and it would be up to the Council to do so.

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.

Minute 79.1 Employment Matters

79.1a) Job Evaluation

H A Lewis and D A Thomas were emailed the SLCC information and contract of employment with the job description 17th November. A meeting was held 13th December as a result a Job Evaluation Report as been produced with recommendations.

Resolved to accept the report and the recommendations.

79.1b) Annual Appraisal

It was agreed that R M Evans would carry out the annual appraisal of the Clerk to the Council, this has not been able to take place. This is no longer required because at the beginning of December the Clerk to the Council notified the Chair of her resignation. The Clerk is required only to give one months notice however has offered to work until the end of the financial year, 31st March, to support the recruitment of her replacement.

Resolved to accept the resignation and the end date of 31st March 2018.

86. Correspondence – Refer to Clerk’s Report.

All correspondence accepted.

Resolved for the situation to be noted.

87. Financial Matters

87.1 Payment of Accounts

1925	Wrenvale	Grounds Maintenance	£938.40
1926	C Phillips	Honorarium for Cemetery	£255.00
1927	Cwmllynfell Hall	Final Grant Instalment	£2,666.00
1928	SLCC	Membership	£115.00
1929/ BACS	ALCC	Membership	£30.00
1930	Wales Audit Office	Audit of Accounts 2016/17	£224.55

1931	S Richards	Wages, Mileage and Out of Pocket Expenses	559.42
1932/ BACS	HMRC	Income Tax	124.63
1933/ DD	NEST	Pension	£11.21

Resolved to accept all payment of accounts.

7.2 VAT Return

The VAT Return has been now been paid, £995.60. It took longer because this claim underwent a random audit check and everything was found to be satisfactory. The funds were also successfully paid into the Barclays account.

The £100 promotion towards the print cartridges has also been paid into the bank account.

Resolved for the situation to be noted.

87.3 Section 137(4)(A) of the Local Government Act 1972: Expenditure Limit for 2018/19

Notification received that the appropriate sum for the purposes of Section 137(4)(A) for 2018/19 is £7.86, an increase from £7.57. The total number of registered electors has decreased from 945 to 923. This means that the maximum that can be spent under Section 137 for 2018/19 is £7011.90.

Resolved for the situation to be noted.

87.4 Budget 2018/19

Cyngor Cymuned Cwmllynfell Community Council				
Budget 2018/19				
	2017/18	<----2018/19---->		
Particulars of Revenue Expenditure Net of VAT	Budget 2017/18	Estimate 2018/19	Council Tax Band 'D'	Comments
8. Summary Revenue Expenditure	Est 2017/18	Est 2018/19	Council Tax Band 'D'	
Cemetery b/f	3,185.00	4,140.00	11.07	
Parks and Open Spaces b/f	5,658.00	9,710.00	25.95	
General Administration b/f	3,126.00	4,145.00	11.08	
Payroll and Expenses	8,529.84	8,645.00	23.11	
Grants Hall etc b/f	9,500.00	9,500.00	25.39	
Section 137 b/f	4,768.00	100.00	0.27	
Highways Paths, seats etc b/f	50.00	50.00	0.13	
Sub-Total	34,816.84	36,290.00	96.99	
Contingency	3,481.68		0.00	
Total Revenue Expenditure c/f	38,298.52	36,290.00	96.99	
9. Summary Revenue Income	Est 2017/18	Est 2018/19	Council Tax Band 'D'	
Cemetery	4,000.00	1,700.00	4.54	
Parks and open spaces	0.00	0.00	0.00	
Bank Interest	50.00	0.00	0.00	
Lease Fee Rhiwfawr Community Assoc	5.00	5.00	0.01	
Miscellaneous	0.00	0.00	0.00	
Total Income excluding Precept	4,055.00	1,705.00	4.56	Income lower than predicted
Precept	34,000.00	34,000.00	90.87	
Total Income c/f	38,055.00	35,705.00	95.43	
Precept equivalent in Council Tax (Band D)	91.10	90.87		There is a reduction
13. Receipts Summary	Est 2017/18	Est 2018/19	Council Tax Band 'D'	
Revenue Income b/f	38,055.00	35,705.00	95.43	
Capital Income b/f	0.00	0.00	0.00	
Total Receipts	38,055.00	35,705.00	95.43	
Receipts over payments	-243.52	-585.00	-1.56	Outgoings exceeds ingoings

Resolved to accept the proposed budget and to set the precept at £34,000 for 2018/19.

88. Planning Matters

88.1 Application No P2017/1080 Officer Margaret Begley
Type Lawful Dev.Cert-Prop. Ward Cwmllynfell Date Valid 21/11/2017
Parish Cwmllynfell Community Council Proposal
Certificate of Lawful Development (Proposed) single storey side extension

Location PLAS COEDFFALDAU FARM COEDFFALDAU ROAD RHIWFAWR
SWANSEA. Applicant's Name and Address Agent's Name and Address MR M
SHEEN, GWYN EVANS BUILDING PLAS COEDFFALDAU FARM 3 POPLARS
AVENUE CIMLA NEATH COEDFFALDAU ROAD RHIWFAWR SA113NS.
SWANSEA SA9 2RL. Grid 274462 211485
Conservation Area N/A Listed Building N/A

Resolved for the situation to be noted.

88.2 Application to change the register of Common Land – CL25A Entry 2 (as
modified by Entry 171 and CL25B Entry 185)
Application No. NPT0027

Resolved for the situation to be noted.

89. Reports

89.1 Review of Social Media and Websites – Refer to Clerk's Report

Resolved to monitor the websites for one year.

89.2 Cllr D H Jones

No report due to apologies.

89.3 Other Reports

- R P Morgan – the need for a mirror on the corner entering Rhiwfawr. This was raised at the previous meeting and was to be taken forward by D H Jones at the NPTCBC Capital budget for 2018/19 meeting.

Resolved for the situation to be noted.

- E L Morgan – Gail Paulis seeking advice because her approved extension since being built has had the Planning Dept come back and say the permission has been breached because it is too large.

Resolved that this is not a matter that the Council can advise on.

90. Information Items – see Clerk's Report.

The meeting was closed at 21:17