

# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Annual Meeting of Council held on Monday 18 May 2015 at 6.00pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors, P Winstone, D Jones, M Funning, J Dudley, C Teague, M Teague, J Hale, P Hunter, D Thomas, B McCathail, L Bromham, C Williams

Apologies Councillors L Rabaiotti-Jones, A Wingrave, G Morgan

## **3406 Welcome**

The Chairman welcomed Councillor C Williams who was attending his first meeting following his election to the Bryncoch North Ward.

## **3407 Declarations of Interest**

There were no declarations of interest at the start of the meeting in relation to the Annual Meeting agenda.

## **3408 Appointment of Chairman**

RESOLVED that Councillor W Griffiths be appointed Chairman for 2015/16.

## **3409 Chairman's Declaration of Acceptance**

RESOLVED noted that Councillor W Griffiths signed the Declaration of Acceptance of Office as Chairman.

## **3410 Appointment of Vice Chairman**

RESOLVED that Councillor M Teague be appointed Vice Chairman for 2015/16.

## **3411 Vice Chairman's Declaration of Acceptance**

RESOLVED noted that Councillor M Teague signed the Declaration of Acceptance of Office as Vice Chairman.

## **3412 Membership of Committees**

RESOLVED that Members be elected to the following Committees as indicated –

**Resources Committee** – Councillors W Griffiths, M Teague, J Dudley, J Hale, P Hunter, G Morgan, C Teague D Thomas and L Bromham

**Open Spaces Committee** - Councillors W Griffiths, M Teague, D Jones, J Hale, C Teague, L Bromham, B McCathail and J Dudley

**Festivals Committee** - Councillors W Griffiths, M Teague, J Dudley, J Hale, P Hunter, C Teague, D Jones, C Williams and L Bromham

**Staffing Committee** - Councillors W Griffiths, C Teague and J Hale

**Appeals Committee** – No Members nominated and the Committee be elected on an ad-hoc basis should the need arise.

**Hall Management Committees** – Noted that Committees were only required for the Bryncoch and Caewern Community Centres, and local Members were elected to represent Council on each.

**3413 Membership of Outside Bodies**

RESOLVED that Members be elected to the following Outside Bodies as indicated –

**Neath Port Talbot CBC/Community Councils Liaison Committee** – Councillors P Hunter and G Morgan

**One Voice Wales, Neath Port Talbot Area Committee and Larger Councils Committee** – Councillors J Hale and W Griffiths

**School Governing Bodies** – Council representation be maintained as follows and Councillor P Winstone be elected to replace Councillor M Cole at Blaenhonddan Primary School –

- Blaenhonddan CIW Primary      Councillor G Morgan
- Catwg Primary                      Councillor M Funning
- Cilffriw Primary                      Mrs L Sieger
- Wauinceirch Primary              Councillor W Griffiths

Further RESOLVED that the Clerk write to the Governing Body of Blaenhonddan Primary School regarding the regular arrangements for meetings.

**3414 Income and Expenditure 2014/15**

The Clerk submitted the Income and Expenditure Report for 2014/15 in advance of its submission for audit. RESOLVED that the accounts be approved.

**3415 Annual Investment Strategy 2015/16**

The Clerk submitted a draft Annual Investment Strategy for 2015/16. RESOLVED that the Draft Strategy be approved, subject to the Clerk reviewing the Council's current investment arrangements when appropriate and reporting back to Council.

**3416 Policies and Procedures**

RESOLVED that the following policies and procedures be adopted–

- Standing Orders
- Financial Regulations
- Health and Safety Policy
- Freedom of Information Scheme
- Risk Management Plan and Risk Assessment
- Halls Management Committee Regulations

**3417 Financial Management Arrangements**

RESOLVED that present arrangements be confirmed and specifically that –

- existing financial arrangements as outlined in the Annual Investment Strategy be endorsed
- the following Members be authorised to act as bank signatories on the Council's behalf – Councillors W Griffiths, M Teague, D Jones, J Dudley
- Council appoint Mr L Llewellyn as its Internal Auditor in 2015/16.

**3418 Chairman's Allowance**

RESOLVED that a Chairman's Allowance for 2015/16 be set at £300.00.

The meeting ended at 6.45 pm.

Signed

Dated 15 June 2015

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# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 18 May 2015 at 6.46pm  
in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors, P Winstone, D Jones, M Funning, J Dudley, C Teague, M Teague, J Hale, P Hunter, D Thomas, B McCathail, L Bromham, C Williams

Apologies Councillors L Rabaiotti-Jones, A Wingrave, G Morgan

## **3419 Declarations of Interest**

At the start of the meeting, Councillor J Dudley declared an interest in Item 6 – Planning Applications.

## **3420 Minutes of the Monthly Meeting held on 20 April 2015**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 20 April 2015 be confirmed as a correct record.

## **3421 Matters Arising**

Further to Minute 3389 the Clerk updated Members on completion of allotment license agreements and referred to the previously reported need to undertake tree surgery for health and safety reasons at two allotment sites. He indicated a price quoted by the Council's contractors for the work. RESOLVED that the Council appoint A & S Tree Surgery to complete tree work at the Cadoxton Allotments at the price reported to Council.

## **3422 Payments – May 2015 (excluding personnel related payments)**

RESOLVED that the Clerk's report be approved, and further to Payment 2951, the Clerk explore the purchase of a pitch marker and the possibility of undertaking the work in house.

## **3423 Planning Applications**

(Councillor J Dudley declared an interest in this Item, left the Chamber and took no part in the discussions or voting thereon)

RESOLVED no objection to the following applications –

P2015/0178	Extension	4 Alexander Road Rhyddings
P2015/0243	Extensions and Veh Access	6 Oak View Cilfrew
P2015/0312	Extension	8 Brookfield Neath Abbey
P2015/0369	Garage Conversion	39 Ffynnon Dawel Aberdulais

## **3424 Festivals Committee**

RESOLVED that the Minutes of the Festivals Committee on the 23 April 2015 be adopted.

**3425 Casual Vacancy – Bryncoch North Ward**

The Clerk indicated that following publication of the Notice of Vacancy in the Bryncoch North Ward the Electoral Services Officer at Neath Port Talbot CBC had confirmed that there had been no request for an election. The Council would, therefore, need to co-opt an individual to serve as Councillor. He outlined the procedure that would follow, and confirmed that the co-option would take place at the next meeting of Council. RESOLVED that the Clerk's report be noted.

**3426 Waunceirch Playing Fields**

The Clerk updated Members on progress with completion of the Lease and Licence in respect of the Waunceirch Playing Field. He confirmed that the documents would need to be signed so that the Council could fulfil its obligations. RESOLVED that the Chairman and Vice-Chairman be authorised to sign the documents on behalf of the Council.

**3427 Police and PACT Meetings**

There were no substantive reports.

**3428 Reports from Outside Bodies**

There were no substantive reports.

**3429 Public and Press**

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following four items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

**3430 Matters Arising from Exempt Items**

There were no substantive matters arising.

**3431 Payments – May 2015 (personnel related)**

RESOLVED that the Clerk's report be approved.

**3432 Caretaker Services**

The Clerk presented a verbal report updating Members on the successful re-appointment of existing caretakers under the new terms and conditions agreed as variations to existing contracts. He also advised on an unresolved contract variation with one caretaker which was subject to an Appeal, and confirmed the need to appoint an Appeal Panel. RESOLVED that the Clerks' report be noted and that Councillors L Rabaiotti Jones, C Williams and L Bromham be appointed as Members of the Appeal Panel.

(Councillors C Williams and L Bromham left the room and took no further part in discussions or decisions on this Agenda Item)

Members discussed the merits of appointing an independent advisor to support the Panel, requesting the One Voice Wales HR Consultant to present the Council's case as authorised by Minute 3354 of Council, 05 March 2015,

and the process of advertising any vacancies and making appointments. RESOLVED that –

- The Clerk secure the services of a suitably qualified independent advisor to assist the Panel
- The HR Consultant at One Voice Wales be appointed to present the Council's case in accordance with Council's present consultancy agreement
- The Clerk be instructed to advertise any vacancies arising, conduct interviews and make the necessary appointment(s).

### **3433 Caewern and Cadoxton Playgrounds**

Further to Minute 3397 relating to Playground Improvements, the Clerk reported that Groundwork Wales had made a submission for preparatory survey and landscape work at Caewern and Cadoxton Playgrounds. He advised Members of the fee bid submitted and outlined the scope of works to be delivered in response to the Brief. RESOLVED that the fee bid submitted by Groundwork Wales be accepted and that they be formally appointed to undertake the work in accordance with the Council's Brief.

### **3434 Correspondence**

RESOLVED that the following items of correspondence be noted –

- |   |                 |                                     |
|---|-----------------|-------------------------------------|
| 3 | Ombudsman       | Revised Guidance on Code of Conduct |
| 4 | One Voice Wales | Journal                             |

RESOLVED that the following items of correspondence be actioned as indicated -

- |   |                  |   |
|---|------------------|---|
| 1 | Welsh Government | Local Govt (Democracy) (Wales) Act 2013 |
|---|------------------|---|
- Clerk to seek advice from the Monitoring Officer and One Voice Wales regarding implementation.
- |   |                 |  |
|---|-----------------|--|
| 2 | One Voice Wales | Invitation to Larger Councils Conference |
|---|-----------------|--|

Council be represented by Councillors W Griffiths and J Hale, deputies may be appointed and proper expenses to be paid.

The meeting ended at 8.05 pm

Signed

Dated 15 June 2015

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# **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

**Minutes of a Meeting of the Festivals Committee of the Council held in the Aberdulais Community Centre, Neath on Thursday 4<sup>TH</sup> June 2015, at 10.00 a.m.**

Presiding ---

Present Councillors R M Teague J Hale P Hunter D Jones L Bromham J Dudley  
C Teague

Apologies No apologies

## **3435 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

## **3436 Appointment of Chairman**

RESOLVED that Councillor C Teague be appointed as Chairman 2015/16.

(Councillor C Teague in the Chair)

## **3437 Appointment of Vice-Chairman**

RESOLVED that Councillor J Hale be appointed as Vice-Chairman 2015/16.

## **3438 Minutes of the Last Meeting**

RESOLVED that the Minutes of the Festivals Committee held on 23<sup>rd</sup> April 2015 be confirmed as a correct record.

## **3439 Matters Arising**

No matters arising

## **3440 Fun Day Feedback**

Councillor J Dudley submitted a verbal report on feedback from the Fun Day on 04 May 2015 thanking all those who made a contribution, and making suggestions for the next Fun Day. Members discussed a number of issues arising. RESOLVED that the Committee recommend to Council that the 2016 event be held on May Day, and that the following be considered further at the next meeting of the Committee, in advance of planning the Fun Day in 2016 –

- Review of DJ/PA System/Radio Station
- Review of Gala Tent's, Gazeebos, Marquees
- Hiring staff to assist on the day/volunteers
- Animal Displays/Donkey Rides etc
- Stallholders to bring their own tables & chairs
- Role of Mickey & Minnie to be delegated
- Cash & Carry account to be opened
- Van Hire

Members also discussed the potential hire of the Council's 3 No. Gala Tents to Waunceirch Primary School. Following an approach at the Fund Day.

(Councillor J Dudley declared an interest in this matter and took no part in the discussions thereon)

RESOLVED that Council agree to the hire at the usual hire rates and the Clerk engage with local Members to determine how to effect payment.

**3441 Budget Review**

A copy of the Festivals Budget was distributed to each Member, and noted that funding from two sponsors was yet to be received. Discussions on recognition of efforts in the mascot competition took place. RESOLVED that the budget situation be noted, other than to incorporate a monetary prize of £30 for each school that took part in the Mascot Competition.

**3442 Cilfrew Village Fun Day**

The Assistant Clerk presented an Action Plan to assist the Committee in coordinating and monitoring progress on the various discussions and populated it accordingly, delegating certain responsibilities to individual committee Members. RESOLVED that Council be advised that the Committee will progress with Cilfrew Village Fun Day as per the Action Plan.

**3443 Mascot**

RESOLVED that this item be discussed at the next Festivals Committee Meeting.

The meeting ended at 11.25 am

Signed

Dated 2<sup>nd</sup> July

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# **Cyngor Cymuned Blaenhonddan**

## **Blaenhonddan Community Council**

Minutes of a Meeting of the Open Spaces Committee of the Council held on Thursday 11 June 2015, at 9.30 am in the Cadoxton Community Centre, Neath

Presiding --

Present Councillors R M Teague, J Hale, C Teague, D Jones, L Bromham

Apologies Councillors W Griffiths

(In the absence of a Chairman and Vice Chairman, Members agreed to allow the Clerk to preside for the first 2 No. items on the agenda)

### **3444 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

### **3445 Appointment of Chairman and Vice Chairman**

RESOLVED that Councillor J Hale be elected as Chairman and Councillor D Jones be elected as Vice Chairman of the Committee.

(Councillor J Hale in the Chair)

### **3446 Playground Improvements**

The Clerk provided an update for Members on the improvements currently under way at Ynysygerwn, Cilfrew, Cadoxton and Caewern Playgrounds. He confirmed that the painting contractor would complete his work before the start of the school holidays, and that he had received an indicative start date for the work at Leiros Parc. Members also discussed the scope to provide improved seats at existing playgrounds, and agreed that relatively new seats at Cilfrew should provide the specification. A report had been received from NPT PlayWorks following engagement at Caewern, and the broad outline conclusions would be summarised for Members in due course. This would be followed by engagement work at Cadoxton before the end of the school term. Groundwork had been appointed and had initiated some survey work at both Caewern and Cadoxton. RESOLVED that Council be recommended to note the Clerk's reports to the Committee, that the Clerk explore the purchase of seats, and that further progress be reported in due course.

### **3447 Allotments**

The Committee undertook a site visit to the Cadoxton Allotments. Members expressed their appreciation of progress undertaken by each of the allotment licence holders, which demonstrated an improvement in cultivation on each plot. A request for permission to erect a greenhouse and to rebuild an existing shed at Plot 2 was discussed. Members were advised of progress with urgent tree surgery and considered the need to address further problems. RESOLVED that Council be recommended to note the progress reported by

the Committee, accede to the request regarding a greenhouse and shed at Plot 2, and instruct the Clerk to commission an arboriculturalist to undertake a tree survey on all of the Council's landholdings.

The meeting ended at 11.25 am.

Signed

Dated

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# **Cyngor Cymuned Blaenhonddan**

## **Blaenhonddan Community Council**

Minutes of the Monthly Meeting of Council held on Monday 15 June 2015 at 6.30pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor M Teague

Present Councillors P Winstone, P Hunter, D Jones, J Dudley, G Morgan, C Teague, J Hale, D Thomas, B McCathail, M Funning

Apologies Councillors W Griffiths, M Cole, C Williams

### **3448 Declarations of Interest**

At the start of the meeting, Councillor J Dudley declared an interest in Item 7 – Planning Applications.

### **3449 Minutes of the Annual Meeting held on 18 May 2015**

RESOLVED that the Minutes of the Annual Meeting of Council held on 18 May 2015 be confirmed as a correct record, subject to amendment of the following Minutes –

- Minute 3406 to refer to the Bryncoch South Ward
- Minute 3413 to refer to the Bryncoch CIW Primary School.

### **3450 Minutes of the Monthly Meeting held on 18 May 2015**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 18 May 2015 be confirmed as a correct record.

### **3451 Matters Arising**

1. Further to Minute 3413 and the reference to representation on the Cilffriw Primary School Governing Body, Council noted that Mrs Lynne Sieger had resigned from the Governing Body and that a replacement nomination was requested. RESOLVED that Mrs Sieger be thanked for the contribution that she had made over many years, and that Councillor D Thomas be nominated as the Council's representative.
2. Further to Minute 3422 and the request that the Clerk investigate the cost of equipment to undertake pitch marking, a report and outline costs were submitted for consideration. RESOLVED that the Clerk investigate the detailed implementation possibilities further, and report back to Council in due course.

### **3452 Payments – June 2015 (excluding personnel related payments)**

RESOLVED that the Clerk's report be approved, but that a report be circulated to Members outlining the annual income and expenditure in respect of the Cilfrew Football Pitch.

### 3453 Planning Applications

(Councillor J Dudley declared an interest in this Item, left the Chamber and took no part in the discussions or voting thereon)

RESOLVED that an objection be made to the following application for the reasons indicated -

P2015/0187 Wind Turbine Dyffryn Farm Dyffryn  
Council's concerns in relation to –

- the visual impact of this development from the Blaenhonddan area, situated as it is on the ridge line, where it is likely to cause difficulties in terms of flicker effect, affecting properties in Bryncoch and Waunceirch
- the ability of local roads to accommodate the haulage involved for construction
- the landscape/biodiversity issues of both construction and siting
- a lack of clarity as to whether there will be any community benefits from this development, if approved, for Blaenhonddan residents
- fears that approval of this single turbine could lead to a proliferation of similar applications at such prominent locations in the landscape.

RESOLVED that no objection be made to the following applications –

P2015/0368	Extensions	7 The Pines Cilfrew
P2015/0401	Outbuilding	5 Llys Gwynfryn Bryncoch
P2015/0464	Dormer Extension	8 Linden Close Bryncoch
P2015/0473	Roof Replacement	Westwards, 36A Ty'n yr Heol Road Bryncoch

RESOLVED that no objection be made to the following applications subject to the views of the NPT CBC arboricultural officer –

P2015/0382	Work to TPO Tree	11 Cloda Avenue Bryncoch
P2015/0435	Work to TPO Tree	41 Rowan Tree Close Bryncoch

### 3454 Minutes of the Festivals Committee held on 04 June 2015

RESOLVED that the Minutes of the Festivals Committee held on 04 June 2015 be adopted.

### 3455 Minutes of the Open Spaces Committee held on 08 June 2015

RESOLVED that the Minutes of the Festivals Committee held on 08 June 2015 be adopted.

**3456 Casual Vacancy – Bryncoch North Ward**

The Clerk indicated that further to Minute 3425 of Council on 18 May 2015, and the invitation to co-opt a Councillor to serve on the Bryncoch North Ward, the Notice of Co-option had been published. Two expressions of interest had been received and were circulated to Members at the meeting prior to a secret ballot. RESOLVED that Heidi Phillips be co-opted as Councillor for the Bryncoch North Ward.

**3457 Audit of 2014/15 Accounts**

The Clerk presented the conclusion of the Internal Auditor's report on the 2014/15 Accounts, confirming that there were no matters that he wished to bring to the attention of the Council. Subject to Council's agreement, the Accounts could, therefore, be sent to the External Auditor for scrutiny, and the Clerk outlined additional information requested by the External Auditor for this year. RESOLVED that the Chairman and Clerk be authorised to sign the Annual Return as required, and the Accounts be submitted for external audit. Further RESOLVED that the Clerk enquire of the Wales Audit Office as to the appointments process which had resulted in the appointment of the present External Auditor.

**3458 Playground Investment and Publicity**

The Clerk advised Members of the current stage in completion of improvements at the Council's playgrounds. The scope for additional work was discussed, along with the possibility that Council might wish to publicise the investment, particularly at Ynysygerwn to reflect external funding received. RESOLVED that the Clerk explore –

- potential costs in relation to new seats and corporate signage
- potential fencing costs at Ynysygerwn
- a programme of publicity as the work draws to a close.

**3459 Police and PACT Meetings**

Councillor P Winstone reported that there had been some improvement in parking arrangements outside Blaenhonddan Primary School following a coordinated exercise by NPT CBC. RESOLVED noted.

**3460 Reports from Outside Bodies**

There were no substantive reports.

**3461 Public and Press**

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following four items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

**3462 Matters Arising from Exempt Items**

There were no substantive Matters Arising from Exempt Items in the preceding approved Minutes (Minutes 3449 and 3450 refer).

**3463 Payments – June 2015 (personnel related)**  
RESOLVED that the Clerk’s report be approved.

**3464 Caretaker Services**  
Further to Minute 3432 of Council on 18 May 2015, the Clerk reported on the arrangements made and conduct of the Appeal Hearing held on 11 June 2015, and advised Members of the decision of the Panel and the implications arising therefrom. He also indicated that two new members of staff had been engaged as a result of vacancies advertised. RESOLVED that the report be noted.

**3465 Quotation**  
The Clerk presented a brief report on a problem with the kitchen floor at Aberdulais Community Centre. Following an inspection by a reputable contractor, a report was received indicating that repair was not feasible and that replacement of the flooring was a better option. The contractor had provided a quotation in a sum advised to Members and considered value for money. RESOLVED that County Contracts Flooring be appointed to replace the flooring at the Aberdulais Community Centre.

**3466 Correspondence**  
RESOLVED that the following items of correspondence be noted –

1	NPT CBC Finance	Letter re Community Councils Minor Projects Grant Award
3	Welsh Government	Consultation on “Protecting Community Assets”

RESOLVED that the following item of correspondence be noted, along with the Clerk’s action in approaching an individual to assist with the work that the Management Committee wishes to undertake –

2	Bryncoch Halls Management Committee	Minutes Meeting 01 June 2015
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The meeting ended at 8.25 pm

Signed

Dated 20 July 2015

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# **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

**Minutes of a Meeting of the Festivals Committee of the Council held in the Cadoxton Community Centre, Neath on Thursday 2<sup>nd</sup> July 2015, at 9.30 a.m.**

Presiding Councillor J Hale

Present Councillors W Griffiths R M Teague D Jones J Dudley

Apologies Councillors C Teague C Williams

## **3467 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

## **3468 Minutes of the Last Meeting**

RESOLVED that the Minutes of the Festivals Committee held on 4<sup>th</sup> June 2015 be confirmed as a correct record.

## **3469 Matters Arising**

No matters arising

## **3470 Fun Day Progress**

The Assistant Clerk presented Version 2 of the Action Plan to Members present for discussion. Members noted the updated arrangements for the annual Fun Day. Members also agreed to hire, Geraint the Snakeman, Mike's Donkeys and Steve the Singer for the event. RESOLVED that Council be recommended to note progress on the individual items of the Action Plan

## **3471 Future dates for Festivals**

Members discussed future dates for Festivals. Councillor Dudley noted that a decision had already been made to hold the one at Owain Glyndwr Community Centre annually on May Day. Members also discussed future dates for the Cilfrew Fun day and made a decision to wait until after the event takes place in August. RESOLVED that Council be notified.

## **3472 Mascot**

Members were presented with all Mascot entries and other options were also discussed. Some Members questioned the need for a mascot, and it was moved and seconded that the proposal to adopt a mascot be rescinded. On being put to a vote, the motion was lost and it was RESOLVED that Council be recommended to endorse the decision to adopt a mascot.

The meeting ended at 11.15 am

Signed \_\_\_\_\_

Dated 23<sup>rd</sup> July

## **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

Minutes of the Monthly Meeting of Council held on Monday 20 July 2015 at 6.30pm  
in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors D Jones, J Dudley, B McCathail, M Funning M Teague C  
Williams, H Phillips, A Wingrave, L Bromham

Apologies Councillors P Winstone, P Hunter, G Morgan, C Teague, J Hale, D  
Thomas

### **3473 Welcome**

The Chairman welcomed Councillor Heidi Phillips who was attending her first meeting following her election as a Member representing the Bryncoch North Ward.

### **3474 Declarations of Interest**

At the start of the meeting, Councillor J Dudley declared an interest in Item 6 – Planning Applications.

### **3475 Minutes of the Monthly Meeting held on 15 June 2015**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 15 June 2015 be confirmed as a correct record.

### **3476 Matters Arising**

Further to Minute 3457, the Clerk advised Members of the outcome of correspondence with the Wales Audit Office regarding the appointment of the external auditor. RESOLVED noted.

### **3477 Payments – July 2015 (excluding personnel related payments)**

RESOLVED that the Clerk's report be approved.

### **3478 Planning Applications**

(Councillor J Dudley declared an interest in this Item, left the Chamber and took no part in the discussions or voting thereon)

RESOLVED that no objection be made to the following applications –

P2014/0975	Retention of Patio, railings, means of enclosure	8 Royston Court Wauanceirch
P2015/0402	Extension	27 Beaconsfield Road Cadoxton
P2015/0495	Lawful Development Certificate	26 Rowan Tree Close Bryncoch
P2015/0535	Extension, Patio, Outbuilding	36 Fforest Hill Aberdulais



P2015/0598 Lawful Development Certificate Commercial Garage main Road Cilfrew  
P2015/0606 Outbuilding 3 Rosser Terrace Main Road Cilfrew

RESOLVED that no objection be made to the following applications subject to the views of the NPT CBC arboricultural officer –

P2015/0634 Work to TPO Tree Land R/O Dyffryn Gardens Bryncoch

**3479 Minutes of the Festivals Committee held on 02 July 2015**

RESOLVED that the Minutes of the Festivals Committee held on 02 July 2015 be adopted, subject to further discussion of the means of implementation in respect of Minute 3472.

**3480 Notice of Motion**

The Chairman referred to the Notice of Motion which he submitted in accordance with Standing Orders. RESOLVED that the Council adopt the Notice of Motion as submitted –

That the Council's present practice of considering an agenda item on Personnel Related Payments be discontinued as it is no longer appropriate for a detailed list of payments to staff to be considered at Council, and that in its place, generic summary entries of "Salary Payments" and "Salary Deductions" be included in the Clerk's Report on Payments.

**3481 Casual Vacancy – Bryncoch South Ward**

The Clerk reported that the Chairman had received a letter from Councillor M Cole submitting her resignation as a Member of the Council. He confirmed that he would now issue the Notice of Vacancy and advise the Electoral Services Officer at Neath Port Talbot CBC accordingly. RESOLVED noted.

**3482 Dwr y Felin Road Playing Field**

The Clerk indicated that he had been invited to meet with officers of Neath Port Talbot CBC regarding the future of the playing field situated at Dwr y Felin Road Waunceirch. He reported that the site was no longer being maintained by NPT CBC as a playing field but that there were plans to undertake minimal grass cutting through a grazing licence. The officers confirmed that there was little formal use of the site as a playing field, and had offered advice regarding its physical condition and potential as either a playing field or informal open space area. Members commented on usage and on reported car parking issues that had arisen, and considered the potential uses outlined. RESOLVED that the Clerk pursue the future of the site further with Neath Port Talbot CBC, in the context of use as public open space with minimal maintenance and report back to Council in due course.

**3483 Playground Improvements**

The Clerk briefed Members on the improvements to equipment and surfacing undertaken at Ynysygerwn, Cilfrew, Caewern and Cadoxton, and outlined progress on the painting of equipment. He confirmed that work at Leiros Parc would commence in July and agreed to defer painting until after the school holidays. Fencing and seating options were being explored separately. The Clerk also outlined his discussions with officers at Neath Port Talbot CBC and requested that Council consider a number of issues relating to the comprehensive schemes proposed at Caewern (Heol y Felin) and Cadoxton (Bryn Catwg) in view of a number of impending timescale constraints. RESOLVED that Council –

- prioritise Caewern (Heol y Felin) in view of the critical funding bid deadlines, and pursue a scheme for Cadoxton (Bryn Catwg) immediately thereafter
- approach Neath Port Talbot CBC to ensure that the terms relating to the Council's interests at both Caewern and Cadoxton Playgrounds are appropriate in support of funding bids
- prepare a brief for the proposed playground at Caewern and invite valid time-bound Quotations from appropriate suppliers as soon as practicable
- complete any necessary consultations as soon as practicable
- engage with colleagues at Neath Port Talbot CBC to prepare an appropriate funding strategy
- commit Council funding from its capital budget and reserves to provide match funding, with the specific amount to be confirmed when budget costs are identified
- receive an update from the Clerk at its September meeting, with agreement to convene a special meeting and/or a meeting with Neath Port Talbot officers during the recess if necessary
- grant delegated authority for the Chairman and Clerk to expedite proposals for Caewern.

**3484 Police and PACT Meetings**

There were no substantive reports.

**3485 Reports from Outside Bodies**

There were no substantive reports.

**3486 Public and Press**

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from

the meeting during the following three items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

**3487 Matters Arising from Exempt Items**

There were no substantive Matters Arising from Exempt Items in the preceding approved Minutes (Minutes 3475 refers).

**3488 Payments – July 2015 (personnel related)**

In view of the previous decision of Council (Minute 3480 refers), the Clerk reported generic Salary Payments and Salary Deductions only. RESOLVED that the Clerk's report be approved.

**3489 Quotations**

The Clerk presented a brief report on four items of work for which quotations had been received –

**1. Architectural Services –Bryncoch CC**

The Clerk indicated that a quotation had been received for feasibility, design and supervision services in respect of improvements to the Roy Jones Room and the storage room at Bryncoch CC, incorporating the provision of an improved means of escape and a cleaner's cupboard. RESOLVED that mjs designs (Cymru) Ltd be engaged at the price reported to Council.

**2. Print Services**

The Clerk advised Members that following an approach regarding revised print services in place of the Council's own printer scanner, he had sought comparative quotations from three companies to provide leased services. RESOLVED that the quotation submitted by Konica Minolta Business Solutions (UK) Ltd be accepted at the price reported to Council.

**3. Mobile Phones**

The Clerk indicated that present arrangements for the provision of mobile phones for Caretakers, the Parks and Footpaths Officer and the Clerk were in need of review, with existing equipment defective and coverage compromised. He indicated that two companies had responded to a request for quotations for a 2 year contract payable as a single account. RESOLVED that the Council enter into a 2 year contract with Solutions in Technology at the monthly price reported to Council.

**4. Litter Bins**

The Council was reminded of its new obligations with regard to litter collection at the Waunceirch Playing Field and asked to consider whether it might invest in new litter bins, given the high profile incidence of litter at the site. Members were provided with some indicative costs

that would be charged by a number of companies. RESOLVED that Council purchase suitably designed litter bins, but that the Clerk be authorised to decide on the supplier and purchase that which he could within a budget figure of £1,200.00 in the first instance.

**3490 Correspondence**

RESOLVED that the following items of correspondence be noted –

- |   |  |  |
|---|--|--|
| 3 | NPT CBC Electoral Registration Officer | Final Proposals Community Review 2015                  |
| 4 | NPT CBC Planning                       | LDP Update on Matters Arising Changes                  |
| 5 | Welsh Government                       | Briefing on Tax Collection and Management (Wales) Bill |
| 6 | NPT CBC Planning                       | Notification of Planning Appeal 4 Main Road Cilfrew    |
| 7 | Ombudsman                              | Annual Report 2014/15                                  |

RESOLVED that the following items of correspondence be actioned as indicated –

- |   |                         |                     |
|---|-------------------------|---------------------|
| 1 | Ynysygerwn Cricket Club | Request for Support |
|---|-------------------------|---------------------|
- Clerk to contact to establish what form of support is requested.
- |   |                          |                               |
|---|--------------------------|-------------------------------|
| 2 | MacMillan Cancer Support | Request for Financial Support |
|---|--------------------------|-------------------------------|
- Donation of £50.00 be made.

The meeting ended at 8.13 pm

Signed

Dated 21 September 2015

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# **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

**Minutes of a Meeting of the Festivals Committee of the Council held in the Cadoxton Community Centre, Neath on Thursday 23rd July 2015, at 9.30 a.m.**

Presiding --

Present Councillors W Griffiths R M Teague D Jones L Bromham

Apologies Councillors C Teague P Hunter J Dudley

## **3491 Chairman of Meeting**

In the absence of the Chairman and Vice-Chairman, RESOLVED that Councillor R M Teague take the chair pro tem.

(Councillor R M Teague in the Chair)

## **3492 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

## **3493 Minutes of the Last Meeting**

RESOLVED that the Minutes of the Festivals Committee held on 2<sup>nd</sup> July 2015 be confirmed as a correct record.

## **3494 Matters Arising**

No matters arising

## **3495 Fun Day Progress**

The Assistant Clerk presented Version 3 of the Action Plan to Members present for discussion. Members noted the updated arrangements for the annual Fun Day. RESOLVED that Council be recommended to note progress on the individual items of the Action Plan

## **3496 Site Plan**

The Assistant Clerk presented a draft copy of the proposed Site Plan to Members. Following discussions, several amendments were made. RESOLVED that Council be notified.

(Councillor Joanna Hale arrived and took the Chair).

## **3497 Programme of Events**

The Assistant Clerk presented a draft copy of the proposed Programme of Events to Members. Following discussions, one amendment was made. RESOLVED that Council be notified.

**3498 Refreshment Costings**

The Assistant Clerk presented a draft copy of the proposed Pricing Strategy to Members. RESOLVED to accept these proposals and further RESOLVED that Council be notified.

**3499 Working Arrangements**

Members RESOLVED that all Committee Members will meet at Cilfrew Community Centre on Friday 28<sup>th</sup> August to finalise arrangements. RESOLVED that Council be notified.

The meeting ended at 10.30am

Signed

Dated

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# **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

Minutes of a Special Meeting of Council held on Monday 10 August 2015 at 6.30pm  
in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors J Dudley, B McCathail, H Phillips, L Bromham, P Winstone,  
P Hunter

Apologies Councillors G Morgan, C Teague, J Hale, D Thomas D Jones, M  
Funning, M Teague C Williams,

## **3500 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

## **3501 Public and Press**

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following item, by virtue of the nature of the business to be transacted.

## **3502 Procurement Arrangements – Caewern Playground**

The Clerk reminded Members of the timetable for submission of grant bids in respect of the Caewern Playground, and of the work to be undertaken in advance of bid submission. He referred to advice from Neath Port Talbot CBC and to previous experience where the procurement needed to be based on quality of service, design capability and creativity as well as cost, particularly as submissions were unlikely to be directly comparable. He outlined the requirement of Council's Financial Regulations and Members explored the procurement possibilities in this context. RESOLVED that Financial Regulations be waived in respect of the procurement of a playground supplier for the Caewern Playground, that Council engage with three reputable playground suppliers, that their submissions be evaluated on the basis of quality, creativity, consultation responses and cost, and that a report on the submissions be made to Council in due course.

The meeting ended at 6.45 pm

Signed

Dated 21 September 2015

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# **Cyngor Cymuned Blaenhonddan**

## **Blaenhonddan Community Council**

Minutes of the Monthly Meeting of Council held on Monday 21 September 2015 at 6.30pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors D Jones, J Dudley, M Funning M Teague C Williams, H Phillips, L Bromham, P Hunter, G Morgan, C Teague, J Hale, L Rabaiotti Jones

Apologies Councillors P Winstone, D Thomas

### **3503 Declarations of Interest**

At the start of the meeting, Councillor J Dudley declared an interest in Item 9 – Planning Applications.

### **3504 Public and Press**

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following item, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

### **3505 Caewern Playground**

The Chairman welcomed Ms Emma Wilcox from Neath Port Talbot CBC who addressed the Council on progress in relation to the proposed improvement of the Caewern Playground. Members were advised of the outcome of the consultation processes to date, and discussed the proposals submitted by three playground supplier companies. The arrangements for further consultation on the submissions and the current status of discussions relating to the extension of the lease from Neath Port Talbot CBC were outlined. Costs arising from the respective submissions received were outlined and the anticipated funding split and contribution by Council was discussed. RESOLVED that –

- Progress on the extension of the lease be noted and a further report be submitted to Council in due course
- A capital contribution of £40,000.00 be agreed towards the project funded from the Council's annual budget and its reserves
- Council accept that all three submissions received were deliverable, but delegate final selection to the Chairman, Vice Chairman and Clerk once they had reflected on the outcome of the final consultation exercise.



**3506 Minutes of the Monthly Meeting held on 20 July 2015**  
RESOLVED that the Minutes of the Monthly Meeting of Council held on 20 July 2015 be confirmed as a correct record.

**3507 Minutes of the Special Meeting held on 10 August 2015**  
RESOLVED that the Minutes of the Special Meeting of Council held on 10 August 2015 be confirmed as a correct record.

**3508 Matters Arising**  
Further to Minute 3489.1 relating to the purchase of litter bins for the Waunceirch Playing Field, the Clerk advised Members that he was awaiting the outcome of a request made to an external funding partner. RESOLVED noted.

**3509 Payments – August and September 2015**  
RESOLVED that the Clerk’s report be approved.

**3510 Planning Applications**  
(Councillor J Dudley declared an interest in this Item, left the Chamber and took no part in the discussions or voting thereon)

RESOLVED that no objection be made to the following applications –

P2015/0402	Extension	27 Beaconsfield Road Cadoxton
P2015/0519	Extensions	48 The Pines Cilfrew
P2015/0610	C/use from Depot to Business	Ynysygerwn Depot Aberdulais
P2015/0684	Extensions and Garage	3 Bryn Catwg Cadoxton
P2015/0730	Detached Bungalow	Land adj 92 Brookfield Neath Abbey
P2015/0748	Engineering Operations	Unit 1 Ynysygerwn Avenue Aberdulais
P2015/0733	Entrance Lobby and Alterations	1 Godre’r Coed Cadoxton
P2015/0687	Vehicle Access	1 Maes Gwyn Aberdulais
P2015/0857	Demolition and S/Storey Extn	9 Llewellyn Avenue Rhyddings

RESOLVED that no objection be made to the following applications subject to the views of the NPT CBC arboricultural officer –

P2015/0214	Work to TPO trees	4 Blaenwern Bryncoch
P2015/0435	Work to TPO trees	41 Rowan Tree Close Bryncoch
P2015/0800	Work to TPO Trees	9 Maes Llwynonn Cadoxton

**3511 Minutes of the Festivals Committee held on 23 July 2015**  
RESOLVED that the Minutes of the Festivals Committee held on 23 July 2015 be adopted.

**3512 Casual Vacancy – Bryncoch South Ward**  
The Clerk reported that no expressions of interest for the Casual Vacancy in the Bryncoch South Ward had been received, and that accordingly he would be re-advertising the vacancy. RESOLVED noted.

**3513 2014/15 Annual Accounts**

The Clerk advised Members of clarifications provided to the external auditor with regard to the Council's 2014/15 Annual Accounts, and that this had been acknowledged as satisfactory. The Annual Return had not yet been received but would need to be published by 30 September 2015. RESOLVED that in view of the external auditor expressing satisfaction, the Council approve the Annual Return for publication.

**3514 Dwr y Felin Road Playing Field**

The Clerk updated Members on discussions with officers of Neath Port Talbot CBC regarding the future of the playing field situated at Dwr y Felin Road Waunceirch, and indicated that further discussions were planned. RESOLVED that a further report be submitted in due course.

**3515 Bryncoch Community Centre**

The Clerk outlined proposals prepared by the Council's architectural advisor for the store room, emergency exit and Roy Jones Room at Bryncoch Community Centre. Members discussed a number of matters arising. RESOLVED that tenders be invited in respect of the proposals as drafted.

**3516 Police and PACT Meetings**

There were no substantive reports, although Members NOTED the date of the forthcoming PACT meeting at Bryncoch.

**3517 Reports from Outside Bodies**

There were no substantive reports.

**3518 Public and Press**

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following four items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

**3519 Matters Arising from Exempt Items**

There were no substantive Matters Arising from Exempt Items in the preceding approved Minutes (Minutes 3506 and 3507 refer).

**3520 Fencing Ynysygerwn Playground**

The Clerk presented a brief report on quotations received in respect of the perimeter fencing at the Ynysygerwn Playground. RESOLVED that ABS Fencing be appointed to replace the fencing at the price indicated to Council, and that Conifers from Hell be appointed at the price indicated to Council to remove any tree growth along the fence line.

**3521 Staff Pension Arrangements**

The Clerk advised Members that The Pensions Regulator had notified the Council that it would need to comply with statutory workplace pension requirements by the 01 April 2016. He referred to a complex set of

administrative and legal obligations that follow and informed Members that he had sourced a company with the relevant expertise, which could assist with the necessary processes, for a set fee as indicated to Council. RESOLVED that Council appoint Auto Enrolment Support Ltd to assist the Council in meeting its obligations to identify and implement a workplace pension scheme.

**3522 Cilfrew Community Centre – Rental Agreement**

Members were informed that a demand for ground rent for two years ending 31 August 2014 in respect of the steps leading to the Cilfrew Community Centre had been received. Following its receipt, the Clerk noted that the rental agreement had expired some time ago, and explored options with the landowner as to how he wished to proceed in regularizing the situation. RESOLVED that the Clerk enter into a new agreement with Mr DGH Jones for the period and at the annual rental advised to Council.

**3523 Correspondence**

(Councillor J Dudley declared an interest in Item 1 below, left the Chamber and took no part in the discussions thereon)

RESOLVED that the following items of correspondence be noted –

4	NPT CBC Legal Services	Decision re Footpath 23 Appeal, Cadoxton
5	One Voice Wales	Invitation to Conference and List of Motions
6	Welsh Government	Statutory Guidance re The Playing Fields Regulations 2015
7	Welsh Government	Consultation on Directions to Local Democracy and Boundary Commission for Wales
8	South Wales Police Commissioner	Consultation on the Vision for Policing
9	BBC Trust	Consultation on BBC Charter Review
11	One Voice Wales	Invitation to NPT Area Committee
12	Citizens Advice Bureau	Invitation to Annual General Meeting
16	SW Police	Notification of Changes to Station Enquiry Arrangements
17	Welsh Government	Consultation on Changes to Planning Policy
18	Welsh Government	Consultation on Guidance re Future Generations Act 2015

RESOLVED that the following items of correspondence be actioned as indicated –

1 Nifty Wednesday Club Request for Free Use of Gazebos  
Council agrees to the hire at a charge of £25, to be returned as a donation to the charity, but with no assistance available for erection or dismantling.

2 Caewern Drama Class Request for Reduction of Full Hire Charges  
Council agrees to a discretionary reduction to £30 per session until the end of October in order to support this new business venture, and allows a banner to be erected whilst in the Centre. Also agreed to review policy on charges.

3 Ms E W, Bryncoch Query re Park Closure

Council confirms that it wishes to adhere to its policy and will not close the Park earlier.

10 Caewern OAP Club Request for Reduction of Full Hire Charges  
Council cannot agree to a reduction of its hire charge, but will review its policy in due course.

13 One Voice Wales Performance Appraisal Training  
Clerk to attend and proper expenses to be paid, Councillor G Morgan to attend if available.

14 Ms DR Bryncoch Permission to display a Banner  
Council agree to allow a banner to be erected whilst attending the Centre.

15 Aion Baptist Chapel Permission to use Elias Drive P/G for a Xmas Tree

Council agrees to allow a Christmas Tree to be erected in the Park and for the Park to stay open late for the event proposed.

The meeting ended at 9.05 pm

Signed

Dated 19 October 2015

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## **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

Minutes of the Monthly Meeting of Council held on Monday 19 October 2015 at 6.30pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor M Teague

Present Councillors J Dudley M Funning C Williams L Bromham P Hunter C Teague J Hale B McCathail

Apologies Councillors P Winstone D Thomas D Jones H Phillips G Morgan W Griffiths A Wingrave

### **3524 Declarations of Interest**

At the start of the meeting, Councillor J Dudley declared an interest in Item 6 – Planning Applications.

### **3525 Minutes of the Monthly Meeting held on 20 July 2015**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 21 September 2015 be confirmed as a correct record.

### **3526 Matters Arising**

- 1) Further to Minute 3514 relating to the Dwr y Felin Playing Field, the Clerk advised Members that he had sought an update from officers at Neath Port Talbot CBC and also received a verbal approach from a local football team. He indicated that written material requested had not yet been forthcoming and that he was not able to inform discussions until this was to hand. RESOLVED that the Clerk update Members when further information is available.
- 2) Further to Minute 3523.1 RESOLVED noted that the Nifty Wednesday Club would not be hiring the Council's gazebos.

### **3527 Payments – October 2015**

RESOLVED that the Clerk's report be approved.

### **3528 Planning Applications**

(Councillor J Dudley declared an interest in this Item and took no part in the discussions or voting thereon)

RESOLVED that no objection be made to the following application subject to the views of the NPT CBC arboricultural officer –

P2015/0667 Work on TPO Trees

2 Princess Drive Waunceirch

RESOLVED that no objection be made to the following application –

P2015/0894 Extension and Alterations

Bryncoch Sports Club Bryncoch

**3529 Casual Vacancy – Bryncoch South Ward**

The Clerk reported that one expression of interest for the Casual Vacancy in the Bryncoch South Ward had been received, and outlined its content for Members consideration. RESOLVED that Richard Francis Hawkins be co-opted to serve the Bryncoch South Ward.

**3530 Police and PACT Meetings**

The Clerk reported that following the need to report some incidents at Cilfrew Park to the Police, he had established contact with the Neighbourhood Police Sergeant, who had requested an opportunity to attend a meeting and address Members. RESOLVED that the Sergeant be invited to a future meeting of Council, and that the specific meeting be convened to start at 6.15pm

**3531 Reports from Outside Bodies**

There were no substantive reports.

**3532 Public and Press**

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following two items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

**3533 Matters Arising from Exempt Items**

There were no substantive Matters Arising from Exempt Items in the preceding approved Minutes (Minute 3525 refers).

**3534 Staff Matters**

The Clerk provided Members with an update on staffing matters and actions taken to resolve short term issues. RESOLVED that the report be noted and the actions be endorsed.

**3535 Correspondence**

RESOLVED that the following items of correspondence be noted –

2	NPT CBC Licensing	Consultation on Gambling Act Draft Statement of Principles and Licensing Act Draft Policy
3	Llangollen International Eisteddfod	Request for Financial Assistance
4	Welsh Government	Invitation to Public Services Boards Conference
5	Wales Audit Office	Letter re Future Audits

RESOLVED that the following items of correspondence be actioned as indicated –

- 1 NPT CVS Request for Meeting, Invitation to AGM  
Invite to a future meeting and start at 6.15pm, Councillor J Dudley to represent Council at the AGM.
- 6 Bryncoch Art Group Request for reduction in Exhibition Hire Fee  
Council do not accede to the request.
- 7 Kids Cancer Charity Request for Financial Assistance  
Council to make a donation of £50.00
- 8 NPT Children's Rights Unit Introduction to Youth Representation Project  
Council to consider participating in the project and agenda the matter for discussion at the next meeting.

The meeting ended at 7.28pm

Signed

Dated 16 November 2015

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## **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

**Minutes of a Meeting of the Festivals Committee of the Council held in the Aberdulais Community Centre, Neath on Wednesday 11<sup>th</sup> November 2015, at 6.30pm.**

Presiding Councillor C Teague

Present Councillors W Griffiths R M Teague P Hunter L Bromham J Hale  
P Winstone (non voting member)

Apologies Councillors D Jones J Dudley

### **3536 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

### **3537 Minutes of the Last Meeting**

RESOLVED that the Minutes of the Festivals Committee held on 23<sup>rd</sup> July 2015 be confirmed as a correct record.

### **3538 Matters Arising**

No matters arising

### **3539 Christmas Event**

Members RESOLVED that they would like to have a Santa parade encompassing all villages within the Community and instructed the Assistant Clerk to proceed with arrangements. Members also discussed the possibility of erecting a Christmas Tree somewhere in the Community. RESOLVED that this was not a viable option and should not be pursued.

### **3540 Financial Outcome of Fun Days 2015**

The Assistant Clerk presented a copy of the annual reconciliation of the Festivals Committee budget. RESOLVED that the report be noted.

### **3541 Fun Day Owain Glyndwr Community Centre 2016**

The Assistant Clerk verbally presented details of Version 1 of the Action Plan. Members noted arrangements for the annual Fun Day to be held May Day, Monday 2<sup>nd</sup> May 2016. RESOLVED that –

- 3 quotations for marquee hire and a climbing wall are obtained
- to hire a van if necessary
- to seek sponsors for a professional A5 coloured 12 page programme
- background music be provided on the day and the possibility of hiring/buying a PA System be investigated



- all stallholders be required to bring their own tables and chairs.

Councillor Paul Winstone approached the Committee about organising a football finals day as part of the Fun Day. Members RESOLVED that this event would not be suitable for the Fun Day and recommended that Councillor Winstone makes a proposal at Council to include a request for appropriate support.

RESOLVED that Council be recommended to note progress on the individual items of the Action Plan.

**3542 Mascot**

Discussions were held regarding the implementation of the Mascot proposal following previous discussions. Members were unable to reach a conclusion and RESOLVED that Council be recommended to make a decision as to whether it should proceed to adopt a Mascot.

The meeting ended at 7.46pm

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

Minutes of the Monthly Meeting of Council held on Monday 16 November 2015 at 6.30pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors C Williams L Bromham P Hunter C Teague J Hale B McCathail M Teague G Morgan P Winstone D Thomas D Jones A Wingrave R Hawkins

Apologies Councillors H Phillips J Dudley M Funning

### **3543 Welcome**

The Chairperson welcomed Councillor R Hawkins who was attending his first meeting of Council.

### **3544 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

### **3545 Minutes of the Monthly Meeting held on 19 October 2015**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 19 October 2015 be confirmed as a correct record.

### **3546 Matters Arising**

Further to Minute 3526.2 relating to the Nifty Wednesday Club, the Clerk indicated that he had been asked to raise the possibility of a grant from Council. He confirmed that the Council's previous decision had been that, if the Club hired the Council's gazebos, Council would be minded to award a grant to reimburse the cost of hire. Members considered that, as the Club had decided not to hire the gazebos, the offer of grant fell. RESOLVED that Council do not provide a grant to the Nifty Wednesday Club for the purpose indicated, but that the Club be informed that it was able to make a separate application for grant by following the usual Council procedures.

### **3547 Payments – November 2015**

RESOLVED that the Clerk's report be approved.

### **3548 Planning Applications**

RESOLVED that no objection be made to the following application subject to the views of the NPT CBC arboricultural officer –

P2015/0990 Work to TPO Trees 3 Princess Drive Waunceirch

RESOLVED that no objection be made to the following applications –

P2015/0748	Amended Plans – Engineering Operations	Unit 1 Ynysygerwn Avenue, Aberdulais
P2015/0787	Extension & Driveway	1 New Road Cilfrew
P2015/0953	Extension	105 Main Road Bryncoch
P2015/0961	Extension & Detached Garage	39 Llygad yr Haul Caewern
P2015/0963	Extension	69 Fernlea Park Bryncoch
P2015/0968	Extension	10 Primrose Bank Bryncoch

**3549 NPT Children’s Rights Unit**

The Clerk referred to the briefing paper circulated and the approach received to participate in a Pilot Scheme to promote youth representation. Members considered the possibilities and RESOLVED that it should attend an exploratory meeting and be represented by Councillors D Thomas, J Hale and the Clerk.

**3550 “Working for Nature” Project**

(Councillor P Hunter declared an interest as a Member of the Regenerate NPT Board)

The Clerk introduced an invitation from “Regenerate Neath Port Talbot” to participate in a European funded project to promote countryside, wildlife and biodiversity matters. He confirmed that if schemes were available in “rural wards” within the Council’s area, the schemes could benefit from resources available through the project, if it was prepared to make a contribution towards match funding. Members discussed possibilities and concluded that additional information was needed. RESOLVED that the Clerk engage with the Bryncoch Environment Group and the Craig Gwladys Volunteer Group, and seek additional information from Regenerate NPT regarding the extent of match funding being sought.

**3551 Police and PACT Meetings**

There were no substantive reports.

**3552 Reports from Outside Bodies**

There were no substantive reports.

**3553 Public and Press**

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following two items, by virtue of the nature of the business to be transacted, and that Council’s Standing Orders 66 and 70 be implemented.

**3554 Matters Arising from Exempt Items**

Further to Minute 3534 relating to Staff Matters, the Clerk submitted an update on the present circumstances.

**3555 Quotations – Bryncoch Community Centre**

The Clerk submitted a report on three quotations received in respect of each of two schemes at the Bryncoch Community Centre. RESOLVED that –

- Council accept a quotation from Glamorgan Services in the sum of £9,553.00 excluding VAT in respect of the remodeling of the existing storeroom and associated works, and that a separate contingency be identified to meet unforeseen costs;
- Council accept a quotation from Glamorgan Services in the sum of £11,850.00 excluding VAT in respect of the refurbishment of the Roy Jones Room
- Council note the anticipated budget required for the purchase of furniture for the Roy Jones Room, and Members raise the possibility of funding at the next meeting of the Bryncoch Community Centre Management Committee.

**3556 Correspondence**

RESOLVED that the following items of correspondence be noted –

- |   |   |  |
|---|---|--|
| 1 | Suzy Davies AM                                | Letter re Defibrillators   |
| 2 | South Wales Police<br>Commissioner            | Consultation re Police and Crime Plan 2016<br>and Budget 2016/17 |
| 3 | Neath Port Talbot Think Family<br>Partnership | Information re Training Needs                                    |

The meeting ended at 8.02pm

Signed

Dated 14 December 2015

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## **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

**Minutes of a Meeting of the Resources Committee of the Council held in the Aberdulais Community Centre, Neath on Thursday 03 December 2015, at 6.30 pm.**

Presiding --

Present Councillors W Griffiths C Teague J Hale M Teague J Dudley G Morgan  
L Bromham

Apologies Councillor P Hunter

### **3557 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

### **3558 Appointment of Chairman**

RESOLVED that Councillor M Teague be appointed as Chairman.

### **3559 Appointment of Vice-Chairman**

RESOLVED that Councillor J Hale be appointed as Vice-Chairman.

### **3560 Minutes of the Last Meeting**

RESOLVED that the Minutes of the Resources Committee held on 15 January 2015 be confirmed as a correct record.

### **3561 Matters Arising**

There were no matters arising.

### **3562 Hire Charges**

The Clerk submitted a report on hire charges relating to community centres and playing fields, indicating current charges and terms, and identifying “anomalies” that Council may wish to address. Members considered whether conditions of use and charges should be amended, and addressed each of the “anomalies” in turn. RESOLVED that Council be recommended to –

- retain all charges at current levels for 2016-17, with the exception of the mini/junior football pitch hire, which should be rounded up to £7.00 per pitch per match
- implement the policy as from 01 April 2016, but advise hirers of the Council’s intentions in advance of that date

- instruct the Clerk to engage with hirers at Aberdulais and Owain Glyndwr Community Centres to address “anomalies” relating to the commercial hire rate.

### **3563 Policy on Applications for Financial Assistance**

The Clerk referred to previous discussions at Council when donations have been requested by various organisations and to the Council’s wish to establish a policy to guide future consideration. He outlined an approach that could be adopted, and raised a number of issues which Members discussed, focussing on eligibility, geographical and administrative issues, and the inability to provide grants to individuals. RESOLVED that Council be recommended to –

- Require applications to be made in writing or by e-mail;
- Consider all applications on their individual merit;
- Demonstrate a preference to support applications which have a significant local dimension;
- Consider applications twice each year, in April and October.

### **3564 Budget and Precept for 2016/17**

The Clerk submitted a report on the estimated budget out-turn in 2015/16 as the basis for calculating a proposed budget in 2016/17. He advised Members that assumptions had been made with regard to final expenditure and noted an increase anticipated in overall income. He advised Members of estimated expenditure and income in 2016/17 and the predicted Council Tax Base, and accordingly, was able to indicate a possible budget for 2016/17 and options as to how that budget might be funded. RESOLVED that Council be recommended to –

- accept the draft budget in the sum of £238,794
- set an unchanged Precept for 2016/17 in the sum of £220,143 which is likely to result in no change to the Council’s requirements from the Council Tax
- fund the residual amount of the budget from the Council’s reserves.

### **3565 Public and Press**

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following three items, by virtue of the nature of the business to be transacted.

### **3566 Local Government Salary Scales**

The Clerk submitted a report on the Council’s current practice on salaries and wages and the possible introduction of national pay scales. He outlined the basis on which recommendations are forthcoming annually following negotiations between local authority bodies and trade unions – the National Joint Council for Local Government Services (NJC). He indicated that Council

currently adopted an ad-hoc approach, but emphasised the merits of having a framework against which wages and salaries can be reviewed. The potential implications for staff were outlined along with the financial implications for Council if agreed.

Following his factual report, the Clerk withdrew from the meeting to allow Members to complete their deliberations. He returned for Members to seek clarification in respect of current salaries and issues relating to the national pay scale spinal column points, and then withdrew for a second time.

RESOLVED that Council be recommended to –

- place all staff on the NJC National Pay Scales, on spinal column points agreed at Committee
- receive annual reports and recommendations from the National Joint Council following national negotiations, as a basis for reviewing staff salaries and wages.

### **3567 Staff Pension Scheme**

The Clerk reminded Members that Council had appointed Auto Enrolment Services to assist with the requirement to put a staff pension scheme in place by 01 April 2016. He summarised progress to date and updated Members on the likely implications for both staff and Council. RESOLVED that the update be noted and that a further report be considered in due course.

### **3568 Sickness Absence Policy**

Members were advised that following the introduction of new contracts for office staff and caretakers, with advice from the Council's HR consultant, there were minor anomalies in the wording of the existing Sickness Absence Policy, and specifically the provisions of the Occupational Sick Pay Scheme. The Clerk outlined the revisions which were appropriate. RESOLVED that the revised Sickness Absence Policy be recommended to Council for adoption.

The meeting ended at 8.45 pm

Signed

Dated

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## **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

Minutes of the Monthly Meeting of Council held on Monday 14 December 2015 at 6.15pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors L Bromham J Hale M Teague G Morgan D Thomas R Hawkins J Dudley

Apologies Councillors M Funning C Williams P Hunter C Teague B McCathail P Winstone D Jones A Wingrave

### **3569 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

### **3570 Neath Port Talbot Council for Voluntary Service**

The Chairman welcomed Mr Tony Potts from the Neath Port Talbot Council for Voluntary Service (NPT CVS). Mr Potts outlined the background to the CVS and provided an overview of the services which were offered to the third sector. He summarised the challenges which the voluntary sector was facing and the impact which reductions in funding would have on individuals who benefit from voluntary activities, and on the services themselves. He confirmed that the CVS was seeking to improve its engagement with town and community councils and explore ways in which better joint working might be promoted in the future. Mr Potts responded to a number of questions and confirmed that he would be keen to increase involvement with the Council on common issues. The Chairman thanked Mr Potts for attending and he thereupon withdrew from the meeting.

### **3571 Minutes of the Monthly Meeting held on 16 November 2015**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 16 November 2015 be confirmed as a correct record.

### **3572 Matters Arising**

1. Further to Minute 3549 relating to the NPT Children's Rights Unit, the Clerk and Councillor D Thomas appraised Members of the outcome of the meeting which they attended on Council's behalf. Council was advised that the proposal to increase the involvement of young people in the work of town and community councils was gathering momentum, and that the Unit was intending to approach One Voice Wales and make training opportunities available for young people. Members were advised that an offer had been made to support



councils which were willing to explore new opportunities for the involvement of young people. RESOLVED that the Clerk meet with the Children's Rights Unit to discuss a way forward based on youth representation on Council.

2. Further to Minute 3555 and the contribution of Bryncoch Community Centre Management Committee to the improvements at Bryncoch Community Centre, RESOLVED noted that the Committee had agreed to fund acquisition of new furniture.

**3573 Payments – December 2015**

RESOLVED that the Clerk's report be approved.

**3574 Planning Applications**

RESOLVED that no objection be made to the following applications –

P2015/0961	Extension and Garage	39 Llygad yr Haul Caewern
P2015/1021	Garage Conversion	18 Rowan Tree Close Bryncoch
P2015/1084	Vehicular Access	13 Danygraig Terrace Cadoxton

RESOLVED that no objection be made to the following application subject to the views of the NPT CBC arboricultural officer –

P2015/1067	Work to TPO Trees	2 Derwen Deg Bryncoch
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RESOLVED that no objection be made to the following application, although Council's concern at the potential loss of a car parking space be emphasised–

P2015/0756	Garage Conversion/Extension	3 Gellideg Caewern
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**3575 Minutes of the Festivals Committee held on 11 November 2015**

RESOLVED that the Minutes of the Festivals Committee held on 11 November 2015 be endorsed, and further to Minute 3542 relating to a Mascot, that Council confirm its intention not to proceed.

**3576 Minutes of the Resources Committee held on 03 December 2015**

RESOLVED that the Minutes of the Resources Committee held on 03 December 2015 be adopted, and further RESOLVED that –

- a 2016/17 budget in the sum of £238,794 is agreed
- an unchanged Precept for 2016/17 in the sum of £220,143 which is likely to result in no change to the Council's requirements from the Council Tax be set
- the residual amount of the budget be funded from the Council's reserves.

**3577 Caewern Playground Funding Bid**

RESOLVED that the Chairman and Clerk be authorised to sign funding bids in respect of the Caewern Playground Improvements on behalf of Council.

**3578 Police and PACT Meetings**

There were no substantive reports, other than to report a change in Chief Inspector for the area.

**3579 Reports from Outside Bodies**

There were no substantive reports.

**3580 Public and Press**

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following two items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

**3581 Matters Arising from Exempt Items**

There were no matters arising.

**3582 Staffing Update**

1. The Clerk reported that a member of staff had passed away following a period of illness, and confirmed that he had passed the Council's condolences on to the family. All present stood for a minute's silence as a mark of respect.
2. The Clerk reported that he had appointed a new caretaker following an advert and interview process. RESOLVED that the appointment be noted.

**3583 Correspondence**

RESOLVED that the following items of correspondence be noted –

- |   |                             |  |
|---|-----------------------------|--|
| 1 | NPT CBC Planning            | Update re Local Development Plan         |
| 2 | NPT CBC                     | Report on CCTV Service Options           |
| 4 | West Glamorgan High Sheriff | Notification of High Sheriff Awards 2016 |

RESOLVED that the following item of correspondence be actioned as indicated –

- |   |                  |   |
|---|------------------|---|
| 3 | Welsh Government | Consultation on Draft Local Government (Wales) Bill |
|---|------------------|---|

Agenda for discussion at the next meeting of Council.

The meeting ended at 7.50 pm

Signed \_\_\_\_\_

Dated 18 January 2016

# **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

Minutes of the Monthly Meeting of Council held on Monday 18 January 2016 at 6.30pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors L Bromham J Hale M Teague R Hawkins J Dudley M Funning C Williams P Hunter B McCathail D Jones H Phillips

Apologies Councillors C Teague G Morgan D Thomas

## **3584 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

## **3585 Sergeant Tim Barrell – South Wales Police**

RESOLVED that, as Sergeant Barrell had been unable to attend, he be invited to the next meeting of Council.

## **3586 Minutes of the Monthly Meeting held on 14 December 2015**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 14 December 2015 be confirmed as a correct record.

## **3587 Matters Arising**

There were no matters arising.

## **3588 Payments – January 2016**

RESOLVED that the Clerk's report be approved.

## **3589 Planning Applications**

RESOLVED that no objection be made to the following applications –

P2015/0982	Extension & Garage	170 Main Road Bryncoch
P2015/1059	Detached Dwellings	Tynllechau Main Road Cilfrew

RESOLVED that no objection be made to the following application subject to the views of the NPT CBC arboricultural officer –

P2015/1087	Work to TPO Trees	13 Rhiwlas Waunceirch
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## **3590 Council Buildings**

The Clerk presented a comprehensive report on the Council's Buildings. The report outlined the status and condition of each community centre, presented an assessment of work that could be undertaken at each, and offered a means of implementing a programme of improvements over a period of years. Members considered the implications of buildings in

leasehold ownership and considered the specific circumstances relating to Cilfrew Community Centre. The potential to improve energy efficiency was noted. Members also discussed the merits of employing a Handyperson/Relief Caretaker who could undertake ongoing building improvement and maintenance tasks. RESOLVED that –

1. The list of categorised work items included in the Report be used as a basis for maintaining and improving the Council's Community Centres, subject to further reports being received as appropriate;
2. Category A items in the programme be progressed internally, and delegated powers be granted to the Chairperson, Vice-Chairperson and Clerk to appoint a handyperson/relief caretaker to facilitate this work;
3. Category B and C items be reviewed by the Clerk and a programme of specific actions and priorities for pricing be submitted to Council;
4. The Clerk submit a separate report on the longer term future of Cilfrew Community Centre, with specific reference to options as to how the survey conclusions might be addressed.

**3591 Draft Local Government (Wales) Bill Consultation**

The Clerk outlined the elements of the consultation which apply to local councils and Members discussed a number of issues. RESOLVED that Council offer the following comments –

- all areas of Wales should be served by Town and Community Councils as the first tier of government
- compulsory member training is likely to result in fewer candidates coming forward for election or co-option, given that members are volunteers
- Members are concerned that there will be a risk of losing effective and experienced Clerks if there is an insistence on certain qualifications being attained.

**3592 Police and PACT Meetings**

There were no substantive reports.

**3593 Reports from Outside Bodies**

There were no substantive reports.

**3594 Public and Press**

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following item, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

**3595 Matters Arising from Exempt Items**

Further to Minute 3582 and the Staffing Update, the Clerk sought guidance on the vacancy which had arisen. Options were discussed and it was RESOLVED that existing members of staff be surveyed regarding interest in the Playground Attendant post for Leiros Parc and Caewern, and that the Clerk be authorised to make an appropriate internal appointment.

**3596 Correspondence**

RESOLVED that the following items of correspondence be actioned as indicated –

- 1 NPT CBC Social Services Consultation on “Direct Services – Integrated Community Services Model”

Consultation be circulated to Members.

- 2 Post Office Consultation re Bryncoch PO

Clerk to engage with the Postmistress at Bryncoch Post Office and Council responds by supporting the principle of retaining the post office at the present location.

The meeting ended at 7.55 pm

Signed

Dated 15 February 2016

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## **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

**Minutes of a Meeting of the Festivals Committee of the Council held in the Aberdulais Community Centre, Neath on Wednesday 27<sup>th</sup> January 2016, at 6.30pm.**

Presiding Councillor C Teague

Present Councillors W Griffiths R M Teague J Dudley L Bromham  
G Morgan (non-voting member)

Apologies Councillors D Jones P Hunter

### **3597 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

### **3598 Minutes of the Last Meeting**

RESOLVED that the Minutes of the Festivals Committee held on 11<sup>th</sup> November 2015 be confirmed as a correct record.

### **3599 Matters Arising**

Cllr Dudley raised item 3539. Item on current agenda to be discussed later in the meeting.

### **3600 Fun Day Owain Glyndwr Community Centre 2016**

The Assistant Clerk verbally presented details of Version 2 of the Action Plan. Members noted updated arrangements for the annual Fun Day to be held May Day, Monday 2<sup>nd</sup> May 2016.

RESOLVED that the individual items of the action plan be noted and that Council be recommended to –

- Proceed with the hire of 2 40ft x 20ft marquees using existing provider
- Proceed with the hire of a Climbing Wall
- Request schools involvement
- Request participation from Morris Dancers, WAFERS, Wood carver and Vintage Tractors to attend
- Proceed with raffle
- Ask Nifty Wednesday to support with catering

RESOLVED not to proceed with –

- Dog Show
- Tug of war

Members also discussed purchasing a PA system if there is provision for secure storage and to also consider selling the 3 x Gala Tents. RESOLVED that Council be recommended to pursue these options.

**3601 Site Plan**

RESOLVED that the Assistant Clerk and the Festivals Committee Chairman prepare a site plan once all Fun Day attendees had been confirmed.

**3602 Christmas Event 2016**

Discussions were held regarding the Santa Parade that took place in December 2015. Members also discussed the possibility of hiring an open top bus with a brass band to play Christmas carols. RESOLVED that careful consideration be given to the date when considering a Christmas Event in 2016, and that the Assistant Clerk investigate possible arrangements and report back at the next meeting.

**3603 Additional Fun Day**

Members considered the possibility of an additional Fun Day to be held at Cilfrew Community Centre on Saturday September 3<sup>rd</sup> 2016. RESOLVED that Council be recommended to approve.

The meeting ended at 8.20pm

Signed \_\_\_\_\_

Dated 24 March 2016

## **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

Minutes of the Monthly Meeting of Council held on Monday 15 February 2016 at 6.30pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors M Funning G Morgan A Wingrave D Jones

Apologies Councillors C Teague L Bromham M Teague R Hawkins J Dudley C Williams B McCathail H Phillips D Thomas

The Clerk advised Members that there was no quorum for the meeting, at which point the Chairperson indicated that it would be reconvened on Monday 22 February 2016.

## **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

Minutes of the Reconvened Monthly Meeting of Council held on Monday 22 February 2016 at 6.30pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors G Morgan D Jones C Teague M Teague R Hawkins J Dudley B McCathail D Thomas

Apologies Councillors L Bromham C Williams H Phillips M Funning A Wingrave P Hunter

### **3604 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

### **3605 Minutes of the Monthly Meeting held on 18 January 2016**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 18 January 2016 be confirmed as a correct record.

### **3606 Matters Arising**

- 1) Further to Minute 3585 and a visit from Sergeant Tim Barrell of South Wales Police, the Clerk confirmed that the Sergeant was expected to attend the March meeting of Council. RESOLVED noted.



2) Further to Minute 3596.2 and the Consultation relating to Bryncoch Post Office, the Clerk confirmed that he had spoken to the Sub-Postmistress who was now making plans to stay at the existing premises. RESOLVED noted.

**3607 Payments – February 2016**

RESOLVED that the Clerk's report be approved.

**3608 Planning Applications**

RESOLVED that no objection be made to the following applications –

P2015/0966	Work on TPO Trees	R/O 50 Leiros Parc Drive Rhydtings
P2015/1091	Extensions	3 Penscynor Cilfrew
P2015/1125	Extension	Ravello 1A Oak View Cilfrew
P2015/1145	Detached Dwelling	Land adj Old Vicarage Glebeland Street Cadoxton
P2016/0056	Extension	Church Hall Church Road Cadoxton
P2016/0060	Work on TPO Trees	2 Princess Drive Wauanceirch

**3609 Minutes of the Festivals Committee Meeting held on 27 January 2016**

RESOLVED that the Minutes of the Festivals Committee Meeting held on 27 February 2016 be endorsed, and that Council's agreement to disposal of the Gala Tents and purchase of a PA System (Minute 3600 refers) be confirmed.

**3610 Cadoxton Park**

The Clerk reminded Members that Groundwork Wales had been commissioned to undertake a Feasibility Study at Caewern and Cadoxton Park. The Study had provided a context for funding submissions at Caewern and Members were advised that one funding application had been successful already. He outlined the analysis of Cadoxton Park, and summarised the indicative proposals and costs that might be involved at that location. He also drew Members' attention to the significant work involved in making funding submissions and provided guidance on a possible funding strategy and means of implementation. RESOLVED that Council endorse the indicative proposals and instruct the Clerk to further explore the best way of progressing the proposals and securing grant funding.

**3611 Land at Rear of Cwrt Herbert Playing Fields**

The Clerk advised Members of the limited interest shown in the Land at the Rear of Cwrt Herbert Playing Fields, which has until recently been used as a playing field. Council had previously resolved that it might pursue its transfer from Neath Port Talbot CBC for use as public open space only, with minimal maintenance, but due diligence investigations of such a proposal had been placed on hold. Neath Port Talbot CBC had now requested whether Council proposed to express a formal interest. RESOLVED that the Clerk undertake due diligence enquiries and report back to Council in due course.

**3612 Wildflower Beds**

The Clerk reported on two approaches for the preparation of wildflower beds in the grounds of Owain Glyndwr Community Centre and at Furzeland Drive. He indicated that the Bryncoch Environment Group was keen to repeat its previous successful venture. RESOLVED that the Council accede to the requests subject to the Clerk identifying a group that would implement the preparation and planting in the respective areas.

**3613 Police and PACT Meetings**

There were no substantive reports.

**3614 Reports from Outside Bodies**

Councillor G Morgan presented a report on the recent meeting of the Neath Port Talbot CBC Community Councils Liaison Committee. RESOLVED noted.

**3615 Public and Press**

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following five items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

**3616 Matters Arising from Exempt Items**

There were no matters arising from Exempt Items.

**3617 Staff Pension Arrangements**

The Clerk presented his report on Staff Pension Arrangements and referred to advice and recommendations received from the Council's advisors. RESOLVED that the Council enter into an agreement to provide Staff Pension Arrangements with GenLife.

**3618 Grounds Maintenance 2016/17**

The Clerk outlined the present arrangements for Grounds Maintenance and indicated the level of expenditure to which the Council was committed in 2015/16. He sought Council's instruction as to whether specifications should be tendered for 2016/17 or whether existing contractors should be invited to submit revised rates. Members considered the options. RESOLVED that, in view of the need to ensure that specifications and existing practice were further refined for another year, the three existing contractors be invited to submit their rates for the three respective contracts, and a report be submitted to Council at the next meeting.

**3619 Land Transactions**

1. The Clerk updated Members on the renewal of the Grazing Licence at Ynysllynlladd and to Council's previous decision in relation to charges for 2015/16. RESOLVED that Council enter into a license agreement with Mrs S Lloyd on the terms indicated to Council.

2. The Clerk advised Members that he had received a request to regularise the status of a parcel of land at Church Road Cadoxton, leased to the Council by the Church in Wales and occupied by an adjoining landowner. He referred to Council's previous discussion and decision at Council in September 2014 (Minute 3221 refers). RESOLVED that Council enter into a mutually acceptable agreement when advice had been received from Neath Port Talbot CBC.

**3620 Staff and Youth Representative Appointments**

The Clerk updated Members on progress with the appointment of a Handyperson/Relief Caretaker and the selection of a Youth Representative to sit on Council. RESOLVED noted.

**3621 Correspondence**

RESOLVED that the following items of correspondence be actioned as indicated –

- |   |   |   |
|---|---|---|
| 4 | HM Lord Lieutenant<br>Chairperson to attend if available. | Queen's Award for Voluntary Service Meeting |
| 5 | One Voice Wales<br>Council to renew membership.           | Membership Renewal 2016/17                  |

RESOLVED that the following items of correspondence be noted -

- |   |                                |   |
|---|--------------------------------|---|
| 1 | One Voice Wales                | Response to Consultation on Draft Local Government (Wales) Bill |
| 2 | NPT CBC Planning               | Notification of LDP Adoption                                    |
| 3 | Welsh Government               | Notification of S 137 Expenditure Limit 2016/17                 |
| 6 | Ombudsman                      | Principles of Good Administration and Records Management        |
| 7 | NPT CBC Rural Development Team | Questionnaire re Farmers & Producers                            |

The meeting ended at 8.25 pm

Signed

Dated 21 March 2016

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## **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

Minutes of the Monthly Meeting of Council held on Monday 21 March 2016 at 6.30pm in the Owain Glyndwr Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors G Morgan D Jones C Teague M Teague J Dudley B McCathail C Williams M Funning P Hunter J Hale L Rabaiotti-Jones

Apologies Councillors L Bromham R Hawkins D Thomas

### **3622 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

### **3623 Sergeant Tim Barrell**

The Chairperson welcomed Sergeant Tim Barrell from South Wales Police. Sergeant Barrell thanked Members for the invitation and confirmed that he would be happy to attend Council twice each year, subject to other commitments. He outlined the resources available to him in the Neighbourhood Policing Team serving the Blaenhonddan area, referring specifically to the invaluable role of the PCSOs, and summarised contingency arrangements that were employed across the Division's area. Sergeant Barrell highlighted key issues which were currently topical in the area along with some new initiatives that are being explored. In response to questions from Members, specific issues discussed included the benefits of PACT meetings, briefing of Members on incidents, anti-social behaviour in Neath Town Centre, and the use of social media to assist in briefing the public and allaying the fear of crime. Members agreed that a brief article referring to the visit should be included on the Council's website. Sergeant Barrell was duly thanked for attending and withdrew from the Chamber.

### **3624 Minutes of the Monthly Meeting held on 15 and 22 February 2016**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 15 and 22 February 2016 be confirmed as a correct record, subject to the inclusion of Councillor J Hale in the list of attendees.

### **3625 Matters Arising**

Further to Minute 3611 regarding land at Rear of Cwrt Herbert Playing Fields, the Clerk confirmed that some due diligence information had been received from Neath Port Talbot CBC, but that this information needed to be assessed. RESOLVED that the Clerk submit a further report in due course.

**3626 Payments – March 2016**

RESOLVED that the Clerk's report be approved.

**3627 Planning Applications**

RESOLVED that no objection be made to the following applications –

P2016/0046	Lawful Development Certificate	20 Birchwood Close Bryncoch
P2016/0099	Side Extension	Laburnum Cottage, 143 Main Road Bryncoch
P2016/0101	C/Use to Post Office and Coffee Shop	Post Office 126 Main Road Bryncoch
P2016/0149	Extension	14 Birchwood Close Bryncoch
P2016/0216	Extension	59 Llygad yr Haul Caewern

**3628 Bryncoch Community Centre Improvements**

The Clerk summarised the Final Account in respect of the Bryncoch Community Centre Improvements, highlighting omissions and additions to the approved scheme and the costs arising therefrom. RESOLVED that the Clerk's report be approved.

**3629 Community Centres Improvement Programme**

The Clerk reminded Members of their approval of a report on Council Buildings at Council on 18 January 2016 (Minute 3590 refers) which outlined a programme of improvements to be undertaken at community centres. He confirmed that he had now appointed a Part Time Handyman and suggested a course of action for progressing the programme agreed. RESOLVED that –

- The backlog of minor maintenance tasks and a programme of internal painting work be undertaken by the Handyman
- The Clerk explore the repair/replacement of window blinds and the purchase of radiator covers from external contractors
- Tenders be invited for external painting at Caewern Community Centre
- Consultants be appointed to explore the feasibility of providing a disabled toilet and additional storage at Cadoxton Community Centre, and to undertake a heating and insulation survey at all of the Council's premises
- A separate report be submitted in relation to Cilfrew Community Centre.

**3630 Community Centre Hirer's Agreement, Rules and Regulations**

The Clerk presented previously circulated revised versions of the Council's Hirer's Agreement and Rules and Regulations for use of the Council's Community Centres. RESOLVED that the revised documents be adopted.

**3631 Neath Port Talbot CBC Community Councils Liaison Committee**

The Clerk reported on a meeting with representatives of Neath Port Talbot CBC relating to the Community Councils Liaison Committee. He outlined the

intention to change its format so that it would become more effective and indicated that a discussion paper would be forthcoming from NPT CBC in due course. RESOLVED noted.

**3632 Police and PACT Meetings**

There were no substantive reports.

**3633 Reports from Outside Bodies**

There were no substantive reports.

**3634 Public and Press**

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following three items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

**3635 Matters Arising from Exempt Items**

There were no matters arising from Exempt Items.

**3636 Grounds Maintenance 2016/17**

Further to Minute 3618 of Council on 22 February 2016, the Clerk presented a report outlining the negotiated 2016/17 rates submitted by the three contractors engaged by Council to provide Grounds Maintenance services. Members considered the report and the comparisons with prices and specifications in 2015/16. RESOLVED that –

- The overall price for Specialist Renovation of playing fields submitted by Wayne Duggan Ecosolve in the sum of £6,816.86 plus VAT be accepted
- The overall price submitted for Routine Maintenance at the Waunceirch Playing Field submitted by NPT Streetcare in the sum of £3,245.05 plus VAT be accepted
- The overall price submitted by South Wales Environmental Ltd for Routine Maintenance at all locations other than the Waunceirch Playing Field be accepted in principle, subject to the Clerk engaging with the company to review the proposed increase above 2015/16 prices, and reporting back to Council.

**3637 Insurance Policy 2016/17**

The Clerk advised Members that an invitation to renew its current insurance policy had been received from its present insurers and indicated the proposed renewal premium quoted by the company. Members considered the option of seeking alternative prices but noted that this exercise had been undertaken recently and agreed that continuity was necessary at present. RESOLVED that a One Year Agreement be entered into with Zurich to renew the Council's insurance policy at the premium quoted and made known to Members.

**3638 Location of Council Meetings**

RESOLVED that, as it was centrally situated within the community, was the location for the Council's Office and as Owain Glyndwr Community Centre was likely to be in demand on a Monday evening, future meetings of Council would be convened at Cadoxton Community Centre.

**3639 Correspondence**

RESOLVED that the following items of correspondence be noted -

- |   |                               |   |
|---|-------------------------------|---|
| 1 | NPT CBC Planning              | Letter re Consultation on Major Applications                  |
| 2 | Welsh Government              | Legislation re Local Government Ethical Framework             |
| 3 | Welsh Government              | Guidance on Well Being of Future Generations (Wales) Act 2015 |
| 4 | Boundary Commission for Wales | Notice of 2018 Review of Parliamentary Constituencies         |

The meeting ended at 8.38 pm

Signed

Dated 18 April 2016

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# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

**Minutes of a Meeting of the Festivals Committee of the Council held in the Cadoxton Community Centre, Neath on Thursday 24<sup>th</sup> March 2016, at 9.30am.**

Presiding Councillor C Teague

Present Councillors W Griffiths R M Teague J Dudley  
Councillor P Winstone (non-voting member)

Apologies Councillors D Jones L Bromham C Williams

## **3640 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

## **3641 Minutes of the Last Meeting**

RESOLVED that the Minutes of the Festivals Committee held on 27<sup>th</sup> January 2016 be confirmed as a correct record.

## **3642 Matters Arising**

Further to Minute 3600 as endorsed by Council on 15 February 2016 (Minute 3609 refers) Cllr Griffiths raised the matter to establish the way forward. It was noted that interest in purchasing the Gala Tents had been shown by Waunceirch School and by Bryncoch Church in Wales School. RESOLVED that they be sold at a price of £150.00 for a complete unit and £75.00 for an incomplete unit.

The Assistant Clerk confirmed that, following a visit from Boulders, the proposed area for placing the climbing wall was deemed suitable. RESOLVED noted.

## **3643 Fun Day Owain Glyndwr Community Centre 2016**

The Assistant Clerk verbally presented details of Version 3 of the Action Plan. Members noted updated arrangements for the annual Fun Day to be held May Day, Monday 2<sup>nd</sup> May 2016.

RESOLVED that the individual items of the action plan be noted and that Council be recommended to –

- Proceed with Morris Dancers in the absence of Geraint the Snakeman.
- Proceed with the sale of Hot Dogs only due to limited resources
- Be available to offer support on the day
- Proceed with charging £1.00 for a donkey ride and a go on the Climbing Wall.

## **3644 Programme of Events**

Members agreed a timetable of events. RESOLVED Assistant Clerk to confirm time slots with participants and that Council be recommended to approve.



**3645 Refreshments**

Members considered a pricing strategy for refreshments. RESOLVED that pricing remain as Cilfrew Fun Day 2015 and that Council be recommended to approve.

**3646 Christmas Event 2016**

The Assistant Clerk provided quotations in respect of hiring an open top bus with a brass band to play Christmas carols. Members considered the costs excessive. RESOLVED that the proposals be dismissed and that further discussions on alternative arrangements be considered at the next meeting of the Committee.

The meeting ended at 11.10am

Signed

Dated

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# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 18 April 2016 at 6.30pm  
in the Cadoxton Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors G Morgan C Teague M Teague J Dudley M Funning P  
Hunter R Hawkins A Wingrave P Winstone

Apologies Councillors L Bromham D Thomas D Jones C Williams J Hale H  
Phillips

## **3647 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

## **3648 Minutes of the Monthly Meeting held on 21 March 2016**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 21  
March 2016 be confirmed as a correct record.

## **3649 Matters Arising**

There were no matters arising.

## **3650 Payments – April 2016**

RESOLVED that the Clerk's report be approved, subject to clarification of  
printing orders being notified to Members.

## **3651 Planning Applications**

RESOLVED that no objection be made to the following applications –

P2016/0157	Work to TPO Trees	8 Hazel Court Bryncoch
P2016/0258	Work to TPO Trees	4 Cloda Avenue Bryncoch
P2016/0269	Bungalow	Land adj Fairview Bungalow Main Rd Aberdulais
P2016/0284	Extension	Cefn Creyr 14 Oak View Cilfrew
P2016/0298	Work to TPO Trees	60 Woodlands Park Drive Cadoxton
P2016/0312	Extension	3 Llys Gwynfryn Bryncoch
P2016/0318	Work to TPO Trees	4 Princess Drive Waunceirch
P2015/1091	Extension and Vehicle Access	3 Penscynor Cilfrew

## **3652 Minutes of the Festival Committee Meeting held on 24 March 2016**

RESOLVED that the Minutes of the Festivals Committee Meeting of Council  
held on 24 March 2016 be endorsed.

**3653 Requests for Financial Assistance**

The Clerk reminded Members of Council's decision to consider applications for financial assistance in a structured manner in April and October each year, and of the policy preference in terms of supporting applications (Minute 2563, Council, 03 December 2015 refers). Members were supplied with a list of applications received.

RESOLVED that the following applications be not supported –

- 1 Wales Air Ambulance
- 2 BOBATH Cymru
- 3 Eisteddfod Genedlaethol yr Urdd, Sir Fynwy
- 4 Cancer Information and Support Services
- 5 Tenovus Cancer Care
- 6 Teenage Cancer Trust
- 7 MacMillan Cancer Support
- 8 Carers Trust Swansea Bay

Further RESOLVED that the Clerk explore possibilities for locally publicising the availability of financial assistance, and possibilities for supporting bespoke school based projects, and report back in due course.

**3654 Police and PACT Meetings**

There were no substantive reports.

**3655 Reports from Outside Bodies**

Councillor P Hunter advised that discussions were currently progressing whereby Regenerate NPT would be making European funds available in accordance with specific criteria, and that he would update Council when appropriate. RESOLVED noted.

**3656 Public and Press**

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following two items, by virtue of the nature of the business to be transacted, and that Council's Standing Orders 66 and 70 be implemented.

**3657 Matters Arising from Exempt Items**

Further to Minute 3636, the Clerk advised Members that South Wales Environmental Ltd had confirmed a revised price in the sum of £8,610.00 plus VAT, and that on this basis, they had been duly appointed. RESOLVED noted.

**3658 Community Centres Improvement Programme**

The Clerk submitted updates and prices in respect of the following work –

- a) **Heating and Energy Conservation Study** – RESOLVED that three quotations be requested.

- b) **Disabled Toilet and Storage Improvements, Cadoxton CC** – RESOLVED that, in view of the experience gained in working at Bryncoch CC, mjs designs (Cymru) Ltd be engaged to undertake feasibility, design and supervision of the proposed scheme at the fee reported to Council.
- c) **Radiator Guards, Cadoxton CC** – RESOLVED that pipework be boxed and that guards be purchased from AmpWire at the price reported to Council.
- d) **Window Blinds** – RESOLVED that repairs be undertaken at Cadoxton, Owain Glyndwr and Bryncoch Community Centres at the price reported to Council
- e) **External Painting, Caewern CC** – the Clerk reported on discussions with potential contractors and advised Members of the specification proposed and the timescale for receipt of tenders. RESOLVED noted.

**3659 Correspondence**

RESOLVED that the following items of correspondence be noted -

- |   |   |   |
|---|---|---|
| 1 | Mid and West Wales Fire and Rescue Service        | Strategic Plan and Improvement Plan                 |
| 2 | Local Democracy and Boundary Commission for Wales | Review of Community Boundaries in Neath Port Talbot |
| 3 | One Voice Wales/SLCC                              | Invitation to Joint Event                           |

The meeting ended at 7.40 pm

Signed

Dated 16 May 2016

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# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

**Minutes of a Meeting of the Festivals Committee of the Council held in the Roy Jones Room, Bryncoch Community Centre, Neath on Wednesday 27<sup>th</sup> April 2016, at 6.30pm.**

Presiding Councillor C Teague

Present Councillors J Hale R M Teague J Dudley L Bromham P Hunter

Apologies Councillors D Jones W Griffiths C Williams

## **3660 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

## **3661 Minutes of the Last Meeting**

RESOLVED that the Minutes of the Festivals Committee held on 24<sup>th</sup> March 2016 be confirmed as a correct record.

## **3662 Matters Arising**

No matters arising

## **3663 Fun Day Owain Glyndwr Community Centre 2016**

The Assistant Clerk verbally presented details of Version 4 of the Action Plan. Members noted updated arrangements for the annual Fun Day to be held on May Day Bank Holiday, Monday 2<sup>nd</sup> May 2016.

RESOLVED that the individual items of the action plan be noted and that Council be recommended to –

- Proceed with the sale of Bacon Rolls in addition to hot dogs.
- Proceed with the Fun Day despite a forecast of inclement weather
- Offer a payment of £50.00 to WAFERS (Welsh Area Fire Restoration Society) if they participate on the day.

Councillor Dudley commended the Assistant Clerk for organising the Fun Day and requested that this may be noted.

## **3664 Resources and Roles**

Members considered resources available to support on the day and allocated roles accordingly. RESOLVED noted.

The meeting ended at 7.30pm

Signed \_\_\_\_\_

Dated \_\_\_\_\_