

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Annual Meeting of Council held Online on Monday 18 May 2020 at 7.30pm

Presiding Councillor G Morgan

Present Councillors D Jones, W Griffiths, C Williams, J Griffiths, C Hadley, C Lewis

Apologies Councillors J Hale, A Burton, K Gilmore, P MacPherson Jones, T Lewis, E Edwards

4614 Declarations of Interest

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

4615 Appointment of Chairman

RESOLVED that Councillor G Morgan be appointed Chairman for 2020/21, and that the Clerk arrange for Councillor Morgan to sign his Declaration of Acceptance of the Office of Chairman as soon as possible.

4616 Appointment of Vice Chairman

RESOLVED that Councillor C Williams be appointed Vice-Chairman for 2020/21, and that the Clerk arrange for Councillor Williams to sign his Declaration of Acceptance of the Office of Vice Chairman as soon as possible.

4617 Members Code of Conduct

RESOLVED that the Members Code of Conduct be adopted by Council.

4618 Membership of Committees

RESOLVED that Council defer the election of Members to its respective Committees for consideration at a future meeting.

4619 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 W Griffiths and G Morgan

One Voice Wales, Neath Port Talbot Area Committee and Larger Councils Committee – Councillors J Hale and W Griffiths, subject to Councillor Hale confirming her willingness to accept the nomination

School Governing Bodies – Council representation continue as follows, unless otherwise indicated –

- Blaenhonddan Primary Councillor A Burton
- Bryncoch CIW Primary Councillor A Burton
- Catwg Primary Councillor T Lewis
- Cilffriw Primary Councillor E Edwards
- Waunceirch Primary Councillor W Griffiths be re-elected
when his term of office ends on 17
June 2020

4620 Income and Expenditure 2019/20

The Clerk submitted the Income and Expenditure Report for 2019/20 in advance of its submission for audit. RESOLVED that the accounts be approved.

4621 Annual Investment Strategy 2020/21

The Clerk submitted a draft Annual Investment Strategy for 2020/21. RESOLVED that the Draft Strategy be approved, and that the Council's position regarding the investment in Swansea Building Society be noted.

4622 Policies and Procedures

RESOLVED that the following policies and procedures be adopted–

- Standing Orders
- Financial Regulations

Further RESOLVED that the following policies and procedures be reported for consideration at a future meeting of Council -

- Health and Safety Policy
- Freedom of Information Scheme
- Risk Management Plan and Risk Assessment Schedule

4623 Draft Annual Report 2020

RESOLVED that the Draft Annual Report for 2020 be deferred for consideration at a future meeting of Council.

4624 Applications for Financial Assistance

RESOLVED that all applications for financial assistance be considered at the October and April meetings of Council, and that Council's policy of preferred support for local applications be reaffirmed.

4625 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, D Jones, J Hale
- Council appoint Mr L Llewellyn as its Internal Auditor in 2020/21

Further RESOLVED that, in view of COVID-19, the revised timescales and arrangements for Audit be noted.

4626 Member Remuneration

The Clerk indicated that the Report of the Independent Remuneration Panel for Wales had not yet been received, but outlined Council's previous practice in its consideration. RESOLVED that, in anticipation of there being no change or minimal change to the report's recommendations –

- The Clerk prepare an "opt out" form regarding Member Payments and liaise with all Members on their personal decisions accordingly
- A Specific Responsibility Payment be made to the Chairman but that the Clerk prepare an "opt out" form and liaise with the Chairman on his personal decision accordingly
- Travelling expenses and subsistence payments be paid to Members for relevant duties as per current practice, on receipt of a claim form prepared by the Clerk
- A financial loss payment be paid to Members for relevant duties on receipt of a claim form prepared by the Clerk
- The Clerk prepare a form for Members to claim reimbursement of care costs in appropriate circumstances, should they wish to make a claim
- A Chairman's allowance in the sum of £500.00 be paid in 2020/21 in accordance with current practice
- No Vice-Chairperson's allowance be paid in 2020/21
- Requirements with regard to publication be adhered to and relevant payments be made as soon as practicable in the financial year.

The meeting ended at 8.00 pm.

Signed

Dated 15 June 2020

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held Online on Monday 18 May 2020 at 8.02 pm

Presiding Councillor G Morgan

Present Councillors D Jones, W Griffiths, C Williams, J Griffiths, C Hadley, C Lewis

Apologies Councillors J Hale, A Burton, K Gilmore, P MacPherson Jones, T Lewis, E Edwards

4627 Declarations of Interest

Councillor C Williams declared an interest in Item 6 on the agenda – Planning Applications - at the start of the meeting.

4628 Minutes of the Extraordinary Meeting held on 04 May 2020

RESOLVED that the Minutes of the Extraordinary Meeting of Council held on 04 May 2020 be confirmed as a correct record.

4629 Matters Arising

Further to Minute 4612 relating to repairs at Bryncoch Community Centre, the Clerk reported that all work had now been completed. RESOLVED noted.

4630 Payments – May 2020

RESOLVED that the Clerk's report be approved.

4631 Planning Applications

(Councillor C Williams declared an interest in this item, left the Meeting and took no part in the voting or discussions thereon)

RESOLVED no objection to the following applications –

P2020/0296	Variation of Conditions	Land West of Llys Wern Caewern
P2020/0297	Variation of Conditions	Development at Llys Wern Caewern
P2020/0343	Side Extension	10 Mill Road Neath
P2020/0369	Rear Extension and Garage	10 Cadoxton Terrace Main Road Cadoxton

RESOLVED no objection to the following application, subject to the highway specification being satisfactory –

P2020/0386	Detached House, Access and Car Parking	Tanybryn Main Road Cadoxton
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RESOLVED no objection to the following applications, subject to the views of the NPT CBC arboricultural officer –

P2020/0379 Work to TPO Trees
P2020/0393 Work to TPO Trees

27A Bryn Catwg Cadoxton
Draenen Wen 30 Rhiwlas Waunceirch

4632 Minutes of the Festivals Committee held on 11 March 2020

RESOLVED that the Minutes of the Festivals Committee held on 11 March 2020 be adopted, and that the subsequent decision taken by the Clerk and Chairman following e-mail engagement with all Members, to cancel all events for the foreseeable future in view of COVID-19, be endorsed.

4633 Casual Vacancy Aberdulais Ward

Following legal advice from the Head of Legal Services at Neath Port Talbot CBC and progress with the process of filling the casual vacancy in the Aberdulais Ward, the Council considered the single Expression of Interest received. RESOLVED that L Bromham Nicholls be co-opted to serve as a Councillor representing the Aberdulais Ward.

4634 Casual Vacancies Bryncoch South Ward

Following legal advice from the Head of Legal Services at Neath Port Talbot CBC and given the stage reached in the process of filling the casual vacancies in the Bryncoch South Ward, the Clerk advised that the two vacancies should be held in abeyance, and that the process of filling the vacancies should recommence when Council's normal activities were able to resume. RESOLVED that the two vacancies in the Bryncoch South Ward be not filled at present and that appropriate notices be served in due course.

4635 Cilfrew Community Centre Feasibility Study

The Clerk submitted a preliminary report of the Feasibility Study commissioned regarding the potential for refurbishment of the Cilfrew Community Centre. The study concludes that a refurbishment could be undertaken and an outline of proposals and costs were provided for Members. Given the significance of the potential investment, and the possibility that Members may wish to consider other options, the Clerk recommended that the report should be noted at present and be placed on an agenda for detailed consideration in due course. RESOLVED that the content of the Cilfrew Community Centre Feasibility Study be noted at present.

Whilst there had been no actions arising from the Study which required immediate attention, the lack of attention to Legionella testing had been highlighted. Council RESOLVED, therefore, that the Clerk investigate the provision of advice and services that would allow it to fulfil its Legionella obligations at Cilfrew Community Centre, and at its other buildings if appropriate.

4636 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.

4637 Matters Arising from Exempt Items

There were no matters arising.

4638 Correspondence

There were no items of correspondence for consideration.

The meeting ended at 8.35 pm

Signed

Dated 15 June 2020

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held Online on Monday 15 June 2020 at 7.30 pm

Presiding Councillor G Morgan

Present Councillors D Jones, W Griffiths, J Griffiths, C Lewis, J Hale, E Edwards, L Bromham-Nicholls

Apologies Councillors C Hadley, C Williams, A Burton, K Gilmore, P MacPherson Jones, T Lewis, J Betts

4639 Councillor L Bromham-Nicholls

The Chairman welcomed Councillor L Bromham-Nicholls who was attending his first meeting.

4640 Declarations of Interest

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

4641 Minutes of the Annual Meeting held on 18 May 2020

RESOLVED that the Minutes of the Annual Meeting of Council held on 18 May 2020 be confirmed as a correct record.

4642 Minutes of the Monthly Meeting held on 18 May 2020

RESOLVED that the Minutes of the Monthly Meeting of Council held on 18 May 2020 be confirmed as a correct record.

4643 Matters Arising

- 1) Further to Minute 4619 relating to representation on One Voice Wales, the Clerk confirmed that Councillor J Hale had accepted the nomination. RESOLVED noted.
- 2) Further to Minute 4635 regarding services connected with Legionella Testing the Clerk advised Members that he had contacted a local company who undertook such services for the principal council and other local councils. RESOLVED that Council engage Acorn Chemical Services Ltd to undertake risk assessments at the Council's premises at the fee outlined to Council.

4644 Payments – June 2020

RESOLVED that the Clerk's report be approved.

4645 Planning Applications

RESOLVED no objection to the following applications –

P2020/0469	Extension and Loft Conversion	73 Mill Race Neath Abbey
P2020/0498	Rear and Side Extension	46 Brookfield Neath Abbey

P2020/0152	Amended Plans – Extension, Outbuilding and Access	116 Main Road Bryncoch
P2020/0467	Rear and Side Extensions, ramps and Handrail in Garden	5 New Road Cilfrew
P2020/0487	Retention of Outbuildings	Ynysygerwn Depot Ynysygerwn

RESOLVED no objection to the following application, subject to the highway specification being satisfactory –

P2020/0386	Additional Information	Tanybryn Main Road Cadoxton
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RESOLVED no objection to the following application, subject to the views of the NPT CBC arboricultural officer –

P2020/0420	Work to TPO Tree	Neath Golf Club Cwmbach Road Cadoxton
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RESOLVED that, subject to the NPT CBC arboricultural officer confirming that this is a healthy tree, the Council objects to the removal of this tree as it would set a precedent for further tree felling -

P2020/0413	Work to TPO Tree	3 Princess Drive Waunceirch
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4646 COVID-19

The Clerk presented a position statement as to how the Council was currently operating. Following consideration, RESOLVED that –

- the present operating arrangements be maintained
- the Clerk explore the possibility of a safe phased return to work for staff, subject to government advice, and the purchase of equipment and materials that would facilitate this in due course
- as playgrounds were currently not in use, the annual inspections be deferred for the present.

4647 Audit of the Council's Accounts for 2019/20

The Clerk summarised the Council's present position and outlined a timetable for bringing the audit to a conclusion. RESOLVED noted and agreed.

4648 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.

4649 Matters Arising from Exempt Items

There were no matters arising.

4650 Correspondence

There were no items of correspondence for consideration.

The meeting ended at 8.20 pm

Signed

Dated 20 July 2020

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held Online on Monday 20 July 2020 at 6.30 pm

Presiding Councillor G Morgan

Present Councillors D Jones, W Griffiths, J Griffiths, C Lewis, J Hale, A Wingrave, C Williams, L Bromham-Nicholls

Apologies Councillors E Edwards, C Hadley, A Burton, K Gilmore, P MacPherson Jones, T Lewis, J Betts

4651 **Declarations of Interest**

Councillor C Williams declared an interest in Item 6 – Planning Applications - at the start of the meeting.

4652 **Minutes of the Monthly Meeting held on 15 June 2020**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 15 June 2020 be confirmed as a correct record.

4653 **Matters Arising**

Further to Minute 4643 (2) regarding water risk assessments at the Council's community centres, the Clerk advised that water sampling would now also be needed prior to re-opening the centres. He had contacted Acorn Chemical Services Ltd and, with the Chairman's agreement, appointed them to undertake this service as a matter of expediency at the fee outlined to Council. RESOLVED that the report be noted and the Clerk's actions be endorsed.

4654 **Payments – July 2020**

RESOLVED that the Clerk's report be approved.

4655 **Planning Applications**

RESOLVED no objection to the following applications –

P2020/0433	Dwelling	Plot1 Wernddu Bungalow, Wernddu
P2020/0587	Extensions	27 Underwood Close Cadoxton
P2020/0640	Extension	7 Llwyn Helyg Waunceirch
P2020/0645	Extension	65 Mill Race Neath Abbey

RESOLVED no objection to the following application, subject to concerns being expressed about the impact of the access on nearby dwellings –

P2020/0501	Dwellings	Land off March Hywel Cilfrew
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RESOLVED no objection to the following application, subject to the views of the NPT CBC arboricultural officer –

P2020/0513	Work to TPO Tree	73 Rowan Tree Close Bryncoch
P2020/0523	Work to TPO Tree	7 Bittern Court Bryncoch
P2020/0527	Work to TPO Tree	9 Maes Llwynonn Cadoxton
P2020/0550	Work to TPO Trees	5 Blaenwern Bryncoch
P2020/0561	Work to TPO Tree	35 Rhiwlas Waunceirch
P2020/0568	Work to TPO Trees	Cwmbach Cottages Cwmbach Rd Cadoxton
P2020/0603	Work to TPO Tree	7 Bittern Close Bryncoch

4656 COVID-19

The Clerk presented a report updating Members on COVID-19 arrangements following the announcements relating to Playing Fields, Playgrounds and Community Centres. The report highlighted issues to be addressed, preparatory work to be undertaken, and policy considerations to be considered. Following discussion, RESOLVED that –

- the re-opening of playing fields subject to safety precautions and assurances from participating teams be agreed
- playgrounds be re-opened as soon as possible, subject to the purchase and installation of appropriate signage with key messages, as agreed by Council, incorporated
- community centres be re-opened once appropriate tests and safeguards were concluded, on a phased basis to accommodate groups of a different nature, in accordance with guidelines agreed by Council, and with a target date of 01 September 2020.

4657 2019/20 Accounts

The Clerk summarised the content of the Internal Auditor's Report on the 2019/20 Accounts and confirmed that there were no matters to draw to the attention of the Council. He further outlined the content of the Annual Return and the programme for consideration by the External Auditor. RESOLVED that the Internal Auditor's Report be noted and that the Chairman and Responsible Financial Officer be authorised to sign the Annual Return.

4658 Casual Vacancies – Bryncoch South Ward

The Clerk reminded Members of the two casual vacancies which were to be filled in the Bryncoch South Ward and that following an advertisement there had been no request to hold an election. Whilst previous advice had confirmed that the process could be paused, it now seemed appropriate to advertise the vacancies and invite expressions of interest. RESOLVED that the appropriate notice be served with a view to considering expressions of interest at the September meeting of Council.

4659 Health and Safety Manual

The Clerk presented the Health and Safety Manual prepared jointly with the Council's Health and Safety Advisor. RESOLVED that the Manual be approved as Council policy and be circulated to all staff. Further RESOLVED that a standing item on Health and Safety be included on all future Council agendas.

4660 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.

4661 Matters Arising from Exempt Items

There were no matters arising.

4662 Staff Terms and Conditions of Employment

The Clerk advised Members that due to COVID-19 restrictions issues may arise with regard to staff taking annual leave in the current leave year. He outlined statutory changes that might ease the situation and suggested that a flexible approach to managing leave may be required over the next two years. RESOLVED that the Clerk be authorised to negotiate changes in leave arrangements with staff, in the context of statutory amendments, to be implemented if necessary over the next two years.

4663 Correspondence

RESOLVED that the following items of correspondence be noted –

- | | | |
|---|--------------------------|--|
| 1 | Welsh Government | Consultation on Post COVID-19 Recovery and Reconstruction |
| 3 | NPT CBC Countryside Team | Introduction on Coed Cymru Woodland Planting / Site Improvements |
| 4 | NPT CBC Planning | Consultation on BT Kiosk Removal |

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

- | | | |
|---|-------|--|
| 2 | Ms JE | Request for use of Waunceirch Playing Field Car Park |
|---|-------|--|

Request be not acceded to.

- | | | |
|---|---------------------|-------------------------------|
| 5 | Ty Banc Canal Group | Request for letter of support |
|---|---------------------|-------------------------------|
- Letter of Support be provided

The meeting ended at 8.01 pm

Signed

Dated 21 September 2020

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held Online on Monday 21 September 2020 at 6.30 pm

Presiding Councillor G Morgan

Present Councillors D Jones, W Griffiths, J Griffiths, C Lewis, J Hale, C Hadley, C Williams, E Edwards, L Bromham-Nicholls

Apologies Councillors A Burton, K Gilmore, P MacPherson Jones, T Lewis, J Betts

4664 Declarations of Interest

Councillor C Williams declared an interest in Item 6 – Planning Applications - at the start of the meeting.

4665 Minutes of the Monthly Meeting held on 20 July 2020

RESOLVED that the Minutes of the Monthly Meeting of Council held on 20 July 2020 be confirmed as a correct record.

4666 Matters Arising

Further to Minute 4653 regarding water testing at the Council's community centres, the Clerk indicated that all tests had been completed with a satisfactory outcome with one exception that was being addressed. RESOLVED noted.

4667 Payments – August 2020 and September 2020

RESOLVED that the Clerk's reports be approved.

4668 Planning Applications – August 2020 and September 2020

(Councillor C Williams 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 –

P2020/0611	Attic Conversion	74 Ffynnon Dawel Aberdulais
P2020/0697	C/Use to Care Home	Caewern Lodge Dwr y Felin Road Caewern
P2020/0296	Variation of Conditions	Land West of Llys Wern Caewern
P2020/0297	Variation of Conditions	Land West of Llys Wern Caewern

RESOLVED no objection to the following applications, subject to the comments indicated –

P2020/0636 Extension 25 Parc Penscynor Cilfrew
Subject to there being adequate off street parking within the curtilage

P2020/0674 Dormer Extension 10 Church Close Bryncoch
Subject to there being no adverse effects on the adjoining property

RESOLVED no objection to the following application, subject to the views of the NPT CBC arboricultural officer –

P2020/0682 Work to TPO Tree
P2020/0728 Work to TPO Tree

9 Rhiwlas Waunceirch
10 Rhiwlas Waunceirch

4669 COVID-19

The Clerk presented an update summarising the Council's present situation with regard to its parks, playgrounds and community centres, indicating that all were operating within Welsh Government guidelines and with appropriate safeguards in place. RESOLVED noted.

A further report was submitted regarding One Voice Wales guidance on holding physical meetings of Council. Following consideration, it was RESOLVED that Council continue with its present practice of holding virtual meetings and that the Clerk explore options for developing the arrangements further.

4670 Casual Vacancies – Bryncoch South Ward

The Clerk reminded Members of the two casual vacancies which were to be filled in the Bryncoch South Ward and that, following an advertisement, there had been two expressions of interest in the vacancies. He summarised them for Members to consider whether they were appropriate. RESOLVED that B Powell and L Rabaiotti-Jones be co-opted to serve as Councillors for the Bryncoch South Ward.

4671 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.

4672 Matters Arising from Exempt Items

There were no matters arising.

4673 Salary Award

The Clerk reminded Members of the Council's decision to pay its staff in accordance with National Joint Council (NJC) Pay Scales, and to receive annual recommendations from the NJC in reviewing staff salaries (Minute 3566 of the Resources Committee, 03 December 2015, and Minute 3576 of Council, 14 December 2015, refer). He submitted a factual report on the recommendations for the pay award from 01 April 2020, and outlined the financial implications for Council if the recommendations were accepted.

(The Clerk withdrew from the Chamber to allow Members to discuss the details further)

RESOLVED that Council accept the recommendations on Pay Scales from the National Joint Council and implement the 2020-21 Salary Award accordingly.

4674 Correspondence

RESOLVED that the following items of correspondence be noted –

- | | | |
|---|---|---|
| 1 | NPT CBC Planning | Notice of Planning Appeal, 3 Princess Drive
Wauanceirch |
| 2 | Local Democracy and
Boundary Commission for
Wales | Review of Electoral Arrangements for CB of
Neath Port Talbot – Final Recommendations
Report |

The meeting ended at 19.14 pm

Signed

Dated 19 October 2020

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held Online on Monday 19 October 2020 at 7.30 pm

Presiding Councillor G Morgan

Present Councillors D Jones, W Griffiths, J Griffiths, C Lewis, J Hale, C Williams

Apologies Councillors C Hadley, A Burton, K Gilmore, P MacPherson Jones, T Lewis, J Betts, L Bromham-Nicholls, B Powell, L Rabaiotti-Jones

4675 Declarations of Interest

Councillor C Williams declared an interest in Item 6 – Planning Applications - at the start of the meeting.

4676 Minutes of the Monthly Meeting held on 21 September 2020

RESOLVED that the Minutes of the Monthly Meeting of Council held on 21 September 2020 be confirmed as a correct record.

4677 Matters Arising

Further to Minute 4666 regarding water testing at the Council's community centres, the Clerk indicated that the outstanding issue had now been addressed. RESOLVED noted.

4678 Payments – October 2020

RESOLVED that the Clerk's report be approved.

4679 Planning Applications – October 2020

(Councillor C Williams 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 –

P2020/0675	C/Use to Hot Food Container Site	Part of Former Remploy Site Neath Abbey Road Neath
P2020/0800	Extensions	25 Llewellyn Ave Neath
P2020/0806	Extension	9 Alexander Crescent Rhyddings
P2020/0831	Roof Alterations for Extension	Woodview Terrace Farmers Road Bryncoch
P2020/0877	Septic Tank Installation	Tithe Barn Aberdulais
P2020/0897	S/S Rear Extension	45 Brookfield Neath Abbey
P2020/0905	Replacement Garage	55 Main Road Bryncoch

4680 COVID-19

The Clerk presented an update summarising the Council's present situation with regard to its parks, playgrounds and community centres, indicating that all were operating within Welsh Government guidelines and with appropriate safeguards in place, and updated Members on the implications of the First Minister's most recent statement. He also advised members that a loss of income claim for the 1st quarter of 2020/21 submitted to Welsh Government had been successful. RESOLVED noted.

48681 Playground Inspections

The Clerk provided a summary of recommendations received from ROSPA in respect of the Council's playground inspections. He reported that there were no high risk items but that a variety of actions were necessary, by the handyman and following consultation with Wicksteed and Sutcliffe. RESOLVED that the Clerk proceed with any repairs recommended.

4682 Capital Programme Priorities

The Clerk summarised a previously circulated report which updated Members on investigations undertaken with regard to capital programme priorities previously identified by Council. Following extensive discussion, it was RESOLVED that –

- A decision on Cilfrew Community Centre and Changing Rooms be deferred to allow more discussion and that, in the meantime, the Clerk consult further with the Councils' advisors
- Improvements to Cilfrew and Leiros Parc Playgrounds be agreed in principle and that the Clerk engage with Sutcliffe Play and Wicksteed Leisure to secure more specific proposals on the basis that each company would be invited to improve one playground
- The Clerk explore the potential for a revised specification and phasing of a proposal to deliver the Waunceirch Playing Field Trim Trail.

Further RESOLVED that a further report be submitted to Council in due course.

4683 Trees on the Council's Estate

The Clerk reported that following some concerns expressed regarding individual trees, he had approached the Council's arboricultural advisors about updating the tree survey undertaken on all the Council's landholdings in 2017. RESOLVED that the Clerk's action be endorsed and that the outcome of the survey be reported to Council in due course.

4684 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.

4685 Matters Arising from Exempt Items

There were no matters arising.

4686 Council Website

The Clerk advised Members that although the Council's website was operational, there were some concerns regarding its management and maintenance that needed to be addressed and that a suitably qualified company would be needed on an ongoing basis in this respect. He summarised discussions with two such companies recommended to him and outlined the potential initial and annual costs involved in the provision of their services. RESOLVED that Council agree that the services were needed, that the Clerk further discuss the proposals with the two companies and make an appointment based on cost and the quality of service anticipated.

4687 Health and Safety

The Clerk indicated that there were no reports that needed to be submitted to Council. RESOLVED noted.

4688 Correspondence

RESOLVED that the following items of correspondence be noted –

- 1 NPT CBC Licensing Consultation on Draft Licensing Policy

The meeting ended at 21.15 pm

Signed

Dated 16 November 2020

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held Online on Monday 16 November 2020 at 6.30 pm

Presiding Councillor G Morgan

Present Councillors D Jones, W Griffiths, J Griffiths, C Lewis, J Hale, C Hadley, L Bromham-Nicholls, B Powell, L Rabaiotti-Jones, E Edwards

Apologies Councillor C Williams

4689 Declarations of Interest

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

4690 Minutes of the Monthly Meeting held on 19 October 2020

RESOLVED that the Minutes of the Monthly Meeting of Council held on 19 October 2020 be confirmed as a correct record.

4691 Matters Arising

- 1) Further to Minute 4683 regarding the Tree Survey of the Council's estate, the Clerk summarised the conclusions and highlighted priority work recommendations that should be addressed. RESOLVED that the Clerk liaise with the Council's tree surgeon and seek quotations for undertaking the priority work at Cadoxton, followed by Ynysygerwn, Cilfrew and Caewern
- 2) Further to Minute 4686, the Clerk reported that he had appointed NetBop to undertake work on the Council's website.

4692 Payments – November 2020

RESOLVED that the Clerk's report be approved.

4693 Planning Applications – November 2020

RESOLVED no objection to the following applications –

P2019/0534	Amended Plans, Foodstore	Land adj CSN, Neath Abbey Road Neath
P2020/0706	Retention of Demountable etc	Wauinceirch Primary School
P2020/0732	Extensions & Porch	154 Main Road Bryncoch
P2020/0893	Retention of 1 Completed Property	Ty'n Llechau March Hywel Cilfrew
P2020/0912	Extension, New Roof & Boundary Wall	161 Main Road Bryncoch
P2020/0918	Front Porch Extension	73 Rowan Tree Close Bryncoch
P2020/0930	Work to TPO Trees	39 Leiros Parc Drive Bryncoch
P2020/0941	Work to TPO Tree	15 Dyffryn Woods Bryncoch
P2020/0947	Extension	5 Alexander Road Rhyddings

RESOLVED that an objection be made to the following application as Council has concerns about the scale of the properties in relation to adjacent properties -

P2020/0867 Retention of 2 Partially Completed Properties Ty'n Llechau March Hywel Cilfrew

4694 Community Centre Management

- 1) The Clerk advised Members of hand wash units purchased and roofing repairs which were necessary at Caewern Community Centre. RESOLVED noted.
- 2) The Clerk reported that two leases granted in favour of the Council by Neath Port Talbot County Borough Council were due their 5 year review and the amended rental terms were outlined to Council. RESOLVED that the terms be agreed and that the appropriate applications for grant in support of the expenditure be submitted to the Director of Finance and Legal Services at NPT CBC.

4695 COVID-19

The Clerk updated Members on Welsh Government policy relating to groups meeting in the Council's community centres, relevant COVID secure requirements and procedures, and the approach adopted in managing requests to meet. RESOLVED noted.

4696 Casual Vacancies

The Clerk reported that as five Members had been unable to attend remote meetings of Council for a period of six months they were disqualified from holding the office of councillor, and casual vacancies had been declared in three of the Council's Wards. He indicated that the relevant Notices of Vacancy had been served. RESOLVED that the Clerk follow the relevant procedures as expeditiously as possible and report back to Council in due course. Further RESOLVED that A Burton and T Lewis continue to represent the Council on their respective School Governing Bodies.

4697 Cilffriw Primary School Governing Body

The Clerk indicated that the Governing Body at Cilffriw Primary School had advised him that Councillor E Edwards was no longer a member of the Governing Body, and consequently, the Council was invited to submit a new nomination. Following consideration of options, RESOLVED that the matter be deferred for further consideration at the December meeting of Council.

4698 Applications for Financial Assistance

The Clerk reminded Members of the Council's arrangements for considering applications for financial assistance under Section 137 of the Local Government Act 1972. He summarised the budget for the 2020/21 financial year and briefly summarised the applications received. Members considered the extenuating circumstances at present.

RESOLVED that the Chairman's decision in authorising the following applications be endorsed –

1	Ainon Baptist Church	£50.00
2	Bryncoch Community Association	£100.00

RESOLVED that the following applications be deferred until such time as the groups are able to meet again and clarify their intentions –

- 3 Cadoxton Playgroup
- 6 Ty Banc Canal Group
- 7 Senior Citizen Groups at Caewern, Cilfrew, Bryncoch and Nifty Wednesday Club

RESOLVED that the following applications be not supported –

- 4 Wales Air Ambulance
- 5 Marie Curie

4699 Capital Programme Priorities

Further to Minute 4682 of Council on 19 October 2020, the Clerk updated Members on discussions relating to the following projects and on funding enquiries –

- Cilfrew Community Centre and Changing Rooms – meeting will be needed with the Council's architectural advisor regarding a repairs based project with a daily rate fee payable
- Improvements to the Leiros Parc Playground as submitted and priced by Wicksteed Leisure outlined to Members
- Improvements to the Cilfrew Playground as requested from Sutcliffe Play to be returned in December
- Further discussions regarding the potential revised specification for a Trim Trail and a broader scheme at the Waunceirch Playing Field.
- The limited range of external funding opportunities that had been scoped.

The readiness of respective schemes for delivery was considered along with the Council's internal budget commitment towards capital works. RESOLVED that Council proceed with the playground schemes in the short term, to be funded from its capital allocation, and that further work be undertaken on the Cilfrew Community Centre and Waunceirch Playing Field schemes, with a view to implementation in the following financial years. Further RESOLVED that the proposal and quotation received from Wicksteed for the Leiros Parc Playground improvement be accepted and the Sutcliffe proposal for Cilfrew be submitted to the next meeting of Council.

4700 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.

4701 Matters Arising from Exempt Items

There were no matters arising.

4702 Staffing Issues

The Clerk reported that a letter of resignation had been received from Ms C Rees, Assistant Clerk to the Council, who would be leaving the Council to pursue new opportunities. RESOLVED that the Chairman write to Ms Rees to express the Council's appreciation for her commitment during her time in the Council's employ. Further RESOLVED that, for reasons outlined by the Clerk, the position be kept vacant temporarily and that the post be advertised in the new year.

4703 Health and Safety

There were no reports that needed to be submitted to Council. RESOLVED noted.

4704 Correspondence

RESOLVED that the following items of correspondence be noted –

- | | | |
|---|-----------------|--------------------------------|
| 1 | One Voice Wales | Survey Response Remote Working |
| 2 | Audit Wales | Future Audit Arrangements |

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

- | | | |
|---|-----------------|--|
| 3 | NPT CBC Finance | Letter re Council Tax Base and Precept |
|---|-----------------|--|
- Content be noted and be further considered when budget and precept is considered at the December meeting of Council

- | | | |
|---|-----|---------------------|
| 4 | BDO | Completion of Audit |
|---|-----|---------------------|
- Auditor's report with no issues highlighted be noted, Notice of Completion of Audit be published and Council receive a further report at its next meeting.

The meeting ended at 8.34 pm

Signed

Dated 14 December 2020

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held Online on Monday 14 December 2020 at 6.30 pm

Presiding Councillor G Morgan

Present Councillors D Jones, W Griffiths, J Griffiths, C Lewis, J Hale, C Hadley, L Bromham-Nicholls, L Rabaiotti-Jones, C Williams, A Wingrave

Apologies Councillor B Powell, E Edwards

4705 Declarations of Interest

At the start of the meeting, Councillor C Williams declared an interest in Item 6 – Planning Applications and Councillor J Hale declared an interest in Item 6 - Planning Application P2020/1020.

4706 Minutes of the Monthly Meeting held on 16 November 2020

RESOLVED that the Minutes of the Monthly Meeting of Council held on 16 November 2020 be confirmed as a correct record.

4707 Matters Arising

Further to Minute 4698 regarding the Section 137 Donations, RESOLVED that Council also provide a contribution of £50.00 towards the Cadoxton Christmas Lights.

4708 Payments – December 2020

RESOLVED that the Clerk's report be approved.

4709 Planning Applications – December 2020

(Councillor C Williams declared an interest in this Item, left the Chamber and took no part in the discussion or voting thereon).

RESOLVED no objection to the following applications –

P2020/0971	Work to TPO Tree	R/O 37 Parc Penscynor Cilfrew
P2020/0993	Extensions	68 Bryn Catwg Cadoxton
P2020/0998	Extensions & Garage Conversion	83 Fernlea Park Bryncoch
P2020/1019	Extensions	54 Mill Race Neath Abbey
P2020/1060	Work to TPO Trees	9 Larkspur Close Bryncoch

(Councillor J Hale declared an interest in the following application, left the Chamber and took no interest in the discussions or voting thereon).

RESOLVED that an objection be made to the following application on the grounds of additional traffic generation, drainage issues, biodiversity concerns and local schools' capacity -

4710 Community Centre Management

The Clerk indicated that, other than various maintenance matters, there were no issues to report. RESOLVED noted.

4711 COVID-19

The Clerk reported on one COVID related incident that had been dealt with. There were no changes to current arrangements. RESOLVED noted.

4712 2020/21 Budget Monitoring

The Clerk reminded Members of the budget agreed for 2020/21 and presented a report on income and expenditure, by individual budget head, to 30 September 2020. Members were advised of the assumptions which had been necessary given the circumstances of the year, of the mid-term financial outturn and the anticipated outturn to the end of the financial year. RESOLVED that the report be noted.

4713 Hire Charges

The Clerk submitted a schedule of current hire charges relating to community centres and playing fields, and charges levied in respect of tenancies, allotments, and grazing land. Members considered whether charges should be amended, and were mindful of the level of subsidy applied by Council, the Council's previous decisions in setting charges and the general increase in costs which Council would need to meet in the next financial year. RESOLVED not to increase charges in 2021/22.

The Clerk also drew attention to an issue regarding charges with one allotment holder. Following consideration of the representations, RESOLVED that the annual charge be levied in April, but that Council waive the outstanding payments in view of the circumstances outlined.

4714 Budget and Precept for 2021/22

The Clerk submitted a report on the estimated budget out-turn in 2020/21 as the basis for calculating a proposed budget in 2021/22. He advised Members that significant assumptions had been made with regard to final expenditure and overall income in view of the circumstances prevailing in 2020/21. He provided Members with an estimate of expenditure and income in 2021/22, identified the Council Tax Base as advised by NPT CBC, and accordingly, was able to indicate possible budget options for 2021/22 and an indication as to how the budget options might be funded.

RESOLVED that Council –

- accept a draft budget in the sum of £260,366
- set a Precept for 2021/22 in the sum of £230,000
- fund the residual amount of the budget from the Council's reserves, and/or by prudent budget management during the year.

4715 Casual Vacancies

The Clerk referred to the outstanding casual vacancies and reported that, as no election had been requested in any of the three wards, expressions of interest in co-option had been invited. Seven expressions of interest had been received and Members considered how to progress the process further. RESOLVED that the Clerk arrange a secret ballot of Members and report back to Council for a decision on co-option at the January meeting.

4716 Cilffriw Primary School Governing Body

The Clerk referred to the consideration of a representative on the Governing Body at Cilffriw Primary School (Minute 4697, Council 16 November 2020 refers). He indicated that one nomination had been received. RESOLVED that Mrs Julia Cook of Cilfrew be nominated as the Council's representative on the Governing Body of Cilffriw Primary School.

4717 Cilfrew Playground Improvements

Further to Minute 4699 of Council on 16 November 2020, the Clerk outlined the proposals for Cilfrew Playground Improvements submitted by Sutcliffe Play and summarised the potential external funding that might be available. He referred to the details of the proposals previously circulated to Members, and highlighted the option to include dog-proof fencing around the playground. RESOLVED that the proposal and quotation received from Sutcliffe Play for the Cilfrew Playground Improvements be accepted and that the option for dog-proof fencing be accepted as well.

4718 2019/20 Accounts

The Clerk advised Members of the unqualified certificate issued by the External Auditor following the audit of the Council's Accounts for 2019/20. RESOLVED that the report and the Annual Return be noted

4719 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.

4720 Matters Arising from Exempt Items

There were no matters arising.

4721 Health and Safety

There were no reports submitted to Council. RESOLVED noted.

4722 Correspondence

RESOLVED that the following items of correspondence be noted –

- 1 Sustrans Cymru Consultation on Walking and Cycling in Neath Port Talbot

The meeting ended at 8.26pm

Signed

Dated 18 January 2021

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held Online on Monday 18 January 2021
at 6.30 pm

Presiding Councillor G Morgan

Present Councillors D Jones, W Griffiths, J Griffiths, C Lewis, J Hale, C Hadley,
L Bromham-Nicholls, L Rabaiotti-Jones, C Williams, B Powell, E
Edwards

Apologies Councillor A Wingrave

4723 Declarations of Interest

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

4724 Minutes of the Monthly Meeting held on 14 December 2020

RESOLVED that the Minutes of the Monthly Meeting of Council held on 14
December 2020 be confirmed as a correct record.

4725 Matters Arising

Further to Minute 4717 regarding the Cilfrew Playground Improvements, the
Clerk confirmed that an order had been placed, and indicated that two grant
applications to offset costs had been successful. RESOLVED noted.

4726 Payments – January 2021

RESOLVED that the Clerk's report be approved.

4727 Planning Applications – January 2021

(Councillor C Williams 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, subject to the views of
the NPT CBC arboricultural officer –

P2020/1110	Work to TPO Trees	9 Derwen Deg Bryncoch
P2020/1113	Work to TPO Trees	6 Crud yr Awel Caewern
P2020/1130	Work to TPO Trees	Wauanceirch House Dwr y Felin Road Neath
P2020/1148	Work to TPO Tree	14 Rhiwlas Wauanceirch

RESOLVED no objection to the following applications –

P2020/1120	Detached Dwelling	Land opp 101-105 Taillywd Road Neath Abbey
P2020/1134	S/S Extension & Porch	68 Woodlands Park Drive Cadoxton
P2020/1145	S/S Extension & Garage	18 Ffynnon Dawel Aberdulais

4728 Community Centre Management

There were no issues to report.

4729 COVID-19

The Clerk indicated that there was no change to the December situation. RESOLVED noted.

4730 Casual Vacancies

The Clerk referred to the outstanding casual vacancies and their previous consideration (Minute 4715, Council, 14 December 2020 refers). He reported on the outcome of the secret ballot to which all Members had contributed following the expressions of interest received. RESOLVED that, given the absolute majorities achieved through the secret ballot, the following individuals be co-opted to serve as councillors for the wards indicated –

- Bryncoch North – A Burton and P MacPherson Jones
- Bryncoch South – J Betts and M Cole
- Cadoxton – J Fishlock

4731 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.

4732 Matters Arising from Exempt Items

There were no matters arising.

4733 Health and Safety

There were no reports for submission to Council. RESOLVED noted.

4734 Tree Work on the Council's Estate

Further to consideration of the completed tree survey undertaken by the Council's arboricultural advisors (Minute 4691.1, Council, 16 November 2020 refers) prices for priority works had been received and were indicated to Members. RESOLVED that the Council proceed with the specified works as soon as practicable.

4735 Internal Audit

The Clerk referred to a letter from the Council's Internal Auditor – L Llewellyn – indicating that, as Audit Wales were now increasing the scope of the audit process and placing a greater reliance on internal audit, he would need to increase his fees for the forthcoming 2020/21 audit. Members considered that there were merits in retaining the services of the present internal auditor as he worked effectively with the Council and was familiar with the Council's practices. RESOLVED that the services of L Llewellyn Internal Audit be retained.

4736 Assistant Clerk Post

Further to Minute 4702 of Council on 16 November 2021, RESOLVED that, as circumstances had not yet changed, the post of Assistant Clerk be held in abeyance temporarily, pending a further report from the Clerk in due course.

4737 Correspondence

RESOLVED that the following items of correspondence be noted –

- | | | |
|---|---------------------|---|
| 1 | NHS Wales | Save a Life Cymru Initiative |
| 2 | OVW | NHS, Social Care & Frontline Workers Day,
05 July 2021 |
| 3 | NPT CBC Countryside | Briefing Note re Tree Work in Craig Gwladus |

The meeting ended at 7.05pm

Signed

Dated 15 February 2021

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held Online on Monday 15 February 2021 at 6.30 pm

Presiding Councillor G Morgan

Present Councillors D Jones, W Griffiths, J Griffiths, C Lewis, J Hale, C Hadley, L Bromham-Nicholls, L Rabaiotti-Jones, C Williams, J Fishlock, J Betts, A Burton

Apologies Councillor A Wingrave, E Edwards, M Cole, P MacPherson Jones

4738 Declarations of Interest

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

4739 Minutes of the Monthly Meeting held on 18 January 2021

RESOLVED that the Minutes of the Monthly Meeting of Council held on 18 January 2021 be confirmed as a correct record.

4740 Matters Arising

- Further to Minute 4725 regarding the proposed Playground Improvements, the Clerk confirmed the likely start dates at Cilfrew and Leiros Parc. RESOLVED noted.
- Further to Minute 4730 regarding the filling of Casual Vacancies, the Clerk indicated that former councillor T Lewis was the Council's nominee on the Governing Body of Catwg Primary School. RESOLVED that Mr Lewis remain as the Council's nominee.

4741 Payments – February 2021

RESOLVED that the Clerk's report be approved, but that the Clerk advise the Llangatwg WI of circumstances relating to the Cadoxton Defibrillator.

4742 Planning Applications – February 2021

(Councillor C Williams 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, but that the Clerk correspond with the applicant regarding application no P2021/0025 –

P2020/1127	Extension	29 Cloda Avenue Bryncoch
P2021/0008	Extensions	77 Fernlea Park Bryncoch
P2021/0025	Detached Storage Unit	Groundhog Ltd Ynysygerwn Avenue Aberdulais
P2021/0053	Extensions	56 Brookfield Neath Abbey
P2020/1078	Extension	3 Dol Werdd Waunceirch

- 4743 Community Centre Management**
The Clerk advised Members of work required on part of the roof of Bryncoch Community Centre. RESOLVED noted.
- 4744 COVID-19**
The Clerk indicated that there was no change to the current situation relating to the opening of Council premises. RESOLVED noted.
- 4745 Policy on Unacceptable Actions by Individuals**
The Clerk presented a draft policy for consideration by Members. RESOLVED that the policy be adopted, subject to inclusion of a caveat on actions not previously identified, and placed on the Council's website.
- 4746 Concerns and Complaints Policy**
The Clerk presented a draft policy for consideration by Members. RESOLVED that the policy be adopted and placed on the Council's website.
- 4747 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.
- 4748 Matters Arising from Exempt Items**
There were no matters arising.
- 4749 Health and Safety**
There were no reports for submission to Council. RESOLVED noted.
- 4750 Procurement Arrangements**
The Clerk submitted a report which outlined the basis on which contractors were engaged for specific areas of work, indicating the relevant Financial Regulation which provided for their retention for reasons of continuity, their ongoing understanding of the Council's land, buildings and their operational systems, and the occasional need for emergency response. Members were assured that major items of capital expenditure and significant one-off revenue expenditure would continue to be procured as per Financial Regulations. RESOLVED that the following nominated contractors be retained for the areas of work indicated –
- mjs cymru – building maintenance and improvement advice and specification
 - Lyn Llewellyn Internal Audit – internal audit services
 - Platinum Gas – heating and plumbing services
 - CCS Electrics – electrical services
 - Arborum – tree surveys and maintenance
 - Colin Moses Roofing – roofing services
 - Knight Alarm Services – intruder alarm maintenance
 - Chubb – fire extinguisher inspection and maintenance.

The Clerk also advised that Council needed to agree its procurement arrangements for Grounds Maintenance in 2021/22, enquiring specifically as to whether tenders were to be invited for Routine Grounds Maintenance, Playing Field Cutting and Pitch Marking, and for Specialist Renovation. RESOLVED that given the circumstances that had prevailed in 2020/21 and for reasons of continuity, the existing contractors be requested to specify their rates for the respective specifications in 2021/22. Further RESOLVED that the Clerk discuss possible amendments to the Specialist Renovation specification with the relevant contractor.

4751 Correspondence

There were no items of correspondence to consider.

The meeting ended at 7.37pm

Signed

Dated 15 March 2021

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held Online on Monday 15 March 2021 at 6.30 pm

Presiding Councillor G Morgan

Present Councillors D Jones, W Griffiths, J Griffiths, C Lewis, J Hale, L Bromham-Nicholls, L Rabaiotti-Jones, C Williams, J Fishlock, J Betts, A Burton, E Edwards, P MacPherson Jones

Apologies Councillor A Wingrave, B Powell

4752 Declarations of Interest

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

4753 Minutes of the Monthly Meeting held on 15 February 2021

RESOLVED that the Minutes of the Monthly Meeting of Council held on 15 February 2021 be confirmed as a correct record.

4754 Matters Arising

Further to Minute 4740 regarding the Playground Improvements at Cilfrew and Leiros Parc, the Clerk reported on progress and on further opportunities which had presented themselves during the respective contracts. RESOLVED that the opportunities at Cilfrew, Leiros Parc and Ynysygerwn be referred for consideration at the next meeting of Council.

4755 Payments – March 2021

RESOLVED that the Clerk's report be approved.

4756 Planning Applications – March 2021

(Councillor C Williams 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 –

P2020/1147	Extensions	7 Bittern Close Bryncoch
P2021/0008	Extensions	77 Fernlea Park Bryncoch
P2021/0109	Car Parking Area	30 Cadoxton Terrace Cadoxton
P2021/0219	Details re conditions	Plot 1 Former Wernddu Bungalow Neath
P2021/0239	Extension	70 Ffynnon Dawel Aberdulais

RESOLVED no objection to the following applications, subject to the views of the NPT CBC arboricultural officer –

P2021/0139	Work to TPO Trees	39 Leiros Parc Drive
P2021/0209	Work to TPO Tree	14 Priory Court Bryncoch
P2021/0240	Work to TPO Trees	19 Dyffryn Woods Bryncoch
P2021/0255	Work to TPO Tree	13 Rhiwlas Waunceirch

4757 Community Centre Management

There were no reports on community centre management.

4758 COVID-19

The Clerk indicated that there was no change to the current situation relating to the opening of Council premises. RESOLVED noted.

4759 Insurance

The Clerk reminded Members of the Three Year Agreement which is in place with Zurich and outlined the terms of the second year of the policy commencing 01 May 2021. RESOLVED noted.

4760 Legionella Management and Control Risk Assessment

The Clerk reminded Members that the Council had commissioned Legionella Risk Assessments for its six community centres and briefly outlined the reports received from the Council's consultant. He highlighted the level of risk attached to each centre and outlined the nature of work required and the operational responsibilities that arise. RESOLVED that the Clerk –

- Conclude follow-up discussions with the Council's consultants and put relevant measures in place
- Progress remedial measures where feasible and cost-effective at each centre
- Agenda Cilfrew Community Centre for a more comprehensive discussion in view of the level of risk highlighted.

4761 Independent Remuneration Panel for Wales Report

RESOLVED that consideration of the report be deferred until the Annual Meeting of Council.

4762 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.

4763 Matters Arising from Exempt Items

There were no matters arising.

4764 Health and Safety

The Clerk reported that incidents of anti-social behaviour and verbal abuse at Caewern Park had been reported by a member of staff, and indicated that he had liaised with the local PCSO in this respect. RESOLVED noted.

4765 Grounds Maintenance Contracts 2021-22

Further to Minute 4750 of Council on 15 February 2021, the Clerk submitted a report on quotations received from the Council's contractors, and advised on the financial sums in comparison with 2020-21. Following discussion by Members, RESOLVED that –

- NPT CBC be re-engaged to undertake Playing Field Grass Cutting and Pitch Marking
- Wayne Duggan Ecosolve be re-engaged to undertake Specialist Renovations based on the reduced specification agreed,
- South Wales Environmental be invited to clarify their rates and, subject to the satisfaction of the Chairman and Clerk, be re-engaged to undertake Routine Maintenance
- The Clerk agree relevant actions to facilitate the temporary removal of the goal posts at Cilfrew Playing Field.

4766 Correspondence

The Clerk reported on a Summary of the Local Government and Elections (Wales) Act 2021. RESOLVED that the summary be circulated to Members.

The meeting ended at 7.47pm

Signed

Dated 19 April 2021

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held Online on Monday 19 April 2021 at 6.30 pm

Presiding Councillor G Morgan

Present Councillors D Jones, W Griffiths, J Griffiths, C Lewis, J Hale, L Bromham-Nicholls, C Williams, J Fishlock, A Wingrave, A Burton, C Hadley

Apologies Councillors E Edwards, B Powell

4767 Councillor J Betts

The Chairman expressed the Council's condolences to Councillor J Betts on the loss of his mother.

4768 Declarations of Interest

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

4769 Minutes of the Monthly Meeting held on 15 March 2021

RESOLVED that the Minutes of the Monthly Meeting of Council held on 15 March 2021 be confirmed as a correct record.

4770 Matters Arising

There were no matters arising.

4771 Payments – April 2021

RESOLVED that the Clerk's report be approved.

4772 Planning Applications – April 2021

(Councillor C Williams 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 –

P2021/0025	Amended Plans – Detached Storage Unit	Groundhog UK Ynysygerwn Avenue Aberdulais
P2021/0193	Outbuilding	Rose Cottage Main Road Cadoxton
P2021/0199	Details following Conditions	Gilfach Quarry Gilfach Road Bryncoch
P2021/0234	Signage	Land adj CSN Prec Eng Neath Abbey Road Neath
P2021/0235	Extensions	72 Woodlands Park Drive Cadoxton
P2021/0250	Rear Extension	5 Oak View Cifflrew
P2021/0269	Rear Extension	47 Cloda Avenue Bryncoch
P2021/0301	Extension	28 Bryn Catwg cadoxton
P2021/0343	Pitched Roof	5 Daphne Road Bryncoch

P2021/0346	Extension	1 Oakfield Cottages Tyllwyd Neath
P2021/0353	Screening Opinion – re proposed Cilfrew PRS Works	Cilfrew Pressure Reduction Station
P2021/0354	Extension	21 Wrenwood Waunceirch
P2021/0357	Raised Deck	4 Neath Abbey Road Neath
P2021/0377	Extension and Garage	65 Alexander Road Rhyddings

RESOLVED no objection to the following applications, subject to the views of the NPT CBC arboricultural officer –

P2021/0139	Work to TPO Trees	39 Leiros Parc Drive Bryncoch
P2021/0148	Work to TPO Trees	R/O 13 Dyffryn Woods Bryncoch
P2021/0229	Work to TPO Trees	6 Princess Drive Waunceirch
P2021/0247	Work to TPO Trees	7 Princess Drive Waunceirch
P2021/0287	Work to TPO Trees	20 Dyffryn Woods Bryncoch
P2021/0315	Work to TPO Trees	42 Priory Close Bryncoch
P2021/0319	Work to TPO Trees	3 Princess Drive Waunceirch
P2021/0321	Work to TPO Trees	6/7 Rhiwlas Waunceirch

4773 Community Centre Management

There were no reports on community centre management.

4774 COVID-19

The Clerk updated Members on the current situation relating to the use of Council premises and delivery of its services. RESOLVED noted.

4775 Applications for Financial Assistance

The Clerk reminded Members of the Council's arrangements for considering applications for financial assistance under Section 137 of the Local Government Act 1972. He summarised the budget for the 2021/22 financial year and briefly summarised the applications received. RESOLVED that the following applications be deferred for consideration at the October meeting of Council –

- 1 Kids Cancer Charity
- 2 MacMillan Cancer Support
- 3 Urdd National Eisteddfod
- 4 Wales Air Ambulance

4776 Playground Improvements - Cilfrew

The Clerk advised Members that the scheme was completed and the playground in use. He indicated that there had been some issues regarding the access surface drainage but that this had improved. Members were advised of some anti-social behaviour by a small number of youths and considered options to resolve. RESOLVED that the report be noted, the access surface be monitored and the Police be reminded about the anti-social behaviour.

4777 Playground Improvements – Leiros Parc

The Clerk advised Members that the scheme was completed and the playground in use although some soft reinstatement works were still improving. He advised that there were some issues regarding drainage under some equipment and that there had been some adverse comments about the range of equipment installed. Members confirmed the concerns expressed. Some costed options to address were outlined. RESOLVED that the Clerk engage further with Wicksteed Leisure regarding the options and report back to Council in due course.

4778 Playground Improvements - Ynysygerwn

The Clerk reminded Members of the opportunistic offer to provide a piece of equipment at the Ynysygerwn Playground, but confirmed that the offer had recently been withdrawn. However, he noted that two items of equipment were in poor condition and Members considered whether these should be replaced in any event. RESOLVED that the Clerk engage with Sutcliffe Play and Wicksteed Leisure to explore costed options for replacement of the deteriorating equipment.

4779 Public Seats and Benches

The Clerk reported that a request had been received from Cilfrew Football Club for an additional seat to be placed overlooking the playing field at Cilfrew Park in memory of a former longstanding servant of the Club. The Clerk also noted that a request for a seat in the toddler area at Leiros Parc had also been received. Potential costs had been explored and were outlined to Members, along with an offer from Cilfrew FC to 50% fund the seat in Cilfrew. RESOLVED that the two seats be purchased and that the Cilfrew FC offer be accepted.

4780 Cilfrew Community Centre

The Clerk referred to his previously circulated report on Cilfrew Community Centre which focussed on the possibility of undertaking pragmatic improvements to the Centre, and which was prompted by the Feasibility Study of a comprehensive refurbishment, which Council had commissioned in 2020. The report outlined a number of assumptions which informed the assessment, the key elements of pragmatic improvements possible and the proposals included in the original feasibility which could be set aside. Members considered and agreed a possible way forward as a means of exploring whether Council would be in a position to fund the pragmatic improvements. RESOLVED that –

- A specification be drawn up for building improvements fixtures and fittings and tenders be invited
- The Clerk engage with the Council's plumbing and heating contractor to devise and cost a proposal for heating and hot water
- The Clerk seek separate professional advice to explore the specification and cost of limited improvements to the car park and access
- In the event that improvements are undertaken, internal redecoration be deferred and be undertaken in house
- A further report be submitted to Council in due course.

4781 Legionella Management and Control Measures

The Clerk presented the conclusions arising from his further discussions with Acorn Chemical Services Ltd along with the costed proposals arising therefrom. RESOLVED that weekly and monthly checks be undertaken in house and that Acorn Chemical Services be commissioned to complete quarterly, six-monthly and annual checks as appropriate, along with any initial remedial works, at the price outlined to Members.

4782 Smoke Free Regulations

The Clerk summarised the requirements of the smoke free regulations introduced by Welsh Government, and the implications for management of its playgrounds. RESOLVED that, to comply with Welsh Government regulations, Council purchase and erect appropriate signage in its playgrounds and parks.

4783 One Voice Wales

RESOLVED that Council renew its membership of One Voice Wales.

4784 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.

4785 Matters Arising from Exempt Items

There were no matters arising.

4786 Health and Safety

There were no reports for submission to Council. RESOLVED noted.

4787 Assistant Clerk

RESOLVED that the post of Assistant Clerk be advertised.

4788 Correspondence

The Clerk reported receipt of an e-mail confirming that Councillor M Cole wished to resign from her position as a Member of Council. RESOLVED that the casual vacancy be advertised.

The meeting ended at 9.01pm

Signed

Dated 17 May 2021
