

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Annual Meeting of Council held at Cadoxton Community Centre and Online on Monday 15 May 2023 at 6.00pm

Presiding Councillor G Morgan

Present In Person - Councillors W Griffiths, J Hale, A Burton, C Lewis, S Mitchell, J Harle, Lucia Rabaiotti Jones, H Harry, R Lewis, J Harle

Online - Councillor L Bromham-Nichols

Apologies Councillors A M Broom, C Williams, D Jones, W Evans

5280 Declarations of Interest

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

5281 Appointment of Chairman

RESOLVED that Councillor H Harry be appointed Chairman for 2023/24, and Councillor Harry duly signed the Declaration of Acceptance of the Office of Chairman.

(Councillor H Harry in the Chair)

5282 Appointment of Vice Chairman

RESOLVED that Councillor C Williams be appointed Vice-Chairman for 2023/24, subject to the Clerk confirming that Councillor Williams was willing to accept the nomination and to his duly signing the Declaration of Acceptance of the Office of Vice Chairman.

5283 Members Code of Conduct

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

5284 Membership of Committees

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

Resources Committee – Councillors W Griffiths, J Hale, J Betts, D Jones and C Williams, with Councillors A Burton and H Harry nominated as alternate Members should the need arise.

Environment Committee – Councillors J Hale, J Harle, A Burton, S Mitchell, C Lewis, A M Broom, W Evans, J Betts and Lucia Rabaiotti Jones.

Festivals Committee - Councillors W Griffiths, J Hale, C Williams, A Burton, S Mitchell, L Bromham Nichols, A M Broom and Lucia Rabaiotti Jones.

Staffing Committee - Councillors L Bromham-Nichols, S Mitchell, R Lewis and N Rabaiotti.

Appeals Committee – Councillors J Hale, Lucia Rabaiotti Jones, W Griffiths and D Jones.

5285 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 D Jones 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 continue as follows –

- Bryncoch CIW Primary Councillor A Burton
- Cilffriw Primary Ms J Cook
- Waunceirch Primary Councillor W Griffiths

and that the following nominations be made once the present term of office ends –

- Blaenhonddan Primary Councillor A Burton
- Catwg Primary Councillor S Mitchell

5286 Income and Expenditure 2022/23

The Clerk submitted the Income and Expenditure Report for 2022/23 in advance of its submission for audit along with a bank reconciliation for the year. RESOLVED that the accounts be approved.

5287 Annual Investment Strategy 2023/24

The Clerk submitted a draft Annual Investment Strategy for 2023/24. RESOLVED that the Draft Strategy be approved and the Clerk explore the options for an alternative to the current arrangement with Swansea Building Society.

5288 Policies and Procedures

RESOLVED that the following policies and procedures be adopted–

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

Further RESOLVED that the Standing Orders be adopted subject to a further report being submitted once Revised Model Standing Orders have been tabled by One Voice Wales.

5289 Draft Annual Report 2023

RESOLVED that the Draft Annual Report for 2023 be adopted and that a summary version be prepared in due course.

5290 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.

5291 Financial Management Arrangements

RESOLVED that present arrangements be confirmed and specifically that –

- existing financial arrangements as outlined in the Annual Investment Strategy and the Clerk's Report 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 endorse the ongoing three-year appointment of KLG Internal Audit as its Internal Auditor
- Council authorise payments by Direct Debit or Standing Order for utility services, telephone/internet/mobile provision, facility management charges and bank charges, and by Debit Card for occasional purchases as authorised by Financial Regulations
- Council continue to engage the following for reasons of continuity, their ongoing understanding of the Council's land, buildings and their operational systems, and the occasional need for emergency response –
 - mjs cymru – building maintenance and improvement advice and specification
 - KLG Internal Audit – internal audit services
 - Platinum Gas – heating and plumbing services
 - CCS Electrics – electrical services
 - The Arb Team and Our Tree Company – tree surveys and maintenance
 - Colin Moses Roofing – roofing services
 - Knight Alarm Services – intruder alarm maintenance
 - Chubb – fire extinguisher inspection and maintenance
 - Acorn Chemical Services Ltd – water risk assessment and inspections.

5292 Member Remuneration

The Clerk indicated that the Report of the Independent Remuneration Panel for Wales had been received. He outlined its recommendations and Council's previous practice in its consideration. RESOLVED that –

- 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 2022/23 in accordance with current practice
- No Vice-Chairperson's allowance be paid in 2022/23
- Requirements with regard to publication be adhered to, relevant payments be made as soon as practicable in the financial year, and payments be recovered on a pro rata basis if any Member ceases to be a Member of Council.

The meeting ended at 7.00 pm.

Signed

Dated 19 June 2023

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 15 May 2023 at 7.00 pm in the Cadoxton Community Centre, Neath and Online

Presiding Councillor H Harry
Present In Person - Councillors J Hale, W Griffiths, C Lewis, Lucia Rabaiotti Jones, G Morgan, A Burton, S Mitchell, J Harle
Online – Councillor L Bromham Nicholls
Apologies Councillors A M Broom, W Evans, C Williams, D Jones, R Lewis

5293 Declarations of Interest

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

5294 Minutes of the Monthly Meeting held on 17 April 2023

RESOLVED that the Minutes of the Monthly Meeting of Council held on 17 April 2023 be confirmed as a correct record.

5295 Matters Arising

Further to Minute 5267, the Clerk reminded Members about the Training Plan RESOLVED noted.

5296 Payments – May 2023

RESOLVED that the Clerk's report be approved.

5297 Planning Applications – May 2023

RESOLVED no objection to the following applications –

P2023/0232	Summerhouse, Decking and Fencing	19 Firwood Close, Bryncoch
P2023/0253	Barn Conversion for Holiday Accommodation	Pant Glas, Tre Nache Access Lane, Bryncoch
P2023/0274	S/S Extension	Ainon Baptist Church, Elias Road, Bryncoch
P2023/0288	C/U from Retail to Coffee Shop	35 Furzeland Drive, Bryncoch
P2023/0372	Extensions, Garden Enlargement	2A Gilfach Road Bryncoch

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

P2023/0307	Work to TPO Trees	Riverside House, Woodview Terrace, Farmers Road, Bryncoch
P2023/0314	Work to TPO Tree	2 Derwen Deg, Bryncoch
P2023/0364	Work to TPO Trees	6 Cloda Avenue, Bryncoch

5298 Community Centre Management

- 1 RESOLVED that permission be granted for a community garden at Cadoxton Community Centre.
- 2 RESOLVED that the Clerk investigate options with regard to notice boards.

5299 Police Matters

RESOLVED noted that, in view of the recent sad circumstances in Cadoxton, residents in Cadoxton had been expressing their concern.

5300 Reports from Outside Bodies

There were no specific reports for Council.

5301 Minutes of the Festivals Committee Meeting on 10 May 2023

RESOLVED that, subject to the inclusion of apologies from Councillor S Mitchell, the Minutes of the Festivals Committee on 10 May 2023 be adopted.

5302 NPT Replacement Local Development Plan

The Clerk summarised the substance of two stakeholder meetings convened by NPT CBC to discuss Key Issues, Vision, Objectives and the Strategy for Growth in respect of the NPT Replacement Local Development Plan. RESOLVED noted.

5303 NPT CBC Welsh Language Promotion Strategy

The Clerk summarised the content of the NPT CBC Welsh Language Promotion Strategy which was currently the subject of consultation. RESOLVED that NPT CBC be advised that Council was generally in agreement with the thrust of the Strategy and would be willing to work in partnership on actions should the opportunity arise.

5304 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.

5305 Matters Arising from Exempt Items

There were no matters arising.

5306 Health and Safety

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

5307 Correspondence

RESOLVED that the following items of correspondence be noted –

1	One Voice Wales	Invitations to submit Motions to 2023 Annual General Meeting
3	NPT CBC Standards Committee	Annual Report 2022-23
4	20s Plenty for Us	Invitation to participate in Zoom Presentation

6	One Voice Wales	Guidance on Approved Absence
8	NPT CBC Planning	Notification of Planning Appeal
9	NPT CBC Returning Officer	Presentation on Voter ID and the Elections Act 2022

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

2	Welsh Government	Written Statement on Democratic health of Community and Town Councils
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Copies be circulated to Councillors J Harle and H Harry as requested

5	Dewis Cymru	Information Exchange and Offer to present to Council
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An officer be invited to attend an appropriate meeting of Council

7	Cilfrew Rovers FC	Information re Junior Section
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A delegation from Cilfrew Rovers FC be invited to attend the next meeting of Council.

The meeting ended at 8.25 pm

Signed

Dated 19 June 2023

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 19 June 2023 at 6.30 pm in the Cadoxton Community Centre, Neath and Online

Presiding Councillor H Harry
Present In Person - Councillors J Hale, W Griffiths, C Lewis, Lucia Rabaiotti Jones, G Morgan, A Burton, A M Broom, W Evans, C Williams, J Betts
Online – Councillor L Bromham Nicholls
Apologies Councillors S Mitchell, J Harle, D Jones, R Lewis

5308 Declarations of Interest

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

5309 Aberdulais Flood Risk Project

The Chair welcomed Ms Merrisa Fallas from Natural Resources Wales (NRW) who gave a presentation on the Aberdulais Flood Risk Project. Ms Fallas summarised the history of flooding at Aberdulais, the various flood modelling exercises undertaken to date and the constraints of the area in terms of heritage and physical features. She confirmed that a new model had been produced and its conclusions would be released at the end of June 2023 to facilitate the development of options to reduce the future risk of flooding and inform physical and financial considerations. Whilst there were currently no preconceived ideas as to potential solutions, an engagement of stakeholders and the public is planned to arrive at a way forward. Members were provided with an opportunity to ask questions, and discussions on the relationships with the local canals, floodplains, river dredging and swales occurred. RESOLVED that Council agree to support the engagement exercise and assist in publicising as appropriate. The Chair thanked Ms Fallas for attending, whereupon she withdrew from the meeting.

5310 Cilfrew Football Club

The Chair welcomed a delegation from Cilfrew Football Club who were attending to outline to Council the Club's aspirations for a Junior Section that would play at Cilffriw Primary School and at Cilfrew Park. The Club representatives indicated that this would provide an outlet for boys and girls within the village and also help to sustain the Club moving forward. Members expressed their support for the principles but outlined their concerns regarding the management of activities at Cilfrew Park, with particular concerns regarding car parking. The representatives responded by confirming the timing of specific matches and the management arrangements for car parking that they would put in place, to minimise any disruption to local residents. Following the discussions, the Chair thanked the Club representatives for attending, whereupon they withdrew from the meeting to allow Council to discuss the proposal further. RESOLVED that the Club be advised that –

- Council supports the arrangements to allow Juniors and Seniors to play at Cilfrew Playing Field, subject to the timings outlined to Council being the case
- Car parking arrangements to emphasise that there should be no parking on New Road and Birch Lane
- Stewards be appointed to manage car parking activities throughout the duration of matches
- The Club to discuss training arrangements with the Clerk
- This agreement be monitored 6 months into the playing season to ensure that arrangements are effective, or to reconsider the basis on which the Club hire the facilities.

5311 Matters Raised by Members of the Public

There were no matters raised by the member of the public present

5312 Minutes of the Annual Meeting held on 15 May 2023

RESOLVED that the Minutes of the Annual Meeting of Council held on 15 May 2023 be confirmed as a correct record, subject to the amendment of Members present as Councillor J Harle’s attendance had been recorded twice.

5313 Minutes of the Monthly Meeting held on 15 May 2023

RESOLVED that the Minutes of the Monthly Meeting of Council held on 15 May 2023 be confirmed as a correct record.

5314 Matters Arising

Further to Minute 5292 regarding Member Remuneration, the Clerk reminded Members to review correspondence sent to them and to respond as they saw fit. RESOLVED noted.

5315 Financial Matters – June 2023

RESOLVED that the Clerk’s report on payments and transfer of funds be approved.

5316 Planning Applications – June 2023

RESOLVED no objection to the following applications –

P2023/0284	Boundary Fence and Extension	86 Ffynnon Dawel Aberdulais
P2023/0363	Extension and Alterations to Fenestration	26 Daphne Road Bryncoch
P2023/0382	Extension and Alterations	7 Oak View Cilfrew
P2023/0408	Extensions	4 Fforest Hill, Aberdulais

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

P2023/0370	Work to TPO Trees	5 Bittern Court Bryncoch
P2023/0407	Work to TPO Trees	21 Derwen Deg Bryncoch

5317 Community Centre Management

- 1 RESOLVED that permission be granted for Councillor S Mitchell to arrange a car boot sale at Cadoxton Community Centre.
- 2 RESOLVED that a request to park a short base lorry at the car parks at Owain Glyndwr Community Centre or Wauinceirch Playing Field be not acceded to.
- 3 RESOLVED that Council's Community Centre Hire Policy be amended to facilitate the use by hirers of an external Community Centre curtilage within the Council's control at no extra cost, provided that an explicit request is received.
- 4 RESOLVED that an offer from Cilfrew Football Club to provide volunteers to assist with the redecoration of the changing rooms at Cilfrew Community Centre, and to include the painting of the Club badge on an internal wall, be accepted subject to agreement of the way forward with the Clerk, and purchase of materials by the Council.

5318 Police Matters

Members commented that there were some minor issues in Bryncoch South Ward, issues regarding parking at Wauinceirch Primary School and some anti-social behaviour at Aberdulais Park, all of which were being attended to. The Clerk indicated that he had met the new PCSO for Bryncoch North and that she may attend a future meeting of Council. RESOLVED noted.

5319 Reports from Outside Bodies

There were no specific reports for Council, But Councillor J Hale indicated that she had been appointed to the National Executive Committee of One Voice Wales. RESOLVED noted.

5320 NPT Pride

The Clerk advised Members that he had been approached by the recently constituted committee of NPT Pride with regard to support for their forthcoming event from 29 June 2023 to 02 July 2023. Following discussion, it was RESOLVED that Council publicise its support through its Facebook page and maintain contact in terms of future events/activities, and that similar arrangements be put in place for other bona fide events organised by others as appropriate.

5321 Storage Building, Bryncoch Community Centre

The Clerk reminded Members that Council's title deeds for Bryncoch Community Centre indicated that a small part of a storage building at the rear of the Centre was in its ownership, with the remainder of the building owned by an adjacent property. Owners of that property wished to upgrade their part and were exploring whether Council wished to participate in a joint upgrade or dispose of its interest in the part which it owns. The Clerk indicated that very little use is made of this storage facility and that a potential disposal would not adversely affect the Council and result in a reduction in its potential liabilities in terms of ongoing maintenance costs. RESOLVED that, subject to the Clerk being able to negotiate suitable terms for disposal and an upgrade which protects the Council's interests in its remaining landholding, the storage building be disposed of to the adjoining landowner.

5322 Casual Vacancies, Bryncoch South Ward

The Clerk informed Council that, as two Members of Council representing the Bryncoch South Ward had not attended any meetings for six months they were disqualified as Members and that two casual vacancies had now arisen in that Ward. He outlined a programme for advertising the vacancies and agreed to present an update to Council at its July meeting. RESOLVED noted.

5323 Standing Orders

Further to a previous decision of Council (Minute 5288, Council, 15 May 2023 refers) the Clerk presented a report which identified proposed changes to Standing Orders following the receipt of Revised Model Standing Orders from One Voice Wales. The proposed changes had been previously circulated to all Members to facilitate any comments and no further comments were offered at the meeting. In accordance with Standing Order 71, it was proposed and seconded that the changes were acceptable, duly RESOLVED accordingly and the meeting stood adjourned to the next meeting of Council when the amended Standing Orders will be tabled for ratification.

5324 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.

5325 Matters Arising from Exempt Items

There were no matters arising.

5326 Health and Safety

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

5327 Correspondence

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

1	LJ Bryncoch	E Mail re cycling ban at Waunceirch Playing Field
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No action be taken and local Members to convey reasons to the individual concerned.

The meeting ended at 8.30 pm

Signed

Dated 17 July 2023

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Meeting of the Festivals Committee of the Council held in Cadoxton Community Centre, Neath on Monday 26 June 2023 at 6.00 pm

Presiding Councillor J Hale

Present Councillors W Griffiths, A Burton, S Mitchell

Apologies Councillors, G Morgan, A M Broom, Lucia Rabaiotti Jones, H Harry

5328 Declarations of Interest

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

5329 Appointment of Chair

RESOLVED that Councillor J Hale be appointed Chair of the Festivals Committee for 2023/24.

5330 Appointment of Vice Chair

RESOLVED that Councillor A Burton be appointed Vice-Chair of the Festivals Committee for 2023/24.

There were no matters arising.

5331 Review of Owain Glyndwr Family Fun Day 2023

All agreed it was very successful. Feedback received from the community was positive and the event was enjoyed by many.

Changes to consider for next year

- More variety in stalls. However, the stalls worked well inside.
- Inviting all local groups to take part.
- Develop the use of the selfie board.
- Sell the cold drinks and cakes separate to the hot dogs and tea/coffee.
- Consider
 - Climbing wall
 - Pony's
 - Petting Zoo
 - Police horses
 - Police finger printing
 - Selling ice lollies ourselves.

It was RESOLVED not have the following

- Pottery – too expensive
- Ice cream van – although was popular it was very expensive.

5332 Community Fun Day Expenditure

All were happy with the costings.

RESOLVED to donate £50 to Caewern Community Association and Kool Hands Ukes. Assistant Clerk to ACTION this this.

5333 Date for next year's Community Fun Day

RESOLVED to hold the fun day on Saturday 1st June 2024.

5334 Update on Cadoxton Concert and discussed further

All were updated with previously explored options.

RESOLVED to hold the event early November between 19.00 and 21.30.

Assistant clerk to create an action plan and investigate the following

- Church availability and any cost
- Cancer Challenge Choir availability
- Penelope George availability
- Neath College availability
- Consider compere – R Lanchbury

RESOLVED to pass any profits to Maggies in Swansea.

RESOLVED to charge £6 a ticket which will include entry to raffle. Tickets to be sold via the Community council office.

5335 Discuss ideas for future events in 2023/24

RESOLVED to concentrate on developing our current events and to revisit later in the year.

The meeting ended at 7.45 pm

Signed

Dated

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 17 July 2023 at 6.30 pm in the Cadoxton Community Centre, Neath and Online

Presiding Councillor H Harry
Present In Person - Councillors J Hale, W Griffiths, C Lewis, W Evans, J Harle, R Lewis
Online – Councillors A Burton, D Jones
Apologies Councillors S Mitchell, A M Broom, C Williams, L Bromham Nicholls, G Morgan

5336 Declarations of Interest

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

5337 Matters Raised by Members of the Public

There were no matters raised by the member of the public present.

5338 Minutes of the Monthly Meeting held on 19 June 2023

Following discussion of the accuracy of Minute 5322 regarding Casual Vacancies, it was RESOLVED that the Minutes of the Monthly Meeting of Council held on 19 June 2023 be confirmed as a correct record.

5339 Matters Arising

1 Further to Minute 5310 regarding Cilfrew Football Club, the Clerk raised the issue of parking given that a complaint had been received and summarised the response made by the Club as outlined to him. He indicated that he was aware of the possibility of additional parking spaces, but that there were a number of feasibility issues to explore in the first instance. Following discussion, including reference to both local schools, RESOLVED that the Clerk explore the feasibility further and report back to Council in due course.

(Councillor D Jones declared an interest as Chair of Governors of the respective schools)

2 Further to Minute 5320 relating to NPT Pride, Councillor J Harle welcomed the support offered by Council indicating that the NPT committee had worked hard to raise the profile of the event, and encouraging Council to consider doing more in 2024 when there would be earlier notice of events. RESOLVED noted.

3 Further to Minute 5321 relating to the Storage Building at Bryncoch Community Centre, the Clerk updated Members on discussions and received guidance on professional services. RESOLVED noted.

5340 Financial Matters – July 2023

RESOLVED that the Clerk's report on payments and transfer of funds be approved.

5341 Planning Applications – July 2023

RESOLVED no objection to the following applications –

P2023/0386	Residential Development	Crown & Sceptre Car Park Cadoxton
P2023/0391	Demountable Buildings	Blaenhonddan Primary School Bryncoch
P2023/0392	Demountable Building	Ysgol Hendrefelin Bryncoch
P2023/0457	Extension and Conversions	20 Woodlands Park Drive Cadoxton

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

P2023/0404	Work to TPO Tree	33A Penywen Road Bryncoch
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5342 Community Centre Management

- 1 RESOLVED that Council fund the purchase and installation of 2 No. notice boards at Aberdulais and Caewern Community Centres as a pilot scheme.
- 2 RESOLVED that a request to provide retractable fencing and an awning as a funded project at Owain Glyndwr Community Centre be acceded to, but that internet provision be not acceded to.

5343 Police Matters

The Clerk advised Members of vandalism which had taken place at Caewern Park and that he intended to advise the local PCSO and publicise the damage to equipment. RESOLVED noted and agreed along with the scale of costs involved in playground repair. RESOLVED noted a new PCSO was in post at Bryncoch North.

5344 Reports from Outside Bodies

There were no specific reports for Council.

5345 Minutes of the Festivals Committee Meeting held on 26 June 2023

RESOLVED that the Minutes of the Festivals Committee Meeting held on 26 June 2023 be adopted.

5346 2022-23 Accounts

The Clerk summarised the Final Report of the Council's Internal Auditor identifying the recommendations made and the actions arising therefrom. He confirmed that the Internal Auditor had signed the Annual Return and Governance Statement, which reflected a financial statement previously submitted to Council. RESOLVED that the Internal Auditor's Final Report on the 2022-23 Accounts be accepted and that the Chair and Clerk be authorised to sign the Annual Return and submit to Audit Wales.

5347 Youth Representative at Council

Councillor J Harle invited Council to consider appointing a Youth Representative to sit on Council and referred to other councils which had embraced the principle. The Clerk clarified that Council were able to appoint two representatives under legislation enacted in 2011 and outlined his

discussions with two councils, the guidance available and templates that would assist in the process of advertising and appointment. RESOLVED that Council agree to appoint two youth representatives and that the Clerk commence the process with a view to appointments being made in the Autumn 2023.

5348 Casual Vacancies, Bryncoch South Ward

Further to Minute 5322 of Council on 19 June 2023, the Clerk informed Council that an election request had been submitted to the Returning Officer in relation to the two casual vacancies which had arisen in the Bryncoch South Ward. He outlined the procedure and timescale notified by the Returning Officer, the provisional estimate of cost that would be incurred by Council, and a request that Council confirm whether or not poll cards were to be issued. RESOLVED that the Returning Officer's report be noted and that Council confirm that poll cards should be issued.

5349 Standing Orders

Further to previous discussions at Council, the Clerk presented an amended version of Standing Orders which incorporated proposed changes agreed by Council following receipt of Revised Model Standing Orders from One Voice Wales. RESOLVED that the amended Standing Orders be ratified by Council.

5350 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.

5351 Matters Arising from Exempt Items

There were no matters arising.

5352 Health and Safety

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

5353 Correspondence

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

1	Pontardawe Town Council	Request for Seconder
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Council agree to second the motion put forward by Pontardawe Town Council regarding the remuneration of Youth Representatives and that Councillor J Hale attend conference on Council's behalf.

4	AE Bryncoch	E-mail re parking at Waunceirch
5	VE Bryncoch	E-mail re parking at Waunceirch

Members noted the representations made and the suggestions to alleviate the problems, and the Chair be authorised to form an ad-hoc working group of Members to meet with the sports clubs involved.

RESOLVED that the following items of correspondence be noted -

2	NPT CBC Education	Consultation on Specialist Primary Provision
3	NPT CBC Legal	E-mail re Standards Committee

The meeting ended at 9.10 pm

Signed

Dated 18 September 2023

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of a Meeting of the Resources Committee of the Council held in Cadoxton Community Centre, Neath and Online on Monday 07 August 2023 at 6.30 pm.

Presiding Councillor W Griffiths

Present In Person - Councillors J Hale, H Harry
 Online - Councillor D Jones

Apologies Councillors C Williams, A Burton, G Morgan, L Bromham-Nichols, A
 M Broom

5354 Declarations of Interest

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

5355 Appointment of Chairman

RESOLVED that Councillor W Griffiths be re-appointed Chairman for 2023/24.

5356 Appointment of Vice Chairman

RESOLVED that Councillor J Hale be appointed Vice Chairman for 2023/24.

5357 Matters Raised by Members of the Public

There were no matters raised and no members of the public present.

5358 Minutes of the Resources Committee, 27 February 2023

RESOLVED that the Minutes of the Resources Committee held on the 27 February 2023 be confirmed as a correct record.

5359 Matters Arising

- 1 Further to Minute 5220 regarding capital projects, the Clerk indicated that consideration of specified schemes would take place in the Autumn and Winter months, given the Council's current budget situation. RESOLVED noted.
- 2 Further to Minute 5221 regarding actions arising from the Finance and Governance Toolkit, the Clerk reported that these would be completed as resources permit and that a further report would be submitted to the next meeting of the Committee. RESOLVED noted.

5360 Quarter 1 Budget Monitoring

The Clerk presented his Budget Monitoring Report for the first Quarter of the 2023-24 financial year. Members considered income and expenditure against the budget agreed by Council and noted that whilst neither was unduly different to that anticipated, there were some upfront payments that were reflected and some additional expenditure to be incurred later in the year. It was agreed that further monitoring of the position Quarters 2 and 3 could lead to the possible amendment of individual budgets within the overall context for the year.

RESOLVED that Council be recommended to note the budget situation as scrutinised by the Committee.

5361 Quarter 1 Bank Reconciliation

The Clerk presented a Bank Reconciliation of the Council's Accounts for the first Quarter of the 2023-24 financial year. RESOLVED that Council be recommended to note that the Council's accounts had been reconciled for the first Quarter of the year, as scrutinised by the Committee.

The meeting ended at 7.10 pm

Signed

Dated

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 18 September 2023 at 6.30 pm in the Cadoxton Community Centre, Neath and Online

Presiding Councillor H Harry
Present In Person - Councillors J Hale, W Griffiths, S Mitchell, A M Broom, G Morgan, J Betts, P Evans, G Morgan
Online – Councillors D Jones
Apologies Councillors C Williams, A Burton, L Bromham Nicholls, C Lewis, W Evans, J Harle, R Lewis

5362 Welcome

The Chair formally welcomed Councillors P Evans and G Morgan who were attending their first meeting as Councillors

5363 Declarations of Interest

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

5364 Matters Raised by Members of the Public

There were no members of the public in attendance.

5365 Minutes of the Monthly Meeting held on 17 July 2023

RESOLVED that the Minutes of the Monthly Meeting of Council held on 17 July 2023 be confirmed as a correct record.

5366 Matters Arising

- 1 Further to Minute 5342.1 regarding notice boards, the Clerk indicated that the order was in hand and that the boards would be placed on the walls of Aberdulais and Caewern Community Centres. RESOLVED noted.
- 2 Further to Minute 5346 relating to Audit recommendations, the Clerk noted that all were being implemented and that future wording of delegation arrangements would ensure that legislation is complied with. RESOLVED noted.
- 3 Further to Minute 5348 relating to the Casual Vacancies in the Bryncoch South Ward, the Clerk reported that correspondence from the Returning Officer following the election confirmed that Councillors Evans and Morgan had been duly elected. RESOLVED noted.
- 4 Further to Minute 5353.1 regarding the request from Pontardawe Town Council, RESOLVED noted that another community council had agreed to second the motion.

5367 Financial Matters – August and September 2023

RESOLVED that the Clerk's report on payments and transfer of funds in August and September 2023 be approved.

5368 Planning Applications – August and September 2023

RESOLVED no objection to the following applications –

P2023/0474	Extension and Loft Conversion	78 Underwood Road Cadoxton
P2023/0521	Outbuilding	23 Fforest Hill Aberdulais
P2023/0567	Extension and Canopy	20 Gilfach Road Bryncoch
P2023/0662	Alterations to Bungalow and Curtilage	2A Gilfach Road Bryncoch

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

P2023/0407	Works to TPO Trees	21 Derwen Deg Bryncoch
P2023/0561	Work to TPO Tree	8 Brynheulog Waunceirch

5369 Community Centre Management

- 1 RESOLVED that Council note the change of contract for the supply of Sanitary Hygiene facilities and the consequent savings arising therefrom.
- 2 The Clerk advised of representations received in relation to the use of existing internet and projector facilities at Cadoxton Community Centre, and the possible installation of internet facilities elsewhere. He outlined some initial investigations undertaken. RESOLVED that the matter be placed on the agenda for consideration at the next meeting of Council and the possibility of charging be considered at the Resources Committee in due course.
- 3 The Clerk advised Members of a request for improved egress from the rear of Owain Glyndwr Community Centre. RESOLVED that in view of the limited budget currently available, the Clerk investigate what can be done to remove any existing impediments to safe access and egress.
- 4 RESOLVED noted that investigations had commenced with regard to utility contracts due for renewal.

5370 Police Matters

RESOLVED that a brief report on a late night “incident” in Caewern be noted.

5371 Reports from Outside Bodies

There were no specific reports for Council.

5372 Minutes of the Resources Committee held on 07 August 2023

RESOLVED that the Minutes of the Resources Committee held on 07 August 2023 be adopted.

5373 Youth Representatives at Council

The Clerk presented a short previously circulated report on the process involved and his actions to date in seeking to progress youth representation on the Council. He also presented a Safeguarding Statement for consideration by Members. RESOLVED that the process outlined by the Clerk be endorsed subject to extended circulation of the information as suggested by Members, and that the Safeguarding Statement be endorsed.

5374 Playground Repairs

The Clerk outlined the scale of work involved in undertaking repairs at the Council's playgrounds and his discussions with Wicksteed Leisure and Sutcliffe Play who have provided equipment at all of the Council's sites. He summarised the quotations received from the two companies and from an external contractor, and indicated that instructions had been issued in view of the need to expedite the work. RESOLVED that the report be noted and the work proceed as indicated.

5375 Car Parking Issues at Waunceirch District Park and Cilfrew Park

The Clerk reminded Members of the issues with car parking associated with the use of both Waunceirch District Park and Cilfrew Park. He summarised discussions with sports clubs and suggested that there was some improvement although ongoing monitoring was necessary. He presented the outcome of his correspondence with NPT CBC Planning regarding the possibility of providing additional parking at both sites, and indicated that there were further investigations that would be necessary. Members considered the pressures on the Council in terms of budget, the need to address residents' concerns and the potential impact that further car parking might have on the environment. Whilst Members were not able to agree or commit to any course of action at present, RESOLVED that the Clerk make further enquiries on feasibility issues.

5376 Council Land

The Clerk referred to the need to remove a dead tree within the Furzeland Drive TPO area, as agreed with the Local Planning Authority, and to treat Japanese Knotweed in the vicinity of Cilfrew Park. He confirmed that he had issued instructions accordingly. RESOLVED that the issues be noted and the Clerk's actions be endorsed.

5377 Bryncoch Community Centre Storage Building

The Clerk reminded Members of the previous decision to dispose of the Council's storage building at Bryncoch Community Centre, subject to appropriate terms and conditions. He outlined his discussions with solicitors and valuers regarding costs, and his subsequent exchange of views with the proposed purchasers. Reflecting their concerns about meeting the Council's costs, he indicated that the possibility of Council meeting part of the upfront costs had emerged along with the option for Council itself to retain and improve its portion of the building. Members expressed the view that as the proposed purchasers had approached the Council, they should meet the costs. RESOLVED that Council reiterate its willingness to dispose, but that the proposed purchasers should meet the Council's costs.

5378 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.

5379 Matters Arising from Exempt Items

There were no matters arising.

5380 Health and Safety

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

5381 Correspondence

RESOLVED that the following items of correspondence be noted –

1	South Wales Police	Introduction letter from Inspector Ryan Davies
2	One Voice Wales	Invitation to Conference
3	One Voice Wales/Society of Local Council Clerks	Invitation to Remote Joint Event
4	4theRegion	NPT Food Partnership Information
6	Audit Wales	Consultation on Fee Scales

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

5	NPT CBC	Consultation on Draft Housing and Homelessness Strategic Plan
7	Swansea Bay UHB	Bevan Commission Event Invitation

Information be forwarded to Members for individual action should they so wish.

The meeting ended at 8.45 pm

Signed

Dated 16 October 2023

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

**Minutes of a Meeting of the Festivals Committee of the Council held in
Cadoxton Community Centre, Neath on Monday 9th October 2023 at 6.30 pm**

Presiding Councillor J Hale
Present Councillor A Burton, A M Broom
Apologies Councillors, G Morgan, W Griffiths, H Harry, S Mitchell

5382 Declarations of Interest

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

5383 Minutes of the Festivals Committee held on 26th June 2023

RESOLVED that the Minutes of the meeting held on 26th June 2023 are a correct record.

5384 Cadoxton Concert

The Assistant Clerk updated Members with confirmed acts for the concert to be held on 09 November 2023 - Cancer Challenge Choir, Penelope George and Neath College's Jazz Band. The poster is being created and will be displayed on the community centre notice boards and on Face Book, and will be placed in local shops and other suitable locations by Councillors. Tickets will be available shortly, and assistance from Members with promotion and sale of tickets was agreed. Raffle and car parking arrangements were discussed. RESOLVED that –

- All Members be requested to assist with promotion and sale of tickets
- Councillors Hale and Williams will organise raffle prizes
- The Assistant Clerk will contact the Crown Pub regarding use of their car park on the evening.

5385 Future Events

The following ideas were discussed for the Fun Day in 2024 and it was agreed that the Assistant Clerk will investigate them further -

- Climbing wall
- Swing bat
- Other bouncy castle options
- Youth Services
- Kapa
- Photobooth
- Placing the bouncy castles further away from the building.

The Assistant Clerk informed the committee that the banner application form had been submitted and One Heart Drummers had been booked. RESOLVED to discuss the Fun Day further at the next meeting.

The meeting ended at 7.35 pm

Signed

Dated

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 16 October 2023 at 6.30 pm in the Cadoxton Community Centre, Neath

Presiding Councillor H Harry
Present Councillors J Hale, W Griffiths, J Betts, GT Morgan, A Burton, C Lewis, W Evans, R Lewis, L Rabaiotti Jones
Observers Councillor W Carpenter, Professor D Lewis
Apologies Councillors S Mitchell, A M Broom, P Evans, G Morgan, C Williams, J Harle, D Jones

5386 Welcome

The Chair welcomed Councillor W Carpenter and Professor D Lewis who were attending as observers from the Neath Port Talbot Standards Committee.

5387 Declarations of Interest

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

5388 Matters Raised by Members of the Public

There were no matters raised by the member of the public in attendance.

5389 Minutes of the Monthly Meeting held on 18 September 2023

RESOLVED that the Minutes of the Monthly Meeting of Council held on 18 September 2023 be confirmed as a correct record.

5390 Matters Arising

- 1 Further to Minute 5369.4 regarding utility services, the Clerk indicated that new gas and electricity contracts had now been sourced and the scale of charges agreed. RESOLVED noted.
- 2 Further to Minute 5374 relating to Playground Repairs, the Clerk reported that benches and bins had been requested at Cadoxton and Cilfrew Playgrounds. RESOLVED that the Clerk investigate costs and report back in due course.
- 3 Further to Minute 5375 relating to car parking issues at Waunceirch District Park and Cilfrew Park, the Clerk confirmed that existing provision did not meet current standards and that, based on his research, further investigation, design and applications for permission would cost a significant amount. Given Council's current financial circumstances, RESOLVED that no further action be taken at this stage.
- 4 Further to Minute 5377 regarding the storage building at Bryncoch Community Centre, the Clerk updated Members and confirmed that the proposed purchasers had agreed to proceed with the first stage of investigation at their cost. RESOLVED noted.

5391 Financial Matters – October 2023

RESOLVED that the Clerk’s report on payments and transfer of funds in October 2023 be approved, but that an item be placed on the Agenda to discuss the use of MS Teams and Zoom in view of the two subscriptions paid.

5392 Planning Applications – October 2023

RESOLVED no objection to the following applications –

P2022/1092	Amended Plans – Cladding of Existing Building	Land adj Macron Store, Neath Abbey
P2023/0609	Extension of drive and vehicular access	62 Main Road Bryncoch
P2023/0675	Two Detached Dwellings	Plot south of March Hywel Cilfrew
P2023/0740	Extension	26 Dulais Drive Aberdulais

5393 Community Centre Management

The Clerk advised Members of a request to erect a banner outside Caewern Community Centre in connection with a future event, and that this highlighted the lack of a policy in this respect. RESOLVED that the current request be acceded to and that an item be placed on the agenda to discuss policy guidance for future requests.

5394 Police Matters

RESOLVED that a brief report on police activity in Caewern be noted.

5395 Reports from Outside Bodies

Councillor J Hale advised Members of matters raised at a meeting of the One Voice Wales NEC, which included Audit Wales, Council funding, empowering volunteers, training and the OVW 20th anniversary. RESOLVED noted, but that as appropriate the opportunity for bespoke training be explored.

5396 Minutes of the Festivals Committee held on 09 October 2023

RESOLVED that the Minutes of the Festivals Committee held on 09 October 2023 be adopted, subject to the Clerk’s comments on ticket sales for the Concert referred to, and that an invitation be sent to the Mayor of NPT CBC.

5397 Amended Mowing Practice on Council land

The Clerk presented a report on possibilities for amended mowing practice on Council owned sites in order to support biodiversity. He outlined the advice received to date, the assessment of all potential sites, the implications for grounds maintenance specifications and existing contracts. RESOLVED that –

- Council amends its approach to grounds maintenance to incorporate biodiversity objectives
- The relevant specifications for grounds maintenance be amended
- Areas at Cadoxton Park, Waunceirch District Park, Ynysygerwn Playground, Aberdulais Community Centre, Owain Glyndwr Community Centre and Furzeland Drive be included
- In view of this being a new initiative, Council work with its present contractors in 2024/25 and negotiated prices be sought accordingly.

5398 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 agreed for the 2023/24 financial year and commitments made to date, and outlined the applications received.

RESOLVED that the following applications be supported in the sums indicated

–

1	SSAFA – The Armed Forces Charity, Wales Region	£100.00
2	Ainon Baptist Chapel	£150.00
3	Bryncoch Community Association	£150.00
6	3 No. Senior Citizen Groups (each)	£150.00

RESOLVED that the following applications be not supported –

- 4 Cerebral Palsy Cymru
- 5 Wales Air Ambulance (withdrawn)

5399 Strategic Plan 2023-27

The Clerk referred to the Draft Strategic Plan for 2023-27 previously circulated to Members and outlined its purpose and relationship to well-being objectives and the Council's Annual Report. RESOLVED that the Strategic Plan for 2023-27 be adopted.

5400 Youth Representatives at Council

The Clerk reported that despite extensive publicity, there had been no enquiries or applications for the opportunity to become youth representatives on Council. Members expressed their disappointment and noted the possibility of re-engaging at some time in the future. RESOLVED noted.

5401 Internet Access at Council Premises

The Clerk referred to Minute 5369.2 of Council, 18 September 2023, and presented a brief report on his investigations of the practice adopted by similar sized Town and Community Councils in the area. Members voiced their concerns and their view that other methods of accessing the internet were available to hirers. RESOLVED that the Council does not provide internet access at its community centres for the use of hirers.

5402 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. The two Standards Committee observers also left the meeting at this point and were thanked for their attendance by the Chair.

5403 Matters Arising from Exempt Items

There were no matters arising.

5404 Health and Safety

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

5405 Staffing Matter

The Clerk reported a request from a member of staff that their hours be reduced by 50% until the end of March 2023 to facilitate completion of a degree course. RESOLVED that the request be acceded to subject to agreement of appropriate contractual terms with the Clerk and relevant duties being covered by others.

5406 Correspondence

RESOLVED that the following items of correspondence be noted –

1	NPT CBC Planning	RLDP Draft Delivery Agreement Consultation
2	NPT CBC Electoral Services	Review of Polling Arrangements Consultation
3	One Voice Wales	E-Newsletter
4	NPT CBC	Notice of Planning Appeal 2a Gilfach Road Bryncoch
5	NPT CBC Education Leisure Lifelong Learning	Statutory Notice re Specialist Provision at Blaenhonddan Primary School

The meeting ended at 8.28 pm

Signed

Dated 20 November 2023

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Meeting of the Resources Committee of the Council held in Cadoxton Community Centre, Neath and Online on Monday 30 October 2023 at 6.30 pm.

Presiding Councillor W Griffiths
Present In Person - Councillors J Hale, J Betts, G Morgan, H Harry
 Online - Councillor D Jones, C Williams
Apologies Councillors A Burton

5407 Declarations of Interest

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

5408 Matters Raised by Members of the Public

There were no matters raised and no members of the public present.

5409 Minutes of the Resources Committee, 07 August 2023

RESOLVED that the Minutes of the Resources Committee held on the 07 August 2023 be confirmed as a correct record.

5410 Matters Arising

There were no matters arising.

5411 Quarter 2 Budget Monitoring

The Clerk presented his Budget Monitoring Report for the second Quarter of the 2023-24 financial year. Members considered income and expenditure against the budget agreed by Council. It was noted that income was running ahead of the budget estimate and whilst expenditure was slightly below that anticipated, there were some additional expenditures to be incurred later in the year. It was agreed that further monitoring of the position after Quarter 3 could lead to the possible amendment of individual budgets within the overall context for the year. RESOLVED that Council be recommended to note the budget situation as scrutinised by the Committee.

5412 Quarter 2 Bank Reconciliation

The Clerk presented a Bank Reconciliation of the Council's Accounts for the second Quarter of the 2023-24 financial year. RESOLVED that Council be recommended to note that the Council's accounts had been reconciled for the second Quarter of the year, as scrutinised by the Committee.

The meeting ended at 6.55 pm

Signed

Dated

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 20 November 2023 at 6.30 pm in the Cadoxton Community Centre, Neath and Online

Presiding Councillor H Harry
Present In Person - Councillors J Hale, W Griffiths, J Betts, GT Morgan, A Burton, C Lewis, W Evans, L Rabaiotti Jones, G Morgan, L Bromham Nichols
Online – Councillors C Williams, D Jones
Apologies Councillors R Lewis, S Mitchell, A M Broom, P Evans, J Harle

5413 Declarations of Interest

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

5414 Matters Raised by Members of the Public

One member of the public was present and raised some concerns regarding surface maintenance and trees in or adjacent to Cadoxton Park. RESOLVED that the Clerk liaise further, investigate and report back to Council at the next meeting.

5415 Minutes of the Monthly Meeting held on 16 October 2023

RESOLVED that the Minutes of the Monthly Meeting of Council held on 16 October 2023 be confirmed as a correct record.

5416 Matters Arising

- 1 Further to Minute 5390.2 regarding playground repairs, benches and bins, the Clerk indicated that an inspection of the cableway at Bryncoch Playground had demonstrated that work was required and that a price for undertaking the work was awaited. RESOLVED noted. He also provided information on a number of benches and bins and raised the possibility that further steps with regard to recycling might be incorporated. RESOLVED that the matter be held in abeyance and that a further report be submitted to Council later in the financial year.
- 2 Further to Minute 5391 relating to Financial Transactions, the Clerk informed Members that the value of Voucher DD8516 had been mis-reported to Council, and that the correct value was £211.68p. RESOLVED noted.
- 3 Further to Minute 5396 and the Minutes of the Festivals Committee, the Clerk reminded Members that a decision had been taken and confirmed in writing to Council that the proposed concert be postponed until the Spring of 2024. RESOLVED noted.
- 4 Further to Minute 5397 relating to changes in mowing practices, the Clerk tabled plans indicating which areas of the 6 No. selected sites would be subject to the change in specification. RESOLVED that Council proceed on the basis indicated.
- 5 Further to Minute 5398 the Clerk confirmed that there were 3 No. senior citizens groups and that payments had been arranged for all three as per Council's previous practice. RESOLVED noted.

5417 Financial Matters – November 2023

RESOLVED that the Clerk's report on payments and transfer of funds in November 2023 be approved.

5418 Planning Applications – November 2023

RESOLVED no objection to the following applications –

P2023/0764	Extensions	56 Bryn Catwg Cadoxton
P2023/0776	Vehicle Crossing, Walls and Railings	7 Tyla Moes Caewern
P2023/0801	Demolition and Construction of 1 No. Dwelling	63/65 Main Road Bryncoch
P2023/0740	Amended Plans - Extension	26 Dulais Drive Aberdulais
P2023/0883	Alterations	Pencynor House, Cilfrew

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

P2023/0852	Work to TPO Trees	11 Dyffryn Woods Bryncoch
P2023/0857	Work to TPO Trees	60 Woodlands Park Drive Cadoxton

RESOLVED objection to the following application for the reasons indicated -

P2023/0748	Non-Illuminated Advertisement	Land adj Dulais Rock Inn Main Road Aberdulais
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Council does not know whether the use proposed for the site to which this advertisement relates has been approved or is an existing use, but considers it inappropriate in any event, and consequently is not in favour of the proposed advertisement, its content and size, nor the fact that work appears to have started without consent.

5419 Community Centre Management

The Clerk advised Members that following complaints about parking in the car park and on the public highway outside Aberdulais Community Centre, he had placed signs in the community centre and car park clarifying the use of the car park, and requesting on street parking that respects the needs of residents. RESOLVED noted and endorsed.

5420 Police Matters

Members were advised of issues which had occurred in the Tudor Gardens/Dwr y Felin Road area of Waunceirch which were being addressed by the Police and Coastal Housing. They were also made aware of the South Wales Police and Crime Commissioner's Annual Community Survey. RESOLVED that the reports be noted and that the survey material be circulated to Members.

5421 Reports from Outside Bodies

There were no reports relating to Outside Bodies.

- 5422 Minutes of the Resources Committee held on 30 October 2023**
RESOLVED that the Minutes of the Resources Committee held on 30 October 2023 be adopted.
- 5423 Scheme of Delegation**
The Clerk presented a draft Scheme of Delegation which had previously been circulated to Members. He explained the reason for drafting and its purpose and indicated that, if approved, it would be published on the Council's website. RESOLVED that the Draft Scheme of Delegation be adopted.
- 5424 MS Teams / Zoom**
The Clerk referred to the request that Council review its use of MS Teams and/or Zoom for hybrid meetings and outlined the costs which were currently incurred by Council. Members expressed their views based on their experiences and reiterated the duty to facilitate remote attendance at Council and other meetings. RESOLVED that Council continue to use Zoom for its meetings.
- 5425 Standards Committee Observers**
Members were advised that the NPT Monitoring Officer had made the reports completed by the Standards Committee observers available to the Clerk and that these had been forwarded to the Chair. The reports were generally positive although there were some comments about protocols and practices which were summarised for Members and which Council could take on board. RESOLVED that the comments received be noted.
- 5426 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.
- 5427 Matters Arising from Exempt Items**
Further to Minute 5405, the Clerk reported that an appropriate reduced hours arrangement for a temporary period had been agreed with the member of staff concerned. RESOLVED noted.
- 5428 Health and Safety**
There were no reports for submission to Council. RESOLVED noted.
- 5429 Bryncoch CC Storage Building**
The Clerk reported that the valuation report in respect of the Bryncoch CC Storage Building had been received and outlined its content and the valuation quoted to Members. RESOLVED that the Clerk be authorised to progress the discussions with the proposed purchaser on the basis of the valuation sum and, subject to its acceptance, proceed with the disposal of the building accordingly.

5430 National Pay Award 2023-24

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 2023, 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 2023-24 Pay Award accordingly.

5431 Correspondence

RESOLVED that the following items of correspondence be noted –

1	NPT CBC Engineering	Ground Investigation Work, Cadoxton
2	Mr LL Leiros Parc	Concerns re Drainage Issues
3	NPT CBC Planning	RLDP Call for Candidate Sites
4	Welsh Government	S 137 Expenditure Limit 2024-25
5	Natura Resources Wales	Notice of Drop-In Event re Aberdulais Hydraulic Model
6	Welsh Government	Advice re Asbestos Management
7	Future Generations Comm	Cymru Can – Future Generations Cymru Strategy

The meeting ended at 8.12 pm

Signed

Dated 11 December 2023

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 11 December 2023 at 6.30 pm in the Cadoxton Community Centre, Neath and Online

Presiding Councillor H Harry
Present In Person - Councillors J Hale, W Griffiths, J Betts, A Burton, GT Morgan, A M Broom
Online – Councillor S Mitchell
Apologies Councillors C Williams, D Jones, W Evans, L Rabaiotti Jones, G Morgan, J Harle

5432 Declarations of Interest

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

5433 Matters Raised by Members of the Public

One member of the public was present and raised some concerns regarding traffic speeds on Llygad yr Haul in Caewern, which he had conveyed to Councillor C Williams. Members advised that this was a matter for Neath Port Talbot CBC and the Police and that the Community Council could only pass on concerns raised. RESOLVED that the Clerk liaise further with the NPT CBC Ward Members.

5434 Minutes of the Monthly Meeting held on 20 November 2023

RESOLVED that the Minutes of the Monthly Meeting of Council held on 20 November 2023 be confirmed as a correct record.

5435 Matters Arising

Further to Minute 5414 regarding concerns expressed about maintenance at Cadoxton Park, the Clerk indicated that he had met with the member of the public and discussed the issues. This resulted in his requesting some additional work from one of the Council's contractors. RESOLVED that the report and the member of the public's response be noted.

5436 Financial Matters – December 2023

RESOLVED that the Clerk's report on payments and transfer of funds in December 2023 be approved.

5437 Planning Applications – December 2023

RESOLVED no objection to the following application –

P2023/0848	Extension	1 Glendale Court Bryncoch
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RESOLVED no objection to the following application subject to the views of the NPT CBC arboricultural officer —

P2023/0917	Work to TPO Tree	23 Rhiwlas Waunceirch
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5438 Community Centre Management

- 1 The Clerk advised Members that a request to cooperate at Bryncoch Community Council with a project run by Ysgol Hendrefelin had been received. The project would provide some street furniture for use in the Community Centre grounds. RESOLVED that the Council agree and that the Clerk liaise further in due course.
- 2 The Clerk reported that a review of water management requirements at the Council's community centres had taken place. As a result, only Cilfrew Community Centre required the services of an external contractor, and the Council's existing contract with Acorn Chemical Services Ltd had been amended accordingly. RESOLVED noted.
- 3 The Clerk reported that a problem with the fire alarm system at Owain Glyndwr CC had occurred and that, as a result, a replacement system had to be installed. He indicated that he had instructed the Council's electrical contractor to undertake the work as a matter of urgency at costs indicated to Council. RESOLVED that the Clerk's actions be endorsed.
- 4 For information, the Clerk indicated that a problem with a roller shutter at Aberdulais Community Centre had been reported to the Council's contractor and an inspection was awaited. RESOLVED noted.

5439 Police Matters

There were no matters to report.

5440 Reports from Outside Bodies

There were no reports relating to Outside Bodies.

5441 Interim Report of the Internal Auditor, 2023-24 Accounts

The Clerk summarised the Interim Report on the 2023-24 Accounts as compiled by the Council's Internal Auditor, which confirmed that there were no substantive issues causing concern. RESOLVED that the report be noted.

5442 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.

5443 Matters Arising from Exempt Items

Further to Minute 5405, the Clerk reported that agreement had been reached with the proposed purchasers of the storage building at Bryncoch Community Centre and that, as a result, he had now instructed solicitors. RESOLVED noted.

5444 Health and Safety

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

5445 Caretaker Services

The Clerk advised Members that Mrs KH had indicated that she wished to retire from the Council’s employment at the end of December. He confirmed that interim arrangements had been put in place pending a decision on an appointment. He indicated that this now provided an opportunity to address certain anomalies in the terms and conditions of employment of caretakers at the Aberdulais, Cilfrew and Cadoxton Community Centres. He submitted a report which provided options for addressing these anomalies and introducing terms and conditions broadly comparable with the Council’s other centres, and potentially more acceptable in terms of staff welfare and the attractiveness of a post to prospective employees.

RESOLVED that the Clerk’s report be accepted, and that Council adopt a preferred option which incorporates the following -

- a shift-based arrangement for 2 No. caretaker posts to jointly cover both Aberdulais and Cadoxton Community Centres, with existing contracts and job descriptions amended as indicated in the report
- minor amendments to the contract and job description of the Cilfrew Community Centre caretaker post
- the existing caretaker vacancy arising from the retirement be advertised on the basis of the new terms and conditions.

Further RESOLVED that -

- The Clerk undertake a formal consultation on the Council’s preferred option with the two members of staff affected and, subject to agreement, progress with implementation of the preferred option
- Delegated authority to progress an alternative option be given to the Clerk if the preferred option is not accepted by staff, subject to further reports to Council.

5446 Correspondence

RESOLVED that the following item of correspondence be noted –

1	Mid and West Wales Fire and Rescue Service	Consultation on Community Risk Management Plan 2040
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The meeting ended at 7.25 pm

Signed

Dated 15 January 2024

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Meeting of the Resources Committee of the Council held in Cadoxton Community Centre, Neath and Online on Monday 18 December 2023 at 6.30pm.

Presiding Councillor W Griffiths (item 6 on)

Present In Person - Councillors J Betts, H Harry
 Virtually – Councillors C Williams, A Burton

In Attendance Councillor G Morgan,

Apologies Councillors D Jones, J Hale

(In the absence of the Chair and Vice-Chair, Members appointed Councillor H Harry as Chair pro tem)

5447 Declarations of Interest

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

5448 Minutes of Resources Committee 30 October 2023

RESOLVED that the Minutes of the Resources Committee held on 30 October 2023 be adopted.

5449 Matter Arising

There were no Matters Arising

5450 Council Reserves

The Clerk presented a report which summarised the Council's Reserves as at 31 March 2023 and suggested two minor amendments to reflect up to date circumstances. RESOLVED that Council be recommended to accept the revised statement of the Council's Reserves

(Councillor W Griffiths in the Chair)

5451 Hire Charges for 2024-25

The Clerk submitted a schedule of current hire charges in relation to community centres and playing fields, and charges levied in respect of allotments and grazing land. Members were advised of Council's previous decisions over a period of years, considered whether charges should be amended for 2024-25, and were mindful of the increases in costs which the Council was subject to in letting its facilities.

RESOLVED that Council be -

- advised of a set of proposed increased charges for the hire of all its premises and playing fields, and be recommended to accept the new rates

- recommended to undertake a cost analysis in relation to playing field usage to inform future decisions
- recommended to undertake informal enquiries regarding the VAT situation that applies at Owain Glyndwr Community Centre.

5452 Budget and Precept for 2024-25

The Clerk submitted a report on the estimated budget out-turn in 2023-24 as the basis for calculating a proposed budget for 2024-25 for Members' consideration. He advised Members that assumptions had been made with regard to final expenditure and income. He highlighted key factors which had influenced the expenditure calculations, including increases in salary levels, playground equipment repairs, election costs and playing fields. He also highlighted an increase in income levels but indicated that these could fluctuate based on the level of use of the Council's facilities. The Clerk provided Members with an estimate of expenditure and income in 2024-25, outlining for information key elements of the budget, an indication of projected balances and of the Council Tax Base as indicated by NPT CBC. He indicated a possible budget for 2024-25 with options to include or exclude a capital budget.

RESOLVED that, in view of the need to pursue capital projects held in abeyance in 2023-24, Council be recommended to –

- reintroduce a capital budget for 2024-25
- approve a draft budget in the sum of £305,805
- set a Precept for 2024-25 in the sum of £275,805
- fund the deficit from its balances or through prudent financial management.

5453 Capital Projects

The Clerk reminded Members of the capital projects which Council has previously considered without identifying priorities, and updated Members on the projects where necessary.

RESOLVED that Council be recommended to pursue the following projects as indicated –

- Bryncoch CC Roof Insulation – instruct the Council's architectural advisor to prepare a specification and to include the option for a suspended ceiling, so that quotations can be invited if prioritised
- Caewern CC Roof, Ceiling and Insulation – instruct the Council's architectural advisor to prepare a specification so that quotations can be invited if prioritised
- Waunceirch Trim Trail – Clerk to identify an engineering advisor to prepare a specification when instructed so that quotations can be invited if prioritised
- Car parking at Waunceirch and Cilfrew Playing Fields – hold in abeyance as per previous decision of Council
- Website Upgrade – in view of recent difficulties, pursue as a matter of urgency in the current financial year with the Council's current website company.

5454 Finance and Governance Toolkit

The Clerk reminded Members as to the outstanding actions arising from the Health Check undertaken. RESOLVED that these be pursued and be reported to Council as they are completed.

The meeting ended at 8.25 pm

Signed

Dated

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 15 January 2024 at 6.30 pm in the Cadoxton Community Centre, Neath and Online

Presiding Councillor H Harry
Present In Person – Councillors C Lewis, J Betts, GT Morgan, W Evans, G Morgan, J Harle
Online – Councillor D Jones, A Burton
Apologies Councillors C Williams, A M Broom J Hale, W Griffiths, L Bromham Nichols, L Rabaiotti Jones, R Lewis

5455 Mrs K Harris

The Chair referred to the recent passing of Mrs K Harris who had been employed by the Council for a significant period of time. All present stood for a minute's silence as a mark of respect.

5456 Declarations of Interest

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

5457 Matters Raised by Members of the Public

There were no members of the public present.

5458 Minutes of the Monthly Meeting held on 11 December 2023

RESOLVED that the Minutes of the Monthly Meeting of Council held on 11 December 2023 be confirmed as a correct record.

5459 Matters Arising

Further to Minute 5438.4 regarding roller shutter repairs at Aberdulais Community Centre, the Clerk advised that he had arranged for a repair to be undertaken at a cost indicated to Council. RESOLVED noted.

5460 Financial Matters – January 2024

RESOLVED that the Clerk's report on payments and transfer of funds in January 2024 be approved.

5461 Planning Applications – January 2024

RESOLVED no objection to the following application –

P2023/0939	Extension and Outbuilding	23 Llewellyn Avenue Neath
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RESOLVED no objection to the following application subject to the views of the NPT CBC arboricultural officer —

P2023/0852	Work to TPO Trees	11 Dyffryn Woods Bryncoch
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RESOLVED no objection to the following application, subject to the level of illumination approved not being disruptive to local residents –

P2023/0962	Advertisement Proposals	Bryncoch Inn Ty'n yr Heol Road Bryncoch
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5462 Community Centre Management

The Clerk advised Members that damage to one of the CH boilers at Cilfrew Community Centre had necessitated its replacement and that following consultation with the Chair, he had authorised the work at a cost indicated to Members. RESOLVED that the actions of the Clerk be endorsed.

5463 Police Matters

Councillor C Lewis advised that the local PCSO was involved in resolving a neighbour parking dispute. RESOLVED noted.

5464 Reports from Outside Bodies

Councillor G Morgan presented a summary of the discussions that took place at the Neath Port Talbot CBC Liaison Committee, which focussed on the NPT CBC budget, precept deadlines and the transfer timetable in relation to Celtic Leisure. RESOLVED noted.

5465 Minutes of the Resources Committee held on 18 December 2023

RESOLVED that the Minutes of the Resources Committee held on 18 December 2023 be adopted, and further RESOLVED that –

- the Council reintroduce its capital budget for 2024/25
- a 2024/25 budget in the sum of £305,805 is agreed
- a Precept for 2024/25 in the sum of £275,805 be set.

5466 Capital Projects 2024-25

The Clerk referred to Minute 5453 of the Resources Committee on 18 December 2023 as adopted by Council (Minute 5465 refers) and which approved budget provision. He summarised the next steps for each project with an update on preliminary discussions regarding feasibility and deliverability. RESOLVED that Council progress the projects as follows –

- Bryncoch CC Roof Insulation – architectural advisor be appointed on the terms indicated to Council
- Caewern CC Roof, Ceiling and Insulation – architectural advisor be appointed on the terms indicated to Council
- Waunceirch Trim Trail – project to be held in abeyance pending further consideration of the scope of the project
- Car parking at Waunceirch and Cilfrew Playing Fields – hold in abeyance as per previous decision of Council
- Website Upgrade – Clerk to take further advice and pursue as a matter of urgency with the Council’s current website company.

5467 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.

5468 Matters Arising from Exempt Items

Further to Minute 5445 relating to Caretaker Services, the Clerk reported that the two members of staff affected by the Council’s preferred option had both

accepted the proposal and that he had progressed actions accordingly. He also reported that, in view of the recent bereavement, he had deferred advertisement of the third post until later in January as a mark of respect. RESOLVED that the Clerk's reports and action be noted.

5469 Health and Safety

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

5470 Correspondence

RESOLVED that the following item of correspondence be noted and that the Clerk commence the relevant procedures as appropriate–

1	Councillor P Evans	Letter of Resignation
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The meeting ended at 8.25 pm

Signed

Dated 19 February 2024

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Meeting of the Festivals Committee of the Council held in Cadoxton Community Centre, Neath on Monday 29th January 2024 at 6.30 pm

Presiding Councillor J Hale
Present Councillor A Burton, A M Broom, W Griffiths, J Betts
Apologies Councillors, G Morgan, H Harry

5471 Declarations of Interest

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

5472 Minutes of the Festivals Committee held on 9th October 2023

RESOLVED that the Minutes of the meeting held on 9th October 2023 are a correct record.

5473 Cadoxton Concert

The Assistant Clerk suggested a possible date of 8th March, Members decided this was

too soon and to reschedule the concert to late September, early October allowing time for

publishing the event. The Assistant Clerk to update all parties involved. Members RESOLVED that –

- Enhance advertising to include
 - Banner outside church
 - Posters locally
 - Community Council Website and Facebook page
 - Local Radio
 - Advert in the Community Funday programme

RESOLVED that the Assistant Clerk look into selling tickets via the Gwyn Hall book office

and that a more themed concert with a background story be discussed further.

5474 Community Funday 1st June 2024

The Assistant Clerk updated the Members –

- Enquires had been made with the ACF regarding them attending and bringing a climbing tower. They will not charge but will put donation buckets out. Council will also give a donation.
- Tawe Guild of weavers and spinners have shown interest in attending but will need to be inside.
- Neath Archery are discussing at their next committee meeting and will confirm with the Assistant Clerk.
- NPT Youth service have been asked to attend. If they are not able to attend, we can request equipment but will need to be trained on its setting up and usage.
- Kapa will be attending

RESOLVED that the Assistant Clerk investigate the following suggestions further -

- Green dragon band
- Pass team
- Go karts
- Bryncoch Rugby
- Football group – Cllr. A Burton is enquiring.
- John – DJ
- Other bouncy castle options
- Petting Zoo
- Ponies
- Dog training display
- Environment group
- Air drying Clay stall – Cllr. A Burton suggested council purchase materials and the guides look after the stall.
- Bulldogs boxing – Cllr. W Griffiths is enquiring.
- If the Police or PCSO could do finger printer.
- Purchasing a freezer to enable us to sell ice lollies.
- Who will be available to help in the kitchen.
- Placing the bouncy castles further away from the building.

RESOLVED that due to licensing fees for outside stalls the stalls would be inside and that the charge would be £15 a stall unless we have a large number of requests for stalls.

RESOLVED that we would have the slushy and popcorn stall again as these were popular.

5475 Ideas for Future Events

RESOLVED to hold a small event in Aberdulais and advertise it as a picnic with free bouncy castle and activities. To include –

- A bouncy castle
- Youth services or similar
- Sell hot dogs, drinks and ice lollies

The Assistant Clerk to investigate further –

- Dates for the event
- Usage of the green space behind the community centre
- Cost of Bouncy castle
- Youth services availability
- Cost of banner

A fire work display was suggested and Members RESOLVED not to go with this idea at present due to there being several large displays held within the area.

The meeting ended at 8.05 pm

Signed

Dated

Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 19 February 2024 at 6.30 pm in the Cadoxton Community Centre, Neath and Online

Presiding Councillor H Harry
Present In Person – Councillors C Lewis, J Betts, GT Morgan, W Evans, G Morgan (part), C Williams, A Burton, A M Broom J Hale, W Griffiths, R Lewis (part)
Online – Councillor D Jones
Apologies Councillors S Mitchell, L Bromham Nichols, L Rabaiotti Jones

5476 Declarations of Interest

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

5477 Matters Raised by Members of the Public

One member of the public was present and expressed views on the ongoing proposals to develop a community orchard on a site adjacent to Dwr y Felin Road at Caewern. Members confirmed that this site was being developed by Neath Port Talbot CBC and the Clerk agreed to respond to the member of the public and to make local NPT CBC Members aware of her views

5478 Minutes of the Monthly Meeting held on 15 January 2024

RESOLVED that the Minutes of the Monthly Meeting of Council held on 15 January 2024 be confirmed as a correct record.

5479 Matters Arising

Further to Minute 5466 regarding architectural feasibility work at Bryncoch Community Centre, the Clerk outlined an initial response indicating the practicalities of delivering a mezzanine floor. RESOLVED that this element of the proposed improvements be not proceeded with.

5480 Financial Matters – February 2024

RESOLVED that the Clerk's report on payments and transfer of funds in February 2024 be approved.

5481 Planning Applications – February 2024

RESOLVED no objection to the following applications –

P2024/0049	C/U to dwelling	The Old Coach House Main Road Cadoxton
P2024/0075	Extension	1 Channel View Bryncoch

5482 Community Centre Management

1 The Clerk advised Members that a booking had been received for Easter Sunday and reminded Council that this was not a bank holiday. RESOLVED noted.

- 2 The Clerk advised Members that the football tournament organised by Bryncoch Football Club would take place on the weekend of 29/30 June 2024, and that assurances regarding arrangements had been received. RESOLVED noted.
- 3 Members were advised that there were problems with lighting in the office at Cadoxton Community Centre and that a quotation, in a sum made known to Members, had been received for their replacement. RESOLVED that the Clerk proceed and replace the lighting.

5483 Police Matters

Members advised Council that the local PCSO in Cilfrew had been advised of scramblers and electric scooters on the Cilfrew Playing Field, of a recent incident in Caewern, of speed monitoring results relating to Llygad yr Haul, Caewern and that the Bryncoch South PCSO was currently on secondment. RESOLVED that the reports be noted.

5484 Reports from Outside Bodies

There were no reports from outside bodies, but the cancellation of the Neath Port Talbot Liaison Committee was reported. RESOLVED noted.

5485 Minutes of the Festivals Committee held on 29 January 2024

RESOLVED that the Minutes of the Festivals Committee held on 29 January 2024 be adopted.

5486 Quarter 3 Budget Monitoring

The Clerk presented his Budget Monitoring Report for the third Quarter of the 2023-24 financial year. Members considered income and expenditure against the budget agreed by Council. It was noted that income was running ahead of the budget estimate and whilst expenditure was slightly below that anticipated, there were some additional expenditures to be incurred later in the year. RESOLVED that the Clerk's Report be accepted and agreed.

5487 Quarter 3 Bank Reconciliation

The Clerk presented a Bank Reconciliation of the Council's Accounts for the third Quarter of the 2023-24 financial year. RESOLVED that Clerk's Report be accepted and agreed.

5488 Casual Vacancies, Bryncoch South Ward

The Clerk reminded Members that a casual vacancy reported to Council had occurred in the Bryncoch South Ward following the resignation of Councillor P Evans and that a further resignation letter from Councillor J Harle had subsequently been received. He had, therefore, advertised the two vacancies in the Bryncoch South Ward and advised the Returning Officer accordingly. The Returning Officer had now responded that a request for an election to fill the two casual vacancies had been received. He outlined the Returning Officer's timeline for publishing the Notice of Election, a potential election date and the estimate of costs to be incurred by the Council. He also invited the Council to consider whether poll cards were required. RESOLVED that the Returning Officer's information be noted and that no poll cards be required for this election.

5489 Youth Activities at Aberdulais

The Clerk and Councillor C Lewis outlined discussions and correspondence with the Neath Port Talbot CBC Youth Service regarding possible youth initiatives that could take place in the Aberdulais Ward. RESOLVED that Council support the initiatives as appropriate and that the Clerk be authorised to assist with funding applications and engagement of staff if asked to do so.

5490 Cilfrew Playing Field

The Clerk referred to the extended use of Cilfrew Playing Field agreed by Council on 19 June 2023 (Minute 5310 refers) and to the requirement that a review be undertaken. He outlined a statement received from Cilfrew Rovers FC and indicated that, other than occasional concerns expressed by local Members, he was not in receipt of specific complaints regarding the activities. However, he made Members aware of a complaint received on 15 February 2024 regarding consequential parking on the public highway in Cilfrew, and of a response received from the Club indicating their management arrangement on match days. Members acknowledged that the Club was doing its best to manage the parking situation. A query regarding the Club's Licence and Council's position was clarified by the Clerk. RESOLVED that the Club's efforts and arrangements be noted, that a further review be undertaken at the end of the season, and that the Clerk enquire as to the current licensing arrangements.

5491 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.

5492 Matters Arising from Exempt Items

There were no matter arising. RESOLVED noted.

5493 Health and Safety

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

5494 Grounds Maintenance 2024/25

The Clerk presented his report on changes to specification and prices received for the three grounds maintenance contracts commencing 01 April 2024. RESOLVED that –

- The submitted price for Routine Grounds Maintenance from South Wales Environmental, in the sum notified to Council, be accepted
- The submitted price for Specialist Renovation from Ecosolve/Wayne Duggan, in the sum notified to Council, and the amended specification, be accepted
- The Clerk be authorised to agree a revised price for Playing Field Grass Cutting and Pitch Marking when submitted for consideration by NPT CBC Streetcare and advise Council at its next meeting.

5495 Relief Caretaker Duties

The Clerk reported that the Relief Caretaker was undertaking extended duties at present as a result of staff absences and that the need to reconsider some terms and conditions had become evident, particularly in view of the proposed changes to staffing which relate to Aberdulais and Cadoxton Community Centres. RESOLVED that the Clerk discuss further with the Chair and submit a report to the next meeting of Council.

5496 Correspondence

RESOLVED that the following items of correspondence be noted–

1	Natural Resources Wales	Update on Aberdulais Flood Risk Management
2	Keep Wales Tidy	Update on Litter Picking Hub

The meeting ended at 8.11 pm

Signed

Dated 18 March 2024

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 18 March 2024 at 6.30 pm in the Cadoxton Community Centre, Neath and Online

Presiding Councillor H Harry
Present In Person – Councillors J Betts, GT Morgan, W Evans, G Morgan, J Hale, W Griffiths, S Mitchell
Online – Councillor C Williams, A Burton, D Jones
Apologies Councillors C Lewis, R Lewis, L Bromham Nichols, L Rabaiotti Jones, A M Broom, J Howell, C Heath

(2 members of the public were present in person)

5497 Chair's Statement

The Chair made an opening statement highlighting excerpts of the Council's Standing Orders and the Members Code of Conduct, and indicated that the Clerk would be circulating the statement for the benefit of all Members by e-mail. RESOLVED noted.

5498 Declarations of Interest

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

5499 Matters Raised by Members of the Public

The members of the public present indicated that they had no specific matters to raise with Council.

5500 Minutes of the Monthly Meeting held on 19 February 2024

RESOLVED that the Minutes of the Monthly Meeting of Council held on 19 February 2024 be confirmed as a correct record.

5501 Matters Arising

- 1 Further to Minute 5488 regarding the two Casual Vacancies in the Bryncoch South Ward, the Clerk confirmed that the Returning Officer at NPT CBC had indicated that the anticipated election was uncontested. As a result, Ms Catrin Heath and Mr John Howell had been elected as Members. RESOLVED that the situation be noted.
- 2 Further to Minute 5490 relating to the licence arrangements of Cilfrew Rovers FC at Cilfrew Community Centre, the Clerk advised that he had been assured that there were no changes to the original licensing arrangements. RESOLVED noted.

5502 Financial Matters – March 2024

RESOLVED that the Clerk's report on payments and transfer of funds in March 2024 be approved.

5503 Planning Applications – March 2024

RESOLVED no objection to the following applications –

P2024/0053	Extensions	Ainon Baptist Chapel Elias Road Bryncoch
P2024/0100	Extensions and Porch	11 Osprey Close Bryncoch
P2024/0120	Storage Building	Groundhog Ltd Ynysygerwn Avenue Aberdulais

RESOLVED no objection to the following application, subject to the following observation –

P2024/0157	Extension	Penyrheol 64 Alexander Road Rhyddings
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Arrangements for off street parking not being compromised

5504 Community Centre Management

There were no reports on community centre management.

5505 Police Matters

Members were advised of changes in PCSO coverage in the Bryncoch Wards and problems with scramblers that were being investigated in Cilfrew. RESOLVED noted.

5506 Reports from Outside Bodies

There were no reports from outside bodies, other than Councillor J Hale reporting on matters raised at the National Executive Committee of One Voice Wales. RESOLVED noted.

5507 Bryncoch Community Centre Storage Building

The Clerk advised Members that the legal transaction relating to the disposal of the Storage Building at Bryncoch Community Centre was progressing towards a conclusion. RESOLVED noted.

5508 Waunceirch District Park Car Park

The Clerk reported that an approach had been received from Bryncoch South Ward Members on NPTCBC, that Council consider allowing use of the Waunceirch District Park Car Park by parents attending Waunceirch Primary School, when changes to parking arrangements near the school are implemented. Whilst it was clear that the Car Park would not be able to resolve the situation, the Clerk summarised observations regarding all of the current provision and its use, and Members commented on the lack of existing provision within the school estate. The need for a comprehensive solution and for cooperation between NPTCBC Education and Highways was highlighted. RESOLVED that the Clerk be instructed to write to the Director Education and Head of Highways at NPTCBC and indicate that whilst Council might agree in principle to assisting with parking arrangements, this should only occur if a comprehensive sustainable parking solution involving the school estate can be devised.

5509 Capital Projects

The Clerk presented an update on capital projects in respect of which Council had agreed that preliminary work should be undertaken – Bryncoch Insulation and Ceiling and Caewern Roof and Ceiling Replacement. He indicated that architectural and engineering assessments and specifications

were completed. He confirmed that there was a need to complete new asbestos surveys and, in respect of Caewern Community Centre, a permit for work and licence for work would be required from NPT CBC as owners of the building. Furthermore, discussions regarding potential tenderers were ongoing with the Council's advisors, and there was a need to facilitate progress as soon as possible. RESOLVED that –

- Two asbestos surveys be commissioned for Bryncoch and Caewern Community Centres
- A permit for work form be submitted to NPTCBC for Caewern CC and authority to enter into a licence for work agreement be granted to the Clerk
- Any necessary planning and building regulation applications for both buildings be submitted
- Funding be committed as necessary to facilitate these preparatory stages
- Discussions with the Council's architectural advisor about a suitable list of contractors be concluded
- Quotations and/or tenders be invited at the appropriate time.

5510 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.

5511 Matters Arising from Exempt Items

Further to Minute 5494 relating to Grounds Maintenance, the Clerk reported on the submitted price for Playing Field Grass Cutting and Pitch Marking. RESOLVED that the price submitted by NPT CBC Streetcare be accepted.

5512 Health and Safety

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

5513 Caretaker Services

The Clerk reported that recent discussions arising from the reduction in personnel for caretaking services had raised some anomalies regarding the contract of the Relief Caretaker, and these were outlined to Members. RESOLVED that the relief caretaker be remunerated on an as needs basis, according to the hourly rates of the caretakers being covered, with existing arrangements remaining to cover Cilfrew, and that the Clerk be authorised to amend the relevant contract of employment accordingly.

It was further reported that there had been no satisfactory outcome to the advertisement for a caretaker to cover Aberdulais and Cadoxton as previously agreed by Members. The Clerk offered suggestions as to why this was the case and some options for moving forward. RESOLVED that –

- a revised hours template for caretaker services which reflect responsibility for 3, 2 or 1 community centres be agreed
- a change to the Council's preferred solution for Aberdulais and Cadoxton Community Centres be agreed, increasing the caretaker hours from 12 to 15.6 per week
- the vacant post be advertised accordingly.

5514 Correspondence

RESOLVED that the following items of correspondence be noted—

1	Hedgehogs R Us	Hedgehogs R Us Highway Project
2	UK Government	Offer Free King's Portrait
3	D Day 80	Flag of Peace Offer

The meeting ended at 8.05 pm

Signed

Dated 15 April 2024

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 15 April 2024 at 6.30 pm in the Cadoxton Community Centre, Neath

Presiding Councillor H Harry
Present Councillors J Betts, G Morgan, J Hale, W Griffiths, C Lewis, L Bromham Nichols, C Heath, A M Broom, C Williams
Apologies Councillors W Evans, S Mitchell, R Lewis, L Rabaiotti Jones, J Howell, A Burton, D Jones

5515 Chair's Statement

The Chair made a brief opening statement highlighting excerpts of the Council's Standing Orders and the Members Code of Conduct. RESOLVED noted.

5516 Declarations of Interest

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

5517 Matters Raised by Members of the Public

There were no members of the public present.

5518 Minutes of the Monthly Meeting held on 18 March 2024

RESOLVED that the Minutes of the Monthly Meeting of Council held on 18 March 2024 be confirmed as a correct record.

5519 Matters Arising

- 1 Further to Minute 5507 relating to the storage building at Bryncoch Community Centre, the Clerk reported that the legal transaction was now drawing to a close. RESOLVED noted.
- 2 Further to Minute 5508 regarding the Waunceirch District Park Car Park, the Clerk indicated that correspondence had been sent to relevant officers at NPT CBC but that a response was awaited. RESOLVED noted.
- 3 Further to Minute 5509 relating to Capital Projects, the Clerk updated Members on progress with Asbestos Surveys and advised that a list of local contractors had been drawn up for the Caewern Roofing Scheme. RESOLVED noted.

5520 Financial Matters – April 2024

RESOLVED that the Clerk's report on payments and transfer of funds in April 2024 be approved.

5521 Planning Applications – April 2024

RESOLVED no objection to the following application, subject to the views of the NPT CBC Arboricultural Officer –

P2024/0215	Work to TPO Trees	68 Priory Close Bryncoch
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5522 Community Centre Management

- 1 The Clerk advised Members of discussions with an existing hirer of Council community centres, and of his intention to require payment of the commercial rate for hire in respect of the operational needs of the organisation, and community rate for activity-based hire. RESOLVED that the Clerk's action be endorsed.
- 2 The Clerk submitted a request for a discounted price or gratis period for an existing hirer at Owain Glyndwr Community Centre and provided information supplied to him for Council's consideration. RESOLVED that the request be not acceded to.

5523 Police Matters

Members were advised of the following –

- A recent incident at Roman Way and anecdotal reports that were disproportionate and inaccurate
- A series of vehicle break ins in the Caewern area
- A report of late night "visitors" to the Leiros Parc Playground and actions taken thereon.

RESOLVED noted.

5524 Reports from Outside Bodies

There were no reports from outside bodies, other than confirmation that the NPT CBC Liaison Committee had been postponed. RESOLVED noted.

5525 Festivals Committee

The Clerk reported that a meeting of the Festivals Committee scheduled for 03 April 2024 had not been quorate but that an informal exchange of information with Members present, had taken place. He advised Members of progress with arrangements for the Fun Day on 01 June 2024, postponement of the Aberdulais event, and difficulties in arranging the Cadoxton Concert arising from venue complications. RESOLVED noted.

5526 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 agreed for the 2024/25 financial year and commitments that were likely in October, and outlined the applications received.

RESOLVED that the following applications be supported in the sums indicated

–

1	Pisgah Vestry Building Fund	£100.00
2	Green Footprints Neath	£100.00
3	Bryncoch Community Association	£100.00
4	Cilfrew PTA	£100.00
5	Friends of Cadoxton	£100.00

RESOLVED that the following applications be not supported –

- 6 URDD National Eisteddfod 2024
- 7 URDD Fund for All Appeal
- 8 Marie Curie Cymru
- 9 Cancer Information and Support Service
- 10 National Eisteddfod Rhondda Cynon Taf 2024
- 11 Llangollen International Eisteddfod 2024

5527 One Voice Wales

RESOLVED that the Council renew its membership of One Voice Wales.

5528 Caewern Playground

The Clerk reported on discussions with NPT CBC, including the two local Members, regarding the availability of Section 106 funding in the Bryncoch South Ward for play provision. This culminated in a suggestion that the funding could be used to replace a dilapidated piece of equipment in the Caewern Playground. RESOLVED that –

- the offer of funding and the suggested equipment both be accepted
- Council invite NPT CBC to procure the equipment as they hold the funding
- Sutcliffe Play be invited to supply the equipment as all facilities in the Caewern Playground had been supplied by them.

5529 2022/23 Accounts

The Clerk reported that an Unqualified Opinion had been issued to the Council by Audit Wales in respect of the 2022/23 Accounts. RESOLVED noted.

5530 Caewern Community Centre lease

The Clerk advised Members that the lease for Caewern Community Centre in favour of the Council was due to expire in 2026 and that it would be appropriate, in view of impending improvements, to commence renegotiation of the lease with Neath Port Talbot CBC. RESOLVED that the Clerk commence discussions with NPT CBC and submit a report to Council in due course.

5531 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.

5532 Matters Arising from Exempt Items

There were no matters arising.

5533 Health and Safety

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

5534 Personnel Matters

The Clerk advised Council that Ms M Chaplin had tendered her resignation as Assistant Clerk to the Council. He indicated that she would be taking a position with another Council at the end of April, and that following consultation with the Chair, he had arranged for the post to be advertised. The Clerk outlined the emerging workload issues that would arise in the short term and suggested that arrangements for the Fun Day in particular needed specific attention. RESOLVED that the Clerk approach Ms Chaplin and enquire as to whether she would be amenable to a limited extension of her employment with the Council until the end of May, specifically to deliver the Fun Day, on terms to be agreed with the Clerk.

5535 Correspondence

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

1	Corporate Joint Committee for South West Wales	Consultation on Regional Transport Plan
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The Committee be advised that Council supports the retention of Neath Railway Station on the Swansea / Paddington mainline, and that any move to reduce its significance in favour of a superstation at Penllergaer should be resisted.

The meeting ended at 8.00 pm

Signed

Dated 20 May 2024

