

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

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

Presiding Councillor G Morgan

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

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

4614 Declarations of Interest

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

4615 Appointment of Chairman

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

4616 Appointment of Vice Chairman

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

4617 Members Code of Conduct

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

4618 Membership of Committees

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

4619 Membership of Outside Bodies

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

Neath Port Talbot CBC/Community Councils Liaison Committee – Councillors W Griffiths and G Morgan

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

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

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

4620 Income and Expenditure 2019/20

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

4621 Annual Investment Strategy 2020/21

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

4622 Policies and Procedures

RESOLVED that the following policies and procedures be adopted–

- Standing Orders
- Financial Regulations

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

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

4623 Draft Annual Report 2020

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

4624 Applications for Financial Assistance

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

4625 Financial Management Arrangements

RESOLVED that present arrangements be confirmed and specifically that –

- existing financial arrangements as outlined in the Annual Investment Strategy be endorsed
- the following Members be authorised to act as bank signatories on the Council's behalf – Councillors W Griffiths, D Jones, J Hale
- Council appoint Mr L Llewellyn as its Internal Auditor in 2020/21

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

4626 Member Remuneration

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

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

The meeting ended at 8.00 pm.

Signed

Dated 15 June 2020

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

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

Presiding Councillor G Morgan

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

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

4627 Declarations of Interest

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

4628 Minutes of the Extraordinary Meeting held on 04 May 2020

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

4629 Matters Arising

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

4630 Payments – May 2020

RESOLVED that the Clerk's report be approved.

4631 Planning Applications

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

RESOLVED no objection to the following applications –

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

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

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

P2020/0379	Work to TPO Trees	27A Bryn Catwg Cadoxton
P2020/0393	Work to TPO Trees	Draenen Wen 30 Rhiwlas Waunceirch

4632 Minutes of the Festivals Committee held on 11 March 2020

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

4633 Casual Vacancy Aberdulais Ward

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

4634 Casual Vacancies Bryncoch South Ward

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

4635 Cilfrew Community Centre Feasibility Study

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

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

4636 Public and Press

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

4637 Matters Arising from Exempt Items

There were no matters arising.

4638 Correspondence

There were no items of correspondence for consideration.

The meeting ended at 8.35 pm

Signed

Dated 15 June 2020

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

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

Presiding Councillor G Morgan

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

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

4639 Councillor L Bromham-Nicholls

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

4640 Declarations of Interest

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

4641 Minutes of the Annual Meeting held on 18 May 2020

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

4642 Minutes of the Monthly Meeting held on 18 May 2020

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

4643 Matters Arising

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

4644 Payments – June 2020

RESOLVED that the Clerk's report be approved.

4645 Planning Applications

RESOLVED no objection to the following applications –

P2020/0469	Extension and Loft Conversion	73 Mill Race Neath Abbey
P2020/0498	Rear and Side Extension	46 Brookfield Neath Abbey
P2020/0152	Amended Plans – Extension, Outbuilding and Access	116 Main Road Bryncoch

P2020/0467	Rear and Side Extensions, ramps and Handrail in Garden	5 New Road Cilfrew
P2020/0487	Retention of Outbuildings	Ynysygerwn Depot Ynysygerwn

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

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

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

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

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

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

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

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

4648 Public and Press

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

4649 Matters Arising from Exempt Items

There were no matters arising.

4650 Correspondence

There were no items of correspondence for consideration.

The meeting ended at 8.20 pm

Signed

Dated 20 July 2020

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

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

Presiding Councillor G Morgan

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

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

4651 Declarations of Interest

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

4652 Minutes of the Monthly Meeting held on 15 June 2020

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

4653 Matters Arising

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

4654 Payments – July 2020

RESOLVED that the Clerk's report be approved.

4655 Planning Applications

RESOLVED no objection to the following applications –

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

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

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

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

4656 COVID-19

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

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

4657 2019/20 Accounts

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

4658 Casual Vacancies – Bryncoch South Ward

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

4659 Health and Safety Manual

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

4660 Public and Press

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

4661 Matters Arising from Exempt Items

There were no matters arising.

4662 Staff Terms and Conditions of Employment

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

4663 Correspondence

RESOLVED that the following items of correspondence be noted –

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

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

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| 2 | Ms JE | Request for use of Waunceirch Playing Field Car Park |
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Request be not acceded to.

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

The meeting ended at 8.01 pm

Signed

Dated 21 September 2020

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

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

Presiding Councillor G Morgan

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

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

4664 Declarations of Interest

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

4665 Minutes of the Monthly Meeting held on 20 July 2020

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

4666 Matters Arising

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

4667 Payments – August 2020 and September 2020

RESOLVED that the Clerk's reports be approved.

4668 Planning Applications – August 2020 and September 2020

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

RESOLVED no objection to the following applications –

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

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

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

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

RESOLVED no objection to the following application, subject to the views of

the NPT CBC arboricultural officer –

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

9 Rhiwlas Waunceirch
10 Rhiwlas Waunceirch

4669 COVID-19

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

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

4670 Casual Vacancies – Bryncoch South Ward

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

4671 Public and Press

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

4672 Matters Arising from Exempt Items

There were no matters arising.

4673 Salary Award

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

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

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

4674 Correspondence

RESOLVED that the following items of correspondence be noted –

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

The meeting ended at 19.14 pm

Signed

Dated 19 October 2020
