

# **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

Minutes of the Annual Meeting of Council held on Monday 14 May 2018 at 6.00pm in the Cadoxton Community Centre, Neath

Presiding Councillor W Griffiths

Present Councillors D Jones, J Hale, L Bromham-Nichols, G Morgan, C Williams, P MacPherson Jones, K Gilmore, J Betts, D Vaughan, T Lewis, B Rosser, A Burton, A Thomas

Apologies Councillors A Wingrave, J Griffiths, D Richards

## **4141 Councillor B Rosser**

The Chairman welcomed Councillor B Rosser who was attending her first meeting of Council.

## **4142 Declarations of Interest**

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

## **4143 Appointment of Chairman**

The Chairman thanked all Members for the responsible manner in which they had worked together and responded to the Council's challenges during his period of office, and concluded that the Council was now operating effectively for the benefit of residents. Members responded by congratulating Councillor Griffiths for the manner in which he had conducted himself as Chairman. RESOLVED that Councillor J Hale be appointed Chairman for 2018/19, and Councillor Hale duly signed her Declaration of Acceptance of the Office of Chairman. Further RESOLVED that Council revert to custom and practice after this civic year and rotate the Chair so that all Members have an opportunity to serve in that office.

## **4144 Appointment of Vice Chairman**

RESOLVED that Councillor L Bromham-Nichols be appointed Vice-Chairman for 2018/19, and Councillor Bromham-Nichols duly signed his Declaration of Acceptance of the Office of Vice-Chairman. Further RESOLVED that Council revert to custom and practice after this civic year and rotate the Vice-Chair so that all Members have an opportunity to serve in that office.

## **4145 Members Code of Conduct**

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

## **4146 Membership of Committees**

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

**Resources Committee** – Councillors W Griffiths, J Hale, G Morgan, P MacPherson Jones, L Bromham-Nichols, K Gilmore, J Betts, D Jones and T Lewis.

**Open Spaces Committee** – That the Committee stand in abeyance and that the Chairman has discretion to convene an ad-hoc meeting involving the Chairman, Vice-Chairman and Ward Councillors to discuss any specific issues that may arise.

**Festivals Committee** - Councillors W Griffiths, J Hale, C Williams, L Bromham-Nichols, P MacPherson Jones, J Betts, D Vaughan and K Gilmore.

**Staffing Committee** - Councillors P MacPherson-Jones, K Gilmore and J Betts

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

**4147 Bryncoch and Caewern Hall Management Committees**

The Clerk referred to the Council's decision in principle to disband the Bryncoch and Caewern Hall Management Committees (Minute 4088, Council, 19 February 2018 refers). He confirmed that he had engaged with remaining representatives of the Committees and that there was nothing to report. RESOLVED that the Council's decision in principle to disband the Bryncoch and Caewern Hall Management Committees be endorsed and that the Clerk take the necessary steps to effect any outstanding matters.

**4148 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

**School Governing Bodies** – Council representation be maintained as follows –

- |                        |                               |
|------------------------|-------------------------------|
| • Blaenhonddan Primary | Mr P Winstone                 |
| • Bryncoch CIW Primary | Councillor P MacPherson Jones |
| • Catwg Primary        | Councillor D Vaughan          |
| • Cilffriw Primary     | Councillor L Bromham-Nichols  |
| • Wauanceirch Primary  | Councillor W Griffiths        |

**4149 Income and Expenditure 2017/18**

The Clerk submitted the Income and Expenditure Report for 2017/18 in advance of its submission for audit. RESOLVED that the accounts be approved. The Clerk reported further that the 2017/18 accounts had

informed the budget for 2018/19 and that an error had been identified when completing the 2017/18 accounts. Consequently, changes to the Administration budget in 2018/19 had been made affecting the overall budget for the year. RESOLVED that the budget for 2018/19 be reduced to £243,908.

**4150 Annual Investment Strategy 2018/19**

The Clerk submitted a draft Annual Investment Strategy for 2018/19. RESOLVED that the Draft Strategy be approved.

**4151 Policies and Procedures**

RESOLVED that the following policies and procedures be adopted–

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

**4152 Strategic Plan 2018-22 and Annual Report 2018**

The Clerk reminded Members that the Draft Strategic Plan and Draft Annual Report, prepared in accordance with the Well-Being of Future Generations Act 2015, had been considered at Council on 19 February 2018 (Minute 4087 refers). Following a period for comment, Members reconsidered the documents and RESOLVED that the Draft Strategic Plan for 2018-20 and the Annual Report for 2018 be adopted.

**4153 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.

**4154 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 2018/19

**4155 Member Remuneration**

The Clerk tabled a report for Members to consider, following publication of the Report of the Independent Remuneration Panel for Wales. 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 her 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 claim 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 2018/19 in accordance with current practice
- No Vice-Chairperson’s allowance be paid in 2018/19
- 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 6.50 pm.

Signed

Dated 18 June 2018

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# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 14 May 2018 at 6.55pm  
in the Cadoxton Community Centre, Neath

Presiding Councillor J Hale

Present Councillors D Jones, L Bromham-Nichols, G Morgan, P MacPherson  
Jones, K Gilmore, J Betts, D Vaughan, T Lewis, B Rosser, A Burton, A  
Thomas W Griffiths

Apologies Councillors A Wingrave, J Griffiths, D Richards, C Williams

## **4156 Declarations of Interest**

Councillor W Griffiths declared an interest in Item 6 – Planning Applications  
at the start of the meeting.

## **4157 Minutes of the Monthly Meeting held on 16 April 2018**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 16  
April 2018 be confirmed as a correct record.

## **4158 Matters Arising**

There were no matters arising

## **4159 Payments – May 2018**

RESOLVED that the Clerk's report be approved, and that the Clerk provide  
appropriate feedback on Voucher 4982.

## **4160 Planning Applications**

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

RESOLVED that no observations be made in respect of the following  
application –

P2018/0281	Retention of Garden Features	38 Fernlea Park Bryncoch
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RESOLVED that no objection be made in respect of the following  
application, subject to the views of the NPT CBC arboricultural officer –

P2018/0322	Work to TPO Trees	Land adj to 2 Derwen Deg Bryncoch
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RESOLVED no objection to the following applications –

P2018/0337	Outbuilding	15 Tyla Moes Caewern
P2018/0343	Extension	20 Derwen Deg Bryncoch

RESOLVED no objection to the following applications, subject to there being no loss of parking spaces –

P2018/0356	Roof and Elevation Changes	25 Woodlands Park Drive Cadoxton
P2018/0373	Garage Conversion	23 Woodmill Waunceirch

RESOLVED no objection to the following application, although Council is concerned as to the arrangements for egress on to the rear lane –

P2018/0362	Retention & Completion of Alterations, Change of Use	Bronleigh Day Centre 6 Cadoxton Road Neath
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**4161 Community Centre Management**

- 1) RESOLVED that the offer of fire alarms be not accepted.
- 2) The Clerk summarised a request from a hirer at Owain Glyndwr and Bryncoch Community Centres for a reduction in hire charges. RESOLVED that the request be not acceded to

**4162 Police and PACT Meetings**

There were no reports on Police and PACT matters.

**4163 Reports from Outside Bodies**

There were no reports from Outside Bodies.

**4164 Minutes of the Festivals Committee Meeting held on 24 April 2018**

RESOLVED that the Minutes of the Festivals Committee Meeting held on 24 April 2018 be adopted.

**4165 Cadoxton Park**

The Clerk reported on progress in delivering the Cadoxton Park project with specific reference to planning consents and funding proposals. RESOLVED that the update report be noted.

**4166 General Data Protection Regulation**

The Clerk summarised discussions with other local councils and with One Voice Wales regarding the General Data Protection Order, indicating that the Council was working towards compliance. RESOLVED noted.

**4167 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.

**4168 Matters Arising from Exempt Items**

There were no matters arising.

**4169 2018-20 National 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 two year pay award from 01 April 2018, and outlined the financial implications for Council if the recommendations were accepted.

(The Clerk offered to withdraw from the Chamber but remained as Members were content with the facts and decided not to discuss the details further)

RESOLVED that Council accept the recommendations on Pay Scales from the National Joint Council and implement the 2018-19 Salary Award accordingly, and receive a further report when 2019-20 figures were to hand.

**4170 Correspondence**

There were no items of correspondence for consideration.

The meeting ended at 8.08 pm.

Signed

Dated 18 June 2018

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# **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

**Minutes of a Meeting of the Festivals Committee of the Council held in  
Aberdulais Community Centre, Neath on Tuesday 5<sup>th</sup> June 2018 at 6.30pm.**

Presiding -

Present Councillors J Hale, J Betts, K Gilmore, D Vaughan

Apologies Councillors W Griffiths, C Williams, L Bromham- Nichols, D Jones (non-voting Member)

(The Assistant Clerk to the Council was authorised by Members to oversee the first two items on the agenda)

## **4171 Declarations of Interest**

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

## **4172 Appointment of Chairman**

RESOLVED that Councillor J Hale be appointed Chairman for 2018/2019

(Councillor J Hale in the chair)

## **4173 Appointment of Vice-Chairman**

RESOLVED that Councillor J Betts be appointed as Vice-Chairman for 2018/2019.

## **4174 Minutes of the Last Meeting**

RESOLVED that the Minutes of the Festivals Committee held on 24<sup>th</sup> April 2018 be confirmed as a correct record

## **4175 Matters Arising**

A Member noted that they were expecting a particular item to be on the Agenda. Assistant Clerk clarified that this matter was scheduled to be discussed as part of item 7 on the agenda.

## **4176 Fun Day, Owain Glyndwr Community Centre, 7th May 2018**

Members discussed the success of the Fun Day and noted a number of issues. RESOLVED that the Committee be recommended to note and consider the following items further at the next meeting of the Committee, in advance of planning the Fun Day at Owain Glyndwr Community Centre in 2019 –



- 3 x Bouncy Castles/Inflatables proved a success.
- Catering very successful – agreed to donate £50.00 to the Nifty Wednesday as a token of our thanks for their support in the kitchen.
- High cost items be reconsidered on the basis of the limited benefits arising from the activities.
- Splat a rat and Electrocute no longer to be used unless sufficient resources available as not profitable.
- Allocate £100.00 of the budget for raffle prizes.
- Old playground area to be utilised if an appropriate use can be found.
- The number of performances be reviewed.
- Additional resources be identified.
- Continuation as a FREE ENTRY event.
- Consider hiring stalls that demonstrate as oppose to selling goods.
- Consider a Water Slide.
- Consider a Lucky Dip stall.
- Reconsider charging strategy.

**4177 Review of Festivals Budget**

A copy of the Festivals Budget was circulated and discussed. RESOLVED that the budget situation be noted and to proceed with Cilfrew Fun Day

(Councillor Gilmore made his apologies to the Chair and left the meeting)

**4178 Cilfrew Fun Day**

The Assistant Clerk circulated Version1 of the action plan. Members agreed that the Assistant Clerk proceed with making the necessary arrangements as per discussion. RESOLVED noted.

The meeting ended at 8.05pm

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Signed

Date

# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 18 June 2018 at 6.30pm  
in the Cadoxton Community Centre, Neath

Presiding Councillor J Hale

Present Councillors D Jones, D Richards, G Morgan, P MacPherson Jones, A Wingrave, T Lewis, B Rosser W Griffiths

Apologies Councillors D Vaughan, J Griffiths, L Bromham-Nichols, A Burton, K Gilmore

## **4179 Declarations of Interest**

Councillor W Griffiths declared an interest in Item 7 – Planning Applications and Councillor J Hale declared an interest in Item 7 – Planning Application P2018/0380 at the start of the meeting.

## **4180 Minutes of the Annual Meeting held on 14 May 2018**

RESOLVED that the Minutes of the Annual Meeting of Council held on 14 May 2018 be confirmed as a correct record.

## **4181 Minutes of the Monthly Meeting held on 14 May 2018**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 14 May 2018 be confirmed as a correct record.

## **4182 Matters Arising**

There were no matters arising

## **4183 Payments – June 2018**

RESOLVED that the Clerk's report be approved.

## **4184 Planning Applications**

(Councillor W Griffiths declared an interest in this item, left the Chamber and took no part in the discussions or voting thereon. Councillor J Hale declared an interest in Application No P2018/0380 and took no part in the discussions or voting thereon).

RESOLVED no objection to the following applications –

P2018/0187	Extension	36 Ty'n yr Heol Road Bryncoch
P2018/0380	Extensions	Seven Oaks Penscynor Cilfrew
P2018/0407	Extension	92 Ffynnon Dawel Aberdulais
P2018/0409	Extension	6 Stanley Place Cadoxton
P2018/0496	Extension	Crest Acre 2 Caemaen Bryncoch
P2018/0501	Extension	The Hollies 17 Cloda Avenue Bryncoch

- 4185 Community Centre Management**  
The Clerk summarised a request from a potential hirer for a reduction in hire charges. RESOLVED that the request be not acceded to.
- 4186 Police and PACT Meetings**  
There were no reports on Police and PACT matters.
- 4187 Reports from Outside Bodies**  
Councillor W Griffiths submitted a summary of the meeting of the One Voice Wales NPT Area Committee and Councillor D Jones advised on her meeting on the Pen y Cymoedd Community Fund. RESOLVED noted.
- 4188 Minutes of the Festivals Committee Meeting held on 05 June 2018**  
RESOLVED that the Minutes of the Festivals Committee Meeting held on 05 June 2018 be adopted.
- 4189 2017/18 Accounts**  
The Clerk summarised the content of the Internal Auditor's Report on the 2017/18 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.
- 4190 Cadoxton Park**  
The Clerk reported on progress in delivering the Cadoxton Park project confirming that funding proposals had now been approved but that site investigations were required following the planning consent. He advised Members of the cost of the site investigations. RESOLVED that the update report be noted and that the Council appoint ExCal to undertake the site investigations at the cost indicated to Council.
- 4191 Notice of Motion**  
Councillor W Griffiths submitted a Notice of Motion suggesting "that Council provide a defibrillator machine and case outside each of its community centres". Members discussed existing provision, the logistics and potential cost. RESOLVED that the Clerk investigate the feasibility and cost and submit a report to Council in due course.
- 4192 NPT CBC Consultation on Welsh Language Promotion Strategy**  
The Clerk referred to the previously circulated document. RESOLVED that Council note the consultation but that Members submit their individual responses should they wish to do so.
- 4193 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.

**4194 Matters Arising from Exempt Items**

There were no matters arising.

**4195 Correspondence**

There were no items of correspondence for consideration.

The meeting ended at 7.30 pm.

Signed

Dated 16 July 2018

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# **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

**Minutes of a Meeting of the Festivals Committee of the Council held in Aberdulais Community Centre, Neath on Wednesday 4<sup>th</sup> July 2018 at 6.30pm.**

Presiding Councillor J Hale

Present Councillors W Griffiths, D Vaughan, P MacPherson -Jones

Apologies Councillors C Williams, L Bromham- Nichols, K Gilmore, J Betts

## **4196 Declarations of Interest**

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

## **4197 Minutes of the Last Meeting**

RESOLVED that the Minutes of the Festivals Committee held on 5<sup>th</sup> June 2018 be confirmed as a correct record

## **4198 Matters Arising**

No matters arising.

## **4199 Cilfrew Family Fun Day**

The Assistant Clerk tabled Version 2 of the Action Plan for the Cilfrew Fun Day. Members considered proposed recommendations and RESOLVED to proceed with the following;

- To hire a potter for the Fun Day.
- To hire a Children's entertainer
- A make a donation of £50.00 to WAFERS (Welsh Area Fire Engine Restoration Society) if they attend.
- Charge 50p a go for inflatables, hook a duck and coconut shy and £1.00 for the lucky dip.
- Engage Dor2Dor to provide and deliver leaflets and posters.

## **4200 Spring/Summer Family Fun Day 2019**

Members discussed a potential date for the annual Spring/Summer Family Fun

Day at Owain Glyndwr Community Centre and decided to hold it on Saturday May 11<sup>th</sup> 2019. RESOLVED Council be recommended to approve.

## **4201 Christmas Event 2018**

Members considered setting a date and discussed potential ideas for a Christmas event in December 2018. The following ideas were raised -

- To offer financial support for the Christmas tree at Cadoxton.
- To offer financial support and work in conjunction with FACE (Family and Community Events) of Neath as per Christmas 2017.

As only four Members were present, RESOLVED that this item be deferred until the next Festivals Committee Meeting to allow for wider discussion.

The meeting ended at 7.35pm

Signed

Dated

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# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Site Meeting of Council held on Monday 09 July 2018 at 6.30pm at the Cadoxton Allotments, Neath

Presiding Councillor J Hale

Present Councillors D Jones, W Griffiths, L Bromham-Nichols, A Burton, A Thomas

Apologies Councillors A Wingrave, D Richards, G Morgan, J Griffiths, K Gilmore, C Williams, H Philips

## **4202 Declarations of Interest**

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

## **4203 Allotments Briefing**

The Clerk submitted a short report outlining the current status of each of the allotments, highlighting the subdivision of Allotment 6 and the recent occupation of three allotments by individuals from the Council's allotments waiting list. RESOLVED that the report be noted.

## **4204 Members' Site Visit**

Members visited each of the allotments and met each of the allotment holders in turn. The condition of each allotment was noted along with the level of cultivation, and relevant issues were discussed. Members thereupon withdrew to Cadoxton Community Centre to discuss their conclusions from the Clerk's Briefing and the Site Visit.

RESOLVED that –

- Council note the Clerk's report and endorse the current status of the allotments
- the Clerk negotiate changes to the Allotment 2 agreement to reflect current occupation
- the Clerk write to all allotment holders to emphasise that, in future, allotments will not be inherited and anyone invited to assist on an allotment will not earn the right to retain any interest
- the Council's arboriculturalist be consulted on trees surrounding the allotments
- the Clerk submit a further report prior to the review of charges in November 2018.

The meeting ended at 7.45 pm.

Signed

Dated 16 July 2018

# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 16 July 2018 at 6.30pm  
in the Cadoxton Community Centre, Neath

Presiding Councillor L Bromham-Nichols

Present Councillors D Jones, D Richards, G Morgan, P MacPherson Jones, T  
Lewis, B Rosser W Griffiths, A Burton, K Gilmore

Apologies Councillors J Griffiths, C Williams, A Wingrave, J Hale, A Thomas, H  
Phillips

## **4205 Declarations of Interest**

Councillor W Griffiths declared an interest in Item 6 – Planning Applications  
at the start of the meeting.

## **4206 Minutes of the Monthly Meeting held on 16 June 2018**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 16  
June 2018 be confirmed as a correct record.

## **4207 Minutes of the Site Meeting of Council held on 09 July 2018**

RESOLVED that the Minutes of the Site Meeting of Council held on 09 July  
2018 be confirmed as a correct record.

## **4208 Matters Arising**

There were no matters arising

## **4209 Payments – July 2018**

RESOLVED that the Clerk's report be approved, but that an assessment of  
income and expenditure in respect of the Cilfrew Playing Field be forwarded  
to Members when appropriate.

## **4210 Planning Applications**

(Councillor W Griffiths 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 –

P2018/0334	Porch, alterations and hardstanding	4 Church Close Bryncoch
P2018/0362	Extension to multi- disciplinary health and beauty clinic – amended plans	Bronleigh Day Centre, 6 Cadoxton Road, Neath



Further RESOLVED no objection to the following applications subject to the views of the NPT CBC arboricultural officer, and the Council's observation that only lifting the crown on the south side under P2018/0523 would surely unbalance the trees –

P2018/0523	Work to TPO Trees	Heol Llwyn Celyn Caewern
P2018/0561	Work to TPO Trees	23 Green Hedges Caravan Park, Bryncoch

**4211 Community Centre Management**

There were no reports on Community Centre Management.

**4212 Police and PACT Meetings**

There were no reports on Police and PACT matters.

**4213 Reports from Outside Bodies**

There were no reports from Outside Bodies.

**4214 Minutes of the Festivals Committee Meeting held on 04 July 2018**

RESOLVED that the Minutes of the Festivals Committee Meeting held on 04 July 2018 be adopted.

**4215 General Data Protection Regulations**

The Clerk provided an update on discussions with fellow councils regarding the General Data Protection Regulations. RESOLVED noted.

**4216 Defibrillators and Auditory Loop**

The Clerk presented a report on the provision of defibrillators in each of the Council's communities and an auditory loop at Cadoxton Community Centre. RESOLVED that –

- the Clerk investigate the provision of defibrillators with appropriate individuals
- Council accept the principle of installing an auditory loop subject to the Clerk meeting with the individual who made the request and reporting on an appropriate solution.

**4217 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.

**4218 Matters Arising from Exempt Items**

There were no matters arising.

**4219 Correspondence**

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

2 One Voice Wales Notice of Conference  
One Member and the Clerk to attend, deputies may be appointed and proper expenses to be paid.

3 NPT CBC Electoral Review – Invitation to Presentation

Subject to confirmation of availability, Councillors L Bromham-Nichols, P MacPherson-Jones and D Richards attend.

4 Planning Aid Wales Training Opportunity  
Council grant free use of its premises and up to three Members be authorised to attend.

RESOLVED that the following items of correspondence be noted –

1 Local Democracy and Boundary Commission for Wales Review of Electoral Arrangements for NPT

5 ABMU Health Board Consultation on Adult Thoracic Surgery

The meeting ended at 7.45 pm.

Signed

Dated 17 September 2018

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# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

**Minutes of a Meeting of the Festivals Committee of the Council held in Aberdulais Community Centre, Neath on Wednesday 22nd August 2018 at 6.30pm.**

Presiding Councillor J Betts

Present Councillors W Griffiths, D Vaughan, P MacPherson-Jones, L Bromham-Nichols

Apologies Councillors C Williams, K Gilmore, J Hale

## **4220 Declarations of Interest**

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

## **4221 Minutes of the Last Meeting**

RESOLVED that the Minutes of the Festivals Committee held on 4<sup>th</sup> July 2018 be confirmed as a correct record

## **4222 Matters Arising**

There were no matters arising.

## **4223 Cilfrew Family Fun Day**

The Assistant Clerk tabled Version 3 of the Action Plan for the Cilfrew Fun Day. RESOLVED to proceed with actions as per Action Plan and report to Council accordingly.

## **4224 Stock and Purchases**

The Assistant Clerk verbally provided Members with a list of sundries required for the day. RESOLVED that the Assistant Clerk make necessary purchases ahead of the Fun Day. One Member highlighted an issue regarding the sale of sugary drinks and a previous discussion (Minute 3921, Festivals Committee, 31 May 2017 refers) whereby it was agreed that further consideration would take place at a future meeting. RESOLVED that this item be placed on the agenda for the next meeting of the Festivals Committee.

## **4225 Resources and Roles**

Members considered resources available to support the Cilfrew Fun Day and agreed roles accordingly. RESOLVED noted.

The meeting ended at 7.05pm

Signed

Dated

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# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 17 September 2018 at 6.30pm in the Cadoxton Community Centre, Neath

Presiding Councillor J Hale

Present Councillors D Jones, D Richards, G Morgan, T Lewis, W Griffiths, A Burton, K Gilmore, L Bromham-Nichols, J Griffiths, C Williams, A Thomas, H Phillips, J Betts

Apologies Councillors A Wingrave, D Vaughan

## **4226 Declarations of Interest**

Councillor W Griffiths declared an interest in Item 6 – Planning Applications at the start of the meeting.

## **4227 Minutes of the Monthly Meeting held on 16 July 2018**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 16 July 2018 be confirmed as a correct record.

## **4228 Matters Arising**

Further to Minute 4216, the Clerk outlined progress in his discussions on defibrillator provision and costs in respect of a possible induction loop for Cadoxton Community Centre. RESOLVED that the report on defibrillators be noted and that Council proceed with the installation of the induction loop at the cost indicated to Members.

## **4229 Payments – August and September 2018**

RESOLVED that the Clerk's report be approved.

## **4230 Planning Applications**

(Councillor W Griffiths 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 –

P2018/0387	Extensions and Decking Area	3 Primrose Bank Bryncoch
P2018/0361	Detached Dwelling	13 New Road Cilfrew
P2018/0603	Extension	8 Cadoxton Terrace, Main Road Cadoxton
P2018/0655	Extensions	6 Tudor Gardens Waunceirch
P2018/0699	Extension	4 Heol Llwyn Celyn Caewern
P2018/0701	Extensions	35 Stanley Place Cadoxton
P2018/0753	Extension	7 Stanley Place Cadoxton

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

P2018/0622	Work to TPO Trees	41A Rowan Tree Close Bryncoch
P2018/0756	Work to TPO Trees	11 Princess Drive Waunceirch

RESOLVED no objection to the following application, subject to the design being consistent with the NPT CBC SPG on extensions –

P2108/0637	Extensions & Garage	1 Underwood Road Cadoxton
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RESOLVED that observations be submitted to the following application, that Council notes the inclusion of this site in the village envelope for Bryncoch, but has concerns about the development deriving access and egress on to the bypass road, and expects NPT CBC to insist that steps to mitigate potential hazards are delivered as part of the development -

P2013/0326	9 Detached Dwellings	Land R/O 1-33 Main Road Bryncoch
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#### **4231 Community Centre Management**

- 1 The Clerk reported that new signs had been manufactured for Cadoxton Community Centre and the Council's Office and that these would be followed by further signage at other facilities on a rolling programme basis. RESOLVED noted.
- 2 The Clerk submitted a price for repair of the main door roller shutter at Owain Glyndwr Community Centre and outlined the problems being experienced with the door. RESOLVED that the price be accepted and that the work proceed as soon as possible.
- 3 Members were advised that a request to place a banner on railings outside Owain Glyndwr Community Centre had been received. Consideration of current installation took place as well as a discussion on whether Council had established a policy thereon. RESOLVED that the present request be refused for the moment subject to a report on whether there were existing consents in place.
- 4 Members were advised of a request for a reduction in hire charges at one of the Council's community centres. RESOLVED that the Clerk request further information and report back to Council in due course.

#### **4232 Police and PACT Meetings**

Councillor D Jones outlined discussions at a recent PACT meeting. RESOLVED noted.

#### **4233 Reports from Outside Bodies**

There were no reports from Outside Bodies.

- 4234 Minutes of the Festivals Committee Meeting held on 22 August 2018**  
RESOLVED that the Minutes of the Festivals Committee Meeting held on 22 August 2018 be adopted.
- 4235 Governing Body – Bryncoch CIW Primary School**  
The Clerk advised Members that Councillor P MacPherson Jones had tendered her resignation as the Council's representative on the Governing Body of the Bryncoch CIW Primary School. Members considered an alternative nomination. RESOLVED that no nomination be forwarded at present and that the matter be considered further at the next meeting of Council.
- 4236 Cadoxton Park Improvements**  
The Clerk outlined progress on the discharge of planning conditions attached to the Cadoxton Park Improvements planning permission and advised Members of his programme discussions with Sutcliffe Play. RESOLVED noted.
- 4237 Waunceirch District Park and Playing Field**  
Members received a briefing report from the Clerk on issues relating to the use of the Waunceirch District Park and Playing Field. He referred specifically to dog fouling, use of the Owain Glyndwr CC and Car Park, vehicles driving on the playing field and pitch bookings. Members discussed each of the issues in turn along with possible actions relating thereto. RESOLVED that the Clerk explore actions that could mitigate the issues identified in consultation with NPT CBC and relevant hirers and report back to Council in due course.
- 4238 General Data Protection Regulations**  
The Clerk provided an update on discussions with fellow councils regarding the General Data Protection Regulations and specifically on the procurement of advice and guidance, and a meeting held with officers at NPT CBC. RESOLVED noted.
- 4239 Data Protection Policies**  
The Clerk submitted draft policy documents prepared to reflect amendments and changes needed to meet the requirements of recent data protection legislation and the General Data Protection Regulations. RESOLVED that Council adopt the following –
- Amendments to Standing Orders
  - Publication Scheme
  - Records Management Policy
  - Data Protection Policy.

**4240 External Audit of Annual Return for 2017/18**

The Clerk advised Members of the conclusions of the External Auditor following the audit of the Council's Accounts for 2017/18. RESOLVED that the report and the Annual Return be noted and that the Chairman and Responsible Financial Officer be authorised to sign any necessary documents accordingly.

**4241 Playground Inspections**

Members were advised of the outcome of the annual inspection of Council playgrounds by ROSPA PlaySafety. Actions identified were to be dealt with by the Council's Handyperson, and where appropriate, meetings had been arranged with Sutcliffe Play and Wicksteed Leisure. RESOLVED that the report be noted and that the Clerk be instructed to proceed as necessary with any actions identified.

**4242 Council Website**

The Clerk indicated that an update of the Council's website was now due and that he had contacted the Council's advisor accordingly. He also indicated that he had taken steps to progress the Welsh language version of the website. RESOLVED noted.

**4243 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.

**4244 Matters Arising from Exempt Items**

There were no matters arising.

**4245 Bryncoch Community Centre Lighting Improvements**

Following an ongoing issue with lights at Bryncoch Community Centre, the Clerk reported a quotation sought from the Council's electrical contractor for an upgrade to LED lighting, instead of a conventional repair, for all lights other than in the Roy Jones Room. RESOLVED that Council proceed with an upgrade of all lighting at Bryncoch Community Centre at the cost made known to Members.

**4246 Staffing Report**

The Clerk advised Members that Mrs MW had tendered her resignation as Playground Attendant in Cilfrew, and that he had written to Mrs W to extend the Council's appreciation for her service. The Clerk indicated that contingency plans had been put in place, and suggested that it would be appropriate not to appoint a replacement immediately and to review services at all of the Council's Parks and Playing Fields. RESOLVED that the Clerk review service provision at the Council's parks and playing fields and report back in due course.

**4247 Correspondence**

RESOLVED that the following items of correspondence be noted –

- |   |   |   |
|---|---|---|
| 1 | NPT CBC                                   | Invitation to Workshop re Draft Homelessness Strategy       |
| 2 | National Assembly for Wales               | Consultation on Supporting and Promoting the Welsh Language |
| 3 | Welsh Government Independent Review Panel | Outline Findings and Recommendations                        |
| 4 | One Voice Wales                           | Conference Motions  |
| 5 | One Voice Wales                           | Notice of NPT Area Committee                                |
| 6 | NPT CBC Planning                          | Confirmation of TPO, Heol Llwyn Celyn Caewern               |

The meeting ended at 8.40 pm.

Signed

Dated 15 October 2018

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# Cyngor Cymuned Blaenhonddan

## Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 15 October 2018 at 6.30pm in the Cadoxton Community Centre, Neath

Presiding Councillor J Hale

Present Councillors D Jones, T Lewis, W Griffiths, L Bromham-Nichols, J Griffiths, C Williams, J Betts, P MacPherson Jones

Apologies Councillors A Wingrave, D Vaughan, D Richards, G Morgan K Gilmore, A Thomas

### **4248 Declarations of Interest**

Councillor W Griffiths declared an interest in Item 6 – Planning Applications at the start of the meeting.

### **4249 Minutes of the Monthly Meeting held on 17 September 2018**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 17 September 2018 be confirmed as a correct record.

### **4250 Matters Arising**

- 1) Further to Minute 4231.1 relating to signs at Council premises, the Clerk indicated that quotations had been requested for signs at Caewern Playground. RESOLVED noted.
- 2) Further to Minute 4231.3 relating to banners outside community centres, the Clerk outlined current practice at various locations and the different arrangements that might be sought. RESOLVED that a draft policy be considered by Council.
- 3) Further to Minute 4231.4 and the request for a reduction in hire charges, Members were provided with additional information relating to the group concerned. RESOLVED that the request be not acceded to.
- 4) Further to Minute 4237 and dog fouling issues at Waunceirch Park, the Clerk summarised discussions held with a number of parties regarding potential action that could be instigated. Members considered that the option to discourage dogs on the playing field area of the Park was appropriate along with new signage and bins. RESOLVED that new signs and re-sited bins be introduced.

### **4251 Payments – October 2018**

RESOLVED that the Clerk's report be approved.

### **4252 Planning Applications**

(Councillor W Griffiths 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 –

P2018/0426	Reserved Matters Application	Street Record, Cefn yr Allt Aberdulais
P2018/0769	Warehouse/Workshop Unit	Unit 1 Groundhog Aberdulais
P2018/0824	Residential Development	Llys Wern Caewern

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

P2018/0802 Work to TPO Tree 159 Main Road Bryncoch

#### **4253 Community Centre Management**

- 1 The Clerk advised Members of a complaint received with regard to use of the Cilfrew Community Centre and Playing Field. He outlined actions that he had taken in response. RESOLVED that the complaint be noted and the Clerk's actions be endorsed.
- 2 The Clerk submitted a request that, given its policy on community centre hire, Council allow a hirer to use the Cilfrew Community Centre until 10.30 pm and consume a limited quantity of alcohol during a single function. Details of the function were outlined and the Clerk advised that he had consulted the caretaker on the additional hours. RESOLVED that Council accede to the request.

#### **4254 Police and PACT Meetings**

There were no reports for the Police nor in relation to PACT meetings.

#### **4255 Reports from Outside Bodies**

There were no reports from Outside Bodies.

#### **4256 Festivals Committee**

The Clerk reported that a properly convened meeting of the Festivals Committee on 25 September 2018 had not been quorate and that as a result, the Members present were only able to have an informal discussion. A synopsis of the discussion was provided and Members were asked, in particular, to consider the future of the Committee and intentions with regard to a Cilfrew Fun Day in 2019. RESOLVED that the report be noted and that an item be placed on the agenda of Council to consider the future of the Festivals Committee and whether another Fun Day should be held in Cilfrew.

#### **4257 Applications for Financial Assistance**

The Clerk reminded Members of the budget available in 2018/19 under Section 137 of the Local Government Act 1972 and briefly summarised the eight applications for financial assistance received.

RESOLVED that the following applications be not supported –

- 3 Bryncoch RFC Under 12s
- 4 Neath Port Talbot Stroke Group

RESOLVED that the following applications be supported in the sums indicated –

1	Kids Cancer Charity	£50.00
2	Llyfrau Llafar Cymru / Talking Books Wales	£50.00
5	Aberdulais Senior Citizens	£50.00
6	Cilfrew Senior Citizens	£50.00
7	Bryncoch Senior Citizens	£50.00
8	Nifty Wednesday Club	£50.00

Further RESOLVED that Council accede to a request from Aion Baptist Church for financial assistance towards a Christmas Tree in the Council's Bryncoch Playground, in the sum of £100.00.

**4258 Governing Bodies**

The Clerk advised Members that Councillor L Bromham-Nichols had tendered his resignation as the Council's representative on the Governing Body of the Cilffriw Primary School. Members considered an alternative nomination, and a nomination for the vacancy on the Governing Body of the Bryncoch Church in Wales Primary School. RESOLVED that the Clerk enquire as to whether Councillors D Richards and A Burton would accept the respective nominations.

**4259 Cadoxton Park Improvements**

The Clerk outlined progress on the discharge of planning conditions attached to the Cadoxton Park Improvements planning permission. He advised Members that the risk of not being able to sign funding agreements had increased unless urgent progress was made, and that he had arranged a critical meeting with officers of Neath Port Talbot CBC to resolve any issues. RESOLVED noted.

**4260 General Data Protection Regulations**

The Clerk provided an update on discussions with fellow councils regarding the General Data Protection Regulations and specifically that a proposal from NPT CBC to assist the cluster of councils had been accepted. RESOLVED that Council be advised of progress in due course.

**4261 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.

**4262 Matters Arising from Exempt Items**

There were no matters arising.

**4263 Correspondence**

There were no items of correspondence.

The meeting ended at 8.10 pm.

Signed

Dated 19 November 2018

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

Minutes of a Special Meeting of Council held on Tuesday 30 October 2018 at 6.30pm in the Cadoxton Community Centre, Neath

Presiding Councillor L Bromham-Nichols

Present Councillors T Lewis, G Morgan, J Griffiths, A Wingrave, J Betts

Apologies Councillors D Jones, P MacPherson Jones, W Griffiths, C Williams, J Hale, D Richards, A Thomas, H Phillips

### **4264 Declarations of Interest**

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

### **4265 Leiros Parc Development**

The Clerk indicated that Council was in receipt of a Pre Application Consultation in respect of the proposed development of 200 dwellings at Leiros Parc Neath, and outlined the process giving rise to the consultation and the expectations and timescales arising therefrom. He provided Members with a factual summary of key documents made available, and summarised the context in which the proposals were set.

RESOLVED that Council convey its concerns about the proposed development, with regard to transport and traffic, car parking within the development, drainage arrangements, management of public open spaces, biodiversity, the provision of services and impact on local schools.

The meeting ended at 7.30 pm

Signed

Dated 19 November 2018

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# **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

Minutes of the Monthly Meeting of Council held on Monday 19 November 2018 at 6.30pm in the Cadoxton Community Centre, Neath

Presiding Councillor J Hale

Present Councillors T Lewis, W Griffiths, L Bromham-Nichols, C Williams, G Morgan, A Burton, B Rosser

Apologies Councillors J Griffiths, D Jones, A Wingrave, D Vaughan, D Richards, K Gilmore, J Betts, P MacPherson Jones

## **4266 Declarations of Interest**

Councillor W Griffiths declared an interest in Item 7 – Planning Applications at the start of the meeting.

## **4267 Minutes of the Monthly Meeting held on 15 October 2018**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 15 October 2018 be confirmed as a correct record.

## **4268 Minutes of the Special Meeting held on 30 October 2018**

RESOLVED that the Minutes of a Special Meeting of Council held on 30 October 2018 be confirmed as a correct record.

## **4269 Matters Arising**

- 1) Further to Minute 4250.1 relating to signs at Council premises, the Clerk identified the price for signs at Caewern Park and intentions for installation. RESOLVED noted.
- 2) Further to Minute 4257 the Clerk indicated that Caewern Senior Citizens had been omitted from the list of groups, and that a request had been received for a contribution towards the Cadoxton Christmas Tree. RESOLVED that a £50 donation be made to Caewern Senior Citizens and that a grant of £180 be provided towards the Cadoxton Christmas Tree.
- 3) Further to Minute 4258 regarding a nomination to the Governing Body of Cilffriw Primary School, the Clerk reported that Councillor D Richards was unable to accept the nomination at present. Members considered alternative nominees and agreed that a resident of Cilfrew, identified by Members of Council, would be an appropriate nomination. RESOLVED that the Clerk engage with the individual concerned and if the nomination is accepted, confirm the nomination to the appropriate authorities.

**4270 Payments – November 2018**

RESOLVED that the Clerk's report be approved.

**4271 Planning Applications**

(Councillor W Griffiths 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 –

P2018/0828	Dormer Extension	13 Curlew Close Bryncoch
P2018/0920	Extension	43 Daphne Road Bryncoch
P2018/0946	Extension	59 Mill Race Neath Abbey

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

P2018/0858	Work to TPO Trees	4 Blaenwern Neath
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**4272 Community Centre Management**

RESOLVED that the Clerk explore the possibility of removing the redundant traffic island in the Bryncoch Community Centre Car Park.

**4273 Police and PACT Meetings**

Councillor W Griffiths reported on the PACT meeting at Bryncoch Community Centre. Members expressed concern that there was a lack of Police visibility in certain parts of the community. RESOLVED that the Clerk write to the Neighbourhood Sergeant to express the Council's concerns.

**4274 Reports from Outside Bodies**

There were no reports from Outside Bodies.

**4275 Casual Vacancy – Bryncoch South Ward**

The Clerk reported that as Councillor A Thomas had submitted her resignation as a Member of Council serving the Bryncoch South Ward a Casual Vacancy had arisen, and confirmed that the Notice of Vacancy would be published on 20 November 2018. RESOLVED noted.

**4276 Waunceirch District Park**

The Clerk reported on further representations received with regard to dog fouling at the Waunceirch District Park. He confirmed that a meeting had been arranged with representatives of Bryncoch Football Club. He also outlined a series of measures that Council could be instigated, based on the presumption of open and accessible access to the Park for the entire community, and given the advice received with regard to the lease and Council's insurers. RESOLVED that Council proceed with measures to provide additional bins and signs at Park entrances, discourage dogs on playing field areas, highlight enforcement and explore increased staff attendance.

**4277 Community Centre Electricity Supply**

The Clerk advised Members that an approach had been received from a locally-based co-operative with regard to the placement of Solar PV Panels on the roofs of the Council's community centres. He indicated the basis on which such an arrangement might be agreed and the benefits that might accrue to the Council. An outline of preparatory investigations that were needed without obligation was given, along with any actions that would follow if in principle support was given. Members were advised that of the six community centres, only Cadoxton and Owain Glyndwr were likely to be appropriate given the age and construction of the buildings and the extent of use during daylight hours. RESOLVED that the Council enter into a "no obligation" commitment with Egni in respect of Cadoxton and Owain Glyndwr Community Centres, subject to further investigations and the consideration of a draft lease and agreement, and that the company be asked to reconsider its view with regard to Aberdulais Community Centre.

**4278 Cadoxton Park Improvements**

The Clerk advised Members that planning permission had now been confirmed and that orders had been placed with Sutcliffe Play and DAR Design. Members were advised of payment arrangements in respect of both contracts, and of the intentions with regard to programming and publicity. RESOLVED that the report and arrangements be agreed.

**4279 Review of Electoral Arrangements for Neath Port Talbot CBC**

Members were reminded that the Local Democracy and Boundary Commission for Wales was undertaking a review of electoral arrangements for the Neath Port Talbot CBC area. Members were further advised that the County Borough Council had submitted its views to the Commission and were informed that there would be opportunities to make comments on the Commission's proposals in due course. RESOLVED noted

**4280 General Data Protection Regulations**

Members were advised of a date when engagement with officers at Neath Port Talbot CBC would commence. RESOLVED noted.

**4281 Festivals Committee / Cilfrew Fun Day**

RESOLVED that a discussion on the future of the Festivals Committee and the Cilfrew Fun Day be deferred.

**4282 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.

**4283 Matters Arising from Exempt Items**

There were no matters arising.

**4284 Correspondence**

RESOLVED that the following items of correspondence be noted –

- |   |   |   |
|---|---|---|
| 1 | NPT CBC Licensing                           | Consultation on Gambling Policy                           |
| 2 | WCVA  | Information re Landfill Disposals Tax<br>Community Scheme |
| 3 | Independent Remuneration Panel<br>for Wales | Information re changes to Directives                      |

The meeting ended at 8.30 pm.

Signed

Dated 10 December 2018

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# **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

**Minutes of a Meeting of the Resources Committee of the Council held in the Cadoxton Community Centre, Neath on Thursday 26 November 2018, at 6.30 pm.**

Presiding --

Present Councillors W Griffiths, J Hale, L Bromham-Nichols, T Lewis, P Macpherson Jones  
Non-Voting Members – Councillor J Griffiths

Apologies Councillor K Gilmore, D Jones, G Morgan, B Rosser

(Members agreed that the Clerk should preside over the first two substantive items on the agenda)

## **4285 Declarations of Interest**

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

## **4286 Appointment of Chairman**

RESOLVED that Councillor J Hale be appointed as Chairman.

(Councillor J Hale in the Chair)

## **4287 Appointment of Vice-Chairman**

RESOLVED that Councillor W Griffiths be appointed as Vice-Chairman.

## **4288 Minutes of the Last Meeting**

RESOLVED that the Minutes of the Resources Committee held on 07 December 2017 be confirmed as a correct record.

## **4289 Matters Arising**

There were no matters arising.

## **4290 2017/18 Budget Monitoring**

The Clerk reminded Members of the budget agreed for 2018/19 and presented a report on income and expenditure, by individual budget head, to 30 September 2018. Members noted that expenditure was somewhat lower than anticipated for the mid-term period, but that income was somewhat higher, and were advised of the reasons for this and the anticipated outturn to the end of the financial year. RESOLVED that the report be accepted and that Council be recommended to note the Committee's scrutiny of the Council's 2018/19 budget and its conclusion.

## **4291 Hire Charges**

The Clerk submitted a schedule of current hire charges relating to community centres and playing fields, and charges levied in respect of allotments, and

grazing land. Members considered whether charges should be amended, and were mindful of the level of subsidy applied by Council, the Council's previous decisions in setting charges and the general increase in costs which Council would need to meet in 2019/20. RESOLVED that Council be recommended to increase all charges by a moderate amount as per the revised schedule compiled by the Committee for scrutiny and consideration by Council, and that all allotment charges be standardised as part of the process.

**4292 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.

**4293 Staffing of Parks and Open Spaces**

The Clerk referred to the Council's decision that a review of current arrangements for employment of staff who maintain its parks, playing fields and playgrounds be initiated, and confirmed that relevant members of staff had been advised of the review. He outlined the issues which Council were seeking to address and the current structure that was in place. Members were invited to consider a revised structure that would allow, in particular, for a greater presence at playing fields and increased attendance to monitor condition and use. The Clerk provided a financial comparison of the previous structure with the proposal, Members requested that an amendment be made to increase the hours of three new posts within the structure, and acknowledged the increased budget that would be required to deliver the proposed structure. RESOLVED that the Council be recommended to agree a revised structure for staff involved with parks, playing fields and playgrounds, as amended, and that the financial implications be incorporated for consideration in the budget for 2019/20.

**4294 Budget and Precept for 2019/20**

The Clerk submitted a report on the estimated budget out-turn in 2018/19 as the basis for calculating a proposed budget in 2019/20. He advised Members that assumptions had been made with regard to final expenditure and in overall income. He provided Members with an estimate of expenditure and income in 2019/20, identified the Council Tax Base as advised by NPT CBC, and accordingly, was able to indicate a possible budget for 2019/20 and options as to how that budget might be funded.

RESOLVED that Council be recommended to accept Option 1, amended to include an additional sum to cover staffing at parks and open spaces, and accordingly –

- accept the draft budget in the sum of £250,059
- set an unchanged Precept for 2019/20 in the sum of £220,143
- fund the residual amount of the budget from the Council's reserves, and/or from prudent budget management during the year.

The meeting ended at 8.15 pm

Signed

Dated

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# **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

Minutes of the Monthly Meeting of Council held on Monday 10 December 2018 at 6.30pm in the Cadoxton Community Centre, Neath

Presiding Councillor J Hale

Present Councillors W Griffiths, L Bromham-Nichols, G Morgan, J Griffiths, D Richards, K Gilmore, J Betts

Apologies Councillors T Lewis, C Williams, D Jones, D Vaughan, P MacPherson Jones, A Burton, B Rosser

## **4295 Declarations of Interest**

Councillor W Griffiths declared an interest in Item 7 – Planning Applications at the start of the meeting.

## **4296 Police and PACT Meetings**

The Chairman welcomed PC Paul Jones, the Neighbourhood Beat Manager from South Wales Police responsible for the Blaenhonddan area. He outlined cover by police officers and PCSOs in the area and reassured Members of an effective police presence. Members identified some community issues of which they were aware, and emphasised that they were encouraging the public to report on 101. Further discussion followed on public information and PACT Meetings and PC Jones agreed to raise these with relevant colleagues. The Chairman thanked PC Jones for attending, whereupon he withdrew from the meeting.

## **4297 Minutes of the Monthly Meeting held on 19 November 2018**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 19 November 2018 be confirmed as a correct record.

## **4298 Matters Arising**

4) Further to Minute 4269.3 relating to the Governing Body at Cilffriw Primary School, the Clerk indicated that Mr R Harris of Cilfrew had accepted the Council's request that he represent the Council on the Governing Body. RESOLVED noted.

5) Further to Minute 4276 the Clerk and Chairman outlined the discussions held with representatives of Bryncoch Football Club regarding Waunceirch Park and Playing Field. RESOLVED noted.

## **4299 Payments – December 2018**

RESOLVED that the Clerk's report be approved.

## **4300 Planning Applications**

(Councillor W Griffiths 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 –

P2018/0824	Amended Details	Llys Wern Caewern
P2018/0948	Extension	87 Woodlands Park Drive Cadoxton

**4301 Community Centre Management**

There were no reports on Community Centre Management.

**4302 Minutes of the Resources Committee held on 26 November 2018**

Members considered the Minutes in principle, and returned to the Minutes to confirm the resolution following consideration of the items highlighted in Minute 4311 below.

RESOLVED that the Minutes of the Resources Committee held on 26 November 2018 be adopted, and further RESOLVED that –

- a 2019/20 budget in the sum of £250,059 is agreed
- an unchanged Precept for 2019/20 in the sum of £220,143 be set
- the residual amount of the budget be funded from the Council's reserves and/or from prudent budget management during the year.

**4303 Reports from Outside Bodies**

There were no reports from Outside Bodies.

**4304 Casual Vacancy – Bryncoch South Ward**

The Clerk reported that, subject to confirmation from Neath Port Talbot CBC, an election to fill the Casual Vacancy at the Bryncoch South Ward had not been requested, and he would issue the Notice to co-opt an individual to fill the vacancy on the 12 December 2018. If an election was requested, this would be arranged by Neath Port Talbot CBC. RESOLVED noted.

**4305 Festivals Committee**

The Clerk outlined the basis on which the Festivals Committee had been established in order to deliver Council's aspiration for Festivals and Fun Days at locations within the community. He indicated that Member input was important in setting the direction and format of events to fulfil the aspirations. Councillor W Griffiths highlighted a need for Members to demonstrate commitment both to the Committee and to the delivery of events, and suggested that a smaller committee might work more effectively. Following discussion, RESOLVED that the Festivals Committee should continue in its present form for the moment but that changes in its constitution should be considered at the next Annual Meeting.

**4306 Cilfrew Fun Day**

Members considered the outcome of its arrangements for a Fun Day at Cilfrew in 2018 and discussed whether the format and timing were appropriate given the response from the wider community. RESOLVED that this be considered in detail at the next meeting of the Festivals Committee and that a proposal be brought back to Council for further consideration.

**4307 Cadoxton Park Improvements**

The Clerk advised Members that the contract to improve Cadoxton Park was likely to start on Monday 07 January 2019 and would be completed in April 2019. He also confirmed that a press release would be issued following the pre contract meeting on 12 December 2018, and that this would be available for wider circulation by Members. RESOLVED noted.

**4308 General Data Protection Regulations**

Members were advised of progress in discussions with officers at Neath Port Talbot CBC. RESOLVED noted.

**4309 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.

**4310 Matters Arising from Exempt Items**

There were no matters arising.

**4311 Staffing Arrangements, Parks Playing Fields and Playgrounds**

The Clerk submitted a report to Council following consideration of an initial report at Resources Committee on 26 November 2018 (Minute 4293 refers). Members considered the need for review of staffing arrangements at parks playing field and playgrounds in order to meet issues and challenges which had been identified. They considered an option to adopt an alternative staffing structure along with the financial and personnel implications of the proposed changes.

RESOLVED that a revised structure for Parks, Playing Fields and Playgrounds Staff, as submitted to Members, be approved for staff consultation, that Council makes provision for the structure within its budget and that a further report be submitted to Council in due course.

**4312 Correspondence**

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

1 Councillor D Vaughan  
Request approved.

Request for Dispensation

The meeting ended at 8.25 pm.

Signed

Dated 21 January 2019

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# **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

**Minutes of a Meeting of the Festivals Committee of the Council held in Aberdulais Community Centre, Neath on Wednesday 16<sup>th</sup> January 2019 at 6.30pm.**

Presiding Councillor J Hale

Present Councillors W Griffiths, J Betts, K Gilmore, L Bromham-Nichols, C Williams, J Griffiths (Non-Voting Member)

Apologies Councillors P MacPherson-Jones

(The Chairman, Councillor J Hale welcomed Members back after the Christmas break and wished everyone a Happy New Year)

## **4313 Declarations of Interest**

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

## **4314 Minutes of the Last Meeting**

RESOLVED that the Minutes of the Festivals Committee held on 22nd August 2018 be confirmed as a correct record

## **4315 Matters Arising**

There were no matters arising.

## **4316 Review of Cilfrew Family Fun Day 2018**

Members discussed the Family Fun Day at Cilfrew Community Centre held on Bank Holiday Monday, 27<sup>th</sup> August. A number of issues were noted in particular the very low visitor numbers despite being a nice, dry day. The children that attended were very young and, therefore, the attractions arranged were not particularly of interest. Attention was also drawn to the small number of Councillors that assisted on the day and the Committee felt that a contribution by all Members on the day in future, even if just for a couple of hours would be beneficial. RESOLVED that Council be requested to note the conclusion of the Committee.

## **4317 Cilfrew Family Fun Day 2019**

Members considered organising another Fun Day at Cilfrew during Summer 2019. Members noted the decision of Council on 19 February 2018 (Minute 4084 refers, adopting the recommendation of Minute 4074 of the Festivals Committee on 30 January 2018) confirming that a future Cilfrew Fun Day be withdrawn if the August 2018 event proved to be unsuccessful. Members agreed that this had been the case and RESOLVED that Council be recommended not to proceed with a Cilfrew Family Fun Day in 2019. Members discussed other ways of supporting the Community in the areas of Aberdulais, Cadoxton and Cilfrew and it was further RESOLVED that the

Assistant Clerk make some enquiries and report back to the next meeting of the Festivals Committee.

**4318 Owain Glyndwr Family Fun Day 2019**

The Assistant Clerk tabled Version 1 of the action plan for the Owain Glyndwr Family Fun Day 2019. RESOLVED that the following options be booked and or investigated as follows -

- Hire inflatables and rodeo bull with supervision
- Hire Circus performer
- Hire Children's entertainer
- Hire Ukulele Band
- Hire 2 x donkeys for rides
- Hire Petting Zoo
- Hire potter
- Hire face painter
- Proceed with a 12pp Coloured Programme of Events
- Proceed with the production and delivery of flyers
- Consider hiring Neath Archers
- Consider Hiring Model Aircraft Club
- Consider inviting people who demonstrate their skills i.e. word turner, cooking demo's etc
- Request the presence of WAFERS (Welsh Area Fire Engines Restoration Society)
- Request the participation of local school children

The meeting ended at 7.25pm

Signed

Dated

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# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 21 January 2019 at 6.30pm in the Cadoxton Community Centre, Neath

Presiding Councillor J Hale

Present Councillors W Griffiths, L Bromham-Nichols, G Morgan, J Griffiths, J Betts, C Williams, D Jones, P MacPherson Jones, A Burton, B Rosser, H Phillips, A Wingrave

Apologies Councillors T Lewis D Richards, K Gilmore, D Vaughan,

## **4319 Declarations of Interest**

Councillor W Griffiths declared an interest in Item 6 – Planning Applications at the start of the meeting.

## **4320 Minutes of the Monthly Meeting held on 10 December 2018**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 10 December 2018 be confirmed as a correct record.

## **4321 Matters Arising**

There were no matters arising.

## **4322 Payments – January 2019**

RESOLVED that the Clerk's report be approved.

## **4323 Planning Applications**

(Councillor W Griffiths 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 –

P2018/1015	Outbuilding	Dyffryn Arms Bryncoch
P2018/1033	Retention of Shelters	Celtic Stone Supplies Neath Abbey Road Neath
P2019/0006	Extension	40 Heol Glynderwen Waunceirch

## **4324 Community Centre Management**

The Clerk referred Members to the condition of internal and external walls at Bryncoch Community Centre and indicated that he had commissioned a report to establish the remedial works that were necessary before internal redecoration could be contemplated. He outlined the conclusions of the survey report and indicated that a specification for a range of works would be needed before tenders could be invited, with a view to implementation in the spring of 2019, should Council decide to proceed. RESOLVED that the report be noted, the specification be commissioned and tenders be invited.

- 4325 Police and PACT Meetings**  
RESOLVED that the increase in PCSO activity in the community be noted, along with proposals to monitor the speed of traffic on Dwr y Felin Road.
- 4326 Reports from Outside Bodies**  
There were no reports from Outside Bodies.
- 4327 Minutes of the Festivals Committee held on 16 January 2019**  
RESOLVED that the Minutes of the Festivals Committee Meeting held on 16 January 2019 be adopted.
- 4328 Casual Vacancy – Bryncoch South Ward**  
The Clerk reported that one expression of interest had been received for the Casual Vacancy at the Bryncoch South Ward. He summarised the details of the individual concerned. RESOLVED that Ms E Edwards be co-opted to fill the vacancy and serve the Bryncoch South Ward on the Council.
- 4329 Electricity Provision at Community Centres**  
The Clerk outlined progress in discussions with Egni with regard to the installation of Solar PV panels at Cadoxton, Owain Glyndwr and Aberdulais Community Centres. He indicated that he had tentatively approached Legal Services at Neath Port Talbot CBC to represent the Council in any transactions and confirmed that no commitment would be made until a further decision was confirmed by Council. RESOLVED noted.
- 4330 Cadoxton Park Improvements**  
The Clerk advised Members of progress with the Cadoxton Park Improvements and specifically referred to discussions on site culminating in changes to groundworks, the entrance gate, maintenance gates, the onsite ramp to the upper playground and the additional stock fence at the kickabout area. He confirmed that some of these works would involve additional cost and provided an estimate provided by the contractor. A report on changes to the ground profile arising from identification of a water main was also outlined with further cost implications awaited. Members were also advised of an opportunity to address encroachment towards the Park from Beaconsfield Road in conjunction with NPT CBC. RESOLVED that the reports be noted, the additional work and costs be agreed and the necessary actions be commenced with regard to the encroachment.
- 4331 Public and Press**  
RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following five items, by virtue of the nature of the business to be transacted.

**4332 Matters Arising from Exempt Items**

There were no matters arising.

**4333 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 2019, 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 2019-20 Salary Award accordingly.

**4334 Staffing Arrangements, Parks Playing Fields and Playgrounds**

Further to the Council's approval for staff consultation of a revised structure for Parks, Playing Fields and Playgrounds Staff (Minute 4311, Council, 10 December 2018 refers) the Clerk provided an update on the consultation to date. RESOLVED noted.

**4335 Grounds Maintenance 2019-20**

The Clerk advised Members that the Council's three Grounds Maintenance Contracts were in place until 31 March 2019, and confirmed that all three had been the subject of competitive tender in 2018. He sought instruction as to whether Members wished to invite tenders for 2019-20 or negotiate with the existing contractors given the recent tendering exercise. RESOLVED that the Clerk negotiate with the three existing contractors and report back to Council in due course.

**4336 Playground Repairs**

The Clerk summarised the repairs identified as necessary in the ROSPA Playground Inspection Reports and the price which had been submitted by the equipment manufacturers, Wicksteed Leisure. RESOLVED that Wicksteed Leisure be appointed to undertake playground repairs for the price indicated to Council.

**4337 Correspondence**

RESOLVED that the following items of correspondence be noted -

- |   |                            |  |
|---|----------------------------|--|
| 1 | NPT CBC Planning           | Consultation on SPG – The Historic Environment |
| 4 | Alzheimer's Society Wales  | Invitation to Conference                       |
| 5 | NPT CBC Monitoring Officer | Correspondence re Engagement                   |

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

2 Welsh Government Community and Town Council Update  
Members to request copies if required.

3 NPT CBC Returning Officer Consultation on Review of Polling Districts and Polling Stations 2019  
Council to offer comments objecting to the withdrawal of a Polling Station at the Lidl Car Park in the Bryncoch South Ward.

The meeting ended at 8.10 pm.

Signed

Dated 18 February 2019

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# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 18 February 2019 at 6.30pm in the Cadoxton Community Centre, Neath

Presiding Councillor J Hale

Present Councillors T Lewis, D Richards, K Gilmore, G Morgan, J Griffiths, C Williams, D Jones, A Burton, B Rosser, E Edwards

Apologies Councillors D Vaughan, L Bromham-Nichols, H Phillips, J Betts, W Griffiths

## **4338 Welcome**

The Chairman welcomed Councillor E Edwards who was attending her first meeting of Council.

## **4339 Declarations of Interest**

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

## **4340 Minutes of the Monthly Meeting held on 21 January 2019**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 21 January 2019 be confirmed as a correct record.

## **4341 Matters Arising**

Further to Minute 4324 relating to tenders at Bryncoch Community Centre, the Clerk reported that he expected to present a report on tenders at the next meeting of Council. RESOLVED noted.

## **4342 Payments – February 2019**

RESOLVED that the Clerk's report be approved.

## **4343 Planning Applications**

RESOLVED no objection to the following applications –

P2018/1011	Extension	Homestead, 3 Pentwyn Bryncoch
P2018/1033	C/U to storage, Retention of Shelters	Celtic Stone Neath Abbey Road Neath
P2019/0006	Rear Extension	40 Heol Glynderwen Waunceirch
P2019/0057	Extension	Copper Beeches 2 Llys Nedd Caewern
P2019/0069	Extension	5 Church Road Cadoxton
P2019/0077	Eastern Extension, New Working Scheme, Extended Duration	Gilfach Quarry Gilfach Road Bryncoch
P2019/0099	Extensions	3 Dynevor Avenue Neath
P2019/0105	Extensions	30 Rowan Tree Close Bryncoch
P2019/0107	Garage Conversion, Extn	103 Mill Race Neath Abbey
P2019/0125	Extensions	Crest Acre 2 Caemaen Bryncoch

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

P2019/0054 Work to TPO Trees The Elms 12 Dynevor Avenue Neath

**4344 Community Centre Management**

The Clerk referred to the redundant external CCTV sign on the outside of a community centre. RESOLVED that the sign be removed.

**4345 Police and PACT Meetings**

Members reported on the recent Bryncoch and Aberdulais PACT meetings and referred to the forthcoming Bryncoch Crime Prevention Surgery. RESOLVED noted.

**4346 Reports from Outside Bodies**

There were no reports from Outside Bodies.

**4347 Church in Wales Land, Cadoxton**

The Clerk reminded Members of Council's decision with regard to encroachment of gardens at Beaconsfield Street on to land leased from the Church in Wales. He outlined plans for a meeting with residents, and indicated that advice had been sought from NPT CBC Property Services and from Legal Services. RESOLVED that progress be noted and that the Chairman be authorised to agree reasonable expenditure if needed to allow further actions to proceed expeditiously.

**4348 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.

**4349 Matters Arising from Exempt Items**

There were no matters arising.

**4350 Staffing Arrangements, Parks Playing Fields and Playgrounds**

Further to the Council's approval for staff consultation of a revised structure for Parks, Playing Fields and Playgrounds Staff (Minute 4311, Council, 10 December 2018 refers) the Clerk submitted a verbal report on the outcome of staff consultation. Members considered the responses and requested clarification regarding a member of staff. RESOLVED that Council -

- proceed with its preferred proposal subject to a scheme of mitigation being agreed by the Chairman to offset any loss of hours by relevant members of staff
- provide an opportunity for affected staff to match to posts and for the Clerk to agree matches
- advertise any vacancies which arise following the matching process

**4351 Grounds Maintenance 2019-20**

Further to Minute 4335 of Council on 21 January 2019, the Clerk advised Members of the outcome of the negotiations with the Council's three Grounds Maintenance Contractors. RESOLVED that the Contractors be reappointed for 2019/20 on the terms indicated to Members.

**4352 Correspondence**

RESOLVED that the following items of correspondence be noted -

- |   |                  |  |
|---|------------------|--|
| 1 | Welsh Government | Consultation on Allotment Provision in Wales |
|---|------------------|--|

The meeting ended at 7.58 pm.

Signed

Dated 18 March 2019

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# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

**Minutes of a Meeting of the Festivals Committee of the Council held in Aberdulais Community Centre, Neath on Wednesday 6<sup>th</sup> March, 2019 at 6.30pm.**

Presiding Councillor J Hale

Present Councillors W Griffiths, J Betts, L Bromham-Nichols, J Griffiths (Non-Voting Member), E Edwards (Non-Voting Member)

Apologies Councillors P MacPherson-Jones, C Williams, K Gilmore

## **4353 Declarations of Interest**

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

## **4354 Minutes of the Last Meeting**

RESOLVED that the Minutes of the Festivals Committee held on 16<sup>th</sup> January 2019, be confirmed as a correct record

## **4355 Matters Arising**

There were no matters arising.

## **4356 Provision of Healthy Snacks/ Drinks**

Members considered the possibility of offering only healthy snacks and drinks, further to Minute 3921 of the Festivals Committee on 31 May 2017, when members were concerned that Council should stop offering sugary snacks and drinks at future Fun Days. Members discussed this option and agreed customers should be offered a choice. RESOLVED that Council be recommended not to restrict catering to the provision of healthy snacks and drinks only, and continue to provide a choice for customers.

## **4357 Owain Glyndwr Family Fun Day 2019**

The Assistant Clerk tabled Version 2 of the action plan for the Owain Glyndwr Family Fun Day 2019. RESOLVED that Council be recommended to adopt the following -

- New pricing for food and drinks
- Hire hand washing facilities to go alongside Petting Zoo
- Donate £50.00 each to schools participating on the day
- Donate £50.00 to Tawe Guild of Weavers, Spinners and Dyers
- Agree a fee of £200.00 for potter
- Invest in 1 new banner
- Proceed with Coconut Shy
- Not to proceed with Lucky Dip, Electrocute and Splat the Rat
- Raffle to be sold as £1.00 per single ticket not strip
- Invite Dementia UK to have a stall.



**4358 Additional Community Event**

The Assistant Clerk verbally introduced the background to 'Night Out – Young Promoters Scheme' - an initiative that helps Community Groups in Wales to put on professional shows in their local area at a maximum fee of £300.00 per show. It is funded by the Arts Council of Wales and sponsored by the Welsh Government. Members discussed and agreed that the Assistant Clerk be recommended to explore the possibility of participating, initially for the benefit of Catwg Primary School and Cilfrew Primary School. RESOLVED that Council be requested to note the Committee instruction.

The meeting ended at 7.50pm

Signed

Dated

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# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 18 March 2019 at 6.30pm in the Cadoxton Community Centre, Neath

Presiding Councillor J Hale

Present Councillors T Lewis, G Morgan, L Bromham-Nichols, J Griffiths, C Williams, D Jones, A Burton, E Edwards, J Betts, W Griffiths

Apologies Councillors K Gilmore, B Rosser, D Richards, D Vaughan, H Phillips, P MacPherson Jones, A Wingrave

## 4359 Declarations of Interest

Councillor W Griffiths declared an interest in Item 6 – Planning Applications at the start of the meeting.

## 4360 Minutes of the Monthly Meeting held on 18 February 2019

RESOLVED that the Minutes of the Monthly Meeting of Council held on 18 February 2019 be confirmed as a correct record.

## 4361 Matters Arising

There were no matters arising.

## 4362 Payments – March 2019

RESOLVED that the Clerk's report be approved.

## 4363 Planning Applications

RESOLVED no objection to the following applications –

P2019/0118	Extension	65 Underwood Road Cadoxton
P2019/0201	External Cladding and Canopies	Burger King Cadoxton
P2019/0202	Internally Illuminated Roof Sign	Burger King Cadoxton
P2019/0207	C/U to part Café, Alterations	Cilfrew Post Office 10 Main Road Cilfrew

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

P2019/0184	Work to TPO Trees	Woodcutter's Cottage Dyffryn Road Bryncoch
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## 4364 Community Centre Management

There were no reports relating to community centre management.

- 4365 Police and PACT Meetings**  
Members reported on the lack of attendance at the Aberdulais PACT meeting, although the Police had been asked to monitor parking at the lower end of Penscynor. Members also updated on burglaries in the Bryncoch area. RESOLVED noted.
- 4366 Reports from Outside Bodies**  
There were no reports from Outside Bodies.
- 4367 Minutes of the Festivals Committee held on 06 March 2019**  
RESOLVED that the Minutes of the Festivals Committee meeting held on 06 March 2019 be adopted.
- 4368 Cadoxton Park Improvements**  
Members were provided with an update on construction progress, invoicing and claims, and with ordering of signs. The Clerk reported that a local resident had expressed concern about overlooking of his garden from the new playground and requested that Council take mitigating action. RESOLVED that the Clerk explore options and engage with the resident concerned before reporting back to Council.
- 4369 Independent Review Panel**  
The Clerk advised Members of the provisions of the Annual Report of the Independent Review Panel for Wales, and indicated that the Council would need to consider its details at the Annual Meeting. RESOLVED noted.
- 4370 General Data Protection Regulations**  
The Clerk outlined progress in discussions on the GDPR, indicating that Council's records will be reviewed and where appropriate retained or disposed of, new policies and documents were being drafted, and that training arrangements were under consideration. RESOLVED noted.
- 4371 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.
- 4372 Matters Arising from Exempt Items**  
There were no matters arising.
- 4373 Church in Wales Land**  
The Clerk updated Members on his discussions with residents regarding encroachment, and outlined a programme for progressing regularisation of documents. RESOLVED noted. Members were also advised of a price received for tree maintenance within the allotment area. RESOLVED that the price be accepted and that the tree work proceed.

**4374 Bryncoch Community Centre Elevation Improvements**

The Clerk submitted a report on tenders submitted for the Bryncoch Community Centre Elevation Improvements. RESOLVED that the tender submitted by Briton Ferry Construction in the sum of £20,192.90p plus VAT be accepted.

**4375 Personnel Issues**

- 1 Caretaker/Cleaner – Cadoxton/Aberdulais. The Clerk reported that the existing employee had resigned to take up a position elsewhere and that with the Chairman's agreement the post had been advertised. RESOLVED that the report be noted and that the Clerk make an appointment in due course.
- 2 Further to the Council's approval of a revised structure for Parks, Playing Fields and Playgrounds Staff and the update reported to Council (Minute 4350, Council, 18 February 2019 refers) the Clerk submitted a verbal report on the matching process for existing staff affected. He confirmed that, with the Chairman's agreement, the remaining two vacant posts had been advertised. RESOLVED that the report be noted and that the Clerk make appointments in due course.

**4376 Correspondence**

There were no items of correspondence to report.

The meeting ended at 8.08 pm.

Signed

Dated 15 April 2019

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# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 15 April 2019 at 6.30pm in the Cadoxton Community Centre, Neath

Presiding Councillor J Hale

Present Councillors T Lewis, G Morgan, L Bromham-Nichols, C Williams, A Burton, K Gilmore, B Rosser, W Griffiths, P MacPherson Jones, A Wingrave

Apologies Councillors E Edwards, D Jones, J Griffiths, D Richards, D Vaughan, H Phillips

## **4377 Declarations of Interest**

Councillor W Griffiths declared an interest in Item 6 – Planning Applications at the start of the meeting.

## **4378 Minutes of the Monthly Meeting held on 18 March 2019**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 18 March 2019 be confirmed as a correct record.

## **4379 Matters Arising**

There were no matters arising.

## **4380 Payments – April 2019**

RESOLVED that the Clerk's report be approved.

## **4381 Planning Applications**

(Councillor W Griffiths declared an interest in this item and Councillor A Wingrave declared an interest in Applications P2019/0103 and P2019/0163, left the Chamber and took no part in the discussions or voting thereon)

RESOLVED no objection to the following applications –

P2019/0103	Equipment Installation	Crown & Sceptre Main Road Cadoxton
P2019/0163	Extension	27A Bryn Catwg Cadoxton
P2019/0234	Outbuilding	4 Blaenwern Bryncoch
P2019/0266	Extension	3 Ynysygerwn Avenue Aberdulais
P2019/0299	Extension and Parking Area	4 Millbank Waunceirch
P2019/0312	Extension	15 Glendale Bryncoch
P2019/0330	Residential Outbuilding	85 Main Road Bryncoch

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

P2019/0184 Work to TPO Trees

Woodcutter's Cottage  
Dyffryn Road Bryncoch  
53 Ffrwd Vale Neath

P2019/0310 Work to TPO Trees

**4382 Community Centre Management**

The Clerk referred to previous proposals submitted by Cilfrew FC for extended use of the Cilfrew Community Centre and to Council's previous agreement in principle (Minute 3879.2, Council, 24 April 2017 refers). He advised that the Club had reorganised its football and social activities and wished to revisit the social proposals on the same terms, which were outlined to Council. RESOLVED that the Council agree to the proposals on the same terms and progress discussions with representatives of Cilfrew FC.

**4383 Police and PACT Meetings**

There were no matters relating to Police and PACT Meetings.

**4384 Reports from Outside Bodies**

There were no reports from Outside Bodies.

**4385 Cadoxton Park Improvements**

The Clerk reported that the playground at Cadoxton Park had been completed and was now open to the public. He confirmed that new signage had been supplied for installation, and that he was aware of the need to deter bikes using the playground. Members were advised that the entrance gates would be installed during May and that an opening ceremony should be deferred until its completion and held in June. RESOLVED noted.

**4386 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 and of its budget for the 2019/20 financial year. He briefly summarised the six applications received.

RESOLVED that the following applications be supported in the sums indicated –

1	Sunshine Club – Hermon Chapel Cilfrew	£100
2	Reflex Acrobatics	£100

RESOLVED that the following applications be not supported –

- 3 Wales Air Ambulance
- 4 Llangollen International Musical Eisteddfod
- 5 National Eisteddfod of Wales
- 6 Marie Curie

**4387 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.

**4388 Matters Arising from Exempt Items**

There were no matters arising.

**4389 Personnel Issues**

- 1 Caretaker/Cleaner – Cadoxton/Aberdulais. The Clerk reported that he had interviewed and appointed Ms J Ravenscroft. RESOLVED noted.
- 2 Further to the Council's approval of a revised structure for Parks, Playing Fields and Playgrounds Staff and the update reported to Council (Minute 4350, Council, 18 February 2019 refers) the Clerk reported on the response to the advertisement stage of the process. He indicated that he had concluded the interview process and was only in a position to recommend one appointee. Members' views were requested as to the way forward. RESOLVED that the proposed structure be amended to become a two person job-share and that the proposals be discussed with the individuals affected. Further RESOLVED that subject to a favourable response, the Clerk be authorised to appoint a new member of staff and alter the terms of employment of an existing member of staff accordingly.

**4390 Correspondence**

RESOLVED that the following applications be actioned as indicated –

- 1 Bryncoch Environment Group Letter re Bench and Signposts  
Clerk to make enquiries and report back on signposts, Chairman and a Ward  
Members to attend photo opportunity.
- 2 One Voice Wales / SLCC Joint Event, Swansea  
Chairman and Clerk to attend, proper expenses to be paid and deputies may  
be appointed.

The meeting ended at 7.55 pm.

Signed

Dated 20 May 2019

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# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

**Minutes of a Meeting of the Festivals Committee of the Council held in Caewern Community Centre, Neath on Wednesday 8<sup>th</sup> May 2019 at 6.30pm.**

Presiding Councillor J Hale

Present Councillors W Griffiths, L Bromham-Nichols, E Edwards (Non-Voting Member), J Griffiths (Non – Voting Member)

Apologies Councillors C Williams, K Gilmore, P MacPherson-Jones

## **4391 Declarations of Interest**

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

## **4392 Minutes of the Last Meeting**

RESOLVED that the Minutes of the Festivals Committee held on 6<sup>th</sup> March 2019 be confirmed as a correct record

## **4393 Matters Arising**

1) Further to Minute 4357 relating to the Fun Day at Owain Glyndwr Community

Centre, Members RESOLVED that due to insufficient resources available, Coconut Shy would not go ahead.

2) Further to Minute 4357, the Assistant Clerk reported that the two Schools were

no longer able to take part in the Fun Day. RESOLVED that the proposed donation of £50.00 would no longer be awarded.

## **4394 OGCC Family Fun Day**

The Assistant Clerk circulated a list of updates arising from Version 3 of the Action Plan for the Owain Glyndwr Family Fun Day. RESOLVED noted.

## **4395 Resources and Roles**

Members considered resources available to support the Owain Glyndwr Family Fun Day and agreed roles accordingly. RESOLVED noted.

## **4396 ‘Night Out Scheme’**

The Assistant Clerk updated Members on the response received from both Catwg and Cilfrew Primary School in relation to participating in this scheme.

Members RESOLVED that we would now proceed with offering this opportunity

to both Waunceirch and Blaenhonddan Primary Schools.

The meeting ended at 7.30pm

Signed

Dated

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