Cyngor Cymuned Blaenhonddan
Blaenhonddan Community Council

Minutes of the Annual Meeting of Council held at Cadoxton Community Centre and Online on Monday 19 May 2025 at 6.00pm

Presiding	Councillor H Harry
Present	In Person - Councillors W Griffiths, J Hale, C Lewis, A M Broom, G Morgan, G T Morgan, J Betts, W Evans, C Heath Online - Councillor A Burton
Apologies	Councillors S Mitchell, C Williams, R Lewis, C Parry

5771 Declarations of Interest
There were no declarations of interest at the start of the meeting.

5772 Appointment of Chair
RESOLVED that Councillor H Harry be appointed Chair for 2025/26, and Councillor Harry duly signed the Declaration of Acceptance of the Office of Chair.

5773 Appointment of Vice Chair
RESOLVED that Councillor J Betts be appointed Vice-Chair for 2025/26, and Councillor Betts duly signed the Declaration of Acceptance of the Office of Vice Chair.

5774 Members Code of Conduct
RESOLVED that the Members Code of Conduct be adopted by Council.

5775 Membership of Committees
RESOLVED that Members be elected to the following Committees as indicated, and subject to those not present conveying acceptance to the Clerk –

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

Environment Committee – Councillors J Hale, C Heath, L Rabaiotti Jones, W Griffiths, W Evans and C Lewis.

Festivals Committee - Councillors W Griffiths, J Hale, A Burton, A M Broom, C Heath, H Harry and L Rabaiotti Jones.

Staffing Committee - Councillors R Lewis, C Heath, G Morgan and A M Broom.

Appeals Committee – Councillors J Hale, G T Morgan, W Griffiths and J Betts.

5776 Membership of Outside Bodies
RESOLVED that Members be elected to the following Outside Bodies as indicated –

Neath Port Talbot CBC/Community Councils Liaison Committee – Councillor G Morgan.

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

School Governing Bodies – Council to be represented as follows, the Clerk to remind nominees of the need to offer appropriate feedback to Council –

• Bryncoch CIW Primary	Councillor A Burton
• Blaenhonddan Primary	Councillor A Burton
• Catwg Primary	Councillor A M Broom
• Waunceirch Primary	Councillor W Griffiths
• Cilffriw Primary	Ms J Cook

5777 Income and Expenditure, Bank Reconciliation 2024/25
The Clerk submitted the Income and Expenditure Report and the Bank Reconciliation statement for 2024/25 in advance of their submission for audit. RESOLVED that the accounts be approved.

5778 Annual Investment Strategy 2025/26
The Clerk submitted a draft Annual Investment Strategy for 2025/26. RESOLVED that the Draft Strategy be approved.

5779 Policies and Procedures
RESOLVED that the following policies and procedures be adopted–

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

5780 Draft Annual Report 2025
RESOLVED that the Draft Annual Report for 2025 be approved.

5781 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.

5782 Financial Management Arrangements
RESOLVED that present arrangements be confirmed and specifically that –

- existing financial arrangements as outlined in the Annual Investment Strategy and the Clerk's Report be endorsed
- the following Members be authorised to act as bank signatories on the Council's behalf – Councillors W Griffiths, J Hale
- Council renews the appointment of KLG Internal Audit Services as its Internal Auditor for a three-year period, 2025-28

- Council authorises payments by Direct Debit or Standing Order for utility services, telephone/internet/mobile provision, facility management charges and bank charges, and by Debit Card for occasional purchases as authorised by Financial Regulations
- Council continues to engage the following for reasons of continuity, their ongoing understanding of the Council's land, buildings and their operational systems, and the occasional need for emergency response –
    - M J Sparnon – building maintenance and improvement, advice and specification
    - KLG Internal Audit – internal audit services
    - Platinum Gas – heating and plumbing services
    - CCS Electrics – electrical services
    - The Arb Team and Our Tree Company – tree surveys and maintenance
    - Colin Moses Roofing – roofing services
    - Knight Alarm Services – intruder alarm maintenance
    - Chubb – fire extinguisher inspection and maintenance
    - MSS Acorn Chemical Services Ltd – water risk assessment and inspections.

5783 Member Remuneration

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

- The Clerk prepare an "opt out" form regarding Member Payments and liaise with all Members on their personal decisions accordingly
- A Specific Responsibility Payment be made to the Chair but that the Clerk prepare an "opt out" form and liaise with the Chair 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 form for Members to claim reimbursement of care costs in appropriate circumstances, should they wish to make a claim
- A Chair's allowance in the sum of £500.00 be paid in 2025/26 in accordance with current practice
- No Vice-Chair's allowance be paid in 2025/26
- Requirements with regard to publication be adhered to, relevant payments be made as soon as practicable in the financial year, and payments be recovered on a pro rata basis if any Member ceases to be a Member of Council.

The meeting ended at 6.36 pm.

Signed Dated 16 June 2025

Cyngor Cymuned Blaenhonddan
Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 19 May 2025 at 6.40 pm in the Cadoxton Community Centre, Neath and Online

Presiding	Councillor H Harry
Present	In Person - Councillors W Griffiths, J Hale, C Lewis, A M Broom, G Morgan, G T Morgan, J Betts, W Evans, C Heath Online - Councillor A Burton
Apologies	Councillors S Mitchell, C Williams, R Lewis, C Parry

5784 Declarations of Interest

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

5785 Matters Raised by Members of the Public

There were no members of the public present.

5786 Minutes of the Monthly Meeting held on 28 April 2025

RESOLVED that the Minutes of the Monthly Meeting of Council held on 28 April 2025 be confirmed as a correct record.

5787 Matters Arising

Further to Minute 5759 relating to the Festivals Committee meeting, Members referred to the recently held successful Fun Day and thanked all who contributed to the event. RESOLVED that the Clerk arrange for gestures of appreciation to be conveyed as appropriate to volunteers.

5788 Financial Matters – May 2025

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

5789 Planning Applications – May 2025

RESOLVED no objection to the following application –

P2025/0092	Extensions	86 Main Road Bryncoch

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

P2025/0326	Work to TPO Trees	62 Rowan Tree Close Bryncoch

5790 Community Centre Management

There were no reports relating to Community Centre Management.

5791 Police Matters

Members provided updates on matters raised within the community. RESOLVED noted.

5792 Reports from Outside Bodies

There were no reports from Outside Bodies.

5793 2024-25 Accounts

The Clerk submitted a report on the Internal Auditor's Final Report, the Annual Return and the Annual Governance Statement in respect of the 2024-25 Accounts. He referred to the unprecedented circumstances that had prevailed in 2024-25 and indicated that auditors were made aware of a number of changes that had occurred. Members were advised of four recommendations made by the Internal Auditor, all of which were anticipated and could be actioned. On completion, the Auditor had signed the Annual Return as required. The substance of the Annual Report was summarised. The link between the Annual Governance Statement and the Finance and Governance Toolkit was highlighted by the Clerk, and Members were advised that further work on the latter was required. Consequently, there would be a need to identify specific actions in the Annual Governance Statement.

RESOLVED that –

- The Internal Auditor's Final Report on the Council's 2024-25 Accounts and actions arising therefrom be noted
- The Chair and Clerk be authorised to sign the Annual Return
- The Clerk initiate further work on the Finance and Governance Toolkit as soon as practicable.

5794 Casual Vacancy, Bryncoch South Ward

The Clerk advised Members that Councillor J Howell had resigned his position as a Member for the Bryncoch South Ward for personal reasons and that a casual vacancy had arisen as a result. He indicated that he would initiate the process for advertising the vacancy as soon as possible. RESOLVED noted.

5795 Biodiversity Duty

Members were reminded by the Clerk of the Council's legal obligations under Section 6 of the Environment Act 2016, and of the requirement to update its Biodiversity Action Plan in 2025. He indicated that it would be beneficial to identify additional entries where the Council has taken action or supported initiatives by others. He also indicated that Council had been chosen to participate in a pilot study on Amenity Grassland Management, given its recent move to introduce "meadow cuts" on its land, and that an existing member of staff with appropriate qualifications had agreed to facilitate work on the study and support other biodiversity activities. RESOLVED that –

- The Council's Biodiversity Action Plan be circulated to Members and any potential initiatives be submitted to the Clerk for consideration
- Participation in the Pilot Study be endorsed and the member of staff involved be reimbursed accordingly for work undertaken on this and any other projects that may emerge.

5796 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.

5797 Matters Arising from Exempt Items

Further to Minute 5768 relating to Hybrid Meeting Facilities, the Clerk outlined his discussions with Councillor R Lewis and indicated the nature of a proposal that could be delivered. Members noted that the alternative involved a change to the original specification which Council had explored. RESOLVED that –

- the proposal be set aside for future consideration
- the three companies who previously responded to Council be offered the opportunity to respond to this alternative scenario
- the Clerk present a report to the next meeting of Council based on the responses from the three companies and Councillor R Lewis.

(Councillor C Lewis expressed an interest in the above matter, left the Chamber and took no part in the discussions or decisions taken thereon. The Clerk expressed an interest on behalf of Councillor R Lewis in his absence, in accordance with a verbal request expressed to him by Councillor R Lewis)

5798 Health and Safety

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

5799 Correspondence

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

1	Amey Consulting	Consultation on Neath Integrated Transport Hub

Members to offer comments as individuals.

2	Mrs SL	Ynysllynlladd Grazing Licence

Decision by Mrs SL not to renew Licence be noted, Clerk to secure the site and investigate options for its future use.

3	Asbri Planning	Pre Application Consultation – Demolition of Existing / Construction of new Comprehensive School – Land at Llangatwg Comprehensive School

Consultation be circulated to Members and consultation arrangements be noted.

The meeting ended at 8.00 pm

Signed Dated 16 June 2025

Cyngor Cymuned Blaenhonddan
Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 16 June 2025 at 6.30 pm in the Cadoxton Community Centre, Neath and Online

Presiding	Councillor H Harry
Present	In Person - Councillors C Lewis, A M Broom, G Morgan, G T Morgan, J Betts, W Evans, C Parry Online - None
Apologies	Councillors W Griffiths, J Hale, C Williams, R Lewis, C Heath

5800 Declarations of Interest
There were no declarations of interest at the start of the meeting.

5801 Matters Raised by Members of the Public
There were no members of the public present.

5802 Minutes of the Annual Meeting held on 19 May 2025
RESOLVED that the Minutes of the Annual Meeting of Council held on 19 May 2025 be confirmed as a correct record.

5803 Minutes of the Monthly Meeting held on 19 May 2025
RESOLVED that the Minutes of the Monthly Meeting of Council held on 19 May 2025 be confirmed as a correct record.

5804 Matters Arising
Further to Minute 5775 relating to membership of Committees, RESOLVED noted that Councillors R Lewis and C Williams had accepted their respective nominations.

5805 Financial Matters – June 2025
RESOLVED that the Clerk’s report on payments and transfer of funds in June be approved.

5806 Planning Applications – June 2025
RESOLVED no objection to the following application –

P2024/0740	Amended Plans - Veh Access	144 Main Road Bryncoch

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

P2025/0410	Work to TPO Tree	Tycoch Farm Rhyddings

RESOLVED no objection to the following application in principle, subject to consideration of conditions to ensure that the proposal is maintained as an extension of the main dwelling, to prevent any development issues arising in future from their possible separation –

P2025/0179	Detached Annex	9 Maes Llwynonn Cadoxton

5807 Community Centre Management
There were no reports relating to Community Centre Management.

5808 Police Matters
The Clerk advised Members about recent anti-social behaviour incidents reported to the Police in Cadoxton. RESOLVED noted.

5809 Reports from Outside Bodies
There were no reports from Outside Bodies.

5810 2025 Tree Surveys
The Clerk provided a summary of the results of tree surveys undertaken by the Council's consultants on all 10 of the Council's sites. He highlighted the categorisation of trees according to the need to undertake action, on the basis of high, medium or low risk, and identified the sites which required attention. Members were advised of circumstances relating to land ownership and a Tree Preservation Order where relevant.

RESOLVED that –

- The results of the Tree Surveys be noted
- The Clerk highlight high and medium risk actions on all relevant sites and seek a price from the Council's tree contractors to address the recommendations in the surveys
- Adjacent landowners at Furzeland Drive be engaged and the Clerk be authorised to submit a planning application in relation to the Tree Preservation Order.

5811 Ynysygerwn Playground
The Clerk indicated that Councillor C Lewis had secured funding, in her NPTCBC capacity, to site an interactive picnic table at Ynysygerwn Playground, subject to this Council agreeing to be responsible for ongoing maintenance of the equipment. RESOLVED that the offer be accepted and that the Council accept responsibility once it had been installed.

5812 Fun Day
The Clerk submitted a report on the financial outcome of the recently held Family Fun Day. Members expressed their satisfaction with the day and with the financial outcome. RESOLVED that the Clerk's report be noted, and that the Council's appreciation be conveyed to the Assistant Clerk on the success of the event.

5813 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.

5814 Matters Arising from Exempt Items

There were no matters arising.

5815 Health and Safety

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

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

5816 Hybrid Meeting Facilities

Further to Minute 5797 relating to Hybrid Meeting Facilities, the Clerk indicated that the three companies who previously responded to Council had now been offered the opportunity to respond to an alternative scenario. One company had declined to respond, whilst two others had submitted quotations, in addition to a third received when the alternative scenario was put forward. The three quotations were comparable and their value was indicated to Members. RESOLVED that Council accept the lowest quotation submitted by Stable IT, subject to the Clerk clarifying one or two issues to his satisfaction.

5817 Correspondence

RESOLVED that the following items of correspondence be noted –

1	One Voice Wales	Innovative Practice Conference
2	NPT CBC Head of Legal	Standards Committee Annual Report 2024-25

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

3	Councillor C Lewis	E-mail re NPT CBC Playground Investment in Cilfrew

Clerk to engage with relevant officers at NPTCBC at the appropriate time and submit a report to Council in due course.

The meeting ended at 7.45 pm

Signed Dated 21 July 2025

Cyngor Cymuned Blaenhonddan
Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 21 July 2025 at 6.30 pm in the Cadoxton Community Centre, Neath and Online

Presiding	Councillor H Harry
Present	In Person - Councillors C Lewis, G Morgan, J Betts, W Griffiths, C Parry Online – Councillor J Hale
Apologies	Councillors A M Broom, G T Morgan, W Evans, C Williams, R Lewis, C Heath

5818 Declarations of Interest
There were no declarations of interest at the start of the meeting.

5819 Matters Raised by Members of the Public
There were no members of the public present.

5820 Minutes of the Monthly Meeting held on 16 June 2025
RESOLVED that the Minutes of the Monthly Meeting of Council held on 16 June 2025 be confirmed as a correct record.

5821 Matters Arising
Further to Minute 5804 relating to membership of Committees, RESOLVED noted that Councillor L Rabaiotti Jones had accepted her nomination.

5822 Financial Matters – July 2025
RESOLVED that the Clerk's report on payments and transfer of funds in July be approved.

5823 Planning Applications – July 2025
RESOLVED no objection to the following applications –

P2025/0284	Front Elevation Alterations	5 Cae Derw Bryncoch
P2025/0449	Air Source Heat Pump	44 Dynevor Avenue Neath

5824 Community Centre Management
The Clerk reminded Members that an external party's community engagement exercise would be taking place at Caewern Community Centre on the weekend commencing 01 August 2025, and that publicity in this respect would be issued on their behalf by the Council. RESOLVED noted.

5825 Police Matters
Members were informed that the Bryncoch PCSO had left the Police service and that no replacement had been put in place. RESOLVED that the Clerk write to the local Police Inspector expressing concern and reiterating the invitation for an officer to attend Council.

5826 Reports from Outside Bodies

There were no reports from Outside Bodies.

5827 Aberdulais and Caewern Youth Clubs

The Clerk reported an approach from the NPT CBC Youth Service requesting that Council consider taking the lead to seek funding and manage the youth clubs at Aberdulais and Caewern, which are currently operating using external funds available until February 2026. The proposal reflects the need for community groups to be involved although support would be provided by the Youth Service. Indicative costs that would be the basis of the bids covering operation over a 5-year period were outlined. There would be no financial input required of Council, but the hiring and management of staff would fall to existing Council employees. Members queried why the Youth Service could not sustain the two clubs or apply for funding and manage the facilities as part of their existing service, and expressed concern about additional responsibilities for Council staff when the expertise was evidently present elsewhere.

RESOLVED that –

- The Clerk seek clarification from NPT CBC Youth Service as to the cost of running the existing youth clubs, and the reasons as to why the Youth Service cannot seek funding and manage the facilities themselves.
- Notwithstanding the above, Council agrees to take the lead in submitting external funding bids for the Aberdulais and Caewern Youth Clubs in order that they can continue, and manage the facilities if the bids are successful

5828 Casual Vacancy, Bryncoch South Ward

The Clerk sought advice as to whether Council should advertise the Casual Vacancy in the Bryncoch South Ward immediately or defer it further. RESOLVED that the vacancy be advertised forthwith.

5829 Tree Survey Actions

The Clerk presented a proposal to seek a quotation for undertaking urgent action in respect of trees specifically identified in the recently completed tree surveys. The likely scale of costs was made known to Members. RESOLVED that the proposal be accepted and that the Clerk be authorised to accept a quotation and action the work accordingly.

5830 Allotment Availability

The Clerk indicated that one allotment holder had indicated an intention to relinquish their current agreement, and that a second allotment holder had expressed a wish to move between allotments. RESOLVED that the Clerk liaise with the existing allotment holder and offer a vacant allotment to individuals on the current allotment waiting list.

5831 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.

5832 Matters Arising from Exempt Items
There were no matters arising.

5833 Health and Safety
There were no reports for submission to Council. RESOLVED noted.

5834 Capital Programme Schemes
The Clerk circulated a report on Capital Programme Schemes, tenders and quotations received on individual schemes, and the implications for the Council's budget. Each scheme was discussed in turn and discussions culminated in consideration of the way forward, based on options outlined. RESOLVED that –

- Council accept the lowest tender for the Bryncoch Community Centre Ceiling and Insulation Scheme in the sum of £36,013.35 plus VAT, submitted by Glamorgan Services Ltd
- Greenbuild Management Services be appointed to undertake Principal Designer (CDM) services for the Bryncoch Scheme at a cost of £1,775.00 plus VAT, and Total Building Control Ltd be engaged to provide building regulation services at a cost to be determined
- Council accept the lowest quotation for the Caewern Community Centre Toilet Refurbishments in the sum of £15,945.30 plus VAT, submitted by Glamorgan Services Ltd
- Council accept the lowest quotation for the Cadoxton Community Centre Reception Hatch Provision in the sum of £7,475.00 plus VAT, submitted by H Smith Building Services Ltd
- Council accept the quotation received for the Flooring Scheme at Cilfrew Community Centre from County Contracts Flooring in the sum of £5,200.00 plus VAT following clarifications received from each contractor
- Council note the cumulative total of the above schemes, their impact on the agreed capital budget, and the need to allocate additional funding from the Council's reserves to complete the works as soon as possible.

5835 Correspondence
RESOLVED that the following item of correspondence be actioned as indicated –

1	One Voice Wales	Changes to Constitution and Governance Framework

Council to be represented by Councillor J Hale with Councillor H Harry nominated as a substitute representative.

The meeting ended at 8.00 pm

Signed Dated 15 September 2025