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

Cyngor Cymuned Blaenhonddan
Blaenhonddan Community Council

Minutes of a Meeting of the Resources Committee of the Council held in Cadoxton Community Centre, Neath on Monday 11 August 2025 at 6.30 pm.

Presiding --

Present Councillors W Griffiths, C Williams, J Betts, R Lewis, G Morgan

Apologies Councillors J Hale, H Harry, A Burton, L Rabaiotti Jones

5836 Declarations of Interest
There were no declarations of interest at the start of the meeting.

5837 Appointment of Chair
RESOLVED that Councillor J Betts be appointed Chair for 2025/26.

5838 Appointment of Vice Chair
RESOLVED that Councillor G Morgan be appointed Vice Chair for 2025/26.

5839 Matters Raised by Members of the Public
There were no matters raised and no members of the public present.

5840 Quarter 1 Budget Monitoring
The Clerk presented his Budget Monitoring Report for the first Quarter of the 2025-26 financial year. Members considered income and expenditure against the budget agreed by Council and noted that whilst neither was unduly different to that anticipated, there was a reduction in overall income, and the Clerk offered explanation as to the reasons for this reduction. He also referred to upfront payments that were reflected and expenditure to be incurred later in the year. It was agreed that further monitoring of the position in Quarters 2 and 3 could lead to the possible amendment of individual budgets within the overall context for the year. RESOLVED that Council be recommended to note the budget situation as scrutinised by the Committee.

5841 Quarter 1 Bank Reconciliation
The Clerk indicated that the Bank Reconciliation of the Council's Accounts for the first Quarter of the 2025-26 financial year was not presently to hand but that it would be circulated to individual Committee Members directly and reported to Council at its next meeting. RESOLVED noted.

5842 Finance and Governance Toolkit
The Clerk presented a short briefing paper which summarised the Council's current position with regard to the Health Check section of the Finance and Governance Toolkit, and updated Members on progress in delivering actions arising from its previous assessment. A number of outstanding actions were highlighted and the Clerk was requested to finalise drafts or seek advice as

appropriate. RESOLVED that Council be recommended to note progress and receive a further report in due course.

The Clerk also indicated that Part 2 of the Finance and Governance Toolkit should follow once the health Check was completed and emphasised that this was a task that Members would lead with support. Members agreed that it would be appropriate for the Committee to undertake this role on a programmed basis in due course. RESOLVED that Council be recommended to note the Committee's intentions.

The meeting ended at 7.10 pm

Signed Dated

Cyngor Cymuned Blaenhonddan
Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 15 September 2025 at 6.30 pm in the Cadoxton Community Centre, Neath and Online

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

5843 Declarations of Interest
There were no declarations of interest at the start of the meeting.

5844 Matters Raised by Members of the Public
There were no members of the public present.

5845 Minutes of the Monthly Meeting held on 21 July 2025
RESOLVED that the Minutes of the Monthly Meeting of Council held on 21 July 2025 be confirmed as a correct record.

5846 Matters Arising

1. Further to Minute 5827 relating to the NPT CBC Youth Service, the Clerk outlined the response received in respect of the Aberdulais and Caewern Youth Clubs. RESOLVED noted.
2. Further to Minute 5830 relating to allotment allocations, the Clerk updated Members on changes to allotment agreements. RESOLVED noted.

5847 Financial Matters – August and September 2025
RESOLVED that the Clerk's report on payments and transfer of funds in August and September 2025 be approved.

5848 Planning Applications – August and September 2025
RESOLVED no objection to the following applications –

P2025/0531	Extensions	61 Woodlands Park Drive Cadoxton
P2025/0588	Extensions / Access Improvements	23 Main Road Bryncoch

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

P2025/0561	Work to TPO Tree	1 Leiros Parc Drive Bryncoch
P2025/0567	Work to TPO Trees	62 Woodlands Park Drive Cadoxton

5849 Community Centre Management

There were no reports relating to community centre management.

5850 Police Matters

Members were informed that there had been some issues with off-road bikes in Bryncoch, traffic at utility works in Waunceirch, and late-night access to Cwrt Herbert Playing Fields. RESOLVED noted.

5851 Reports from Outside Bodies

There were no reports from Outside Bodies.

5852 Resources Committee, 11 August 2025

RESOLVED that the Minutes of the Resources Committee on the 11 August 2025 be adopted.

5853 Casual Vacancy, Bryncoch South Ward

Members were informed that two expressions of interest for the casual vacancy in the Bryncoch South Ward had been received and the Clerk provided an outline of each expression of interest. Following a secret ballot of Members, it was RESOLVED that Ms J Hutchings be co-opted to serve as a community councillor serving the Bryncoch South Ward.

(Councillor G Morgan joined the meeting)

5854 Pump Track Proposal

The Clerk referred to a proposal submitted by a resident of Waunceirch which suggested that the disused playground and some adjacent land on the Waunceirch District Park could be redeveloped as a “Pump Track” that would serve young people and adults. The proposal outlined the benefits of such a facility and cited examples developed elsewhere. The Clerk indicated that he had undertaken some research of such facilities in the Neath Port Talbot and Swansea areas and was waiting for consultation responses to be completed. Members discussed the merits of such facilities and the interest shown locally in the relevant activities they serve. Some concerns were expressed about longevity, maintenance obligations, liabilities and location issues. Members were also mindful of the financial implications in terms of capital budgets and commitments already made for 2025-26. Further research was considered appropriate and alternative facilities were also considered worthy of investigation. RESOLVED that the Clerk continue to undertake consultation and advise the proposer that Council would consider the matter further in due course.

5855 Employee Code of Conduct

The Clerk presented a Draft Code of Conduct for Employees for Members’ perusal. RESOLVED that the Draft Code of Conduct for Employees be adopted and circulated to all staff and that it also be circulated to Members as a supplement to the more formal Members’ Code of Conduct.

5856 Trees on the Council's Estate

The Clerk reported on a number of tree issues which had arisen and advised Members on action undertaken or instructions given. RESOLVED that –

1. The removal of 4 large coniferous trees which were considered potentially dangerous in one of the Council's allotments at a cost made known to Council be endorsed
2. Work to dangerous or dead trees highlighted in the recent survey, in Cadoxton, Cilfrew and Furzeland Drive, be undertaken at a cost made known to Council
3. The results of detailed surveys in Cadoxton, at the lower end of Bryn Catwg and on Cwmbach Road be noted and that prices for appropriate work be considered in due course.

5857 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.

5858 Matters Arising from Exempt Items

There were no matters arising.

5859 Health and Safety

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

5860 Capital Programme Schemes

The Clerk provided a verbal update on progress with Capital Programme Schemes. RESOLVED that the Clerk's report and specifically the following be noted and endorsed –

- Completion of the Flooring Scheme at Cilfrew Community Centre and the addition of the disabled toilet floor at an additional cost made known to Council
- Progress with the Caewern Community Centre Toilet Refurbishments currently on site, and the difficulties with existing walls which necessitated extra work and an amended specification, with an attendant increase in the contract sum as indicated to Council
- The projected start date for the Bryncoch Community Centre Ceiling and Insulation Scheme and the need to close the car park to everyone except contractor vehicles and deliveries for the duration of the contract
- Progress with arrangements for the Cadoxton Community Centre Reception Hatch, and the need to close the building entirely for one day due to noise and dust disruption
- Submission by the Clerk of an application for Community Council Minor Project Scheme funding from Neath Port Talbot CBC.

5861 Local Government Services Pay Agreement 2025-26

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 agreement from 01 April 2025, and outlined the financial implications for Council if the recommendations were accepted.

(The Clerk and Assistant Clerk both withdrew from the Chamber during the remainder of this Item 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 2025-26 Pay Agreement accordingly.

(Councillor R Lewis tendered his apologies and left the meeting)

5862 25 Church Road Cadoxton

The Clerk referred to a previous approach to extend a garden on to Church in Wales land currently leased by Council at the rear of 25 Church Road Cadoxton (Minute 5764, Council, 28 April 2025 refers). The request has now been formalized and the Clerk outlined the proposer's intentions, and outlined key issues to be addressed. RESOLVED that Council accede to the request subject to adjacent properties and NPT CBC being notified, the proposer providing evidence that planning permission has been secured or is not required, and an appropriate agreement being entered into for this new area, that includes a rental sum consistent with that which is charged for a nearby property and for an appropriate term.

5863 Correspondence

RESOLVED that the following items of correspondence be noted –

1	One Voice Wales	Annual Conference Invitation
2	NPT CBC	Consultation on Active Travel
4	Welsh Government	Consultation on Extending the Duty of Local Authorities to Broadcast Meetings

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

3	HW Forestry	Consultation on Woodland Proposal

Council object to the proposal on the grounds that it would cause considerable disruption in Cilfrew and, as a commercial operation, be of limited benefit to the area

5	Owain Glyndwr Society	Email re Owain Glyndwr Day

Council to celebrate the event by placing an appropriate post on its social media account.

6	Mr AD Cilfrew	Email re Concerns re Football Issues

Council to purchase additional signage regarding parking and toilet facilities.

7	Councillor S Mitchell	Resignation from Council

The Casual Vacancy be advertised as soon as possible.

The meeting ended at 8.30 pm

Signed Dated 12 October 2025

Cyngor Cymuned Blaenhonddan
Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 20 October 2025 at 6.30 pm in the Cadoxton Community Centre, Neath

Presiding Councillor H Harry
Present In Person - Councillors A M Broom, G T Morgan, J Betts, C Williams, W Griffiths, L Bromham-Nichols, L Rabaiotti Jones, J Hutchings
Apologies Councillors G Morgan, J Hale, C Lewis, C Parry, R Lewis, A Burton, C Heath

5864 Welcome
The Chair welcomed Councillor J Hutchings who was attending her first meeting as a Councillor.

5865 Declarations of Interest
There were no declarations of interest at the start of the meeting.

5866 Matters Raised by Members of the Public
There were no members of the public present.

5867 Minutes of the Monthly Meeting held on 15 September 2025
RESOLVED that the Minutes of the Monthly Meeting of Council held on 15 September 2025 be confirmed as a correct record.

5868 Matters Arising

1. Further to Minute 5856.2 relating to the storm damage to trees in the Furzeland Drive TPO, the Clerk indicated that he had sought advice from NPT CBC and requested a price from the Council's tree surgeons. RESOLVED noted.
2. Further to Minute 5856.3 relating to trees at Cwmbach Road and Bryn Catwg, Cadoxton, the Clerk updated Members on the survey results and on the cost of resolving the issues identified. RESOLVED that the actions be noted and the work proceed.
3. Further to Minute 5860 regarding capital projects, RESOLVED that the Clerk's report on progress be noted.
4. Further to Minute 5863.3 relating to the proposed woodland at Tan y Rhiw, Cilfrew, the Clerk provided updated information provided by the landowner's agent. RESOLVED that the Council's initial comments be sustained and that the agent be requested to forward the Council's concerns to the landowner.

5869 Financial Matters – October 2025
RESOLVED that the Clerk's report on payments and transfer of funds in October 2025 be approved.

5870 Planning Applications – October 2025
RESOLVED no objection to the following applications –

P2025/0606	Extension to Factory	Ynysygerwn Avenue Aberdulais

P2025/0634	Extensions and External Alterations	The Lodge 1A Primrose Bank Bryncoch
P2025/0661	Conversion to Single Dwelling	63/65 Main Road Bryncoch

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

P2025/0567	Work to TPO Trees	62 Woodlands Park Drive Cadoxton
P2025/0643	Work to TPO Tree	15 Fernlea Park Bryncoch
P2025/0659	Work to TPO Trees	35 Woodlands Park Drive Cadoxton

5871 Community Centre Management
There were no reports relating to community centre management.

5872 Police Matters
There were no substantive reports on Police Matters.

5873 Reports from Outside Bodies
There were no reports from Outside Bodies.

5874 Casual Vacancies
Members were informed that Councillor W Evans had submitted his resignation as a Member for Bryncoch South Ward. The Clerk outlined the timetable for advertising the vacancies in the previously reported Cadoxton Ward and for the Bryncoch South Ward. RESOLVED noted.

5675 Applications for Financial Assistance
The Clerk reminded Members of the Council's arrangements for considering applications for financial assistance under Section 137 of the Local Government Act 1972. He summarised the budget agreed for the 2025/26 financial year and commitments made to date, and outlined the applications received.

(Councillors W Griffiths and C Williams declared an interest in Items 2 below)

(Councillor L Rabaiotti Jones left the meeting during this item, prior to the resolution being passed)

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

1	Ainon Baptist Chapel Bryncoch	£150.00
2	Bryncoch Community Association	£200.00
3	Eisteddfod Nedd	£200.00
5	Rotary Club of Neath	£200.00
7	Friends of Cadoxton	£100.00
8	3 No Senior Citizen Groups (each)	£200.00

RESOLVED that the following applications be not supported -

4 Hope Rescue
6 Urdd Gobaith Cymru – Cylch Nedd ac Afan
9 Cerebral Palsy

5876 Pump Track Proposal

The Clerk referred to Council's previous discussion of a Pump Track proposal received from a resident of Waunceirch (Minute 5854, Council, 15 September 2025 refers). He outlined further research undertaken with Neath Port Talbot CBC, the City and County of Swansea and with consultants working for Swansea. This clarified external funding opportunities, the scale of costs, the scope of feasibility work and investigations that would be necessary. Members were mindful of the cost implications of such a development given its budget situation and whether such a proposal would be appropriate at this location. Accordingly, RESOLVED that Council should not proceed with the proposal.

5877 Playground Inspections

The Clerk advised Members that ROSPA inspections had now been completed at all of the Council's playgrounds and that reports had been received. He confirmed that he intended to meet with representatives of Sutcliffe Play and Wicksteed at their respective playgrounds to review any work recommended. RESOLVED that a further report be submitted to Council in due course.

5878 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.

5879 Matters Arising from Exempt Items

There were no matters arising.

5880 Health and Safety

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

5881 Correspondence

RESOLVED that the following items of correspondence be noted –

1	Local Democracy and Boundary Commission	Consultation on Member Reimbursement
2	Welsh Government	Statement on Community and Town Councils

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

3	Cilffriw Primary School Governing Body	Resignation of Community Council Representative

Whilst noting the resignation and the suggestion received from the Governing Body, the Clerk respond by indicating that it will consider the appointment

further at the next meeting of Council, and will make a nomination in due course in accordance with normal practice

4	Older People's Commissioner	Briefing Paper re Age Friendly Communities

A visit by an Age Friendly Communities Coordinator be arranged.

The meeting ended at 8.25 pm

Signed Dated 17 November 2025

Cyngor Cymuned Blaenhonddan
Blaenhonddan Community Council

Minutes of a Meeting of the Resources Committee of the Council held in Cadoxton Community Centre, Neath on Monday 10 November 2025 at 6.30 pm.

Presiding Councillor J Betts

Present Councillors W Griffiths, A Burton, R Lewis
Non-voting Member – Councillor J Hutchings

Apologies Councillors J Hale, H Harry, C Williams, G Morgan

5882 Declarations of Interest
There were no declarations of interest at the start of the meeting.

5883 Matters Raised by Members of the Public
There were no matters raised and no members of the public present.

5884 Minutes of the Meeting held on 11 August 2025
RESOLVED noted that Minutes had been adopted by Council on 15 September 2025 (Minute 5852 refers).

5885 Matters Arising
There were no matters arising.

5886 Quarter 2 Budget Monitoring
The Clerk presented his Budget Monitoring Report for the second Quarter of the 2025-26 financial year. Members considered income and expenditure against the budget agreed by Council and noted that whilst neither was unduly different to that anticipated, there was a need to be mindful of expenditure to be incurred later in the year. It was agreed that further monitoring of the position in Quarter 3 could lead to the possible amendment of individual budgets within the overall context for the year. RESOLVED that Council be recommended to note the budget situation as scrutinised by the Committee.

5887 Quarter 2 Bank Reconciliation
The Clerk presented the Bank Reconciliation of the Council's Accounts for the second Quarter of the 2025-26 financial year. RESOLVED noted.

5888 Finance and Governance Toolkit – Health Check
The Clerk presented an update on the Council's current position with regard to the Health Check section of the Finance and Governance Toolkit. He highlighted actions recently completed, and confirmed outstanding actions on the Employee Handbook, a Community Engagement Strategy, an IT Security

Policy and Data Audit. RESOLVED that Council be recommended to note progress and receive a further report in due course.

5889 Finance and Governance Toolkit – Self Assessment – Theme A

The Clerk provided a supporting briefing report on Theme A of the Self-Assessment Section of the Finance and Governance Toolkit, which concerned "Vision, Purpose and Community Planning". Members reviewed the questions posed in the paper and considered evidence available which demonstrated the Council's current position. Following discussion, Members concluded that its adopted Strategic Plan and its ongoing Annual Reports were appropriate vehicles that addressed the substance of Theme A, and that its Biodiversity Action Plan also assisted in meeting the obligations placed on Council. Reservations were noted, however, that the lack of explicit community engagement, and the indirect manner in which both the Council's values and budgetary decisions were reflected in realising aspirations, provided areas for future consideration.

RESOLVED that Council be recommended to note the Committee's conclusions and that actions be agreed to investigate the reservations further.

The meeting ended at 7.45 pm

Signed Dated

Cyngor Cymuned Blaenhonddan
Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 17 November 2025 at 6.30 pm in the Cadoxton Community Centre, Neath and Online

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

5890 Declarations of Interest
There were no declarations of interest at the start of the meeting.

5891 Matters Raised by Members of the Public
There were no members of the public present.

5892 Minutes of the Monthly Meeting held on 20 October 2025
RESOLVED that the Minutes of the Monthly Meeting of Council held on 20 October 2025 be confirmed as a correct record.

5893 Matters Arising
There were no matters arising.

5894 Financial Matters – November 2025
RESOLVED that the Clerk's report on payments and transfer of funds in November 2025 be approved.

5895 Planning Applications – November 2025
RESOLVED no objection to the following applications –

P2025/0724	Rear Extension	75 Ffynnon Dawel Aberdulais
P2025/0753	Extension	76 Alexander Road Rhyddings
P2025/0761	Dormer Extensions	13 Osprey Close Bryncoch

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

P2025/0751	Work to TPO Trees	15 Bryn Catwg Cadoxton
P2025/0755	Work to TPO Tree	15 Dyffryn Woods Bryncoch
P2025/0757	Work to TPO Trees	Bryngelli 1A Penscynor Cilfrew

5896 Community Centre Management
The Clerk referred to a recent issue with trees in the car park of Bryncoch Community Centre and advised Members that he had requested a price from the Council's tree surgeons and would need to appoint them in due course. RESOLVED noted and agreed.

5897 Police Matters

Members advised Council of concerns expressed within their communities about scrambler bikes and in connection with activities arranged for 05 November. The Clerk announced that he had exchanged correspondence with the new PCSO covering the area, and Members indicated that a further request to attend Council should be forwarded to Inspector R Davies at South Wales Police. RESOLVED that the reports be noted and the request be actioned.

5898 Reports from Outside Bodies

Councillor G Morgan indicated that he was expecting an invitation to attend the NPT CBC Liaison Committee, possibly in the new year, but that if there were strategic matters to raise at the Committee, agenda items would be welcomed. RESOLVED that the Clerk liaise with Councillor Morgan about the possibility of requesting that NPT CBC provide advice to the general public and event organisers regarding 05 November arrangements in future years.

5899 Resources Committee, 10 November 2025

The Clerk summarised the Minutes of the meeting of the Resources Committee held on 10 November 2025, and highlighted in particular the item on the Finance and Governance Toolkit Self-Assessment (Minute 5889 refers). RESOLVED that the Minutes of the Resources Committee on the 10 November 2025 be adopted and that a comprehensive list of actions arising from all self-assessment themes be produced before the next Annual Meeting of Council.

5900 Casual Vacancies

1. The Clerk reported that no Expressions of Interest had been received to fill the Casual Vacancy in the Cadoxton Ward. RESOLVED that the Casual Vacancy be readvertised.
2. Members were informed that no election had been requested in respect of the Casual Vacancy in the Bryncoch South Ward, and that Notices of Vacancy for Co-option had been served with a closing date for Expressions of Interest on 28 November 2025. RESOLVED noted.

5901 Minor Authority Governor, Cilffriw Primary School Governing Body

The Clerk referred to the item raised at Council on 20 October 2025 (Minute 5881.3 refers). As requested, he drew Council's attention to a Mr CS, whose name had been submitted for consideration as the Council's nominee by the Governing Body, and summarised a personal statement from him received via the Governing Body. Members considered the statement and Mr CS's credentials with interest. They reflected on the usual arrangements and procedures leading to a nomination by Council, the practice wherever possible of nominating a councillor to such roles, and the need for all Council representatives to report back to Council on their contribution to Governing Body discussions where appropriate. RESOLVED that Mr CS be invited to attend the next meeting of Council prior to a decision on the Council's nominee being made.

5902 Caewern Park

The Clerk referred to a letter from NPT CBC Property Services indicating that the five-year rent review of the Council's lease should have occurred on 13 March 2022. The letter indicated an increase in the rental sum from that date and invited an application for a grant towards the cost. RESOLVED that the revised rent be accepted and that the grant application be submitted.

5903 Biodiversity

The Clerk highlighted two potential projects that Council may consider supporting in future – assisting Bryncoch Church in Wales School with a nature area and a further extension of painting utility boxes, based on the initiative started in Cilfrew by Councillor C Lewis. He suggested that these be included in the Council's Biodiversity Action Plan as projects to be investigated for 2026/27, and invited Members to submit any further ideas for inclusion prior to the updating of the Biodiversity Action Plan in December 2025. RESOLVED that the Clerk's suggestion be accepted.

5904 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.

5905 Matters Arising from Exempt Items

There were no matters arising.

5906 Health and Safety

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

5907 Correspondence

RESOLVED that the following items of correspondence be noted –

1	Welsh Government	Consultation on Changes to Local Government Election Rules in Wales
2	NPT CBC Highways and Drainage	Information re Watercourse Survey Bryn Catwg Cadoxton
3	NPT CBC Licensing	Consultation on Licensing Policy 2025-2031
4	NPT CBC Education	Consultation on Changes to Additional Learning Needs Provision

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

5	One Voice Wales	Notification of AGM

Councillor J Hale to represent Council, and Motions to be placed on the agenda of the next meeting for consideration.

The meeting ended at 8.25 pm

Signed Dated 08 December 2025