

# **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
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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
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### 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
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Members to offer comments as individuals.

2	Mrs SL	Ynysllynlladd Grazing Licence
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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
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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
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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
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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
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**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
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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
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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

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# 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
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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
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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
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Council to purchase additional signage regarding parking and toilet facilities.

7	Councillor S Mitchell	Resignation from Council
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The Casual Vacancy be advertised as soon as possible.

The meeting ended at 8.30 pm

Signed

Dated 12 October 2025

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# 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
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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
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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
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A visit by an Age Friendly Communities Coordinator be arranged.

The meeting ended at 8.25 pm

Signed

Dated 17 November 2025

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# 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

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# 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
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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

# **Cyngor Cymuned Blaenhonddan**

## **Blaenhonddan Community Council**

Minutes of the Monthly Meeting of Council held on Monday 08 December 2025 at 6.30 pm in the Cadoxton Community Centre, Neath and Online

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

### **5908 Chair's Statement**

The Chair read a statement reminding Members of their obligations under the Code of Conduct and the Council's Standing Orders.

### **5909 Declarations of Interest**

Councillor J Hutchings declared an interest in Item 13 in respect of the Casual Vacancy in the Cadoxton Ward. Councillor C Lewis declared an interest in Items 7 and 14 in respect of the Cilffriw Primary School Governing Body.

### **5910 Matters Raised by Members of the Public**

There were no members of the public present.

### **5911 Minutes of the Monthly Meeting held on 17 November 2025**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 17 November 2025 be confirmed as a correct record.

### **5912 Matters Arising**

Further to Minute 5896 relating to trees in the car park at Bryncoch Community Centre, the Clerk advised Members of the cost of undertaking necessary tree surgery, and of his intention to make an appointment. RESOLVED noted.

(Councillor C Lewis declared an interest in the following item)

### **5913 Mr C Storey**

The Chair welcomed Mr C Storey who was attending Council to meet Members and outline his interest in being nominated as a Minor Authority Governor on the Cilffriw Primary School Governing Body. Following his statement, he responded to some questions posed by Members and received clarification of the role. The Chair thanked Mr Storey for attending, whereupon he withdrew from the Chamber.

### **5914 Financial Matters – December 2025**

RESOLVED that the Clerk's report on payments and transfer of funds in December 2025 be approved.

## 5915 Planning Applications – December 2025

RESOLVED no objection to the following applications –

P2025/0661	Amended Plans - Conversion of 2 No Semis to 1 No Detached dwelling	63 Main Road Bryncoch
P2025/0750	Rear Conservatory & Verandah	1 Wernddu Cottages Ty Llwyd Bryncoch
P2025/0821	Garage Conversion	3 Dwr y Felin Road Caewern

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

P2025/0798	Work to TPO Trees	109 March Hywel Cilfrew
P2025/0801	Work to TPO Trees	9 Larkspur Close Bryncoch
P2025/0822	Work to TPO Trees	Bryngelli 1A Pencynor Cilfrew

## 5916 Community Centre Management

The Clerk drew attention to concerns expressed regarding a regular hirer of Owain Glyndwr Community Centre and outlined damage which had been made to the building. The hirer had offered to pay for the damage and had confirmed that the group was seeking an alternative premises more suited to their needs. The cost of repairs was outlined to Council. RESOLVED that the repairs be undertaken, the offer of payment be accepted, and that the Clerk agree a timescale for remaining use by the hirer concerned.

## 5917 Police Matters

There were no Police matters to report, but given the level of anti-social behaviour, Councillor C Williams advised Council that a gate had been placed at the entrance to Cwrt Herbert Playing Field. RESOLVED noted.

## 5918 Reports from Outside Bodies

There were no reports from outside bodies.

(Councillor W Griffiths declared an interest in item 1 below whilst Councillor J Hutchings declared an interest in item 2, and neither took part in the discussions or voting on the respective items)

## 5919 Casual Vacancies

1. The Clerk reported two Expressions of Interest had been received to fill the Casual Vacancy in the Bryncoch South Ward. Following a secret ballot, RESOLVED that Ms J Griffiths be co-opted to serve as a councillor representing the Bryncoch South Ward.
2. The Clerk reported two Expressions of Interest had been received to fill the Casual Vacancy in the Cadoxton Ward. Following a secret ballot, RESOLVED that Mr N Hutchings be co-opted to serve as a councillor representing the Cadoxton Ward.

(Councillor C Lewis declared an interest in this item)

**5920 Minor Authority Governor, Cilffriw Primary School Governing Body**

The Clerk reminded Members that Mr C Storey's name had been submitted by the Governing Body for consideration as the Council's nominee, and Members recalled his earlier attendance at Council (Minute 5913 refers). 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. The Chair invited expressions of interest from Members and Councillor C Heath indicated that she would be interested in the role.

(Councillor R Lewis left the meeting at this juncture)

(Councillor C Heath left the Chamber during the remaining consideration of this item)

Members debated the approach that Council should take in arriving at a nomination, including the means of selecting a candidate, and how the decision should be taken in correct procedural and legal terms. Concern was expressed as to whether legally, in the first instance, Council should appoint a councillor if a suitable candidate was identified.

RESOLVED that the Clerk seek advice from the Monitoring Officer at NPT CBC, and report back to Council at the next meeting, but in the event that the legal advice is clear and definitive in favour of a councillor appointment, Councillor C Heath be appointed to the Governing Body of Cilffriw Primary School.

**5921 Section 6 Biodiversity Report**

The Clerk referred to the Council's duty to submit a Section 6 Biodiversity Report under the Environment (Wales) Act 2016 to Welsh Government. He tabled a draft report which reflected the Council's Biodiversity Action Plan, which was itself an interactive document informed by actions suggested by the Council and its partners. Members noted the suggestion that Council should investigate what it could do with Ynysllynlladd and that this should be incorporated as a generic reference into the draft report. RESOLVED that subject to a reference to deal with negative factors such as dealing with invasive species, the draft Section 6 Biodiversity Report be approved.

**5922 One Voice Wales AGM**

The Clerk tabled the motions to be discussed at the One Voice Wales AGM, at which Council would be represented by Councillor J Hale. RESOLVED that Councillor Hale be mandated to consider the comments submitted in favour and against the motions and endorse or otherwise the motions according to her judgement.

**5923 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.

**5924 Matters Arising from Exempt Items**

There were no matters arising.

**5925 Health and Safety**

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

**5926 Playground Equipment Quotations**

The Clerk advised Members of the costs quoted for playground repair at Caewern and Cadoxton Playgrounds and stated that prices for Bryncoch, Leiros Parc, Cilfrew and Ynysygerwn, anticipated to be significantly less, were awaited. RESOLVED that the prices received be accepted and that the Clerk advise Council of others when available.

**5927 Correspondence**

RESOLVED that the following items of correspondence be noted –

1	C & C Swansea	Together We Care Awards
2	Jeremy Miles MS	Information re A465 Resurfacing

Signed

Dated 19 January 2026

# **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

**Minutes of a Meeting of the Resources Committee of the Council held in Cadoxton Community Centre, Neath and Online on Monday 15 December 2025 at 6.30 pm.**

Presiding            Councillor J Betts

Present              In Person – Councillors W Griffiths, A Burton, G Morgan  
                            Online – Councillor C Williams

Apologies          Councillors J Hale, R Lewis

## **5928 Declarations of Interest**

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

## **5929 Matter Raised by Members of the Public**

There were no members of the public present.

## **5930 Minutes of Resources Committee 10 November 2025**

RESOLVED that the Minutes of the Resources Committee held on 10 November 2025 be adopted.

## **5931 Matters Arising**

There were no Matters Arising

## **5932 Hire Charges for 2026-27**

The Clerk submitted a schedule of current hire charges in relation to community centres and playing fields, and charges levied in respect of allotments and grazing land. Members were advised of Council's previous decisions over a period of years, considered whether charges should be amended for 2026-27, and were mindful of the increases in costs which the Council was subject to in letting its facilities. Some comparative information was also made available to Members and discussion arose regarding charges for commercial bookings in particular.

RESOLVED that Council be recommended to -

- amend the Council's policy to allow the Clerk to grant a 25% discount at his discretion to secure any lengthy bookings by commercial hirers
- retain the charges at their current level in respect of the 2026-27 financial year

## **5933 Budget and Precept for 2026-27**

The Clerk submitted a report on the estimated budget out-turn in 2025-26 as the basis for calculating a proposed budget for 2026-27 for Members'

consideration. He advised Members that assumptions had been made with regard to final expenditure and income. He highlighted key factors which had influenced the expenditure calculations, including increases in salary levels, playground equipment repairs, tree surgery, along with a planned capital expenditure overspend. He also highlighted an increase in income levels but indicated that these could fluctuate based on the level of use of the Council's facilities. The Clerk provided Members with an estimate of expenditure and income in 2026-27, outlining, for information, key elements of the budget. Members also noted the Council Tax Base for 2026-27 as indicated by NPT CBC, and received an indication of projected balances. It was recognised that Council had in recent years reduced its balances to subsidise its budget and limit precept demands, but that this practice was not sustainable over time. The Clerk presented a possible budget for 2026-27 for discussion, along with various funding options for meeting this budget requirement or a variation thereof.

RESOLVED that, in view of the need to continue delivering improvements through its capital programme and maintain its balances at the anticipated level, Council be recommended to –

- retain a capital budget for 2026-27
- approve a draft budget in the sum of £365,600
- set a Precept for 2026-27 in the sum of £365,600

#### **5934 Capital Projects**

The Clerk reminded Members of the capital projects which Council has previously considered, without identifying priorities, and provided an update on the projects where appropriate. A total of twelve projects were identified. It was noted that some were fairly small scale and could possibly be funded from ongoing maintenance budgets, but that other projects required specialist specification, costing and/or feasibility.

RESOLVED that the Clerk submit a report to Council which suggested a practical way forward on each project, so that priorities for implementation and/or further investigation could be determined.

The meeting ended at 7.50 pm

Signed

Dated

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# 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 12 January 2026 at 6.30 pm.**

Presiding            Councillor J Betts

Present              Councillors W Griffiths, G Morgan

Apologies          Councillors A Burton, J Hale, C Williams

## **5935 Declarations of Interest**

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

## **5936 Matters Raised by Members of the Public**

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

## **5937 Minutes of the Meeting held on 15 December 2025**

RESOLVED that the Minutes of the Meeting held on 15 December 2025 be confirmed as a correct record.

## **5938 Matters Arising**

There were no matters arising.

## **5939 Quarter 3 Budget Monitoring**

The Clerk presented his Budget Monitoring Report for the third Quarter of the 2025-26 financial year. Members considered income and expenditure against the budget agreed by Council and noted that neither was unduly different to that anticipated. It was also noted that budget monitoring to the end of November had provided the basis for consideration of a proposed 2026/27 budget and that recommendations accordingly had been submitted to Council (Minute 5933, Resources Committee, 15 December refers). RESOLVED that Council be recommended to note the budget situation to the end of the third Quarter, as scrutinised by the Committee.

## **5940 Quarter 2 Bank Reconciliation**

The Clerk presented the Bank Reconciliation of the Council's Accounts for the third Quarter of the 2025-26 financial year. RESOLVED that Council be recommended to note the third quarter bank reconciliation.

## **5941 Finance and Governance Toolkit – Self Assessment Conclusions to Date**

The Clerk presented a report which outlines the Committee's conclusions arising from the Self-Assessment work to date, referencing "Theme A" conclusions. Members were advised that this would, in due course, be supplemented with conclusions from the remaining themes. Once completed, the final report would be submitted to Council, and would provide a work programme of finance and governance tasks that could be investigated and undertaken,. RESOLVED that Council be recommended to note progress and receive a further report in due course.

**5942 Finance and Governance Toolkit – Self Assessment – Theme B**

The Clerk provided a supporting briefing report on Theme B of the Self-Assessment Section of the Finance and Governance Toolkit, which covered “Leadership and People”. Members reviewed the questions posed in the paper and considered evidence available which demonstrated the Council’s current position. Following discussion, Members concluded that it does have appropriate policies and procedures to support “Leadership”, but could increase some of its training and feedback practices and consider membership of the Society of Local Council Clerks. Its “Employment” procedures are relatively sound, subject to one minor change, but Members considered that a formal performance appraisal system might not be appropriate for Council. “Resources and Support” for staff are in place, but some additional work on specific policies and procedures and on staff training should be actively considered.

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

**5943 Finance and Governance Toolkit – Self Assessment – Theme C**

The Clerk provided a supporting briefing report on Theme C of the Self-Assessment Section of the Finance and Governance Toolkit, which covered “Community Engagement and Partnerships”. Members reviewed the questions posed in the paper and considered evidence available which demonstrated the Council’s current position. Following discussion, Members concluded that Council’s activities in community engagement, partnership working and communication merit further consideration. A Council-wide discussion on potential forms of community engagement and communication was needed to inform the substance of a Community Engagement Strategy, and the consequential resource implications.

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 8.30 pm

Signed

Dated

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# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 19 January 2026 at 6.30 pm in the Cadoxton Community Centre, Neath and Online

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

## **5944 Welcome**

The Chair welcomed Councillors J Griffiths and N Hutchings who were attending their first meeting of Council

## **5945 Chair's Statement**

The Chair read a statement reminding Members of their obligations under the Code of Conduct and the Council's Standing Orders.

## **5946 Declarations of Interest**

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

## **5947 Ageing Well Initiative**

The Chair welcomed Mr D Garnell, Ageing Well Engagement Officer at NPT CBC who addressed Council on his role supporting the Ageing Well Communities in Neath Port Talbot as part of a Welsh Government Funded Initiative. He outlined what he could contribute to a wide range of groups to counteract isolation and promote community cohesion. He clarified his role and the manner in which he works with other professionals at NPT CBC and with other statutory or voluntary bodies. Mr Garnell responded to questions from Members and invited them to contact him with any possibilities for extending his work and supporting others within the Council's area and beyond. The Chair thanked Mr Garnell for attending, whereupon he withdrew from the meeting

## **5948 Matters Raised by Members of the Public**

There were no members of the public present.

## **5949 Minutes of the Monthly Meeting held on 08 December 2025**

RESOLVED that the Minutes of the Monthly Meeting of Council held on 08 December 2025 be confirmed as a correct record.

## **5950 Matters Arising**

Further to Minute 5916 relating to a hirer at Owain Glyndwr Community Centre, the Clerk advised Members that the hirer had identified alternative premises for their use as of the 1<sup>st</sup> February 2026. RESOLVED noted.

**5951 Financial Matters – January 2026**

RESOLVED that the Clerk’s report on payments and transfer of funds in January 2026 be approved.

**5952 Planning Applications – January 2026**

RESOLVED no objection to the following applications –

P2025/0855	Extensions	27 Underwood Road Cadoxton
P2025/0861	Roof Extension	Glyn Hir Neath Abbey Road Neath
P2025/0873	Extension and Fenestration Alterations	25 Maes y Deri Cilfrew
P2025/0910	Detached Service Shed	Tor y Graig Farm Ty Llwyd Bryncoch

**5953 Community Centre Management**

The Clerk advised Members that a roller shutter had broken at Owain Glyndwr Community Centre and indicated the cost quoted for repair. He also indicated that he was waiting for a price for replacement lighting as the external bollard lights were broken and would be prohibitively expensive to replace. RESOLVED that the Clerk’s report be noted and that the repairs proceed as appropriate.

**5954 Police Matters**

Members were advised that a report would be submitted to the Police regarding the fly tipping of potentially illegal materials on farmland in the Cilfrew area. RESOLVED noted.

**5955 Reports from Outside Bodies**

There were no reports from outside bodies.

**5956 Resources Committee, 15 December 2025**

The Clerk summarised the Minutes of a meeting of the Resources Committee held on 15 December 2025, and highlighted in particular the item on the Budget and Precept for 2026/27 (Minute 5933 refers). RESOLVED that the Minutes of the Resources Committee on the 15 December 2025 be adopted and, in particular, that Council –

- retain a capital budget for 2026-27
- approve a draft budget in the sum of £365,600
- set a Precept for 2026-27 in the sum of £365,600

**5957 Resources Committee, 12 January 2026**

The Clerk summarised the Minutes of a meeting of the Resources Committee held on 12 January 2026, and highlighted in particular the items on the Finance and Governance Toolkit (Minute 5941-5943 refer) which would result in further reports to Council in due course. RESOLVED that the Minutes of the Resources Committee on the 12 January 2026 be adopted.

(Councillor C Lewis declared an interest in the following item)

- 5958 Minor Authority Governor, Cilffriw Primary School Governing Body**  
The Clerk referred to discussions which occurred at Council on 08 December 2025, culminating in a resolution to seek advice from the Monitoring Officer at NPT CBC (Minute 5920 refers). He also reminded Members that the names of one lay person and one Councillor had been put forward as possible representatives on the Governing Body of Cilffriw Primary School. He provided a verbatim account of the Monitoring Officer's written advice, which indicated that, whilst a lay person could be nominated following a transparent and properly recorded decision, good practice would expect that a Councillor willing to serve should have preference. Following a discussion, it was RESOLVED that Council should nominate a Member of Council to serve on the Governing Body of Cilffriw Primary School, and accordingly, it followed that the Member who had expressed an interest – Councillor C Heath – should be nominated as the Council's representative.
- 5959 Interim Audit Report, 2025-26 Accounts**  
The Clerk reported on the Interim Audit Report of the Council's accounts for 2025-26 and indicated that there was only one minor recommendation made. RESOLVED that the report be noted and that the recommendation be accepted.
- 5960 Capital Programme Schemes**  
The Clerk referred to a previously circulated report which outlined a number of potential capital programme schemes that Council could pursue, utilising its capital programme funding and other budgets identified in its 2026-27 budget. The report evaluated the deliverability of the schemes, indicative "guesstimate" costs that may be involved, and provided a suggested basis for further investigation and implementation. RESOLVED that the Clerk's report be accepted as the basis for progressing future capital programme schemes and that further reports be submitted as investigations are progressed.
- 5961 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.
- 5962 Matters Arising from Exempt Items**  
There were no matters arising.
- 5963 Health and Safety**  
There were no reports for submission to Council. RESOLVED noted.
- 5964 Playground Equipment Quotations**  
Members were advised that, despite requesting information, the additional prices awaited had not been received. RESOLVED noted.
- 5965 Correspondence**  
RESOLVED that the following items of correspondence be actioned as indicated –

1	NPT CBC Strategy and Corporate Services	Consultation re Community Councils Liaison Forum
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A number of observations offered by the Council's representative on the Liaison Forum be submitted to NPT CBC.

2	Asbri Planning	Pre Application Consultation – Land at Leiros Parc Bryncoch
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An item be placed on the agenda of the next meeting of Council, and the consultant be advised that comments will be forwarded immediately thereafter.

RESOLVED that the following item of correspondence be noted –

3	NPTCBC	Consultation on Draft Budget
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Signed

Dated 16 February 2026

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# Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council

Minutes of a Meeting of the Festivals Committee of the Council held on Monday 9th February 2026 at 6.30 pm in Cadoxton Community Centre, Neath and Online

Presiding --  
Present In Person - Councillors W Griffiths, A Burton, J Hale, G Morgan, H Harry  
, C Heath

Non-Voting Members – Councillor J Griffiths  
Apologies Councillor A Broom

## **5966 Declarations of Interest**

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

## **5967 Appointment of Chair**

RESOLVED that Councillor J Hale be appointed Chair of the Festivals Committee for 2025/26.

## **5968 Appointment of Vice Chair**

RESOLVED that Councillor A Burton be appointed Vice-Chair of the Festivals Committee for 2025/26.

## **5969 Matters raised by Members of the Public**

There were no members of the public present.

## **5970 Programme of Work for 2025/26**

Members reflected on activities undertaken or discussed in the past as summarised by the Assistant Clerk, and drew conclusions as to what was likely to work well in the future, and that which would not. A realistic discussion on widening the scope of Council activities and extending engagement informed the Committee's deliberations. RESOLVED that Council be recommended to –

- Arrange a Fun Day at Waunceirch on Saturday 16 May 2026, broadly consistent with that undertaken in 2025 with the view of possibly more activities and entertainment.
- Consider arranging a Christmas event in December 2026, subject to practicable suggestions being received from Members and the wider Blaenhonddan community.

The meeting ended at 7.35 pm

Signed

Dated

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