

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of the Annual Meeting of Council held at Cadoxton Community Centre on Monday 18 May 2026 at 6.00pm

Presiding Councillor J Betts
Present Councillors W Griffiths, J Hale, C Lewis, A M Broom, G Morgan, G T Morgan, C Williams, J Griffiths, A Burton, C Parry, N Brown, J Hutchings, L Rabaiotti Jones
Apologies Councillors R Lewis, H Harry

6041 Appointment of Chair

RESOLVED that Councillor J Betts be appointed Chair for 2026/27, and Councillor Betts duly signed the Declaration of Acceptance of the Office of Chair.

6042 Declarations of Interest

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

6043 Appointment of Vice Chair

RESOLVED that Councillor A Burton be appointed Vice-Chair for 2026/27, and Councillor Burton duly signed the Declaration of Acceptance of the Office of Vice Chair.

6044 Members Code of Conduct

RESOLVED that the Members Code of Conduct be adopted by Council and noted that mandatory Code of Conduct training would occur as soon as possible.

6045 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, C Parry, J Hutchings and C Lewis.

Festivals Committee - Councillors W Griffiths, J Hale, A Burton, A M Broom, C Heath, H Harry, N Brown 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.

Further RESOLVED that the Terms of Reference of the Staffing Committee and the Appeals Committee be amended to provide delegated authority to the respective committees on disciplinary matters, to facilitate their operation independently of Council.

6046 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, and Councillor Burton be reappointed to Bryncoch CIW Primary when her term of office ends on 16 October 2026 –

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|------------------------|------------------------|
| • Bryncoch CIW Primary | Councillor A Burton |
| • Blaenhonddan Primary | Councillor A Burton |
| • Catwg Primary | Councillor A M Broom |
| • Waunceirch Primary | Councillor W Griffiths |
| • Cilffriw Primary | Councillor C Heath |

6047 Income and Expenditure, Bank Reconciliation 2025/26

The Clerk submitted the Income and Expenditure Report and the Bank Reconciliation statement for 2025/26 in advance of their submission for audit. RESOLVED that the accounts be approved.

6048 Annual Investment Strategy 2026/27

The Clerk submitted a draft Annual Investment Strategy for 2026/27. RESOLVED that the Draft Strategy be approved.

6049 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

6050 Draft Annual Report 2026

RESOLVED that the Draft Annual Report for 2026 be approved.

6051 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.

6052 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 confirms the appointment of KLG Internal Audit Services as its Internal Auditor in accordance with the three-year appointment made for 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.

6053 Member Remuneration

The Clerk indicated that the Report of the Independent Remuneration Panel for Wales had been received and contained only one minor change from the previous year's recommendations. He outlined 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 his personal decision accordingly
- Travelling expenses and subsistence payments be paid to Members for relevant duties as per current practice, on receipt of a claim form prepared by the Clerk
- A financial loss payment be paid to Members for relevant duties on receipt of a claim form prepared by the Clerk
- The Clerk prepare a form for Members to claim reimbursement of care costs in appropriate circumstances, should they wish to make a claim
- A Chair's allowance in the sum of £500.00 be paid in 2026/27 in accordance with current practice
- No Vice-Chair's allowance be paid in 2026/27

- 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 6.40 pm.

Signed

Dated 15 June 2026

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held at Cadoxton Community Centre on Monday 18 May 2026 at 6.50 pm

Presiding Councillor J Betts
Present Councillors W Griffiths, J Hale, C Lewis, A M Broom, G Morgan, G T Morgan, C Williams, J Griffiths, A Burton, C Parry, N Brown, J Hutchings, L Rabaiotti Jones
Apologies Councillors R Lewis, H Harry

6054 Declarations of Interest

Councillors W Griffiths, C Williams and J Hale declared an interest in Item 14 on the agenda in view of their respective roles as Members of NPT CBC.

6055 Matters Raised by Members of the Public

There were no members of the public present.

6056 Minutes of the Monthly Meeting held on 20 April 2026

RESOLVED that the Minutes of the Monthly Meeting of Council held on 20 April 2026 be confirmed as a correct record.

6057 Matters Arising

- Further to Minute 6026, the Clerk advised that Voucher DD10178 should have been recorded as an electricity payment of £61.88 at Owain Glyndwr Community Centre. RESOLVED noted.
- Further to Minute 6033, the Clerk advised that reference to drainage issues at a community centre should have referred to Cilfrew Community Centre. RESOLVED noted.
- Further to Minute 6035 relating to Cadoxton Park, the Clerk advised that the Minute should refer to Councillor P Rogers and provided an update whereby Council was invited to make a small financial contribution to the proposal. RESOLVED that the Council make a contribution of £3,200.00 as this would secure the release of the significant external funds indicated, and allow support for a second project from those funds, and that the proposal be implemented as outlined.

6058 Financial Transactions – May 2026

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

6059 Planning Applications – May 2026

RESOLVED no objection to the following applications –

P2026/0185	C/use of 1 Guesthouse to Dwelling	Cwmbach Cottages, Cwmbach Road Cadoxton
P2026/0215	Construction of Replacement Garage	186 Main Road Bryncoch

P2026/0276	Extension	4 Redwood Close Bryncoch
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RESOLVED no objection to the following application, subject to the views of the NPT CBC arboricultural officer -

P2026/0273	Work to TPO Tree	8 Hazel Tree Court Bryncoch
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RESOLVED no observations on the following application as it is a technical determination for NPT CBC following the granting of consent –

P2026/0277	Details Condition 14 – Scheme for Treatment/ Disposal of Soils	Caewern House Dwr y Felin Road Caewern
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6060 Community Centre Management

There were no reports on Community Centre Management.

6061 Police Matters

Members reported a number of issues within the community that were being looked into as follows –

- Use of the pedestrian footbridge near Neath College by bikes
- Scrambler bikes using footpaths in Aberdulais
- Motorbikes entering the Waunceirch Playing Field
- Teenagers sitting in the public highways between Bryncoch and Dyffryn.

RESOLVED that the reports be noted and that all Members ensure that incidents are reported to 101 so that a record is maintained by the Police.

6062 Reports from Outside Bodies

RESOLVED that the following be noted -

- There were no reports from the NPT CBC Liaison Forum.
- There were no reports from One Voice Wales
- There were no reports from Governing Body representatives.

Further RESOLVED that the Clerk's report of an information gathering meeting between NPT CBC officers and Clerks regarding the NPT CBC Liaison Forum be noted, and that future developments be awaited.

6063 Accounts 2025/26

- The Clerk outlined the conclusions of the Final Internal Audit Report on the 2025/26 Accounts. RESOLVED noted.
- The 2025/26 Annual Return was summarised for Members with reference to the Income and Expenditure Report and Bank Reconciliation previously reported at the Annual Meeting (Minute 6047 refers). RESOLVED that the Annual Return be approved for submission for external audit.
- The 2025/26 Annual Governance Statement was summarised for Members' consideration. RESOLVED that the Annual Governance Statement be approved for submission for external audit.

- RESOLVED that the Chair and Responsible Financial officer be authorised to sign the Annual Return and that the relevant documents be submitted for external audit.

6064 Capital Programme Schemes

The Clerk submitted progress reports on capital programme schemes as follows -

- RESOLVED noted that a meeting to discuss drainage issues outside Cadoxton Park with NPT CBC had been requested
- Further to the professional report on drainage issues at Cilfrew Community Centre, an assessment of proposed works and additional investigations had been received, along with a quotation for partial remedial works. RESOLVED that in view of their previous involvement with the issues, Council appoint Swansea Drains (Metro Rod) to undertake the necessary work at the cost made known to Members.
- RESOLVED noted that there was currently no progress on the proposed design for a ramp up to Waunceirch Playing Fields.
- RESOLVED noted that the kitchen works have commenced at Cilfrew CC and further RESOLVED that the Clerk be authorised to accept a quotation for flooring in the kitchen and toilets so that the work can be completed as soon as possible.

6065 Water Management

The Clerk referred to the Water Risk Assessments recently undertaken at the Council's Community Centres, indicated that he was waiting for a Written Scheme of Control for each Centre, but that a quote for remedial works to the showers at Cilfrew Community Centre had been received. Members considered the cost involved and the implications of not undertaking the work. RESOLVED that MSS Water be engaged to complete the work specified at the cost reported to Council.

(Councillors W Griffiths, J Hale and C Williams declared an interest in the following item and took no part in the voting thereon)

6066 Proposed Traffic Regulation Order, Dwr y Felin Road Waunceirch

The Clerk referred to a consultation received from NPT CBC regarding a proposed Traffic Regulation Order in the vicinity of Waunceirch Primary School. He outlined the implications of the Order and confirmed that it was proposed on highway safety grounds. Members were reminded that there had been no resolution or response from NPT CBC to the Council's representations on the need for comprehensive parking arrangements to serve the school, and the likely implications for the Council's car park serving the Waunceirch Playing Fields. RESOLVED that, in view of the highway safety reasons for the proposals, Council offer no objection to the Traffic Regulation Order, but that the Clerk write separately to the respective parties regarding the long term need to address school generated traffic.

6067 Redundant Playground at Waunceirch District Park

Councillor J Hale referred to the availability of funding that could be used to undertake a redevelopment of the redundant playground at the Waunceirch District Park, and referred to the possibility of developing a sensory garden with seating as part of a wider development. The Clerk advised that it would be sensible to develop the concept in the first instance with a view to consultation on the proposal. RESOLVED that Councillor Hale engage further with the Clerk to establish what support could be identified and report back to Council in due course.

6068 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.

6069 Matters Arising from Exempt Items

There were no matters arising.

6070 Health and Safety

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

6071 Payroll Issue

The Clerk drew Council's attention to a recently discovered payroll issue that extended back to 2019 with regard to one employee, and indicated that he had been in touch with the necessary authorities regarding its resolution. He confirmed what needed to be done and the cost to both Council and the employee concerned. Members agreed that Council had to resolve the situation and RESOLVED that the Clerk take the necessary steps to meet the obligations and the cost involved.

6072 Correspondence

There were no items of correspondence

The meeting ended at 8.15 pm

Signed

Dated 15 June 2026

Cyngor Cymuned Blaenhonddan

Blaenhonddan Community Council

Minutes of the Monthly Meeting of Council held on Monday 15 June 2026 at 6.30 pm in the Cadoxton Community Centre, Neath and Online

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

6073 Declarations of Interest

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

6074 Matters Raised by Members of the Public

There were no members of the public present.

6075 Minutes of the Annual Meeting held on 18 May 2026

RESOLVED that the Minutes of the Annual Meeting of Council held on 18 May 2026 be confirmed as a correct record.

6076 Minutes of the Monthly Meeting held on 18 May 2026

RESOLVED that the Minutes of the Monthly Meeting of Council held on 18 May 2026 be confirmed as a correct record.

6077 Matters Arising

1. Further to Minute 6045 relating to membership of Committees, RESOLVED noted that Councillor R Lewis had accepted nominations to the Resources and Staffing Committees.
2. Further to Minute 6065 regarding Water Management arrangements, the Clerk submitted information and prices received from MSS Water. RESOLVED that the Clerk investigate further the possibility of undertaking work in house and report back on potential arrangements and contracts in due course

6078 Financial Transactions – June 2026

RESOLVED that the Clerk's report on payments and transfer of funds be approved, subject to the following corrections –

- Voucher DD10260 – Caewern CC not Cilfrew CC
- Voucher DD10261 - £117.23 not £1017.23

6079 Planning Applications – June 2026

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

P2026/0293	Work to TPO Tree	8 Bittern Court Bryncoch
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RESOLVED no objection to the following application –

P2026/0373	Details Condition 12 – Interpretation Material	Caewern House Dwr y Felin Road Caewern
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6080 Community Centre Management

1. The Clerk reported a request to consume alcohol at a birthday and anniversary celebration in Bryncoch Community Centre and submitted details of the proposed booking. RESOLVED that the request be acceded to.
2. The Clerk reported that a request to hire a community centre car park had been received and indicated that such a request was not covered in the Council's hire policy. RESOLVED that the Council's policy be amended to preclude standalone hire of car parks, but to allow such use and make the adjacent community centre available, subject to levying a hire charge at the community rate.

6081 Police Matters

RESOLVED that the following reports from Members be noted –

- Youths misbehaving at Caewern House, with Police response involved.
- Youths gathering at the rear of Caewern Community Centre
- A recent incident involving a dog and its owner in Bryncoch

Further RESOLVED that the Clerk's Report on the following be noted and actioned accordingly -

- Vandalism to safety surfacing at the Bryncoch Playground, to be publicised and reported to the Police, with action to effect immediate repairs authorised
- Neighbourhood Police Sergeant J Davies is scheduled to attend the September meeting of Council.

6082 Reports from Outside Bodies

There were no reports from the NPT CBC Liaison Forum, One Voice Wales or School Governing Bodies, other than notification of Governing Body meeting dates.

6083 Audit of 2024-25 Accounts

The Clerk reported that, after a lengthy and protracted external full audit process, the report of Audit Wales on the 2024-25 Accounts had been received. He reported that a Qualified Opinion had been issued and provided details of the Basis of Qualification indicated by the Auditor. He confirmed that some of the reasons were understood and agreed, whilst others were debatable and non-specific, but acknowledged that staff turnover had caused issues in 2024-25 that had now been addressed. RESOLVED that the Auditor's Report be noted and that, if appropriate, the Clerk query the debatable reasons with the auditor.

6084 Casual Vacancy, Bryncoch South Ward

Members were advised that the Chair had received, through the Clerk, the resignation of Councillor C Heath as a Member of Council representing the Bryncoch South Ward, citing personal and business reasons for the decision.

The Clerk indicated that, as a consequence, the following would need to be addressed –

- The Casual Vacancy – RESOLVED that it be advertised immediately
- Nomination to the Governing Body of Cilffriw Primary School – RESOLVED that the Clerk advise the school, and that an item be placed on the July agenda of Council allowing Members to consider whether they wished to put their names forward
- Membership of the Council's Staffing Committee – RESOLVED that Councillor J Griffiths be nominated to fulfil the role.

6085 Capital Programme Schemes

The Clerk submitted progress reports on capital programme schemes as follows -

- RESOLVED noted that NPT CBC had agreed to address drainage issues outside Cadoxton Park, and that any issues within the Park would be monitored
- RESOLVED noted that proposed drainage work at Cilfrew Community Centre and additional investigations would take place during the week beginning 06 July 2026
- RESOLVED noted that a meeting regarding the proposed footpath ramp up to Waunceirch Playing Fields had been arranged.
- RESOLVED noted that the kitchen and flooring work at Cilfrew Community Centre had been completed, that a caretaker's cupboard be constructed by the kitchen contractor at a cost reported to Members, and that the Clerk review cleaning regimes at all community centre kitchens and toilets.
- Further to additional suggestions being received, RESOLVED that proposed environmental work be supported in Cilfrew, a Cilfrew utility box repaint be funded and Members considered potential similar options in their respective wards, and that longer term changes at the Cilfrew Playground be added to the list of potential capital projects for future consideration.

6086 Historic Invoices

The Clerk submitted a report, following consultation with the Council's Internal Auditor and Rialtas, requesting that Members consider the write-off of historic unpaid hire invoices from 2023/24 and 2024/25, in the total sum made known to Members. Reasonable efforts have been made to recover the outstanding amounts, but the organisations or groups involved are believed to have ceased operating. Council authority to approve the write-off of these debts as irrecoverable is required and it was RESOLVED accordingly.

6087 Lease of Caewern Community Centre

NPT CBC had advised that the lease of Caewern Community Centre expired on 31 March 2026 and enquired as to whether Council wished to renew the lease on similar terms and at a revised rental made known to Members. RESOLVED that renewal of the lease of Caewern Community Centre be agreed and that the Clerk apply for a grant from NPT CBC to cover part of the cost.

6088 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 four items, by virtue of the nature of the business to be transacted.

6089 Matters Arising from Exempt Items

There were no matters arising.

6090 Health and Safety

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

6091 Staffing Committee

The Clerk advised Members that a meeting of the Staffing Committee would be convened in the near future to consider a disciplinary matter. No further details were divulged to Members and there was no discussion thereon. RESOLVED noted.

6092 Mileage Allowance

The Clerk referred to the recent change in HMRC mileage allowances from 01 April 2026 and sought authority to pay the amended amount. RESOLVED that Council pay the amended HMRC mileage rate.

6093 Correspondence

RESOLVED that the following items of correspondence be noted –

1	One Voice Wales	Invitation to National Conference
2	NPT CBC Planning	Notification of Planning Enforcement Appeal – Land between The Bungalow and Dulais Rock Inn Main Road Aberdulais
3	NPT CBC Finance	Notification of Grant Award – Lease of Waunceirch District Park

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

4	KLG Internal Audit Service	Withdrawal of Internal Audit Services
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Clerk to review options for the appointment of a replacement internal auditor and report back to Council in due course.

The meeting ended at 7.44 pm

Signed

Dated 20 July 2026