

COEDFFRANC COMMUNITY COUNCIL

Minutes of a Statutory Meeting of the Council Meeting held on 18th January 2017 at Carnegie Hall.

Attendance: Cllrs APH Davies, DK Davies, B Richards, R Didcote, P Davies, J Thomas, K Whitehead.

760: Apologies: Cllrs H Bebell, P Bebell, A Wingrave, M Harvey, HC Clarke, HR Richards, P Fellows, JS Jones, J Davies.

761: To receive Declarations of Interest.

None.

Additionally, it was noted that no Member that had declared an interest in the last meeting took any part in the approval of the minutes for that meeting.

762: To approve and sign the Minutes of Previous meetings: -

a) Council Meeting held on 4th January 2017.

Approved as a true and accurate record.

b) Personnel Committee Meeting held on 4th January 2017.

Approved as a true and accurate record.

c) Finance & General Purposes Committee held on 11th January 2017.

Approved as a true and accurate record.

763: Matters arising from the minutes. (FOR INFORMATION ONLY)

Cllr DK Davies requested an update regarding item 757. The Clerk informed the Members that it had been decided that no further action would be taken until the Rugby Club are informed that they could receive the grant. It was agreed that there would be no point in paying for a VAT Consultant to get advice until the Rugby Clubs request for a grant had been approved.

764: To receive and approve the accounts schedule for payments and to select two account numbers for a full explanation at the next meeting.

Accounts were received in the sum of £8,923.20. Account No's 550 and 571 were selected at random for an explanation by the clerk at the next meeting. Copies of the accounts were circulated and the Clerk responded to member's queries.

Resolved: That the payments are approved.

765: To receive an explanation from the Clerk concerning Account No's: 536 and 541.

The Clerk provided explanations, which were accepted by the Council.

766: Planning Applications:

P2017/0030 – 1 No. Double sided internally illuminated advertisement panel integrated into Bus Shelter. Land fronting 85 New Rd, Skewen SA10 6HG. (Applicant – Mrs Amanda Hardwidge, Clear Channel UK Ltd, Unit 4, Portbury, Goronor Way, Bristol BS20 7XE).

No observations.

Late Application – P2017/0015 – Two storey rear extension, plus single storey rear extension with roof terrace, external steps, privacy screening, balustrade and chimney. 47 Cardonnel Rd, Skewen, SA10 6BT. (Applicant – Mr Andy Dyer, 47 Cardonnel Rd, Skewen, SA10 6BT).

No observations.

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Late Application - P2017/0013 – Two No. freestanding non-illuminated visitor information signs. Pant y Sais, Jersey Marine, Neath. (Applicant – Mr Jamie Bevan, Natural Resources Wales, Maes Newydd, Britannic Way, Llandarcy SA10 6JQ).

No observations.

Late Application - P2017/0031 – 2 No. Single sided internally illuminated static advertising panels integrated into bus shelter. Land adjoining Valet Unit former stadium service station, Skewen, Neath SA10 6RG. (Applicant – Mrs Amanda Hardwidge, Clear Channel UK Ltd, Unit 4 Portbury, Garoner Way, Bristol, BS20 7XE).

No observations.

Late Application - P2017/0038 – Single Storey rear extension. 28 Crymlyn Rd, Skewen SA10 6EA. (Applicant – Mrs Emily James, 28 Crymlyn Road, Skewen, SA10 6EA).

No observations.

767: To receive a report from any Member concerning meetings at which he or she represented the Council.

None.

768: To receive a report from the Personnel Committee.

The information was noted by the Members.

769: To receive a report from the Finance & General Purposes Committee.

2) **Resolved:** That Qtr 3's Accounts are approved.

3) The information was noted by the Members.

4) The information was noted by the Members.

5) **Resolved:** That there will be a Nil % increase for all the Fees and Charges with an exception of an increase to Cresci's Ice cream Van Annual Licence which will increase to £125 per annum.

6) Dealt with in item 770 below.

770: To set the Precept for the 2017/18 budget.

The Clerk reported that the Automatic Enrolment for employees into the City & County of Swansea Pension Fund had commenced on the 1st November 2016. The Clerk reported on the financial implications of having more employees in the Pension Fund would cause. The Clerk reported that the estimated pension costs to the Council for the 2017/18 financial year would be £31,832.79.

The Clerk reported on the implications of the Public Sector Pay Award which equates to an additional cost of approximately £11,000 for the salaries budget compared to the 2016/17 budget. The reason for this increase is that a Headline Increase of a 1% Pay Award was announced for the 2016/17 financial year, which was the figure that was used to calculate the salary budget for the Precept in January 2016. However, in reality, when the 2016 and 2017 pay scales were published in May 2016, all the spinal column points below SPC 10 actually received a 6% pay award for 2016/17, and a further 3.2% for 2017/18.

The Clerk updated the Members regarding the Governments Statutory Living Wage, which was initially set at £7.20 per hour starting in April 2016, with a target of reaching more than £9.00 per hour by 2020. The Clerk reported that staff on the lowest rate of pay are currently receiving £8.11 per hour, including the additional £0.59 pence agreed by Council on the 19th November 2014. This would increase to £8.37 per hour in April 2017.

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The Clerk reported that due to the proposed increases outlined by the Statutory Living Wage, the Council would need to consider, if at some point, they should stop paying the additional 0.59 pence per hour to the staff who are below SPC 10 which the Council approved in November 2014. This could be done by decreasing the additional amount paid in increments over a few years. The Council's decision to pay an additional £0.59 pence to staff below SCP 10 was taken before the announcement of the Statutory Living Wage.

The Clerk also noted that the Clerks Post and the Park Superintendents Post had only received the head line 1% pay award for 2016/17 and 2017/18. Additionally, both posts had not received the additional 0.59 pence per hour. Therefore, since November 2014, the rates for staff on the lowest SCP will increase from £6.56 per hour up to £8.37 per hour including the additional 0.59 pence from April 2017. This is an increase of £1.81 per hour, compared to an increase of just £0.44 pence for the Park Superintendent, whilst both still retaining exactly the same responsibilities.

The Clerk reported that a Nil % increase to each household would result in £4,770 more precept from NPTCBC.

A Nil % increase to each household would give the Council a Capital Budget of £49,028, which is a decrease in the Capital Budget of £8,045 compared to last year.

The Members discussed what was needed within the Budget for the financial year, it was noted that due to the changes in legislation, the Staff Salary Budgets will increase by approximately £14,000.00 for the next financial year.

The Members decided to recommend that there is a Nil % increase to the tax payer, which would give an overall Precept from NPTCBC of £362,222.00.

The Members discussed the recommendations made for the Capital budget and decided upon the following:

Cost of purchasing new parks machinery equipment
£5,000.00.

It was agreed that the remaining Capital Budget of £44,028.00 should not be allocated to any specific project until further discussion had taken place.

The Clerk reported that she has put £30,000 for the 2016/17 Capital Budget into Earmarked Reserves for the proposed additional car parking. The Clerk reported that the work has not been put out to tender as yet, and therefore, it would not be possible to complete the work within this financial year if the Council does decide to go ahead with the project.

Ear marked reserves carried forward:

Flooring in Caewathan Community Centre £3,275

Additional Car Parking £30,000.

The Clerk reminded the Members that the Council had approved a three year term agreement for the Insurance in 2016.

The Clerk presented a list of payments that are made by Direct Debit/Standing Order/BACS on a monthly/quarterly basis for annual approval. The costs listed below are current costs, and are liable to occasional increases.

<u>Direct Debits</u>	<u>Description</u>	
Neath Port Talbot Council	Council Tax for Carnegie Hall	£462.00
Neath Port Talbot Council	Council Tax for Memorial Hall	£241.00
Neath Port Talbot Council	Council Tax for Jersey Marine Community Centre	£136.00
Neath Port Talbot Council	Council Tax for Coedffranc Cemetery	£134.00
Neath Port Talbot Council	Council Tax for Elba Crescent Community Centre	£56.00
Neath Port Talbot Council	Council Tax for Caewathan Community Centre	£89.00
Sage UK Ltd	Software licence agreements and support	£135.40
Siemens Financial Service	Rental and Maintenance Agreement for Franking Machine £117.60 - Quarterly	
Grenkeleasing Ltd	Telephone Network System, Lease & Maintenance agreement	£104.40
BACS		
Wages	Monthly salaries for Coedffranc Staff paid by BACS - VARIES	
<u>Standing Orders</u>		
South Wales Web	Website Maintenance and Support	£36.00
Caewathan	Community Centre running allowance	£100.00
Crymlyn Burrows	Community Centre running allowance	£65.00

Resolved: That there is Nil % increase to the tax payer, and that all the other recommendations made by the Finance and General Purposes Committee are approved. It was agreed that the issue of the decreasing pay differential should be deferred to the Finance and General Purposes Committee for their recommendation on any appropriate actions.

771: To receive a request from Cllr A Wingrave to allow Emma Jones the Local Area Coordinator to hold their Arts and Craft classes free of charge in Carnegie Hall Room 3.
The Members discussed the request.

Resolved: That the room would be given free of charge on a 6 month trial.

772: To receive information from NPTCBC regarding the Digital by Choice Event being held on 30th January 2017 at the Princess Royal Theatre 1.45pm – 5pm.
The Members noted the information.

732: Correspondence.

a) NPTCBC Liaison Forum Agenda items for Monday 6th February 2017.
The information was noted by the Members.

Cllr J Thomas
Chair