

## COEDFFRANC COMMUNITY COUNCIL

### **Minutes of a Statutory Meeting of the Council Meeting held on 9<sup>th</sup> August 2017 at Carnegie Hall.**

**Attendance:** Cllrs APH Davies, A Wingrave, M Harvey, P Davies, J Thomas, AR Aubrey, MA Fender, D Harvey, LJ Pocock, C Wingrave, TJ Bevan, C Fletcher, K Amos.

**Part Attendance:** Cllrs JS Jones.

**959: Apologies:** Cllrs DK Davies, B Richards, K Whitehead.

#### **960: To receive Declarations of Interest.**

Cllr A Aubrey declared an interest in item 965 and left the room during the discussions. 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.

**Cllr JS Jones arrived at this point.**

#### **961: To approve and sign the Minutes of Previous meetings: -**

##### **a) Council Meeting held on 19<sup>th</sup> July 2017.**

Approved as a true and accurate record with the exception that Cllr P Davies should have been recorded as Chair.

##### **b) Finance & General Purposes Committee Meeting held on 26<sup>th</sup> July 2017.**

Approved as a true and accurate record.

#### **962: Matters arising from the minutes. (FOR INFORMATION ONLY)**

None.

#### **963: 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 £3,667.68. Account No's 258 and 273 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.

#### **964: To receive an explanation from the Clerk concerning Account No's: 233 and 250.**

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

#### **965: Planning Applications:**

**P2017/0689 – Change of use of two tennis courts into overspill car park. Skewen Park, Off Wern Road, Skewen. (Applicant - Coedffranc Community Council).**

No observations.

**P2017/0695 – Erection of rebranded illuminated signage including 1 totem sign, 2 logo boards, 1 set of individual letters and logo, 2 post mounted corex signs, 1 double sided post sign, 2 sets of sign written letters and 1 post mounted directional sign. Harvester, B4290 from Llandarcy to Jersey Marine, Llandarcy, Neath SA10 6GZ. (Applicant – Mitchells & Butlers, 27 Fleet Street, Birmingham B3 1JP).**

No observations.

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**P2017/0671 – Enclosed external seating area at rear of building, incorporating feature slate fireplace, slatted timber panels, planter screens and pergotenda (canopy), new front and rear entrance doors and side screens. Harvester, B4290 from Llandarcy to Jersey Marine, Neath SA10 6GZ. (Applicant – Mr Will Sterling – Mitchells & Butlers, 27 Fleet Street, Birmingham B3 1JP).**

No observations.

**P2017/0704 – Coastal rock revetment works (Reserved Matters pursuant to Outline Planning Permission P2010/0222 – University Campus) (Resubmission: Amended Design). Bay Campus, Fabian Way, Jersey Marine. (Applicants – St Modwen Development Ltd, C/o Agent).**

No observations.

**P2017/0651 – Pair of semi-detached residential dwellings with associated car parking. Land between, 26-30 Bethlehem Rd, Skewen, Neath SA10 6AW. (Applicant – Mr C O'Brien, C/o Agent).**

No observations.

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

Cllr A Wingrave reported that she had attended the funeral for the daughter of an ex-member of staff along with the Clerk.

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

Cllr APH Davies reported on the Meeting.

**4) Resolved:** That Qtr 1's Accounts are approved.

**5) Resolved:** That the information is noted and the debt of £30.00 for an Access Licence for the last financial year is written off in accordance with Wales Audit Guidelines.

6) The information was noted. The Clerk reported that she had obtained prices for a Body Cam for the Park Attendant to wear during the afternoon/evening shift and has ordered the item.

**7) Resolved:** That Councillors are not appointed to the Management Committees of the Community Centre.

However, it was agreed that purely for insurance compliance, one or two Councillors should attend a meeting to check that all the regulations are correctly maintained.

As a starting point the Clerk was asked to write to the Management Committees to request:

- Confirmation that the Management Committee were elected.
- Names and contact details for the Management Committees.
- Details of community usage/bookings.
- Annual Statement of Accounts.
- Confirmation that Health & Safety duties are being carried out.
- Dates for Committee Meetings.

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**968: To review/approve/amend if necessary the Standing Orders for Coedffranc Community Council.**

The Member discussed the issue.

**Resolved:** That the Standing Orders are approved with the following amendments:

**Item 2 paragraph J10** - Project Development Committee to be dissolved. Remove wording to reflect change.

**Item 8 paragraph A** – Delete last line as it is duplicated in Item 16.

**Item 19** – Add following:

h) The Clerk has the authority to call a Finance & General Purposes Committee Meeting on a Quarterly basis to discuss/receive recommendation for approval for the previous Quarters Accounts, Aged Debtors and Vandalism.

i) The Clerk has the authority to call a Personnel Committee Meeting on a Quarterly basis to report on staff sickness and staff disciplinary issues.

**969: To review/approve/amend if necessary the Financial Regulations for Coedffranc Community Council.**

The Member discussed the issue.

**Resolved:** That the Financial Regulations are approved.

**970: To receive/approve the Annual Remuneration Statement for the financial year ending 31<sup>st</sup> March 2017.**

The Member discussed the issue.

**Resolved:** That the Annual Remuneration Statement is approved.

**971: To receive/approve the Annual Well-being Report for 2017.**

The Member discussed the issue.

**Resolved:** That the Annual Well-being Report is approved with the following amendments:

Add information about the Blue Light Discos, and seek approval to include a letter from Ali Thomas thanking the Community Council for maintaining Skewen Park in such good condition.

**972: To receive a link to the Draft Well-being Objectives from NPTCBC for Members to complete if they wish.**

The information was noted by the Members.

**973: To receive/respond if appropriate to the Welsh Government Consultation Document “Electoral Reform in Local Government in Wales.**

The information was noted by the Members.

**974: To receive a link to the “Our Valleys, Our Future” Plan produced by the Welsh Government.**

The information was noted by the Members.

**975: To receive notification of the One Voice Wales Conference on Saturday 30<sup>th</sup> September 2017 at the Royal Welsh Showground, Llanelwedd, Builth Wells.**

The information was noted by the Members.

Cllr APH Davies agreed to attend to represent the Community Council.

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**976: To receive a copy of the Older People's Commissioner for Wales Newsletter.**

The information was noted by the Members.

**977: To receive a letter thanking the Council and its staff for the way in which Skewen Park is maintained from Ali Thomas.**

The information was noted by the Members.

**978: To receive a letter regarding the resurfacing of the Tennis Courts from Mrs June Williams.**

The Members discussed the issue.

**Resolved:** That the Clerk should write to Mrs Williams to inform her comments will be taken under consideration when the Community Council are deciding what the Capital Budget should be spent on during the financial year. Additionally the Clerk should inform Mrs Williams about the issues currently being considered.

**979: To discuss/agree alterations to steps at the access to Skewen Park from Burrows Road as raised by Cllr APH Davies.**

Cllr APH Davies reported on his concerns. The Members discussed the issue.

**Resolved:** That the issue should be deferred to the Estates Committee for their recommendations.

**980: To resolve to exclude the public for the following item pursuant to Regulation 4 (3) and (5) of Statutory Instrument 2001 No. 2290 and Paragraph 15 of Part 4 of Schedule 12A to the Local Government Act 1972.**

The Press and Public were removed from the room in accordance with Regulation 4 (3) and (5) of Statutory Instrument 2001 No. 2290 and Paragraph 15 of Part 4 of Schedule 12A to the Local Government Act 1972.

**981: To receive a confidential report from the Clerk regarding concerns about staffing issues.**

The Clerk read out the Report. The Members discussed the issue.

**Resolved:** That the Clerk, Cllr A Wingrave and Cllr P Davies should investigate the issue further and report back to Council with proposals. It was agreed that the Clerical Assistants hours are to be increased to 28 hours per week starting from 4<sup>th</sup> September 2017.

**982: Correspondence.**

None.

**Cllr P Davies  
Chair**