

COEDFFRANC COMMUNITY COUNCIL

Minutes of a Statutory Meeting of the Council Meeting held on 20th December 2017 at Carnegie Hall.

Attendance: Cllrs A Wingrave, P Davies, J Thomas, K Whitehead, D Harvey, C Wingrave, TJ Bevan, AR Aubrey, M Harvey, DK Davies, B Richards.

1120: Apologies. Cllrs MA Fender, LJ Pocock, K Amos, APH Davies, J S Jones, C Fletcher.

1121: To receive Declarations of Interest.

Cllr AR Aubrey declared an interest in Item 1126 and left the room during 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 K Whitehead declared an interest in item 1133 and did not take part in the discussions or the vote.

1122: To approve and sign the Minutes of Previous meetings: -

a) Council Meeting held on 6th December 2017.

Approved as a true and accurate record with the exception of Item 1113 which should read Swansea Vale Bowls Club.

1123: Matters arising from the minutes. (FOR INFORMATION ONLY)

Cllr A Wingrave expressed her considerable gratitude to the staff for all their assistance this year in putting the Christmas decorations up in both halls and the Santa's Grotto. She stated that unless she has more help from Council Members next year to decorate Santa's grotto and both halls, she will be refusing to arrange the activities in the future.

1124: 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 £15,199.33 Account No's 509 and 516 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.

1125: To receive an explanation from the Clerk concerning Account No's: 448 and 508.

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

1126: Planning Applications:

P2017/1124 – Retention of decking. 45 Crymlyn Gardens, Skewen, SA10 6EU.

(Applicant – Mr Christopher Williams, 45 Crymlyn Gardens, Skewen SA10 6EU).

No Observations.

Late Planning Applications:

P2017/1139 – Consultation on a Marine Licence to dredge material taken from the West bank of the River Neath and to dispose of it at Crymlyn Burrows by means of land based excavators. West Bank of River Neath, Crymlyn Burrows, Neath.

(Applicants – Debbie Nichols, Marine Licensing Team, NRW 19 Newport Rd, Cambria House, Cardiff CF24 0TP).

The Members have asked for further information in relation to the location where the material is being disposed of.

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1127: To receive a report from any Member concerning meetings at which he or she represented the Council.

None.

1128: To receive/approve amendments to the Cemetery Regulations.

The Members discussed the issue.

Resolved: That the Cemetery Regulations are approved.

1129: To receive/approve the Venue Hire Policy.

The Members discussed the issue.

Resolved: That the Venue Hire Policy is approved.

1130: To receive/approve the Asbestos Policy.

The Members discussed the issue.

Resolved: That the Asbestos Policy is approved.

1131: To receive/approve amendments to the First Aid Policy.

The Members discussed the issue.

Resolved: That the First Aid Policy is approved.

1132: To receive a report from the H & S Officer regarding a recent visit by the Health & Safety Executive.

The Clerk provided some historical information and reminded the Members that monitoring equipment for HAVS had been approved in October 2016 and installed in December 2016. The Clerk also reminded the Members that a comprehensive H&S Audit was carried out in August 2012 by a Consultant organised through One Voice Wales. The Clerk reported that the comprehensive H&S Audit had failed to identify that HAVS monitoring equipment was needed if staff are using vibrating machinery, and that staff should receive Health Screening at the start of their employment or if they use vibrating equipment. The Clerk reminded the Members that one member of staff had been identified with vibration white finger in June 2017 following a visit to NPTCBC Occupational Health Department. The Clerk reminded the Members that they had agreed to re-deploy the member of staff into a different post to reduce the exposure to vibrating equipment.

Mr D W Hastings (Health & Safety Officer) reported on two recent visits that the Council had received from the Health & Safety Executive. It was reported that these visits have resulted in an Improvement Notice being issued to the Council.

Mr Hastings gave an extensive report into the work that has already been put in place and what needs to be done in order to comply with the Improvement Notice.

Resolved: That the information provided is duly noted. It was agreed that the Clerk could contact One Voice Wales to try to establish why the H&S Audit had failed to identify the need for HAVS monitoring equipment and the need for staff health screening. It was agreed that the Council would support the Clerk and H&S Officer to ensure that the work expected by the HSE could be completed by the 1st March 2018 deadline.

1133: Correspondence.

a) To receive a request from Whitehead Ross Education and Consulting regarding the possibility of room hire for office accommodation during refurbishment works at their offices for a period of approximately one month.

The Members discussed the issue.

Resolved: That the request is approved in principle, but that the issue will be put onto the next Agenda for the fee to be set.

Cllr P Davies
Chair