

COEDFFRANC COMMUNITY COUNCIL

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

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

1029: Apologies: Cllrs DK Davies, B Richards, APH Davies, K Amos, M Fender, JS Jones, C Fletcher.

1030: To receive Declarations of Interest.

Cllr A Aubrey declared an interest in item 1035 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.

1031: To approve and sign the Minutes of Previous meetings: -

a) Council Meeting held on 4th October 2017.

Approved as a true and accurate record.

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

Approved as a true and accurate record.

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

Approved as a true and accurate record.

1032: Matters arising from the minutes. (FOR INFORMATION ONLY)

None.

1033: 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 £7,543.96 Account No's 379 and 392 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.

1034: To receive an explanation from the Clerk concerning Account No's: 355 and 378.

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

1035: Planning Applications:

P2017/0944 – Change of use of one office room (Use Class B1) to chiropractic and medical aesthetics clinic (Use Class D1/sui generis mixed use). Shaw Trust Disability Action Centre, The Courtyard, D'arcy Business Park, Llandarcy, Neath SA10 6EJ. (Applicant – Dr Sarah Parkes, Red Gables, 12 Rogers Lane, Lalestone, Bridgend CF32 0LB).

No Observations.

P2017/0902 – Details pursuant to the discharge of Conditions 3 (Traffic regulation order), 4 (samples of materials), 5 (Drainage), 6 (Slab and floor levels), 9 Landscaping) and 10 (Bin Storage) of planning Permission P2016/0846 approved on the 28th November 2016. St Marys Church, Compton Rd, Skewen, Neath. (Applicant – Mr Chris Coles, The vicarage, 39 Hill Rd, Neath Abbey, Neath SA10 7NP).

No Observations.

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P2017/0942 – Variation of Condition 4 of Planning Permission P2011/0136 to allow for the processing of waste materials within the existing RRF building on a 24 hour, 7 days a week basis. Derwen Plant Ltd, Neath Abbey Wharf, Neath Abbey Access Rd, Skewen, Neath SA10 6BL. (Applicant – Derwen Recycling Ltd, C/o Agent,,).

There were objections on the following grounds: The noise from the facility is perceived as objectionable, and a continued nuisance to the neighbouring area. The increase of the working hours is nothing short of obscene. The current structure of the walls is not built for efficient sound attenuation, and doors are being left open which elevates the noise to the local neighbourhood. The Council Members requested that National Resources Wales are asked to monitor the noise levels emanating into the local area over a period of time, prior to this application being considered, at the current level of working hours. The Members have also requested that sound proofing is put in place for the existing working hours. The Members reported that they have received numerous complaints about the odours emanating from the plant into the local area, and depending on the wind conditions, these can be smelled throughout the Coedffranc area. Complaints have also been received with regards to several fires at the Plant.

Late Planning Applications:

P2017/0897 – Temporary change of use of land (till the 1st Feb 2018) to a HGV pre-check in facility and bus drop off area, including gatehouse. Amazon, Ffordd Amazon, Crymlyn Burrows, Swansea SA1 8QX. (Applicant – Mr Gribbin, 60 Holborn Viaduct, London EC1A 2FD).

No Observations.

1036: To receive a report from any Member concerning meetings at which he or she represented the Council.

None.

1037: To receive a report from the Personnel Committee.

The information was noted by the Members.

1038: To receive a report from the Finance & General Purposes Committee.

Cllr J Thomas Reported on the Meeting.

- 2) **Resolved:** That Qtr 2's Accounts are approved.
- 3) The information was noted by the Members.
- 4) The information was noted by the Members.

1039: To review/approve the Absence Management Policy and Procedure.

Resolved: That the Absence Management Policy and Procedure is approved.

1040: To review/approve the Grievance Policy.

Resolved: That the Grievance Policy is approved.

1041: To review/approve the Disciplinary Policy & Procedure.

Resolved: That the Disciplinary Policy and Procedure is not approved due to suggested amendments. The Clerk reported that she would need time to review the suggested changes and that she would put the Disciplinary Policy and Procedure back onto the next agenda to be approved.

1042: To review/approve the Mobile Phone Rules.

Resolved: That the Mobile Phone Rules are approved with the following addition: "Failure to comply may lead to disciplinary action".

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1043: To review/approve the Policy on unacceptable actions by individuals.

Resolved: That the Policy on unacceptable actions by individuals is approved.

1044: To review/approve the Equalities Policy – Staff.

Resolved: That the Equalities Staff Policy is approved.

1045: To review/approve the Stress Policy.

Resolved: That the Stress Policy is approved.

1046: To review/approve the Procedure for Appeal Hearings by the Personnel Committee.

Resolved: That the Procedure for Appeal Hearing by the Personnel Committee is approved.

1047: To review/approve the Procedure for Appeal Hearings by the Full Council.

That the Procedure for Appeal Hearing by the Full Council is approved.

1048: To review/approve the Complaints Procedure.

Resolved: That the Complaints Procedure is approved.

1049: To review/approve the Computer and e-mail Policy.

Resolved: That the Computer and e-mail Policy is approved.

1050: To review/approve the Media Policy.

Resolved: That the Media Policy is approved.

1051: To review/approve the Lone Working Policy.

Resolved: That the Lone Working Policy is approved.

1052: To review/approve the Company Phone Policy.

Resolved: That the Company Phone Policy is approved.

1053: To receive the Independent Remuneration for Wales Annual Report relating to payments to Members of Community and Town Councils.

The information was discussed by the Members. It was agreed that no allowances would be claimed with the exception of the Chair of the Council.

Resolved: That no allowances are claimed with the exception of the Chair of the Council.

1054: To receive a link to the draft Corporate Plan from Mid and West Wales Fire and Rescue Authority.

The information was noted by the Members.

1055: To receive information on the Guidance for Principles Councils on the review of communities from the Local Democracy and Boundary Commission for Wales.

The information was noted by the Members.

1056: To receive information on Community Grants supplied by British Science Association.

The information was noted by the Members.

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1057: To receive a request from Amy McCutcheon to start Ballet classes on a Sunday from December and to provide a cost.

The Members discussed the issue and offered Carnegie Hall due to low levels of availability at the Memorial Hall.

Resolved: That a charge of £15.20+£17.85 (Sunday Surcharge) Totalling £33.05 is set for the Ballet Classes in Carnegie Hall.

1058: To receive a request from Coedffranc Primary School regarding holding a Carol Concert on the land adjoining Struthers Church.

Cllr A Wingrave reported on the issue. The Members discussed the issue.

Resolved: That permission is granted to allow Coedffranc Primary School to hold their Carol Concert on the land adjoining Struthers Church.

1059: To receive a response from R D Huxtable of Swansea University regarding the Parking Jersey Marine Beach.

The information was noted by the Members.

1060: To receive a report from the Cllrs P Davies and J Thomas regarding the Annual Review of the Internal Audit.

Cllrs P Davies and J Thomas reported on the Review. It was reported that they were totally satisfied with the information that was reviewed.

Resolved: That the Annual Audit Review Report is approved.

1061: To consider extending office space due to an increase in administration staff.

The Clerk explained that there is not enough office space for the existing 3 members of staff who work out of the Council Office. Therefore, once another administrative member of staff has been appointed, there would not be enough office space to locate all the staff, equipment and folders in the current space.

The Members discussed the issue.

Resolved: That the matter is referred onto the Estates Committee for further discussion and their recommendations.

1062: Correspondence.

None.

1063: To receive information regarding a Christmas Dinner being arranged in the Smiths in Neath Abbey, to be held after the Full Council Meeting on the 20th December 2017 (menu enclosed). *Please note that this is at your own expense.*

The information was noted by the Members.

**Cllr P Davies
Chair**