

COEDFFRANC COMMUNITY COUNCIL

Minutes of a Statutory Meeting of the Council Meeting held on 17th January 2018 at Carnegie Hall.

Attendance: Cllrs APH Davies, DK Davies, B Richards, A Wingrave, JS Jones, M Harvey, P Davies, J Thomas, AR Aubrey, MA Fender, LJ Pocock, C Wingrave, TJ Bevan.

1150: Apologies: Cllrs K Amos, D Harvey, K Whitehead.

1151: To receive Declarations of Interest.

Cllr A Aubrey declared an interest in item 1156 and left the room during the discussions.

Cllr DK Davies declared an interest in item 1163 and did not take part in the discussion or the vote.

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.

1152: To approve and sign the Minutes of Previous meetings: -

a) Council Meeting held on 3rd January 2018.

Approved as a true and accurate record.

b) Finance & General Purposes Committee Meeting held on 10th January 2018.

Approved as a true and accurate record with the exception that the date should have stated 10th January 2018.

1153: Matters arising from the minutes. (FOR INFORMATION ONLY)

The Clerk report that work on the MUGA is due to commence on the 19th February 2018.

The Clerk reported that she had received a response from the Cricket Club regarding their storage container and concerns they had raised about the location for the chicane entrance.

The Clerk read out the correspondence.

The Members discussed the issue.

Resolved: That the location and position should remain the same as the plans provided.

1154: 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 £10,282.31. Account No's 575 and 580 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.

1155: To receive an explanation from the Clerk concerning Account No's: 551 and 564.

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

1156: Planning Applications:

To receive more information regarding Planning Application P2017/1139 regarding location of deposited sand as raised in the last Council Meeting.

The information was noted by the Members.

Late Planning Applications:

P20171171 – Variation of condition 1 to extend the se of the site until 1st August 2018 for a HGV pre-check-in facility and bus drop off area, including gatehouse. Amazon, Ffordd Amazon, Crymlyn Burrows, Swansea SA1 8QX. (Applicants – Amazon, c/o Agent).

No observations.

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1157: To receive a report from any Member concerning meetings at which he or she represented the Council.

None.

1158: To receive a report from the Finance & General Purposes Committee.

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

3) The information regarding Aged Debtors was noted.

4) The information regarding Vandalism for QTR 3 was noted.

5) **Resolved:** That the Fees and charges are set as follows:

Memorial Hall: 5 % increase

Carnegie Hall: 5 % increase

Access Licence: Nil % increase

Sports Permits: Nil % increase

Cemetery: It was agreed to set these costs at a later date.

Cresci Licence: Increase Annual Licence to £200 per annum, agreed for a 5 year contract term (price to be reviewed in 5 years).

Resolved: That a 5% increase is to be put on to both the Memorial and Carnegie Halls.

Additionally, there will be an increase for Cresci's Annual Licence putting it up to £200 per Annum with an agreement for a 5 year contract.

6) **See item 1159.**

1159: To agree and set the Budget/Precept for the 2018/19 financial year.

The Clerk reported that during a SLCC Meeting held on Tuesday 16th January 2018, the issue of the recommendations from the Independent Review Panel Report were discussed. It was noted that some of the larger Councils are putting these additional costs into their budget regardless of whether their Councillors will accept the allowances or not. The Clerk reported that Coedffranc Community Council had discussed the payment allowances at the Council Meeting held on the 18th October 2017, and it was resolved that only the Chair should receive an allowance. However, it is reported that when the final Report from the Independent Remuneration Panel is published in February 2018, it will state that every Member will need to confirm in writing to the Clerk if they do not wish to accept the allowances proposed in the Report. This would need to happen on an annual basis. The Clerk is not permitted to request these letters as it could be seen as putting pressure on the Member to decline the payment. However, without these individual letters declining the allowances, these costs would need to be put into the Members Expenses Budget.

The Clerk reported on the financial implications of having more employees and additional working hours plus the NJC pay award would have on the salary budget. The Clerk reported that there would be an increase in the nett salary budget by £29,438 on the previous financial year.

The Clerk reported that the estimated pension and NI costs to the Council for the 2018/19 financial year would increase by £24,233 on the previous financial year. This gives an overall salary budget increase of £53,671.00.

The Clerk reported that these figures are inclusive of:

Assistant Handy Man Post

Differential between H&S Officer and Charge Hand post

Extra hours and pay increment for Admin Assistant

The Clerk reported that although the Headline Increase for the pay award is for a 2% Pay Award for the 2018/19 financial year, in reality, the spinal column points for the majority of the staff will increase by over 9% in April 2018.

Therefore, since 2014, the rates for the grounds staff have increased from £6.56 per hour up to £8.50 from April 2018 (This figure does not include the £0.40 additional payment that the Council currently pay the staff). Not including the additional payment, this is an increase of 29.57%, compared to an increase of just 6.02% for the Park Superintendent and Clerk. Furthermore, there will be a further £0.50 pay award in April 2019, which will take the increase in the pay award to 37.20% in 5 years.

The Clerk reported that due to the proposed increases outlined by the NJC, and the increase in salary costs due to additional employees/additional hours, the Council need to consider if they should stop paying the additional 0.40 pence per hour to the staff which the Council approved in November 2014. The Clerk reminded the Members that the Council's decision to pay an additional £0.40 pence to staff below SCP 10 was taken before the announcement of the Statutory Living Wage. The Clerk reported that even if the £0.40 additional payment is stopped this year, the staff will still receive a £0.32 per hour pay increase and this will bring them into line with other local authorities. It was agreed that the additional payment is taken away as of April 2018.

The Members also discussed if the Handy Man should get an increment increase to ensure the post is paid enough to keep staff in post, and differentiate between their rate and the ground staff rate. It was agreed that as of April 2018 the rate should be increased to SCP 16.

The Clerk reported on the current year's Capital Budget and outstanding Earmarked Reserves. It was noted that the MUGA which was approved in the Council Meeting held on the 3rd January 2018 would be funded by:

- Cartref 106 Agreement £22,000
- NPT Minor Project Grant £8,000
- Capital Budget £25,000

The Clerk reported that this leaves a capital budget of £24,000 to use on other projects. It was agreed that approximately £5,000 would be needed to complete the new cremated remains section, which would leave a remaining capital budget of £19,000. It was agreed to use the earmarked reserves of £25,000 for playground equipment from the previous financial year, plus the £19,000 remaining capital budget which equates to a budget of £44,000 for play equipment (inclusive of safety matting) in Skewen Park.

It was agreed that the £30,000 earmarked reserves for the car park project is re-allocated to the office extension project.

The Clerk reported that a Nil % increase to each household would result in £9,980 more precept from NPTCBC.

A Nil % increase to each household would give the Council a Capital Budget of £17,160 which is a decrease in the Capital Budget of £31,868 compared to last year.

The Members discussed 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 £12,160 should not be allocated to any specific project until further discussion had taken place.

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The Clerk reported that a Nil % increase to the tax payer would give an overall Precept from NPTCBC of £372,202.

Following the Council Meeting held on the 3rd January 2018 it was agreed that the £30,000 from the 2016/17 Capital Budget that was placed into Earmarked Reserves for the proposed additional car parking will now be re-allocated to the office extension. It was noted that as the works were very unlikely to be completed within the financial year as planning permission would be needed, therefore, the money would be carried forward into earmarked reserves for 2018/19.

Ear marked reserves carried forward 2018/19
Flooring in Caewathan Community Centre £3,275
Office Extension £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	£359.00
Neath Port Talbot Council	Council Tax for Memorial Hall	£247.00
Neath Port Talbot Council	Council Tax for Jersey Marine CC	£130.00
Neath Port Talbot Council	Council Tax for Coedffranc Cemetery	£147.00
Neath Port Talbot Council	Council Tax for Crymlyn Burrows CC	£90.00
Neath Port Talbot Council	Council Tax for Caewathan CC	£160.00
Sage UK Ltd	Software Licence and support	£158.62
Siemens Financial Service	Rental & Maintenance Franking	£69.60 qtr
Grenkleasing Ltd	Telephone Network System	£104.40qtr
<u>BACS</u>		
Wages	Monthly Salaries for staff	Varies
<u>Standing Orders</u>		
South Wales Web	Website maintenance and support	£36.00
Caewathan CC	Community Centre allowance	£100.00
Crymlyn Burrows CC	Community Centre allowance	£65.00

The Members agreed to approve the D/D, BACS and Standing Order payments for the next financial year.

Resolved: That there is Nil % increase to the tax payer, that the additional £0.40p payment to the staff is withdrawn from 1st April 2018, that the Handy Man's rate of pay is increased to SCP 16 from the 1st April 2018, and that all the other recommendations are approved.

1160: To receive information from NPTCBC on the Local Service Revisions.
The information was noted by the Members.

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1161: To receive correspondence from Cllr A Aubrey regarding permission being granted to allow Coedffranc Primary/Struthers Church to hold a Christmas Carol concert in Skewen Park.

Cllr A Aubrey informed the Members that the relevant information had been passed onto the person concerned, and this had been accepted.

1162: To receive a request to allow Cytun - Annual Praise in the Park this year on Sunday May 20th 2018. The request is to use the Memorial Hall if the weather is bad, or to hold the event out in the Park if the weather is good.

Resolved: That permission is granted.

1163: To discuss if the Council should hold the Council Meetings in the Memorial Hall instead of Carnegie Hall due to parking issues and the size of room that is currently used for the Council Meetings.

The Clerk reported that this item had been put onto the Agenda for discussion due to the aggressive behaviour of residents of Evelyn Road, due to Members parking outside their homes during the Council Meetings. The Members discussed the issue. The Clerk reported that the Short Mat Bowls Fixtures run from October – March and April – September, and therefore, she would like to serve over 2 months' notice to ensure that the Short Mat Bowls Fixtures can be arranged with the minimum possible disruption.

A Recorded vote was requested and took place:

For: 10

Against: 2

Resolved: That the Council Meetings are moved to the Memorial Hall from April 2018.

1164: Correspondence.

a) To Request from NPTCVS to attend a meeting to provide information regarding their Volunteer Befriending Service.

The Members discussed the request.

Resolved: That they should be invited to attend a meeting to make a presentation about the Scheme.

**Cllr P Davies
Chair**