

COEDFFRANC COMMUNITY COUNCIL

Minutes of a Statutory Meeting of the Council Meeting held on 21st February 2018 at Carnegie Hall.

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

1182: Apologies: Cllrs B Richards, K Amos, C Fletcher, MA Fender.

1183: To receive Declarations of Interest.

Cllr A Aubrey declared an interest in item 1188 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.

1184: To approve and sign the Minutes of Previous meetings: -

a) Council Meeting held on 7th February 2018.

Approved as a true and accurate record.

b) Finance & General Purposes Committee held on 7th February 2018.

Approved as a true and accurate record.

1185: Matters arising from the minutes. (FOR INFORMATION ONLY)

The Clerk circulated the revised proposal for the play equipment including the accessible wheelchair roundabout.

Cllr L Pocock provided information on behalf of Cllr M Fender regarding the possibility of acquiring the Council's fuel through NPTCBC. The Clerk reported that she is currently investigating using NPTCBC to procure several types of supplies and services, and that she and the H&S Officer are setting up a meeting with NPTCBC to work out the practicalities.

1186: 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 £9,626.07. Account No's 645 and 666 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.

1187: To receive an explanation from the Clerk concerning Account No's: 596 and 598.

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

1188: Planning Applications:

Late Application: P2018/0140 – Construction of replacement industrial unit. Unit 3 Llan Coed Court, D'arcy Business Park. (Applicant St Modwen).

No observations.

1189: To receive a report from any Member concerning meetings at which he or she represented the Council.

None.

1190: To receive a report from the Finance & General Purposes Committee.

Cllr J Thomas reported on the Meeting. The Members discussed the issue.

Resolved: That the recommendations to increase the Cemetery Charges are approved.

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1191: To receive/approve a Draft Data Protection Privacy Notice.

The Members discussed the issue.

Resolved: That the Data Protection Privacy Notice is approved.

1192: To receive/approve a Draft Records Management Policy.

The Members discussed the issue.

Resolved: That the Records Management Policy is approved.

1193: To receive a request from the Skewen Local Area Co-ordinator to have use of one of the larger room with the kitchen access free of charge one day a week.

Cllr A Wingrave informed the Members that it is proposed to create a Well Being Hub in Carnegie Hall one day a week for vulnerable and elderly residents. The Members discussed the issue.

Resolved: That permission is given provided that they will fit in around the current bookings.

1194: To receive a request for Members to sign an online Petition to persuade the Welsh Assembly to introduce an Access Certificate to show how accessible and disabled friendly shops, businesses and transport companies are.

Cllr A Wingrave reported on the issue and requested that all Members sign the online petition. The information was noted by the Members.

1195: To receive a report from the Health & Safety and Support Officer regarding a proposal to purchase a micro digger.

The Members discussed the issue.

Resolved: That permission is granted to purchase a micro digger using £2,500 of the current financial years Parks Equipment Budget, the £5,000 from the next financial year's Parks Equipment Budget, £4,000 from an underspend from the cremated remain project from the current financial year, £1000 from the Festivals Budget from the 2018/19 financial year due to a likely underspend, and any remaining funds coming from General Reserves.

1196: To receive information about Planning Aid Training being held on Thursday 1st March 2018 in Baglan (two free spaces available).

The information was noted by the Members.

1197: To review/approve the Councils Complaints Policy and Procedure.

The Members discussed the issue.

Resolved: That the Complaints Policy and Procedure is approved.

1198: To receive/approve/authorise a Deed of Surrender of Rights and a Deed of Grant between the Community Council and Wales & West Utilities Ltd for the land at Elba Crescent for a Mains Gas Pipeline.

The Members discussed the issue.

Resolved: That the documents are approved and signed.

1199: To discuss/decide/approve if the Handy Man and H&S Officer should be allowed a Charge Card to enable more effective procurement procedures.

The Members discussed the issue. It was reported that the cards will be kept in the safe in the office and only taken out when they need to be used. It was noted that adequate monitoring would be necessary.

Resolved: That the Clerk organises the cards on a trial basis.

1200: To receive a request from Struthers Church to allow them to Lease the parcel of land alongside their property.

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

Resolved: The Council have agreed to proceed in principal, pending seeing and approving the final Lease Agreement.

Below are the provisos attached to the Council's agreement:

- The Church would be responsible for fencing the area off at their own cost.
- The Land must remain in use for recreational activities.
- The Land cannot be used for car parking.
- The Church will pay for all of the Community Council's Legal Costs in relation to the drafting and execution of the Lease Agreement.
- If the Church is no longer operational, the Land will revert directly back to the Council and the Church will pay for all costs in association to reintegrating the land back into Skewen Park.
- The Lease for the Land cannot be transferred to another user, or sub-let under any circumstances.
- The Lease will be reviewed every 5 years. During this review period, either party will be able to withdraw from the Lease Agreement.
- The Church will agree to pay an Annual Fee to the Council (fee to be agreed).
- Any alterations or works within the land will need explicit approval from the Community Council, and no works can proceed until this has been obtained.

1201: To receive an update from Skewen Rugby Club regarding their bid for financial assistance in respect of a drainage scheme (as previously provisionally approved in principal by the Council).

The Members discussed the issue.

Resolved: That permission is given to Skewen Rugby Club to continue with their bid for financial assistance in respect of a drainage scheme in Tennant Park. It was agreed that the Clerk would ask for confirmation that works will not commence until all the necessary funds are in place.

1202: Correspondence.

a) To receive a letter from the Short Mat Bowls Club requesting to meet with the Council to discuss the issue of the Council Meetings being moved to the Memorial Hall, which would result in the Hall not being available to them on the first Wednesday of the month and the second Wednesday in August. Additionally to discuss the condition of the Bowling Equipment and the payment of VAT on bookings.

The Clerk reported that with regards to the payment of VAT on their Bookings, it would not be possible to stop this payment because the building has been opted to VAT. This means that any activity that is paid for in the building is vatable, regardless of what type of group is using the hall. The Clerk also reported that as the decision to move the Council Meetings has already been taken, the decision cannot be overturned for 6 months without a Special Resolution Moved with Notice and signed by 9 Members.

The Members discussed the request.

Resolved: That the Chair, Secretary and Treasurer of the Short Mat Bowls Team are invited to attend a meeting to discuss the issues they have raised with the Clerk, Chair of the Council and Chair of the Estates Committee.

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b) To receive information from Cerys Waygood regarding her re-location and notification of the new PCSO Mike Griffiths.

The information was noted by the Members. It was agreed that PCSO Mike Griffiths could have keys for Carnegie Hall and Crymlyn Burrows Community Centre to use when he is on duty. The Clerk was also asked to Contact PCSO Cerys Waygood regarding the money allocated by the Council to run Blue Light Discos. It was agreed that the Clerk would ask PCSO Mike Griffiths and PCSO Sally Thomas if they are prepared to organise and run the Blue Light Discos.

c) To receive the February Newsletter for the Review of Community and Town Council Sector in Wales.

The Clerk urged Members to respond to the Consultation. The Clerk was asked to circulate the information with the next Agenda.

d) To receive information regarding changes to the Bus Services.

The information was noted by the Members.

**Cllr P Davies
Chair**