

COEDFFRANC TOWN COUNCIL

Minutes of a Statutory Meeting of the Council Meeting held on 18th July 2018 at the Memorial Hall.

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

Cllr M Harvey Chaired the Meeting in the absence of Cllr K Whitehead.

1325: Apologies: Cllrs K Whitehead, B Richards, K Amos.

1326: To receive Declarations of Interest.

Cllr A Aubrey declared an interest in item 1331 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.

1327: To approve and sign the Minutes of Previous meetings: -

- a) **Council Meeting held on 20th June 2018.**
- b) Approved as a true and accurate record.

1328: Matters arising from the minutes. (FOR INFORMATION ONLY)

Cllr L Pocock reported that she had been contacted by residents to pass on their thanks to the Council for installing a new bench in the play area of Tennant Park.

Cllr D Harvey reported that she had managed to raise in excess of £500 for the Neath Abbey Iron Works at her fundraising event.

1329: 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 £17,099.88. Account No's 252 and 261 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.

1330: To receive an explanation from the Clerk concerning Account No's: 121 and 186.

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

1331: Planning Applications:

To receive a Report on Planning Applications that have been dealt with between meetings.

The information was noted by the Members.

P2018/0585 – Replacement window to facilitate garage conversion, plus scheme for replacement parking. 85 Crymlyn Parc, Skewen, Neath SA10 6DG. (Applicant – Mr Ryan Davies of 1 Graig Rd, Lonlas, Neath SA10 6RW).

No observations.

P2017/1052 – retention of single storey rear extension. 55A Cwrt y Clafdy, Skewen, Neath. (Applicant – Mrs L Lester, 55A Cwrt y Clafdy, Skewen, Neath).

No observations.

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1332: To receive a report from any Member concerning meetings at which he or she represented the Council.

None.

1333: To receive quotes for the purchase of a Takeuchi TB210 Excavator and decide if the Council should proceed to procure the excavator.

The Clerk and H&S Officer provided information. The Members discussed the issue.

Resolved: That the lowest quote is accepted.

1334: To discuss/approve if Skewen Scout Group's request for an additional parcel of land should be included into their new Lease Agreement, and to decide if the annual fee should increase to reflect the increase in land within the Lease Agreement.

The Clerk provide a report. The Members discussed the issue.

Resolved: That the issue is passed to the Estates Committee to discuss the request with a representative of the Scout Group.

1335: To discuss/approve Coedffranc Community Council's Annual Remuneration Report 2018.

The Members discussed the issue. The Clerk informed the Members that the information would be available on the Council's website.

Resolved: That the Annual Remuneration Report for 2018 is approved.

1336: To receive a request from Russell Morris to discuss initiating a Citizen Awards Scheme in the Coedffranc area.

The Members discussed the issue. It was noted that there is currently a High Sheriff's Award Scheme running through NPTCBC. It was decided that it would not be good use of the public purse to replicate a similar scheme just for the Coedffranc area.

Resolved: That the request to initiate a Citizen Award Scheme in the Coedffranc area is declined.

1337: To discuss if the Community Council should change its status to a Town Council.

The Members discussed the issue. It was reported that the Statutory Powers of the Council would remain the exactly the same. It was noted that there are Council's that are far smaller than Coedffranc who have opted to change to a Town Council. It was reported that the Community Council has the power to change it's status under Section 27(4) of the Local Government Act 1972. The Clerk informed the Members that the "Chair" of the Council would become the "Mayor" of the Council. It was also noted that the Clerk's title would change to Town Clerk. It was agreed that the change to Town Council status provided the Council with a more prestigious profile.

Resolved: The Council took the decision to change its status to a Town Council by a majority vote.

1338: To receive/respond if appropriate to the Local Democracy and Boundary Commission for Wales request for initial comments prior to formulating their draft proposals.

This item was deferred to the next Agenda.

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1339: To discuss/approve Councillors siting on the Management Committees of the Council's Community Halls as non-voting members as raised by Cllr A Wingrave.

Cllr Wingrave reported that she had been asked to help and advise the Management Committee at Crymlyn Burrows Community Centre. The Clerk reported that she is not being provided with the information she has requested from Caewathan Management Committee, and is not being updated regarding changes to the members of the Management Committee. Additionally, the Clerk reported that she is concerned that the Management Committee are not carrying out their H&S obligations fully. The Members discussed the issues.

Resolved: That Councillors are allowed to sit on the Management Committees of the Community Council's Hall as non-voting members to help advice and support them.

1340: To formally thank Tyrone Bevan for his volunteering work, painting the playground railings.

Cllr P Davies stated that he would like the Council to formally thank Cllr Tyrone Bevan for his volunteering work, and to say what a good job has been done.

Resolved: That Cllr T Bevan is formally thanked for his volunteering work.

1341: To discuss/approve providing financial assistance towards a new kitchen in Crymlyn Burrows as raised by Cllr A Wingrave.

Cllr A Wingrave reported on the issue. The Clerk informed that Members that the Committee have now sourced a kitchen.

Resolved: That the issue is deferred pending Cllr A Wingrave meeting with the Committee to find out if they still require financial assistance.

1342: To discuss/agree the purchase of an additional bench for the playground in Skewen Park as raised by Cllr JS Jones.

Cllr JS Jones reported on the issue. The Members discussed the issue.

Resolved: That a new bench is purchased for the playground area in Skewen Park.

1343: To discuss/approve the Annual Risk Schedule for 2018/19.

The Members discussed the issue.

Resolved: That the Annual Risk Schedule for 2018/19 is approved.

1344: To sign the Value Wales Organisation Application Form for Procurement Cards, as agreed at an earlier meeting.

The Members discussed the issue.

Resolved: That the Value Wales Application Form for Procurement Cards is approved and signed.

1345: To receive/approve draft proposal for the expansion of the Council Offices.

The Clerk provided plans showing two options for the scheme. The Clerk reported that the staff had been consulted on the options, and their preferred scheme was Option A. The Members viewed the plans and then discussed the issue.

Resolved: That the Option A proposal is approved in principal with slight amendments to the location of the fire escape door and the Clerk's office. The Clerk was instructed to proceed with submitting a Planning Application, Building Regulations, having a detailed specification produced, and to put the work out to tender once the detailed specification has been produced.

1346: Correspondence.

a) To receive and invitation to attend the NPTCBC Local Democracy and Boundary Commission Presentation at Neath Civic Centre on 31st July 2018 at 6pm.

Resolved: That Cllr M Harvey or K Whitehead would attend to represent the Council.

b) To receive a public consultation regarding Adult Thoracic Surgery in South Wales from Abertawe Bro Morgannwg University Health Trust.

The information was noted by the Members.

**Cllr M Harvey
Deputy Mayor**