

## COEDFFRANC TOWN COUNCIL

### **Minutes of a Statutory Meeting of the Council Meeting held on 16<sup>th</sup> October 2019 at the Memorial Hall.**

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

**1632: Apologies:** Cllrs B Richards, K Amos.

#### **1633: To receive Declarations of Interest.**

Cllr DK Davies declared an interest in item 1640 item 2. Cllr DK Davies opted to speak but left the room during the discussions and decision making process.

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.

#### **1634: To approve and sign the Minutes of Previous meetings: -**

##### **a) Council Meeting held on 18<sup>th</sup> September 2019.**

Cllr A Aubrey spoke at item 1626 and stated that she felt that the minutes were not accurate. Cllr Aubrey stated that she had asked Louise how many staff the Council employed earlier in the day. Louise had informed her that that the Council employed 13 staff in total. Cllr Aubrey informed the Members that what she had said during the meeting held on the 18<sup>th</sup> September 2019 was that as the Council employs 13 staff it does raise the question of how the staff are spending their time. Additionally, Cllr Aubrey stated that she had also said that there are four members of staff in the office. Cllr Aubrey stated that she had requested a recorded vote which did not take place.

Before full discussions commenced a recorded named vote was requested. It was queried if a recorded vote could take place as Cllr Aubrey had already spoken. The Clerk informed the Members that a recorded vote could not have been requested at the start of the item because a recorded vote could not be requested for an issue that had not yet been raised. Until Cllr Aubrey stated that she felt that item 1626 was inaccurate, it could not have been known that a recorded vote would have been needed.

The members discussed the accuracy of the item further. It was noted that a vote could not take place at the Council Meeting held on the 18<sup>th</sup> September 2019 because the decision was not actually taken during the meeting as the issue was referred to the F&G Committee. Some Members stated that they could not remember individual members of staff being named by Cllr Aubrey, and therefore, requested that the statement she individually named the office staff and implied that they should be able to cope with the workload and not need another member of staff in the office should be removed from the previous minutes as inaccurate. However, some Members stated that they did recall Cllr Aubrey stating Well, I see 4 members of staff sitting in that office and from what I've seen they don't seem to be doing much and that this statement should remain in the minutes as accurate. Some of the Members disagreed and stated that they remember Cllr Aubrey's stating as the Council employs 13 staff it does raise the question of how the staff are spending their time and that there are four staff in the office. After the discussions a named recorded vote took place.

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Voted as the minutes being a true and accurate record with the following omission: - She individually named the office staff and implied that they should be able to cope with the workload and not need another member of staff in the office, which should be removed from the previous minutes as inaccurate. The statement, Well, I see 4 members of staff sitting in that office and from what I've seen they don't seem to be doing much was accurate and should remain in the minutes.

Cllr P Davies  
Cllr J Thomas  
Cllr A Wingrave  
Cllr C Wingrave  
Cllr APH Davies  
Cllr D Harvey

Voted for the minute being inaccurate, and that all Cllr Aubrey's statements in the minutes should be removed, and that the minutes should be changed to Cllr Aubrey stated, as the Council employs 13 staff it does raise the question of how the staff are spending their time and there are four members of staff in the office.

Cllr A Aubrey  
Cllr K Whitehead  
Cllr L Pocock  
Cllr JS Jones  
Cllr DK Davies

**Resolved:** that the minutes are approved as a true and accurate record with the following omission:- She individually named the office staff and implied that they should be able to cope with the workload and not need another member of staff in the office which should be removed from the previous minutes as inaccurate.

**b) Finance & General Purposes Committee Meeting held on 8<sup>th</sup> October 2019.**

Approved as a true and accurate record with the exception that apologies from Cllr JS Jones had not been recorded.

**c) Festival Committee Meeting held on 8<sup>th</sup> October 2019.**

Approved as a true and accurate record.

**1635: Matters arising from the minutes. (FOR INFORMATION ONLY)**

None.

**1636: 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 £11,778.27. Account No's 451 and 460 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.

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**1637: To receive an explanation from the Clerk concerning Account No's: 356 and 400.**

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

**1638: Planning Applications:**

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

The information was noted by the Members.

**1639: To receive a report from any Member concerning meetings at which he or she represented the Council.**

Cllr M Harvey reported that he and several other Members had attended the Battle of Britain Parade which has been a good service.

Cllrs P Davies and J Thomas reported that they had attended the funeral for the landlord of the Smiths Arms. It was noted how sad the incident had been.

**1640: To receive a report from the Finance & General Purpose Committee.**

Cllr APH Davies reported on the meeting reading out his notes of the discussions.

2) Cllr DK Davies stated that it is unusual to increase costs mid-year. Cllr DK Davies also queried why the Bowls Club were being asked to give up a Friday evening. Cllr Wingrave responded reporting that the meeting held with the Bowls Club had been a positive meeting, and informed Cllr DK Davies that the majority of the Bowls Club Members has actually suggested extending their hours on a Wednesday and giving up a Friday evening. Cllr Wingrave also reported that the Bowls Club have asked for new jacks and fenders, and that the current charges were not covering the costs to operate the hall. Cllr A Wingrave reported that the Town Council do not hold large reserves at the bequest of the External Auditors, so it cannot continue to provide accommodation to groups/clubs without passing on some of the costs involved.

The Members discussed the issue.

**Resolved:** That the recommendation to increase the cost by 5% is approved.

3) Cllr APH read out his notes he had taken during the meeting and stated that he had discussed the issue of CCTV with a specialist, and that the pictures produced are not as good as you see in police dramas on Television. Cllr A Aubrey stated that the minutes of the F&G Meeting which stated that because she was not present at the meeting it was difficult to understand exactly what she required was not accurate, because she felt that she had made her requirements clear at the earlier Full Council Meeting held on the 18<sup>th</sup> September 2019.

**Resolved:** That the recommendations for the Clerk to seek information regarding the costs from the Clerk at Briton Ferry Town Council are approved.

**1641: To receive a report from the Festival Committee.**

Cllr A Wingrave reported on the meeting. Cllr A Wingrave reported that this year the Council were going to try to split the event over 3 nights on the 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> December in the Memorial Hall with only 40 tickets being sold for each night so that a large queue does not develop. It was agreed that Cllr Wingrave would make tickets for Cllr J Thomas to sell from the office during specific times (dates and times to be decided). It was noted that help from Councillors would be needed over the 3 night's period.

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Cllr JS Jones suggested taking Santa to outlying wards rather than just holding the events centrally. Cllr Wingrave reported that taking the sleigh would not be possible because although the roads are not actually closed to have the Parade, the paper work needed to for a road closure still needs to be completed in case of an emergency. There were also additional logistical issues with taking down and re-assembling the grotto which would not be feasible. Cllr JS Jones then suggested just having Santa visiting Jersey Marine village without the sleigh or present giving sessions. Cllr Wingrave reported that she would ask if Santa was available to do extra dates, but noted that this would involve additional costs. It was also noted that as the Community Centre is closed, and therefore, the event would need to take place in the Church or School. Cllr C Fletcher and JS Jones agreed to find out their availability before any extra dates were investigated with Santa.

It was also noted that as some Councillors are already attending to help on the 3 dates set by the Festival Committee, they were unlikely to want to contribute to further event dates, so it was probable that the Councillors suggesting the extra dates would need to undertake the extra work and supervision of the events.

**Resolved:** That all the recommendations made by the Festival Committee are approved and that the extra dates in Jersey Marine will be investigated.

**1642: To receive Local Services Revision from NPTCBC.**

The information was noted by the Members.

**1643: To receive/approve the Notice of Conclusion of Audit.**

The Clerk reported on the variance in the Annual Return.

**Resolved:** That the Auditors Report regarding the Annual Return is approved and the information provided would be noted.

**1644: To receive information from NPTCBC regarding the Rights of Way Improvement Plan Consultation.**

Cllr APH Davies stated that historically the Council has always responded to these consultations and it was important that everyone looked through the consultation documents. Cllr DK Davies reported that the issue was being discussed at the NPTCBC Liaison Forum and informed the Members that he would welcome anyone's observations or comments and raise them at the Liaison Forum on their behalf.

**Resolved:** That Members engage with the Consultation responding individually, and inform Cllr DK Davies of any concerns so that he can raise them at the NPTCBC Liaison Forum.

**1645: Correspondence.**

**a) The Clerk reported that she had received notification from Cllr M Fender that she wished to resign with immediate effect. The Clerk reported that the Vacancy had been advertised.**

The resignation was noted and accepted by the Members. Cllr M Harvey thanked M Fender for her service.

**Emergency Item**

The Clerk reported that she had attended a meeting with contractors working on behalf of Welsh Water on the 15<sup>th</sup> October 2019. The contractor have requested that they use the tennis courts as their temporary compound for the few months that they are working in the Neath area. The Clerk reported that during the meeting with the contractor she had pointed out that the tennis courts are not level with the current park access.

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The contractors informed the Clerk that they would be prepared to undertake the works to make a permanent access road into the tennis courts. The Clerk reminded Members that the Council had previously discussed carrying these works out to allow for an overflow carpark but the works had been too cost prohibitive. The Clerk provided the Members with an initial specification for the roadway which are to Welsh Water Specifications, and informed the Members that if they agree to the proposal a more detailed specification would be drawn up. The Clerk reported that a decision had to be taken quickly because the work is commencing toward the end of October 2019. Therefore, the issue could not be deferred to the next meeting. The Members discussed the issue.

The Members were minded to consider the request favourably, however, they have several concerns which would need to be addressed before any agreement could be reached.

For agreement to be reached the Members would need the following: -

- A detailed spec of the road, ramp and drainage facilities being installed.
- A contract tying up all the works to be carried out, including duration of use and remedial works when you are ready to leave site, along with an option for the Town Council to keep or to remove the ramp if the Council are not happy with the standard of the work carried out.
- An Agreement in writing to make good on all works carried out.
- A Full Job Method Statement of the works being carried out.
- Insurance details showing that your company is insured for the works, and for any and all items stored.
- Details of exactly what would be stored in the compound area (bearing in mind that it is a public park and we would get complaints if the area looks untidy or dirty).
- A contractors Questionnaire would need to be completed.
- A Safety Policy would be needed off your company. As the site is obviously a public park, the Councillors were concerned about large vehicles entering through the main access into the park when children and dogs of the lead often in the area. Therefore, the Council would need to know how this safety risk would be addressed.
- The Council has a Christmas event with a sleigh with loads of children around during the evenings of 5<sup>th</sup> and 6<sup>th</sup> of December and the afternoon of 7<sup>th</sup> December. The Councillors do not want any large vehicles coming through the park at those times.
- Details of what your organisation would be prepared to pay for the hire of the tennis courts in order to incentivise the Council.
- Confirmation of how many of the tennis courts would be needed... would three be enough or would the Contractor need all six?
- That photographs are taken showing the condition of the area immediately before work commencing.

**Resolved:** That the Mayor and Clerk meet with the Contractor to discuss the issue further and review the following information. It was agreed that the Clerk and Mayor would have the discretion to decide whether to proceed.

**Cllr M Harvey**  
**Mayor**