

PELENNA COMMUNITY COUNCIL CYNGOR CYMUNED PELENNA

Minutes of the Full Council Meeting held on Wednesday 3rd October 2018 at Pontrhydyfen Community Centre at 7.00 p.m.

- 1 Present:** Chairperson – Cllr. Des Sparkes
Cllr Diane Evans, Cllr Robert Jenkins,
Cllr Philip Lewis, Cllr Malcolm Jones,
Cllr Wayne Pugh

In attendance: The Clerk: David S Mackerras

Apologies: Cllr Janice Evans

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2 2018/119 Declarations of Interest

Nothing declared

3 2018/120 To approve minutes of the Full Council meeting held on Wednesday 5th September 2018

It was proposed by Cllr Malcolm Jones, seconded by Cllr Robert Jenkins, with all members of Council in favour, that the Minutes of the Full Council meeting of 5th September are accurately recorded

4 2018/121 Matters arising

6d. Notice of Audit conclusion displayed on the public notice boards.

8a. Brambles have now been cut back on Johns Terrace below the children's playground.

8b. Arrangements are in hand to cut back the shrubs below Johns Terrace playground.

5 2018/122 Questions from the public

Trustees of Macpelah Chapel attended to express their concerns regarding opening toilet facilities at Macpelah chapel for public access. Their concern is that the facilities may be abused and vandalised. They were reminded that they committed to opening the facilities to the public in the legal agreement which they signed on 12th March 2015.

6 2018/123 Finance

a. To approve Schedule of payments – September 2018

Proposed by Cllr Philip Lewis, seconded by Cllr Wayne Pugh with all Council members in favour, that the following payments are approved, and receipts noted.

01/09/2018 – 30/09/2018

Pre VAT.

Community Council

Payments

Wages and Salaries at resolved Council rates	
Pensions – Sept 2018 – Ees contribution	89.76
Ers premium	540.73
HM Revenue & Customs – Sept Ees deductions	141.00
Ers NI	28.75
Bank Charges – September 2018	5.00
The Clerk – travel expenses – August 2018	136.80

Receipts

Lloyds Bank Interest –10 th September	0.04
SPO Rent – 1st September	95.00
Cllr M I Jones – Purchase of redundant Community maintenance	175.30

Macpelah cemetery

Payments

Chris Jones – Grass cutting	300.00
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Receipts

None

b. To note closing balances – 30 September 2018

The following balances were noted:

Pelenna Current Account	£18,299.34
Investment Account	1,000.95
Macpelah Account	£ 8,920.54
Swansea Building Society	£ 23.40
Total balances	£28,244.23

c. To compare actual finance performance to budget – April – September 2018

Income and expenditure for the Community Council and Macpelah cemetery was reviewed with explanations presented for larger variances. Proposed by Cllr Robert Jenkins, seconded by Cllr Des Sparkes with all members in agreement that the variance report should be accepted.

7 2018/124 Planning applications

The following application was considered:

Application Number: P2018/0745

Applicants Name/Address: M/S Alison Howells, 73 Bwlch Road, Cimla, SA11 3RR

Site location: Land adjacent to the Barracks, Pontrhydyfen

Proposed development : Retention of use of land for the siting of a caravan for use as a site office for a temporary period during construction of the dwelling approved under planning application P2016/0515

Comments: There were no objections

8 2018/125 Community maintenance

a. The CMO report was noted.

- It was confirmed that the planned meeting of Friday 7th September took place at Johns Terrace playground and arrangements were made to provide loan equipment to the CMO to facilitate cutting back the shrubs
- Arrangements have been made for NPTCBC to investigate chosen spring bulb planting sites to ensure there are no hidden utility installations likely to be a risk to the CMO.

9 2018/126 Member attendance report

Reported that all members are in compliance with regulations.

10 2018/127 Community Council playgrounds

a. **Public engagement - Johns Terrace playground**

Agreed that a public engagement event should be held on Saturday 10th November between 11:00am and 2:00pm. to ascertain public interest in refurbishment of Johns Terrace

children's playground.

The event will be advertised on notice boards, website and face book.

11 2018/128 Macpelah Cemetery

a. Update on securing access to toilet facilities at Macpelah cemetery

Chapel Trustees attended this meeting and made known their opposition to providing public access to their toilet facilities contrary to the agreement which they made on 12th March 2015 in the Cemetery contract of sale.

It was decided that the terms of the 2015 legal agreement should be upheld. It was further decided that the Trustees of Macpelah cemetery should be offered the opportunity to once again take control of Macpelah cemetery, detailed terms to be agreed.

12 2018/129 To further consider an application for a grant from Tonmawr Youth club

It was decided that it is not possible to make a decision on grant support as Youth Club accounts have not been made available to the Community Council

13 2018/130 Update on application for a grant to facilitate publication of a Pictorial History of Pelenna – Mr Jason Jarvis

The author is not yet aware of publication costs. A decision will be made on the level of support made available when this information is provided.

14 2018/131 Health & Safety

a. To approve Risk assessment for Litter picking

The Risk assessment will be considered at the next Health & Safety committee meeting to be held at 4:00pm on Wednesday 17th October.

15 2018/132 To consider recommendations of Personnel committee:

a. To approve CMO Contract of Employment

A recommendation from the personnel committee to issue a Contract of Employment to the Community Maintenance Officer based on the specimen contract provided by One Voice Wales was accepted, subject to the following amendments:

Following an initial six month probationary period the CMO will be required to give 4 weeks notice of employment termination; The working week will reduce from 24 to 20 hours; and a £5 fee will be paid to the CMO for each **working** day that the Council trailer is towed using the CMO's vehicle; Insurance documents will be inspected annually by the Council Clerk to ensure that the CMO's is fully insured to carry out Council duties.

b. To agree consideration of a Contract of Employment for the Clerk

A recommendation from the personnel committee to issue a Contract of Employment to the Clerk based on the specimen contract provided by One Voice Wales was accepted, following an alteration to the sick pay scheme. The revised sick pay is set out below:

during 1st year of service – one month's full pay

during 2nd year of service – 2 months full pay

during 3rd year of service – 4 months full pay

during 4th & 5th year of service – 5 months full pay

after 5 years service – 6 months full pay

It was also agreed that the Clerk's car insurance documents should be inspected annually by the Chair to ensure that the vehicles are fully insured for business use in connection with Council business, and that this issue should be added to the Contract of Employment.

16 2018/133 Correspondence

- a.** Notice received of OVW training to be delivered at Bridgend on 10th October 2018 – 'Making effective grant applications', at a cost of £40 per attendee.

Proposed by Cllr Malcolm Jones, seconded by Cllr Des Sparkes with all in favour that the Clerk should attend, together with Cllr Robert Jenkins.

17 2018/134 To set date of next Full Council meeting

Wednesday 7th November 2018 at Tonmawr Community Centre. This meeting will be preceded by a PACT meeting at 6:30pm.

In respect of the current Ward boundary review, Members agreed that they would like Tonmawr and Pontrhydyfen to remain as at present, a single ward represented by a ward member. As a rural ward with a range of unique issues, Pelenna would not amalgamate comfortably with either Cimla or Cwmavon and Bryn. It is anticipated that there will be a strong desire by the boundary commission to reduce the number of wards within Neath Port Talbot, and Members agreed they would certainly not wish to amalgamate Pelenna ward with Cwmavon and Bryn, and may reluctantly regard an amalgamation with Cimla as being a slightly more acceptable option.

Chair

Meeting closed at 8:57pm.