

# **PELENNA COMMUNITY COUNCIL CYNGOR CYMUNED PELENNA**

Minutes of the Full Council Meeting held on Wednesday 5th  
September 2018 at Tonmawr Community Centre at 7.00 p.m.

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

**In attendance: The Clerk:** David S Mackerras

**Apologies:** None

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**2 2018/103 Declarations of Interest**

Nothing declared

**3 2018/104 To approve minutes of the Full Council meeting  
held on Wednesday 4th July 2018**

It was proposed by Cllr Robert Jenkins, seconded by Cllr Philip  
Lewis, with all members of Council in favour, that the minutes  
of the Full Council meeting of 4<sup>th</sup> July are accurately recorded

**4 2018/105 Matters arising**

None.

**5 2018/106 Questions from the public**

No members of the public were present.

**6 2018/107 Finance**

**a. To approve Schedule of payments – July/August 2018**

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

**01/07/2018 – 31/08/2018**

**Pre VAT.**

**Community Council**

**Payments**

Wages and Salaries at resolved Council rates	
Pensions – July 2018 – Ees contribution	89.78
Ers premium	540.72
Pensions – August 2018 - Ees contribution	78.57
Ers premium	485.73
HM Revenue & Customs – July Ees deductions	141.00
Ers NI	28.75
HM Revenue & Customs – Aug Ees deductions	136.00
Ers NI	23.00
Bank Charges – July 2018	5.00
Bank Charges – August 2018	5.00
The Clerk – travel expenses – July 2018	142.20
NPTCBC – SPO Ground Rent	75.00
Dan-y-Coed Community Association – Grant	750.00
Pontrhydyfen Community Centre – Grant	750.00
Society of Local Council Clerks – 2018/19 Subs	115.00
One Voice Wales – 2018/19 Subscription	168.00
K Morgan – Internal Audit fee	175.00
Cllr Des Sparkes – Chair allowance 2018/19	100.00
Special delivery fee – External Auditor	7.30
Printer Cartridges	68.30
Computer Printer	229.98
Printer Cartridges	35.80
CMO Maintenance materials	107.41
Vision ICT – Website fee 2018/19	125.00
One Voice Wales conference fees	95.00
Vodafone – 2 <sup>nd</sup> July	43.68
31 <sup>st</sup> July	45.17
31 <sup>st</sup> August	46.93
Stationery – Files	11.90
<b>Receipts</b>	
Lloyds Bank Interest –9th July	0.04
9 <sup>th</sup> August	0.04
SPO Rent – 1st July	95.00
1 <sup>st</sup> August	95.00
NPTCBC – Precept 31 <sup>st</sup> August	12805.34
<b>Macpelah cemetery</b>	
<b>Payments</b>	
Chris Jones – Grass cutting	300.00

Grass cutting	300.00
ICCM Subscription 2018/19	90.00

**Receipts**

Maintenance donations	50.00
Interment fee	125.00

**b. To note closing balances – 31 August 2018**

The following balances were noted:

Current account	£18,784.04
Investment account	£ 1,000.91
Macpelah cemetery	£ 9,220.54
Swansea Building society	£ 23.40
Total balances	£29,028.89

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

Income and expenditure for the Community Council and Macpelah cemetery was reviewed with explanations presented for larger variances.

**d. To approve and accept the Annual Return 2018/19 following completion of external audit**

It was reported that the external audit was complete and that there were no matters requiring the issuing of a separate additional issues arising report.

The annual return as returned by the external auditor together with the audit opinion was presented to the Council. The annual return was approved and accepted by the Council. The annual return and notice of audit conclusion will be displayed on the Community notice boards as soon as possible for a period of 14 days.

**7 2018/108 Planning applications**

The following application was considered:

Application Number: P2018/0620

Applicants Name/Address: Mr Lewis, 18 Station Road,  
Pontrhydyfen, SA12 9SG

Site location: 18 Station Road, Pontrhydyfen, SA12 9SG

Proposed development : Replacement of ground floor window to front elevation with bi-fold doors – Certificate of Lawful Development

Comments: There were no objections

## **8 2018/109 Community maintenance**

a. The CMO report was noted.

- Brambles need to be cut back on Johns Terrace below the Children's playground.
- Shrubs should have been cut back on the bank below the playground. The Clerk and Cllr Wayne Pugh will meet with the maintenance officer on site on Friday 7<sup>th</sup> September to discuss a solution.

b. A number of sealed bids have been received for the sale of the surplus strimmer and hedge cutter. Bids were opened at the meeting. Agreed the equipment be sold as seen to the highest bidder – Strimmer £87.65 and hedge cutter £87.65.

## **9 2018/110 Member attendance report**

Reported that all members are in compliance with regulations.

## **10 2018/111 Community Council playgrounds**

### **a. To provide an update on the proposed development at Johns Terrace playground**

It was reported that quotations to upgrade the playground have been received from three playground suppliers.

Agreed no further quotations will be sought until further progress is made in seeking grant support.

A meeting has been held with Vattenfall which was also attended by a representative of NPTCVC – Carys Miles.

The provider will require evidence of Community Engagement and a Community development plan.

It is anticipated that the project will be supported by a basket of grants to include Vattenfall, NPT minor grant scheme, local Council member support and other sources.

### **b. To decide on the successful quotation for playground signage – Johns Terrace and Dan-y-Coed**

Three quotations sought – two received. Skelton and Thomas signs, Neath was chosen as the successful quote at £40 per sign.

**c. To decide on procedure for Community Engagement in respect of proposed playground development – Johns Terrace**

Agreed that a Community Engagement exercise should be carried out. An open day will be held to ascertain Community aspirations for Johns Terrace playground and residents' view on other possible community projects.

**11 2018/112 Cemetery**

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

Chapel Trustees unable to attend this meeting. They will attend 3<sup>rd</sup> October Council meeting at Pontrhydyfen.

Agreed that Council will continue to hold Chapel Trustees to account on providing public access to their toilet facilities as they agreed in the Cemetery contract of sale.

**b. General update**

Agreed that CMO will remove White Crosses from 'Chapel reserved' grave plots. This will hopefully prevent any errors on future plot allocations.

**12 2018/113 To consider an application for a grant from Tonmawr Youth club**

No representatives of the Youth club attended.

Agreed that Youth Club accounts should be requested to establish sustainability prior to any grant offer.

**13 2018/114 To consider an application for a grant to facilitate publication of a Pictorial History of Pelenna – Mr Jason Jarvis**

It is understood that the entire proceeds of the sale of this publication after meeting publication costs will be donated to Cancer charities – 'Maggies' and possibly 'Friends of Singleton hospital Cancer Unit'

Proposed by Cllr Wayne Pugh, seconded by Cllr Diane Evans with all members in favour that Council agrees in principle to provide grant assistance to contribute towards publication cost. The author, Mr Jason Jarvis will be asked to provide evidence of publication cost.

**14 2018/115 Health & Safety**

**a. To approve Risk assessment for Litter picking**

Risk assessment not yet complete. Held over to next meeting. Health & Safety committee meeting to be held prior to October Council meeting. Date to be confirmed.

**15 2018/116 To consider recommendations of Personnel committee:**

**a. To approve CMO Contract of Employment**

Contract of Employment requires further ammendment. Held over to next meeting.

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

Contract document based on model provided by One Voice Wales currently being considered by personnel committee.

**16 2018/117 Correspondence**

**a.** Notice of meeting of OVW Neath Port Talbot Area Committee – 7:00pm Wednesday 19 September at Resolven Community Hall.

***Noted***

**b.** Information provided by NPTCBC that an application has been received to register a public bridleway along the former railway embankment from Pontrhydyfen to Efail Fach.

***It was agreed that the Community Council will support the application.***

**c.** Letter from the Trustees of Sardis-Macpelah Chapel indicating that there are unavailable to attend this meeting to make their case regarding public access to toilet facilities, but will be able to attend the October meeting of the Community Council at Pontrhydyfen.

***Noted. The matter will be added to the October agenda.***

**17 2018/118 To set date of next Full Council meeting**

Wednesday 3rd October 2018 at Pontrhydyfen Community Centre. This meeting will be preceded by a personnel committee meeting at 6:15pm.

Chair .....

*Meeting closed at 9:15pm.*