

PELENNA COMMUNITY COUNCIL CYNGOR CYMUNED PELENNA

Minutes of the Full Council Meeting held on Wednesday 6th June 2018 at Tonmawr Community Centre at 7.00 p.m.

- 1 Present:** Chairperson – Cllr. Des Sparkes
Cllr Philip Lewis, Cllr Janice Evans, Cllr Lisa Hawkes, Cllr Wayne Pugh, Cllr Diane Evans

In attendance: The Clerk: David S Mackerras

Apologies: Cllr Malcolm Jones, Cllr Robert Jenkins

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2 2018/073 Declarations of Interest

Nothing declared

3 2018/074 Minutes of the previous meeting held on Wednesday 2nd May 2018

It was proposed by Cllr Diane Evans, seconded by Cllr Wayne Pugh and unanimously agreed that the minutes of the meeting should be approved as an accurate record.

4 2018/075 Matters arising

A first draft of the Risk Assessment for Grass cutting has been produced and circulated for review.

5 2018/076 Questions from the public

No members of the public were present.

6 2018/077 Finance

a. To approve Schedule of payments – May 2018

Proposed by Cllr Philip Lewis, seconded by Cllr Wayne Pugh with all members in favour that the following accounts are approved for payment and receipts acknowledged.

01/05/2018 – 31/05/2018

**Pre VAT.
Community Council
Payments**

Wages and Salaries at resolved Council rates	
Pensions – April 2018 – Employees contribution	89.77
Employers premium	540.73
HM Revenue & Customs – May Ees deductions	136.00
Ers NI	23.00
Bank Charges – May 2018	5.00
The Clerk – travel expenses – April 2018	151.00
Vodafone (May)	45.28
Zurich Insurance – 2018/19	593.97
Petty Cash	96.38

Receipts

Lloyds Bank Interest –9 th May	0.04
SPO Rent – 1st May	95.00

Macpelah cemetery

Payments

Refund of EROB	500.00
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Receipts

Maintenance donations	60.00
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b. To note closing balances – 31 May 2018

The following balances were noted:

Pelenna current account	£17,975.07
Investment account	1,000.78
Macpelah account	10,625.54
Swansea building society	23.40
Total balances	29,624.79

c. To compare Actual Financial performance to Budgeted position – April/May 2018

Income is noted to be close to target. Payments made are £2,339 below budget, principally because the first instalment of grant assistance to the Community centres has not yet been made.

Cemetery income is £146 more than budgeted, with a substantial underspend of £730 achieved on playments

as the only payment made is for grass cutting.

- 7 2018/078 Planning applications**
No planning applications have been presented for consideration.
- 8 2018/079 Community Maintenance report including Member comments**
- Most work currently grass cutting and litter picking
 - Routine checks, grass cutting and litter picking carried out at playgrounds, Miles Field and Macpelah
 - Cut back overhanging plant growth near playgrounds
 - Planters and rockery will be planted this month
- County Borough work**
- Flail due soon. Some complaints that grass is not cleared by NPTCBC after cutting
 - Road repairs done below former Tonmawr school
 - Street lighting has been checked
 - Road drains still uncleared
- 9 2018/080 Members Attendance**
All members compliant in accordance with regulations.
- 10 2018/081 To discuss grant position for 16 to 18 year old students attending college courses**
There are concerns about some local college students who may find difficulty in purchasing equipment and meeting other expenses necessary for their course. Enquiries will be made as to whether the Council is permitted to provide financial support to such students.
- 11 2018/082 To discuss possible grant application for John's Terrace playground**
The playground is in need of refurbishment as new equipment could be added and the toddler swings are coming to the end of their life. Residents are anxious to see investment being made at this playground.

Grants may be available to assist development. It was agreed that a community engagement exercise should be undertaken to ensure that investment will satisfy public aspirations. Arrangements will be made to meet with Playground suppliers so that draft designs may be progressed and discussed with the community, and grants may be investigated.

12 2018/083 Cemetery

a. General report

It was reported that the extension to the handrail is substantially complete

The sign supplier is printing a mock up of the sign so that the size may be assessed for suitability

A letter has been sent to Macpelah Chapel trustees to express concern that the toilets are now locked and not available for cemetery visitors. The legal responsibility for the Chapel Trustees is explained in the correspondence.

NRW has informed Council that it is not able to recommend the sale of land surrounding the cemetery as this would hinder its operational needs

b. To accept committee recommendation on review of cemetery charges

Proposed by Cllr Lisa Hawkes, seconded by Cllr Wayne Pugh with all members in favour that the recommendation of the cemetery committee should be accepted. All fees will therefore remain as previously set, other than the Interment fee, and the fee for the Interment of cremated remains, both of which will increase to £125

13 2018/084 Health & Safety

a. Report on equipment acquisition for Community Maintenance Officer

Two quotations only received. Proposed by Cllr Wayne Pugh, seconded by Cllr Diane Evans with all Members in favour that a quotation from Celtic Mowers for the supply of the Stihl Strimmer and Hedgecutter at £945 should be accepted.

b. Update on Safety training

Chair and Clerk will attend 'Vibration finger' training provided by HSE on 16th July at Skewen (Coedffranc Community Council)

c. Update on safety issues at Children's playground

- Dan y Coed playground: repaired gate closing mechanism
- Johns Terrace playground: redundant metal hinges removed; accessible screw thread removed from netball hoop support. Agreed that quotations will be obtained for replacement seats and chain supports on junior swings. Also for a handrail on steps leading to the playground.

d. Risk Assessments

Agreed that further CMO Risk Assessments will be prepared in the same format as 'Grass cutting' for the following areas:

Litter picking; Use of Power tools; Painting/use of chemicals; Lone working.

e. Fuel storage

Cllr Wayne Pugh advised that Council should use a metal bunker for machine fuel storage. Cost of a suitable metal container will be investigated.

14 2018/085 Correspondence

- a.** NPTCBC – advance notice of Community Council liaison forum meetings – 26th November 2018 & 11th March both to take place in Rooms A & B Neath Civic centre at 4:00pm.

Noted – The November meeting should appear on October agenda. Issues to be discussed to include Drainage on Slip footpath & the unfairness of Footpaths Grant assistance

15 2018/086 Date of next meeting

Wednesday 4th July 2018, Pontrhydyfen Community Centre
at 7:00pm.

The Full Council meeting will be preceded by a Parks &
Open Spaces meeting at 6:15pm.

Chair

Meeting closed at 9:30pm.