

# PELENNA COMMUNITY COUNCIL CYNGOR CYMUNED PELENNA

Minutes of the Full Council Meeting held on Wednesday 7th  
November 2018 at Tonmawr Community Centre at 7.00 p.m.

This meeting was preceded by a PACT meeting at 6:30pm.

- 1 Present:** Chairperson – Cllr. Des Sparkes  
Cllr Diane Evans, Cllr Robert Jenkins,  
Cllr Philip Lewis, Cllr Malcolm Jones,  
Cllr Janice Evans, Cllr Lisa Hawkes,  
Cllr Wayne Pugh (arrived following matters arising)

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

**Apologies:** None

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**2 2018/135 Declarations of Interest**

Nothing declared

**3 2018/136 To approve minutes of the Full Council meeting held on Wednesday 3rd October 2018**

It was proposed by Cllr Malcolm Jones, seconded by Cllr Philip Lewis, with all members of Council in favour, that the Minutes of the Full Council meeting of 3rd October are accurately recorded

**4 2018/137 Matters arising**

10a Public engagement on playground delayed to Saturday 1<sup>st</sup> December

11a Trustees of Macpelah Chapel are meeting to decide whether they wish to express an interest in re-acquiring ownership of the cemetery

13 No further update at present on cost of publishing 'Pelenna Pictorial History'

15a CMO Contract of Employment now issued. CMO vehicle documentation has been inspected.

15b Clerk's contract now ready for issue.

16a Cllr Robert Jenkins and Clerk attended 'Effective Grant

Application' training on 10<sup>th</sup> October.

- 17 Letter sent to Boundary Commission consultation, Cllr Steve Hunt, Cllr Martin Ellis and others to express the view of Pelenna Community Council on the Ward boundary review as agreed at October Council meeting.

**5 2018/138 Questions from the public**

There were no members of the public present

**6 2018/139 Finance**

**a. To approve Schedule of payments – October 2018**

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

**01/10/2018 – 31/10/2018**

**Pre VAT.**

**Community Council**

**Payments**

Wages and Salaries at resolved Council rates	
Pensions – Oct 2018 – Ees contribution	78.57
Ers premium	485.73
HM Revenue & Customs – Oct Ees deductions	136.00
Ers NI	23.00
Bank Charges – October 2018	5.00
The Clerk – travel expenses – September 2018	185.40
CMO – Travel expenses	70.92
Maintenance materials	133.86
Vodafone	49.83
Pontrhydyfen Community Centre Grant	750.00
Tonmawr Community Centre Grant	750.00
Neath Port Talbot CBC – Ground Rent SPO	75.00

**Receipts**

Lloyds Bank Interest –9 <sup>th</sup> October	0.04
SPO Rent – 1st October	95.00

**Macpelah cemetery**

**Payments**

None

## Receipts

None

Clerk to investigate whether other banks charge monthly administration fees.

### b. To note closing balances – 31 October 2018

The following balances were noted:

Pelenna Current Account	£16,966.77
Investment Account	1,000.99
Macpelah Account	£ 8,920.54
Swansea Building Society	£ 23.40
 Total balances	 £26,911.70

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

Income and expenditure for the Community Council and Macpelah cemetery was reviewed with explanations presented for larger variances. Agreed that the variance report should be accepted.

## 7 2018/140 Planning applications

There were no applications presented for consideration

## 8 2018/141 Community maintenance

### a. The CMO report was noted.

Clerk to report to NPTCBC that the litter bin at Maesgwyn bus stop needs to be properly secured as it is regularly knocked over.

Members are concerned that shrubs below Johns Terrace have not been cut back. Clerk to take up this issue with CMO.

## 9 2018/142 Member attendance report

Reported that all members are in compliance with regulations.

## 10 2018/143 Community Council playgrounds

### a. General update

Regular safety inspections continue to be made. Fences have been painted at Johns Terrace, and repairs commenced on ball hoop stand.

## **11 2018/144 Macpelah Cemetery**

### **a. General Update**

Members expressed concern that information from Macpelah Chapel trustees suggests that our maintenance contractor has cleared up and removed needles from the cemetery. The contractor vehemently denies this and the trustees will be asked to clarify their statement which appears to have no foundation.

It was decided that in the event that the Chapel trustees re- acquire the cemetery a letter from the Community Council will be published to indicate the reasons why cemetery ownership has reverted to the Chapel, and to outline maintenance undertaken by the Community Council. The Burial Register will also be duplicated so that a copy may be retained.

## **12 2018/145 Health & Safety**

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

Proposed by Cllr Lisa Hawkes, seconded by Cllr Des Sparkes with all members in favour that the Risk assessment is approved, subject to an alteration to the third Control measure which will read – ‘Ensure that there is no risk from road traffic, and that sufficient advance warning to traffic will be provided with signage to indicate Men at Work’

**b.** Agreed that the next Risk Assessment to be prepared will relate to the Children’s playgrounds.

## **13 2018/146 Correspondence**

a. Boundary commission/review.

**PCC view has already been communicated to relevant parties.**

b. NPTCBC Liaison/Community Council – 26 Nov Neath Civic centre 4:00pm – Agenda items Strategic only – email 16 October Nicola Headon.

**Noted.**

- c. Notice of Internal Audit review to check for effectiveness – Anwen Worthy.  
**Noted.**
- d. NPTCBC – new Head of Legal services – Craig Griffiths - planning to meet with Clerks twice annually to discuss Standards/Code of Conduct etc. 1<sup>ST</sup> meeting 15<sup>th</sup> January.  
**Noted.**
- e. Zurich Insurance – management of Risk on Trees and Memorial stones.  
**Tree risk not relevant to PCC. Advice on memorial stones noted.**
- f. NPTCBC – Notice of leaflets being distributed to inform of changes in Recycling arrangements.  
**Noted.**
- g. NRW – Notification of felling operations and impact on forest noted from maps provided.  
**Noted.**

**14 2018/147 To set date of next Full Council meeting**  
 Wednesday 5th December 2018 at Tonmawr Community Centre.

Chair .....

*Meeting closed at 8:50pm.*