

PELENNA COMMUNITY COUNCIL CYNGOR CYMUNED PELENNA

Minutes of the Full Council Meeting held on Wednesday 2nd May 2018 at Tonmawr Community Centre at 7.30 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 2018/060 Declarations of Interest

Cllr. Wayne Pugh declared an interest in item 2018/069, regarding tenders for the cemetery handrail, as one of the contractors is known to him.

Cllr Philip Lewis declared an interest in item 2018/068, regarding an application for a grant to Miners Welfare Trustees to support an environment scheme, as he is Chair of Miners Welfare Trustees.

3 2018/061 Minutes of the previous meeting held on Wednesday 4th April 2018

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

4 2018/062 Matters arising

Dog waste bins have been requested at Railway terrace and outside Tonmawr Community centre.

The installation of a layby opposite Macpelah cemetery has been discussed with Neath Port Talbot CBC.

Proposed by Cllr Wayne Pugh, seconded by Cllr Diane Evans with all in favour that a quotation for a Stihl FS460 Strimmer of £689 and for a Stihl 24inch HS82R Hedge cutter of £445 from CM be accepted. Two only quotations received.

- 5 2018/063 Questions from the public**
No members of the public were present.

6 2018/064 Finance

a. To approve Schedule of payments – April 2018

Proposed by Cllr Des Sparkes, seconded by Cllr Lisa Hawkes with all members in favour that the following accounts are approved for payment and receipts acknowledged.

01/04/2018 – 30/04/2018

Pre VAT.

Community Council

Payments

Wages and Salaries at resolved Council rates	
Pensions – March 2018 – Ees contribution	77.80
Es premium	481.90
HMRC – April Employees deductions	141.00
Employers NI	28.75
The Clerk – Establishment allowance	300.00
Bank Charges – April 2018	5.00
The Clerk – travel expenses – March 2018	85.50
Vodafone	41.93

Receipts

Lloyds Bank Interest –9 th April	0.04
SPO Rent – 3rd April	95.00
First payment of precept	12805.33

Macpelah cemetery

Payments

Nil payments

Receipts

Maintenance donations 5 th April	670.00
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b. To note closing balances – 30 April 2018

Pelenna current account	£22,456.84
Investment account	1,000.74
Macpelah account	11,065.54
Swansea building society	23.40
Total balances	34,546.52

c. To consider Annual report timetable

Notice inviting public inspection of Financial records to be displayed between 21 May and 3 June

Make records available to the public between 4 June and 29 June

Send Annual Return and supporting information to external auditor by 2 July 2018

Clerk to certify annual return no later than 30 June 2018.

d. To consider Insurance renewal quotation

Proposed by Cllr Wayne Pugh, seconded by Cllr Philip Lewis with all in favour that the offer of a three year Long Term Agreement with Zurich Insurance will be accepted at a cost of £593.97 per year including IPT

e. To receive report on Member allowances

Members were advised that the Independent Remuneration Panel has determined that all Community Council members will be paid £150 per year to defray telephone, IT and consumable expenses. Members must inform the Clerk if they do not wish to receive the payment. The payment will be made in the event that the Clerk fails to receive communication from a member.

Members will also be entitled to receive payment to meet Child/Elderly care costs to a maximum of £403 per month, which may be paid against receipted expenditure.

Council may, of course continue to pay travel expenses at HMRC rates to members who may wish to claim against costs incurred whilst on official business.

7 2018/065 Planning applications

No planning applications have been presented for consideration.

8 2018/066 Community Maintenance Officer

a. Community maintenance

The community maintenance officer reported on his regular maintenance schedule.

Maintenance work has also been carried out at the Sub post office including painting and roof repairs.

Further work has been done at the cemetery – clearing

weeds from kerbs, pointing, cementing and painting around the entrance and steps.

Miles field grass cut.

NPTCBC has swept pavements. Roadsides have yet to be cut by NPTCBC and no drain clearance has been carried out at Pontrhydyfen. Dog bins have been installed in two areas.

Macpelah chapel toilets appear to be locked, contrary to arrangement, to prevent public access whilst visiting the cemetery.

b. Playground report:

Routine checks and litter picks carried out.

Cllr Wayne Pugh, CMO and Clerk met at Johns terrace playground on 27 April. It was agreed:

- Redundant hinges at the entrance gate will be removed.
- Entrance path should be cleared of weed growth and debris.
- Area beneath toddlers swing should be re-seeded with grass.
- The wooden support at Toddler swings should be investigated to see if they can be encased for protection.
- Bolts protruding on net ball equipment should be cut
- Seats and chains on junior swings should be replaced
- Half round timber on top of fence should be replaced

9 2018/067 Members Attendance

All members compliant in accordance with regulations.

10 2018/068 To consider an application from Miners Welfare trustees for grant assistance to combat the growth of

Japanese Knotweed and Himalayan Balsam at Pontrhydyfen

Agreed that the Community Council is unable to provide Financial assistance for this Environmental project as surplus carried forward funds from 2017/18 have been allocated to the provision of safe working equipment for the CMO.

11 2018/069 Macpelah cemetery:

a. To accept committee recommendation on acceptance of handrail tender

Proposed by Cllr Lisa Hawkes, seconded by Cllr Janice Evans with all members in favour that a quotation of £720 from contractor DNT should be accepted.

Cllr Wayne Pugh declared an interest and took no part in the vote.

b. To accept committee recommendation on sale of future Exclusive Rights of Burial

Proposed by Cllr Wayne Pugh, seconded by Cllr Philip Lewis with all Members of Council in favour that a committee recommendation that no further future EROB's at Macpelah cemetery be sold is accepted. Thus no further grave plots will be sold unless there is an immediate requirement.

12 2018/070 Health & Safety

a. Risk Assessment – Grass cutting

It was agreed that the Chair and Clerk will meet with the CMO to develop a Risk Assessment for grass cutting work.

13 2018/071 Correspondence

- a. Independent Review Panel is requesting Community Councils to host 'pop-in' sessions in their community to seek views from the public on the future role of Community Councils – **Noted.**
- b. OVW has indicated that the appointment of a Data Protection Officer within Community Councils will not be required under GDPR regulations – **Noted.**

- c. NALC has indicated that Pelenna Community Council will be required to pay a tier 1 fee of £40 under GDPR regulations – **Noted.**
- d. Neath Port Talbot CBC has informed that there will be a revised staff structure within Electoral and Democratic Services precipitated by the departure of Mr Rhys George who has transferred to Cardiff City Council – **Noted.**

14 2018/072 Date of Next meeting

Wednesday 6th June 2018, Tonmawr Community Centre at 7:00pm. The meeting will be preceded by a PACT meeting at 6:30pm.

Chair

Meeting closed at 9:20pm.