

PELENNA COMMUNITY COUNCIL CYNGOR CYMUNED PELENNA

Minutes of the Full Council Meeting held on Wednesday 5th June 2019 at Tonmawr Community Centre at 7.00 p.m.

1 Present: Chairperson – Cllr. Diane Evans
Cllr Robert Jenkins, Cllr Lisa Hawkes,
Cllr Philip Lewis, Cllr Janice Evans,
Cllr Malcolm Jones, Cllr Desmond Sparkes

In attendance: The Clerk: Mr David S Mackerras

Prospective co-opted Council members:

Mr Chris Jones, Mr Patrick Davis

Apologies: Cllr Wayne Pugh

2 2019/089 Declarations of Interest

Nothing declared.

3 2019/090 To approve minutes of the Full Council meeting held on Wednesday 15th May 2019

The minutes were amended with the addition of declarations, previously omitted, regarding membership of Tonmawr Rugby Football Club. It was proposed by Cllr Lisa Hawkes, seconded by Cllr Janice Evans with all members of Council in favour, that the amended minutes of the Full Council meeting of 15th May 2019 are accurately recorded.

4 2019/091 Matters arising

Minute 11a. Cemetery maintenance – The metal sheets have been moved to a safe location within Macpelah cemetery grounds.

Proposed by Cllr Lisa Hawkes, seconded by Cllr Janice Evans with all members of Council in favour, that the sheets may remain stored in a safe place at the cemetery for the use of grave diggers, providing that they are returned to the safe location following use. If this rule is not adhered the sheets will be permanently removed from the cemetery grounds.

5. 2019/092 Questions from the public

No members of public were present.

6 2019/093 Finance**a. To approve Schedule of payments – May 2019**

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

01/05/2019 – 31/05/2019**Pre VAT.****Community Council****Payments**

Wages and Salaries at resolved Council rates	
Pensions – May 2019 – Ees contribution	65.67
Ers premium	456.13
HM Revenue & Customs – May Ees deductions	135.84
Ers NI	12.24
Bank Charges – May 2019	4.17
The Clerk – travel expenses – April 2019	104.40
Vodafone	45.93
The Clerk – Purchase of Payroll software	49.00
Tonmawr Rugby Football Club - Grant	100.00
Pontrhydyfen Rugby Football Club – Grant	100.00
Maintenance materials – CMO	206.76
CMO – travel expenses – March/April	100.76
One Voice Wales – Subscription 2019/20	177.00
One Voice Wales – Training Chairing Skills (2)	80.00

Receipts

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

Macpelah cemetery**Payments**

The Clerk – travel expenses – April 2019	17.10
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Receipts

Maintenance donations	10.00
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Maintenance donations 35.00

Proposed by Cllr Lisa Hawkes, seconded by Cllr Robert Jenkins with all members in favour that the £100 donation to Pontrhydyfen RFC be confirmed. The club has indicated that the fund will be used to purchase Junior team trophies.

b To note closing balances – 31 May 2019

The following balances were noted:

Pelenna Current Account	£22,544.70
Investment Account	£ 1,001.28
Macpelah Account	£ 9,556.53
Swansea Building Society	£ 23.43
Total balances	£33,125.94

c To compare actual finance performance to budget – April - May 2019

Actual performance for Receipts and Payments for the period April/May 2019 was compared with budget and reviewed with the assistance of explanations. Proposed by Cllr Malcolm Jones, seconded by Cllr Robert Jenkins and agreed by all members that the variance report and explanations be accepted.

It was agreed that the accounts should be published on the website on a quarterly basis.

7 2019/094 Planning applications

a. No applications were presented for consideration

8 2019/095 Community maintenance

a. CMO Report

The CMO report was noted. Issues will be reported to NPTCBC as necessary.

b. Members comments/requests

Cllr Janice Evans requested that the CMO should cut back vegetation growing in the lane alongside 10 Tonmawr Road, Efail Fach.

The CMO will be reminded to attend to the maintenance of

the roadside seat at Glan Pelenna, Efail Fach.

9 2019/096 Member attendance report

It was reported that all members are in compliance with regulations.

10 2019/097 Community Council playgrounds

Complaints have been noted on Facebook that the fence at Dan y Coed playground is rotten. There were also concerns expressed on Facebook that young children are unable to access the slide without adult assistance because the steps start too high above ground level.

It was suggested that the Parks and Open Spaces committee meet at the playground at 3:00pm on 11th June to review the issues which are the subject of the complaints.

11 2019/098 Cemetery

a. Maintenance

Routine checks and litter picking carried out weekly. Path edges strimmed.

b. Update on Enforcement of Public access to toilet facilities

Neath Port Talbot CBC Legal department instructed to commence enforcement action.

12. 2019/099 Casual vacancies

a. Update on co-option of new members of Council.

Legal advice on confirmation of legal appointment is still awaited from Neath Port Talbot CBC. Mr Chris Jones and Mr Patrick Davis will be appointed as members of the Community Council when the legality of appointment is confirmed.

b. To fill one vacancy on the Personnel committee

Agreed that this appointment will be made at the next Full Council meeting following confirmation of co-option of Mr Chris Jones and Mr Patrick Davis.

c. To fill on vacancy on the Cemetery committee

Agreed that this appointment will be made at the next Full Council meeting following confirmation of co-option of Mr Chris Jones and Mr Patrick Davis.

13. 2019/100 Community Newsletter committee

a. To fill all five vacancies on the committee

Agreed to delay consideration of appointments until successful co-option of Mr Chris Jones and Mr Patrick Davis.

b. Appointment of Committee chair

Pending appointment of committee members.

14. 2019/101 Annual Return

a. To consider Internal Audit report

The Internal Audit has been delayed and so this report is not yet available. The audit is anticipated to take place in week commencing 17th June and so a special meeting of Council will take place on Wednesday 26th June to consider the audit report and approve the Annual Return to submit for external audit.

15. 2019/102 Health & Safety

Nothing to report

16. 2019/103 To consider the purchase of a replacement Laptop computer

The current computer has reached the end of its efficient working life. Proposed by Cllr Robert Jenkins, seconded by Cllr Malcolm Jones with all members of Council in agreement that a 17 inch screen Acer Aspire computer will be purchased at a cost of £458.33 plus VAT to replace the current equipment.

17. 2019/104 To report on a meeting with Pontrhydyfen RFC and Pontrhydyfen Sewing Group.

It was noted from a facebook entry that a meeting had been arranged by Cllr Charlotte Galsworthy for Pontrhydyfen RFC and Sewing Group with Carys Miles and a representative of Sports Aid Wales with a view to investigating Grant Aid on 29 May.

The Chair, Cllr Diane Evans and Clerk, David Mackerras arranged to attend as observers. Cllr Galsworthy was not present but the organisations appeared content with the advice they received from the grant advisors.

Pontrhydyfen RFC were seeking financial assistance to develop facilities at the Oakwood playing field. However they indicated that in the event they were offered a grant of a £100 from Pelenna Community Council they would use this to purchase trophies for the Junior team.

Pontrhydyfen Sewing group, a non profit making entity indicated that they would very much like to be considered for grant assistance from Pelenna Community Council.

18. 2019/105 Correspondence

- a. OVW provided a model informal resolution protocol which sets out a common process for Community and Town Councils to follow in dealing with complaints against Members.

Agreed that Members will be provided with a copy of the document to read prior to the July meeting. The matter will be placed on the Agenda for discussion on 3rd July 2019.

- b. Vision ICT, the Council's website provider has offered to provide a service on the website in the sad event of the death of Queen Elizabeth 11. At this time the home page will be replaced by a black page carrying a portrait of the Queen with a tab link to the normal home page.

It was agreed that this service will be ordered at a cost of £35 plus VAT.

- b. OVW provided notice of the Area committee scheduled for 12 June 2019. Council representatives are Cllr Malcolm Jones and Cllr Philip Lewis.

Representatives to attend.

- c. OVW – schedule of June training dates for the South Region.

Noted.

- d. Tonmawr RFC – Letter of thanks for £100 grant.

Noted.

19. 2019/106 To set date of next Full Council Meeting

Wednesday 3rd July 2019 at Tonmawr Community Centre.

This meeting will be preceded at 6:30pm by a PACT meeting. It is hoped that the PACT meeting may be put onto Pelenna Facebook.

Chair

Meeting closed at 9:00pm.