

# PELENNA COMMUNITY COUNCIL CYNGOR CYMUNED PELENNA

Minutes of the Full Council Meeting held on Wednesday 6th February 2019 at Tonmawr Community Centre at 7.00 p.m.

- 1 Present:** Chairperson – Cllr. Des Sparkes  
Cllr Diane Evans, Cllr Robert Jenkins,  
Cllr Philip Lewis, Cllr Janice Evans,  
Cllr Malcolm Jones, Cllr Wayne Pugh (arrived  
during Cemetery agenda item)

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

**Apologies:** None

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**2 2019/014 Declarations of Interest**

Nothing declared

**3 2019/015 To approve minutes of the Full Council meeting held on Wednesday 9th January 2018**

It was proposed by Cllr Philip Lewis, seconded by Cllr Robert Jenkins, with all members of Council in favour, that the Minutes of the Full Council meeting of 9th January are accurately recorded

**4 2019/016 Matters arising**

8a – Revised travel claim forms have been issued to the Clerk and CMO.

**5 2019/017 Questions from the public**

There were no members of the public present

**6 2019/018 Finance**

**a. To approve Schedule of payments – January 2019**

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

**01/01/2019 – 31/01/2019**

**Pre VAT.**

**Community Council**

**Payments**

Wages and Salaries at resolved Council rates	
Pensions – Jan 2019 – Employees contribution	78.57
Employers premium	485.73
HM Revenue & Customs – Jan Ees deductions	136.00
Employers NI	23.00
Bank Charges – January 2019	5.00
The Clerk – travel expenses – December 2018	109.35
Tonmawr Community Centre (Dan y Coed) grant	800.00
Pontrhydyfen Community Centre grant	800.00
Vodafone	43.41
<b>Receipts</b>	
Lloyds Bank Interest –9 <sup>th</sup> January	0.04
SPO Rent – 1st January	95.00

**Macpelah cemetery**

**Payments**

The Clerk – travel expenses – January 2019	34.20
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**Receipts**

None

**b To note closing balances – 31 January 2019**

The following balances were noted:

Pelenna Current Account	£18,640.45
Investment Account	1,001.11
Macpelah Account	£ 8,376.53
Swansea Building Society	£ 23.43
Total balances	£28,041.52

**c To compare actual finance performance to budget – April 2018 – January 2019**

Actual performance for Receipts and Payments for the period April – December 2018 was compared with budget and reviewed with the assistance of any necessary explanations. Proposed by Cllr Robert Jenkins, seconded by Cllr Philip Lewis and agreed by all members that the

variance report and explanation of variances should be accepted.

**7 2019/019 Planning applications**

The following application was presented for consideration

**Application number:** 2019/0001

**Applicants name/address:** Mr Jeremy Lewis, 18 Station Road, Pontrhydyfen, SA12 9SG

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

**Proposed development :** Two storey side extension, first floor rear extension, frameless glass balustrade plus excavation of section of rock outcrop

**Comments:** None.

**8 2019/020 Community maintenance**

a. The CMO report was noted. Various issues will be reported to NPTCBC including:

- Need to clear drains/gulleys through the community
- Litter pick needed of main road verges between Tonmawr and Efail Fach
- Rock fall at Dan y Bont

Pontrhydyfen Community Centre will be requested to supply key for the CMO

**9 2019/021 Member attendance report**

Reported that all members are in compliance with regulations.

**10 2019/022 Community Council playgrounds**

**a. Maintenance report**

It was reported that regular checks and litter picking continues on a weekly basis at Johns Terrace and Dan y Coed playgrounds.

Pen y Cymoedd Community Fund staff have indicated to the Clerk that they would encourage the Council to include all playground work, including an additional entrance, when the Vision fund application is submitted.

It is also understood that an announcement on future Vision

grant applications will be made at the Community Fund

celebration event at Croeserw tomorrow evening.

## 11 2019/023 Macpelah Cemetery

### a. Maintenance

CMO continues with the regular maintenance programme.

It was noted that the grass cutting contract continues until 31 March 2019. Tenders will be invited for the year 2019/20.

Public maintenance donations will be collected at Tonmawr Community Centre on Wednesday 6 March 2:00pm – 4:00pm, and at Pontrhydyfen Community Centre on Friday 8 March 2:00pm – 4:00pm, and again on Friday 15 March 2:00pm – 4:00pm.

### b. Transfer of ownership update

Macpelah Chapel trustees have requested a meeting with the Council to discuss a range of issues .

**Agreed:** Full Council will meet with the Trustees in order to satisfy their request at 2:30pm on 13<sup>th</sup> February at Pontrhydyfen Community Centre.

### c. Review of draft public statement to be issued at ownership transfer for cemetery

The Clerk has prepared a draft statement which was circulated to Members ahead of the meeting. The final paragraph was amended at a Members' request as follows:

***At the request of Macpelah Chapel Trustees the Community Council has offered ownership of the cemetery back to Macpelah Chapel, an offer which has been accepted by them. Despite the breakdown in trust between the Chapel and the Community Council we hope that residents are not disadvantaged and we wish Chapel Trustees good fortune in their future management of the cemetery.***

**Resolved:** that the draft public statement will be issued to the community at the transfer of ownership.

## 12 2019/024 Pen y Cymoedd Micro grant

It was agreed that we shall apply for a micro grant to meet the cost of preparing a Community development plan. We shall

also enquire with Pen y Cymoedd Community Fund whether we may add the intended trailer purchase to the grant application.

**13 2019/025 Health & Safety**

Nothing to report

**14 2019/026 Correspondence**

a. NPTCBC – Review of polling arrangements.

***Members are content with the present polling station arrangements.***

b. Wales Audit Office – Report on Internal Audit arrangements at Community and Town Councils.

***The report was written in general terms and not specific To Pelenna Community Council. There were some Individual Councils mentioned in the report which were criticised on particular issues, but no negative comments were directed to Pelenna. The Audit office recommended that Councils should be clear in its need when setting the Internal Audit specification.***

c. Auditor General for Wales – Fee scheme 2019/20

***Members noted that the upper range fee will be £320, with an indicative baseline charge of £160.***

**15 2019/027 To set date of next Full Council meeting**

Wednesday 6th March 2019 at Tonmawr Community Centre.

Chair .....

*Meeting closed at 8:45pm.*