

PELENNA COMMUNITY COUNCIL CYNGOR CYMUNED PELENNA

Minutes of the Annual Council Meeting held on Monday 16th May 2022 at Tonmawr Community Centre at 7.00 p.m.

- 1 Present:** Chairperson – Cllr. Lisa Hawkes
Cllr Diane Evans, Cllr Eleanor Hole, Cllr Jason Jarvis, Cllr Morgan Thomas, Cllr Peter Wilde, Cllr Jay Brightwater

In attendance: The Clerk: David S Mackerras.

Apologies: Cllr Philip Lewis.

.....

- 2 2022/055 Members of Council to sign the declaration of acceptance of office**

All newly elected members of council present accepted their office and signed the declaration of acceptance.

- 3 2022/056 Election of Chairperson 2022/23**

Proposed by Cllr Diane Evans, seconded by Cllr Jason Jarvis with all Members in favour that Cllr Lisa Hawkes is elected as the Chairperson for 2022/23

- 4 2022/057 Chair to sign the declaration of acceptance of office**

Cllr Lisa Hawkes accepted the office and signed the declaration of acceptance of office

- 5 2022/058 Election of Vice Chairperson 2022/23**

Proposed by Cllr Lisa Hawkes, seconded by Cllr Jason Jarvis with all in favour that Cllr. Diane Evans is elected as Vice Chairperson for the year 2022/23

- 6 2022/059 Vice Chair to sign the declaration of acceptance of office**

Cllr Diane Evans accepted the office and signed the declaration of acceptance.

7 2022/060 Declarations of Interest

Cllr Lisa Hawkes and Cllr Diane Evans both declared an interest in business regarding Tonmawr Community Centre as they are Chair and committee member respectively of Dan y Coed Community Association.

8 2022/061 To approve minutes of the Full Council meeting held on Monday 4th April 2022

Proposed by Cllr Diane Evans, seconded by Cllr Jason Jarvis with all members who attended 4th April meeting in agreement that the minutes are a correct record of the meeting.

9 2022/062 Matters arising

It was agreed that letters of thanks should be sent to all members of Council who served in the previous Council, some for a number of years.

It was decided that a jubilee memorial tree will be planted in the Autumn at Bryn Sion site.

Agreed that two Jubilee flags will be ordered at a cost of £8.99 CMO must move his trailer from the lock up garage.

A tenancy agreement for the lock up garage to be requested from Dan y Ceod Community Association.

Defibrillator battery and pads ordered from St Johns Ambulance for Colliers Arms defibrillator.

It was agreed that CMO will be asked to wear the Pelenna high vis jacket when doing Council work, and will not wear it when doing his private work, to clarify that he is not undertaking private gardens during working hours.

10 2022/063 Co-option process to fill Member vacancies

Council has 35 days to co-opt candidates to fill vacancies.

It was agreed that the three Pontrhydyfen vacancies will be advertised with an application closing date of 1st June, and applicants will be interviewed immediately prior to the 6th June Full Council meeting.

11 2022/064 Council representatives – One Voice Wales

Proposed by Cllr Diane Evans, seconded by Jason Jarvis with all members of council in agreement that Clerk David

Mackerras and Cllr Philip Lewis will be the Council representatives for One Voice Wales.

12 2022/065 Council representatives – Neath Port Talbot CBC liaison forum

Proposed by Cllr Lisa Hawkes, seconded by Cllr Diane Evans with all members of council in agreement that Cllr Peter Wilde and Cllr Jay Brightwater will be the Council representatives for Neath Port Talbot liaison forum.

13 2022/066 Pontrhydyfen Community Centre

Proposed by Cllr Jason Jarvis, seconded by Cllr Diane Evans with all members of council in agreement that Cllr Philip Lewis will remain as the Council representative to Pontrhydyfen Community Centre.

14 2022/067 Finance committee

a. To elect Chair

Proposed by Cllr Jason Jarvis, seconded by Cllr Diane Evans with all members of Council in agreement that Cllr Diane Evans will remain as the Chair of Finance.

b. To elect Committee members

Proposed by Cllr Jason Jarvis, seconded by Cllr Diane Evans with all members of Council in agreement that the committee will comprise Cllr Peter Wilde, Cllr Philip Lewis, Cllr Eleanor Hole and Cllr Lisa Hawkes.

c. Terms of Reference review

Proposed by Cllr Jason Jarvis, seconded by Cllr Diane Evans with all members of Council in agreement that the Terms of Reference for Finance be readopted in its present form.

15 2022/068 Parks & Open Spaces committee

a. To elect Chair

Proposed by Cllr Lisa Hawkes, seconded by Cllr Eleanor Hole with all members of Council in agreement that Cllr Philip Lewis will remain as Chair of Parks & Open Spaces.

b. To elect Committee members

Proposed by Cllr Lisa Hawkes, seconded by Cllr Eleanor Hole with all members of Council in agreement that the committee will comprise Cllr Jason Jarvis, Cllr Diane Evans,

Cllr Peter Wilde, Cllr Jay Brightwater and Cllr Morgan Thomas.

c. Terms of reference review

Proposed by Cllr Lisa Hawkes, seconded by Cllr Eleanor Hole with all members of Council in agreement that the Terms of Reference for Parks & Open Spaces be readopted in its present form.

16 2022/069 Health & Safety committee

a. To elect Chair

Proposed by Cllr Diane Evans, seconded by Cllr Eleanor Hole with all members of Council in agreement that Cllr Lisa Hawkes is elected Chair of the Health & Safety committee.

b. To elect Committee members

Proposed by Cllr Diane Evans, seconded by Cllr Eleanor Hole with all members of Council in agreement that the committee will comprise Cllr Jason Jarvis and Cllr Eleanor Hole. Vacancies may be filled from co-opted members.

c. Terms of reference review

Proposed by Cllr Diane Evans, seconded by Cllr Eleanor Hole with all members of Council in agreement that the Terms of Reference for Health & Safety be readopted in its present form.

17 2022/070 Planning committee

a. To elect Chair

Proposed by Cllr Lisa Hawkes, seconded by Cllr Diane Evans with all members of Council in agreement that Cllr Lisa Hawkes is elected Chair of the Planning committee.

b. To elect Committee members

Proposed by Cllr Lisa Hawkes, seconded by Cllr Diane Evans with all members of Council in agreement that the Planning committee will comprise all members of Council.

c. Terms of reference review

Proposed by Cllr Lisa Hawkes, seconded by Cllr Diane Evans with all members of Council in agreement that the Terms of Reference for Planning be readopted in its present form.

18 2022/071 Personnel committee**a. To elect Chair**

Proposed by Cllr Lisa Hawkes, seconded by Cllr Jason Jarvis with all members of Council in agreement that Cllr Philip Lewis remain as Chair of the Personnel committee.

b. To elect Committee members

Proposed by Cllr Lisa Hawkes, seconded by Cllr Jason Jarvis with all members of Council in agreement that the Personnel committee will comprise Cllr Diane Evans, Cllr Morgan Thomas and Cllr Jason Jarvis. The vacancy may be filled from co-opted members.

c. Terms of reference review

Proposed by Cllr Lisa Hawkes, seconded by Cllr Jason Jarvis with all members of Council in agreement that the Terms of Reference for Personnel be readopted in its present form.

19 2022/072 Cemetery committee**a. To elect Chair**

Proposed by Cllr Lisa Hawkes, seconded by Cllr Morgan Thomas with all members of Council in agreement that Cllr Diane Evans remain as Chair of the Cemetery committee.

b. To elect Committee members

Proposed by Cllr Lisa Hawkes, seconded by Cllr Morgan Thomas with all members of Council in agreement that the Cemetery committee will comprise Cllr Philip Lewis, Cllr Morgan Thomas & Cllr Jason Jarvis. The vacancy may be filled from co-opted members.

c. Terms of reference review

Proposed by Cllr Lisa Hawkes, seconded by Cllr Morgan Thomas with all members of Council in agreement that the Terms of Reference for the Cemetery committee be readopted in its present form.

20 2022/073 Events & Media committee**a. To elect Chair**

Proposed by Cllr Lisa Hawkes, seconded by Cllr Diane Evans with all members of Council in agreement that Cllr

Diane Evans is elected as Chair of the Events & Media committee.

b. To elect Committee members

Proposed by Cllr Lisa Hawkes, seconded by Cllr Diane Evans with all members of Council in agreement that the Events & Media committee will comprise all members of the community council, along with community members Amanda James, Carl James and Cllr Jeremy Hurley.

c. Terms of reference review

Proposed by Cllr Lisa Hawkes, seconded by Cllr Diane Evans with all members of Council in agreement that the Terms of Reference for the Events & Media committee will be as the prepared version to cover the recently combined Events and Media committees.

21 2022/074 To appoint cheque signatories

Proposed by Cllr Lisa Hawkes, seconded by Cllr Diane Evans with all members of Council in agreement that Cllr Jason Jarvis, Cllr Peter Wilde, Cllr Morgan Thomas, Cllr Eleanor Hole and Cllr Diane Evans will become authorised signatories to the Macpelah Cemetery account held at Lloyds Bank, Neath, in addition to the existing signatories, Clerk David Mackerras and Cllr Philip Lewis.

The mandate will continue as before, with two signatures required to authorise cheque payments.

It was also proposed by Cllr Lisa Hawkes, seconded by Cllr Diane Evans with all members of Council in agreement that Clerk David Mackerras, Cllr Diane Evans, Cllr Morgan Thomas, Cllr Peter Wilde, Cllr Philip Lewis, Cllr Jason Jarvis will become authorised signatories to the Pelenna Community Council account and the Pelenna savings account, both held at Lloyds Bank, Neath.

22 2022/075 Questions from the public

A number of residents have expressed dissatisfaction that the community planters have not been maintained or planted with summer plants.

Interest was raised by members in pursuing initiatives which

may bring the community together such as introducing Community sharing and helping schemes, and facilitating the growing of fruit and vegetables. It was agreed that these matters will be investigated and further discussed in future meetings.

23 2022/076 To discuss future arrangements regarding an update report from the County Borough Members

Cllrs Jeremy Hurley and Tim Bowen indicated that they will present a joint report to the Community Council. They will both be invited to future meetings.

24 2022/077 Finance

a. To approve schedule of payments – 1-30 April 2022

(All payments noted pre-VAT)

Pelenna Community Council

Receipts

SPO Rent	95.00
Bank Interest – Lloyds Bank	0.01
Neath Port Talbot CBC – Precept	13,265.32
VAT repayment	1,079.49

Payments

Salary payments – paid at agreed rates	
Swansea CC – Mar Pension due: Ee dedns	83.81
Er payments	367.26
HMRC – Jan-Mar PAYE/NI : Ee deductions	148.30
Er Nat Ins	12.85
Mobile phone – Clerk – April	40.00
CMO – April	8.00
Clerk – PCC Travel expenses – March 2022	163.80
CMO – Travel expenses – February 2022	51.35
March 2022	33.57
Establishment allowance	300.00
Clerk – Reimbursement for payroll software	59.00
Lloyds bank charges	7.00
CMO – Reimbursement – Maintenance purchases	57.76
S & A Stationers – Printer paper, cartridges	161.50

Macpelah Cemetery

Receipts

Baglan funeral home - Burial fee	300.00
----------------------------------	--------

Payments

Clerk – February Mobile telephone	5.00
-----------------------------------	------

Proposed by Cllr Eleanor Hole, seconded by Cllr Diane Evans with all members in agreement that the above payments are approved.

b. To note closing bank balances – 30 April 2022

The following account balances were noted:

Pelenna CC Current account	£33,378.16
Pelenna Investment Account	1,002.09
Macpelah Cemetery Account	16,661.50
Total balances	£51,041.75

c. To compare Financial performance to Budget position – April 2022

Proposed by Cllr Lisa Hawkes, seconded by Cllr Diane Evans with all members in agreement that the presented report with variance explanations was accepted.

d. Preview of unaudited accounts 2021/22

Members were invited to view the unaudited Annual Return for the year ended 31 March 2022, together with the Risk assessment. The accounting statement indicated an opening balance of £38,600. Precept income was stated as £40,460, other receipts as £5,830, Staff costs as £23,590, Other payments as £27,886 and a closing balance of £33,414.

It is anticipated that the accounts will be examined by the internal auditor prior to the next Full Council meeting.

Noted that a Financial Risk assessment has been prepared.

25 2022/078 Planning applications

The following application was presented:

Application no: 2022/0350

Proposal: Consultation request from the Welsh Ministers

on the content of a Scoping Direction (EIA Development) relating to a proposed application to be made for a Development of National Significance (DNS) in relation to a proposed wind farm of up to 7 turbines (>10 MW) with a maximum height of 200m in height together with a 20ha solar farm and associated ancillary development including a control building, electricity transformers, anemometry mast, grid connection, access works, temporary construction works and associated works. Location Fforch Dwm Wind Farm Fforch Dwm Pontrhydyfen Port Talbot Neath Port Talbot SA12 9SS

Location: Fforch Dwm Wind Farm Fforch Dwm Pontrhydyfen Port Talbot Neath Port Talbot SA12 9SS

Applicants name: PEDW Crown Buildings, Cathays Park Cardiff CF10 3NQ

Community Council observations: Input to this application by the County Borough planning is limited to ensuring the technical issues such as an Environmental issue impact report will be carried out. The Community Council will seek assurances that all such matters are considered.

26 2022/079 To consider jubilee party grant applications

Applications have been received from the following community organisations: Tonmawr Community Centre, Macpelah Chapel, St Teilo's Church, Colliers Arms Public House, Blue Scar Club. All of these organisations are offering open invitations to residents to attend a party/event to commemorate the Queen's platinum jubilee. Proposed by Cllr Lisa Hawkes, seconded by Cllr Diane Evans with all members in agreement that a £100 grant will be offered to each of the five organisations.

27 2022/080 Correspondence

a. Letter of thanks from former Councillor, Tim Bowen, in response to PCC letter of acknowledgement of service.

Noted.

b. Cllr Jeremy Hurley has provided maps showing grass cutting undertaken by NPTCBC in this Community.

Pass to P & OS working party to inform work on CMO schedule.

- c. Demolition form provided by NPTCBC – re derelict garage at Johns Terrace
For completion by Clerk.
- d. Miners welfare has accepted the offer of a jubilee memorial bench.
Noted.
- e. OVW Training schedule for next period, all on-line.
Schedule will be circulated to Council members. Members to inform Clerk if they wish to participate.
- f. Zurich Insurance – Quotation for renewal £577.26; Last year £572.86; Budget £624.00. Recent asset purchases to be added to policy cover.
Agreed to renew on terms offered to Council.
- g. Streetmaster quotation for Hereford seats (Platinum Jubilee memorial) - £354.09 plus delivery £68.00 plus VAT.
Agreed that one bench will be ordered. Cllr Hurley has agreed to collect the bench from the manufacturer, to save delivery cost.
- h. OVW -Two free training places on core modules will be funded by Welsh Government.
Noted.
- i. Environment workshop will be held 10:00am – 12noon 8th June at the Environment centre, Swansea.
Reservations to be made for Cllrs Peter Wilde, Jay Brightwater and Morgan Thomas.

28

2022/081 Date/s of future meetings

Wednesday 25th May 6:30pm, Tonmawr Community Centre – Events & Media Engagement committee meeting

Monday 6th June 6:30pm, Pontrhydyfen Community Centre – Meeting potential co-optees – Interview for membership consideration

Monday 6th June 7:15pm, Pontrhydyfen Community Centre – Full Council meeting

Monday 13th June 6:00pm Tonmawr Community Centre – Finance committee meeting

Chair

Meeting closed 10:15pm