

# PELENNA COMMUNITY COUNCIL CYNGOR CYMUNED PELENNA

Minutes of the Full Council Meeting held on Monday 1st February 2021, via Starleaf video-conference at 7.00 p.m.

- 1 Present:** Chairperson – Cllr. Diane Evans  
Members – Cllr Robert Jenkins, Cllr Janice Evans,  
Cllr Desmond Sparkes, Cllr Tim Bowen,  
Cllr Philip Lewis.

**In attendance:** David S Mackerras – Clerk to the Council.

**Apologies:** Cllr Malcolm Jones, Cllr Lisa Hawkes,  
Cllr David Hole.

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- 2 2021/0007 Declarations of Interest**  
Cllrs Desmond Sparkes and Robert Jenkins declared a personal interest in Item 12 on the Agenda – Blaenavon Farm Woodland planting scheme as they live adjacent to the land which is earmarked for planting.
- 3 2021/0008 To approve Minutes of the Full Council meeting held on Tuesday 15<sup>th</sup> September 2020.**  
Proposed by Cllr Janice Evans, seconded by Cllr Philip Lewis with all members present in favour, that the minutes are accepted as a correct record of the meeting.
- 4 2021/0009 To approve Minutes of the Full Council meeting held on Monday 18<sup>th</sup> January 2021.**  
Proposed by Cllr Janice Evans, seconded by Cllr Philip Lewis with all members present in favour, that the minutes are accepted as a true record of the meeting.
- 5 2021/0010 To approve Minutes of the Parks & Open Spaces committee meeting held on Wednesday 27<sup>th</sup> January 2021.**  
Proposed by Cllr Tim Bowen, seconded by Cllr Philip Lewis, with all members present at the committee meeting in favour,

that the minutes are accepted as a true record of the meeting.

**6 2021/0011 Matters arising.**

There were no matters arising.

**7 2021/0012 Questions from the public.**

There were no members of the public present at the meeting.

**8 2021/0013 Report & Update on County Borough/Pelenna Community Council Issues – Cllr Jeremy Hurley.**

This agenda item has been transferred to the next Full Council meeting which will be held on Monday 8<sup>th</sup> February 2021.

**9 2021/0014 Finance.**

**a. To approve Schedule of Payments: September 2020 – January 2021.**

**01/09/2020 – 31/01/2021**

**All payments pre-VAT**

**Community Council**

**Wages and Salaries at agreed Council rates Sept – Jan 2020**

<b>Pensions Sept 2020 – Employees deductions</b>	<b>87.16</b>
<b>Employers contributions</b>	<b>381.90</b>
<b>Pensions Oct 2020 – Employees deductions</b>	<b>80.75</b>
<b>Employers contributions</b>	<b>353.81</b>
<b>Pensions Nov 2020 – Employees deductions</b>	<b>80.75</b>
<b>Employers contributions</b>	<b>353.81</b>
<b>Pensions Dec 2020 – Employees deductions</b>	<b>80.75</b>
<b>Employers contributions</b>	<b>353.81</b>
<b>Pensions Jan 2021 – Employees deductions</b>	<b>82.68</b>
<b>Employers contributions</b>	<b>362.25</b>
<b>Vodafone – September</b>	<b>66.70</b>
<b>October</b>	<b>66.70</b>
<b>November</b>	<b>64.93</b>
<b>December</b>	<b>63.16</b>
<b>January</b>	<b>76.70</b>
<b>Lloyds Bank Monthly bank charge – September</b>	<b>5.00</b>
<b>October</b>	<b>5.00</b>
<b>November</b>	<b>5.00</b>
<b>January</b>	<b>10.10</b>
<b>October – HMRC PAYE Qtr 2 2020/21– Ees deductions</b>	<b>424.11</b>
<b>Ers National Ins</b>	<b>42.59</b>



<b>October – Clerk Travel expenses</b>	<b>34.20</b>
<b>October – Christopher Jones – Grass cutting</b>	<b>300.00</b>
<b>November – Clerk Travel expenses</b>	<b>52.65</b>
<b>December – Clerk Travel expenses</b>	<b>85.50</b>
<b>January – Clerk Travel expenses</b>	<b>17.10</b>

Proposed by Cllr Philip Lewis, seconded by Cllr Tim Bowen, with all member present in favour, that payments are approved.

**b. Closing bank balances at 31<sup>st</sup> December 2020.**

Pelenna Current Account	£ 31,687.03
Investment Account	£ 1,001.93
Macpelah Account	£ 14,490.32
Swansea Building Society	£ 23.57
 Total balances	 £ 47,202.85

The bank balances at 31<sup>st</sup> December 2020 were noted.

**c. To compare Actual Finance performance to Budgeted position: April 2020 – December 2021**

Actual performance for Receipts and Payments for the period April 2020 – December 2020 was compared with budget and reviewed with the assistance of explanations. Proposed by Cllr Diane Evans, seconded by Cllr Desmond Sparkes and agreed by all members present that the variance report and explanations be accepted.

**10 2021/0015 Planning applications.**

Application number P2020/0953

Applicants name/address – Mr Peter Solly, Pitt Farm, Dry Lane, Christow, EX6 7PH

Location – Blaenavon Farm

Proposed development – Application for 995 metres of upgrade to the existing farm track' plus 1045 metres of new track along the contour to give access to all parts of the site.

The track upgrade will facilitate planting of new woodland.

Comments – Council to express concern about inappropriate heavy traffic flow using this track.

## 11 2021/0016 Community Maintenance

### a. Parks & Open Spaces committee recommendation on replacing the retiring Communities Maintenance Officer.

The Parks & Open Spaces committee which met on 27<sup>th</sup> January recommended that the retiring Maintenance Officer should be replaced by a 20 hours per week employee who will undertake a planned schedule of grass cutting, litter picking, Events preparation and general maintenance.

Proposed by Cllr Janice Evans, seconded by Cllr Robert Jenkins, and agreed by all members present that the recommendation from the Parks & Open Spaces committee should be accepted.

The CMO Employee contract and job description will be reviewed and these documents, together with a notice advertising the vacancy will be considered at the next Full Council meeting on Monday 8<sup>th</sup> February. An hourly rate of pay for this vacancy was agreed.

A recently-prepared list of maintenance duties will be circulated to all Members of Council. Members are requested to review the list and return to the Clerk with duties highlighted as high or low priority. Duties should also be appropriately marked if it is considered that they should be completely dropped from the list.

### b. Community maintenance update

The following work has been carried out by the Communities Maintenance Officer over the past month:

Taking down/storing Christmas Event material

Cutting back growth in Station Road, Pontrhydyfen

Cutting the lower embankment at Johns Terrace

playground behind the fence

Checking Children's playgrounds

Checking and Salting footpaths at Macpelah cemetery

Cutting boundary brambles at Macpelah cemetery

Clearing slip steps

Clearing up after Contractors working at Tonmawr  
Community Centre  
Interior Painting work at Pontrhydyfen Community Centre

**c. Installation of Seats**

It was agreed that quotations will be sought to install the two roadside seats at Tonmawr – one at the former Bryn Sion Chapel site, and the second to replace the seat at the bottom of the Slip footpath steps. Quotations should be available for consideration at the March meeting of Full Council. The seats to be fixed into position in a similar manner as those at Dan y Coed Children’s playground.

**d. Member comments/Requests**

The worn football net equipment at Miles’s field is considered to be in a dangerous condition and should be removed as soon as possible.

**12 2021/0017 Blaenavon Farm Glastir Woodland planting Scheme**

The new owner of Blaenavon Farm intends to plant a significant area of woodland on the land. This will include a variety of Broadleaf trees close to Tonmawr village, with Conifers on the higher ground. The work is part of a Welsh Government plan to increase the area of woodland across Wales, and this is seen as an environmental scheme. The scheme is being managed by Tilhill Forestry of Llandoverly which has produced an explanatory leaflet. A consultation exercise is being carried out by Tilhill and the Company has asked the Community Council to make this available to residents.

It was agreed that the explanatory leaflet, which contains the survey link will be placed on the Community Council website together with the Pelenna Facebook page.

Planning permission is not required for this scheme, but any additional works to facilitate the planting such as improvements to the site access road, or drainage work will require planning consents.

**13 2021/0018 Dan y Coed Allotments**

It was agreed that an approach should be made to the Social Housing company, Tai Tarian, to enquire whether they will make surplus land available at Dan y Coed for allotment use. Enquiries will also be made with Neath Port Talbot CBC Cllr Jeremy Hurley to see if there has been any previous consultation work or progress on the issue.

**14 2021/0019 Former Bryn Sion Memorial Stone welsh Translation**

Cllr Tim Bowen told the meeting that over the last few months A number of people have said that they would appreciate a sign with a Welsh translation of the Memorial Stone erected alongside the original stone. It was agreed that the matter will be brought to the March Full Council meeting with the cost of providing the translation and notice, for members consideration.

**15 2021/0020 Date of next meeting**

Full Council meeting via video-conference on Monday 8<sup>th</sup> February 2021.

Meeting ended – 20:27pm.

Chair .....

