

PELENNA COMMUNITY COUNCIL CYNGOR CYMUNED PELENNA

Minutes of the Full Council Meeting held on Wednesday 15th
September 2020, Tonmawr Community Centre at 7.00 p.m.

- 1 Present:** Chairperson – Cllr. Diane Evans
Members – Cllr Robert Jenkins, Cllr Janice Evans,
Cllr Christopher Jones, Cllr David Hole,
Cllr Tim Bowen,
Cllr Philip Lewis

Apologies: Cllr Malcolm Jones, Cllr Lisa Hawkes, Cllr Desmond
Sparkes. Cllr Desmond Jacob.

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2 2020/077 Declarations of Interest

No declarations were made.

**3 2020/078 To approve minutes of the Full Council meeting
held on Monday 2nd March 2020**

Proposed by Cllr Janice Evans, seconded by Cllr Christopher
Jones, with all members in favour, that the minutes are
accurately recorded.

4 2020/079 Matters arising

It is not known whether all outstanding issues being dealt with
by Cllr Jeremy Hurley at 2nd March are now resolved. Cllr
Hurley will send a report to all Community Councillors.
There has been some progress on the computer- based
duplication of Macpelah burial records. Chair of the Cemetery
committee to meet with the Clerk to agree the method of
manual duplication to overcome the different space available in
the new Register of Burials.

It was agreed to obtain a quotation for two new seats made
from recycled materials, including one for Bryn Sion site.
The stone mason who was to refurbish the memorial stone at
Bryn Sion site is no longer available to undertake the work.

	July	65.34
	August	75.52
	Lloyds Bank Monthly bank charge – April	5.00
	May	5.00
	June	5.00
	July	5.00
	August	5.00
	April – Clerk Establishment allowance	300.00
	April – HMRC Qtr 4 – Employee deductions	406.38
	Employers National Insurance	29.43
	April – Bright pay payroll software – 2020/21	49.00
	May - Reimbursement for VE75 Poppy wreath	36.00
	May – Reimbursement for Postage stamps	50.36
	May – Reimbursement for Covid protection – Gloves/Hand sanitiser	59.80
	May – One Voice Wales subscription 2020/21	185.00
	May – Zurich Municipal Insurance renewal	604.19
	May – CMO Travel expenses – Wks 50 – 52	14.90
	May – CMO - Maintenance materials	30.00
	Telephone	10.00
	Repairs SPO	4.33
	Cemetery	10.83
	May – Dan y Coed Community Association grant	750.00
	May – Pontrhydyfen Community Centre grant	750.00
	June – Broxap litter bins – children’s playgrounds	133.00
	June – Clerk travel expenses	89.55
	June – CMO Maintenance materials	78.16
	June – CMO Travel expenses – Wks 1 – 10 2020	59.29
	June – S & A Stationers – Printer cartridge etc	132.60
	June – Neath Port Talbot CBC – SPO land rent	150.00
	June – Boston seeds – Wild flowers	97.49
	July – S & A Stationers	120.64
	July – Amazon files	
13.71	July – HMRCustoms Qtr 1 2020 – Employees	397.36
	Employers	27.87
	July – Clerk Travel expenses	89.10
	August – Clerk Travel expenses	103.50
	August – CMO Travel expenses Wks 11 – 17	54.78
	August – CMO Maintenance materials	72.76

August – Grass cutting Children’s playgrounds	100.00
August – ROSPA Inspection Children’s playgrounds	79.00
August – Clerk Travel expenses	103.50

Macpelah Cemetery

April – Chris Jones – Grass cutting	300.00
May – Chris Jones – Grass cutting	300.00
June – Chris Jones – Grass cutting	300.00
June – Institute of Cemetery management	95.00
July – Clerk travel expenses	34.65

b. To note closing balances – 31st August 2020.

The following balances were noted:

Pelenna Current Account	£30,265.14
Investment Account	£ 1,001.89
Macpelah cemetery fund	£11,515.78
Swansea Building Society	£ 23.51
Total balances	£42,806.32

c. To compare actual finance performance to budget – April 2020 – August 2020

Actual performance for Receipts and Payments for the period April 2020 – August 2020 was compared with budget and reviewed with the assistance of explanations. Proposed by Cllr David Hole, seconded by Cllr Tim Bowen and agreed by all members present that the variance report and explanations be accepted.

8. 2020/083 Planning applications

No planning applications have been presented since 1st August.

9. 2020/084 Community maintenance

a. CMO Report

The Community maintenance programme continues as usual schedule.

b. Offer of community assistance – Mr Patrick Davis

An offer of practical assistance was considered and it

was felt that Patrick could make a considerable impact on the community by undertaking specific projects which may appropriately be discussed at Events committee.

c. Members comments/requests

It was requested that the CMO cut the Right of Way from 37 Johns Terrace to Tonmawr Rugby Field.

Miners welfare is seeking assistance to purchase a new mower. A formal letter should be received from Miners welfare.

10. 2020/085 Macpelah Cemetery

- Grass cut on Saturday 12th September
- Duplication of burial records work has commenced
- New section for burial of cremated remains has been established adjacent to the Chapel building
- An application for the exhumation of cremated remains and reinterment in the newly established section, was approved during the Pandemic lockdown, subject to Ministry of Justice approval, by the Clerk/Chair of cemetery committee to assist the mobility needs of the closest living relative. Members of the cemetery committee were individually consulted on the matter of costs. The consensus view of the committee which was offered to the family was that the new burial plot should be charged at £330 with a reinterment fee of £175. The vacated plot will be returned at no cost to the Council. No further cost from the Community Council will be charged to the family despite additional time resource being allocated for administration and attendance at the exhumation.
- A member request to clear weeds at the cemetery entrance was noted for action.

11. 2020/086 Update on Events programme

Events committee preceeding this meeting was cancelled. An alternative date will be arranged for a meeting in the near future

12. 2020/087 Correspondence

- a. Amanda Doyle and Pat Davis have both accepted Events committee membership – **Noted.**
- b. Cllr Tim Bowen resigned from Events committee - **Noted**
- c. . Welsh Government - Opportunity to apply for loss of income as a result of Covid for 1st Qtr April – June 2020 – **It was decided that no income has been lost by the Community Council.**
- d. Welsh Government has provided information on Risk assessment and process for re-opening community centres – **this was sent to Tonmawr and Pontrhydyfen Community Centres**
- e. Letters from residents that dog waste has been found in the playgrounds – **signs currently being provided .**
- f. One Voice Wales offering free webinar training OVW for Chair plus 1 in 'The Council as an employer, Local Govt Finance, Understanding the law' – **Clerk to reserve Spaces subject to availability.**
- g. Notice of NPTCBC Area Annual meeting – 30th September at 7:00pm via Video conference – **Noted.**
It was agreed that Cllr Tim Bowen is elected as a third representative of Community Council liaison with NPTCBC.

13. 2020/088 Discussion on use of contractor to cut grass at Children's playgrounds after it had been cut by CMO

It had been noted by Councillor Tim Bowen that when the Children's playgrounds were reopened following the pandemic lockdown the CMO cut the grass to prepare for the re-opening, but a contractor was also used to cut the grass within a week, which he felt to be a waste of money.

The Clerk explained that there had been complaints received from the public to the effect that the first cut was not of a good enough quality and that the grass was still too long. As the Children had been denied access to the facilities for several weeks he felt that the grass should be cut for a second time to improve the quality. The CMO was on leave and there was no alternative other than to use a contractor.

Cllr Bowen said that the CMO was unable to do an effective

cut as the weather had not been suitable, and that the playground opening in his opinion, should have been delayed by a week to allow the CMO to carry out an improved cut.

14. 2020/089 Retrospective approval of decisions taken by the Clerk for the period 3rd March to 14th September 2020 during the Covid pandemic lockdown.

In order to ensure that the Council could continue to function during the Covid pandemic lockdown, with no Council meetings taking place and the Council not wishing to hold virtual meetings as allowed under temporary Government legislation, the Clerk found it necessary to take a number of decisions following telephone consultation with the Chair, or relevant committees.

The following decisions were taken during the period 3rd March to 14th September:

- Furlough of CMO – March to early May
- Grant application – Miles Field – Wild flowers/fruit bushes Grant through Keep Wales Tidy
- Purchase of Covid protection for CMO on return to work £59.80
- Purchase of litter bins for children’s playgrounds £133.00
- ROSPA Children’s playground Annual Inspection fee – Pontrhydyfen £79.00
- Routine payment of Salaries, pensions, tax and National Insurance as per previously authorised levels, with the exception of raising CMO salary to meet minimum wage level from April 2020
- Routine purchases of CMO materials for ongoing maintenance
- Increase of CMO Wages to reach minimum wage from April. No other wage increases were effected until they were retrospectively approved at the Annual meeting
- Renewal of ICCM Subscription

- Opening up of new burial of Ashes plots adjacent to Macpelah chapel building
- Agreement to support exhumation of Mr Selwyn Fischer’s late wife’s ashes at Macpelah cemetery
- Routine purchases of Stationery and other necessary purchases

Proposed by Cllr David Hole, seconded by Cllr Robert Jenkins and agreed by all members present that the above decisions are retrospectively approved.

15. 2020/090 Approval of Annual Accounts following Internal Audit

Proposed by Cllr David Hole, seconded by Cllr Robert Jenkins and approved by all members present that the Annual Return may be signed off by the Chair and approved for submission to external auditor.

16. 2020/091 Date of next meeting of Full Council/Committee Meetings

Next Full Council meeting – 7:00pm. 5th October 2020
Tonmawr Community Centre.

Events committee meeting – 6:00pm. 28th September 2020
Tonmawr Community Centre.

Chair

Meeting closed at 9:15 pm.