

# PELENNA COMMUNITY COUNCIL CYNGOR CYMUNED PELENNA

Minutes of the Full Council Meeting held on Monday 2nd March 2020, Tonmawr Community Centre at 7.00 p.m.

- 1 Present:** Chairperson – Cllr. Diane Evans  
Members – Cllr Janice Evans, Cllr Tim Bowen,  
Cllr Malcolm Jones, Cllr David Hole,  
Cllr Christopher Jones, Cllr Philip Lewis  
**In attendance: The Clerk:** Mr David S Mackerras  
**NPTCBC Member:** Cllr Jeremy Hurley  
**Apologies:** Cllr Robert Jenkins, Cllr Desmond Sparkes,  
Cllr Lisa Hawkes
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- 2 2020/035 Declarations of Interest**  
Cllr Christopher Jones declared an interest in Macpelah cemetery maintenance as he currently holds the grass cutting contract for the cemetery.
- 3 2020/036 To approve minutes of the Full Council meeting held on Monday 3rd February 2020**  
Proposed by Cllr Malcolm Jones, seconded by Cllr Philip Lewis, with all members in favour, that the minutes are accurately recorded.
- 4 2020/037 Matters arising**  
There were no matters arising.
- 5. 2020/038 To note minutes of the Events working party meeting (Christmas 2019 ‘Lessons learned’) held on Wednesday 29<sup>th</sup> January 2020**  
The minutes were duly noted.
- 6. 2020/039 To approve minutes of the Cemetery committee held on Wednesday 29<sup>th</sup> January 2020**  
Proposed by Cllr David Hole, seconded by Cllr Philip Lewis, with members of the committee in favour, that the minutes are

accurately recorded.

The review of Cemetery charges, agreed at this committee meeting has already been approved by Full Council on 3<sup>rd</sup> February

**7. 2020/040 To approve minutes of the Events committee held on Tuesday 11<sup>th</sup> February 2020**

Proposed by Cllr Tim Bowen, seconded by Cllr Diane Evans, with members of the committee in favour, that the minutes are accurately recorded.

**8. 2020/041 To approve minutes of the Events committee held on Tuesday 25<sup>th</sup> February 2020**

Proposed by Cllr Tim Bowen, seconded by Cllr Diane Evans, with members of the committee in favour, that the minutes are accurately recorded.

**9. 2020/042 Questions from the public**

M/S Sophie Hart, a resident of Pontrhydyfen attended to inform Council that she proposes to organise a public event on Pontrhydyfen RFC Field at Oakwood on 18<sup>th</sup> July which will be known as 'Pontrhydyfen Fest'. She has applied for grant support from Pen y Cymoedd Wind Farm community fund and Council agreed to provide a letter to support the application. Sophie is qualified in Events management and Council informally committed to provide some practical support where possible to help her achieve a successful outcome in her attempt to stage a successful event.

**10. 2020/043 Report and update County Borough/Pelenna community issues – Cllr Jeremy Hurley**

The following issues are being dealt with by Cllr Hurley. Cllr Hurley has committed to sending an outcome list to the Community Council a week ahead of the next meeting of Council:

Drainage at Dan y Coed

Issues with electric lines being touched by trees in storm conditions

Flooding on Fforch Dwm road

Relocation of dog bin from Railway Terrace to Mission bend –

now complete

Filling of potholes above Mel Pugh property – now complete

Representation on Boundary commission proposal

Dealing with issues relating to the pavement and fence at Morgans Terrace

Occupants of End unit at the former Tonmawr 2000 unit

Dangerous condition of garage at Johns Terrace bus turning circle which is in a state of disrepair

Damaged railings at bottom of Heart of Oak hill, Pontrhydyfen

Speeding traffic at Dan y Coed

Dispute over ownership of collapsing wall at Dan y Bont – who has responsibility to repair

## 11. 2020/044 Finance

### a. To approve Schedule of payments – February 2020

Proposed by Cllr David Hole, seconded by Cllr Malcolm Jones with all Council members present in favour, that the following payments are approved, and receipts noted:

**01/02/2020 – 29/02/2020**

**All payments noted at pre VAT amount.  
Community Council**

#### **Payments**

Wages and Salaries at resolved Council rates		
Pensions – February 2020 – Ees contribution		124.23
	Ers premium	473.04
HMRC – February Employees deductions		140.24
	Employers NI	11.55
Bank Charges – February 2019		5.00
Vodafone		62.17
Clerk – February Travel expenses		121.95
Patrick Davis – Reimbursement Paint/Plastic pots		62.60
D S Mackerras – Reimbursement Postage stamps		25.20
Dan y Coed Comm Association – Garage Rent		208.00
One Voice Wales – Finance training		40.00
P Hughes CMO – Travel expenses Wks 37 – 43		40.69
Cllr T Bowen – Xmas tree lights power consumed		25.00

Pontrhydyfen Comm Cen – Xmas tree lights power	25.00
Jason Jarvis Contrib publishing cost Local history	500.00

### Receipts

Lloyds Bank Interest – 10th February	0.04
SPO Rent – 3rd February	95.00

### Macpelah cemetery

#### Payments

Clerk – Travel expenses	17.10
Shaw & Sons Ltd – Burial Register	210.00

#### Receipts

Maintenance donation – K W Gregory	10.00
Interment fee – Baglan FH	125.00
Memorial – Mrs Brenda Martin	60.00
Memorial – Mrs Cheryl Smith	60.00

### b. To note closing balances – 29 February 2020

The following balances were noted:

Pelenna Current Account	£21,796.15
Investment Account	£ 1,001.65
Macpelah cemetery fund	£ 9,265.53
Swansea Building Society	£ 23.51
Total balances	£32,086.84

### c. To compare actual finance performance to budget – April 2019 – February 2020

Actual performance for Receipts and Payments for the period April 2019 – February 2020 was compared with budget and reviewed with the assistance of explanations. Proposed by Cllr Tim Bowen, seconded by Cllr Malcolm Jones and agreed by all members present that the variance report and explanations be accepted.

Proposed by Cllr David Hole, seconded by Cllr Tim Bowen with all members in favour that signs should be erected at Johns Terrace and Dan y Coed playgrounds indicating ownership and appropriate safety information

Proposed by Cllr Tim Bowen, seconded by Cllr Malcolm Jones with all members in favour that Council will investigate with NRW the possibility of erecting notices which discourage leaving filled dog waste bags inappropriately the vicinity of the Rhyslyn car park, Afan Forest park.

## 12. 2020/045 Planning applications

The following planning application was presented for consideration:

**Application number: P2020/0057**

**Proposal:** Retention of land as garden curtilage and erection of detached Summer house for use as part time photographic studio

**Location:** 30 Johns Terrace, Tonmawr SA12 9UR

**Applicant:** Miss Jennifer Bullock, 30 Johns Terrace

**Community Council Comments:** There were no objections.

## 13. 2020/046 Community maintenance

### a. CMO Report

It was reported that the following work has been carried out:

- Routine litter picks and checks throughout villages
- Checks on playgrounds
- Erect banner frames to support St David's day banners
- Completed grass cutting roadside at former Tonmawr 2000
- Completed grass cutting behind Rockery area, Tonmawr
- Repaired gutter at Tonmawr Sub post office
- Cleared gutter drain on Johns Terrace/road below Blaenavon farm
- Storm clearance of roadside gully and drain junction of Railway Terrace
- Cleared culvert at Dan y Coed

- Repaired door mechanism to Tonmawr community centre
- Macpelah Cemetery checks/Assistance with bins
- Internal decoration at Pontrhydyfen Community centre (wet weather work)
- Preparation of Richard Burton sign for painting
- Litter picked and area checked – Blue Scar club

**b. Member comments/requests**

1. Requested that St David's day installations should now be removed.
2. It was agreed that Wild flower seeds be obtained from a free source or else purchased at a reasonable cost for planting through the community.

**c. To receive approval for the purchase of a lightweight strimmer**

Council has been advised that a lightweight medium size strimmer is needed to enable the CMO to undertake grass cutting at Macpelah cemetery. However it was agreed that the grass cutting at the cemetery will be left entirely with the contractor as the service is excellent, and so there is no need to acquire the lightweight strimmer.

**14. 2020/047 To receive an update on the current vacancy in the Pontrhydyfen ward of Pelenna Community Council**

There has been no call for an election. Council may therefore proceed with filling the vacancy by cooption. Interested cooptees will be invited to attend the next Full Council meeting in April to take part in a selection process.

**15. 2020/048 Attendance report – to February 2020**

It was noted that all Member's attendance were in accordance with regulations.

**16. 2020/049 Cemetery**

**a. Maintenance**

It was decided that the grass will be cut a week prior to Palm Sunday

It was reported that brambles were growing over the wall on the Efail Fach side of the cemetery. However the adjacent landowner has been persuaded to cut back the bramble growth and spray the plants.

**b. Duplication of Burial Records**

As the new Register has been received the duplication work may now commence. The duplicate hand written ledger will be carried out by Cllr Diane Evans, and the Clerk will produce a third copy which will be computer based. The work will then be cross checked to ensure accuracy.

**17. 2020/050 To receive approval for the proposed Terms of Reference of the Events committee**

Proposed by Cllr David Hole, seconded by Cllr Christopher Jones with all members in favour, that the draft Terms of Reference for the Events committee are hereby adopted.

**18. 2020/051 Events programme update**

**Planters** – In view of the expensive licence fee to be charged by Neath Port Talbot CBC it has been decided by the event committee not to proceed with the provision of planters through the community.

**VE75 Commemoration** – It was agreed that a recommendation from the Events committee to lay a Poppy wreath at Macpelah cemetery at a cost of £36 shall proceed. Revd Lynda Newman will be asked to lay the wreath. The soldier Silhouettes could be used as part of the commemoration memorial.

**19. 2020/052 To consider provision of amenities at site of the former Bryn Sion Chapel**

**a. Ownership of site**

Despite making extensive enquiries, we have been unable to establish ownership of the site. It is believed that a local resident, Mrs Susan Barnes' mother who has sadly

passed away, was a trustee of the Chapel which stood on the site. Cllr Jeremy Hurley, as a matter of courtesy, has agreed to consult with the Mrs Barnes to indicate that the Community Council wishes to enhance the site with some unobtrusive additional facilities for the benefit of the local community.

Following this courtesy we will hopefully proceed with a modest expenditure, as agreed in point b below.

**b. Consider provision of suitable amenities**

It was proposed by Cllr Philip Lewis, seconded by Cllr Christopher Jones with all members in favour that the memorial stone on site should be cleaned by Mr JL of Tonmawr at a cost of £250. It is recommended that a locally based Memorial mason is employed to clean the memorial stone because of the sensitivity of working on the site of the former chapel.

Agreed that a seat available from Cllr Jeremy Hurley, and in need of refurbishment will be located at the site if it proves to be suitable for this purpose.

**20. 2020/053 Correspondence**

- a. One Voice Wales membership 2020/1. Cost £185.  
**All members agreed to renew membership.**
- b. Spring clean cymru will run from 20<sup>th</sup> March to 13<sup>th</sup> April.  
**Noted.**
- c. Local Government Pension Scheme – confirmation that both employees continue to fall within the 5.5% contribution band. **Noted.**
- d. Friends of St Teilo’s Church (Mr John Rawlinson) has confirmed success in obtaining grant support for the creation of a war memorial at the Church.  
**Mr Rawlinson is invited to attend Full Council meeting on 6<sup>th</sup> April to provide further details on the award received together with details of the project.**
- e. One Voice Wales training event – ‘The Councillor’ – Neath Community Centre, Orchard Street 23<sup>rd</sup> March 2020 at £40 each attendee.  
**Agreed that Cllr David Hole, Cllr Christopher Jones and Cllr Tim Bowen will attend the training session.**



- f. Notice of One Voice Wales/SLCC Joint Event – 20 May 2020 Village Hotel Park, Ewloe.  
**Agreed too expensive in respect of travel and overnight accommodation to send a delegate.**
- g. Neath Port Talbot Area committee meeting – Wednesday 4<sup>th</sup> March 2020 Neath Community Centre  
**Cllr Philip Lewis and Clerk to attend.**
- h. Complaint regarding dumping of filled plastic dog waste bags on paths in the forestry at Pontrhydyfen.  
**Matter will be referred to Neath Port Talbot County Borough Council and CBC Member, Cllr Jeremy Hurley.**
- i. Letter from Tonmawr resident expressing an interest in the current vacancy on the Council.  
**It was noted that the current public notice asking residents whether they wish to fill the vacancy by election expires on 5<sup>th</sup> March. In the event there is no call for an election the vacancy will be filled by co-option. A further public notice asking for interested co-optees will be published. The current interested party will be advised of the situation and invited to attend the next Full Council meeting to be considered for co-option alongside any further applicants.**
- j. Bright pay, the current payroll software supplier has offered to renew its payroll software for use during 2020/1 at a cost of £49 plus VAT.  
**Purchase authorised.**

**21. 2020/054 Date of next meeting of Full Council/Committee Meetings**

Next Full Council meeting – 7:00 pm. Monday 6<sup>th</sup> April 2020 at Tonmawr Community Centre.

Events Committee – 6:00 pm. Monday 6<sup>th</sup> April 2020 at Tonmawr Community Centre

Media Engagement committee – 6:30 pm. Monday 6<sup>th</sup> April 2020 at Tonmawr Community Centre.

Chair .....

*Meeting closed at 10:36 pm.*