

PELENNA COMMUNITY COUNCIL CYNGOR CYMUNED PELENNA

Minutes of the Full Council Meeting held on Monday 3rd
February 2020, Tonmawr Community Centre at 7.00 p.m.

- 1 Present:** Chairperson – Cllr. Diane Evans
Members – Cllr Philip Lewis, Cllr Malcolm Jones,
Cllr Christopher Jones, Cllr Lisa Hawkes,
Cllr David Hole, Cllr Janice Evans,
Cllr Tim Bowen
In attendance: The Clerk: Mr David S Mackerras
Apologies: Cllr Robert Jenkins, Cllr Desmond Sparkes
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This meeting was preceded by a PACT meeting. A large number of residents attended and expressed concern over the matter of alleged speeding traffic through Tonmawr thus presenting a danger to school children going and returning from school, together with others in the community.

- 2 2020/020 Declarations of Interest**
Nothing declared.
- 3 2020/021 Vacancy in Tonmawr Ward**
Proposed, seconded and agreed by all members present that Mr Tim Bowen is co-opted as a Councillor representing the Tonmawr Ward.
It was noted that Mr Patrick Davis has resigned as a Council member. A letter of thanks for his excellent service to the Council and the wider community will be sent to Mr Davis who has expressed an interest in continuing his involvement in future community events.
The vacancy will be advertised in accordance with standard procedure.
- 4 2020/022 To approve minutes of the Full Council meeting held on Monday 6th January 2020**
Proposed by Cllr David Hole, seconded by Cllr Malcolm Jones

with all members in favour, that the minutes are accurately recorded.

5 2020/023 Matters arising

It was noted that one key to secure the outside electric points at Tonmawr SPO and Pontrhydyfen Community Centre has been returned by Mr Patrick Davis and will be kept for safe keeping in the Tonmawr CC key safe. A second key will be requested from Mr Steve Roper at Pontrhydyfen CC and will be held by the Clerk for safekeeping.

6. 2020/024 To approve minutes of the Finance committee held on Monday 6th January 2020

Proposed by Cllr Malcolm Jones, seconded by Cllr Philip Lewis with all in agreement that the minutes are accurately recorded.

7. 2020/025 Questions from the public

There were no members of the public present.

8. 2020/026 Report and update on County Borough/Pelenna Community Issues – Cllr Jeremy Hurley.

Cllr Jeremy Hurley was not present, and no written report was presented. Councillors expressed disappointment that no update on outcomes of County Borough issues were provided. The Clerk was instructed to write to Cllr Hurley expressing Council's concerns on this matter.

9. 2020/027 Finance

a. To approve Schedule of payments – January 2020

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

01/01/2020 – 31/01/2020

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

Payments

Wages and Salaries at resolved Council rates

Pensions – January 2020 Ees contribution

124.23

Ers premium	473.04
HM Revenue & Customs – January Ees deductions	127.44
Ers NI	8.10
Bank Charges – January 2019	5.00
Vodafone	61.87
Clerk – January Travel expenses	155.70
Pontrhydyfen CC Final payment of grant	800.00
Tonmawr CC – Final payment of grant	800.00
NPTCBC – Tree memorial stars	31.50
Petty cash replenishment – Community maintenance	91.61
Patrick Davis – Reimbursement for Events expenditure	67.37
S & A Stationers – Printer paper	19.00
D S Mackerras – Reimbursement for stationery	5.82

Receipts

Lloyds Bank Interest – 9th January	0.04
SPO Rent – 2nd January	95.00
Christmas event – Sale of Tree memorial stars	585.00
Donations towards future Xmas event	55.00
Donations – collections at events	53.22
Sale of refreshments	97.75
Remembrance day – Donations	90.00

Macpelah cemetery

Payments

Clerk – Travel expenses	17.10
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Receipts

None

b. To note closing balances – 31 January 2020

The following balances were noted:

Pelenna Current Account	£ 23,498.62
Investment Account	£ 1,001.61
Macpelah cemetery fund	£ 9,260.53
Swansea Building Society	£ 23.51
Total balances	£33,784.27

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

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

10. 2020/028 Planning applications

No planning applications were presented for consideration. Proposed, seconded and agreed by all members present that an enquiry should be made with the Land Registry whether it is able to provide a map of Pelenna community indicating land ownership.

11. 2020/029 Community maintenance

a. CMO Report

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

- Dismantling and storage of Christmas event
- Maintenance checks at playgrounds
- Additional daffodil planting
- Cutting and clearing Johns Terrace playground embankment
- Repair to Johns Terrace notice board
- Cutting and clearing Slip steps and rockery
- Cutting grass on approach to former Tonmawr 2000
- Cut grass in vicinity of Tonmawr Community Centre
- Cut grass along Johns Terrace and entrance to Tonmawr village
- Cleared footpath from Pelenna Close to former Tonmawr 2000
- Clearance work on Miles field and planters
- Covered Johns Terrace Swing chains with rubber tape
- Cleared Lewis street embankment
- Cut back tree at rear of Macpelah Chapel
- Wet weather interior painting at Pontrhydyfen CC

b. Member comments/requests

Proposed by Cllr Lisa Hawkes, seconded by Cllr Janice Evans with all members present in agreement that six planters offered free of charge by the business, 'Sheds Ahead' should be accepted. An acknowledgement of business sponsorship will be displayed on each planter by the supplier.

12. 2020/030 Attendance report to January 2019.

All members in compliance with attendance regulations.

13. 2020/031 Cemetery update.

Maintenance

As reported in Community maintenance, the tree at the rear of Macpelah Chapel has been cut back and is now well clear of the building.

Agreed that a Memorial stone testing programme should be planned to take place as soon as possible.

Review of Cemetery charges

Proposed, seconded with all members present in agreement that the revised fees recommended by the cemetery committee from its meeting of 29th January should be implemented with immediate effect.

Duplication of Burial records

Proposed by Cllr Lisa Hawkes, seconded by Cllr Malcolm Jones with all members present in agreement that the records should be duplicated. An additional hand written copy should be made in a duplicate Burial Register which will be sourced from Shaws specialist stationers at a cost of £179 plus VAT. As this burial register has 100 double page openings only, a second volume may be required at a later date to complete the transcription process. An addition computer based copy will also be made. Cllr Diane Evans has agreed to complete the duplicate hand written copy, and the Clerk will create the computer based record.

Collection of Maintenance donations

Collections will be made on 11th March at Tonmawr Community Centre (2:00 pm – 4:00 pm) and on 13th March at Pontrhydyfen Community Centre (2:00 pm – 4:00 pm) Collection details will be advertised on the Pelenna Facebook page, Cariad Pelenna, both Community centres, the Pelenna Website and notice boards.

14. 2020/032 Christmas 2019 ‘Lessons learned’ working party report.

Working group met on 29th January to consider Lessons Learned from the 2019 Christmas events. The Christmas events were noted and those elements which progressed well were noted to inform Christmas 2020. Where elements required improvement these issues with recommendations were also noted. Information notes which will be used for guidance for Christmas 2020 should be circulated to all Members for information.

The working party recommended that it should become the Events committee. Proposed by Cllr Janice Evans, seconded by Cllr Philip Lewis with all present in favour that an Events committee should be formed with membership comprising: Cllr Lisa Hawkes (Chair), Cllr Christopher Jones, Cllr Janice Evans, Cllr Diane Evans, Cllr Tim Bowen, Patrick Davis (community member), Amanda Doyle (community member)

Proposed by Cllr Malcolm Jones, seconded by Cllr Philip Lewis, with all members present in favour that the Events committee should operate within a delegated budget. It was noted that the total funds available to the committee to operate all community events during 2020/1 is £2,621 which includes funds allocated in the 2020/1 budget, together with proceeds raised from the Christmas 2019 events, donations from the public towards Christmas 2020, and Remembrance day donations.

15. 2020/033 Correspondence

- a. PACT – Confirmation of this evening’s meeting.
Meeting confirmed.

- b. Neath Port Talbot CBC – Invitation to Standards forum.
 Next meeting for Clerk’s attendance Wednesday 15th
 April 2020 at 2:00 pm.
Clerk to attend.

- 16. 2020/034 Date of next Full Council meeting**
 Next Full Council meeting will be held on Monday 2nd
 March 2020 – 7:00 pm. at Tonmawr Community Centre.
 Events committee meeting will be held on Tuesday 11th
 February 2020 – 6:00 pm. At Tonmawr Community Centre.

Chair

Meeting closed at 9:30 pm.