

# PELENNA COMMUNITY COUNCIL CYNGOR CYMUNED PELENNA

Minutes of the Full Council Meeting held on Wednesday 4<sup>th</sup>  
December 2019, Tonmawr Community Centre at 7.00 p.m.

- 1 Present:** Chairperson – Cllr. Diane Evans,  
Cllr Janice Evans, Cllr Lisa Hawkes,  
Cllr Philip Lewis, Cllr Robert Jenkins,  
Cllr Malcolm Jones, Cllr David Hole,  
Cllr Christopher Jones  
**In attendance: The Clerk:** Mr David S Mackerras  
**NPTCBC Member:** Cllr Jeremy Hurley  
**Apologies:** Cllr Patrick Davis
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- 2 2019/207 Declarations of Interest**  
Nothing declared.
- 3 2019/208 To approve minutes of the Full Council meeting held on Wednesday 6th November 2019**  
Proposed by Cllr Janice Evans, seconded by Cllr Philip Lewis with all members of Council in favour, that the minutes of the Full Council meeting of 6th November 2019 are accurately recorded.
- 4 2019/209 Matters arising**  
There is still a problem with the drain outside 32 Johns Terrace with water accumulation dependent on water level. The drain on the pavement needs to be cleared to provide free flow of surface water. Cllr Jeremy Hurley agreed to inspect the drain and follow up.
- 5. 2019/210 To approve minutes of the Media Engagement committee meeting held on Wednesday 13<sup>th</sup> November 2019**  
Proposed by Cllr Christopher Jones, seconded by Cllr Lisa Hawkes, with all members present of the Media Engagement committee in favour, that the minutes of the meeting of 13<sup>th</sup>

November 2019 are accurately recorded.

- 6. 2019/211 To approve minutes of the Extraordinary Full Council meeting held on 21st November 2019**  
Proposed by Cllr Lisa Hawkes, seconded by Cllr Robert Jenkins with all members of Council in favour, that the minutes of the extraordinary FC meeting of Thursday 21st November 2019 are accurately recorded.
- 7. 2019/212 Questions from the public**  
No members of public present.
- 8. 2019/213 Report & Update on County Borough/Pelenna Community Issues – Cllr Jeremy Hurley**  
Cllr Jeremy Hurley reported on a number of issues that he was currently dealing with:
- Drain issues opposite Colliers Arms PH, Efail Fach & Miners Arms, Pontrhydyfen .
  - Cefn Saeson school Construction traffic travelling through Pontrhydyfen (prohibited zone for HGV).
  - Fly tipping at Cefn Saeson
  - Bus shelters have been cleaned.
  - Cllr Hurley will circulate Pen y Cymoedd grant awards to date.
    - Cllr Hurley will provide PCC with details on the forthcoming meeting at Blaengwynfi regarding applications for Pen y Cymoedd grants.
    - Cllr Hurley has agreed to send Community Council an application form to access member fund grants.
    - Cllr Hurley will send ward demographics to Mr John Rawlinson to assist grant application.
    - Cllr Hurley drew attention to current consultation on Boundary Commission proposals relating to NPTCBC Pelenna ward.
    - Cllr Hurley also highlighted that large areas of possible development land have been left out of the settlement area and may be reconsidered in the next Local Development plan 2026. He has agreed to send PCC LDP plans indicating where

development may take place.

- Police officer, John Uzzell is relocating his work base, after many years, from Cymmer police station to Neath police station.

## 9. 2019/214 Finance

### a. To approve Schedule of payments – November 2019

Proposed by Cllr Malcolm Jones, seconded by Cllr Janice Evans with all Council members present in favour, that the following payments are approved, and receipts noted.

**01/11/2019 – 30/11/2019**

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

#### **Payments**

Wages and Salaries at resolved Council rates	
Pensions – November 2019 Ees contribution	72.56
Ers contribution	456.13
HM Revenue & Customs Nov Ees deductions	127.24
Employers NI	10.17
Bank Charges – November 2019	5.00
Vodafone	60.77
S & A Stationers – printer cartridge	39.99
Wales Audit office – audit fee 2018/19	209.25
South Wales Electrics – Instal outside sockets	360.00
Cllr P Davies – reimbursement posters, Xmas decs	67.37

#### **Receipts**

Lloyds Bank Interest – 9 <sup>th</sup> November	0.04
SPO Rent – 1 <sup>st</sup> November	95.00
Anon Donation – Remembrance memorial	50.00
Donation – Christmas activities programme	100.00

#### **Macpelah cemetery**

##### **Payments**

Christopher Jones – Grass cutting	300.00
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##### **Receipts**

Interment of cremated remains	125.00
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Maintenance donations	80.00
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**b. To note closing balances – 30 November 2019**

The following balances were noted:

Pelenna Current Account	£ 17,301.31
Investment Account	£ 1,001.53
Macpelah cemetery fund	£ 9,260.53
Swansea Building Society	£ 23.43
Total balances	£27,586.80

**c. To compare actual finance performance to budget – April - November 2019**

Actual performance for Receipts and Payments for the period April-November 2019 was compared with budget and reviewed with the assistance of explanations. Proposed by Cllr Malcolm Jones, seconded by Cllr Janice Evans and agreed by all members present that the variance report and explanations be accepted.

**10. 2019/215 Planning applications**

No planning applications were presented for consideration.

**11. 2019/216 Community maintenance**

**a. CMO Report**

The CMO reported the following work carried out:

- Checks and litter picks through both villages.
- Assistance with Remembrance day frames and banners at Macpelah cemetery and Tonmawr village.
- Cut & clear vegetation and leaves from Slip steps and surrounding area.
- Assistance at both Community centres with Christmas decorations for the 'Star events'
- Assistance with construction and erection of frames for Christmas banners at Pontrhydyfen, Efail Fach and Tonmawr.
- Assistance with printing posters to advertise Christmas events.

### **b. Member comments/requests**

- It was noted that the County Borough Council has undertaken bush clearance and tree cutting at Johns Terrace, Tonmawr, and from Queen Street to Dan y Bont, Pontrhydyfen.
- NPTCBC Road sweepers have been in use in the community.
- Pot holes have been filled by NPTCBC in Tonmawr.
- Quotations should be obtained for Marine ply back board replacement incorporating safety bolts on play equipment at Johns Terrace playground.

## **12. 2019/217 Update on Christmas events programme**

A set of keys for the outside sockets at Tonmawr and Pontrhydyfen must be obtained for safe keeping by the Community Council.

An update was provided by working group leader, Cllr Lisa Hawkes:

- Additional memorial stars have been requested by residents. Cllrs Diane Evans and Janice Evans will enquire whether these additional requests may be satisfied by the supplier.
- Catering sales at the Christmas tree lighting event on Sunday 1<sup>st</sup> December produced £23.50 at Pontrhydyfen and £74.25 at Tonmawr.
- Arrangements at the Santa parade on Friday 6<sup>th</sup> December were summarised: Cllr Patrick Davis will drive ahead of Santa to assist Road safety; the police will follow:

Chair, Cllr Diane Evans will make a welcome speech.

Music will be provided by Cllr Christopher Jones.

Marshalls have been arranged and a collection of contributions to fund future year's Christmas events will be made.

Collection buckets will be left at the Colliers Arm PH and Pontrhydyfen convenience store and collected a few days prior to Christmas.

Santa will arrive at Pontrhydyfen RFC at 5:30 pm and will carry Miss Taysia Thomas in the sleigh to Tonmawr

RFC.

Pelenna Male voice choir will sing a programme at Carols at both Pontrhydyfen and Tonmawr RFCs.

**13. 2019/218 To consider filling the current Casual Vacancy**

Agreed by all members present that notices should be posted to alert the public of the current vacancy in Tonmawr ward. The notice will indicate the process which should be followed if there is a request for an election, and will also announce that the vacancy will be filled by the Council if there is no such call within 14 days of the notice date.

**14. 2019/219 Members guidance in preparation of Budget**

The Clerk, in conjunction with the Chair will produce draft proposals for the 2020/21 budget which will be reviewed by the Finance committee prior to the January FC meeting. Members should provide proposals on budget content based on current year's Income and Expenditure.

Agreed that proposals should take account of any intended new event/projects and prior commitments. There was also a suggestion that some smaller budgets could be delegated to committees to avoid the need for referral to Full Council in all cases.

**15. 2019/220 Review of Council diary**

It was agreed that the Council diary, as presented to the meeting was acceptable and required no further ammendment or additions.

**16. 2019/221 Attendance report to November 2019**

All member's attendance is compliant with attendance regulations.

**17. 2019/222 Cemetery**

**a. Maintenance**

No progress has been made with removal of the tree which is growing immediately behind Macpelah Chapel building. The work will be assessed so that it may be

determined whether the CMO will be able to deal with its removal.

Grass was cut last week.

### **18. 2019/223 Correspondence**

- a. 'Cwmfera supporting communities' – offer of training assistance in various aspects of community engagement. **Noted.**
- b. NPTCBC Council tax base and precept demand and payment timetable. The tax base will be £403.79. **Noted. Council intends to determine the precept for 2020/21 at its FC meeting on 6<sup>th</sup> January 2020.**
- c. Boundary commission – Report has been received containing its draft proposals to combine Pelenna CBC ward into the neighbouring ward of Cwmavon, Oakwood and Bryn. PCC and individuals may make their views known during the current Consultation period which commenced on 28<sup>th</sup> November 2019 and ends on 19<sup>th</sup> February 2020. This issue will be placed on January FC meeting for discussion on Monday 6<sup>th</sup> January 2020.
- d. Welsh Government – Information received on Welsh Index of Multiple deprivation. **Report will be circulated for member information.**
- e. Clerk's letter relating to an employment issue was read out and will be referred to the Personnel committee on 2<sup>nd</sup> January 2020 to receive its recommendation to Full Council.

### **19. 2019/224 Date of next Full Council meeting & Other Council Meetings.**

Proposed by Cllr Robert Jenkins, seconded by Cllr Janice Evans with all Members present in favour, that Full Council meetings will, in future be held on Monday evenings.

Next Full Council meeting will be held on Monday 6<sup>th</sup> January 2019 – 7:00 pm. at Tonmawr Community Centre.

Committee meetings: Finance committee 6:00pm. Monday 6<sup>th</sup> January; Cemetery committee Wednesday 22<sup>nd</sup> or 29<sup>th</sup> January; Parks & Open Spaces committee Wednesday 22<sup>nd</sup> or 29<sup>th</sup> January; PACT meeting Wednesday 22<sup>nd</sup> or 29<sup>th</sup> January if still convenient to police.

Chair .....

*Meeting closed at 10:05 pm.*