

PELENNA COMMUNITY COUNCIL CYNGOR CYMUNED PELENNA

Minutes of the Full Council Meeting held on Wednesday 4th
September 2019 at Tonmawr Community Centre at 7.00 p.m.

This meeting was preceded by a PACT meeting which took place at
6:30pm.

- 1 Present:** Chairperson – Cllr. Diane Evans,
Cllr Robert Jenkins, Cllr Janice Evans,
Cllr Patrick Davis, Cllr Lisa Hawkes,
Cllr Malcolm Jones, Cllr David Hole,
Cllr Christopher Jones, Cllr Desmond Sparkes.
In attendance: The Clerk: Mr David S Mackerras
Apologies: Cllr Philip Lewis, Cllr Wayne Pugh.
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- 2 2019/139 Declarations of Interest**
Cllr Christopher Jones declared an interest on all matters
relating to Macpelah Cemetery as he currently holds the
contract for grass cutting at that location.
- 3 2019/140 To approve minutes of the Full Council meeting
held on Wednesday 3rd July 2019**
Proposed by Cllr Robert Jenkins, seconded by Cllr Diane
Evans with all members of Council in favour, that the minutes
of the Full Council meeting of 3rd July 2019 are accurately
recorded.
- 4 2019/141 Matters arising**
There were no matters arising.
- 5. 2019/142 To approve minutes of the Extraordinary Full
Council meeting held on Wednesday 26th June 2019.**
Proposed by Cllr Malcolm Jones, seconded by Cllr Robert
Jenkins with all members in favour that the minutes are
accurately recorded.

- 6. 2019/143 To approve minutes of the Extraordinary Full Council meeting held on Wednesday 7th August 2019**
Proposed by Cllr Diane Evans, seconded by Cllr Patrick Davis with all members in favour that the minutes are accurately recorded.
Cllr Janice Evans left the meeting following this Agenda Item (at 7:25pm).
- 7. 2019/144 To approve minutes of the Newsletter committee held on Tuesday 20th August 2019.**
Proposed by Cllr Lisa Hawkes, seconded by Cllr Christopher Jones with all committee members in favour that the minutes are accurately recorded.
- 8. 2019/145 Questions from the public**
No members of public were present.
- 9. 2019/146 Report & Update on County Borough/Pelenna Community Issues – Cllr Jeremy Hurley**
NPTCBC member was not present.
- 10. 2019/147 Finance**
- a. To approve Schedule of payments – July 2019**
Proposed by Cllr Malcolm Jones, seconded by Cllr Lisa Hawkes with all Council members present in favour, that the following payments are approved, and receipts noted.

01/07/2019 – 31/07/2019

**Pre VAT.
Community Council**

Payments

Wages and Salaries at resolved Council rates	
Pensions – July 2019 – Ees contribution	65.67
Employers premium	456.09
HM Revenue & Customs – July Ees deductions	135.84
Ers NI	12.24
Bank Charges – July 2019	5.00
The Clerk – travel expenses – June 2019	144.90
Vodafone	47.24

Printer cartridge – black – S & A Stationers	39.20
Wales Audit office fee – 2017/18 Accounts	216.30
Printer cartridge: colours S & A Stationers	111.50
CMO Travel expenses - June	58.28

Receipts

Lloyds Bank Interest – 9th July	0.04
SPO Rent – 1st July	95.00
VAT Repayment	640.33

Macpelah cemetery**Payments**

The Clerk – travel expenses – June 2019	34.20
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Receipts

None

To approve Schedule of payments – August 2019

Proposed by Cllr Patrick Davis, seconded by Cllr Lisa Hawkes with all Council members in favour, that the following payments are approved, and receipts noted.

01/08/2019 – 31/08/2019**Pre VAT.****Community Council****Payments**

Wages and Salaries at resolved Council rates	
Pensions – August 2019 – Ees contribution	65.67
Ers premium	456.09
HM Revenue & Customs – August Ees deductions	134.04
Ers NI	10.17
Bank Charges – August 2019	5.00
The Clerk – travel expenses – July 2019	103.50
Vodafone	45.90
Grant – 1 st Instalment Ponrthydyfen Comm Centre	750.00
CMO Travel expenses – August	87.04
Cllr D Evans – Chair allowance	100.00
D Mackerras – Reimbursement for purchase of laptop from AO Business	374.17

Receipts

Lloyds Bank Interest – 9th August	0.04
SPO Rent – 1st August	95.00
Precept – 2 nd stage payment	12,921.67

Macpelah cemetery**Payments**

The Clerk – travel expenses – July 2019	51.30
Christopher Jones – Grass cutting	300.00

Receipts

Interment fee	125.00
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b. To note closing balances – 31 July 2019

The following balances were noted:

Pelenna Current Account	£15,684.10
Investment Account	£ 1,001.36
Macpelah Account	£ 8,940.23
Swansea Building Society	£ 23.43
Total balances	£25,649.12

To note closing balances – 31 August 2019

The following balances were noted:

Pelenna Current Account	£26,682.09
Investment Account	£ 1,001.40
Macpelah Account	£ 8,765.23
Swansea Building Society	£ 23.43
Total balances	£36,472.15

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

Actual performance for Receipts and Payments for the period April-August 2019 was compared with budget and reviewed with the assistance of explanations. Proposed by Cllr Robert Jenkins, seconded by Cllr Patrick Davis and agreed by all members present that the variance report and explanations be accepted.

d. To consider Financial Risk Assessments

It was agreed by members that the Financial Risk Assessments proposed by the Clerk will be taken away for review and the matter placed on the October Full Council meeting Agenda for discussion and decision

11. 2019/148 Planning applications

- a. The following application was presented for information only as it had already been approved.

Application Number: P2019/5306

Applicants Name/Address: M/s Alison Howells

Site location: Land adjacent to the Barracks, Queen Street, Pontrhydyfen, Port Talbot, SA12 9TF

Proposed development : P2016/0515 in respect of re-siting of garage so it attaches to dwelling.

Comments: Noted as application has already been approved.

12. 2019/149 Community maintenance

a. CMO Report

The CMO report was noted. Issues will be reported to NPTCBC as necessary.

It was reported that comments continue to be received from the Community suggesting that the CMO spends a disproportionate amount of time working at Tonmawr to the detriment of the time required to complete tasks

It was agreed that the Chair of Parks and Open Spaces will work with the Clerk to review time sheets on a monthly basis to confirm that an equal amount of CMO time is allocated to both villages.

b. To review Pontrhydyfen maintenance programme

On Monday 12 August Cllr Diane Evans, Cllr David Hole and Cllr Philip Lewis met with the Clerk and CMO at Pontrhydyfen to consider the village work programme.

Footpath between Heart of Oak hill and Dan-y-Bont:

There is public demand for more frequent cuts.

Agreed that overhanging vegetation and path sides

should be cut every sixth week during growing season.

Station Road:

Agreed that an annual cut of overhanging vegetation will continue.

Blue Scar land

Agreed that the annual cut of the grass bank below the Road will continue. In addition it was agreed that that the three weekly cut of the grass adjacent to the Blue Scar building shall continue.

Pavement in front of Twyn y Pandy

Agreed that PCC should regularly clear the gutter.

Lewis Street embankment

Agreed that maintenance will continue as at present.

Queen Street – Roadside maintenance

Agreed that this maintenance will continue as at present.

c. To decide on provision of a public roadside seat at Station Road, Pontrhydyfen

It was understood that there is some local resistance to a seat being provided at this location. It was therefore decided not to proceed with this provision.

d. Member comments/requests

Cllr Lisa Hawkes requested that growth in the vicinity of the roadside seat at Railway Terrace, Tonmawr needs to be cut back.

It was requested that brambles overhanging at Efail Fach should be cut back.

It was noted that the dog bin at Welsh Row is overfull and needs to be emptied by Neath Port Talbot CBC.

e. Trailer purchase

It was proposed by Cllr Lisa Hawkes, seconded by Cllr David Hole with all Members in favour that the purchase of a trailer should continue to be placed on hold for the present time. The matter will be discussed with the CMO to ensure that he is prepared to continue hiring his own trailer to the Council under the existing arrangement.

- 13. 2019/150 Member attendance report**
It was reported that all members are in compliance with regulations.
- 14. 2019/151 Cemetery**
- a. Maintenance**
Nothing to report.
- b. Update on Enforcement of Public access to toilet facilities**
A draft letter before action to the Chapel Trustees in relation to enforcement action for the right previously secured by the Community Council to allow public access to toilet facilities, prepared by the Neath Port Talbot CBC solicitor was considered.
It was proposed by Cllr Lisa Hawkes, seconded by Cllr Robert Jenkins with all members in favour, that the letter should be ammended by the removal of any compromise suggestion, prior to being sent to the Chapel Trustees.
- 15. 2019/152 To review Pelenna Community Council Standing Orders**
This matter was defered until the October meeting to allow time for Member's consideration.
- 16. 2019/153 To receive update on Community Christmas decoration provision 2019**
- a. General update**
Cllr Lisa Hawkes, project lead, provided a general update on the present situation. It was noted that the provision of a Christmas tree at Tonmawr and Pontrhydyfen is likely to cost £8-900 each in the first year because of initial costs relating to safely securing the trees, provision of a power source and purchase of tree lights.
Cllr Desmond Sparkes left the meeting at this time (9:45pm).
It was proposed by Cllr Patrick Davis, seconded by Cllr Robert Jenkins with all Members in favour that up to £150 should be spent on purchasing materials to construct a wooden Christmas tree to be located at Macpelah cemetery, and that up to £150 should be spent on memory stars to be

constructed by the Bespoke workshop at Neath Port Talbot CBC, and which will be offered to residents so that they may have the opportunity to commemorate the passing of their loved ones.

Samples of Vinyl Christmas banners were also shown to the meeting. These banners would be sited at strategic locations within the community.

Proposed by Cllr Patrick Davis, seconded by Cllr Robert Jenkins with all members in agreement that £111 should be spent on purchasing three large vinyl Christmas banners

17. Newsletter committee on a proposed name change

A recommendation was received from the Newsletter committee that the name of the committee should be changed to the 'Community Media Engagement committee'.

It was thus proposed by Cllr Christopher Jones, seconded by Cllr Patrick Davis with all Member present in favour that the name of the Newsletter committee shall change to the Community Media Engagement committee.

18. 2019/155 To receive further recommendations from the Community Media Engagement committee

It was proposed by Cllr Christopher Jones, seconded by Cllr Patrick Davis with all members present in favour that the following recommendations which had been received from the Community Media Engagement committee be accepted:

- That Cllr Christopher Jones and Cllr Patrick Davis should develop a Facebook page for the Community Council
- That the Community Facebook page should include an introductory page to introduce members of Council.
- That the Facebook should include a link to the Community Council website.
- That the Facebook should include details of intended community seasonal festivities including possible tree locations, and providing an opportunity for residents additional ideas to add to plans being formulated by the Council.

- That it should be announced that it is hoped to provide festive signs at prominent locations across both villages.
- That the website should be updated largely by the end of September, and that the Clerk should be answerable to the Chair of the Media Engagement committee on a regular basis in connection with website management.

19. 2019/156 Correspondence

- a. Copy of Pontrhydyfen Community Centre accounts.
Noted. First instalment of grant to Community Centre may now be released for payment.
- b. Letter received from a Bevans Terrace Pontrhydyfen resident who has expressed concern regarding alleged damage to the road, pavement and property by heavy traffic illegally passing through the village.
Agreed that this matter should be referred to the County Borough Council member.
- c. Email from the External Auditor indicating that this year’s accounts will be qualified because the Council has not published the notice for the exercise of electors’ rights on our website, and so has failed to comply with s56 of the Local Government (Democracy)(Wales) Act 2013 – requirement to give public notices electronically.
Clerk will ensure that this notice is included in future on the website, to comply with legislation.

20. 2019/157 Date of Next meeting

Community Christmas event – Working party to meet on Monday 9th September 6:00pm Tonmawr Community Centre.
Full Council meeting Wednesday 2nd October 2019 at Tonmawr Community Centre – 7:00pm.

Chair

Meeting closed at 10:05pm.