PELENNA COMMUNITY COUNCIL
CYNGOR CYMUNED PELENNA

Minutes of the Full Council Meeting held on Monday 8th February 2021, via Starleaf video-conference at 7.00 p.m.

1   **Present**: Chairperson – Cllr. Diane Evans
                      Members – Cllr Tim Bowen, Cllr Robert Jenkins,
                            Cllr Janice Evans, Cllr Lisa Hawkes,
                            Cllr Philip Lewis, Cllr Desmond Sparkes,
                            Cllr David Hole.
        In attendance – D S Mackerras (Clerk)
                            Cllr J Hurley (Neath Port Talbot CBC
Member)

        Apologies: None received.

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 2   **2021/0021 Declarations of Interest**
       Nothing declared.

 3   **2021/0022 To approve Minutes of the Full Council meeting held on Monday 1st February 2021.**
       A change was made in the minutes – Item 11a, third paragraph, regarding the date of the next Full Council meeting. This was corrected to read, 'Monday 8th February'. Proposed by Cllr Tim Bowen, seconded by Cllr Janice Evans with all members present in favour, that the ammended minutes are accepted as a correct record of the meeting.

 4   **2021/0023 Matters arising.**
       There were no matters arising.

 5   **2021/0024 Report and Update on County Borough/ Pelenna Community issues – Cllr Jeremy Hurley.**
       - Road repairs were effected last week at Dan y Coed.
       - A programme of work is planned, opposite Bevans Terrace, Pontrhydyfen, to deal with the subsidence of the bank which supports the road.

- Work has now re-commenced on the track between Blaenavon Farm and the Ford. Cllr Hurley reported that he had a meeting with Highways and is waiting feedback.
- Cllr Hurley reported that he has relinquished the Streetscene committee, and is now only sits on the Democratic Services committee.
- It was reported that Micro Grant applications are currently being considered by Vattenfall Windfarm.
- To promote partnership working between the Community Council and himself, Cllr Hurley suggested that he should set up a 'Whats App' group to keep Members informed of his current activities.
- Cllr Janice Evans drew attention to a number of lorry movements. The vehicles are laden with soil.
- Reference was also made to a car which was regularly travelling at speed through Tonmawr. Cllr Hurley reported that he is monitoring the situation. All incidents he suggests should be reported to police telephone line 101.
- Motor Bikes speeding along Railway Terrace, Tonmawr, have been reported to the police. Rubbish is also being dumped and there is evidence of possible drug activity.

6   2021/0025 Planning applications.
There were no planning applications. There are reports that residents feel detached from information on planning applications. Although the Community Council is merely a consultee on planning matters it was decided that significant applications which may have an interest to the whole community will be published by the Community Council on local Facebook pages.

7   2021/0026 Community maintenance.
a. To agree contract of Employment – Community Maintenance Officer.
A draft contract was prepared by the Clerk. Agreed by all present that the following changes should be made to the draft:

- 'Hours of Work' paragraph – days of work should show an element of flexibility for both Employer and Employee.
- 'Sickness Absence' should be less generous for shorter service employees.

It was proposed by Cllr Desmond Sparkes, seconded by Cllr Tim Bowen, with all members present in favour that the revised Contract of Employment for the CMO should be accepted.

b. To agree Job description – Community Maintenance Officer.
Proposed by Cllr Robert Jenkins, seconded by Cllr David Hole, and agreed by all members present that the Job description for the CMO, which has recently been prepared be accepted.

c. To agree Notice of vacancy.
Proposed by Cllr Robert Jenkins, seconded by Cllr David Hole, and agreed by all members present that the notice of vacancy recently prepared be approved. The document will be published on the Community Council website, Local Facebook pages, conspicious places in the community and the noticeboards.

d. To agree hourly rate of pay – Community Maintenance Officer.
Proposed by Cllr Tim Bowen, seconded by Cllr Robert Jenkins and agreed by all members present that the rate of pay for the new Community Maintenance Officer should be £8.91 per hour.

8   **2021/0027 Macpelah Cemetery.**
a. Computer based burial register.
It was reported that a database programme has been written which will enable details contained in the burial register to be held in duplicate on computer. The database will also allow for a search facility. The database programme is currently being tested to ensure it is bug free, and may be populated with data when we are satisfied with its stability.

b. Maintenance.

A few recent concerns over the perceived safety of the cemetery paths have come to the attention of the Council. The paths have been inspected and it is the view of staff that the path surfaces are in an acceptable condition. However we are aware that the steepness of the paths, especially during icy, frosty or wet conditions may provide some difficulties. A sign advising visitors to take care whilst using the paths, has been clearly displayed at the site.

Quotations will be sought to provide a handrail on the second path adjacent to the Chapel.

The Council will also take advice on further improving safety on the paths.

c. Location of Grave plots using GPS

Cllr Robert Jenkins raised the possibility of using GPS technology to identify and address burial plots at the cemetery. Various articles on this topic are available on-line which may provide suitable advice and discussion material. Members are encouraged to read some of this material and the Clerk will circulate details of some material on this topic which may facilitate discussion.

Cllr Jeremy Hurley volunteered the use of a drone to investigate whether this approach may be useful to map the cemetery. It was agreed that he would liaise with Cllr Diane Evans to meet at a suitable time to investigate this approach to mapping work.

9 2021/0028 Capital Expenditure.

The Community Council may be in a position to release some reserve funds to invest in the community. It was agreed to investigate a number of possibilities. These may include some or all of the following:

- A piece of Children's play equipment at John's Terrace suitable for a younger age group.
- Creating a second entrance to the John's Terrace play area.

- Supporting existing defibrillator owners to provide outdoor cabinets to improve accessibility for the equipment.
- Purchase of an additional defibrillator.
- Purchase new Football posts for use at at Miles Field.
- Provision of replacement notice boards at Pontrhydyfen and Johns Terrace, Tonmawr.
- Equipment trailer for Community Maintenance use.
- Cemetery handrail.

It was agreed that we will ask the Colliers Arms PH and Tonmawr RFC if they would be prepared, with the help of the Community Council, to improve access to their defibrillators, by installing outside lockable cabinets. The cost of this facility could be paid by the Community Council.

Enquiries will also be made with Vattenfall Windfarm to see if any grant support for any of the above community investments would be available to the Council.

Proposed by Cllr Janice Evans, seconded by Cllr Diane Evans that quotations will be sought from three local contractors for the installation of the recently purchased benches at the Slip and the former Bryn Sion Chapel site.

10 2021/0029 Events Programme.

a. Easter.

It was reported that as a result of Covid-19 restrictions, £1,121 of the 2019/20 Events budget is currently unspent.

It was Proposed by Cllr Diane Evans, seconded by Cllr Janice Evans, with all members present in favour that various Easter competitions will be held with four age ranges: Young children 2 – 8 years of age; children of 9 – 11 years; children 12 – 16 years; and adults. 8 Easter egg prizes will be awarded across the age groups. The competition will be judged by Members of Council, with Tonmawr members judging Pontrhydyfen entries, and Pontrhydyfen members judging the entries from Tonmawr.

b. St David's day.

St David's day banners will be erected in the Community – one at Richard Burton's birthplace sign, a second at Macpelah, and a third at the the entrance to Dan y Coed, Tonmawr. Previously cut-out daffodils, from last year will be erected through the community concentrated near to the banners. Dragon cut outs are also available. Cllr Jeremy Hurley offered to supply Plywood to cut out further daffodils if required.

11 2021/0030 On-line banking & Cheque signatories.

Proposed by Cllr Tim Bowen, seconded by Cllr Robert Jenkins, with all members present in favour, that the Community Council will move all three of the Lloyds Bank Community Council accounts to on-line banking.
The Accounts will include Pelenna Community Council cheque book account (Sort Code 30-95-86 Account number 00089688), Pelenna Community Council Savings Account (Sort code 30-95-86 Account number 07385541), and Macpelah cemetery account (Sort code 30-80-76 Account number 33092860).
All on-line supplier and staff payments and account transfers will be made by the Council Clerk, Mr David S Mackerras.
The Clerk will authorise payment on all on-line accounts listed in this paragraph above to include Pelenna Community Council cheque book account, Pelenna Savings account and Macpelah cemetery account.
It is also proposed by Cllr Tim Bowen, seconded by Cllr Robert Jenkins, with all members present in favour, that two Council members from the list below or the Clerk and one member of Council from the list below are hereby authorised to act as cheque signatories. The signatories will be Cllr Janice Evans, Cllr Philip Lewis, and Clerk to the Council, Mr David Mackerras and this list is applicable to all bank accounts held at Lloyds bank to include Pelenna Community Council cheque book account
(Sort Code 30-95- 86 Account number 00089688), Pelenna Community Council Savings Account (Sort code 30-95-86 Account number 07385541), and Macpelah cemetery account (Sort code 30-80-76 Account number

33092860).

12 2021/0031 Date of Next meeting.
Full Council meeting via video-conference on Monday
1st March 2021.

Meeting ended – 21:15pm.

Chair …………………………………………………….

Meeting closed at 8:30 pm.