



## COITY HIGHER COMMUNITY COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE COMMUNITY CENTRE, HEOL WEST PLAS, LITCHARD CROSS, BRIGEND ON THURSDAY 11<sup>TH</sup> APRIL 2019 AT 7.00 PM

Present: Councillors M Williams (Chair)  
D Barrington  
A Davies (left the meeting at 8.30 pm)  
A Hughes  
C Jones  
L Richards  
B Tiltman  
C Walburn  
A Wathan  
R Young (left the meeting at 8.48 pm)

Apologies: Councillor C Evans

Also Present: Mrs A C Harris, Clerk & RFO

164 **DECLARATIONS OF INTEREST**

Councillor	Item	Minute	Interest	Speak/Vote
Bernard Tiltman	Allotment Gardens	176	Tenant	No/No
M Williams	Financial Request	173 (4)	Parent of a member of the Art Group at Coety Primary School	No/No
R Young	All relevant Incl item 7 Pendre Playing Fields and the Revised LDP	169	Member BCBC	No/No

165 **TO WELCOME KERRY-LYNNE PYKE TO TALK ABOUT HOLIDAY HUNGER**

The Chair welcomed Kerry-Lyne Pyke to the meeting to inform Members of the Holiday Hunger project. This is a scheme to feed children in the summer holidays, who have free school meals during term time.

**Resolved:** Members resolved to support the scheme. The Clerk was asked to write to Andrew Thomas at BCBC to confirm that the Community Council would donate £3,000 towards the summer activity scheme again this year and to ask him to investigate whether the scheme can alternate between Litchard and Coety Primary Schools with this year's taking place at Litchard. In addition to ask Andrew Thomas if the organisers of the summer activity scheme to engage with the Holiday Hunger organisers to see if the Holiday Hunger scheme could run alongside the summer activity scheme. In addition it was agreed that the Community Council would like to get some banners designed and the Clerk was asked to source a designer and supplier to carry out the work.

166 **TO READ, CONSIDER AND APPROVE THE MINUTES OF THE MARCH 2019 ORDINARY MEETING**

The Minutes of the March 2019 Ordinary Meeting held on 14<sup>th</sup> March 2019 were presented for approval. They were accepted and approved as a true record of the meeting and the minutes were signed by the Chair.

**Resolved:** This was noted.

167 TO CONSIDER MATTERS ARISING FROM THE MARCH 2019 MINUTES

**Minute 150**

**Minute Pear Communications**

No payment for the newsletter reprinting had been received to date.

**Minute Town and Community Council Fund Applications**

The results of the Community Council's two T&CC Fund applications for match funding to refurbish Pendre and Coity play areas would be decided at a BCBC cabinet meeting on 16<sup>th</sup> April 2019.

**Minute Clerk's Report - CAT Update**

A 35 year draft lease and plan for the council's approval and the official copies CYM293901 as evidence of the council's title has been received for the Pendre play area. In addition a copy of the conveyance dated 3<sup>rd</sup> November 1958 has been received and a copy of the assignment dated 14<sup>th</sup> June 1960. As previously mentioned a Section 123 notice has been advertised and no objections were received.

**Minute New Bench The Dell**

Permission to install a bench at The Dell had been confirmed by BCBC and the Clerk will now purchase one and arrange its installation

**Minute 154**

**Forces Fitness**

The organisers were delighted with the offer of the Centenary Fields in Trust promotional items to use at the event in May and loved the idea of old and new types of fitness. They have 2 cadets to run some games inside the castle and was trying to source some small portable goals.

**Minute 155**

**Confidential - Staff Contracts and Salaries**

A meeting between the Chair and Clerk had taken place and a new contract had been drafted which would be discussed at the next Finance Committee meeting in early May and then presented to full council at the May Ordinary meeting for approval.

**Minute 156**

**Finance Committee Recommendations**

Quotations for planting daffodils had been obtained, all were approximately £240 but it does depend on what the ground is like at the desired locations. That's for 6 x 25kg sacks in two large trenches per ward.

**Minute 159**  
**Footpath 52**

The funding available at the event seemed to be very small pots of money of £1k to £2k. The large funding seemed to be from the lottery fund. I'm now looking into other sources of funding including the Tarmac Fund.

**One Voice Wales Innovation Awards**

**The Community Council's two nominations in the awards had been successful winning**

- Commended in the Best Community Engagement category
- Highly Commended in the Best Local Council Service category

**Resolved:** The information and action of the Clerk were noted. The Clerk was asked to seek the advice of a solicitor regarding the play area lease, to purchase and install the benches in The Dell and Pendre Fields (agreed at a previous meeting), to inform Forces Fitness that one of the councillors could supply the portable goals and to engage the services of the cheapest contractor to plant the daffodils and purchase 7 x 25kg sacks to include one for the children of Litchard Primary School to plant.

**168 ELECTORAL BOUNDARY CHANGES - FINAL DRAFT RESPONSE**

The Clerk had circulated copies of the amended final draft response. This was discussed, approved and agreed. The Clerk had obtained up-to-date numbers of electorate and number of dwellings estimated for 2022.

**Resolved:** The Chair was asked to review the up-to-date numbers to see if the numbers contained in the document needed to be amended and the Clerk was asked to submit the response by the deadline of 15<sup>th</sup> April 2019.

**169 PENDRE PLAYING FIELDS AND THE REVISED LDP**

The future of Pendre playing fields was discussed in light of the candidate site included in the LDP. Following a visit from Guy Smith of BCBC some time ago to discuss CAT it was understood that there was a covenant on this land.

**Resolved:** The Clerk was asked to submit a CAT Expression of Interest for Pendre Fields to BCBC in order to retain recreational facilities at the site.

170 **INDEPENDENT REMUNERATION PANEL'S ANNUAL REPORT AND A DRAFT ALLOWANCE POLICY**

A draft Allowances Policy had been circulated to Members for consideration and the Clerk updated Members on the latest IRPW report.

Members were reminded that they could opt out of receiving a payment by notifying the Clerk in writing that they do not wish to receive it.

**Resolved:** It was agreed to approve and adopt the Allowances Policy and the payments and payment dates stated within.

171 **STEPS/PATH LITCHARD PLAYING FIELDS**

Members discussed the lack of footpath to link the steps at the bottom of the playing fields to the main path and to the play area, particularly during wet weather when the ground becomes very muddy and you have to go around Heol Castell Coity to access the play area.

**Resolved:** The Clerk was asked to speak to BCBC about the feasibility of installing a path and to obtain quotations.

172 **COUNCIL PROMOTION**

Members discussed whether to publish a Spring/Summer newsletter and looked at lapel pins/ badges featuring the council's logo for Councillors to wear to identify themselves to the public and at meetings and events. The website and Facebook were also discussed.

**Resolved:** It was agreed to publish a Spring/Summer newsletter and that Councillors Jones and Williams would work with the Clerk to pull together a draft. The group were asked to meet in May and have a 1<sup>st</sup> draft available for consideration at the June meeting. It was agreed that Members would consider the pins/badges and feedback at the May meeting and that the Clerk would ask the website host if it was possible to identify the amount of traffic accessing the website.

173 **FINANCE AND ACCOUNTS**

**1.Payment of Cheques**

Authority was requested for the payments of the cheques listed in this month's papers, and this was agreed.

**2.Budget Monitoring, Accounts & Budgets**

The budget monitoring report for March 2019 including the balances were accepted and the budget reviewed. The Clerk reminded Members that the balance carried forward to

April is an unaudited figure. In addition, the Clerk gave Members a breakdown of the income received in the month.

### 3.Claims

The Clerk updated Members on the Rights of Way claim made for the year.

### 4.Financial Request

A request had been received from children in the Art Club at Coety Primary School who are trying to raise money to buy craft resources and were writing to ask if the Community Council could help them purchase a badge maker so that they could design and make badges to raise funds. The cost of a badge maker is between £150 and £200.

**Resolved:** All information was noted and authority was given to the Clerk to make the agreed payments. It was agreed to donate £200 to Coety Primary School to enable them to buy a badge making equipment and supplies. The Clerk was asked to write to the Head and organiser of the club to clarify that the equipment will become the property of the school and not the children who wrote the letter.

### 174 MEMBERS' REPORTS

The Chair had attended the One Voice Wales Conference and Innovation Awards, the results of which had been mentioned in Matters Arising.

Councillor Tiltman had been asked by Coity Wallia Conservators to let Members know that the St Mary Hill Fair will not be going ahead this year.

### 175 BOROUGH COUNCIL UPDATE

Councillor Young gave an update. Councillor Amanda Williams had sent apologies that she had been unable to provide a report this month.

**Resolved:** The information was noted.

### 176 CLERK'S REPORT

#### Noticeboard Coety School

The Clerk reported that a few times recently she had removed posters from the Community Council's side of the noticeboard at Coety Primary School.

#### Dog Mess Springfield Gardens

Correspondence from a resident of Springfield Gardens had been included in the Correspondence section of last month's meeting, but due to lack of time it had not been discussed. The Clerk reminded Members of the content of the correspondence.

Meeting re Traffic Over the Common from Heol Spencer to Bryncethin

A meeting would be held on 10<sup>th</sup> May regarding the Community Council's concerns about traffic issues over the common from Heol Spencer to Bryncethin. Attendees would include representatives from Coity Higher and St Brides Minor Community Councils, Coity Wallia Conservators, Coity Wallia Commoners and the Borough Councillors for Bryncethin and Coity.

Cyber Insurance

The Clerk informed Members that this is currently a hot topic for councils and that she would ask the Finance Officer to look into it to see if it is needed, what it covers and how much it costs.

Bin Emptying Coity Playing Field

The Clerk had obtained a quotation of £15 a month for emptying the bin at the playing field.

Water Butts

The Clerk had spoken to Dwr Cymru at a recent funding event to ask if they provide water butts for allotment gardens. The Clerk asked authority to apply for a supply of water butts and if successful to allocate them on a first come basis to the allotment tenants.

Wales & West Funding

The Clerk reminded Members of the possible funding available from W&W for a community item for Coity. The Clerk had obtained a quotation for outside gym equipment that could possibly be installed along the back of Coety playing field and asked for authority to put one or two starter items forward for possible funding.

Iconnect - Pension Training

The Clerk informed Members that she'd recently attended additional training regarding the new Iconnect pension information system at RCT and explained the extra work now required to update the system each month.

**Resolved:** All information and action of the Clerk was noted. The Clerk was given authority to speak to Coety Primary School to ask them not to allow any posters in the Council's side of the noticeboard. The Clerk was asked to notify the resident who wrote re dog mess in the Springfield Gardens area that an enforcement agency has been employed by BCBC to look at dog fouling in the borough and make regular patrols and that as it is a BCBC matter to refer the correspondence to Councillor Young. The Clerk was given authority to engage the contractor to empty the bin at the playing field. Authority was given to the Clerk to apply for water butts via the Dwr Cymru Community Fund. Authority was given to the Clerk to submit outside gym equipment for funding from W&W.

177 **CORRESPONDENCE**

All correspondence was noted. Some additional correspondence had been received since the papers had been sent out and with the agreement of the Chair these were tabled at the meeting. The Clerk drew Members' attention to the consultations, surveys and invitations on the correspondence list, as well as an invitation to the Chair and a request from Choirs in the Castle to use Coity playing field for car parking on 8<sup>th</sup> June.

**Resolved:** The correspondence was noted, most items had been emailed to Members in advance of the meeting. The Clerk was asked to accept the invitation to the Mayor's Inauguration on 22<sup>nd</sup> May. It was agreed to give permission to Choirs in the Castle to use Coity playing field for parking as long as they removed any litter and that they make good any damage made to the field. It was noted that a risk assessment and a copy of the event insurance had been received.

178 **PLANNING MATTERS**

All planning information was noted.

**Resolved:** The planning applications and decisions and other information were noted and no objections made.

179 **ITEMS FOR THE MAY 2019 ORDINARY MEETING**

**Resolved:** No items were requested for inclusion on the May agenda. It was agreed that to include anything that may arise during the month.

180 **DATE & VENUE FOR THE MAY 2019 ANNUAL AND ORDINARY MEETING**

Thursday, 9<sup>th</sup> May 2019 at Coity Higher Community Centre. The Annual Meeting will start at 6.30 pm followed by the Ordinary Meeting at 7.00 pm

The meeting closed at 9.00 pm