



## COITY HIGHER COMMUNITY COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE COMMUNITY CENTRE, HEOL WEST PLAS, LITCHARD CROSS, BRIDGEND ON THURSDAY 9<sup>TH</sup> MAY 2019 AT 7.00 PM

Present:

Councillors M Williams (Chair)

D Barrington  
A Davies  
A Hughes  
C Jones  
L Richards  
B Tiltman  
A Wathan  
R Young

Apologies: Councillor C Evans and C Walburn

Also Present:

Mrs A C Harris, Clerk & RFO  
Mr P Ley, Asst. Clerk & FO

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## 2 DECLARATIONS OF INTEREST

| Councillor      | Item              | Minute           | Interest    | Speak/Vote |
|-----------------|-------------------|------------------|-------------|------------|
| Bernard Tiltman | Allotment Gardens | 9                | Tenant      | No/No      |
| R Young         | All relevant      | All BCBC matters | Member BCBC | No/No      |

## 2 TO READ, CONSIDER AND APPROVE THE MINUTES OF THE APRIL 2019 ORDINARY MEETING

The Minutes of the April 2019 Ordinary Meeting held on 11<sup>th</sup> April 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.

## 3 TO CONSIDER MATTERS ARISING FROM THE APRIL 2019 MINUTES

### **Minute 165 Holiday Hunger/Summer Activity Scheme:**

The Clerk updated Members on progress made to date. In summary it was not possible to use Litchard School this year for the scheme as it is used for the Superstars Holiday Course and because BCBC had already established costs to use the Parc Derwen site. In addition BCBC might be supportive of accommodating the Holiday Hunger programme or similar for identified weeks, but would not be resourced to organise it or be accountable for it if delivered by a third party and the accountability for this aspect would lie with the Community Council. To date BCBC have not spoken to the organisers of Holiday Hunger and would like confirmation that the Community Council wish to go ahead with the scheme at Parc Derwen before engaging with them.

As regards banners advertising the scheme, the Clerk had obtained 3 quotes of £339, £160 and £143.

### **Minute 167**

### **Lease for Pendre Fields Play Area:**

The Clerk updated Members of the Solicitor's comments.

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### Bench Purchase and Installation The Dell and Pendre Fields:

The Clerk had met the contractor on site to look at the best locations for the benches; 2 have been ordered at a cost of £484 each.

### Minute Electoral Boundary Changes

The Community Council's response had been submitted and a confirmation of receipt had been received on 15<sup>th</sup> April 2019.

### Minute 169 CAT Expression of Interest for Pendre Fields

The Clerk gave feedback on the covenant on the fields. An Expression of Interest had been progressed for the whole site. The next meeting of the CAT Steering Group is planned for 15/05/19. The Clerk asked for authority to submit the Expression of Interest form.

### Minute 171 Steps/Path Litchard Playing Fields

BCBC have agreed in principle to the feasibility of the pathways in the field subject to design approval and the Community Council funding the project.

### Minute 172 Council Promotion

A meeting for the first draft of the Summer newsletter has been set for the end of the month. Consideration of identification badges was discussed. A website traffic update was given by the Clerk. The Clerk informed members that the website is not mobile compatible and this could be corrected and the website given a make-over at a cost of £168.

### Minute 176 Clerk's Report

The Clerk had spoken to Coety School to ask them not to put any publications in the Council's side of the noticeboard. She had also submitted an application for water butts and had arranged a meeting with a contractor to look at options for improving Coety Playing Field.

**Resolved:** The information and action of the Clerk were noted. The Clerk was asked to inform BCBC that the Community Council would reluctantly support the Active 4 Life scheme this year, but would like the alternative of using Litchard Primary School to be considered for 2020 and they engage with the Holiday Hunger organisers. The Clerk was given authority to get the banners designed at the lowest quote. The Clerk was asked to request that BCBC pay the cost of the Land Registry Fee for the asset transfer. The Clerk was given authority to submit the Expression of Interest form for the Pendre Fields site and to go ahead with updating the website and for it to be mobile compatible. The Clerk was asked to speak to Coety Primary School to see what design ideas they could offer for identification badges now that they had badge making equipment.

4      **MOTIONS ONE VOICE WALES ANNUAL CONFERENCE**

The Clerk had circulated copies of criteria for motions and one suggestion was made and discussed.

**Resolved:** A motion would be written up for submission before the deadline of 20<sup>th</sup> June 2019. Two councils were suggested to be approached to second the motion.

5      **PLAY AREA REFURBISHMENT**

The Clerk tabled the first draft of the plans to refurbish both Pendre Fields and Coity Castle play areas.

**Resolved:** A few suggestions and alterations were put forward and the Clerk was asked to try and get both refurbished before the summer school holidays. The Clerk had arranged a meeting with one of the contractors and would adjust the plans. It was agreed that the Clerk should take this project forward.

6      **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 April 2019 including the balances were accepted. The Finance Officer reminded Members that the balance carried forward to May is an unaudited figure. In addition, a breakdown of the income received in the month was highlighted.

**3.Finance & Resources Committee Recommendations**

Councillor A Hughes, Chair of the Committee gave the following recommendations:

- Finance Committee to meet in June before the next Ordinary Meeting to re-jig the budget once the audited figures are known, then start projects and plan further projects
- Insurance: Look into adding key worker and cyber insurance cover to the Community Council's insurance policy
- Open a Council Account with the Cambridge Building Society as following receipt of the precept funds are higher than the Financial Services Compensation Scheme limit of £85,000, and transfer project funds into the account.

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- Approve the new salary rate, contract and job description for the two staff members.

**Resolved:** All information was noted and authority was given to the Clerk to make the agreed payments. All Finance and Resources Committee recommendations were agreed and the new contracts of employment were signed by the employees and the Chair. It was agreed that other aspects of the staff contracts ie working hours, home working allowance would be reviewed in October prior to precept setting.

### 7 MEMBERS' REPORTS

The Chair had not attended any events on behalf of the council in the last month. Councillor Tiltman had attended the One Voice Wales area committee meeting, among the items discussed were audits and empty properties in Wales.

It was noted that a Coity Wallia Conservators tour of the common would take place on 11<sup>th</sup> May.

### 8 BOROUGH COUNCIL UPDATE

Councillor Young gave an update for Pendre including the new footway at the Heol Plas roundabout and Great Western Avenue playing fields.

Councillor A Williams gave an update for Coity including more bins at Trem y Castell, play parks, speeding in Hendre lanes, Heol Spencer traffic, Parc Derwen matters including broadband issues and school bus stops, landscaping problems and school parking problems.

No report had been received for the Litchard ward.

**Resolved:** The information was noted. The Clerk was asked to write to BCBC regarding the Community Council's safety concerns for the schoolchildren using the Parc Derwen bus stops.

### 9 CLERK'S REPORT

#### Attendance

A register of councillors' attendance for the year was included in the papers for the meeting. The Clerk requested authority to publish these and to publish the new budget on the website. In addition it was noted that the allowances paid in 2018/19 would be submitted shortly to the IRPW and will be published.

#### Expression of Interest all Play Areas

The Clerk confirmed that the form had been submitted to BCBC on 21<sup>st</sup> February and that the Corporate Landlord is in the process of determining the ownership of some of the sites. Some are maintained by BCBC, but owned by a third party such as Cadw. The

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Corporate Landlord and Legal Services are determining if these can be assigned to or adopted by the Council and subsequently transferred to the Community Council. This is likely to take some time to complete.

### BCBC Dog Waste Bag Dispensers

A dog waste bag dispenser is being installed in Pendre Fields next to the bin. A suitable location in Coity is being sought and one for the Litchard ward is on the list for the next round of installations.

### Poppies

Within the promotional pack for the Centenary Fields in Trust were several packets of poppy seeds. The Clerk asked if the two school governors could take these to the schools to see if they could sow them in early September around the wards so that they would flower in November.

### BCBC Attendance at a BCBC Council Meeting re Traffic Management

Further to Zak Shell's email, the Clerk had received an email from a BCBC Officer saying he could not attend a council meeting, but would be happy to host a meeting during office hours at BCBC.

### School Community Awards

The Clerk asked for confirmation that the council wished to go ahead with the scheme again this year, giving £50 of tokens per school and a small trophy?

### Allotment Garden

The Clerk asked for authority to write to 3 of the tenants regarding their plots where cultivation had not yet started this year. In addition she expressed her concern regarding a healthy tree that had been cut down to the side of plot 34 and the hedge cut back. It was noted that the tree was not covered by a TPO.

### Footpath 17

The Clerk had recently inspected the top of this footpath and was concerned to see makeshift stepping stones placed in an area where the stream makes the footpath muddy, that a BMX type course had been built, along with some branches cut off trees and a metal pole sticking out of the ground. She had raised her concerns with the Rights of Way department at BCBC and asked them to inspect the area from a safety perspective.

### Footpath Maintenance

The Clerk had met with the footpath maintenance contractor to pull together a list of the most popular footpaths so that these could be maintained as part of a regular maintenance plan throughout the growing season.

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### Meeting re Traffic Issues on Heol Spencer

The Clerk informed Members that this meeting would take place the following day.

### Spare Bin

The Clerk informed Members that permission to install the spare bin on a post in Litchard Fields, and for it to be included on the collection schedule, had now been granted.

**Resolved:** All information and action of the Clerk was noted. The Clerk was given authority to publish the attendance list for the year, the budget for 2019/20 and it was noted that the IRPW allowances would be published. Councillors A Davies and A Hughes agreed to ask the two schools to plant the poppy seeds. The Clerk was asked to write to Zak Shell to express their disappointment that an officer could not attend a future meeting, especially in view of the fact that officers have attended meetings in the past, and to cc Mark Shepherd. It was agreed to continue with the Schools Community Awards and purchase £50 of tokens each. The Clerk was asked to find out the dates of the presentation services and ask each school if they'd like a councillor to attend to make the presentation. The Clerk was given authority to write to the allotment tenants about their plots and express concern to the person who has cut down the tree and the hedgerow without permission.

### 10 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 letters re funding, thank you letters for donations, invitations, request from the Red Dragon Pub, request from a resident re trees at Heol y Groes and a BCBC consultation on Play Areas, Grass Cutting etc.

**Resolved:** The correspondence was noted, most items had been emailed to Members in advance of the meeting. The Clerk was asked to accept some of the invitations, to send out a finance request form to the people requesting financial donations, to put the consultation on the June agenda and refer the trees at Heol y Groes to BCBC as it is not Community Council land. Councillor C Jones asked the Clerk to forward the correspondence from the Red Dragon as she would pass it on to a resident who may be able to assist. All thank you letters were noted.

### 11 PLANNING MATTERS

All planning information was noted.

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

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12 ITEMS FOR THE JUNE 2019 ORDINARY MEETING

**Resolved:** Other than those mentioned in the minutes for inclusion, no additional items were requested on the June agenda. It was agreed that to include anything that may arise during the month.

13 DATE & VENUE FOR THE JUNE 2019 ORDINARY MEETING

Thursday, 13<sup>th</sup> June 2019 at Coity Higher Community Centre at 7.00 pm.

The meeting closed at 9.02 pm