



COITY HIGHER COMMUNITY COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD VIRTUALLY VIA ZOOM ON
THURSDAY 10TH SEPTEMBER 2020 AT 7.00 PM**

Present: Councillors A Wathan (Chair)

D Barrington
A Davies
A Hughes
C Jones
L Richards
C Walburn
M Williams
R Young (left the meeting at 7.58 pm)

Apologies: Councillors C Evans and B Tiltman

Also Present:

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

Minute 26 Apologies: As above

27 DECLARATIONS OF INTEREST

Councillor	Item	Minute	Interest	Speak/Vote
R Young	All items ref. BCBC	All relevant	Member BCBC	No/No

28 TO READ, CONSIDER AND APPROVE THE MINUTES OF THE JULY 2020 ORDINARY MEETING AND AUGUST 2020 EXTRAORDINARY MEETING

The Minutes of the July 2020 Ordinary Meeting and August 2020 Extraordinary Meeting were presented for approval. They were accepted and approved as a true record of the meetings and were signed by the Chair.

Resolved: This was noted.

29 TO CONSIDER MATTERS ARISING FROM THE JULY AND AUGUST 2020 MINUTES

July Ordinary Meeting

Minute 17 (8) Community Noticeboards

The two noticeboards purchased will be delivered shortly and planning permission for the one at Trem y Castell will hopefully be approved soon. The planning permission for Joslin Terrace has been prepared but not submitted as the council is waiting to receive confirmation from BCBC that an agreement by Llanmoor Homes to agree to the noticeboard will not affect the future adoption process between the two organisations. The Clerk had applied for community funding for a third noticeboard for Oakwood View.

Minute 17 (9) Play Areas

The refurbishment of Litchard Park play area (Tanyrallt Avenue) is underway and should be completed by the following week. The new beam for the basket swing has arrived and will be installed for by the refurbishment contractors, saving the council £145 in installation fees.

Minute 19 Replacement Trees

The allotment tenant who had broken their tenancy agreement by cutting down a tree without prior permission from the council has not responded to the council's latest letter. The Clerk asked the council if they wished to take any further action and this was discussed.

Minute 20 Christmas Tree/Lighting Provision 2020

All permissions had now been sought and granted. Permission had been received from Persimmon to construct another Christmas tree pit just inside the entrance to Parc Derwen on the Coity side and those arrangements have now been confirmed with the contractor. Persimmon had also agreed to contribute half of the cost, saving the council £1,350. The Clerk had also applied to a community fund for another £1,000 towards the Christmas provision at Parc Derwen.

Minute 21 Summer Newsletter

The Summer 2020 edition of CHCC's newsletter has now been hand delivered to all residents with the exception of about 9 properties where access to the letterbox was not possible due to dogs running free, no access due to renovations etc.

A lot of enquiries had been received from residents, as detailed on the correspondence list in the papers, some of the request had been discussed at the Finance & Resources meeting held the previous week and recommendations will be made in item 9 later in the meeting.

Many of the enquiries were applications for allotment garden plots, some regarding footpaths and walks, bin provision, floral provision etc.

Minute 22 Finance & Accounts

As instructed the Clerk had asked BCBC if any of the additional Active Travel money they'd received during lockdown was available for the Heol Hopcyn John footpath project. The Clerk was told it had already been allocated.

The planning application for the play area signage had been made and CHCC should be informed by 5th October 2020.

It was noted that two other community councils had agreed to share the cost of a waste paper collection.

August Extraordinary Meeting

Minute 29 Safer Routes

The Clerk had made a request for a meeting via Councillor Young, who would give feedback under item 6 on the agenda.

Resolved: The information was noted and the Clerk's application for £3,000 funding towards the purchases from community funding schemes and the saving of £145 and contribution of £1,350 was also noted. The Clerk was asked to write to the allotment tenant to inform him that his tenancy would not be renewed for 2020/21 and to re-let the plot.

30 CLERK'S REPORT

Daffodils: these will be delivered soon, the Clerk asked for instruction on where they should be planted.

Lighting Columns Litchard Fields/Bridge: The Clerk had reported that several lighting columns are not working and they need to be repaired asap as a matter of safety. They are Persimmon lights but the Estates Manager is on leave for a week and so another member of staff is trying to help.

Lighting Columns Pendre Fields Play Area: One column had been removed without CHCC's permission and the other two have not worked since Pendre Community Centre was demolished. The Clerk had chased this up with BCBC as a H&S matter as whilst the lighting is not needed for the play area, it does light up the path from Pendre to GW Avenue. No response has been received.

Tree Replacement Litchard Fields: The Clerk was still chasing a response from BCBC regarding the removed tree in order to construct the new footpath and the replacement beech trees.

Play Area Equipment/Works: The Clerk updated members on the basket swing BCBC had removed without CHCC's knowledge from Litchard Park. It had been removed during CHCC's tenure and the Clerk had asked BCBC when the risk assessment was carried out as the play areas have been closed from March to August, but the information had not been received. BCBC's CAT Officer was looking into the matter. The toddler swing at GW Avenue had been damaged and has now been repaired. The trees to the side at Litchard Park need to be cut back. The fencing at Heol y Groes and around the gate at Coity Field is damaged.

Complaint re Overgrown Foliage: Two complaints had been received and the Clerk had referred them to BCBC. On the hill at Heol y Groes and Heol Simonston.

Allotment Gardens: The Clerk had carried out another check on the allotment gardens prior to tenancy renewals. Several plots are overgrown with grass and weeds.

Coity Post Office: The Clerk had been asked to relocate CHCC's noticeboard to the front of the property and to relocate the defibrillator elsewhere due to work being carried out on the building.

Bench Litchard Common: The Clerk informed Members that the bench is rusty and the legs are slightly bent. Though it appears to be sturdy.

Resolved: The actions of the Clerk and the information was noted. The Clerk was asked to arrange for the 2 Coity sacks to be planted at the location of the high walls on the bypass near Trem y Castell and Gerddi'r Castell, the 2 Pendre sacks, 1 is to be planted on the grass verge down from Heol Gadlys and the other in The Dell, the 2 Litchard sacks to be planted on the patch of grass to the left of the entrance to

CHCCentre on Heol West Plas. 2 additional sacks would be planted at the POW hospital, 2 will be delivered to Pride in Coity for them to plant in Parc Derwen and another to Litchard Primary for the children to plant in Litchard. CHCC were disappointed with the lack of response from Persimmon regarding the lighting and asked the Clerk to pursue the repairs. The Clerk was asked to continue to chase BCBC for a response regarding tree replacement, to obtain a quote to cut back the trees at Litchard Park and the damaged fencing in both areas. The Clerk was asked to write to the allotment tenants with untidy plots to ask them to tidy them up. Where a plot is only partially cultivated, the Clerk was asked to renew those tenancies but only for half plots and re-let the other half. The Clerk was asked to make arrangement to relocate the noticeboard and to seek permission to relocate the defibrillator to the area around the Six Bells.

31 SAFER ROUTES UPDATE

Following a request to BCBC for a meeting regarding the Safer Routes phase 3 development funding, Councillor Young informed the meeting that it had not been possible to make the arrangements to hold a meeting prior to tonight's meeting. Councillor Young asked Councillors Davies and Williams to let him know via email their availability over the next few weeks.

Resolved: The information given by the Clerk was noted.

32 CAT/PROJECT UPDATE

Great Western Avenue Play Area: the title transfer has now been received from the Land Registry and a copy has been passed to BCBC for their records.

Litchard Park Play Area: as mentioned early the refurbishment is underway and should be finished within a week. The solicitor is now dealing with the register of the title transfer.

Next Play Areas CAT: The Clerk asked Members which play area transfer they wanted her to prioritise next.

It was noted that Councillor A Williams had copied in the Clerk to email correspondence with Persimmon regarding the transfer of play areas.

Lease Coity Castle Play Area: The Clerk is still chasing this up with Dunraven Estates.

Accessible Equipment Other Play Areas Not Transferred: The Clerk had sought permission from Llanmoor and BCBC to install additional accessible equipment at Joslin Terrace, Heol Mair and Litchard Fields. Llanmoor Homes have agreed in principle subject to confirmation from BCBC that agreement will not affect the future adoption process. The Clerk is chasing a response to this and permission for the other sites from BCBC, until then this project cannot be progressed.

Phase 2 Roadway Allotment Gardens: The section of roadway completed last year has started to break up. The Clerk had met the contractor on site, along with Councillor Williams, to discuss. The contractor is now making arrangements to meet with his groundwork contractor and the tarmac supplier on site.

Remembrance Benches: All 3 are now installed and CHCC has received many compliments. A mini digger had to be hired to remove the concrete plinth and bench from Litchard Fields.

Tree Work Allotment Gardens: Two quotes have been obtained for the work highlighted in the tree survey and the Clerk gave the details.

Other Projects: The Clerk is still trying to obtain funding for the other projects at Coity Playing Fields and Heol Hopcyn John.

Resolved: The information given by the Clerk was noted and authority was given to the Clerk to progress transferring whichever play area could be transferred next, to pursue BCBC for answers re. accessible equipment, to pursue project funding and to continue chasing up the lease for Coity Castle play area.

33 SPEEDING ON THE LINK ROAD

This continues to remain an issue in Coity and was discussed.

Resolved: The Clerk was asked to request that Go Safe places a camera unit there to monitor traffic.

34 FINANCE COMMITTEE FEEDBACK including RECOMMENDATIONS

The following information was given including recommendations following a meeting held on 3rd September 2020:

Matters Arising from the July 2020 Meeting - Staff Confidential

Information removed for publication.

To Review the Budget for 2020/21

There were no issues raised. A request to include a forecast figure on the budget monitoring sheet was made and agreed.

It was agreed to recommend to full council that a budget line for repairs and maintenance of the play areas is included in the next budget.

Requests following distribution of the newsletter

The following recommendations are made to full council:

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- That the request for a flower planter on a roundabout at Woodside Avenue is rejected as it is not on a spine road.
- That the Clerk requests that BCBC installs a bin at the top of the steps from Litchard Hill into Litchard Fields
- That the Clerk obtains quotations and advice from Rights of Way on how to produce some new walk booklets as a future project
- That the need for bus stops at the bottom of Parc Derwen is considered.

Projects 2020/21

It was agreed to recommend to Full Council:

- That if the contractor does not respond to the issues with the quality of the tarmac on phase 2 of the roadway in the allotment within 2 weeks, we obtain a quote for the work and present it to the contractor
- That the lower of the two tree quotes for work raised at the allotment gardens on the risk assessment is agreed and the work carried out asap.
- That where trees are removed from the gardens, new trees are planted in their place.
- That the Clerk requests that BCBC reimburses the council for the cost of replacing the beam to the swing in Litchard Park.

Project Funding

It was noted that the Clerk had obtained funding from Persimmon of £1,350 towards the construction of the new Christmas tree pit at Parc Derwen. The other funding applied for was noted too.

It was agreed to recommend to full council that any funding given by Wales & West towards an item in Coity would be put towards two picnic tables for Coity Playing Field.

Allotment Gardens Rent Review 2021/2022

It was recommended that full council approve an increase of £2 per full plot, taking the annual cost of a full plot to £40.

Clerk's Report

The national salary award to be implemented from 1st April 2020 was noted. The recommendation to full council is to pay the back pay and increase the employee's salaries in line with their salary scales as per their contracts of employment.

It was agreed to recommend the following to full council:

- That the Clerk investigates an alternative bin emptying contractor

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- That the Clerk refers the issues with lighting at Pendre Fields to the Cabinet Member.
- That the Clerk obtains quotes for quarterly operational risk assessments for the play areas.
- That the Clerk swaps the rusty, bent bench on Litchard Common for the one removed from Heol yr Ysgol and gets the legs extended as it had to be cut when removed. The cost of the leg extensions is £95.

Resolved: All recommendations were approved. The Clerk was asked to request that BCBC empties the bin at the Dell more often.

35 FINANCE & ACCOUNTS

1.Payment of Cheques

Authority was requested for the payments of all the cheques listed on the expenditure sheets for August and September 2020 and with the Chair's approval the two additional payments received since the papers were sent out.

2.Budget Monitoring, Accounts & Budgets

The budget monitoring report for July and August 2020 were included in the meeting papers.

3.Forecast

The Finance Committee had requested that the Forecast column be completed and the Asst. Clerk said it would be featured in the next budget monitoring sheet.

4.External Audit

All paperwork has been submitted to the External Auditor and appropriate notices displayed.

Resolved: All information was noted and authority was given to the Clerk to make the agreed payments.

36 MEMBER REPORTS

Councillor Williams in his role as outgoing Chair had taken place in a virtual Q&A session with Bridgend Youth Council.

37 **BOROUGH COUNCIL UPDATES**

Councillor Young gave an update including the news that the Elvis event in Porthcawl had been cancelled and raised concerns about social distancing.

Councillor Amanda Williams had sent a written update, which had been emailed to Members just prior to the meeting. As some councillors had not yet read the update it was agreed that councillors would read it and raise any matters at the October meeting.

38 **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 included. The Clerk drew councillors' attention to BCBC's budget consultation team's request for bullet points from T&CCs regarding the work they do, the 5 temporary road closures affecting the wards, the correspondence from residents following receipt of CHCC's newsletter and the financial request from Marie Curie.

Resolved: The information was noted. The Marie Curie request would be deferred to March 2021 for a decision. The Clerk was asked to respond to BCBC's request for information and to respond to the residents' queries which hadn't already been dealt with in minutes 30 and 34 above. The Clerk's action regarding a resident's concern re footpath signage, stiles and maintenance was noted.

Note: Councillor Richard Young left the meeting at 7.58 pm

39 **PLANNING**

An additional planning application had been received since the papers had been sent out and with the agreement of the Chair the details were discussed at the meeting. All planning information had been emailed to Members including correspondence from Planning Aid Wales.

Resolved: The planning applications and decisions were noted. No objections were made, although concerns regarding sufficient parking for the change of use from C3 to C4 on application number P/20/559/FUL were raised.

40 **ITEMS FOR THE OCTOBER 2020 ORDINARY MEETING**

- Boundary Review

Resolved: It was agreed to keep the agenda open to include items that may arise during the month. The next meeting will be on 8th October 2020 at 7.00 pm

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The meeting closed at 8.11 pm