



COITY HIGHER COMMUNITY COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD VIRTUALLY VIA ZOOM ON
THURSDAY 9TH JULY 2020 AT 7.00 PM**

Present: Councillors M Williams (Chair)

D Barrington
A Davies
C Evans
A Hughes
C Jones
L Richards
B Tiltman
C Walburn
A Wathan

Apologies: Councillor R Young

Also Present:

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

Minute 14 Apologies: As above

15 DECLARATIONS OF INTEREST

Councillor	Item	Minute	Interest	Speak/Vote
B Tiltman	Allotment Gardens	18 & 19	Tenant	No/No
M Williams	School Community Award	17	Parent Coety Primary School Pupil/Spouse of Governor	No/No

16 TO READ, CONSIDER AND APPROVE THE MINUTES OF THE JUNE 2020 ORDINARY MEETING

The Minutes of the June 2020 ordinary meeting were presented for approval. They were accepted and approved as a true record of the meeting and were signed by the Chair.

Resolved: This was noted.

17 TO CONSIDER MATTERS ARISING FROM THE JUNE 2020 MINUTES

Minute 5 Clerk's Report: The tactile paving at the top of the steps from Litchard Hill into Litchard Fields has been inspected by BCBC and the Clerk informed the members of the response.

Minute 6 School's Community Awards: Litchard Primary School are not holding a ceremony before the end of the term. Coety Primary are deciding on the winner of the award which they hope will be presented in the autumn term. As regards the criteria for the award in Coety, the Admin. Manager informed the Clerk that this will be discussed in the autumn and the CC will be given a response.

Minute 7 Christmas Lighting: this will be discussed as agenda item 7.

Minute 8 Community Noticeboards: The two noticeboards for Gerddi'r Castell/Trem y Castell and Joslin Terrace have been ordered. The planning applications have been completed and the one will be submitted in the week and the one for Joslin Terrace will be submitted as soon as the Clerk is given permission to use the land by Llanmoor.

Minute 9 Play Areas: The Clerk confirmed that the lease for Litchard Park play area at Tanyrallt Avenue had been signed and the paperwork would be finalised by BCBC by 10th July. The refurbishment will take place from the week beginning 7th September 2020. As the lease has been signed the CC now need to take over the maintenance of the play area including grass cutting, bin emptying and risk assessing.

Resolved: The information was noted.

18 CLERK'S REPORT

Allotment Gardens: The skip provided for the tenants had been successful and was quite full by mid-morning. An email had been received from a tenant thanking the council.

Notice had been received from two tenants handing back their plots, 1 full and 1 half plot. The half plot had been re-let and the Clerk was in the process of re-letting the full plot.

Diversion Footpath 17: The latest update is that the Planning Inspectorate has confirmed that the matter will be determined by the Written Representations procedure and BCBC are currently unable to provide us with a timescale as to when the matter will be resolved due to the current pandemic.

On a different part of the footpath, the Rights of Way department have agreed to inspect the changes to the path and hedgerow following the compound move on Parc Derwen.

Dog Waste Bag Dispenser: One of the Tik Tak dispensers has been installed along the play area in Joslin Terrace. BCBC has requested that the council hold a supply of the bags and refill the dispenser as required. The Clerk had approached a local resident who was happy to take on this role and a supply of bags has been delivered to her.

The Clerk was awaiting confirmation on when the dog waste bin will be installed near it and when the other Tik Tak dispenser will be installed near the bin on Heol y Groes roundabout.

Grass Cutting: Now that Coity playing field is in use again the Clerk had requested that the grass is cut every two weeks again.

The Clerk had asked BCBC when the grass in the area surrounding the Heol Mair play area would be cut and they had confirmed that it would take place in the coming weeks.

Councillor Attendance 2019/20: The Clerk had collated the information and distributed it to councillors and published it on the website.

Councillor Amanda Williams: Had provided an email report to update members on the Coity ward.

Resolved: The actions of the Clerk and the information was noted. The Clerk was asked to write to the resident who had agreed to be responsible for the dog waste bag dispenser in Joslin Terrace to thank her on the council's behalf.

19 UPDATE ON REPLACEMENT TREES

Allotment Gardens: The Clerk had written a second letter to the tenant who had cut down the tree in the allotment garden without requesting permission, which was in breach of their tenancy agreement, requesting a reply to the question posed in a

previous letter on what their plan was in regard to replacing the tree. No response had been received to date.

Litchard Fields: Confirmation had been received from BCBC that a replacement tree will be planted in Litchard Fields in place of the mature one that was cut down to enable the footpath work to take place.

A request had been made on further information on what will be planted and where and the Clerk had chased up a response to the replacement of the missing birch trees in the fields and if the 3 wards of Coity Higher would be included in BCBC's tree planting scheme. No response had been received to date.

Resolved: The information given by the Clerk was noted. The Clerk was asked to chase up the response from BCBC. It was agreed that as a breach of tenancy had occurred with the cutting down of the tree without permission, that if a response were not received by the end of July 2020, consideration would be given to not renewing the tenancy agreement for 2020/21.

20 CHRISTMAS TREE/LIGHTING PROVISION 2020

The Clerk had obtained quotes for the following, which amounted to £8,713:

- Install and remove lighting column motifs in Coity, Litchard and Pendre as in the previous year.
- Constructing another Christmas tree pit to the side of the entrance to Parc Derwen on the Coity side and installing and removing a 20 foot tree with lights.
- Installing and removing a 20 foot tree with lights to the existing pit at the Litchard side of the entrance to Parc Derwen.
- Installing and removing solar lit trees to the entrance to Gerddi'r Castell and Trem y Castell and the lighting column along the by-pass between both entrances, installing 3 to the entrance to the Oakwood development in Pendre and installing 10 along the bottom spine road at Parch Derwen between the two Christmas Trees.

All of the above were subject to the necessary permissions. The Clerk had also contacted Persimmon to ask if they could contribute to the new pit, but no response had been received to date.

Resolved: The information given by the Clerk was noted and authority was given to the Clerk to organise the Christmas Provision for 2020 in line with the quotes given and obtain the necessary permissions.

21 DRAFT SUMMER NEWSLETTER 2020

The Clerk had provided members with a template and headings for the next issue and these were discussed.

Resolved: The suggested headings were agreed and the Clerk was asked to draft the newsletter and send to Councillors Jones and Williams for their comments and any amendments. A draft would then be sent to the designers and the final draft sent out to members for their approval before printing. It was agreed to add in a request for comments on what facilities are needed in the 3 wards and to gauge if there is a need for a Community Centre in Pendre and to include something on Coity burial chamber. It was agreed to engage the services of United Graphic Design to produce the newsletter and I Skinner to deliver it to every household in the 3 wards and their quotes for the work were accepted. It was hoped that delivery would take place by mid to late August.

22 FINANCE & ACCOUNTS

1.Payment of Cheques

Authority was requested for the payments of all the cheques listed on the expenditure sheet and with the Chair's approval the additional payments received since the papers were sent out. It was noted that income of £128.93 had been received in the form of a refund from BCBC.

2.Budget Monitoring, Accounts & Budgets

The budget monitoring report for June 2020 was included in the meeting papers.

3.Risk Management Schedule 2020/21

This had been drafted for approval and had been included in the meeting papers.

4.Councillor Allowances 2019/20

These had been sent to the IRPW and had been published the on the Community Council's website on the Finance page.

5.Banking

A new cheque book sent to the council had been returned by the Royal Mail to the bank in error and had been destroyed, therefore the current cheques were not numbered in succession from the previously used cheque book.

6. Internal Audit Update

A notice had been published on the council's website, as required by the Wales Audit office, informing the public why the internal audit has not yet been completed. This could be seen on the Finance page.

7. Finance & Resources Committee Recommendations to Full Council

- Further to a previous resolution that VAT claims to be made on a six monthly basis, unless an exceptionally large invoice had been paid and then an interim claim would be made.
- The 2020/21 budget should be revised in line with the savings made and any expenditure recommended, following the Finance Committee meeting.
- To include a COVID-19 savings budget line in the budget monitoring sheet
- Subject to the necessary permissions it was recommended that council install additional accessible equipment in all play areas at a cost of £13,303 and the Clerk would look for funding to see if an external contribution could be made towards this project with a view to saving the council's expenditure.
- That the budget line for Communications is increased by £700 to enable the production of two newsletters per year
- To ask BCBC whether the recent additional funding for Active Travel could be made available for the Heol Hopcyn John footpath project.
- The Clerk to look into external funding to install some additional facilities at Coity playing field and report back to the September meeting. These would total £15,888.
- To accept the Risk Management Schedule for 2020/21
- To change the agreed new banking suggestions to Unity Bank for every day banking and the Principality for surplus/reserve funds.
- That the Clerk obtains the necessary permission for the installation of signage at each of the council's 4 managed play areas. That Welsh and English signage is installed and that the draft design be accepted That the quote from UGD for design and supply and the quote for installation from Maison et Jardin be accepted. These would be in the region of £657 for 8.
- That Taclus Confidential is engaged to remove any waste paper from the council's office on a regular basis in addition to the accumulated waste through lockdown. The Clerk would ask two other community councils if they would share the cost.

Resolved: All information was noted and authority was given to the Clerk to make the agreed payments. The Risk Management Schedule was approved and adopted. All Finance & Resources Committee recommendations were approved and the Clerk was given authority to progress the items discussed. The FO was asked to find out Unity Bank's default rating. The Clerk was asked to include signs for Coity playing area, therefore increasing the cost.

23 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 item numbers 5 Rights of Way email regarding

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maintenance to footpath 22, item 8 Councillor A Williams email regarding Coity burial chamber plus item 5. Temporary emergency closure of Hendre Road, Coity.

Resolved: The information was accepted.

24 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.

Resolved: The planning applications and decisions were noted. No observations or objections were made. Ongoing concerns re the shops in Parc Derwen were noted.

25 ITEMS FOR THE SEPTEMBER 2020 ORDINARY MEETING

No items were noted.

Councillor C Evans gave her apologies in advance for the September meeting.

Resolved: It was agreed to keep the agenda open to include items that may arise during the month. The next meeting will be on 10th September 2020 at 7.00 pm

The meeting closed at 7.52 pm