



## COITY HIGHER COMMUNITY COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD ON THURSDAY 10<sup>TH</sup> MARCH 2022  
AT 7.00 PM AT LITCHARD PRIMARY SCHOOL AND VIA ZOOM

Present: Councillors A Wathan (Chair)  
C Jones (via zoom)  
L Richards (via zoom)  
B Tiltman  
C Walburn (via zoom)  
M Williams  
R Young (via zoom - left at 7.25 pm)

Also Present: Mrs A C Harris, Clerk  
Mr P Ley, Asst. Clerk & FO (via zoom)

Minute 140 Apologies: Councillors A Davies & A Hughes  
No Apologies: Councillors D Barrington & C Evans

141 DECLARATIONS OF INTEREST

Councillor	Item	Minute	Interest	Speak/Vote
B Tiltman	Finance & Accounts Member Reports	150 & 151	Allotment Garden Tenant	Yes/No
R Young	All BBC Matters	All Relevant	Member BCBC	No/No

142 TO RATIFY THE MINUTES OF THE FEBRUARY 2022 ORDINARY MEETING

The Minutes of the February 2022 Ordinary Meeting were presented for approval.

**Resolved:** The Minutes were accepted and approved as a true record of the meeting and were signed by the Chair.

143 TO CONSIDER MATTERS ARISING FROM THE FEBRUARY 2022 ORDINARY MEETING

Minute 126 Matters Arising from the January 2022 Ordinary Meeting

**Footpath 35:** The edgings knocked out by the roller have now been re-installed. The Clerk will be attending a site meeting with the contractor and the Rights of Way Officer at BCBC to look at other minor issues and the roadway into Pantypwllau, in the coming week. The reimbursement cheque from BCBC for the work has been received into the council's bank account.

**Coity Wallia Conservators:** The Clerk had spoken to the Clerk to the Conservators regarding the proportionality of the council's assigned ahead of common land and updated Members on the feedback.

**Parc Derwen Bins:** Following reports of overflowing bins the Clerk had asked Persimmon to pay for them to be emptied twice a week and they'd agreed. The council's contractor has been instructed.

**Work to the Play Areas Following Inspections:** The Clerk is continuing to obtain quotes but to date none have been received. The baby swing has been replaced in Coity Castle play area.

**PCSOs:** Councillor Young gave an update.

**Minute 128 Asset Transfers**

**Joslin Play Area:**

The Clerk informed Members that the power washing and repair to the gate at Joslin play area are due to be carried out in the week. Llanmoor Homes are keen to publicise the asset transfer and their PR representatives are going to work with the council to write and publish an article which will not refer to specific councillors or political parties as pre election rules. The play area is now included in the schedule of play area risk assessments carried out fortnightly and a quote of £75 per month has been obtained to cut the grass to the land transferred to the council next to the play area. The Clerk has asked a contractor to install the council's play area management signs at the site and a dog waste bin which the council's contractor will empty.

**Parc Derwen:**

The Clerk has continued to chase up Persimmon regarding the transfer of the play areas at Parc Derwen, but to date there has been no response.

**Pendre Fields:**

The land transfer at Pendre Fields has not yet been completed into BCBC's ownership.

**Litchard Fields/Coity Higher Community Centre:**

The CAT Officer has confirmed that the NHS have requested the use of Coity Higher Community Centre up to the end of March as a Covid testing centre and that he's chased up the Corporate Landlord regarding the condition survey.

No further information has been received from the local Clerk regarding asset transfers.

The Clerk had asked the CAT Officer for clarification on what was meant by 'a commitment from the council' and read out the response to Members.

**Minute 132 Bin Provision**

The Clerk informed Members that Ramblers Cymru cannot install a bin near the black path as part of the grant funding.

**Minute 135 Borough Council Updates**

The Clerk has requested an updated from the Rights of Way Officer at BCBC on the top of footpath 17 at Parc Derwen but none has been received.

**Minute 136 Clerk's Report**

**Dog Waste Bag Dispensers Parc Derwen:**

3 have now been received along with a supply of bags and the Clerk has arranged for Bill

Daniel of Pride in Coity to meet with the contractor to show him the best place for the Installations.

**Resolved:** The information and action of the Clerk were noted and accepted. It was unanimously agreed to accept the grass cutting quote of £75 per cut for Joslin sitting out area. The Clerk was asked to let the CAT Officer know that they can't give the commitment he's requested as that will be up to the council that's elected in May. The Clerk was asked to purchase and arrange the installation of a bin near the black path and its emptying. It was agreed to ask Councillor A Williams to make a referral regarding the completion of works to the top of footpath 17.

144 **SAFER ROUTES UPDATE**

BCBC had offered some dates for a meeting but none were suitable for all attendees. It was agreed to accept the offer of a meeting on 16<sup>th</sup> March.

The Clerk had chased up the outcome of the internal funding bit, but the information is not yet available and BCBC hope to be able to update the council at the March meeting.

The Community Access Plan update is taking longer than expected and will be circulated in time for the April Ordinary Meeting.

**Resolved:** The information was accepted.

145 **COMMUNITY AWARD 2020/2021**

A draft notice had been included with the meeting papers and this was discussed.

**Resolved:** It was agreed to publish the notice for 2021/2022 Awards, choose the winners at the April 2022 meeting for the next council to present in May 2022.

146 **QUEEN'S PLATINUM JUBILEE 2022**

The Clerk had included ideas for the jubilee with the meeting papers and these were discussed.

**Resolved:** It was unanimously agreed to purchase 3 bespoke jubilee benches - 1 for each ward. Locations the entrance to Parc Derwen, Tanyrallt Avenue and Litchard Fields.

## **147 PROJECT UPDATES**

### **Coity Playing Field:**

The Clerk had walked some of the routes with the Ramblers representative. The tools for the community to work in partnership with the council to carry out regular low level maintenance on the footpath system had now arrived and the Clerk will meet with the Ramblers and Pride in Coity to hand over the tools asap.

The bird boxes and the bug hotel are now nearing installation. The bug hotel and some of the boxes will be at Coity playing field using the church trees which the Vicar has given permission for. It was suggested the rest of the boxes could be installed in the woods at the top of footpath 17.

In addition the wild flower seed is due to arrive soon and the Ramblers suggest planting them along the side of the church wall and involving local school children in this work. The Ramblers have also offered me tree packs to choose the trees for the fence line, which will be planted in the autumn and again it is hoped to involve the community and the schoolchildren.

10 kissing gates are ready for installation and the Ramblers have identified sites for the gates and they will check that the Rights of Way department and landowners are happy for their installation. They've also identified some areas for additional signposts to be agreed.

The recently planned radio interview was cancelled and is now rescheduled for 6<sup>th</sup> April, however this is in the pre-election run up so the council can't take part.

### **Fitness Trail/Assault Course:**

An updated quote has been obtained which has risen 11% to £18.854 excl. vat.

### **Speed Warning Sign Heol Spencer:**

Several quotes had been received and BCBC were initially reluctant to install it as the speed limits are likely to change in April 2023. I've now obtained another quote which will allow the speed on the sign face to be changed at a total cost of £4,233 + vat. There may also be an additional cost for a cherry picker. The installation site has been identified by BCBC as just below the bus stop at the top of Heol Spencer, opposite Autofix.

### **Benches:**

3 benches were previously planned for Heol Spencer, Gerddi/Trem y Castell and Heol West Plas. The Clerk is waiting for the go ahead for the one at Gerddi'r Castell from Taylor Wimpey, the one at Heol West Plas has been referred to Planning as it is within a conservation area and the one for the top of Heol Spencer has not been granted a licence due to the fact that there are no footways on Heol Spencer therefore the grass verges act as refuges for pedestrians using the highway.

**Resolved:** The information and action of the Clerk was accepted. It was unanimously agreed to accept the quote for the fitness/assault course for Coity field and the Clerk was asked to make all the necessary arrangements for the purchase and installation. The Clerk was also asked to arrange the purchase and installation of the speed warning sign at Heol Spencer. The Clerk was asked to persevere in obtaining permissions for the 3 benches and to reply to BCBC saying that the area identified on Heol Spencer is 5 metres in width so will not cause an obstruction for pedestrians seeking refuge.

#### **148 FINANCIAL REGULATIONS UPDATE**

It is good practice to review regulations regularly and these were discussed.

**Resolved:** The regulations were accepted and approved.

#### **149 DEFERRED FINANCIAL REQUESTS 2021/2022**

The Clerk had sent out a summary and copies of the deferred financial requests received since March 2021. There were 11 for consideration and all were discussed.

**Resolved:** It was agreed to donate £100 to the RAF Air Cadets Bridgend Squadron, £100 to Marie Curie Cancer Care, £200 to Ty Hafan, £200 to Children's Wales Air Ambulance, £100 to Bridgend Carers Centre, to not donate to Bridgend Country Show in this instance, but to find out where it is being held and consider inviting them to a future meeting.

#### **150 FINANCE & ACCOUNTS**

##### **1.Payment of Cheques**

Authority was requested for the payments of all the cheques listed on the expenditure sheet and the additional expenditure sheet which was included with the consent of the Chair.

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

The Assistant Clerk ran through the budget monitoring sheet and answered any questions raised. The budget monitoring report for February 2022 was included in the meeting papers.

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

**151 MEMBER REPORTS**

Councillor M Williams had attended the One Voice Wales Larger Councils' meeting and amongst other things, gave an update on the asset transfer information.

Prior to the Ordinary Council Meeting Members had met with representatives from the Education Directorate to discuss the consultation on the site of the new Welsh primary school; the site being in the Coity Ward between Oakwood View and the industrial estate. Councillor Tiltman pointed out that there was a mention of spare land at the site and he suggested it might be suitable for an allotment.

**Resolved: The Clerk was asked to write to One Voice Wales to ask for further information or a copy of the presentation on asset transfers. The Clerk was asked to make enquiries about obtaining the spare land for an allotment.**

**152 BOROUGH COUNCIL UPDATES**

Councillor R Young gave an update on the Pendre Ward before he left the meeting at 7.25 pm.

He updated Members on the PCSO presence outside Litchard Primary School, that BCBC said they'd look at the installation of bollards at Litchard Cross when resources become available as it needs to be designed, go for approval etc.

Councillor A Williams gave an update on the Coity Ward. Amongst the updates were Coety Primary being used as a polling station and that the school's car park will remain closed. That BCBC has agreed the school is too small. Trem y Castell play area; there could be a possibility of the Community Council taking over the play area and green space and legal advice is being taken on it. The landscaping will start in March. Councillor Williams informed Members that she is now a member of the Community Health Council. Friends of Coety Primary School have asked if the litter collected following a dog show being held in the school fields on 7<sup>th</sup> May can be put next to the Parc Derwen bins for collection by the council's contractor. A resident of Pantypwllau had requested that shrubbery is planted at the bottom of the new path to make it more aesthetically pleasing. Gillead Chapel will remain a polling station. The pre-planning application from GJ Planning has no play area provision for the area known as Brackla Ridgeway.

**Resolved: All information was noted. It was unanimously agreed that the Clerk would write to BCBC and offer to pay for the bollard installation as previously resolved. The idea of taking over the play area at Trem y Castell was welcomed, it was agreed that the litter from the dog show could be collected by the council's contractor, that the shrubbery request regarding Pantypwllau is referred to the**

Rights of Way department at BCBC and that the lack of provision for a play area be noted.

### 153 CLERK'S REPORT

#### **Two New Requirements for Councils in 2022/23:**

It is now a requirement to publish an Annual Report as near to 1<sup>st</sup> April as possible and to write a Training Plan which must be published by 5<sup>th</sup> November 2022.

#### **Dog Bag Dispenser Litchard Fields:**

As Councillor Jones will not be in a position to continue with the responsibility of the dog bag dispenser in Litchard Fields from April, the Clerk had approached the Litchard gentleman who helps Pride in Coity and he has agreed to step in and be responsible for keeping stock and refilling the dispenser. Councillor Jones suggested that another dispenser be installed the other side of the field which would mean all the field is covered and it should cut down refilling visits if there are 2 present.

#### **Uprooted Trees Litchard:**

Two trees had been uprooted during recent storms and fallen on small islands on Heol y Groes Litchard. BCBC had informed residents that they were not in the borough's ownership for removal. The Clerk visited the site with a contractor and they'd both been cleared.

#### **Coity Field:**

The bin at the field is looking very shabby and needs a power wash and paint. In addition the bluebells planted in the bottom right hand corner of the field are struggling to get through the huge pile of leaves sitting on top of them following recent storms.

#### **Annual Leave:**

The Clerk reminded Members of her annual leave dates.

**Resolved:** All information and action of Clerk was accepted. It was unanimously agreed to use the update the financial page of the latest newsletter and use this as a basis for the report and that the Clerk would work with the Vice-Chair, Councillor M Williams on the project. A draft would be included as an April agenda item. It was unanimously agreed to add another dispenser at Litchard Fields subject to permission from BCBC. The Clerk was asked to remove the leaves at the field and get the bin cleaned and spruced up. It was agreed to include the Training Plan on the June 2022 agenda.



**154 CORRESPONDENCE**

All correspondence was noted. With the consent of the Chair some additional correspondence received after the meeting papers were distributed, was included.

The Clerk drew Members' attention to the following:

- Llanmoor Homes - PR story ref. Joslin play area asset transfer
- E-bulletin March 2022 from One Voice Wales
- IRPW Report February 2022
- CHCC Electoral Arrangements Update - no responses had been received to the final consultation so the order is being prepared for sign off to come into force in May 2022.
- Update on Coity Higher Community Centre as a covid testing centre
- Local Election nomination packs
- Remittance advice receive in payment for the proportion of footpath 35 invoice
- Complaints from residents ref. overflowing bins in Parc Derwen
- SLCC - national salary award from April 2021 to be backdated
- GJ Planning - pre-application consultation ref. Brackla Ridgeway (respond by 11<sup>th</sup> March)
- Llais y Goedwig - community tree planning with BCBC off St Christopher's Road, Litchard
- Request for volunteers Wildmill Youth Club

**Resolved:** The information was noted. The Clerk was asked to liaise with Llanmoor Homes regarding the publishing of the story, the IRPW Report would be included on the May 2022 agenda as there are changes which need discussion and adoption, the issue with overflowing bins at Parc Derwen has been addressed with an increase to a twice weekly collection, the national salary award which forms part of the two members of staff's contract of employment was accepted and approved and the Clerk was asked to respond to GJ Planning to give the council's concerns that there is no play area provision in their plans.

**155 PLANNING**

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.

**156 ITEMS FOR THE APRIL 2022 MEETING**

- Community Award 2021/22
- Annual Report 2021/22

MEETING OF THE COUNCIL - 10<sup>TH</sup> MARCH 2022

**Resolved:** It was agreed to keep the agenda open to include items that may arise during the month. The next meeting will be held on Thursday 14<sup>th</sup> April 2022 at the earlier time of 6.30 pm via Zoom as Litchard Primary School is not available for use due to the school Easter holidays.

The meeting closed at 8.43 pm