



## COITY HIGHER COMMUNITY COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE COMMUNITY CENTRE, HEOL WEST PLAS, LITCHARD CROSS, BRIDGEND ON THURSDAY 12<sup>TH</sup> OCTOBER 2017 AT 7.00 PM

Present: Councillors A Wathan (Chair)

A Davies  
C Evans  
C Jones  
A Hughes  
L Richards  
C Walburn  
M J William

Apologies: D Barrington  
A Dodd  
R Young

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

66 **DECLARATIONS OF INTEREST**

The following interests were declared:

Councillor	Item	Minute	Interest	Speak/Vote
Ms C Evans	Defibrillator	68	Personal	No/No

67 **MINUTES OF THE SEPTEMBER ORDINARY 2017 MEETING**

The Minutes of the Ordinary Council Meeting held on 14<sup>th</sup> September 2017 were accepted and approved as a true record of the meeting and the minutes were signed.

**Resolved:** This was noted.

68 **TO CONSIDER MATTERS ARISING FROM THE SEPTEMBER 2017 MINUTES**

**RESOLVED:**

All actions carried out.

**Defibrillators**

An invoice had been received from MediTec requesting full payment before installation of the 2 additional defibrillators at Pendre and Litchard. In addition the cost had increased since the last 4 were purchased. Following a discussion it was agreed that the items could not be paid in full in advance and the Clerk was asked to source another supplier.

**Community Access Plan**

A meeting had been held between Councillors Davies and Williams and two representatives of BCBC. Matthew Gilbert of BCBC had provided a list of the proposals from the CAP that have been identified for delivery as part of current or future developments and a copy was tabled at the meeting. Councillor Davies explained the next steps and the timescales involved and Members were asked to read through the list of the CAP action table and choose 5 actions that they would prioritise and bring the list of those 5 to the November meeting for further discussion. The 5 were not to include those identified on Matthew's tabled list. In addition, Councillors were asked to share information with the full council if they are dealing separately with anything on either list.

**Daffodil Planting**

The purchased bulbs had now been collected/delivered to Councillors and volunteers and the Clerk now had a plan of where planting had taken place over previous years.

## MEETING OF THE COUNCIL -12<sup>TH</sup> OCTOBER 2017

Enquiries had been made by the Clerk regarding planting on roundabouts, she was advised that a licence would be needed and details would need to be provided to the Highways department regarding planting in a safe manner, who'd be carrying out the planting and risk assessments would need to be undertaken. This was discussed and it was decided not to plant on roundabouts.

The Pendre bulbs were being planted on Friday 13<sup>th</sup> October from 1.00 pm to 3.00 pm if any volunteers wanted to assist.

### Christmas Lights

All arrangements are now in place. The Clerk informed Members regarding the proposed location of solar lit trees at Trem y Castell and a change to the purchase of lights for Heol West Plas.

### Finance Committee Report and Recommendations

The Clerk gave an update on the Allotment Garden increase and it was agreed to have a phased increase of £2 in 2017/18 and give notice of a £6 increase in 2018/19. The Clerk requested authority to purchase the SLCC guide on Allotment Law at a cost of £28.

A request was made to make an addition to the Finance Committee Terms of Reference that the Chair would attend the meeting as an ex-officio member of the Committee and this was agreed.

### Weeds and hedge around the castle wall

All work has now been completed, the hedge by CADW, the weeds by a Community Councillor.

### Dog waste bag dispenser for Litchard

Borough Councillor Vidal has made a referral to BCBC on behalf of the Clerk.

### Tree Planting

Progress is slow but the Clerk hoped to meet with the relevant person at BCBC in the next few days.

### Land Litchard Hill

The land in front of the substation has been cleared and is now much tidier.

### Remembrance Wreaths

Have been received.

## MEETING OF THE COUNCIL -12<sup>TH</sup> OCTOBER 2017

### Deafblind Cymru

Councillor Davies had spoken to the organiser who said the talk is usually an hour long but could be shortened. The Clerk was asked to invite the representative to the February 2018 meeting.

### Reform of Data Legislation and how it will affect the Community Council

BCBC had informed the Clerks that they would seek further clarification on this.

### Crime Statistics

The crime figures for July 2017 were tabled for information.

**Resolved:** The information and action of the Clerk was noted. The Clerk was asked to source a new defibrillator supplier and inform MediTec that the full invoice could not be paid in advance. Members were asked to choose their 5 priorities from the CAP action plan table and bring to the November meeting for further discussion. The Clerk was given authority to purchase the Allotment Law book and asked to invite a representative of Deafblind Cymru to the February 2018 meeting. The Terms of Reference of the Finance Committee would be amended.

## 69 TO CONSIDER NOTICE BOARD PROVISION FOR COITY VILLAGE

### RESOLVED:

The current noticeboard is on the wall of the Six Bells pub fits two A4 sheets and at certain times of the year i.e. audit, May meetings, elections, room for at least 4 A4 sheets is needed.

The Clerk suggest purchasing a new board and placing it on the Post Office wall located near the defibrillator and install the board currently used at the Six Bells at the Allotment Gardens to communicate with the allotment tenants.

The Clerk had spoken to the proprietor of the Post Office who was happy for the board to be installed on the side wall and the Clerk had obtained a quotation for a board of £683.33 plus planning and installation costs.

**Resolved:** The Clerk was given authority to purchase a new board, seek planning permission and install as suggested.

## 70 TO CONSIDER PLAY AREAS AND A SKATE PARK

### RESOLVED:

The height of the equipment in the two examples shown at last month's meeting is Design 2 1.35/1.66m high and Design 3 0.60/1.35m high.

The Clerk of Porthcawl Town Council has been through the process from start to finish and is happy to guide the Clerk through the process should the CC decide to go ahead. A discussion followed on where it could be located, what responsibilities were involved, how much interest is there in having a park and it was agreed in the first instance that the Clerk would contact BCBC to enquire whether they would consider the idea.

The possible inclusion of a swing at Litchard Play Area could not go ahead as there is insufficient flat land at the site. To include a swing a space measuring 8m x 4m would be needed.

It was noted that there is Section 106 money included in the Parc Farm plan to potentially upgrade facilities. The Clerk was asked to make enquiries as to the availability of the money.

**Resolved:** The Clerk would contact BCBC regarding the possibility of land for a skate park and the Section 106 money and find out more about Coity Play Area.

71 **TO DISCUSS PROPOSALS FOR THE TOWN AND COMMUNITY COUNCIL FUND 2017/18 APPLICATION**

**RESOLVED:**

Members had been asked to bring ideas for this fund to the meeting for the consideration of applications for the February application date. After some discussion it was agreed to make 3 separate bids for a 30mph traffic speed signal, the same as the ones seen in Brackla, for coming down Litchard Hill, Coity By-pass and Litchard Terrace.

**Resolved:** The progress of the application would be discussed further at the November meeting.

72 **TO DISCUSS COMMUNITY ASSET TRANSFER**

**RESOLVED:**

The Clerk had contacted BCBC regarding an expression of interest re a CAT for Pendre Fields and the 4G pitch at Parc Derwen. Two replies had been received. Guy Smith had suggested meeting to discuss a CAT for Pendre Fields and Andrew Thomas had replied saying the 4G pitch is not available for CAT. The responses were discussed and it was agreed to invite Guy Smith to the November meeting to further discuss Pendre Fields. It was also agreed to hold a site meeting at Pendre Fields to look at the facilities, particularly the play area.

**Resolved:** The Clerk would invite Guy Smith to the November meeting and arrange a site meeting at Pendre Fields for all Members.

**73 TO DISCUSS COITY WALLIA FUNDING**

**RESOLVED:**

Councillor Richards informed the meeting about BCBC's removal of funding to the Coity Wallia Conservators. Up to April 2017 the Conservators had received a precept of £21,000 and they have spent over £7,000 so far this year removing fly tipping. They need £10,000 to continue functioning until the end of the financial year. Councillor Richards tabled a document giving further details and this was discussed.

**Resolved:** The Clerk was asked to write to the Monitoring Officer at BCBC to urge them to reconsider funding the Conservators.

**74 FINANCE AND ACCOUNTS INCLUDING CONCLUSION OF EXTERNAL AUDIT**

**RESOLVED:**

**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**

That the budget monitoring reports for September including the balances and budget for 2017/2018 be accepted. The bank account balances as at 1<sup>st</sup> August was £79,23538

**3. Conclusion of External Audit**

The Conclusion of External Audit had now been received and had raised 3 points relating to the Code of Conduct, the Fixed Asset Register and the Internal Auditor's report. All documents including the Issues Raised report were tabled for Members, and the Clerk explained the issues. The Council agreed to accept and approve the Conclusion of Audit.

**Resolved:** All information was noted and authority was given to make the payments listed on the report. The Conclusion of Audit was accepted and approved.

**75 MEMBERS' REPORTS**

**RESOLVED:**

Councillor Williams had attended the One Voice Wales Conference and AGM in Builth Wells and the Mayor's Civic Blessing in Bridgend. He fed back some information on the Conference and AGM to Members.

**Resolved: The information was noted.**

76 **BOROUGH COUNCIL UPDATE**

RESOLVED:

There were no Borough Councillors present but Councillor Amanda Williams had sent in an update which the Clerk would circulate to Members electronically.

**Resolved: The information and action was noted.**

77 **CLERK'S REPORT**

RESOLVED:

Independent Remuneration Panel for Wales

The Clerk had completed the Annual Statement of Payments to the Panel and had published the information on the Community Council's website.

Basket and Planters

These are now looking tired and are drying out ready to be taken down shortly. The planters are due to be emptied and the winter display plants will be inserted.

Litchard Playing Fields Hedgerow

The hedgerow has been cut on the top and sides but not the bottom, the Clerk had reported it and had been assured that it will be cut.

Overgrowth Restricting Footpath at Heol Hopcyn John

The Clerk had reported the restriction, RoW had inspected the area and agreed there was overgrowth emanating from land held by the Highways Department. There was also vegetation narrowing the maintained footway just north of the bust stop layby. RoW had reported both to Highways who have issued an order for the work to be undertaken as soon as resources are available.

Heol Spencer

The Clerk had arranged for the bush that overgrows between the Park Farm entrance and the cattle grid every year to be cut back as it restricts pedestrians walking on the grass verge and forces them into the road.

Clerk's Meeting at BCBC last week some information for you

The Clerk had attended a meeting of Town and Community Clerks at BCBC. Interesting items to note:

## MEETING OF THE COUNCIL -12<sup>TH</sup> OCTOBER 2017

- The Scrutiny Committee meeting which will discuss the refuse and recycling contract with Kier will be webcast on 20<sup>th</sup> November 2017.
- A Patrol Along scheme is on offer from South Wales Police. Participants can go out with officers on stop search patrol and SWP is encouraging councillors to do this to understand how the system works and what issues the police face. Further details are on the SWP website.
- ACES Training is also available to T&CCs and a representative of SWPolice are happy to come to a meeting and show a short film and give further information.
- Scrutiny request forms are available to complete and you can ask the scrutiny committee to look into issues of concern.
- Community Action Fund given to Borough Councillors was explained further. Training is being carried out on 9<sup>th</sup> and 12<sup>th</sup> October. £5k to spend, lowest bid can be is £500, can't buy BCBC services with it i.e. extra grass cutting, can't have a prejudicial or personal interest in what they're funding, Councillors can pool it together and it can cross wards (the maximum pool is 6 councillors), 12 months to spend the £5k from 16<sup>th</sup> October and if it's not spent it's lost.
- Town and Community Council Charter is to be reviewed again.

### Monitoring Officer BCBC

Clerks have been informed that the Monitoring Officer is experiencing a significant increase in incidences of Members going direct to him for advice. In future he proposes to direct all Members to the Clerks, whilst assuring Members that he is available to the Clerks should they wish to discuss the matter with him.

### Vacancy Coity Wallia Board of Conservators

Councillor Barrington has resigned as one of the Community Council's representatives on the Board of Conservators. Councillor Walburn offered to take on the role and this was unanimously agreed.

**Resolved:** The information and action of the Clerk was noted. The Clerk would inform the Conservators of the change in representative.

## **78 CORRESPONDENCE**

RESOLVED:

No.	Sender	Details
1.	BAVO	<ul style="list-style-type: none"><li>• Autumn 2017 issue of Involve Magazine (print and electronic versions)</li><li>• How to get involved in collecting stories about NHS from members of the public</li></ul>
2.	British Youth	<ul style="list-style-type: none"><li>• Members Mailing no 216</li></ul>



MEETING OF THE COUNCIL -12<sup>TH</sup> OCTOBER 2017

	Council	
3.	BCBC	<ul style="list-style-type: none"> <li>• Civic Charity Appeals Standing Committee - Information regarding A Grand Charity Banquet being held on 24<sup>th</sup> September 2017</li> <li>• Reminder about the St David Awards</li> </ul>
4.	One Voice Wales	<ul style="list-style-type: none"> <li>• Public Appointment of Independent Members to a Special Health Authority</li> <li>• AGM Motions 2017</li> <li>• Consultation document ‘ Taking Forward Wales’ Sustainable Management of Natural Resources</li> <li>• Independent Review Panel - Call to Evidence</li> <li>• Consultation (ends 21<sup>st</sup> December 2017) Guidance for Principal Councils on the Review of Communities</li> <li>• SE WALES RET autumn newsletter</li> <li>• Larger Council’s Committee - Minutes of last meeting, Agenda for next meeting to be held on 18<sup>th</sup> October in Llandrindod Wells and Chair/Vice-Chair Nomination Form</li> </ul>
5.	Welsh Government	<ul style="list-style-type: none"> <li>• Letter and Report from Jayne Bryant AM re. Loneliness Roundtable</li> <li>• Independent Remuneration Panel draft Annual Report 2018/19</li> </ul>
6.	Bridgend Carers Centre	<ul style="list-style-type: none"> <li>• Information leaflet and a covering general information letter</li> </ul>
7.	Go Safe	<ul style="list-style-type: none"> <li>• Latest Update August 2017</li> </ul>
8.	Grow Wild	<ul style="list-style-type: none"> <li>• August update</li> </ul>
9.	Countrywide	<ul style="list-style-type: none"> <li>• Details of grounds maintenance services</li> </ul>
10.	Mulligan Community	<ul style="list-style-type: none"> <li>• Details of Thanksgiving Report which will be on their website this month and asking to check the details of CHCC’s mention. I requested an amendment.</li> </ul>
11.	Community Furniture Aid	<ul style="list-style-type: none"> <li>• A request to attend a future meeting to inform Members about their charity.</li> </ul>
12.	Countryside Alliance	<ul style="list-style-type: none"> <li>• Details of how to nominate in the Rural Oscars.</li> </ul>
13.	Came & Company	<ul style="list-style-type: none"> <li>• Introduction to their services for consideration when the CC’s annual insurance renewal is due</li> </ul>
14.	PCSO Pegler	<ul style="list-style-type: none"> <li>• Information regarding an incident at Parsons Green Underground Station, London 15/9/17</li> </ul>

With the consent of the Chairman I would like to add the following as they were received after the meeting’s papers had been distributed

No.	Sender	Details
3.	BCBC continued	<ul style="list-style-type: none"> <li>• Details of the Review of the TCC Charter - deadline for responses 1<sup>st</sup> December 2017</li> </ul>

		<ul style="list-style-type: none"> <li>• Order and Notice ref. Diversion Footpath 4</li> <li>• Town &amp; Community Council Forum Agenda and Papers</li> </ul>
4.	One Voice Wales continued	<ul style="list-style-type: none"> <li>• Reminder for the Area Representatives that a Committee Meeting is being held on 23/10/17</li> <li>• Independent Review Panel Call to Evidence - further information.</li> </ul>
15.	SLCC	<ul style="list-style-type: none"> <li>• The Clerk magazine September 2017 issue</li> </ul>
16.	Marie Curie Nurses in Bridgend	<ul style="list-style-type: none"> <li>• Letter asking for support. Consideration to fund a nurse for one shift £180</li> </ul>

**Resolved:** The correspondence was noted. It was agreed to defer a decision on supporting the Marie Curie Nurses in Bridgend until the March 2018 meeting.

## 79 PLANNING MATTERS

RESOLVED:

Reference	Proposal	Location
<b>Applications:</b>		
P/17/778/FUL	Rear single storey extension and flat roof dormer extension	21 Pwll Evan Ddu Coity CF35 6AY
P/17/776/FUL	Two storey side extension with juliet balcony (first floor) and single storey porch/wc extension (front)	The Hollies Heol Yr Ysgol Coity CF35 6BL
<b>Decisions:</b>		
None to date.		
<b>Appeals:</b>		
None to date.		

### 2. Planning Aid Wales

- Details of Conference to be held on 8<sup>th</sup> November 2017
- An Introduction to Planning Event being held in Bridgend on 17<sup>th</sup> October 2017

**Resolved:** The planning applications and decisions and other information was noted.

**80    ITEMS FOR THE NOVEMBER 2017 AGENDA**

RESOLVED:

- Community Access Plan
- Allotment Gardens
- Town and Community Council Fund Applications

**81    DATE & VENUE FOR THE NEXT ORDINARY COUNCIL MEETING**

Thursday, 9<sup>th</sup> November 2017 at 7.00 pm at Coity Higher Community

The meeting closed at 8.32 pm