



## COITY HIGHER COMMUNITY COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE COMMUNITY CENTRE, HEOL WEST PLAS, LITCHARD CROSS, BRIGDEND ON THURSDAY 13<sup>TH</sup> JUNE 2019 AT 7.00 PM

Present: Councillors M Williams (Chair)

C Jones  
B Tiltman  
C Walburn  
A Wathan  
R Young

Apologies: Councillors D Barrington, A Davies, C Evans, A Hughes and L Richards

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

15 **DECLARATIONS OF INTEREST**

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

16 **TO READ, CONSIDER AND APPROVE THE MINUTES OF THE MAY 2019 ORDINARY AND ANNUAL MEETINGS**

The Minutes of the May 2019 Ordinary Meeting and May 2019 Annual Meeting held on 9<sup>th</sup> May 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.

17 **TO CONSIDER MATTERS ARISING FROM THE MAY 2019 ORDINARY MINUTES**

**Minute 3 - Matters Arising from the April Minutes**

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

The Clerk informed Members that she was waiting for confirmation of the details needed for the banners and that the Holiday Hunger club had had a positive meeting with BCBC.

**Minute 167 - Lease for Pendre Fields**

The Clerk informed Members that BCBC had confirmed that they will not cover the land registry fee cost (approximately £100) as part of the Community Asset Transfer process, it is agreed that each party will be responsible for their own costs and this has been the position for other Town and Community Councils in the County Borough.

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

The Expression of Interest was approved at the recent CAT steering group meeting. Guy Smith has suggested having a briefing meeting to discuss the preparation of a 5 year financial plan and how existing users of the facility are to be informed of the impending transfer.

**Minute 171 Steps/Path Litchard Playing Fields**

As part of this path is included in the Safer Routes to School the Clerk was waiting for the meeting re. Safer Routes before progressing this further.

**Minute 172 Council Promotion**

A meeting had been held between the Clerk and Councillors Jones and Williams to decide on suggested content for the summer newsletter, a copy of which was in the meeting papers.

A timescale was suggested of a draft to be written by 28<sup>th</sup> June, the Clerk to collate by 4<sup>th</sup> July and a 1<sup>st</sup> draft to be presented at the July Ordinary Meeting for full council approval.

Coety Primary School Arts Club had confirmed that they are delighted to work on an identification badge design for the council.

**Minute 9 - Clerk's Report**

**School Community Awards**

Both schools had confirmed they wished to take part again this year and confirmed their presentation services would be held on the following dates:

Coety 19<sup>th</sup> July 9.30 am

Litchard 18<sup>th</sup> July 2.00 pm

They also confirmed they'd like a council representative to attend to present the awards.

**Spare Bin**

The Clerk confirmed that this had now been installed in Litchard Playing Fields.

**Minute 10 - Correspondence**

**Trees at Heol y Groes**

BCBC had confirmed that the land is not owned by them or the Community Council although BCBC has maintained it for a number of years.

**Resolved:** The information and action of the Clerk were noted. It was agreed to pay the cost of the land registry fee, that the Clerk would meet with the BCBC officer to progress the Expression of Interest for Pendre Fields and that the Chair and/or Vice-Chair would make the school representations. It was also agreed that the Litchard councillors would hold a site meeting with the Clerk to look at the fallen tree and whether there was a need to plant more trees at Heol y Groes.

18 **TREE POLICY**

The Clerk had some information regarding tree policies and the item was discussed.

**Resolved:** It was agreed that the Clerk would pass on the information she had found to Councillor Tiltman who would look further into the matter and report back at the July Ordinary Meeting.

19 **CHRISTMAS ARRANGEMENTS**

The Clerk updated Members on progress to date and that she had a meeting scheduled with a representative from Centre Great to look at options the following week.

**Resolved:** The Clerk was asked to see if improved motifs could be used in Parc Derwen and to look into whether it was possible to include Joslin Terrace in the provision this year.

20 **BCBC STANDARDS COMMITTEE**

The Chair informed Members of that the T&CC representatives on the Standards Committee had been reduced from 2 to 1 which is disproportionate given that there are approx. 200 T&CC councillors compared to 54 borough councillors. This item was discussed.

**Resolved:** The Clerk was asked to write to the Monitoring Officer to express their disappointment the the T&CC sector had not been consulted on this matter or informed that the decision to reduce the number had been made. Subject to the outcome of the letter a future action would be to request that it is an agenda item on the T&CC Forum.

21 **UPDATE ON PLAY AREA REFURBISHMENT**

Plans for both refurbishments had been sent out with the papers. The designs now include items for all age groups plus some accessible equipment. The Clerk updated Members on the progress made with CADW and the delay on the Coity play area whilst BCBC made a site visit.

**Resolved:** The information was noted and the Clerk was given authority to employ the services of the Komplan contractor to refurbish both play areas.

22 **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 May 2019 including the balances were accepted

### 3. Internal Audit

The Internal Audit work had been carried out and the completed Annual Return received from the Internal Auditor there were no issues raised.

### 4. Finance & Resources Committee Recommendations

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

Revise Budget:

- Add £2k to the Christmas budget
- Add £5k to the Community Access Plan budget
- Add £1k to the Communication
- Move the £5k added for Staff Salaries from the ear marked reserves up to the salaries budget line
- Add £300 to the insurance budget line to cover additional insurance

Insurance:

Recommend taking out cyber insurance

The Finance Officer requested that £40,000 was moved to the Cambridge Building Society as the amount in the council's funds exceeds the amount covered by the Financial Compensation Scheme and this was agreed.

### 5. Financial Request

Pride in Coity had completed a financial request form and this had been circulated to Members.

### 6. Donation to the Community Council

It was noted with great thanks that Forces Fitness had given a £200 donation to the Community Council following their recent event held in Coity.

**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 Internal Audit was accepted. The Clerk was asked to change the Financial Regulations to reflect that going forward no more than £85k was to be held in any one account at any time and that the Finance Office had authority to move money from one account to the other should this occur. It was agreed to donate £250 to Pride in Coity. The Clerk was asked to write to Forces Fitness to thank them for their donation.

23 **MEMBERS' REPORTS**

The Chair had attended a meeting with St Brides Community Councillors, the borough councillors for Bryncethin and Coity, the Coity Wallia Conservators and the Coity Wallia Commoners regarding traffic issues on Heol Spencer. He updated Members on the progress made and outcomes of the meeting.

Councillor Tiltman had attended the PACT meeting and raised some of the concerns. He had also attended the Coity Wallia Conservators annual tour on 11<sup>th</sup> May and reminded councillors of the financial difficulties the Conservators were now facing since their sole income from BCBC was stopped. The bridge over the M4 was inspected on the tour and continues to be a safety concern.

Resolved: The information and updates given were noted. The Clerk was asked to request copies of the letters the Conservators have written to the AM regarding the bridge over the M4.

24 **BOROUGH COUNCIL UPDATE**

Councillor Young gave an update for Pendre including the sad news regarding the Ford plant.

Councillor A Williams given a written update which included safety concerns about the school bus stops at Parc Derwen following a recent incident, landscaping at Parc Derwen, Japanese knotweed, the number of places for children at Coety Primary School, buses, road surfacing Parc Derwen, cycle route and bins at Parc Derwen and PACT.

No report had been received for the Litchard ward.

Resolved: The information was noted.

25 **CLERK'S REPORT**

Floral Display Update

It was noted that the flower baskets were now in place and that the planters would be completed in the next few days as soon as the weather improves.

Safer Routes Funding Meeting

The Clerk informed Members that Councillors Davies and Williams and her will meet with BCBC officers to discuss this further on 24<sup>th</sup> June.

Coity Playing Field

The Clerk informed Members that damage had been done to the field this week as the cows had managed to get in as the gate had not been secured properly.

Website

The Clerk confirmed that the website had now received it's refresh and is now mobile compatible.

Weed Spraying

The Clerk informed Members that the first weedspraying treatment throughout the Borough starts this week. Work will start in Porthcawl and move around the Borough and should be completed within three weeks.

BCBC Dog Waste Bag Dispenser

The Clerk informed Members that the team is out installing them over the next few days. A request has been made to place the Coity one next to the defibrillator/noticeboard.

Land next to Traffic Lights, Coity Bypass

The Clerk requested authority to arrange for the bushes on this small parcel of land to be cut back as they are encroaching onto the pavement.

Clerk's Meeting

The Clerk informed Members that the next meeting is taking place on 28<sup>th</sup> June at BCBC and included on the agenda are an update on CAT and Active Travel and the Chief Executive will also attend to discuss BCBC going forward and how the Council will interact here with Town/Community Councils.

**Resolved:** All information and action of the Clerk was noted. The Clerk was given authority to arrange for the bushes to be cut back in Coity.

26 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.

**Resolved:** The correspondence was noted, most items had been emailed to Members in advance of the meeting. The Clerk asked members to let her know if they completed any of the basic on-line leaning modules so that they could be included on the training record. It was agreed that the Clerk would attend the Lone Working and Conflict Management training. The Clerk was asked to send a financial request form to Penybont Gymnastics to complete for consideration at the July meeting. Authority was given to cover the cost of skips for both the Choirs in the Castle and the Jam in the Castle events. It was noted that the Clerk had forwarded the correspondence from a resident regarding events in Coity Village to the 3 events organisers to respond direct.

Councillor Richard Young left the meeting at 8.56 pm

27 **PLANNING MATTERS**

All planning information was noted. An additional planning request had been received since the papers had been sent out and with the agreement of the Chair these were tabled at the meeting.

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

28 **ITEMS FOR THE JULY 2019 ORDINARY MEETING**

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

29 **DATE & VENUE FOR THE JULY 2019 ORDINARY MEETING**

Thursday, 11<sup>th</sup> July 2019 at Coity Higher Community Centre at 7.00 pm.

The meeting closed at 8.58 pm