



## COITY HIGHER COMMUNITY COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD ON THURSDAY 13<sup>TH</sup> OCTOBER  
2022 AT 7.00 PM AT LITCHARD PRIMARY SCHOOL AND VIA ZOOM

Present: Councillor A Wathan

Councillors: S Bletsoe (via zoom)  
D Brown (via zoom)  
S Charles  
Y Walton-Davies  
L Lewis  
L Richards  
A Williams  
M Williams (via zoom)  
D Wingar

Minute 52/22-23: Apologies: Cllrs A Hughes, L Jeffreys and J Williams

53/22-23 **DECLARATIONS OF INTEREST**

Councillor	Item	Minute	Interest	Speak/Vote
Steve Bletsoe	BCBC Matters	All relevant	Member	No/No
	BTCouncil	Any relevant	Member	No/No
	Planning	HMO/Investment Properties	Work Association	No/No
Alan Wathan	BCBC Matters	All relevant	Member	No/No
	Parc Derwen	57/22-23	Resident	No/No
Amanda Williams	BCBC Matters	All relevant	Member	No/No
	Coety Primary	55/22-23	Chair of Governors	
Martin Williams	BCBC Matters including Planning	All relevant	Member	No/No

54/22-23 **TO RATIFY THE MINUTES OF THE JULY 2022 ORDINARY MEETING**

The Minutes of the July 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.

55/22-23 **TO CONSIDER MATTERS ARISING FROM THE JULY 2022 ORINDARY MEETING**

**Minute 28/22-23 Member Reports**

There were no updates or responses to the items raised, though the Clerk has, and will continue, to chase them up.

**Minute 31/22-23**

**Coety Primary Extension:** The school extension has been agreed so there is no need to write a letter. However the plans to use the yards is not acceptable so the council would need to consider its response during the consultation process.

**Minute 47/22-23 Borough Council Updates**

**Defibrillator Codes:** The Clerk updated everyone on how the codes work and the process of replacement in the cabinets after use. The codes are not released to the public to keep note, they are only issues during the emergency.

**Christmas Provision:** Members had not requested any additional Christmas lighting/decorations this year, so the Clerk had ordered the same as last year. Solar trees at the entrance to Oakwood View and Joslin Terrace as well as along the by-pass at Trem/Gerddi'r Castell. 20ft trees with lights would be placed at each bottom spine road entrance to Parc Derwen and on the roundabout at Trem/Gerddi'r Castell. Lighting column motifs would be placed in Pendre on Coity Road, in Litchard on Litchard Hill, on the bottom spine road in Parc Derwen and on Heol West Plas in Coity Village.

### **Minute 49/22-23 Correspondence**

The Clerk informed Members that there was no such grant available for litter picking via BCBC.

**Resolved:** The information was noted and the action of the Clerk approved.

### **56/22-23 PROJECT UPDATES**

The Clerk gave updates on the following:

**Ordinary Benches:** Permission for the bench on Heol Hopcyn John was still outstanding. The good news is that the bench will be provided free of charge as part of the grant funding from the Ramblers Cymru project.

In addition, permission is still outstanding from BCBC's Rights of Way department to install a bench on the black path; again, this will be provided free of charge as part of the grant funding from the Ramblers Cymru project.

The bench for Gerddi/Trem y Castell is also outstanding, as well as the noticeboard for Gerddi'r Castell. Taylor Wimpey have been chased several times for permission.

**Coety Field:** In addition to the two benches mentioned above the Ramblers Cymru project is providing 2 bat boxes and 6 bird nesting boxes which are due for delivery in the early November. Ramblers staff will install these.

In addition, they are organising a volunteer day for October/November and will carry out the following:

- Build a bug hotel in a corner of Coity Field.
- Plant the saplings donated by grant from the Woodland Trust around the perimeter fence of Coity Field.
- Plant fruit trees to provide a community orchard in Pendre
- Plant wild flower seeds in Coity Field along the boundary wall with the church. If there are surplus the seeds will be made into seed bombs for the volunteer children to take home.

In addition, the 8 footpath leaflets, which started this grant funding application, are well under way and are now having their descriptions written.

**Defibrillator Oakwood View, Pendre:** A grant funding application made by the Clerk to the Welsh Government has been successful, saving the council around £1,400. The council will need to purchase a cabinet at a cost of approximately £600. The council must also carry out the following:

- Confirm that a heated cabinet will be installed which is accessible to the public 24/7 and 365 days a year.
- Confirm that a defibrillator guardian and back-up guardian have been appointed.
- Confirm that CPR/defibrillation skills awareness sessions for individuals involved in the CC have been planned and that these are compliant with any covid guidance at the time.

**Hendre Project:** BCBC have agreed that from a Highway point of view they have no objection in principle to this project and its suggestions of a bench, bin and 3 tier planter at the location. However, the council will have to consult with local properties to ensure there are no objections.

Also, as the area being considered is part of the Highway Vision Splay at the junction, the features will need to be sited at the back of the verge close to the hedge line.

**Resolved:** All information and action of the Clerk were noted. The fruit tree planting was discussed and the suggestion location is the land around the play area at Tanyrallt Avenue. Members unanimously agreed that they would meet the defibrillator criteria and it was unanimously agreed that the Clerk would consult with nearby properties in Hendre and that the items would be placed near the hedge line.

#### **57/22-23     ASSET TRANSFER UPDATES INCLUDING TREM Y CASTELL PLAY AREA**

The Asset Transfer working group had met for the first time and the recommendation from that meeting was that the group should meet with BCBC officers to determine what assistance and funding is available for the transfer of Litchard and Pendre Fields. This had taken place and Councillors Amanda Williams and Alan Wathan gave updates. Of concern was the length of the lease, what restrictions will be put on possible change of use and expansion as well as what money is available.

Councillor Amanda Williams also give an update on the possibility of S106 money for the council to install and manage the proposed Trem y Castell play area, which is well over £100k. It was suggested that the working group should meet with them and write to confirm that we wish to progress this idea.

The 3 borough councillors and Councillor L Jeffreys had met again with the Persimmon management to discuss some of the on-going issues such as street lighting, landscaping etc. and asset transfer of portions of land at Parc Derwen and an update was given. It was suggested and discussed that all play areas at Parc Derwen should be transferred.

**Resolved:** The information was noted. It was unanimously agreed that the asset transfer group would meet and resolve to write to BCBC to agree the council's intentions to progress the transfer and approve the draft heads of terms. It was also unanimously agreed to give the working group plenary powers to progress these matters. The Clerk was asked to chase up BCBC's legal department to see whether progress had been made regarding the small portion of land at Pendre Fields which was not in BCBC's ownership.

**58/22-23    LEASE HEOL Y GROES PLAY AREA**

The Clerk updated Members. At the Council's request she had written to BCBC regarding the delay in paying the £5 remittance, but had not received a reply.

Advice had been taken from the council's solicitor, who explained that a lease for under 1 year gives no automatic rights to a tenant for a renewal, however, as the lease was not terminated either by the landlord or tenant (CHCC), this now means that at the end of the term as the CC remains in occupation of the play area it remains the tenant. Further advice was also given including that the tenancy could be terminated at any time by giving a minimum of 3 months' notice.

The advice was discussed thoroughly and a proposal was made and seconded that the Community Council should terminate the tenancy by giving 3 months' notice and a vote was taken.

It was noted that the Community Council had assumed the management of the play area for over 12 years and had replaced the equipment twice during that time.

**Resolved:** The Clerk was asked to give 3 months' notice and terminate the tenancy.

**59/22-23    FEASIBILITY STUDY**

Councillor Martin Williams gave an update from BCBC on the progress of the feasibility study promised on Heol Spencer. A Topographical survey was due to take place by 18<sup>th</sup> September. After that's received BCBC will commission a drainage survey. Once this has taken place BCBC will appoint consultants, who will consult with BCBC (the client) and may consult with the Community Council though this is not definite. He informed Members that the timetable for grant funding won't be known until around 17<sup>th</sup> December when BCBC will know what WG funding is on offer and their timetable for submissions and guidance.

The Clerk had asked for confirmation that the topographical survey had been carried out but had not received a response from BCBC in time for the meeting.

**Resolved:** The information was noted.

**60/22-23     BLACK PATH PROJECT UPDATE**

Councillor Darren Brown gave an update on the current project idea.

**Resolved:** The Clerk was asked to confirm ownership of the land in question around the black path and to set up a meeting with BCBC Officer Andrew Mason and Councillors Lisa Lewis, Darren Brown and Luke Richards to progress this project.

**61/22-23     WEEDS**

Councillor Alan Wathan raised the issue of the weeds and untidy grassed areas in the wards and this was discussed.

**Resolved:** It was agreed that the Clerk would arrange for a contractor to spray and then remove the weeds along main spine roads through Coity, Litchard and Pendre including Heol Cadfan and the area off the roundabout.

**62/22-23     ALLOTMENT GARDEN RENT 2023/24**

The allotment garden rents for 2022/23 were due for renewal on 30<sup>th</sup> September. At the September council meeting the rents for 2023/24 should have been set in order for the Clerk to renew the tenancies and give the appropriate notice of the 23/24 rent increase. The meeting had been cancelled due to the Queen's death and therefore it was discussed at the October meeting. The current rent per full plot for 2022/23 is £42. A vote was taken.

**Resolved:** It was unanimously agreed that there would be no rent increase for 2023/24 and it would remain at £42 for that year.

**63/22-23     LOCAL ACCESS FORUM REPRESENTATIVE**

Members had been invited to put themselves forward for consideration to apply to be the Community Council's representative on the Local Access Forum, but no one had responded.

**Resolved:** As there had been no response the Clerk was asked to inform the Rights of Way department that they would not be completing an application.

**64/22-23     SENIORS CHRISTMAS DINNER**

Councillor Amanda Williams suggested that the Community Council could consider arranging and hosting a Seniors Christmas Dinner possibly at Coety Primary School and this was discussed.

**Resolved:** It was unanimously agreed that the Community Council would not arrange or host a dinner as there are many events/dinners being offer in the borough.

Members agreed to inform the Clerk of any Christmas dinners/events being held locally so that they could be included on the council's website.

**65/22-23     FINANCE & ACCOUNTS INCLUDING FINANCE & RESOURCES COMMITTEE  
UPDATE AND FINANCIAL REQUEST FOR PRIDE IN COITY**

1.Payment of Cheques

Authority was requested for the payments of all the cheques listed on the expenditure sheet for July , August and September 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 sheets for the 3 months listed above and answered any questions raised.

3.Finance & Resources Committee Recommendations

Councillor Martin Williams as Chair of the Committee made the following recommendations to full council:

- There were no threats or concerns regarding the 2022/23 budget.
- The Finance Officer was asked to provide a breakdown of the annual expenditure on dog waste bags.
- The Finance Officer was asked to send a breakdown of the General Maintenance figure to all Members.
- The Clerk was asked to action the replacement fence at Coity Castle play area asap
- The following changes were recommended to the budget:
  - Reduce Member Allowances to £1,500
  - Increase General Maintenance to £15,000
  - Increase the General Reserve by £2,500
  - It was noted that the Summer Activities and Annual Report funding were not required as BCBC could not facilitate the activity scheme this year and the annual report had been published on the council's website and was not published in printed format.
- It was agreed that Members would be asked to send their project ideas to the Clerk and Chair of Committee asap. The Clerk would then obtain quotes for the work to feedback to Full Council in November for further discussion before drafting the precept budget by the end of November.

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- It was agreed that the Clerk would investigate the cost and the amount of work and timescales for completing the CILCA training and talk to some Clerks that have completed the process and consider if she wishes to undertake the training.
- It was agreed to recommend the acceptance and approval of the Attendance Allowance now on offer and update the Allowances Policy accordingly.
  
- Items for the next meeting were agreed as the following:
  - 5 Year Plan
  - Precept Budget
  - CILCA Feedback
  - IRPW Report 2023
  - Breakdown of Dog Waste Bag Expenditure and General Maintenance
  - Finance & Governance Toolkit

The next Finance & Resources Committee Meeting would take place on 3<sup>rd</sup> November 2022 at 7.00 pm

The Clerk informed Members that it had been necessary to purchase more dog waste bags before the next Finance & Resources Committee meeting, so she'd approached Persimmon to assist with the cost and they'd agreed to contribute the cost of just under £500 as a gesture of goodwill.

### 4.Financial Request from Pride in Coity

This request had been deferred from the July meeting in order to find out about external funding available for items on the expenditure list.

### 5.2022 Local Elections

The Clerk informed Members that the invoice for the 2022 Local Elections will be for £5,259.

### 6.Audit Wales

The external and full audit had been delivered to Audit Wales, but no conclusion had been received to date.

### 7.Items for the Precept 2023/24

All weather ground cover for Coity Castle play area,

**Resolved:** All information was noted and authority was given to the Clerk to make the agreed payments. All Finance & Resources Committee Recommendations were unanimously agreed. It was agreed to donate £250 to Pride in Coity to purchase



additional equipment. The Clerk was asked to include Dog Waste Bags on the November agenda.

**66/22-23**     **MEMBER REPORTS**

Councillor Yvonne Walton-Davies had attended a Coity Wallia Conserators' meeting on behalf of another council, but gave an update which involved Coity Higher CC.

Councillor Martin Williams had attended a One Voice Wales meeting.

**Resolved:** All information was noted, but the Clerk gave an update on that information regarding offer of funding.

**67/22-23**     **BOROUGH COUNCIL UPDATES**

Councillors Amanda Williams, Martin Williams and Alan Wathan gave updates.

**Resolved:** The information was noted. The Clerk was asked to arrange for signs to be erected in the play areas regarding use of equipment/allergies.

**68/22-23**     **CLERK'S REPORT**

**Sad News:** The Clerk informed Members that the Clerk to the Coity Wallia Conservators, Doug John, had passed away and a sympathy card had been sent to the family from the Community Council. Doug had always been very helpful with all matters regarding the common.

In addition, the Clerk informed Members that the council's appointed solicitor's office is closing down due to ill health and a signed letter would be needed in order to obtain the files held there relating to the council's business.

**Remembrance Wreath:** The Clerk had ordered a wreath for the Coity remembrance service.

**Theft:** An incident of theft had occurred at the allotment gardens, where an apple tree had been stripped bare; it was noted that a vehicle would have been needed to remove the contents.

**Vandalism:** The Clerk informed Members that there had been further issues with vandalism at Pendre Fields, Heol y Groes and Coity Castle play areas. In Pendre the management signs had been removed and thrown away again, in Heol y Groes white paint had been used to draw offensive images on the artificial grass and on 3 pieces of equipment and the management signs and some of the fencing posts had been removed from Coity Castle play area.

**Fence Repair Celtic View:** The Clerk is still awaiting a response from the Dunraven Estate.

**Local Boundary Review:** The Clerk updated Members on BCBC's plans to carry out a review. A report is being prepared for the T&CC Forum, a consultation will take place including views from T&CCs and if any changes are to be made they will be in place in time for the next local elections in 2027.

**Spring Bulbs:** The Clerk reminded Members that they need to decide where they'd like their spring bulbs planted in their wards. Suggestions please by the end of the following week.

**Resolved:** All information and action of the Clerk was accepted. The Clerk was asked to contact CADW to request a key holder for Coity Castle grounds.

## **69/22-23    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:

- Resident query regarding defibrillators
- Tenovus Cancer financial request
- Resident complaint about dead trees at Llys Ceirios
- Resident complaint about the overflowing bins in Litchard Fields
- Resident and Coity Wallia Commoners complaint ref. crack to footpath 35.
- Cerebral Palsy Cymru financial request.
- Allotment Tenant request ref. wasps' nest
- Resident request for all signage to be bilingual
- Invitation for the Chair to attend Bridgend Town Council's Civic Service
- Hollibobs Clothes Bank request to install more clothing banks in the wards
- Parc Derwen Resident apology for not responding to Persimmon correspondence
- Resident correspondence regarding issues in Parc Derwen which links into the item above.
- Electoral Administration and Reform White Paper
- Independent Monitoring Board Vacancy Parc Prison
- Request to hire Coity Higher Community Centre.

**Resolved:** The information was noted. The Clerk was asked to respond to the resident. It was noted that the defibrillators at ATS and the Red Dragon Pub were not registered due to the supplier no longer being in operation. The Clerk was in the process of organising their registration. The Tenovus Cancer and Cerebral Palsy Cymru financial requests were deferred to the March 2023 meeting. The Clerk's action in referring the dead trees to Persimmon, the overflowing bins and overgrown brambles to BCBC and the crack in the path to both the Rights of Way department

and the contractor were accepted. The Clerk was asked to action the removal of the allotment wasps' nest at the council's cost. The request for bilingual signage was noted. Whilst there is currently no legislation for Community Councils to provide bilingual signs, this would be considered in future once the stock of English only signs had been used up. It was noted that the play area management signs are bilingual. It was noted that the Chair would be attending Bridgend Town Council's civic service as a Member of Bridgend Town Council and the Vice-Chair and Councillor Amanda Williams were attending as guests. The request to install more clothing banks in the wards was unanimously declined. The apology and correspondence from the Parc Derwen residents were noted.

Note: Standing Orders were suspended at 9.00 pm

69/22-23     **PLANNING**

All planning information had been emailed to Members including the 8 items of correspondence from Planning Aid Wales.

**Resolved:** The information was noted. No objections were made.

70/22-23     **ITEMS FOR THE NOVEMBER 2022 ORDINARY MEETING**

- Dog Waste Bag Costs
- Recommendations from the Finance & Resources Committee

**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 10<sup>th</sup> November 2022 at 7.00 pm at Litchard Primary School and via Zoom.

The meeting closed at 9.04 pm