



COITY HIGHER COMMUNITY COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD ON THURSDAY 10th NOVEMBER
2022 AT 7.00 PM AT LITCHARD PRIMARY SCHOOL AND VIA ZOOM

Present: Councillor A Wathan

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

Minute 71/22-23:

No Apologies: Cllr S Charles

72/22-23 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
Lynda Jeffreys	Parc Derwen	77 & 78/22-23	Resident	No/No
Alan Wathan	BCBC Matters	All relevant	Member	No/No
	Parc Derwen	77 & 78/22-23 &	Resident	No/No
Amanda Williams	BCBC Matters	All relevant	Member	No/No
	Coety Primary	74 & 78/22-23	Chair of Governors	
Martin Williams	BCBC Matters including Planning	All relevant	Member	No/No

73/22-23 TO RATIFY THE MINUTES OF THE OCTOBER 2022 ORDINARY MEETING

The Minutes of the October 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.

74/22-23 TO CONSIDER MATTERS ARISING FROM THE OCTOBER 2022 ORDINARY MEETING

Minute 31/22-23 Coety Primary Expansion:

It was noted that the Coety Primary School expansion consultation is due to go live, a reminder will be sent to Members to complete the consultation in regards to the lack of play ground area.

Minute 55/22-23 Matters Arising from the July 2022 Ordinary Meeting:

Highway Matters: The Clerk had not received a response from BCBC to the request to improve the road markings on Coity by-pass. Councillor Y Walton-Davies also highlighted improvements needed at Litchard Cross and Councillor L Lewis requested that improvements to Llys Gwyn are considered.

Minute 59/22-23 Lease Heol y Groes Play Area:

The Clerk had completed a form to terminate the lease.

Minute 59/22-23 Feasibility Study:

The Clerk informed Members that a topographical survey had been carried out and a report submitted. A drainage survey is currently in progress. Once the later has been completed both reports will be given to WSP Redstart to carry out an options study.

Minute 61/22-23 Weeds:

The Clerk had asked the contractor to carry out the work, but he says it's unlikely that It can be completed until the end of January due to the weather.

Minute 64/22-23 Seniors Christmas Dinner/Events:

The Clerk reminded Members to pass on any information so that they could be included on the website.

Minute 69/22-23 Borough Council Updates:

The Clerk had requested quotes for the signage.

Minute 68/22-23 Clerk's Report:

The Clerk had contacted CADW to request a key holder.

Resolved: The information was noted and the action of the Clerk approved. The Clerk was asked to write to BCBC regarding the highway matters. The Clerk was asked to instruct the contractor to carry out the weed work as soon the weather is suitable.

75/22-23 PROJECT UPDATES

Ramblers Cymru Project:

Plans are being made to plant the trees, sew the wildflower seeds, put up the bird boxes and build the bug hotel at Coity Field on 17th November. A poster has been circulated to display in the community. If time allows depending on volunteer numbers then they also plan to install the bat boxes at another location within the wards. In addition, the gate at footpath thirteen on Heol yr Ysgol Coity has now been replaced with a Bristol 2-in-1 gate allowing easier access for walkers.

Black Path Project:

The Clerk has requested a site meeting with the Rights of Way Officer. A land ownership search has also been carried out but it only gives information on the nearby houses. Hopefully the Rights of May Officer will be able to shed some light on this when the meeting takes place.

Planting a Community Orchard Litchard Park:

The CAT Officer has informed the Clerk that the council will need to seek approval from BCBC to plant the trees around the play area at Litchard Park as there could be an issue with maintenance and roots could cause damage to the play area in the future. Eating apple, cooking apple, pear and plum had been requested via grant funding.

Resolved: All information and action of the Clerk were noted. The Clerk was asked to add fig trees to the selection of fruit trees proposed for planting.

76/22-23 ASSET TRANSFER UPDATES

Play Area Trem y Castell:

The Clerk had met with the CAT Officer to discuss what's on offer. BCBC are looking at a lease of less than 35 years and are unsure whether they can transfer the lease immediately. They will now confirm ownership of the land. He is also going to find out the finer details of the Section 106 agreement which is valid until 2026. He also indicated that there may be maintenance funding for up to 10 years available.

Heol Mair Play Area:

BCBC are writing to Persimmon to confirm land ownership with a view to transferring the land and this could then be included in the programme of works to improve play areas in the borough.

Pendre Fields:

The CAT Officer is not yet in a position to confirm that the portion of land has now been transferred to BCBC. He will seek clarification at the next meeting.

Coity Higher Community Centre/Litchard Fields:

The Asset Transfer Working Group had met to look at the Heads of Terms for these assets and made recommendations to request and changes to be made.

Parc Derwen Play Areas:

No update as the planned meeting had been cancelled by Persimmon.

Resolved: The feedback from the Asset Transfer Working Group was accepted and it was unanimously agreed that they should now respond to BCBC.

77/22-23 FINANCE & ACCOUNTS INCLUDING FINANCE & RESOURCES COMMITTEE UPDATE

1.Payment of Cheques

Authority was requested for the payments of all the cheques listed on the expenditure sheet for October 2022 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

There were no threats or concerns regarding the 2022/2023 budget.

It was agreed to recommend to full council the following:

- To increase the salary budget line by £500 to cover the recent NALC salary increase for 2022/23 which is backdated to April 2022.
- To increase the Coity Castle play area fence budget line from £3,000 to £10,000. The original budget being one for repair but the fence is beyond repair and needs replacing. Quotes for the fencing had been received and the committee recommendation is that the cheapest quote of £10,823.51 is accepted and that the Clerk purchases the materials direct.
- That the dog waste dispensers are only filled once a fortnight going forward and for councillors to inform the public through their social media pages why this is being done and to remind them that these bags are for emergencies only not as a general provision.
- The Clerk would check whether new ground cover for Coity Castle play area may be eligible for T&CC grant match funding as it is an asset transfer but not from BCBC and this would be discussed further at the next Finance Committee meeting for possible inclusion in the draft precept budget.
- That the Black Path project is included as a precept project.
- That the Chair and Clerk work through the recommendations to ensure the Council is compliant with all items marked in blue in the Governance & Finance Toolkit.

Resolved: All information was noted and it was unanimously agreed that authority is given to the Clerk to action all the recommended action points. Authority was given to the Clerk to make all the payments listed for the month.

78/22-23 MEMBER REPORTS

Councillor L Jeffreys had attended the One Voice Wales area meeting; she informed Members that from January 2023 meetings would be held in person. She said that council representatives were asked if their councils were assisting Ukrainian families, they also asked how council's running community centres were dealing with increases in fuel costs.

Councillor Y Walton-Davies had attended a Coity Wallia Board of Conservators meeting and a governors meeting at Litchard Primary School.

Resolved: All information was noted

79/22-23 BOROUGH COUNCIL UPDATES

Councillor A Williams urged councillors to fill in the consultation that would shortly be circulated in relation to the expansion of Coety Primary School because the playing yard facilities will be too small.

She also reported on some fixed but other ongoing lighting column issues in Parc Derwen. It appears the main road columns have been fixed but the ones in the side streets remain out of use. She reported too that drains had been fixed but they were the incorrect ones and said the weed cut back on the Heol Simonston bund had made a big difference to that area.

Other issues she mentioned was the recent flooding in Heol yr Ysgol, issues with the traffic lights not triggering in Coity, a lack of dropped kerbs outside the TA Centre on Heol West Plas, accidents in Hendre lanes and a request for bins for walkers in those lanes. She also said that a map of where the 20mph zones will be is available from BCBC.

Councillor M Williams said he'd make a referral regarding the correspondence item to cut back foliage on Litchard Hill and said the lantern on Litchard Terrace near the train station entrance has been replaced.

Resolved: The information was noted. The Clerk was asked to request the bins on Hendre lanes, to add dropped kerbs outside the TA Centre to the Community Access Plan and to request the 20mph map from BCBC.

80/22-23 CLERK'S REPORT

Remembrance Service Coity:

The Clerk reminded Members of the details of the service at St Mary's Church Coity.

Resolved: All information and action of the Clerk was accepted.

Solicitor:

Attended the offices to pick up our file prior to the office closing down, but it was not available. The council needs to consider appointing a new solicitor.

Spring Bulb Planting:

The contractor has completed the work in all 3 wards. He was unable to plant in the exact location on Heol Simonston, but has planted as near as possible to it and cut back and tidied up the weeds on the bund.

Play Area Vandalism:

Once again the fence at Coity Castle play area has been vandalised, this time kicking out the recently replaced areas of fencing.

Conference:

The Clerk had attended the OVW/SLCC Conference; some interesting points had been raised.

Community Award:

The Clerk was given confirmation that the council wished to run the Community Award Scheme again this year.

Biodiversity Reporting:

Section 6 of the Environment (Wales) Act 2016 requires all community and town councils to prepare and publish a plan every 3 years in the form of a report setting out what they proposed to do to maintain and enhance biodiversity and promote resilience. The second report must be completed by 31st December 2022.

Resolved: The information was noted. The council wished to run the Community Award Scheme again this year and the Clerk was asked to notify schools about the under 18 award. The Biodiversity Report would be drafted by the Clerk and approved at the Precept meeting as an urgent matter.

82/22-23 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:

- New salary scales for Clerks 2022/23 backdated to April 2022
- IRPW Draft Report 23/24
- Enquiry regarding parking on the common
- Invitation from BTC to remembrance parade
- Further request for brambles to be cut back on Litchard Hill
- Urdd Eisteddfod financial donation request
- Rescheduled Innovative Practice Conference - 8th December 2022

- Letter ref. T&CC Fund 2023/24

Resolved: The information was noted, the salaries would be backdated in line with their salary grade as per the staff contract of employment, the IRPW Draft Report proposed changes would be considered when precept setting, the Clerk was asked to refer the parking on the common issue and the brambles on Litchard Hill to BCBC. To defer the Urdd's request until March 2022. The Chair had accepted the invitation from BTC.

83/22-23 **PLANNING**

All planning information had been emailed to Members including the 3 items of correspondence from Planning Aid Wales.

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

84/22-23 **ITEMS FOR THE DECEMBER 2022 PRECEPT MEETING**

Resolved: It was agreed to keep the agenda open to include urgent items that may arise during the month. The next meeting will be held on Thursday 8th December 2022 at the earlier time of 6.00 pm at Litchard Primary School and via Zoom.

The meeting closed at 8.34 pm