



COITY HIGHER COMMUNITY COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD ON THURSDAY 30TH MARCH 2023 AT 7.00 PM AT LITCHARD PRIMARY SCHOOL AND VIA ZOOM

Present: Councillor M Williams (Chair)

Councillors:

D Brown
Y Walton-Davies (from 7.12 pm)
L Lewis
A Williams (zoom)
J Williams
D Wingar

Apologies: Cllrs S Bletsoe, L Jeffreys, A Hughes,
L Richards and A Wathan

No Apologies: Cllr S Charles

Minute 134/22-23:

135/22-23 **DECLARATIONS OF INTEREST**

Councillor	Item	Minute	Interest	Speak/Vote
Amanda Williams	BCBC Matters Correspondence	All relevant 100/22-23	Member Chair of Governors	No/No
	King's Coronation	139/22-23	Coety Primary School	Yes/No
John Williams	Parc Derwen	144 & 145/22-23	Resident	No/No
	Coity Castle	141/22-23	Member of Coity Village Association	No/No
Martin Williams	BCBC Matters Incl. Planning	All relevant	Member	No/No

Note: Councillor Martin Williams did not take part in the item below as it is potentially a future planning application. This item was Chaired by Councillor Lisa Lewis.

136/22-23 **TO RECEIVE PUGH'S GARDEN KITCHEN REPRESENTATIVES**

The Chair welcomed Vahe Zarifian to the meeting. A document regarding the location and concept had been circulated to Members in advance of the meeting. Mr Zarifian took Members through each page of the document and gave some background information and informed Members of some changes needed to the layout plans. The project will see a community hub created with refreshments, yoga classes, charity work, music and food venue, local produce available. Suggested weekday opening times would be 8.30 am to 7.00 pm and on weekends no later than 10.00 pm

Resolved: All agreed that the project looked great and that they would like to see this facility in Parc Derwen and support it.. Councillor Amanda Williams agreed to meet with Mr Zarifian to discuss the suggested traffic issues further.

137/22-23 **TO RATIFY THE MINUTES OF THE MARCH 2023 ORDINARY MEETING**

The Minutes of the March 2023 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.

138/22-23 MATTERS ARISING FROM THE MARCH 2023 MINUTES

Minute 120/22-23 Community Award

The Clerk had difficulty obtaining an up-to-date contact for the Gazette and asked if anyone had one.

Minute 121/22-23 Matters Arising from the February 2023 Minutes

T&CC Grant Funding Application - the Clerk had been informed that BCBC's Cabinet would decide on the successful applications on 11th April.

Nut Allergy Signs - these have been installed in all play areas

Hendre Project - Councillor Amanda Williams had no further update.

Defibrillators - access to the two defibrillators at the Red Dragon and ATS have been obtained. A responder has removed both and replacement parts, batteries etc have been ordered. The cost is on the payment sheet. Once replaced the responder will ensure they are put on the Ambulance Service register. He saw no issue with the cabinets not been heated as many in the borough are not heated. Going forward he is happy to manage both on the council's behalf.

Minute 122/22-23 King's Coronation

The key fobs have been produced and will be dispatched by 25th April. Both schools have written to say thank you for the gifts.

Minute 123/22-23 Training Needs Survey

This has been submitted.

Minute 124/22-23 Heol Spencer

I wrote to BCBC requesting a date for the meeting and a site meeting. Councillor Spanswick replied saying he didn't feel there was a need for a site visit. A BCBC Officer also responded saying officers are busy with year end and the meeting will be in mid April. I requested a provisional date but have not received a reply.

Resolved: The action of the Clerk and the information given were noted. Councillor Amanda Williams will provide the Clerk with a contact at the Gazette. Councillor A Williams will raise the Heol Spencer request at a future BCBC meeting with the Chief Executive.

139/22-23 KING'S CORONATION 6TH MAY 2023 SEED PACKETS

Councillor D Brown had asked for this item to be placed on the agenda to be considered in addition to the key fobs already purchased by the Council. The idea was discussed and a proposal made to present a supply of seeds to the two primary schools but not individual packets as these would cost £1,000 and votes were taken.

Resolved: It was unanimously agreed that the Clerk would try to seek free wildflower seed packs and a supply of seeds would be offered to the two primary schools to plant to celebrate the King's Coronation. The Clerk would design a certificate to be presented to both schools and the Chair would present the seed packs and certificates to the schools.

140/22-23 IRPW REPORT

The latest Independent Remuneration Panel Report has been circulated to Members. The changes for T&CCS were as follows:

- Reimbursement for extra costs of working from home. All councils must pay their members £156 a year (a rise of £6 a year) towards the extra household expenses of working from home.
- Reimbursement of consumables. Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables. It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.
- It was noted that the council is classed as Group 3 for the purpose of the report.

Resolved: The information was noted. The Clerk was asked to agenda Allowances Policy as a May agenda item for the purpose of updating the current policy.

140/22-23 LLYS GWYN

The Clerk has contacted V2C to introduce herself to the person that Councillor Martin Williams has been corresponding with. V2C had received the following requests from residents at Llys Gwyn:

- Areas of concern - litter, poorly kept streets, overgrown shrubs, fly tipping, parking, speeding cars and smoking issues.

- What the residents would like to see - flowers, more bins, something for the children, shrubs cut back and a community litter pick.

V2C's estates team are looking into shrub maintenance and speaking to their litter picking team to regularly visit the area.

These matters were discussed.

Resolved: Councillor Lisa Lewis was happy to be involved regarding floral displays etc. and the Clerk was asked to continue speaking to V2C and consult with them and Councillor Lewis regarding the way forward.

141/22-23 COITY CASTLE

Councillor John Williams had been in touch with Members of Coity Village Association to request their agreement in principle for the Community Council to take over the electricity licence agreement for the Castle from them. In addition, the Clerk had spoken to CADW and they had no concerns regarding this change but would need confirmation in writing from CVA of the agreement so that the licence could be changed to Coity Higher CC.

In addition, Councillor David Wingar, raised his concerns regarding the locking of the back gate to the castle.

Resolved: It was unanimously agreed that the Clerk should obtain written confirmation of the CVA Members agreement from Councillor John Williams, a Member himself, and liaise with CADW to obtain a licence. The Clerk was asked to speak to CADW to see why there is no longer access via the back gate to castle.

142/22-23 FINANCE & ACCOUNTS

1.Payment of Cheques

Authority was requested for the payments of all the cheques listed on the expenditure sheet and the 2 on the additional sheet received since the papers were circulated which the Chair had agreed to include.

2.Budget Monitoring, Accounts & Budgets

The Assistant Clerk ran through the budget monitoring sheet and answered any questions raised.

3.Cheque for D Thomas

The Asst. Clerk had drafted a letter to the bank cancelling the cheque and asked two of the bank signatories to sign it. A new cheque would be sent to D Thomas once the cancellation had been confirmed.

4.External Full Audit

Some further queries had now been received which have been answered.

Resolved: Authority was given for all payments listed on the expenditure sheet. All information was noted.

143/22-23 CLERK'S REPORT INCLUDING PROJECT UPDATES

Bench Heol Mair:

This is on order but the concrete slab that's already there can only be used as a foot rest and not be underneath the bench as it's on a slope.

Coity Castle Play Area:

Due to the wet weather the fence installation had taken longer than expected as the contractors were trying to reduce the damage to the grass. The fence is now completed and the new kissing gate will be installed after Easter along with the replacement management signs and the original opening sign. The project has been completed for just under £2,000 less than the quote due to sourcing lower priced materials.

Play Area Damage:

Once again the management signs at Pendre Fields have been removed and discarded in bushes. The contractor has retrieved, repaired and replaced them.

Ramblers Cymru:

Permission has now been granted for the Infoboard licence next to the planter on Heol West Plas opposite the Six Bells. The final few new waymarkers are due to be installed on 19th April.

CAT Meeting:

This will take place with BCBC on 12th April.

Green Spaces Parc Derwen:

Persimmon have requested confirmation of the green spaces the council is interested in asset transferring and for a map/plan of the areas. These include all play areas, the playing field, the woods and the buffer zone. This is needed by 12th April.

Resolved: The information and action of the Clerk was noted. Councillor Amanda Williams would provide the Clerk with a map/plan by 12th April.

144/22-23 MEMBER REPORTS

Councillor Darren Brown said the new bench on the Black Path had been well received and looks good.

Councillor John Williams mentioned the 8 additional kissing gates that form part of the Ramblers Paths to Wellbeing Project and the Clerk explained where they are with that as the project comes to an end in May.

Councillor John Williams also raised an issue that he'd discovered on Parc Derwen where electrics were exposed on lighting columns, a column where a temporary cover was being used and lighting columns that were not earthed. He had reported all matters.

Councillor Lisa Lewis had met with the CEO of Wales & West and several pieces of land owned by Wales & West were being handed over to her and another person to set up allotment gardens.

Councillor Yvonne Walton-Davies had attended a meeting of the Coity Wallia Conservators in her role for another council, but updated Members on future funding for the Board and vehicle accidents relating to the common.

Councillor Lynda Jeffreys was unable to attend the meeting but had asked the Clerk to raise a number of issues regarding Parc Derwen and these were discussed.

Councillor Lynda Jeffreys was unable to attend the meeting but had asked the Clerk to raise a number of issues regarding Parc Derwen and these were discussed.

Resolved: The information was noted and the Clerk was asked to include Coity Wallia Conservators on the May agenda for discussion. The news regarding allotment gardens was welcomed. The Borough Council Members would ask BCBC about the future fund plans for Coity Wallia. All issues raised by Councillor Jeffreys have been dealt with/are in the process of being dealt with. The Clerk was asked to request to Persimmon that the number of bin emptying times per week is increased. Chainsaw noises in the woods have been reported to the police and Persimmon. The car park on Heol Stradling will be completed in 6 weeks' time. The barrier is not permanent. The information about the Co-op is untrue and the contract has been signed. Grass cutting does not restart until late March/early April. A list of meeting dates would be circulated in the next few days. The Clerk was asked to write to Persimmon to express their concerns over the lighting column electrics, earthing and temporary cover to support Councillor John Williams' report.

145/22-23 BOROUGH COUNCIL UPDATES

Councillor Martin Williams had received a complaint regarding the planting of the Community Orchard in Pendre Park. He informed Members that the speed activated signs in the wards in the 20 mph zones will be re-set by BCBC unless there's a cost involved. That the 20mph consultation is live on BCBC's website and closes on 24th April 2023. He had reported many deep pot holes in the wards over the last few weeks and will continue to report them to BCBC if he is asked by the public.

Councillor Amanda Williams updated Members on many issues including PCSO, new development on Heol West Plas, Ffordd Cadfan news article, a broken swing in Parc Derwen, the Coety Primary School extension and the request to increase the number of governors by 3 and attach the 4G pitch to the school.

Resolved: All information was noted.

146/22-23 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:

- Wales Audit Office - ongoing enquiries to complete full audit
- Resident - concerns regarding the kissing gate at Coity Castle play area
- Resident - concerns regarding the planting of fruit trees at Litchard Park play area
- Wild Spirit Wales - request to join the wildflower seed planting on the Black Path
- Llangollen International Eisteddfod - funding request
- Resident - lack of dog waste bags at Litchard Fields

Resolved: The correspondence was noted. The Finance Officer explained the audit enquiries. The Clerk was asked to respond to the concerns ref. the kissing gate and to acknowledge the resident regarding the planting of fruit trees. The funding request from Llangollen International Eisteddfod would be deferred to March 2024 and the Clerk was asked to inform them of this decision, Wild Spirit Wales would be invited to the seed planting and the Clerk was asked to respond to the resident regarding the dog waste bags and explain the reason.

Note: Councillor Martin Williams did not take part in the Planning item.

147/22-23 PLANNING

With the consent of the Chair some additional planning information received after the meeting papers were distributed were included.

3 applications had been received, 3 decisions and 0 appeals and these were discussed. 2 items had been sent out by email from Planning Aid Wales.

Resolved: The planning information was noted and no objections were to be made.

148/22-23 **ITEMS FOR THE MAY 2023 ORDINARY MEETING**

- 20mph/Quiet Lanes
- Coity Wallia Board of Conservators
- Allowances Policy Update
- Draft Annual Report 2022/2023
- Crossing Assistant Litchard Primary School

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 11th May 2023 at 7.00 pm at Litchard Primary School and via Zoom. The Annual Meeting will be held before the Ordinary Meeting at the same venue and via zoom at 6.30 pm.

Councillor D Wingar gave his apologies for the May 2023 meetings. He confirmed that he would be happy to remain as a representative on the Finance and CAT Committees.

The meeting closed at 8.55 pm.