



COITY HIGHER COMMUNITY COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD ON THURSDAY 8th JUNE 2023 AT 7.00 PM AT LITCHARD PRIMARY SCHOOL AND VIA ZOOM

Present: Councillor A Wathan (Chair)

Councillors: S Bletsoe (zoom from 7.16pm)
D Brown (from 7.07 pm)
Y Walton-Davies
A Hughes (zoom from 7.15 pm)
L Jeffreys
L Lewis
L Richards
A Williams (zoom)
J Williams
M Williams (zoom)
D Wingar

No Apologies: Cllr Stuart Charles

Minute 19/23-24:

20/23-24 **DECLARATIONS OF INTEREST**

Councillor	Item	Minute	Interest	Speak/Vote
Steve Bletsoe	BCBC Matters	All relevant	Member	No/No
Yvonne Walton-Davies	Finance & Accounts	27/23-24	Member of St Brides Minor CC	No/No
Lynda Jeffreys	Parc Derwen	All relevant	Resident	No/No
Alan Wathan	BCBC Matters incl. Planning Parc Derwen	All relevant	Member Resident	No/No No/No
Amanda Williams	BCBC Matters Finance & Accounts	All relevant Incl. Coety Primary School 27/23-24	Member Chair of Governors Member of Coity Festivals	No/No Yes/No
John Williams	Parc Derwen	All relevant	Resident	No/No
Martin Williams	BCBC Matters Finance & Accounts	All relevant 27/23-24	Member Member of Coity Festivals & Member of St Brides Minor Community Council	No/No No/No No/No

21/23-24 **TO RATIFY THE MINUTES OF THE 11th MAY 2023 ANNUAL AND ORDINARY MEETINGS**

The Minutes of the 11th May 2023 Annual and Ordinary Meetings were presented for approval.

Resolved: Both sets of Minutes were accepted and approved as a true record of the meeting and were signed by the Chair.

22/23-24 **MATTERS ARISING FROM THE 11th MAY 2023 MINUTES**

Minute 138/22/23 Matters Arising from the 30th March 2023 Meeting

T&CC Fund: No update has been received regarding the possibility of rising costs following the 2/3 month delay in considering applications. Councillor M Williams would chase.

Heol Spencer: Still no offer of a meeting date. Councillor M Williams would chase.

Minute 140/22-23 Lllys Gwyn:

A site meeting had taken place earlier in the day with Councillors, the Clerk and representatives of V2C attending. It had been a positive meeting and V2C are going to draw up a list of items to be improved and send a copy to the Clerk. As a start it is likely that they will request the replacement of 5 benches, with match funding from both organisations and some flower planting to be organized by Councillor Lisa Lewis.

Minute 8/23-24 Coity Wallia Conservators

Councillor Yvonne Walton-Davies gave an update on findings regarding proportion of land associated with Coity Higher and this was discussed.

Minute 5/23-24 Crossing Aid Litchard Primary School

Bridgend Town Council has agreed to include it on their agenda at their meeting on 19th June.

Minute 13/23-24 Clerk's Report including Project Updates

The Clerk informed Members that Pride in Coity have agreed to plant 2 sacks of daffodils in Parc Derwen for the CC.

The Clerk gave an update on the provision of a litter bin at the bus stop at the traffic light entrance to Parc Derwen.

Resolved: All the information was noted. Councillor Martin Williams would discuss the Coity Wallia Conservators funding with BCBC, request information regarding the council's position if their T&CC funding application is successful and the quotes have increased since they were submitted in late February and chase up a meeting date to discuss Heol Spencer.

23/23-24 MOTIONS FOR THE ONE VOICE WALES AGM

One Voice Wales had invited Members Councils to propose a maximum of two motions for debate at their AGM on Saturday 30th September 2023, which must arrive at the OVW office no later than noon on Friday 23rd June 2023 for consideration. The Clerk read out the criteria for the motion, the system etc. and this was discussed.

Resolved: It was agreed not to put forward a motion this year, but that Councillor Y Walton-Davies would speak to Cllr Jeffreys so that she could raise the matter at the next OVW area meeting.

24/23-24 QUIET LANES

Councillor Walton-Davies had touched on this item at the last meeting and she'd been asked to provide the Clerk with appropriate text to enable her to draft a letter from the Council to BCBC and Lee Walters, AM. This text had not been received so the letter had

not yet been drafted. Councillor Walton-Davies gave additional information to Members.

Resolved: The information was noted. It was agreed that the 3 Borough Councillors would raise it at BCBC.

25/23-24 STANDING ORDERS UPDATE

New model standing orders had been circulated to Member Councils by One Voice Wales and the Clerk had circulated them to all Councillors in advance of the meeting.

The Clerk took the Members through the changes page by page.

Resolved: It was unanimously agreed that the Clerk would make the changes discussed and update the Standing Orders and publish.

26/23-24 REMOTE EQUIPMENT UPGRADE

At the May meeting two members of the public who had remotely joined the meeting had trouble in hearing the speakers. The Clerk had been asked to research what could be used to aid better audio at the meeting and she gave her findings. Councillor Brown suggested and had brought along a table microphone to demonstrate, which cost approximately £80.

Resolved: All agreed that the device hugely improved the audio and it was unanimously agreed that the Council would purchase one, however Councillor Brown said he would donate the item to the Council. The device was accepted and Councillor Brown was thanked for the gift.

27/23-24 FINANCE & ACCOUNTS INCLUDING FINANCE COMMITTEE REPORT

1.Payment of Cheques

Authority was requested for the payments of all the cheques listed on the expenditure sheet and the two, with the Chair's agreement, including two on the additional sheet received after the distribution of the papers.

2.Budget Monitoring, Accounts & Budgets

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

3.Cheques

The Clerk confirmed that a new cheque has been passed on to the contractor, Andy Briscoombe, to replace the first cheque which had been rejected by the Council's bank.

4.External Full Audit

The Clerk was pleased to confirm that following the council's first full audit the conclusion was unqualified with no matters raised. The signed Audit Statement had been circulated to all Councillors and the Clerk requested acceptance and approval of the Conclusion.

Note: Councillors A and M Williams left the meeting for this item.

5.Financial Requests

A request had been received from Coity Festivals for the Council to donate a skip for the Jam in the Castle event. The Council has in previous years provided a large skip, however this time they are requesting an extra-large builder's skip.

A second request had been received from Pride in Coity, asking for a donation to enhance the range of their kit to include long handled pickers.

6.Finance Committee Report

(given by Chair of the Finance Committee, Councillor Martin Williams)

A meeting of the Finance Committee was held on 1st June 2023.

- Budget Review - all ok.
- The unaudited General Reserve carried forward from last year is higher than predicted.
- An unqualified Conclusion of Audit has been received for 2021/22.
- The Auditor has changed the date for the submission of the 2022/23 audit which does not give the staff time to obtain an internal audit and sign off of the statement of audit by the now due date of 30th June. The Clerk had been asked to obtain advice from the Audit Office on what to do.
- Date of Next Meeting - September 2023

Resolved: Authority was given for all payments listed on the expenditure sheet. All information was noted. The Chair and all Members thanked the Clerk and Asst Clerk for all their hard work in preparing the audit for 2021/2022. The Conclusion of Audit was approved and accepted. A vote was taken and it was unanimously agreed to provide an extra large builders skip in donation to the group, the Clerk would make the arrangements. The Clerk had taken advice from the Wales Audit Office, explained the options, and the Council unanimously agreed to display a notice giving the reason for the delay, obtain the internal audit by the July meeting so that it could be approved and signed off at the July meeting. It was agreed to donate £250 to Pride in Coity.

28/23-24 **CLERK'S REPORT INCLUDING PROJECT UPDATES**

CAT Updates:

A meeting with representatives of the football teams that use both sites, Ryan Jones the CC's allocated Business Manager and Gayle Penn Club Developer for the South FAW had taken place earlier in the day.

Councillors Alan Wathan and Amanda Williams gave an update on the meeting, which had been extremely positive and encouraging from all parties.

The Clerk had been asked to find out if there is any funding available for architects' fees from BCBC and updated Members on the positive response.

Ryan Jones will now pursue some matters discussed at the meeting and update the Clerk accordingly and suggest the next steps.

The Clerk would obtain quotes from architects for the work to be completed.

Project Updates:

Ramblers Cymru:

The Clerk had held a final meeting with Ramblers Cymru to tie up loose ends before the project ends.

The Clerk has 250 copies of the walks/map leaflet and asked where Members wanted her to place them in the community. An electronic version is also available which would be put on the website and share on social media pages.

The additional bird boxes for footpath 17 will arrive shortly, as will the extra bench. The Clerk is still waiting on a BCBC Officer to grant permission for the bench.

The Clerk has the spare waymarkers if anyone spots any missing ones.

A licence for the installation of the infoboard has been received from BCBC and the Clerk will arrange installation asap.

It was noted that none of the wildflower seeds planted had flourished and that many of the trees planted have not thrived with many support sleeves and sticks missing and strews around the field.

The Project Manager would make contact with Pride in Coity to suggest working in partnership with some of the local Ramblers group to maintain the standards on the walks.

Play Areas:

The Clerk reported that some vandalism had occurred again this month with an attempt to remove a swing at Litchard Park. A replacement part has been purchased and the swing repaired.

Black Path Project:

Despite trying to obtain permission for clearing an area of land to plant with wildflower seeds along the path, the Clerk has been unable to obtain an answer, which has now resulted in a missed the opportunity to plant.

In addition, a request to install a second bench has also received no response from one of the Officer's involved.

Hendre Project:

No update.

Defibrillator Oakwood View:

The Clerk had met with the new representative of REMUS and they'd agreed a suitable location for the defibrillator and noticeboard. The Clerk would now arrange to meet with the responder regarding the defibrillator installation. She also gave an update on the noticeboards for Joslin Terrace and Gerddi'r Castell and a bench for Gerddi'r Castell.

Other Matters:

Coity Castle: Still no response regarding the licence for the electricity.

Heol y Groes: The grass around the bench has been cut, but they've not cut the grass immediately around the bench or the vegetation growing through the bench, so the Clerk has made arrangements for this to be cut.

Summer Activity Scheme: Once again this year there's been no contact from BCBC regarding the scheme which pre-covid was running at Coety Primary School with a plan to run another at Litchard Primary School. The Clerk has emailed BCBC for an update.

Annual Leave: The Clerk reminded Members of her annual leave dates.

Resolved: Councillor Amanda Williams would ask Cwm Welfare who they'd used and the Chair suggested the Clerk contact the Clerk of Bridgend Town Council to ask who they'd recently used. Councillor Amanda Williams will raise the delay in responses from an Officer with the Chief Executive at her next meeting with him. The Clerk was asked to request that walk leaflets are left on the counters at Coity and Pendre Post Offices, the shop on Garfield Avenue, the Red Dragon pub, the Six Bells pub and the One Stop Shop. All other information was noted.

29/22-23 MEMBER REPORTS

Resolved: There were no Member Reports this month.

30/23-24 BOROUGH COUNCIL UPDATES

Councillor Amanda Williams gave an update on a meeting earlier in the day with representatives of Persimmon. She informed Members that along with Councillor Alan Wathan, she was going to walk Parc Derwen in the dark to look for any streetlighting issues. The Members were informed that the Co-op had signed the papers and the shop would go ahead. She said Pugh's Garden Village had now submitted a planning application for its business and that the landscaping schedule for the development has now started. Councillor Williams informed the Clerk that she would email her the plan of the green spaces on the development and asked for it to be included on the July agenda. There are some disagreements regarding the grass cutting. The hut near the shops will be removed shortly. The Coety Primary consultation is now live.

Councillor Martin Williams said he'd referred some flooding at the bottom of Heol Simonston and some overgrown hedges.

Councillor Alan Wathan gave further information on the rat referral to BCBC at Litchard Fields.

Resolved: All information was noted. The green spaces would be included on the July agenda. Councillor Amanda Williams will contact V2C regarding the grass cutting.

31/23-24 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:

- The Good Councillor's Guide to Employment
- Request from BCBC to confirm the CC's representative for the T&CC Forum 2023/24
- Coety Primary School's consultation
- Bridgend Samaritans invite to their AGM on 14th June
- Resident - concern regarding an overgrown bush where rats appeared to be present on Litchard Fields
- Resident - enquiry regarding the lack of dog waste bags in Litchard Fields
- 20mph Communications and Engagement Toolkit
- Consultation on Ysgol Gynradd Coety Primary
- BCBC request for suggested items for the next T&CC Forum on 17th July 2023
- Allotment Tenant - enquiry regarding empty plots.

Resolved: The correspondence was noted. Councillor Martin Williams will attend the Bridgend Samaritans AGM, Councillor Alan Wathan had referred the concern regarding rats in Litchard Fields to BCBC and had received a positive response

regarding action to be taken. The Clerk had responded regarding the dog waste bags and to the Allotment Tenant enquiry.

Note: Councillor Alan Wathan did not take part in the Planning item, this item was chaired by the Vice-Chair, Councillor Martin Williams.

32/23-24 PLANNING

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

6 applications had been received, 2 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. Councillor Amanda Williams has requested a site meeting ref. P/23/344/FUL.

33/23-24 ITEMS FOR THE JULY 2023 ORDINARY MEETING

- Green Spaces Parc Derwen
- Internal Audit and Audit Statement 2022/23 Audit

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 13th July 2023 at 7.00 pm at Litchard Primary School and via Zoom.

The meeting closed at 9.00 pm.