



## COITY HIGHER COMMUNITY COUNCIL

### MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD ON THURSDAY 8<sup>th</sup> FEBRUARY 2024 AT 7.00 PM AT LITCHARD PRIMARY SCHOOL AND VIA ZOOM

Present: Councillor M Williams (Vice-Chair)

Councillors: S Bletsoe (zoom from 8.00 pm)  
Y Walton-Davies (zoom)  
L Jeffreys (zoom)  
G Langdon  
A Williams (zoom from 8.00 pm)  
J Williams  
D Wingar (zoom)

Apologies: Councillors S Charles, A Hughes, L Richards & A Wathan

No Apologies: Councillor L Lewis

Members of the Public: 1 present

**Minute 118/23-24:**

The Chair welcomed recently co-opted Councillor Gareth Langdon to his first meeting.

**119/23-24 DECLARATIONS OF INTEREST**

<b>Councillor</b>	<b>Item</b>	<b>Minute</b>	<b>Interest</b>	<b>Speak/Vote</b>
Steve Bletsoe	BCBC Matters	All relevant	Member	No/No
Yvonne Walton-Davies	120/23-24	Crime Figures	Coity Wallia Commoner	No/No
Lynda Jeffreys	Parc Derwen	All relevant	Resident	No/No
Amanda Williams	BCBC Matters 125/23-24	All relevant Coety Primary School	Member Chair of Governors	No/No No/No
John Williams	Parc Derwen	All relevant	Resident	No/No
Martin Williams	BCBC Matters  Litchard Primary School	All relevant  124/23-24	Member  Governor	No/No  No/No

**120/23-24 TO RECEIVE PCSO M REES REF. CRIME FIGURES**

Councillor M Williams welcomed the two PCSOs to the meeting. They gave feedback on the motor vehicle interference crime listed in the January 2024 crime figures. Amongst some of the issues raised were what appeared to be an abandoned car just inside the entrance to Parc Derwen, the disposal of garden waste poisonous to livestock being dumped on the common, anti-social behaviour on Parc Derwen, pliers being used to access the 4G pitch which has caused £3,000 worth of damage to date and issues with livestock being killed on Heol Hopcyn John. The PCSOs said they would talk to the staff at Parc Prison regarding the speeding issues on Heol Hopcyn John.

**Resolved:** All the issues were noted. The council agreed to view two draft letters written by the Coity Wallia Commoners with a view to them being sent in both the Commoner and Community Council names regarding the garden waste dumping and the livestock deaths on Heol Hopcyn John. The Clerk was asked to include the letters on the March 2024 agenda.

**121/23-24 TO RECEIVE RYAN JONES AND GUY SMITH REF. CAT TRANSFERS**

Ryan Jones and Guy Smith were welcomed to the meeting and introduced themselves. They both gave updates on the proposed CAT transfers and answered any questions raised, the questions included hire fees, the likely deficit in the business plan, pitch maintenance, section 106 money, consideration around the number of sites and clarification from Guy Smith that the Parc Derwen pitches are separate to the CAT transfer.

The next step is for Ryan to send the Clerk a draft Business Plan for consideration by Coity Higher's CAT committee and discussion at the March 2024 full council meeting.

Ryan informed Members that the Cymru Football funding fixed deadlines are being removed and there will be open applications.

**Resolved:** The Clerk was asked to include the Business Plan on the March 2024 agenda.

**122/23-24 TO RATIFY THE MINUTES OF THE JANUARY 2024 ORDINARY MEETING**

The Minutes of the 11<sup>th</sup> January 2024 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.

**123/23-24 MATTERS ARISING FROM THE JANUARY 2024 ORDINARY MEETING**

**Minute 106/23-24 Matters Arising from the November Minutes (on-going)**

**Coity Noticeboard:** The Clerk had contacted CADW and BCBC to seek permission for the board to be installed into the highway and up against the castle perimeter wall. CADW have no objection subject to access for maintenance to the wall. Highways have not yet responded. The Clerk had also checked with Planning at BCBC if advert consent was necessary due to this being a move of a noticeboard within the same street and it had been confirmed that new advert consent would be needed.

**New Bin Parc Derwen:** Following last month's meeting, Councillor Wingar had been checking the bin. He asked if it was possible to put a notice on it saying not to use if full.

**Replacement Benches Llys Gwyn:** V2C has confirmed that they will cover the entire cost of purchase and installing the new benches.

**Litchard Park Play Area Damaged Equipment:** The insurers have asked for a crime number which has been provided. The excess on the policy is £250. The section of damaged equipment has been replaced and due to the part being in stock the Clerk had been able to negotiate a 50% discount on the original price quoted.

**Minute 108/23-24 D-Day Anniversary 2024**

The Clerk confirmed that the 3 lanterns have been purchased.

**Minute 109, 110 and 111 were all agenda items.**

**Minute 113/23-24 Clerk's Report Including Project and CAT Updates**

CAT updates had been given in minute 121/23-24 above. Project updates will be given in the Clerk's Report.

**Missing Items:** The Clerk has been informed by BCBC that all BCBC dog litter bag dispensers have been removed as a cost cutting exercise. In addition, she'd received confirmation that BCBC had replaced Coity Higher's bin in Pendre as it had been vandalised.

**Community Awards:** Due to the number of items and presentations on tonight's agenda, a decision had been made to move this item to the March 2024 meeting.

**Resolved:** All the information was noted. The Clerk was asked to progress the insurance claim, arrange a sticker for the bin at Parc Derwen and progress the noticeboard installation for Heol West Plas with an application for advert consent once permission had been received from the Highways Department at BCBC. It was unanimously agreed to include Dog Litter Bag Dispensers on the March 2024 agenda.

**124/23-24 SCHOOL HOLIDAY 2024 PROVISION**

Councillors had been provided with a written updated in their meeting papers. This included provision and costs offered by Forces Fitness and Youthworks.

Councillor M Williams had spoken to Litchard Primary School about their needs and updated Members.

**Resolved:** Following a discussion, it was agreed to defer a decision until the March meeting.

**125/23-24 COETY PRIMARY COMMUNITY SCHOOL GOVERNOR**

Due to a vacancy left by Councillor A Hughes, members had been asked to consider putting themselves forward to fill the Community Governor vacancy. Councillor J Williams said he would be happy to fill the role.

**Resolved:** It was unanimously agreed that Councillor J Williams would be the Community Council's Community Governor for Coety Primary School. The Clerk would make the necessary arrangements.

### **126/23-24 GREEN SPACES UPDATE**

Councillor A Williams reported that there was not much to update Members on at this point and that the planned site meeting with Councillors had not gone ahead.

**Resolved: The Clerk was asked to include this on the March agenda for further discussion and to arrange a site meeting.**

### **127/23-24 T&CC FUND 2024/25 UPDATE INCLUDING LEASE OFFER**

The Clerk had held a site meeting with the Pendre councillors to establish their wishes and a separate meeting with contractors to look at obtaining quotes to enable a funding application; the play area would be suitable for infants and toddlers. Support had been received from V2C for the project and an offer of a long year lease at a peppercorn rent had been offered. The Clerk had made enquiries regarding the need for fencing, and the advice was that as there are two car parking areas immediately adjacent to the proposed location a fence would be needed and the ground cover would need to be replaced with all-weather cover.

Following the meeting with the contractors it was established that due to the small area involved, it will only be possible to install a multi-purpose item, which will include a slide and climbing item and possible a couple of springers. It will not be possible to include an accessible swing or roundabout and it won't be possible to include a see saw; this is due to the space needed around those specific items. The Clerk has asked the contractors to include play items to be included which are accessible and could be installed on the fence.

In addition, one of the benches to be replaced would need to be relocated within that space to allow room for a pushchair or wheelchair to pass.

The feedback was discussed and the Clerk's update was accepted. The only Pendre councillor present at the meeting was Councillor L Jeffreys and she was happy to accept the suggested items offered.

A second application was requested too, for all weather ground cover in the council's leased play areas.

**Resolved: It was unanimously agreed to go ahead and apply to the T&CC Fund to install the park with all-weather ground cover, fencing and the suggested items. It was also unanimously agreed to a 35 year lease for the area at a peppercorn rent of £5 per anum. The Clerk was asked to submit a second application for all weather**

ground cover in Great Western Avenue, Tanyrallt Avenue and Coity Castle play areas.

#### **128/23-24 PHOTOCOPIER LEASE RENEWAL**

The Clerk had obtained quotes for 3 options and all were discussed.

**Resolved:** It was unanimously agreed to Option 3, a brand new HP E57540dn 5 year lease at £254 per quarter. The Clerk was asked to make the arrangements.

#### **129/23-24 2 x FOOTPATH PROJECT QUOTES**

The Clerk had tried to obtain 3 quotes for each project; the footpath between the castle and the church in Coity and a footpath through the play area at Coity Castle.

The details of the quotes had been included in the paper and all were discussed. It was noted that one of the contractors had not supplied a quote for Coity play area despite being chased following a site visit.

**Resolved:** Each quote was discussed and it was agreed to go ahead with option 1 for the play area and option 2 for the footpath between the castle and church. The Clerk was asked to inform the companies who had quoted and to obtain the necessary permissions from the landowners to enable the work to go ahead. It was noted that the work would be carried out in April and therefore the money needs to be set aside in the reserves for the new budget year.

#### **130/23-24 FINANCE & ACCOUNTS**

##### **1.Payment of Cheques**

Authority was requested for the payments of all the invoices listed on the expenditure sheet and on the additional sheet as agreed for inclusion by the Chair.

##### **2.Budget Monitoring, Accounts & Budgets**

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

##### **3.Audit 2022/2023**

The conclusion of audit has still not been received.

**Resolved:** Authority was given for the payments for January 2024 and the budget monitoring sheet was accepted.

## 131/23-24 CLERK'S REPORT INCLUDING PROJECT AND CAT UPDATES

### CAT Update

**Pitch Design:** These are on hold for the moment whilst the CAT progresses.

### Project Update

**Paths to Wellbeing:** a second bench has been installed along the river at the Black Path.

#### **Projects:**

**Coity Castle Play Area:** still awaiting the draft lease and permissions from Dunraven Estates. Calls, texts and emails are not responded to.

**Footpath Coity Castle/Church:** The Clerk has site meetings arranged with BCBC's Rights of Way Manager, CADW'S facility manager and their Inspector. No objection has been given by CADW's Estates Manager subject to the work not interfering with the new hedge planting the other side of the fence along the path. Once all these permissions are received, the Clerk will approach the Church regarding the optional ramp access.

**Black Path Recreation Area:** the Clerk is still waiting on a response from the Corporate Landlord.

### Other Matters

**Wildflower Seed Planting Black Path:** despite repeatedly requesting permission to cut back brambles and weeds on an area along the Black Path and then wildflower seeding it, permission has still not yet been granted by BCBC. The Clerk has been chasing this since last March and there is now just a small window of opportunity to plant before the end of March 2024.

**Electricity Licence Coity Castle:** The Chair, Vice-Chair and Clerk had met on site with the CADW Estates Manager. Following that meeting the Clerk was asked to contact Coity Village Association to update them on the meeting and chase up any certification they may have regarding the condition of the electrical supply. The Clerk was asked to confirm to the Estates Manager that Coity Higher CC agree in principle to accept the licence offered, subject to the council receiving certification that the electrical system is safe and up to standard and if no proof is available from Coity Village Association, to ask them to arrange for it to be checked and any faults corrected and certified with any costs being covered by CVA.

**Side Gate to the Castle:** During the Electricity Licence meeting with CADW the question had been asked why the side gate is always locked. The response had been

that it is locked on advice from SW Police as when open if there is an issue in the castle the perpetrators can exit via the side gate.

**Resolved:** The information and action of the Clerk were noted. The Clerk was asked to continue pursuing the lease and permissions. The Clerk was asked to forward the correspondence regarding the wildflower seeding to Councillor A Williams. The Clerk was asked to contact Coity Village Association regarding any faults and certification. Councillor A Williams would speak to the police regarding the advice on the side gate opening.

### **132/22-23 MEMBER REPORTS**

Councillor Y Walton-Davies had attended a Sustainability event and would in future be part of its focus group.

**Resolved:** All information was noted.

### **133/23-24 BOROUGH COUNCIL UPDATES**

Councillor A Williams had attended a Go Safe community speed event prior to the meeting and feedback the information received. If council's wish to take part the guns are £200 each and council's need to request them in writing.

Councillor Williams said that Coety Primary School has rooms available for hire and it was suggested, dependent on hire costs, that a future committee meeting trials its use. Councillor Williams was asked to send the Clerk the hire details.

Councillor M Williams informed Members that budget discussions continue at BCBC.

**Resolved:** Councillor A Williams would provide the Clerk with room hire details for Coety Primary School.

### **134/23-24 CORRESPONDENCE**

All correspondence was noted. With the permission of the Chair some additional correspondence received since the papers were distributed to Members were included.

The Clerk drew Members' attention to the following:

- One Voice Wales - National Awards Conference 2024
- Marie Curie Charity - funding request
- Kids Cancer Charity - funding request
- Architect Quote - feedback on tender

**Resolved:** The correspondence was noted. The two funding requests were deferred to March 2024 for consideration. The Clerk was asked to submit the Ramblers Cymru partnership project for a OVW National Award. Councillor M Williams was



asked to attend the OVW Larger Council Meeting and the OVW National Awards Conference; he agreed.

**135/23-24 DEVELOPMENT CONTROL AND PLANNING MATTERS**

3 planning applications had been received, along with 4 decisions and 0 appeals.

Concerns were raised with application P/24/21/FUL and these were discussed.

**Resolved:** The Clerk was unanimously asked to object to P/24/21/FUL on the same grounds as the last application for this location - issues with vehicular access.

**136/23-24 ITEMS FOR THE MARCH 2024 ORDINARY MEETING**

- Community Award 2023
- Deferred Financial Requests
- CAT Transfer Budget Plan
- Green Spaces Parc Derwen
- Coity Wallia Commoners Draft Letters
- Dog Litter Bag Dispensers
- Councillor Resignation

**Resolved:** It was agreed to keep the agenda open to include urgent items that may arise during the month as the agenda is already quite full.

**The next meeting will be held on Thursday 14<sup>th</sup> March 2024 at 7.00 pm at Litchard Primary School and via Zoom.**

The meeting closed at 9.00 pm.