



COITY HIGHER COMMUNITY COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD ON THURSDAY 11th SEPTEMBER 2025 AT 7.00 0 PM AT LITCHARD PRIMARY SCHOOL AND VIA ZOOM

Present: Councillor M Williams(Chair)

Councillors: S Bletsoe
Y Walton-Davies
N Deere (via zoom)
G Langdon (via zoom)
L Richards (via zoom)
A Wathan (via zoom)
A Williams
J Williams
D Wingar

Apologies: Councillors L Jeffreys, L Lewis and P Robinson

Public: None

Minute 53/25-26

54/25-26 DECLARATIONS OF INTEREST

Councillor	Item	Minute	Interest	Speak/Vote
Steve Bletsoe	Matters Arising from the June 2025 Meeting Penybont Primary School	All relevant “	Member	No/No
			Governor	No/No
Yvonne Walton-Davies	Correspondence from SBM CC Clerk’s Report including Project Updates	64 & 67/25-26	Councillor	No/No
Alan Wathan	BCBC	All relevant	Member	No/No
	Parc Derwen	All relevant	Resident	No/No
Amanda Williams	Matters Arising from the June 2025 Meeting Clerk’s Report including Project Updates Proposals by M Williams Chair Coety Primary School	All relevant “ “ “	Member	No/No
			Chair of Governors	No/No
			Wife	No/No
			Governor	No/No
Martin Williams	BCBC	All relevant	Member	No/No
	Proposals by A Williams	“	Husband	No/No
	Litchard Primary School	“	LEA Governor	No/No
	Correspondence from SBM CC Clerks Report including Project Updates	SBM CC 64 & 67/25-26	Councillor	No/No

55/25-26 TO RATIFY THE MINUTES OF THE JULY 2025 ORDINARY AND EXTRAORDINARY MEETINGS

The Minutes of the July 2025 Ordinary and Extraordinary Meetings were presented for approval.

Resolved: The Minutes were accepted and approved as a true record of the meetings and signed by the Chair.

56/25-26 MATTERS ARISING FROM THE JULY 2025 ORDINARY and EXTRAORDINARY MEETINGS

There were no matters arising from the Extraordinary Meeting

Ordinary Meeting

Minute 38/25-26 Matters Arising from the June 2025 Ordinary Meeting

Electoral Boundary Review: the latest update is that this is likely to be an agenda item at BCBC's October meeting.

Christmas 2025: All arrangements are in place. The Clerk is meeting with a representative of Centre Great in early October to look at the best location for a tree pit for Oakwood View. Planting of living trees will also be addressed in October.

Minute 41/25-26 Finance & Accounts

Moving Funds: the Clerk confirmed that £50,000 has been transferred from the council's current account to its savings account.

Resolved: All information was noted.

57/25-26 DEVELOPER UPDATE

Councillor Amanda Williams gave a developer update for Oakwood View, Gerddi'r Castell and Parc Derwen. This included updates on lighting issues at Gerddi'r Castell, the play area, footpath, REMUS billing, grit bins in Taylor Wimpey areas, Persimmon cancelling the planned July and September meetings etc.

Resolved: All information was noted. It was also noted that Councillor A Williams has written to Persimmon's CEO regarding the cancellation of meetings.

58/25-26 ALLOTMENT GARDEN

The Clerk had included a paper in the meeting papers detailing the number of plots, the sizes, the rental fees, the waiting list, those not cultivating their plots, risk assessments, regular work carried out at the allotment, work that needs to be carried out, tree surveys, a general survey, what tenants would like to see improved or added, issues with tenancy returns and the increasing postal costs. These were all discussed.

Resolved: The following were unanimously agreed:

- Not to renew the tenancies for plots 5a and 13/14. Write to inform them their plots are being re-let from 30th September 2025.
- To accept the tree maintenance contractor's quote for £700 to remove the Hawthorn and Ash identified in the Risk Assessment as urgent at the allotment garden.
- The Clerk to contact the Business Manager at Coety School re visual risk assessments
- To look at virtual tenancies to enable tenancies to be signed and returned online for efficiency and save on postage costs. Councillor Deere to provide a copy of such a tenancy and if needed seek advice from BTC.

59/25-26 TREE SURVEYS ALLOTMENT GARDEN AND GREEN SPACE JOSLING TERRACE

An arboricultural report - a tree safety and condition survey had been conducted at the council's allotment garden off Heol West Plas and its green space at Joslin Terrace. A copy of the report had been sent to all councillors. In view of the need to urgently remove ash and a hawthorn tree at the Heol West Plas site, the Clerk had obtained a quote from a local contractor of £700 to give the council an idea of cost. The contractor is also looking at the remainder of the work that is less urgent and will provide a quote for that by October in time for precept setting.

Resolved: It was unanimously agreed that due to the urgency of the work the quote obtained will be accepted, the Clerk was asked to ask the contractor to carry out the work asap.

60/25-26 SIDE ENTRANCE TO COITY CASTLE

Councillor D Wingar has previously raised concerns that the side gate has not been opened for some time and that the heras fencing along the side of the new path is unsightly. The Head of Estates at CADW has suggested that a meeting is held on site with CADW, the local PCSOs and councillors attending so that an understanding of CADW's concerns about being successfully able to manage the castle and anti-social behaviour are heard.

Resolved: The Clerk was asked to arrange a meeting. The Coity ward councillors will attend.

61/25-26 MARKING MILESTONE BIRTHDAYS AND ANNIVERSARIES

Following a recent request to mark a local resident's 100th birthday it was resolved to include this as an agenda item for discussion. The Clerk had contacted the other T&CCs in the borough to see what provision they have in place and had received 7 replies. Councillors discussed the options.

Resolved: It was unanimously agreed to mark 100th birthdays, 50th, 60th anniversaries if requested. The Clerk would publish this on the council's website and requests could be sent to the councillors or the Clerk for action. It was also agreed that £40 would be spent on a gift which the Chair or Vice-Chair would present. If a request of a £0 cost is received for any other occasion, this would be at the discretion of the Chair.

62/25-26 DRAFT TRAINING PLAN 2025/26

The Clerk had drafted a Training Plan for 2025/26 though there had been no requests for training to date.

Resolved: The draft Training Plan for 2025/26 was approved and accepted and the Clerk was asked to publish it on the council's website.

63/25-26 DRAFT ANNUAL REPORT 2024/2025

The Clerk had drafted an annual report for 2024/2025 and this was discussed.

Resolved: The Draft Annual Report for 2024/25 was approved and accepted and the Clerk was asked to publish it on the council's website.

64/25-26 CORRESPONDENCE FROM ST BRIDES MINOR COMMUNITY COUNCIL

Two items of correspondence had been received from St Brides Minor Community Council inviting the council to join two working groups to investigate the possibility of collaborating on a community bus service and a digital footpath map as future projects. These were discussed.

Resolved: Both invitations would be accepted. Councillor Amanda Williams will join the community bus service working group and Councillor David Wingar will join the digital footpath map working group. It was also agreed to ensure that the Great Glamorgan Way is included in the footpath discussion.

65/25-26 SUMMARY COITY WALLIA COMMONS ACT

A copy of the summary had been included with the meeting papers. The cost is being shared with another council and amounts to £425 per council. The Clerk explained item 4 reappointment of conservators.

Resolved: The summary was unanimously accepted.

66/25-26 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. It was suggested that the FO moves benches to the community projects budget line.

3.External Audit

A conclusion of audit had not been received yet, though some questions from the auditor had been received and answered.

#.Financial Request

A financial request had been received from Bridgend Hospital Radio and a completed application form and accompanying documents had been received and circulated to members. This was considered.

Resolved: Authority was given for the payments for July and August 2025 and the budget monitoring sheet was accepted and approved. It was agreed to move benches to the community projects budget line. It was unanimously agreed to donate £300 and to suggest they write to other T&CCs in the borough for further funding as the POW Hospital provides services for the entire borough and writes to Coity Festivals to request support. It was also agreed to offer that the Chair visits the station to present the cheque.

67/25-26 CLERK'S REPORT INCLUDING PROJECT UPDATES

CAT UPDATE: Councillor Amanda Williams gave an update on a meeting held with the CAT Officer and another Officer. The meeting was also attended by the Clerk and the project business manager, Ryan Jones.

PROJECT UPDATES:

Footpath Castle: one of the solar lighting columns was leaning slightly and has now been rectified. Following completion of the initial work the owner of the land behind the footpath made a complaint about the hinge on the gate and the way it's now closing. The Clerk gave an update on action taken and further correspondence with the land owner who asked the Clerk to raise the matter at council for discussion. The Clerk had visited the site with the contractor, provided the farmer with photos, a video of the gate closing and further information, but he is maintaining that the new path has loosened the foundations of the gate post. This was discussed.

Llys Gwyn Play Area: further to the submission of the planning application the Clerk received concerns/queries relating to the application. In consultation with the Chair the Clerk had responded to the queries. The project was due to be completed by the end of September and the Clerk has asked the Group Manager for an extension, which has been granted, to December 2025.

Coity Castle Play Area Lease: the money authorised at the July meeting has been made on account to the solicitor and the next step is to process the Chair and Clerk's ID.

Black Path Project: the Clerk was asked to progress this via Martin Morgans at BCBC.

Coety Primary Footpath Project: the work will be carried out in October.

OTHER MATTERS:

Electricity Supply Castle: further to the discussion at the July meeting the Clerk had written to SSE and up to 14th July had received several bills; the last one for £1,520.05. A final notice for overdue payment of £323.42 had also been received saying that their in-house litigation team will recover the monies owed, as the council 'has not been

settled within your agreed contracted payment terms'. The council has not signed or seen a contract of payment terms. This was discussed.

Bench Oakwood View: has now been rectified to the correct height.

Remembrance Sunday: the Clerk asked how many wreaths the council wanted this year?

Defibrillators: the Clerk asked Councillors N Deere and L Richards for confirmation that they are checking the defibrillators on a regular basis.

Play Area Quarterly Inspections: have been carried out. The Clerk asked for authority to arrange for a contractor to carry out any identified work.

Risk Assessment: Councillor P Robinson has completed the assessments of Pendre Fields play area, Coity recreation field and Coity Castle play area. The Clerk asked if one of the qualified councillors could carry out the risk assessments for Litchard Park, Joslin play area and the allotment garden? The Clerk also raised the matter of visual assessments which should be carried out by a qualified person.

T&CC Liaison Officer: the Clerk had been informed that the successful candidate takes up the post on 16th September and will be introduced to the Clerks at a Clerks meeting on 22nd September.

Room Hire: the Clerk asked the council if they would share the cost of hiring a storage cupboard with the other two councils the Clerk works for to store archive files. This was agreed subject to the other councils agreeing.

Hedge to Side of Coity Castle Play Area: this had been cut back, though despite requesting a date for the work, a risk assessment and a copy of public liability the information was not received.

Annual Leave: the Clerk reminded all of her annual leave dates. The out of office reply will refer any emergencies to the Assistant Clerk or the Chair as the Clerk won't have access to emails.

Resolved: All information was noted. The lack of progress with the CAT transfer was disappointing and noted. It was unanimously agreed that the Clerk should update the RoW Manager at BCBC on the correspondence ref. the farm gate and the council note the land owner's concerns. Councillor A Williams would request a meeting of the Development Control Committee consider the Llys Gwyn play area and to hold back from dating the lease until planning permission is approved. Councillor A Williams would draft a letter to SSE and ask for a response within 7 days; if no response is given then an official complaint to Ofgem would be made. The Clerk was asked to purchase two remembrance wreaths. Councillor Deere confirmed the defibrillators will be checked. The Clerk was given authority to arrange for any repairs to be carried out on the play areas. There were no offers of carrying out the risk assessments on the 3 outstanding areas. The Clerk was asked to speak to the Business Manager at Coety Primary School regarding risk assessments. The room hire was agreed, subject to all 3 councils contributing.

68/25-26 CHAIR'S REPORT

The Chair reported that he'd presented a community award at Coety Primary School, but had been unable to attend the Litchard Primary School leaver's service, though a gift and trophy had been provided. Councillor Williams had also attended a T&CC Chairs & Clerks meeting at the Richard Price Centre, Llangeinor and gave an update, a Forces Fitness summer session provided by Coity Higher, the Samaritans AGM and a celebration of 700 years of St Mary's Church, Coity.

Resolved: The information was noted.

69/25-26 MEMBER REPORTS

Resolved: There were no member reports.

70/25-26 BOROUGH COUNCIL UPDATES

Councillor Amanda Williams gave an update - members reported on drainage issues, the 4G pitch extension, steps and footpath issues, weeds and grass cutting issues, a change to a bus service outside the POW Hospital, a Coity bus service, drug issues including at HMP Parc Prison, the delay to the new build Welsh School, the referrals system being updated, Coity Church's 700th anniversary, the beacon was lit in Coity to commemorate VJ Day and a proposed public meeting for residents.

Resolved: The information was noted.

71/25-26 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:

- Joint OVW/SLCC Event 12th November 2025
- Invite to T&CC Forum 22nd September 2025
- Statement of Licensing Policy & Cumulative Impact
- Blue Badge Charging Traffic
- Concerns ref. Rights of Way being overgrown
- Thank you from residents for the hedge around the castle being cut back, the hanging baskets throughout the 3 wards looking so well maintained and lovely and thanks from St Mary's Church Coity for helping promote their 700th anniversary celebration.
- Complaints ref the bin at the bottom of Parc Derwen being overflowing and a complaint ref. path from Wildmill to Glanrhyd
- Advice on planting trees and land ownership

- Thank you from 1st Litchard Brownies for their donation
- Owain Glyndwr Society asking the council to consider displaying an event banner to celebrate Glyndwr Day.
- Funding requests from Cerebral Palsy Wales and Hope Rescue Centre

Resolved: The correspondence was noted. Councillor M Williams agreed to attend the OVW/SLCC Event and share the cost with St Brides Minor CC as he'd represent both councils. The Rights of Way work has been completed and BCBC notified. The request for advice on land ownership had been referred to the Coity Anglia representative, the complaint ref. the path from Wildmill to Glanrhyd had been noted and a request would be made for a specific location. A banner on the castle would be a matter for CADW though the council could display it on the side of the play area. Both funding requests were deferred to the March 2026 meeting.

NOTE: Councillor Alan Wathan did not take part in this next item.

72/25-26 DEVELOPMENT CONTROL AND PLANNING MATTERS

11 planning application had been received, along with 3 decisions and 0 appeals and 2 items of correspondence from Planning Aid Wales. The planning applications were discussed.

Other Planning Matters: there were 3 other planning items.

Resolved: There were no objections to the planning applications. There were no further comments on the three other items. Regarding P/25/417/FUL it was agreed that the Clerk would ask permission for a councillor to speak at the Development Control committee meeting on this matter.

NOTE: Standing Orders were suspended at 9.00 pm

73/25-26 ITEMS FOR THE OCTOBER 2025 ORDINARY MEETING

Resolved: It was agreed to keep the agenda open to include urgent items that may arise during the month.

- Grass Cutting and Floral Display Quotes/Tenders for 2026/27.
- Remembrance Sunday Arrangements and Wreaths
- Weeds Gerddi'r Castell

The next Ordinary council meeting will be held on Thursday 9th October 2025 at Litchard Primary School and via Zoom.

The meeting closed at 9.03 pm.