



## COITY HIGHER COMMUNITY COUNCIL

### MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD ON THURSDAY 11<sup>th</sup> NOVEMBER 2025 AT 7.00 0 PM AT LITCHARD PRIMARY SCHOOL AND VIA ZOOM

Present: Councillor M Williams(Chair)

Councillors: S Bletsoe  
Y Walton-Davies (via Teams)  
G Langdon (via Teams)  
L Lewis (via Teams)  
L Richards (via Teams)  
P Robinson  
A Wathan  
A Williams (via Teams)  
D Wingar

Apologies: Councillors N Deere and J Williams

Public: Jason Frowen, BCBC T&CC Liaison Officer

Minute 92/25-26

**93/25-26 DECLARATIONS OF INTEREST**

Councillor	Item	Minute	Interest	Speak/Vote
Steve Bletsoe	Penybont Primary School BCBC DCC Planning	n/a All rel. 108/25-26	Governor Member Member BTC	No/No No/No No/No
Yvonne Walton-Davies	Matters Arising St Brides Minor CC Correspondence	96/25-26 1107/25- 2600/25- 26	Commoner Councillor Ind Member LAF	No/No No/No No/No
Gareth Langdon	Parc Derwen	97/25-26	Resident	No/No
Lisa Lewis	Brackla CC	n/a	Member	No/No
Luke Richards	Ynysawdre CC	n/a	Member	No/No
Peter Robinson	Bridgend TC	108/25-26	DC/Planning	No/No
Alan Wathan	BCBC Parc Derwen	All rel 97/25-26	Member Resident	No/No No/No
Amanda Williams	BCBC Clerk's Report including Project Updates Proposals by M Williams Chair Coety Primary School	All rel 108/25-26 103 All rel. 103/25-26	Member Chair of Governors Wife Governor	No/No No/No No/No No/No
John Williams	Parc Derwen	97/25-26	Resident	No/No
Martin Williams	BCBC Proposals by A Williams Litchard Primary School St Brides Minor CC	All rel. All rel. n/a 100/25-26	Member Husband LEA Governor Councillor	No/No No/No No/No No/No

**94/25-26 TO RECEIVE JASON FROWEN BCBC T&CC LIAISON OFFICER**

Jason Frowen the new Town and Community Council Liaison Officer introduced himself and said his role is to improve the relationship between BCBC and the Town and Community Councils in the borough. He gave his background in previous roles. He explained the immediate work on the role including the review of BCBC's Charter, helping with funding applications, meetings with Clerks, working group ref. SLA and a central information point for Clerks.

Questions were asked by some of the councillors including what his brief from BCBC is and timescales for responses to Clerk queries

Jason was thanked for attending and explaining his role.

**Resolved:** The information was noted.

**95/25-26 TO RATIFY THE MINUTES OF THE OCTOBER 2025 MEETING**

The Minutes of the October 2025 Ordinary Meeting was presented for approval.

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

**96/25-26 MATTERS ARISING FROM THE OCTOBER 2025 MEETING**

**Minute 81/25-26 Weeds Gerddi'r Castell**

Quotes will be obtained in the next few weeks.

**Minute 82/25-26 Virtual Roll of Honour Board**

This is currently being designed.

**Minute 88/25-26 Borough Ward Updates**

A response had been received to the council's correspondence with BCBC Traffic and Transportation department regarding the RTA on Heol Si108monston in early October. No response has been received to date from SW Police. All councillors had a copy of the reply in their meeting papers.

**Minute 89/25-26 Correspondence**

Further to the council's response to Huw Griffith's email a further email has been received and read out.

**Resolved:** All information was noted.

**97/25-26 DEVELOPER UPDATE**

Councillor A Williams gave an update including the logging of every lighting column not working on Parc Derwen; 19 in total. An update was given on drainage issues following the laying of tarmac, when Pugh's and the chip shop will open and REMUS requests for Gerddi'r Castell. Councillor Williams said there were no developer issues at Ffordd Cadfan and positive feedback had been received from residents about the proposed Christmas tree.

**Resolved:** The information was noted.

**98/25-26 CAT LEASE UPDATE**

The Clerk had received a letter from BCBC offering a 35 year lease and giving 24 hours to reply for the CAT on GWA Fields, Litchard Fiels and Coity Higher Community Centre. Following correspondence and calls between Councillors Williams and BCBC a replacement letter was received giving a month to reply. Following receipt of the letters and a discussion with Jake Morgan, Councillor A Williams gave a further update. The council now waits to receive and invite to an agreed round table meeting of key people to agree a way forward and hope that meeting is arranged for December 2025.

Councillor Luke Richards said he wants a guarantee of an offer of a 99 year lease not consideration of one.

**Resolved:** The Clerk was asked to write to BCBC and copy in the Leader and CEO to say CHCC proposes a meeting in December, followed by receipt of a first draft agreement which will be put to full council in January 2026. Then, following feedback from CHCC to receive an updated 2<sup>nd</sup> draft with the aim of achieving a firm agreement by the end of the financial year.

**99/25-26 PROJECT IDEAS FOR PRECEPT 2026/27**

Councillor S Bletsoe - provision to plant trees on land near the black path to discourage cars driving over the adjacent green space. Councillor Amanda Williams suggested bollards may be the answer. Councillor Y Walton-Davies said the Quiet Lanes concept would fit this purpose.

Councillor A Williams - additional benches and planters in wards particularly on the new developments.

It was noted that there are outstanding projects yet to be completed ie black path recreational area.

**Resolved:** All suggestions would be considered by the Finance Committee when pulling together a first draft precept budget for 2026/27.

NOTE: Councillors Y Walton-Davies and M Williams declared an interest in the next item as councillors of St Brides Minor CC

**100/25-26 COMMUNITY BUS AND DIGITAL FOOTPATH MAP WORKING GROUPS UPDATE**

**Community Bus Project:** the first working group had been attended by representatives of Coity Higher CC, Newcastle Higher CC, Garw Valley and SBM CC. Initial discussions on the idea took place. Ynysawdre CC are also part of the group but their representative had been held up and did not attend the meeting. Councillor Amanda Williams had already carried out a survey and was asked to send it to the Clerk to share with the group.

**Digital Footpath Map:** this was also the first meeting of the working group attended by representatives of Coity Higher CC, Newcastle Higher CC, Ynysawdre CC and SBM CC. The meeting was attended by a representative of At-Creative who explained how the map works and answered any questions.

**Resolved:** It was resolved that both working groups would meet again on 14<sup>th</sup> January 2026. Each council representative will work out their required route for the bus service and carry out their own consultations and when they meet in January they will see if they can ‘join up’ their routes. If that is possible they will then arrange to meet as a group with local bus companies to look at prices. The Digital Footpath Map meeting representatives were also asked to look at what footpaths they wanted to include in their part of a route and again at their January meeting will look to see if they can make a route from all the proposed routes.

**101/25-26 VACANCIES - ALLOTMENT COMMITTEE, FINANCE COMMITTEE, ONE VOICE WALES AREA COMMITTEE AND DEPUTY T&CC FORUM**

Following the resignation of Councillor Lynda Jeffreys there were vacancies to be filled on two committees and representatives for the Pendre Ward.

**Resolved:** Councillor P Robinson was nominated and unanimously voted to be the Allotment Committee and Finance Committee member. Councillor S Bletsoe was nominated and unanimously elected to be the Deputy T&CC Forum representative in Councillor Lisa Lewis’ absence. The vacancy for the OVW Area Committee would be kept open and considered following the co-option to fill the Pendre ward vacancy.

**102/25-26 FINANCE & ACCOUNTS INCLUDING CONCLUSION OF AUDIT 2024/2025**

**1.Payment of Cheques**

Authority was requested for the payments of all the invoices listed on the expenditure sheet shown below.

Payee	Description	£	p
HMRC	NI & PAYE October 2025	687	01
RCT Pension	Staff Costs October 2025	601	51
Clerk	October 2025 Salary		
Clerk	Mileage October 2025	31	24
Asst. Clerk	October 2025 Salary		
Asst. Clerk	Mileage October 2025	29	92
BNP Paribas	Photocopier hire 8/11/25 to 7/02/26	332	23
Moneysoft	Payroll software	108	00
Apogee Corp	Copying and printing 31/10/25 to 30/1/26	229	72

<b>Maison et Jardin</b>	Maintenance of footpaths 24, 27, 23a, 52, 52a, 8 (x 3), 7a,17, 17a, 24, 49,15	220	00
<b>SLCC Enterprises Ltd</b>	Registration for Chair at SLCC & OVW Joint Virtual Conference 2025 (cost to be shared with St Brides Minor CC)	78	00

## 2. Budget Monitoring, Accounts & Budgets

The Asst. Clerk ran through the budget monitoring sheet and answered any questions raised. He also explained how the forecasted bal c/f was concluded and why it's that amount.

## 3. External Audit

A conclusion of audit had been received; a qualified audit. The Asst. Clerk explained the reasons for the comments.

Councillor Amanda Williams said that all councillors had full confidence in the staff and confidence that best value is always obtained.

**Resolved:** Authority was given for the payments for October 2025 and the budget monitoring sheet was accepted and approved. The Clerk was asked to write to Audit Wales to express the council's disappointment with the VAT comment and explain why.

## **103/25-26 CLERK'S REPORT INCLUDING PROJECT UPDATES**

**Solar Lights Footpath to side of church/castle and play areas:** BCBC's T&CC grant match funding has been claimed and payment received.

**Coety Primary School Allotment Paths:** a draft licence has been received and considered.

**Llys Gwyn Play Area:** Councillors A & M Williams have received confirmation that planning permission is not required for the installation of a play area in this location. The Clerk has not received notification but asked permission to contact the agreed contractor to set the wheels in motion of ordering the equipment and getting an installation date as the grant funding must be claimed by the end of the financial year.

**Black Path Project:** the Clerk's original correspondence with a now retired BCBC Officer had been sent to Martin Morgans to consider and advise on the area of land that could be used for this project. He is discussing it with his team and will respond in due course.

**Coity Castle Play Area Lease:** it was resolved at the last Ordinary Meeting to ask the landowner's solicitor for a breakdown of their proposed fees. A response had been received which the Clerk read out.

**Income:** a tv company had used Pendre Fields play area for a days' filming and a location fee of £300 had been paid. In addition the Clerk had asked Persimmon if they could contribute towards the cost of constructing a Christmas tree pit at Oakwood View and they agreed to donate £1,000 in January 2026.

**Electricity Supply Coity Castle:** following a second letter to SSE a reply and offer of a reduction of £200 to the council's outstanding bill had been received. A copy was included in the meeting papers. The reply was discussed.

**Vacancy Pendre Ward:** there had been no call for an election so a notice of co-option has now been published with a closing date of 28<sup>th</sup> November 2025.

**Annual Leave:** the Clerk reminded councillors of her early December annual leave dates.

**Resolved:** All information was noted. It was unanimously agreed that the Chair can sign the licence for the school footpaths when it's received. It was unanimously agreed that the Clerk could make the arrangements for the agreed play area contractor to order the equipment and get an installation date. The Clerk was asked to respond saying we have done identical leases with other organisations and they had paid their own fees and given the council a commuted sum and the council's solicitor fees in this matter are only £1,500 plus disbursements so this is the maximum we are happy to pay the landowner's solicitor. The Clerk was asked to express the council's dismay at the profiteering on our community where the council is striving, as always, to obtain best value for its residents. It was unanimously agreed to refer SSE to OFGEM and to copy in the CEO of SSE to the letter.

#### **104/25-26 CHAIR'S REPORT**

The Chair had laid CHCC's remembrance wreath at Coty War Memorial, attended an SLCC/OVW online conference, a T&CC Chairs & Clerks meeting, a DCC Meeting (as a borough member), presented CHCC's donation cheque to Bridgend Hospital Radio and attended Coety Primary School's 10<sup>th</sup> Anniversary event.

**Resolved:** The information was noted.

#### **105/25-26 MEMBER REPORTS**

Councillor Alan Wathan had laid CHCC's remembrance wreath at Bridgend Town Council's remembrance service.

In Councillor John Williams' absence the Clerk read out an update saying the following: the grass cutting has been completed across Parc Derwen, employees of Centre Great have been on the development auditing the reported failed street lights; they couldn't provide a date when the lighting will be repaired.

**Resolved:** The information was noted.

**106/25-26 BOROUGH COUNCIL UPDATES**

**Councillor Amanda Williams:** updated members on parking issues, landscaping, drug issues and a disappointing DCC meeting.

**Resolved:** The information was noted.

**107/25-26 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:

- Welsh Government Consultation on the changes to local government elections rules in Wales
- Democracy and Boundary Commission Wales - Submission of Comments on the Draft Annual Remuneration Report 26/27
- BCBC - new T&CC Grant Funding programme structure
- BCBC - invitation to the Clerk to attend a BCBC/T&CC working group on protocol/memorandum of understanding/SLA/Charter
- BCBC - letter from the Leader ref. the recent Boundary Review discussion at BCBC full council
- Bridgend Town Council - request to wear chains at a remembrance service at HMP Parc Prison
- Residents - objections to the proposed McDonald's Drive-thru
- Wales Air Ambulance - financial request
- Blacklight TV - location payment
- SSE - response to the council's correspondence ref electricity supply at Coity Castle
- BCBC - details of Mayor's Citizenship Awards 2026 (nominations by 16<sup>th</sup> January 2026)
- BCBC - draft licence footpath Coety Primary School
- Troes Resident - request for assistance on obtaining a Christmas Tree for the village
- Eisteddfod yr Urdd Ynys Mon - financial request
- Local Access Forum - request from Councillor David Unwin for feedback on Quiet Lanes

**Resolved:** The correspondence was noted. The Clerk had accepted the invitation to be part of the BCBC/T&CC working group, agreement to wear chains had been given, the two financial requests were deferred to March 2026, the location payment of £300 was noted, it was agreed to sign the licence for the footpath at Coety Primary School, the Clerk had given advice to the Troes resident, the council had previously

responded regarding Quiet Lanes and the residents' objections would be discussed in the next item. The SSE response had been discussed in the Clerk's report.

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

#### **108/25-26 DEVELOPMENT CONTROL AND PLANNING MATTERS**

2 planning application had been received, along with 4 decisions and 0 appeals and 3 items of correspondence from Planning Aid Wales. The planning applications were discussed.

##### Other Planning Matters

##### Proposla for McDonald's Drive-thru, Dainton Business Park off Coity Road

Several objections had been received from Pendre residents living adjacent to the proposed site on the pre planning consultation. It was noted that CHCC are not consultees as the location sits within Bridgend Town Council. Councillor Peter Robinson had written a letter compiling those residents' objections.

##### CHCC's Planning Application P/25/419/FUL

The Clerk gave an update on progress.

##### DCC Site Visit and Meeting ref HMP Parc Prison Extension

Councillor Peter Robinson had attended both the site visit and DCC meeting representing CHCC. He had spoken at the DCC meeting. Councillors A and M Williams had also attended as borough members.

**Resolved:** The Clerk was asked to request that CHCC is a consultee on the McDonald's application. Councillor Peter Robinson was asked to submit his letter and the Clerk was asked to write and endorse it on behalf of CHCC.

#### **108/25-26 URGENT ITEMS FOR THE DECEMBER 2025 PRECEPT MEETING**

- Co-option Pendre Ward

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

The next council meeting will be a Precept Meeting held on Thursday 11<sup>th</sup> December 2025 at Litchard Primary School and via Teams.

The meeting closed at 8.58 pm.