



## COITY HIGHER COMMUNITY COUNCIL

### MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD ON THURSDAY 12<sup>th</sup> FEBRUARY 2025 AT 7.00 PM via TEAMS

Present: Councillor M Williams(Chair)

Councillors: S Bletsoe  
Y Walton-Davies  
N Deere  
G Langdon\*  
L Lewis\*  
L Richards\*  
P Robinson  
A Wathan  
A Williams  
J Williams  
D Wingar

Apologies: None

Public: One present

Minute 141/25-26

**142/25-26 DECLARATIONS OF INTEREST**

<b>Councillor</b>	<b>Item</b>	<b>Minute</b>	<b>Interest</b>	<b>Speak/Vote</b>
Steve Bletsoe	BCBC Bridgend TC Agenda Item 10 Quotes	All relevant n/a 150/25-26	Member Member Friend of contractor	No/No No/No No/No
Yvonne Walton-Davies	St Brides Minor CC	156 & 157/25-26	Member	No/No
Nathan Deere	Any V2C discussion	155/25-26	Employee of V2C	No/No
Gareth Langdon	Parc Derwen	144/25-26	Resident	No/No
Lisa Lewis	Brackla CC	n/a	Member	No/No
Luke Richards	Ynysawdre CC	155/25-26	Member	No/No
Peter Robinson	Bridgend TC	n/a	DC/Planning	No/No
Alan Wathan	BCBC  Parc Derwen Bridgend TC	All incl. 160/25-26 144/25-26 n/a	Member  Resident Member	No/No  No/No No/No
Amanda Williams	BCBC Proposals by M Williams Chair Coety Primary School Agenda Item 10 Quotes	All relevant 148/25-26 155/25-26 150/25-26	Member Wife Chair of Governors Friend of contractor	No/No No/No No/No No/No
John Williams	Parc Derwen	144/25-26	Resident	No/No
Martin Williams	BCBC Proposals by A Williams Litchard Primary School St Brides Minor CC  Agenda Item 10 Quotes	All relevant n/a n/a 155 & 156/25-26 150/25-26	Member Husband LEA Governor Councillor  Friend of contractor	No/No No/No No/No No/No  No/No
David Wingar	Agenda Item 10 Quotes	15-/25-26	Friend of contractor	No/No

**143/25-26 TO RATIFY THE MINUTES OF THE JANUARY 2026 ORDINARY MEETING**

The Minutes of the January 2026 Ordinary Meeting were presented for approval.

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

**144/25-26 MATTERS ARISING FROM THE JANUARY 2026 ORDINARY MEETING**

There were no matters arising from the January 2026 Ordinary Meeting Minutes

**Resolved:** Noted.

**145/25-26 DEVELOPER UPDATE**

Councillor A Williams gave feedback on: extra drainage needed for sports pitches, landscaping matters, crossing point McArthur Glen/Sainsbury's scheme, lighting issues in Parc Derwen and Ffordd Cadfan and the Trem y Castell/Gerddi'r Castell play area.

**Resolved:** The information was noted.

**146/25-26 CAT TRANSFER PROCESS CONCERNS**

Since including this item on the agenda a meeting has been held to discuss CHCC's current CAT transfer. Councillor Martin Williams updated Councillors on that meeting.

**Resolved:** The information was noted.

**147/25-26 CO-OPTION PENDRE**

One detailed application had been received from Anita Davies.

**Resolved:** Anita Davies was unanimously co-opted onto the council to represent the ward of Pendre.

**148/25-26 FEEDBACK ON CHAIN OF OFFICE**

As resolved at the last meeting, the Chair, Vice-Chair and Clerk met for a discussion for the Clerk to obtain an idea for a design and obtain a price to recommend to full council at this meeting. Councillors had been given a paper showing a design in gold and silver, with or without a new pendant, with a carrying case and with the three ward names engraved on the three tabs at the centre of the chain. This was discussed in some detail.

**Resolved:** A proposal was made and seconded to accept the quote for a gold chain with a new pendant showing the council's logo and a carrying case from Fattorini. A vote was taken. Both Councillors Amanda Williams and Yvonne Walton-Davies abstained. All other councillors voted in favour.

**149/25-26 DRAFT BIODIVERSITY & RESILIENCE REPORT 2025**

A draft Biodiversity and Resilience of Ecosystems Duty Report 2025 had been prepared by the Clerk and sent out with the papers.

**Resolved:** It was unanimously agreed to accept the report and publish it on the council's website. Councillor Yvonne Walton-Davies thanked the Clerk for her work on the document.

**150/25-26 GRASS CUTTING, WEED SPRAYING, FOOTPATH MAINTENANCE, LITTER BIN COLLECTION/DISPOSAL AND FLORAL DISPLAY QUOTES FOR 2026**

4 quotes had been requested from various contractors for grass cutting, weed spraying, footpath maintenance and floral displays. These were discussed. The Clerk was also asked that the grass cutting starts in mid-March not early March.

**Resolved:** It was unanimously agreed to approve quotes from the following:

- Grass cutting - Evans Garden Services
- Weed spraying - MS Property Services
- Footpath maintenance - Maison et Jardin
- Litter Collection/Disposal - MS Waste Management
- Floral Displays - D Thomas

**151/25-26 ASSERTATION 10 OF THE LOCAL GOVERNMENT STATEMENT**

Whilst this is not yet statutory in Wales, at a recent Clerks meeting it was noted that some T&CCs have already started preparing for this to become statutory in Wales within the next few years. The purpose of this item is to raise council's awareness of this assertion and to be aware of the costs the council will incur when these changes are in place and the council must meet these data compliances. These include: a generic email account hosted on an authority owned domain i.e. .gov.uk.,org.uk etc., legal requirements for existing websites, processing personal data, IT Policy,

**Resolved:** It was unanimously agreed that the Clerk would investigate what's needed and the costs which will be incurred for information only at this time and to take no further action until such time as the council is officially notified of these changes.

**152/25-26 ITEMS FOR THE APRIL 2026 T&CC FORUM AGENDA**

Councillors had been asked to bring suggestions for agenda items to the meeting.

**Resolved:** It was agreed to request Quiet Lanes on the agenda.

**153/25-26 PRIDE IN PLACE IMPACT FUND**

Councillor Martin Williams gave some information on this fund; successful bids will be completed by March 2027.

**Resolved:** Councillors were asked to consider projects they may wish to put forward for consideration.

**154/25-26 FINANCE & ACCOUNTS**

**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 January 2026		
RCT Pension	Staff Costs January 2026		
Clerk	January 2026 Salary		
Clerk	Mileage January 2026	42	07
Asst. Clerk	January 2026 Salary		
Asst. Clerk	Mileage January 2026	13	50
South Wales Contractors Ltd	Creation of footpaths between allotment beds at Coety Primary School. VAT not included in the amount on the authorisation sheet for January 2026	3,046	75
Apogee Corp Ltd	Copies, printing and scans from 31/01/26 to 29/4/26	131	30
MS Waste Management	9 bins at Parc Derwen and bin at entrance 1/12/25 to 2/1/26	877	50
MS Waste Management	Waste bin collection and disposal service December 2025 (ad hoc bins)	126	00
BNP Paribas	Photocopier Annual Administration Fee	48	00
BNP Paribas	Photocopier Rental 8/2/26 to 7/5/26	337	39
Clerk	Postal cost Llys Gwyn lease to solicitor	2	95

## 2. Budget Monitoring, Accounts & Budgets

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

**Resolved:** Authority was given for the payments for January 2026 and the budget monitoring sheet was accepted and approved.

### **155/25-26 CLERK'S REPORT INCLUDING PROJECT UPDATES**

**CAT Transfer:** following a meeting of the three borough councillors the CEO of BCBC, the Corporate Director for Communities, a BCBC Officer, and CHCC's Business Manager for the CAT Project and the Clerk a phased way forward for this CAT Transfer was agreed. Councillor Martin Williams explained the way forward and asked full council for their agreement in principle to progress this matter.

**Coety Primary Footpaths:** the Clerk has submitted the claim for the work and is waiting for BCBC Officers to inspect.

**Black Path Project:** this was discussed at the CAT meeting and the go ahead was given to CHCC to progress this project. The Clerk read out an email from the CAT Officer regarding providing a 5 year financial forecast. The Clerk was notified of the need to remove a plaque from a bench on the Black Path.

**Pre-election Period:** The Clerk reminded members that the Senedd will be dissolved at one minute past midnight on Wednesday 8<sup>th</sup> April 2026 and the pre-election period will begin on that day. SBM CC meetings will continue as usual however councillors should be mindful of this pre-election period.

**Coity Castle Play Area Lease:** no further update.

**Llys Gwyn Play Area:** this project has been delayed due to one outstanding piece of equipment not being delivered. It is now scheduled for the last week of February. The Clerk has been given authority from Andrew Care to submit a claim one month later by the end of April. There was no update from V2C re benches and assistance with landscaping.

**SSE Electricity Supply Coity Castle:** the Clerk gave an update on correspondence received and sent. The Clerk had asked the council's solicitor to advise and a copy of his response was included in the meeting papers.

**T&CC Clerks Meeting held at BTC:** the Clerk had attended this meeting on 28<sup>th</sup> January which had been useful and attended by 8 Clerks and 1 Assistant Clerk. It was agreed that the meeting will take place on a quarterly basis, that Jake Morgan will be invited to

the net meeting, that nothing will be taken forward on the Charter update until after the 2026 elections, that the group is looking into having a shared space so that any useful policies or documents can be placed there for Clerks to share.

**Allotment Gardens:** the Clerk confirmed that all plots are let and monies received. There are currently nine people on the waiting list, the person at the top of the list has been waiting since August 2024.

The Clerk gave an update on an issue with a fruit cage and the correspondence received with a tenant with an SLA agreement not a cultivation tenancy.

**T&CC Chairs & Clerks Meeting held at BTC:** the Chair and Clerk had attended this meeting on 29<sup>th</sup> January which had been attended by 9 T&CCs. The next meeting will be hosted by Ynysawdre CC at Sarn Library on 19<sup>th</sup> March. Items discussed were the local Boundary Review, CAT Process, slow responses to FOIs, Town Twinning, Protocols for wearing chains, a shared platform, Assertion 10 etc.

**Resolved:** All information was noted. It was unanimously agreed to progress the CAT in a phased way; the Clerk will set up a meeting asap to start the process to enable CHCC to meet again with BCBC in early March. It was unanimously agreed to complete an online OFGEM form and start a complaints process; the Clerk would meet with Councillor A Williams to complete the form. The Clerk was asked to write to the person with the SLA agreement to reiterate that there has never been an agreement for him to cultivate the land and that this practice should cease with immediate effect. The Clerk was asked to obtain up-to-date quotes for the items at the Black Path site and progress the project.

#### **156/25-26 CHAIR'S REPORT**

The Chair had attended a Conservator Representative meeting called by St Brides Minor CC; he gave an update.

The Chair gave an update on correspondence received from the Flying Start nursery group which is based at St Mary's Church, Coity's Church Hall.

**Resolved:** The information was noted. The Clerk was asked to write to St Mary's Church to seek clarity on the current building situation and to ask about their future plans.

NOTE: Standing Orders were suspended at 9.00 pm

**157/25-26 MEMBER REPORTS**

**Councillor A Williams:** gave an update on the Community Bus working group who are in the process of obtaining prices

**Councillor D Wingar:** gave an updated on the work in progress of the Digital Footpath working group.

**Councillor Y Walton-Davies:** raised road resurfacing at Heol Las.

**Resolved:** The information was noted.

**158/25-26 BOROUGH COUNCIL UPDATES**

**Councillor A Williams:** gave an update on some police issues including boy racers and issues at Llys Gwyn.

**Councillor M Williams and A Wathan:** had nothing urgent to report given the meeting time constraints.

**Resolved:** The information was noted.

**159/25-26 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:

- Marie Curie - Great Daffodil Appeal 2026
- Resident - overflowing bin Parc Derwen
- SSE - correspondence
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**Resolved:** The correspondence was accepted. The Clerk was asked to defer the Marie Curie request to the March 2026 meeting.

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

**160/25-26 DEVELOPMENT CONTROL AND PLANNING MATTERS**

2 planning application had been received, along with 2 decisions and 1 appeal and 4 items of correspondence from Planning Aid Wales. The planning applications were discussed.

**Resolved:** The planning items and correspondence were noted.

**161/25-26 ITEMS FOR THE MARCH 2026 ORDINARY MEETING**

- Invite the PCSOs to attend the meeting
- Summer Playschemes for 2026
- Draft Sexual Harassment Policy
- Draft Lone Worker Policy
- Deferred Financial Requests 25/26
- OVW Area Representative

**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 an Ordinary Meeting held on Thursday 12<sup>th</sup> March 2026 at Litchard Primary School and via Teams.**

The meeting closed at 9.12 pm.