

## ST BRIDES MINOR COMMUNITY COUNCIL



### MINUTES OF THE ORDINARY MEETING OF ST BRIDES MINOR COMMUNITY COUNCIL HELD ON MONDAY 13<sup>TH</sup> JUNE 2022 AT SARN LIFE LONG LEARNING CENTRE AND VIA ZOOM

#### **PRESENT:**

Councillors: M Williams (Chair)  
R Teahan-Dyer  
E Jones (via zoom)  
M John  
Y Walton-Davies

Clerk: Ann Harris

Public: 1 Member of the public attended via zoom

Minute 14/22-23 - None all Members present

15/22-23 **ITEM 2 DECLARATIONS OF INTEREST**

<b>Councillor Name</b>	<b>Minute Number</b>	<b>Declaration</b>	<b>Speak/Vote</b>
Mark John	All relevant including Development Control	All BCBC Matters	No/No
	17/22-23	Community Gardens	No/No
M Williams	All relevant incl. Development Control	All BCBC Matters	No/No
	23/22-23	Co-option Bryncethin Ward	No/No

16/22-23 **ITEM 3 TO APPROVE THE MINUTES OF THE MAY 2022 ANNUAL AND ORDINARY MEETING**

The minutes of the May 2022 Annual and Ordinary Meetings dated 9<sup>th</sup> May 2022 had been circulated to Members prior to the meeting.

**Resolved:** The council agreed to accept the minutes of the May 2022 Annual and Ordinary Meeting held on 9<sup>th</sup> May 2022 as a true and accurate record and the Chair signed the minutes.

17/22-23 **ITEM 4 TO CONSIDER MATTERS ARISING FROM THE MAY 2022 MINUTES**

**Annual Minutes:** No Matters Arising

**Ordinary Meeting:**

**Minute 4/22-23 Item 4 To Consider Matters Arising from the April 2022 Minutes**

**Allotment Garden:**

The Chair and Clerk had visited the allotment garden and met with two of the committee members. The Chair gave feedback on the condition of the raised beds, which were in a worse condition than they first appear, and the visit and cost of the plots.

**Queen's Jubilee:**

Councillor Jones made recommendations of the 3 locations for trees in each ward. She also sought authority for the Clerk to purchase the Veteran's Jubilee plaques to identify the trees as planted for the Jubilee.

The Clerk informed Members that the leather bookmarks for the children of Bryncethin School were due to be delivered in the week.

The Clerk had received a thank you from Sarn Club for the donation towards the gift of children's Jubilee mugs.

**Planter Wigan Terrace:**

The Clerk had obtained quotes to repair the planter, to build a new planter and to purchase and plant/maintain a 3 tier planter to be placed on the same site and all 3 options were discussed.

**Minute 9/22-23 Ite 9 Members/Ward Reports**

The Clerk advised Members that the best location for the memorial bench had been identified as the Cymdda.

**Resolved:** All information and action of the Clerk was noted. The Clerk was asked to write a report on the Allotment Gardens for consideration at the September meeting. The locations of the Jubilee trees was agreed subject to the Clerk obtaining the necessary permissions and it was unanimously agreed to purchase the plaques too. It was unanimously agreed to purchase a 3 tier planter, remove the existing broken planter and put it in its place. It was also agreed to accept the quote for the removal of the broken planter and the planting, watering and compost etc for the new 3 tier planter. The Clerk was asked to obtain the necessary licence, purchase the planter and make arrangements for its installation and planting. The Clerk was asked to obtain the necessary permissions for the remembrance bench and liaise with Councillor Tim Thomas on this matter.

**18/22-23 ITEM 5 TO RECEIVE THE CRIME FIGURES FOR APRIL 2022**

The crime figures for March 2022 had been sent out in the month for information as they were not available in time for the May 2022 meeting. The April 2022 crime figures graph and narrative had been sent out with the meeting papers.

**Resolved:** The information was noted.

## **19/22-23 ITEM 6 TO RECEIVE BCBC OFFICER JOANNE CHOAT TO DISCUSS LITTER ISSUES**

The Chair welcomed Joanne Choat to the meeting via zoom.

The council raised their litter issues:

- Clarification that there are no plans to charge for red bag collection.
- The support available if a volunteer litter picking group is set up.
- Problems with fly tipping, particularly in the road behind the Days Hotel.
- Food outlet litter spread throughout the wards.
- The Community Council's commitment in 2020 to sign up for the Love It, Don't Trash it scheme.

**Resolved:** There were no plans to charge for red bag collection. A contact for help with setting up a volunteer group was given to the Clerk, an offer was made to meet up with councillors to look at the fly tipping issue, information regarding what BCBC can do to help was given and their limits and the Love It, Don't Trash It scheme will take place in 2023. The Clerk was asked to send Councillor Teahan-Dyer a map of the bin sites in the wards.

Note: The Clerk left the meeting for item 7 and returned for item 8

## **20/22-23 ITEM 7 STAFF CONFIDENTIAL**

A request was made at the May Ordinary Meeting by Councillor Jones to review the Clerk's salary as her contract states that her salary should be reviewed annually on 21<sup>st</sup> March, but it has not been reviewed since her appointment in 2017 and this was discussed.

**Resolved:** That the Chair reviews the Clerk's contract including salary, that any increase is backdated to 13<sup>th</sup> June 2022 and that the Chair is given plenary powers to set the pay rise.

## **21/22-23 ITEM 8 DRAFT TRAINING PLAN 2022/2023**

A draft training plan had been included with the meeting papers, this was based on the roles of councillors within the council and recommendations made. This was discussed. Councillor Mark John requested attendance on the basic and advanced finance courses and Councillor Yvonne Walton requested attending the Understanding the Law course.

**Resolved:** The Clerk would write to Members requesting that they confirm whether they wished to take up the recommended training and/or request alternative training. The Finance Committee would meet in July and increase the budget line for training from the general reserve to accommodate the training. The Clerk was asked to make the training bookings requested by Councillors John and Walton.

**22/22-23**     **ITEM 9 COMMUNITY COUNCIL SCHOOL GOVERNOR BRYNCETHIN PRIMARY SCHOOL**

David Lewis had been the community council school governor representative but he had not stood for re-election to council therefore the role was now vacant. It was proposed that Councillor Mark John take up the role.

**Resolved:** It was unanimously agreed that Councillor Mark John would represent the council in this role.

**23/22-23**     **ITEM 10 CO-OPTION BRYNCOCH, BRYNCETHIN AND SARN WARDS**

Following the local elections there were 8 vacancies within the council - 2 Bryncoch, 2 Bryncethin and 4 in Sarn.

The vacancies had been advertised for co-option and 7 applicants had been received and it was unanimously agreed that all be elected.

On the advice of OVW each applicant had been asked to state their 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice ward and these were all considered.

**Resolved:** It was unanimously agreed to co-opt the following: Bryncethin - Bernard Tiltman and Leigh Thorne, Bryncoch - Terry Nicholls and Shaun Morgan and Sarn - Tim Thomas, Dan McConnell and Paula Ford

**24/22-23**     **ITEM 11 FINANCE & ACCOUNTS**

**1. Payments May 2022**

Authorisation was requested for the May 2022 payments totaling £5,670.14. The unaudited balance carried forward to May 2022 was accepted, as was the updated budget monitoring sheet for April and May.

**2. Income**

There was no income in the month.

**3. Annual Council Insurance**

The Clerk informed Members that the annual premium of £447.34 was due on 1<sup>st</sup> June 2022 and this was shown in the payments list.

**Resolved:** The payments for authorisation for April 2022 were accepted and authorized. The income was noted. Authority was given for the annual insurance renewal to be paid.

**25/22-23 ITEM 12 CHAIR'S REPORT**

At the Annual Meeting the Chair had been presented with the Chain of Office which he noted did not have any engravings. He proposed to council that they agree that the Clerk could obtain a quote for the cost to carry out this work.

**Resolved:** It was unanimously agreed that the Clerk could obtain a quote for the work.

**26/22-23 ITEM 13 MEMBERS/WARD REPORTS**

Councillor Williams: Informed Members that he is now a member of the Standards Committee at BCBC.

Councillor Walton: Informed Members that she's seen litter pickers on Cefn Carfan road doing an excellent job and she'd stopped to talk to them. They were from the Llanharan area and she had taken their contact details. Councillor Walton requested that the council writes to them to thank them for their hard work.

Councillor John: Had received a verbal request for a donation of £150 to purchase Christmas selection boxes from Bryncethin Community Centre.

**Resolved:** All information was noted. It was unanimously agreed that the Chair would write to the Litter Pickers and that Councillor John would ask the Community Centre representatives to put their request in writing to the Community Council for them to consider.

**27/22-23 ITEM 14 CLERK'S REPORT**

**Roll of Honour Sarn Centre:**

This has been updated, adding the names for the past 4 years.

**Training:**

Councillor Teahan-Dyer had attended the New Councillor training course.

### **Children's Activity Scheme:**

This had been held during the Whitsun school holidays. 82 children attended the session at Sarn/Bryncoch and 29 attended the one at Bryncethin.

The events were well publicized within the primary school, on social media hubs, council website, Sarn Centre library.

### **Annual Leave:**

Due to unforeseen circumstance the Clerk had made a request to the Chair to change her planned annual leave from June to July and to move the July meeting a week earlier to 4<sup>th</sup> July.

**Resolved:** The information and action of the Clerk was noted. It was unanimously agreed to move the July meeting to 4<sup>th</sup> July 2022

**Resolved:** The information and action of the Clerk was noted.

### **28/22-23 ITEM 15 CORRESPONDENCE**

All correspondence had been forwarded by email to Members and with the Chair's permission some additional correspondence had been included which had been received following the circulation of the meeting papers.

The Clerk drew Members' attention to the following:

- BCBC - T&CC Forum dates for 2022/2023
- One Voice Wales - Area Committee Meeting 4<sup>th</sup> July 2022
- Resident - correspondence requesting confirmation on when the work would be carried out to the footpath and stream at Cwmbéri. (the clerk had acknowledged the letter and copied in Rights of Way Officer, Andrew Mason, to the acknowledgement asking him to update the resident)
- Resident - correspondence regarding the trees on Heol Canola

**Resolved:** The correspondence and action of the Clerk was noted. A response to the correspondence regarding the trees on Heol Canola would be deferred to the July meeting when there would be a fuller council to consider the request.

Note: Councillors John and Williams declared an interest and did not take part in item 16 on the agenda.

**29/22-23     ITEM 16 PLANNING MATTERS**

3 applications and 3 decisions had been circulated in the last month; there were no appeals. In addition, 3 emails from Planning Aid Wales had been sent to Members.

**Resolved:** The planning documents were discussed, there were no objections to the planning applications.

**30/22-23     ITEM 17 ITEMS FOR THE JULY 2022 ORDINARY MEETING**

- Highways & Climate Change issues
- Staff Confidential Update

The agenda would be kept open for any other items that may arise during the month.

The next meeting of the St Brides Minor Community Council will take place on Monday 4<sup>th</sup> July 2022 at 6.00 pm at Sarn Centre and/or via Zoom.

The meeting closed at 7.38 pm

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Chair of Council

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4<sup>th</sup> July 2022