



Minutes of the Meeting of Glynneath Town Council
held on a remote basis in accordance with the provisions of
The Local Government and Elections (Wales) Act 2021
at 6:30pm on Tuesday, 11th May 2021

Present:	Cllr S Knoyle (Chair)	
	Cllr J Collins	Cllr H Morgan (late arrival)
	Cllr S Evans	Cllr M Powell
	Cllr J Gregory	Cllr G Reynolds
	Cllr S McMenamin	Cllr J Roberts (late arrival)
	Cllr D Morgan	
	8 x Residents	
Absent:	Cllr R Simons	
Clerk / RFO:	Ms J van Tonder	
Council staff:	A Pughsley, Mrs M Chaplin	

1. Presiding: Cllr Simon Knoyle

2. Apologies for absence

Apologies for absence had been received from Cllr C Edwards and R Knoyle.

3. Declarations of Interest

Cllr S Knoyle	Personal, Named in correspondence – agenda item 7(a) Personal, Secretary to Glynneath RFC – agenda item 8(d) and 8(e)
Cllr D Morgan	Personal, Named in correspondence – agenda item 7(a)
Cllr S McMenamin	Personal, Associated with Glynneath Junior Football – agenda item 8(d) and 8(e)
Cllr S Evans	Personal, Treasurer to Glynneath RFC – agenda item 8(d) and 8(e)

4. Public Questions

Cllr Janet Collins advised she had received a query regarding the permissible size for memorials at the Cemetery. The Clerk confirmed she would provide the requested information to the member of the public as soon as possible.

There were no other questions or comments from the public.

5. Minutes of the ANNUAL Meeting held on 11th May 2021

a) Amendments to the Minutes

No amendments.

b) Confirm as a true and accurate record

It was proposed, seconded and

Resolved: To confirm the minutes of the Annual Meeting held on 11th May 2021 as a true and accurate record.

c) Matters arising from the Minutes

No matters arising.

6:37pm – Cllr H Morgan joined the meeting

6. Minutes of the Meeting held on 11th May 2021

a) Amendments to the Minutes

No amendments.

b) Confirm as a true and accurate record

It was proposed, seconded and

Resolved: To confirm the minutes of the Meeting held on 11th May 2021 as a true and accurate record.

c) Matters arising from the Minutes

Min. 6: Members noted a poll had been called and a by-election would be held to fill the Central Ward casual vacancy.

Min. 7(a): The application process to fund the Upper Neath Valley Development Project was progressing well with the next Cluster Committee meeting scheduled for the following Thursday.

6:39pm – Cllr J Roberts joined the meeting

7. Matters pertaining to Correspondence received

a) Letter pertaining to Heol y Glyn site (dated 1st May 2021)

Cllr S Knoyle and D Morgan, having declared an interest, took no part in any vote.

Members discussed the contents of the letter received. It was noted that the Town Council had written to Neath Port Talbot County Borough Council (NPTCBC) at the time, expressing the Council's views.

Resolved: To formally acknowledge receipt of the letter in the first instance. As the matter pertained to planning consents and enforcement, the letter would be forwarded on to the Planning Department at NPTCBC, subject to the writer's permission.

b) Complaint pertaining to Welfare Park (received on 24th May 2021)

Members noted the subject of the complaint was the Council's handling of the recent incident where, as a result of exceptionally high winds, a branch on one of the trees at the Welfare Park was severed and had lodged precariously against neighbouring trees.

It was agreed the Clerk had taken the appropriate action at the time in consultation with both the Mayor and other relevant councillors after having sought advice from a professional tree surgeon.

Resolved: To note letter of complaint.

c) Complaint pertaining to the handling of FOI request (dated 24th May 2021)

The Clerk advised members that the Council had been asked to review the handling of and response to an FOI request submitted on 23rd April 2021 by the requester.

Resolved: To set up a Review Panel to consider the handling of the Freedom of Information request.

Resolved: The members of the review panel are agreed as:

Cllrs J Roberts, G Reynolds, H Morgan, M Powell, S Evans and J Gregory

d) Correspondence: Information Commissioner's Office

Resolved: To note correspondence from the ICO informing the Council that a complaint made to the ICO in respect of a FOI response, had been deemed eligible for formal consideration.

8. Finance and Administration

a) Year end Accounts for FYE 2021

Resolved: To defer the consideration of the Accounts to a Finance & Audit Committee meeting and subsequent Extraordinary meeting.

b) Earmarked Reserves for FYE 2021

Resolved: To defer the consideration of Earmarked Reserves to a Finance & Audit Committee meeting and subsequent Extraordinary meeting.

c) Excess Liability Insurance Policy renewal

It was proposed, seconded and

Resolved: To agree the renewal of the policy for £5,000,000 of additional Public Liability Insurance at a cost of £380.80.

d) Hire Agreements 2021/22

Cllrs S Knoyle, S McMenamin and S Evans, having declared an interest, participated in the discussions but took no part in the votes.

i) Welfare Park – Occasional Use

Members reviewed the document as previously circulated and a number of amendments were agreed.

Members questioned the clause in the general conditions prohibiting the consumption of alcohol and the implications of that on events such as the carnival. The Clerk agreed to check covenants over the Welfare Park.

Members went on to discuss the extent of the Council's liability with regard to facility users and Andy Pughsley, Facilities Supervisor was invited to address the meeting.

Andy advised that the Council needed to ensure complete compliance with all relevant

Health and Safety regulations and be able to evidence the appropriate licences, risk assessments, etc.

7:52pm – Cllr J Gregory left the meeting for a prior commitment

Following further discussion, it was proposed, seconded and

Resolved: To agree the amended Hire Agreement – Occasional Use for the 2021/22 season.

ii) Welfare Park – Seasonal Exclusive Use

Members agreed to make the same amendments to the general conditions contained within this agreement as had been applied to the agreement for Occasional Use.

Members discussed the logistics of multiple seasonal facility users and the requirements of each of the different sports. It was agreed flexibility could be built into any agreement and the staff would make every effort to accommodate the various users' needs.

In order to ensure tennis courts were available to those hirers with an exclusive use agreement in place, it was suggested a noticeboard be put up in the vicinity of the courts showing the bookings.

Following further discussion, it was proposed, seconded and

Resolved: To agree the amended Hire Agreement – Seasonal Exclusive Use for the 2021/22 season.

e) Facilities Schedule of Fees 2021/22

The Clerk outlined the underlying premise of the revised Schedule of Fees and explained the need for a consistent charging strategy across all the Council's facilities. She went on to explain that the seasonal hire charge was not so much for the sports pitch/court itself but for the right to exclusive use of that facility at a specified time and for a specified "season".

The Clerk explained that, should a hirer wish to make use of the Pavilion, the higher seasonal fee reflected the cost to the Council of opening and closing up after use.

Following further discussion, it was proposed, seconded and

Resolved: To agree that no hirer would be given keys to the Council's facilities

Resolved: To add a clause at the bottom of the schedule stating that the length of the "season" / "session" was to be agreed with the Council.

Resolved: To adopt the Facilities Schedule of Fees 2021/22 to take effect from 1st July 2021.

f) Concessionary Fees Application form

It was proposed, seconded and

Resolved: To agree the Concessionary Fees Application form as presented.

g) Payment Schedule

Resolved: To approve the following payments:

Powercut	CHQ 000412	Mower and debris blower	£2,250.00
Speedy Hire	CHQ 000413	Hire of equipment – POS	£287.06
Derwen	CHQ 000414	Skip Hire – Welfare Park / Cemetery	£144.00

Neath Vale Building	CHQ 000415	Consumables – Welfare Park / Cemetery	£113.27
Neath Port Talbot CBC	CHQ 000416	Dynamic Park quarterly lease	£75.00
G/neath Training Centre	CHQ 000417	Bedding plants – To be paid from floral group grant	£400.00
S.L.C.C.	CHQ 000418	Training – Appraisal Techniques (J van Tonder & A Pughsley)	£72.00
One Voice Wales	CHQ 000419	Training – The Council Module 1 (M Chaplin)	30.00
BHIB	CHQ 000420	Excess Liability Insurance renewal	380.80
Councillors	CHQ 123-127	Councillor Allowances 2021/22	£660.00
			£4,412.13

9. Committee Chair reports

a) Town Hall & Community Centre committee

Cllr Janet Collins reported the Committee were hoping to meet the following week and asked if the non-councillor member application forms could be made available as soon as possible.

b) Cemetery committee

Cllr Stephen Evans confirmed the machinery had been delivered and were being used. The seed bombs had been scattered and the school flower beds were coming along.

Andy Pughsley advised he had received quotes for the plumbing works needed to install the new vanity unit and basin.

There was a discussion around the proposed patio area and the need for disabled parking on the site in terms of accessibility regulations. Stephen and Andy agreed to meet on site to work out a way of ensuring both the patio and parking spaces could be provided.

c) Parks and Open Spaces committee

Cllr Shane McMenamin confirmed the additional member of staff appeared to be settling in well and the team were working through the list of priorities. Shane confirmed the Community Service team would be working alongside the Council's staff to complete some of the bigger tasks.

It was acknowledged the state of the play items was still a high priority.

d) Projects – Welfare Transformation Project

Cllr Simon Knoyle invited all members to attend an informal gathering at the Pavilion the following Thursday evening with a view to working through the Urban Foundry study and translating the findings into a first draft plan for the Welfare Park.

10. Planning Applications

a) P2021/0435 – 9 Robert Street, Glynneath

No objection.

11. Planning Consents & Refusals since the last meeting

P2020/0861	Details to be agreed in association with condition 27 (Construction Environmental Management Plan) of	Application withdrawn 17/05/2021
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	application P202/0195 granted on 14/09/2020 at Land South of Heol y Glyn, Glynneath	
P2020/0980	Details to be agreed in association with conditions 8, 21, 30, 31 and 35 of application P202/0195 granted on 14/09/2020 at Land South of Heol y Glyn, Glynneath	Application withdrawn 17/05/2021
P2021/0170	Statue erection with small dwarf wall and hard standing area for persons to visit at Land opposite 114 High Street, Glynneath	Permission granted 17/05/2021
P2021/0385	Part two-storey part single-storey side extension at 9 Rock Street, Glynneath	Permission granted 12/05/2021

12. Date of the next meeting: Tuesday, 13th July 2021

The Clerk advised that she would be calling an Extraordinary Meeting for Thursday, 24th June 2021 for the approval and signing off of the Annual Return.

The Meeting concluded at 8:17pm.