

Minutes of the Ordinary Meeting of Pontardawe Town Council held on Monday 14th July 2014, at Trebanos Hall, Swansea Road, Trebanos commencing at 6.45pm

9605. Present Councillors M James (presiding), Mrs J Bowen, V Hotten, D Harris, G Davies, H Evans, B Williams, A Nicholson, Ms R Lewis, Mrs E Puzey, H Pickrell, Youth Representatives – Harri Evans – Mason

Apologies: Councillor Mrs L Purcell, D B Thomas, P Williams, Ms S Northcott.

9606. Nomination of Acting Chair for the Ordinary Meeting: Councillor Mike James was nominated as acting Chair for the Ordinary meeting held on the 14th July 2014 due to the absence of both the Mayor and Deputy Mayor.

Resolved that Councillor Mike James will be the Acting Chair for the Ordinary meeting held on the 14th July 2014.

9607. Disclosure of Personal and Pecuniary interests: Councillors Mrs J Bowen, A Nicholson, G Davies and V Hotten declared an interest in the Pontardawe and District Youth Facility, Councillor B Williams declared an interest in the Canal Society.

Resolved this be noted.

9608. Minutes of the Ordinary Meeting held on the 9th June 2014:

Resolved that the minutes of the Ordinary Meeting held on 9th June 2014, having been read and confirmed as a true record, be accepted by Council.

9609. Matters raised by members of the public: None.

Resolved to be noted.

9610. Police Matters: The Clerk provided the following information:

Pontardawe:

The next PACT meeting was to be held on the 21/8/14 at The Cross Community Centre commencing at 6.30pm.

The main PACT priority was parking and speeding at Llanguick School which would remain a priority together with parking on Thomas Street. There had however been no instances recorded on recent patrols.

Total number of crimes for Pontardawe for May – 39 (Burglary 2, Anti Social Behaviour 12, Robbery 0, Vehicle Crime 2, Violent Crime 6, Public Disorder 1, Shoplifting 2, Criminal Damage 7, Other Theft 6, Drugs 0, Other Crime 1)

Trebanos:

The next PACT meeting was to be held on the 21/8/14 at Trebanos Hall commencing at 6.30pm. The main PACT priorities were complaints of off road biking in the area which would remain a PACT Priority. There had however been no instances recorded on recent patrols.

Resolved to be noted.

9611. Pontardawe & District Youth Facility: Councillors V Hotten, G Davies, A Nicholson and Mrs J Bowen expressed an interest.

Council was advised that the Pontardawe and District Youth Facility had received no financial assistance for the 2014/15 fiscal year to date from Pontardawe Town Council and therefore there was still £10,000 from the budget available.

Resolved to be noted.

9612. Out of School activities brochure: The Clerk confirmed that a meeting of the partners was to take place on the 17th July 2014 which should finalise the arrangements for the production of the Brochure.

The Clerk confirmed that Harri Evans- Mason was during his weeks work experience at the Town Council in the process of setting up and populating effective social media pages for the brochure to allow easy access and updating of information on the Out of School Activities in the areas.

Resolved Council will be kept up to date with developments.

9613. The Time for Change organisational Pledge: Council was advised that the action plan had been accepted but that the organisation would require details of the person who would be signing the pledge and the date on which the pledge had been signed.

Resolved that the Mayor Councillor P Williams would sign the pledge at the September 2014 meeting.

9614. Vacant Seat – Trebanos Ward: Council was advised that following the election for the vacant seat on the Trebanos Ward, Charlotte Ford had been elected as a Town Councillor. Councillor Ford represented Plaid Cymru and had already signed here 'Declaration of Acceptance of Office'. Unfortunately Councillor Ford was not in attendance at the meeting and apologies had not been received.

Resolved to be noted.

9615. Trebanos Park – boulder project: The Clerk confirmed that the ‘Boulder Project’ from the Core funding grant was still virtually complete but that she was still awaiting the final time scales for the removal of the security fencing. Council was concerned over the length of time that the project had taken however the Clerk confirmed that ‘Groundworks’ had dealt with both the project management and had obtained the grants for the project on Council’s behalf so unfortunately she had no control over the time scales.

Discussions over the methods of community engagement also took place and it was agreed that the community engagement at the school fete together with at the community hall for the grants had been very effective in engaging with the local community and had provided very much more exposure than with engagement exclusively utilising the community hall.

Resolved that the Clerk will contact ‘Groundworks’ and request in the strongest terms that the Climbing boulder be available for the children of Trebanos at the start of the Summer Holidays due to the continued delays.

9616. Trebanos Park – proposed Grant application: Council was provided with the final details of the votes on the park design to be submitted to WREN with the application for a grant.

Overall the HAG –SMP design was the most favoured by both the schoolchildren at Trebanos School and those utilising the Community Hall.

The Clerk confirmed that the application form was over half completed and she was confident of being able to submit the application by the August 2014 deadline.

The Clerk also confirmed that the decision would be made by WREN in approximately October with a start date for the park if the application was successful of Spring/Summer 2015.

Resolved the following:

- Council agree to support the HAG – SMP Design for the Wren grant application for Trebanos Park.
- The Clerk keeps them up to date with developments.
- A copy of the Park design will be put on display at Trebanos Park, and that local groups such as the Rugby club are made aware that the design is available for viewing.

9617. Allotment Provision: Council was advised that Neath Port Talbot County Borough Council had confirmed that they would not agree to allotments adjacent to the ‘Riverside’ Centre in Pontardawe as they would not fit with the County Boroughs plans for the area.

Councillor Purcell had also advised the Clerk that the Education Authority were not in agreement to allotments on their land.

The Clerk also advised Council that until the management plan for Cwmdu was agreed no further discussions on this area could be carried out.

She did however confirm that she had contacted Cilybebyll Community Council to determine if a partnership agreement for 'cross-border' allotments was feasible. The matter was to be discussed at their next meeting.

Resolved that the Clerk will advise Council of developments once available.

9618. Trebanos Park Trees: The Clerk confirmed that quotes had been received from the four companies (ND Thomas, Aborum, Enviroscape, JPB Trees) for both reducing the trees and for felling them in their entirety. All the companies had agreed that maintenance was required on the trees and that a reduction was necessary.

It was however more cost effective to remove the trees in their entirety as there were no ongoing costs.

Resolved that the matter be discussed in a Policy and Resources Committee to be held at 6.30pm on the 21st July 2014.

9619. Cwmdu Glen: Council was advised that the management plan had not yet been received from the County Borough but that they expected it to be available for the September meeting.

Resolved to be noted.

9620. Christmas lights provision 2014: The Clerk confirmed that she had received details of the provision for 2013 from the County Borough.

Resolved that the matter be discussed in a Policy and Resources Committee to be held at 6.30pm on the 21st July 2014. (Plenary Powers awarded)

9621. Planning:

Planning Act 2008 (as amended) and the Infrastructure Planning (environmental Impact Assessment) regulations 2009 (as amended) Regulations 8 & 9

Application by Abergwilli Power Limited for an Order granting Development Consent for the Abergelli Power Project.

Resolved to be noted.

P2014/0402 Dan Mcallum, Awel Amman Tawe, 76-78 Heol Gwilym, Cwmllynfell, Swansea SA9 2GN.

Site Location: Mynydd y Gwrhyd, North of Pontardawe and East of Cwmgors.

Proposed Development: Variation of condition 1 of planning permission P207/01413 (Granted on appeal on the 7/5/09) to allow for the extension of time for the commencement of development and variation of conditions 3 (reference to all works in Environmental Statement and allow a maximum tip height of 100m and maximum blade diameter of 82m), 9 (borrow pits), 14 (highway improvement works to facilitate revised access route) and 15 (internal access tracks).

Resolved: No Objection.

P2014/0572 James Hancock, 23 Hanbury Road, Pontnewydd, Pontypool, NP4 6QN

Site Location: 4 Farm Road, Trebanos, Pontardawe, Swansea, SA8 4DE.

Proposed Development: Demolition of store and construction of a single storey rear extension and raised deck area.

Resolved: No Objection provided there is neighbourhood notification.

9622. Finance Committee held on the 16th June 2014 (Financial Risk Assessment Review):

This Committee to review the Financial Risk Assessment:

The Committee reviewed the Financial Risk Assessment in full.

- Under the section covering Halls income the potential consequence should be altered to 5 with the likelihood altered to 2.
- Under the section covering Telephone Call box charges – The committee was unsure if these were now necessary due to the prevalence of Mobile phones, as there was a cost involved with the rental of the boxes
- Under the section covering the Freedom of Information Act- The committee was concerned that Councillors were unaware of the scope of the Act and therefore information should be made available to Council members which gave details of the obligations imposed by the act.
- As personal information was held by the Town Council it was also suggested that the Information Commissioners Office be contacted to determine if the Council should be registered.
- The Clerk confirmed that the Town Council's office computer was password protected and that the personal data held on staff was held on the hard drive and on the remote 'cloud' which was encrypted, but was not held on the USB flash drives which were not encrypted. Personal details were instead kept in paper format and locked in secure cabinets.
- The Town Council also operated a clear desk policy to prevent inadvertent display of personal details.

- It was agreed that information held which was not on personnel matters did not require encryption on the USB drives as this information was in the public domain.

Recommended Actions:

- Determine an annual date for the Financial Risk Assessment to be completed and reviewed by Council.
- Councillors to review information on the Freedom of Information and Data Protection Act
- The Clerk to determine if there was any legal reason why the Pay phones need to be provided at the community Halls, and if there was no requirement they were to be removed.
- The Clerk to discuss registration with the Information Commissioners Office and register if that was the recommendation.

Resolved that the Committees recommendations be ratified.

9623: Personnel Committee held on the 16th June 2014 (LPGS Discretions):

The Clerk explained that following the changes in the LPGS Pension scheme the Town Council had been requested to provide some policy decision on various matters by the Pension administrators at the City and County of Swansea.

The Clerk confirmed that the actual decisions needed to be agreed by the Town Council but that they could be changed at any time with immediate effect.

The Policy decisions had been discussed by Clerk and the Pensions administrator and she confirmed that the draft policies were in accordance with the policy decisions agreed by other Town/Community Councils and smaller employers.

The Committee recommended the discretions listed in appendix one be agreed by Council.

Resolved that the Committees recommendations be ratified.

9624: Policy and Resources Committee held on the 16th June 2014 (Public Health White Paper- 'Listening to you – Your health matters – Consultation):

The Clerk confirmed that the committee had plenary powers.

The Committee discussed the document in full and was concerned over the proposal to place a duty of care on each local authority (County Council) to develop a strategy on the provision and access to toilets for public use in their area.

The Committee discussed the current provision and the proposal, and agreed that while there was a need for conveniences for public use, and a number of methods of providing conveniences such as, opening public building to members of the public (i.e. community halls and offices), providing a financial incentive for local business to allow public use of conveniences, providing public toilets etc. the cost of providing and maintaining public toilets was extremely high. (Maintenance, cleaning, opening and closing etc)

The Committee was concerned that a 'duty of care' would place a legal requirement for local authorities to provide conveniences but would not provide any additional finance to support this duty.

The Committee was also very concerned that the County Borough would attempt to devolve the duty of care to Town and Community Councils also without additional funding.

The committee also discussed electronic cigarettes, Community Assets and other community provisions (i.e. car schemes)

It was also commented on that the opportunity for members of the public to attend a consultation meeting was very limited with only one date at one venue in Mid, North and South Wales.

The Committee recommends that that the response to the consultation will be that the Town Council does not agree with placing a duty of care for the provision of public conveniences on County Councils without additional funding to facilitate it.

Resolved that the Committees recommendations be ratified.

9626. One Voice Wales Meeting held on the 11th June 2014: Councillor Nicholson attended the meeting on behalf of Council and was impressed with the presentation by Ann John, the Information Commissioner, on the Data Protection and Freedom of Information Acts.

Resolved that both Freedom of Information and Data Protection be reviewed under the Financial Risk Assessment.

9627. Financial Protocols for Hall Management Committees: Council was provided with details of new financial protocols for Hall Management Committees that had been produced by the Clerk and had been reviewed and agreed by the Management Committees.

Resolved that the Financial Protocols will be provided to each of the Hall Committees for adoption.

9628. Accounts Schedule 301:

Resolved to accept the schedule totaling £38345.10 in line with Standing Orders.

9629. Ombudsman's Annual Report 2013/14: Council was advised of the Annual Report for 2013/14

Resolved that Councillor Nicholson will review and report back to Council.

9630. Email re 'Fly the Flag for the Commonwealth': Council was provided with details of the scheme which promoted flying a flag for the Commonwealth.

Resolved that the email be forwarded to Neath Port Talbot Council with a request for their comment.

9631. Email re the Waterways Recovery Group: An email was received from the 'Waterways recovery Group' providing details of the area of the Canal being worked on in the Pontardawe area for the period from the 12th to the 26th July 2014. The group would be happy for Council Members to visit the site at Trebanos Lock to talk to the volunteers during the project.

Resolved that Council Members will visit the project if able. It was also requested that the Canal Society be approached with regard to a large fallen tree adjacent to the path in the area of the lock to determine if it can be removed.

9632. Revised Code of practice on Workforce matters - Council was provided with a computer link to review the information prior to the meeting. Councillor Nicholson stated that he had considered the code in details and had some experience of the issues stated. He stated that the code was excellent but would like to see the terms extended to a greater number of Local Government Employees

Resolved to be noted.

9633. Email received re Parish/ Town Council Electricity Sales: Council was read an email re a proposal under the Sustainable Communities Act, re the right to sell electricity that had been generated by local schemes.

Resolved that the position be reviewed at the Policy and Resources Committee on the 21st July 2014.

9634. Email from Mark Jones re Poppy planting: Mark Jones provided details of the areas in the Pontardawe area where poppies purchased from the Youth Facilities Trustee grant had been sown.

Resolved to be noted.

9635. Letter received from Sergeant Andy Abraham re Retirement: A letter was read to Council from Sergeant Andy Abrahams of the Pontardawe Neighbourhood policing team confirming his retirement. He expressed his thanks for the Town Councils support over his many years service in the local area and pleasure at being part of such a close community. Sergeant Abraham also wished to introduce his replacement Sergeant Jane James who was handpicked to replace him.

Council expressed its thanks to Sergeant Abraham for his long and excellent service and requested an official letter of thanks be forwarded to him. It was also suggested that an additional award or gift should be provided and that Sergeant Abraham's replacement be congratulated on her appointment and invited to a future meeting of Council.

Resolved that Council will write a letter of thanks to Sergeant Abraham and will invite Sergeant James to come along to a future Council meeting. The additional award should be discussed and agreed in the Policy & Resources Committee. The committee will have plenary powers to purchase a suitable gift.

9636. Letter received requesting nominations for the Queen's Birthday Honours for 2015: Council was asked to provide a nomination for the award.

Resolved that the past Member nominated for the previous year be put forward again.

9637. Email received re Pontardawe Proms: An email was received re the Pontardawe Proms for 2014. Councillor Williams explained that he had attended the 2013 Proms which were delightful and encouraged Members to attend. It was agreed that the Town Clerk would arrange for seats for Members who wished to attend, if details of those interested were provided by close of business on the 17th July. The tickets would of course be at the individual Members own cost.

Resolved to be noted.

9638. Urgent Road Safety Matters: Council was advised of the following:

- Council was advised that a large 'Farm Foods' lorry had attempted to enter Ynysderw Road.

Resolved that the Clerk will contact 'Farm Foods' to request the situation addressed.

9604. Date and time of next meeting: The date of the next Ordinary Meeting of Council will be Monday 8th September 2014 at Ynysmeudwy Hall commencing at 6.45pm.

Signed **Dated**