Coychurch Higher Community Council

Minutes of the meeting held on

10th June 2024

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| Present: |  |  |
| Chairman: | Cath Reape | CR |
| Vice Chairman: | John Holmes | JH |
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| Councillors: | Tracy Boxall | TB |
|  | Mary Goodman-Edwards | MGE |
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| Clerk/RFO: | Antoinette Chislett | AC |
|  | Karyl Carter | KC |
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 ACTION

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| Start Time: 18:32 |
|  |  | CR officially opened the meeting. |  |
| 1 |  | Apologies: Received and accepted from Vicky Evans, BC’s M. Evans, A. Ulberini-Williams and R. Williams and AM L. Fletcher |  |
| 2 |  | Minutes:Minutes of the May meetings had been read. JH proposed they be accepted; seconded by TB and agreed by all. |  |
| 3 |  | Police matters:Crimes = 3 |  |
| 4 |  | Declarations of interest: * CR – Sports and Social Club
* VE and MGE – RFC
* TB - Allotments
* All CHCC attendees - Welfare Hall
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| 5 |  | Matters arising: |  |
|  | 5:i | Publicity/PR/Newsletter: who confirmed* D-Day 80th Anniversary flag to be taken down on Thursday 14th June and stored
* Councillor role advertising to be put on hold until after General Election
 | JH |
|  | 5:ii | Landscape project: * Jess H reported to CR that the current phase of development is hoped to finish end of next week (Fri 21st June). Signage to follow in a couple of months. Development all on target
* Heras fencing now secure after CR consultation with contractor
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|  | 5:iii | Development- Travellers: * BC A. Ulberini-Williams provided update via email. Issue still ongoing
* T.B. for information - Travellers currently residing at Pencoed RFC and in Coychurch. Noted that HYC RFC access gate closed
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|  | 5:iv | Signage: * C.R. reported that condition of sign at Bulls Row discussed with BC R. Williams. He will see what he can do to renew. C.R. to follow up
 | CR |
|  | 5:v | Litter: * CR discussed bin at HYC RFC with Brian – Keep Wales Tidy, will try to get bin upgraded to bigger size
* T.B. noted that weeds covering village sign at Bulls Row and offered to clear weeds
* A.C. noted that empty Fish Tank has been left in RFC top pavilion carpark. CR to look into it.
 | CRTBCR |
|  | 5:vi | Active Travel Plan: * No further information since email sent on 27th Feb to MP and AM
* CR stated that there is hope that Cenin may upgrade pedestrian route along old railway line along with their Solar Farm works.
* Link to consultation regarding Travel Policy changes for Post 16 students to be posted to social media for community parents awareness
 | AC |
|  | 5:vii | Independent Renumeration Panel for Wales Annual Report* BACs details received form C.R. and T.B., awaiting information from J.H.
* Forms to be signed for all members not accepting allowance
* Payment must be arranged in July as no meeting in August
 | JHACAC |
|  | 5:viii | Miners FootpathInitial repairs stopped due to weather. No further information. |  |
|  | 5:ix | Civility and Respect* To be removed from next months agenda
 | AC |
|  | 5:x | Traffic Speed and Signage – Heol-y-Felin, Heol-y-CywNo response from email sent to resident regarding issue raised with BC Cllr AU-W regarding driving speed on Heol-y-Felin. |  |
| 6 |  | Millennium site: * Bramble is a big concern – CR requested members volunteer to help
* CR informed members that Cardiff Conservation Volunteers will be increasing their fee per visit to £200 and have suggested 2 visits per year – Millennium Garden and footpath no. 42
 | CR |
| 7 |  | Cenin/Hybont: - Land exchange in St Brides Minor for factory site in progress. Land at Heol Laethog will become common land. Plans are available at Pencoed Library. |  |
| 8 |  | HeolyCyw Welfare Hall: * Currently no cleaner so cleaning work being carried out by JH and CR
* Interview to be arranged for cleaner
* T.B. has cleared bramble behind WH
* M.G-E offered assistance if needed
 | CR |
| 9 |  | Christmas: * T.B. showed members peel and re-use window stickers
* J.H. to try out for size. If members happy order to be placed
 | TB |
|  10 |  | Training and Code of Conduct Training: * No Code of Conduct training in pipeline with BCBC. AC to send Code of Conduct training powerpoint slides to M. G-E
* AC to arrange Clerks training with SLCC – inducting new Councillors
 | AC |
| 11 |  | Clerk: * Completion of finance training ongoing
* Online accounting system to be set-up
* A.C./C.R./K.C. to go through Standing Orders and Financial Toolkit together
* Clerks probationary period coming to an end. Appraisal required
 | AC/KCAC/CR/KCCR |
| 12 |  | Correspondence and planning: see attached correspondence list:* T.B. suggested date of correspondence to be added to correspondence list
* Planning application for Land at Hendir Uchaf Farm, Rhiwceiliog:
	+ J.H. reviewed application for dwelling for agricultural worker. Tan 6 states business to support housing for agricultural worker. No agricultural business registered for location.
	+ Due to non-compliance with Tan 6 members agreed to object to planning.
 | ACAC |
| 13 | 13:i | To receive reports from:Representative on school governing body – * T.B. reported that Pencoed Primary Head to remain with Welsh Government for another year but no longer. Acting Head to remain in place.
* T.B. noted that CHCC has no representation with Governing Body at Pencoed Comprehensive.
 | TB |
|  | 13:ii | Representative on the board of Conservators:C.R. stated that board of Conservators is likely to approach CHCC and other neighbouring councils for financial support.  | CR |
|  | 13:iii | Representative on One Voice Wales Nothing to report. No meeting. |  |
|  | 13:iv | Representative on the town and community council:Nothing to report. No meeting. |  |
|  14 | 14:i | Finance K.C. Audit update:* 22/23 Audit:
	+ K.C. reported that D.Evans will complete imminently
* 23/24 Audit:
	+ K.C. read Internal Auditor statement and recommendations. One recommendation is that Clerks working from home allowance is recorded as admin not salary. Internal Auditor has approved and signed off.
	+ K.C. demonstrated reconciliation of accounts and Internal Auditor checks.
	+ K.C. showed evidence to be presented to External Auditor
	+ K.C. read legal Annual Governance Statement to members – Members agreed with each statement
	+ C.R. signed AG Statement
 | KC |
|  | 14:ii | Defibrillator – KC to check with Welsh Government if we can get a new defibrillator for free | KC |
| 15 |  | Matters for the clerk * Resident anonymously raised Japanese Knotweed issue with BC A. U-W. CR has visited site and agreed that it is Knotweed which has originated on the woods side – land ownership unclear. AC to respond to A.U-W and ask that is reported to BCBC
* CR to review 20mph Listening Programme
* A.C. email to PCSO Lauren regarding proposed speed review
* Abandoned car in top car park. Picture to be posted to Facebook site to ask if it is owned by resident.
* T.B. noted that the pathway has been cleared in graveyard. C.R. stated that the land owner has to approach council officially for us to consider getting involved.
 | CR / ACCRACVE |
| 16 |  | To consider any other item of business which the person presiding as the meeting, as of the opinion should, by reason of special circumstances, be transacted as a matter of urgency: |  |
|  |  | Meeting closed: 2040 |  |
|  |  | Signed:  |  |
|  |  | Dated:  |  |