

Cornelly Community Council
Cornelly Community Centre
North Cornelly
Bridgend
CF33 4AS



Cyngor Cymunedol Corneli
Canolfan Gymunedol Corneli
Gogledd Corneli
Pen y Bont
CF33 4AS

Chairperson / Cadeirydd: Mr R M Granville

Clerk/Clerc: D Evans

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DRAFT

**Minutes of Multi Location Meeting of Cornelly Community Council
held at Cornelly Community Centre
on 26th October 2022 at 6.30pm**

Chair: Cllr Mr R M Granville

Members: Mrs J Granville, Mr A Kavanagh, Mrs H Kavanagh, Mr D Morgan, Ms P Page,
Mr S Parker (remote) & Mrs E Winstanley

Members of the public in attendance: Mr L Richards (part)
Mr J Jones (part)

ITEM

1. Apologies for absence

Cllrs Mrs S M Bennett

2. Questions / Observations from the Public (10 mins)

Mr Jones had previously forwarded an email to the community council relating to plans by Cornelly Luncheon Club to provide a 'Warm Space' at the community centre on a Tuesday and Thursday. Members and Mr Jones discussed the contents of Mr Jones' email. It was agreed Mr Jones will liaise with Cornelly Luncheon Club direct regarding this matter.

Mr Jones left the meeting.

3. Update on Pantry Provision at CADDT – Mr A Morgan

Mr Morgan thanked members for the opportunity to provide an update on the Pantry Provision provided at CADDT and supported by a monthly grant from the Community council. Mr Morgan reported as follows:

- Details of the number of customers registered and the food parcels provided. There has been a 20% increase in customers since August, with a continuing upward trend.
- CADDT will be providing food parcels FOC from 1st November to 28th February. This will be for a trial period to establish whether with appropriate funding the service can be sustained.
- CADDT will be providing a 'Warm Space' from 31st October, offering free tea/coffee, a free hot meal between midday and 2pm, and books, TV/DVDs and free activities.

Members discussed the services being provided by CADDT and the anticipated need in forthcoming months. The feasibility of CADDT, the community council and other local organisations providing this type of service, working together to provide a comprehensive provision was discussed. It was agreed that Mr Morgan will provide regular updates to the community council to allow consideration of partnership working when appropriate. Update from CADDT to be added to the community council's Agenda from November onward.

The Chair thanked Mr Morgan for his update.

Mr Morgan left the meeting.

4. Declarations of Interest in accordance with Section 51 of the Local Government Act 2000.

Any interests to be declared as items arise throughout the meeting

Cllr Morgan declared an interest in 'Correspondence' item 17.7 relating to Cornelly United FC.

ACTION

The Chair reported that he has taken advice from BCBC's Monitoring Officer after last month's meeting and he was advised there is no requirement for him to declare an interest in matters relating to Meadow Street Playing Fields or Cornelly United FC, as discussed at the September meeting. Cllr J Granville said her professional relationship with Cornelly FC resulting from her work with the local AM has now finished, there is therefore no requirement for her to declare an interest in matters relating to Meadow Street Playing Fields or Cornelly United FC.

5. Update from Borough Councillors

Cllr E Winstanley reported that a Cabinet meeting was held on 21st October, which discussed the LDP (Local Development Plan), the constitution and other issues.

Cllr R Granville reiterated Cllr Winstanley's report and added that BCBC are taking forward a major exercise in provision of training.

6. To approve as a correct record thereof the Minutes of Council Meeting held on 28th September 2022

Cllr D Morgan proposed draft minutes be agreed. Cllr A Kavanagh Seconded this proposal. The Chair duly agreed to sign minutes as a true and accurate record.

7. Matters arising from minutes of Council meeting held on 28th September 2022

Clerk's report previously provided to members contained the following update:

7.1 Item 6.1 Provision of 'Zig Zag' path leading from Broadlands onto Fairways, request to BCBC – The Clerk had no update on this matter

7.2 Item 6.2 Provision of Rehabilitation/Mental Health Services – Cllr J Granville provided an update on this service. The Clerk confirmed that payment had been made to the Public Hall for hire by this group for 12 weeks, as agreed at the September meeting.

7.3 Item 6.3 Tree Planting Projects – The Clerk reported identification of funding avenues to take forward tree planting projects is continuing.

7.4 Item 6.4 Proposals to organise meeting between V2C, the community council and representatives of V2C residents in Cornelly – The Clerk reported that V2C have said they will meet with members remotely between 9am and 5pm any weekday. The Clerk to provide members with proposed dates/times to find a convenient date/time to pass to V2C.

7.5 Item 6.5 Bumblebee Conservation Trust – 'Natur am Byth' project – The Clerk confirmed invitation to attend a future meeting of the community council to provide an overview of this project has been forwarded to the representative of the Conservation Trust: Mr L Harris.

7.6 Item 6.6 Purchase of Community Council Noticeboard – Cllr Parker reported on the difficulties in sourcing an all-inclusive notice board. Identification of an appropriate board will continue.

7.7 Item 6.7 Defibrillator for Meadow Street Playing Fields – Members had previously been forwarded quote relating to installation of heated cabinet at Meadow Street Playing Fields. Cllr Winstanley proposed acceptance of quote. Cllr Morgan seconded this proposal. All members were in agreement. CPR/defibrillation skills awareness sessions will be organised when the defibrillator is installed.

7.8 Item 6.9 Render at Community Centre Patio – This issue is being taken forward by Whittington Landscape Architecture.

7.9 Item 6.10 Cessation of 63B Bus through Kenfig – Cllr Parker had no further update on this matter.

7.10 Item 6.11 Provision of School Transport – Cllr J Granville reported on public meeting that was held in Cornelly on 7th October. Sarah Murphy AM and Cllr J P Blundell (BCBC Cabinet Member for Education) attended this meeting – BCBC Cabinet Member for Education. Members discussed this matter. It was agreed the community council will write to Cllr Blundell requesting an update on any information he has obtained from Senedd relating to this issue.

7.11 Item 6.14 Training – The Clerk had forwarded members draft training plan. It was agreed training plan to be published.

7.12 Item 13 Remembrance Day – The Clerk provided details of service at Maudlam Church. Cllr J Granville proposed wreath be purchased from Pyle Community Council to lay at the service. Cllr Morgan seconded this proposal. Cllr E Winstanley would like to read at the service.

7.13 Item 14 Christmas 2022 – Cllr J Granville asked that the Light Switch on be organised for Friday 2nd December, at 6.30pm. Cllr Granville gave details of Cornelly Songbird's plans for the Light Switch on. Cllr J Granville asked that request be made to BCBC for a better Christmas Tree on Heol Fach than in recent years.

7.14 Item 19.12 Installation of windows at the Community Centre – The Clerk reported that Kestrel Windows have not provided a start date for this work.

7.15 Item 19.14 Overgrowth restricting width of pavement and failed speed sign at highway leading from Maudlam Cross into Cornelly – the Clerk reported that BCBC have said this issue will be addressed, but to date it has not been. Cllr R Granville will take this issue up with BCBC's Highways department.

7.16 Item 19.19 Baby Loss Awareness Week – Members discussed the success of the community centre being lit up in pink and blue to raise awareness of this organisation and Cllr J Granville reported on the success of the Church service and gathering at the patio.

7.17 Item 20.2 Dangerous Parking at Kenfig – Cllr R Granville reported that the car park that had been closed due to vandalism to the parking machine, is now open. Cllr Granville also reported on proposed alterations to footpaths and bridleways at Kenfig that he has spoken to BCBC's Rights of Way Manager about.

8. Accounts Payable & Financial Update

Members had previously been provided with financial information and accounts payable to date. Members discussed. **Cllr D Morgan Proposed acceptance of financial information and payment of all accounts. Cllr A Kavanagh Seconded this proposal. All members agreed.** The following accounts payable were approved:

Payee	Date	Chq No.	Amount
Cornelly Public Hall – Uniform Exchange Hire	30 th Sept 2022	BACS	80.00
Cornelly Community Centre – Rental Clerk's Office	30 th Sept 2022	BACS	1,000.96
Cornelly Community Centre – Meeting Room Hire	30 th Sept 2022	BACS	525.00
Cornelly Public Hall – Outreach Hire	30 th Sept 2022	BACS	170.00
Zoom	30 th Sept 2022	DD	14.39
Clerk's Salary – Sept 2022	3 rd Oct 2022	BACS	xxxxx
P J Landscapes – Hanging Baskets	3 rd Oct 2022	BACS	1,200.00
CADDT – Pantry Grant	3 rd Oct 2022	BACS	125.00
P J Landscapes – Hanging Baskets Removal	7 th Oct 2022	BACS	800.00
BCBC – Election May 2022	10 th Oct 2022	BACS	7,368.00
Amazon – Comm Centre Equipment	10 th Oct 2022	BACS	46.46
Propest Ltd – Maudlam Allotments	14 th Oct 2022	BACS	70.00
Watt Watt Ltd – Floodlights at Comm Centre	18 th Oct 2022	BACS	800.00
Watt Watt Ltd – Coloured light filter at Comm Centre	18 th Oct 2022	BACS	150.00
Watt Watt Ltd – Repair to light sensor at Comm Centre	18 th Oct 2022	BACS	70.00
HMRC – PAYE/NIC – Month 5	19 th Oct 2022	BACS	512.92
HMRC – PAYE/NIC – Month 6	19 th Oct 2022	BACS	430.33
Microsoft	24 th Oct 2022	DD	7.99
One Voice Wales - Training	24 th Oct 2022	BACS	35.00
One Voice Wales - Training	24 th Oct 2022	BACS	140.00
One Voice Wales - Training	24 th Oct 2022	BACS	35.00
Clerk's Telephone	26 th Oct 2022	DD	21.96

Estimated Accounts Payable October 2022

- a) HMRC Tax & NI - £510
- b) Pension (May) - £94
- c) Clerk's Telephone - £22.00

9. Ratification of Recommendations arising from the following meetings:

- **Finance meeting held on 19th October 2022**

Cllr J Granville proposed ratification of recommendations arising from this meeting. Cllr Morgan seconded this proposal. All members were in agreement.

- **HR meeting held on 19th October 2022, including consideration of enrolment of Community Council employees into Local Government Pension Scheme**

Cllr Morgan proposed ratification of recommendations arising from this meeting including: **Recommendation** that the following positions be invited to enrol in the Local Government Pension Scheme administered by Rhondda Cynnon Taff Borough Council:

- Clerk/Responsible Finance Officer to Cornelly Community Council
- Administration Assistant to Cornelly Community Council
- Caretaker x 2

Cllr Morgan seconded this proposal.

RESOLVED: The posts of Clerk/RFO, Administration Assistant and Caretakers x 2 be enrolled into Local Government Pension Scheme.

10. Matters relating to employment of Clerk/RFO

The end date for the present Clerk/RFO is 28th October, this will mean that until a new person is appointed the community council will not have a Clerk/RFO. Interviews for the position are being held tomorrow. Members discussed the difficulties around not having a Clerk for a short period of time, assuming there is a successful candidate coming from the interviews being held tomorrow. Cllr Winstanley proposed that the present Clerk be asked to continue as the Responsible Finance Officer to the council and provide skeletal administrative support for 5 hours a week, at her current salary rate per hour, until the new Clerk/RFO is in post. Cllr Morgan seconded this proposal. All members were in agreement. The present Clerk agreed to this proposal.

11. Matters relating to Cornelly Community Centre, including consideration of draft lease for Long Term Community Asset Transfer of the Centre

Members had previously been provided with financial information relating to the community centre, as detailed at item 8 above.

Members had previously been forwarded draft Long-Term Lease and associated documents, including surrender of short-term lease, received from BCBC. There were no queries relating to the documents apart from the community council's address on the lease should be Cornelly Community Centre.

The Clerk reported that the Main Caretaker and the Weekend Caretaker commenced their new work schedule on 1st October, and it is working well.

The Clerk confirmed that Springvale Weatherproofing have been informed that the community council agree to their proposal that the roof inspection schedule be reduced to 2 x visits a year.

Propose to continue to take forward pest control at the Centre. Cllr Morgan proposed payment of Pest invoice. Cllr A Kavanagh seconded this proposal. All members were in agreement.

Members had been forwarded invoice related to installation of 6 x colour changing RGBW floodlights at the community centre. Cllr Winstanley proposed paying of invoice. Cllr Parker seconded this proposal. All members were in agreement.

Members had been forwarded invoice related to lighting of the community centre in purple during the mourning period of the late HRH Queen Elizabeth II. Cllr Morgan proposed payment of this invoice. Cllr J Granville seconded this proposal. All members were in agreement.

Request from Nantymoel MEM Boys & Girls Club for loan of collapsible tables for a forthcoming one-day event was agreed.

Members had been forwarded invoice related to repair of light sensor at the disabled toilets at the community centre and repair to the scrubbing machine. Cllr Morgan proposed payment of invoice. Cllr J Granville seconded this proposal. All members were in agreement.

The Clerk reported that complaints had been received from hirers of the main hall that youths have been banging on the windows and disrupting sessions. It had previously been agreed that new blinds would be installed after new windows had been installed, but as there has been a delay in the installation of new windows, it may be beneficial to install blinds that can be removed when the window installation is being undertaken and reinstated upon completion. The Clerk was asked to obtain quotes for new window blinds.

The Clerk presented the following policies and Risk Assessment related to the community centre for review:

- Health & Safety Policy
- Environmental Policy
- Safeguarding Policy
- Anti-Bribery Policy

- Anti-Slavery & Human Trafficking Policy
- Risk Assessment & Management

Cllr J Granville agreed acceptance of revised policies. Cllr T Page seconded this proposal. All members were in agreement.

The Clerk reported that Propest have reported no issues arising from their monthly pest control inspection. Members had been forwarded invoice for payment. Cllr Morgan proposed payment of invoice. Cllr J Granville seconded this proposal. All members were in agreement.

12. Matters relating to Cornelly Public Hall

Members had previously been provided with financial information relating to the Public Hall, as detailed at item 8 above.

Members had been provided with report on the Hall undertaken by Vale Consultancy on 1st September. Members discussed recommendations arising from the report. A builder to be identified to undertake the recommendations. Members had previously been forwarded invoice relating to the inspection and report. Cllr Page proposed payment of invoice. Cllr A Kavanagh seconded this proposal. All members were in agreement.

The Clerk presented the following policies and Risk Assessment related to the community centre for review:

- Health & Safety Policy
- Environmental
- Safeguarding Policy
- Anti-Bribery Policy
- Anti-Slavery & Human Trafficking Policy
- Risk Assessment

Cllr T Page agreed acceptance of revised policies. Cllr D Morgan seconded this proposal. All members were in agreement.

The Clerk reported that Propest have reported no issues arising from their monthly pest control inspection. Members had been forwarded invoice for payment. Cllr Morgan proposed payment of invoice. Cllr T Page seconded this proposal. All members were in agreement.

13. Proposed Community Asset Transfer of Meadow Street Playing Fields

Cllr R Granville reported that BCBC will be inviting members to meet at the playing fields to look at the condition of the playing fields and the pavilion and identify any remedial action required to bring both up to standard. Cllr Parker asked that it be ensured all areas of the pavilion are accessible during the visit as when members met with BCBC officers at the pavilion some months ago they did not have the keys for some of the rooms at the pavilion. Cllr R Granville will ensure officers are aware of this. It was agreed the Grounds Maintenance contractor that has been agreed by this council should be invited to this meeting. Ideas for future use of the playing fields to encompass all sectors of the community were discussed. Cllr Kavanagh asked that the strategy he had recently put forward to members to take forward community engagement in the transfer of the playing fields be added to the November Agenda.

14. Enhancement of Green Area at Cornelly Community Centre, including:

- **Phase 2 plans to widen paths and create entrance feature**
- **Consideration of draft lease for Long Term Community Asset Transfer**

Members had been forwarded invoice received from Whittington Landscape Architecture relating to the detail design to tender stage of the works, 70% of overall design fee. Cllr Morgan proposed payment of invoice. Cllr Page seconded this proposal. All members were in agreement.

The Clerk reported that Whittington Landscape Architecture have confirmed Gerald Davies Ltd., will undertake work to widen the paths and create entrance feature at the grounds in January 2023. The Clerk requested confirmation related to commissioning of artist, to undertake memorial artwork at the green area, as agreed previously. Cllr Page proposed confirmation be given. Cllr Morgan seconded this proposal. All members were in agreement. The Clerk reported that work related to the memorial will be undertaken towards the end of Gerald Davies's contract. The artist has confirmed he will be using the same stone mason as Gerald Davies Ltd.

Members had previously been forwarded draft Long-Term Lease and associated documents, received from BCBC. Members discussed draft lease and associated Title Plan; a query was raised in relation to the land included in the Title. The Clerk was asked to clarify the query with BCBC and

ensure the draft lease is amended accordingly. The council's address on the lease to be changed to Cornelly Community Centre.

The Clerk reported that BCBC have now paid one third of the value of the 40k awarded by the Town & Community Council Fund in 2018, toward enhancement of the green area.

15. Social Media, including review of Social Media Policy

The Clerk presented revised Social Media Policy. Cllr Parker proposed acceptance of revised policy. Cllr Winstanley seconded this proposal. All members were in agreement.

16. Highway Issues

The Clerk reported there had been no response to the community council's request to BCBC for consideration of a safe crossing at the highway leading to the entrance to Village Farm Industrial Estate on Pyle Road. Cllr R Granville said that as a result of a joint request by himself as a Borough member for Cornelly, and Cllr M Kearns as a Borough member for Pyle, that a safe crossing be provided in this area they had been informed by BCBC that it is not possible to install a safe crossing in this area due to the width of the road.

17. Correspondence

17.1 BCBC EDSU – Decision letters: Ysgol Cynwyd Sant Consultation / Bridgend West School Modernisation Scheme (new school at Gibbons Way) / Heronsbridge School

Members noted.

17.2 BCBC – Invoice relating to May 2022 Elections

Cllr Morgan proposed payment of this invoice. Cllr Winstanley seconded this proposal. All members were in agreement.

17.3 BCBC – Community Shares information

Members noted.

17.4 South Wales Fire Service – Annual Improvement Plan for 2023/24

Members noted.

17.5 South Wales Police & Crime Commissioner – Annual Consultancy Survey

Members noted.

17.6 Resident Cornelly – Tree removal

The Clerk gave details of this correspondence which had previously been forwarded to members and reported on response from BCBC's Planning Enforcement Office stating that an investigation will be carried out into the removal of trees.

17.7 Chairman of Cornelly United FC – Meadow Street Playing Fields

The Clerk gave details of this correspondence which had previously been forwarded to members and reported the concerns had been passed to BCBC for action and the Chairman duly informed of the action taken.

17.8 KPC – Request to meet to discuss additional Funding

Members discussed this request. It was agreed that unfortunately, at this time the budget for the financial year 2022-23 does not have provision to provide funding at this time.

17.9 BAVO – Funding, Training & Events Bulletin

Members noted.

17.10 Local Business Owner – Warm Spaces at Cornelly Community Centre

As discussed at item '2' above.

17.11 Boundary Commission Wales – Revised proposals consultation

Members discussed.

17.12 BCBC Legal department – Long Term Lease and associated documents Cornelly Community Centre

As discussed at item '11' above.

17.13 Rhondda Cynnon Taff CBC – Information relating to local Government Pension Scheme

As discussed at item '9' above.

17.14 BCBC Legal Department – Long Term Lease and associated documents Cornelly Cross Playground (including green area at community centre)

As discussed at item '14' above.

17.15 Watt Watt Ltd – Quote for installation of defibrillator heated cabinet at Meadow Street Playing Fields

As discussed at item '7' above.

17.16 Cornelly Luncheon Club – Warm Space provision at Cornelly Community Centre

Members discussed information passed to the community council from Cornelly Luncheon Club regarding their intention to open a 'Warm Space' at the community centre during their current hire hours on a Tuesday and Thursday.

17.17 Urdd Gobaith Cymru – Request for donation

Members discussed. It was agreed the 2022-23 budget does not have provision to allow donation at this time.

17.18 BCBC – Code of Conduct Training

The Clerk reiterated that this training is mandatory and the importance of it. All members were asked to undertake this training session, if they had not already done so.

17.19 Resident – Overgrowth onto pavement and failed speed sign at highway leading from Maudlam Cross to North Cornelly

As discussed at item 7.15 above.

17.20 Resident of Cornelly – information relating to V2C and Cost of Living Services

The Clerk provided details of information previously passed to members.

17.21 Independent Remuneration Panel for Wales – Draft Annual Report February 2023 consultation

Members discussed this consultation.

17.22 Cynffig Comprehensive School Eco Club – Copy of Tweet publicising reusable plastic bottles

Members had previously been forwarded this information. Members were pleased to see that the project to provide reusable water bottles for Year 7 pupils, to which this council granted funding, continues to be a success.

17.23 One Voice Wales - various

The following correspondence received from One Voice Wales had previously been forwarded to members:

- Larger Councils Meeting 12th October 2022 – Cllr Parker attended this meeting on behalf of council and provided report to members.
- Biodiversity Conference 27th October 2022 – Cllr H Kavanagh is attending this meeting on behalf of council. Report will be provided to members at the November meeting.
- Sustainable Farming Scheme Outline Proposals for 2025 – Members discussed.
- Training Schedule – Council's training scheduled discussed at item 7.11 above.
- Royal British Legion – new grant scheme for veterans and their families – Members noted.
- Report on Community Assets – Members noted.
- Electoral Administration & Reform White Paper – Members noted.
- Independent Monitoring Board at Parc Prison – New members needed – Members noted.
- Local Places for Nature Presentation for Larger Councils Committee – Members noted.
- Local Places for Nature – Keep Wales Tidy – Members noted.
- Wellbeing of Future Generations Stakeholder Forum Meeting – Members noted.
- Ramblers – Our Paths Our Future – This Council to sign petition to ensure the future of footpaths.
- Joint One Voice Wales / SLCC Event – Wednesday 9th November – Members noted.

18 Clerk's Report

The Clerk reported as follows:

The Clerk asked that members review the 2022-23 Biodiversity Plan adopted by this Council to reflect plans for 2023-24. All members agreed to this request.

18.1 Members Reports

- Cllr A Kavanagh reported on plans to hold a small Halloween event at the patio of the Community Centre. Members who are able will attend this event. The event to be publicised on the community council's website and social media.

Cllr Morgan proposed Standing Orders be moved.

19. Allotments Update, including review of Rules & Regulations relating to Mawdlam Allotments

The Clerk reported:

- a) Plot holders at 4B and 7B have given up their plots. New plot holders to be allocated from the waiting list.
- b) As a result of a recent inspection undertaken by members of the Allotments Committee, two plot holders were identified as not working their plots to their required standard. The Clerk confirmed these plot holders will receive a warning within their 2023 rent letter advising them that if the plot is not shown to be worked to the required standard within the first quarter of 2023, they will be given notice to vacate the plot.
- c) The Clerk reported that a plot holder has made request to provide a skip. Members agreed a skip will not be provided until 2023, as three skips have already been provided during 2022.
- d) As a result of report received from Propest (pest control at the allotment site) last month, it was agreed a review of the Rules relating to Mawdlam Allotments would be undertaken at this meeting. Members discussed. Cllr Parker proposed the following rule be added to Rules & Regulations: ***“Any plot holder found to be dumping excess produce at the green verge opposite the entrance to the Allotment site, will be given immediate notice to vacate their plot.”*** Cllr J Granville seconded this proposal.
- e) Propest continue to take forward pest control at the site. Permission to pay Propest Ltd invoice requested. Cllr Morgan proposed payment of invoice. Cllr J Granville seconded proposal. All members were in agreement.

20. Rights of Way Update

- a) Cllr R Granville has been in contact with the Rights of Way department at BCBC regarding proposals to move Rights of Way and Bridle paths at Kenfig, that he has made aware of. He has been assured that any proposals of this type would need to go through proper channels and this community council would be consulted.
- b) Cllr R Granville spoke about the footpath at Ty Tanglwst Farm being overgrown with maize. This matter has been reported to BCBC’s Rights of Way department.
- c) Cllr Parker reported a broken kissing gate at Heol Broom. Details of this will be passed to the Clerk.

Cllr Granville left the meeting

21. Planning Applications:

- **Application No. A/22/25/ADV** – Non-illuminated pole mounted parking signs – Kenfig Nature Reserve, Kenfig CF33 4PT – **(previously passed to members by email)**
Members discussed this application. Members wished to comment on the application as follows:
 - ***The height of the poles appears to be excessive.***
 - ***The application does not include poles that have already been installed, after the date the application was submitted***

22. Date of Next meeting

The date of the next meeting is 23^d November 2022 at 6.30pm.

Meeting closed 9.15pm

Chair’s Signature