

**MINUTES OF THE FULL COUNCIL MEETING  
HELD VIA VIDEO CONFERENCING UNDER THE LOCAL AUTHORITIES  
(CORONAVIRUS) (MEETINGS) (WALES) REGULATIONS 2020  
ON THURSDAY, 4<sup>TH</sup> FEBRUARY 2021 AT 6PM**

**PRESENT: CHAIRMAN:                   CLLR. R. PRICE**

**COUNCILLORS:**

**W. CURTIS  
MS T. DAVIES  
J. EVANS  
P. JAMES  
MRS L. JONES  
MRS J. L. LOCKYER  
B. MACCATHAIL  
A. MCGRATH  
MRS. S. MILLER  
G. MORGAN  
A. MUSAIED  
MRS S.M. PENRY  
M. PROTHEROE  
A. SIMS  
J. WARMAN**

**IN ATTENDANCE:                   KATHRYN CHARLES  
BEN HUGHES  
SARA WHARMBY**

**6786 TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**6787 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

Declarations of interest were received from Cllr. M. Protheroe in respect of items 8 and 10a, Cllr. Mrs J. L. Lockyer in respect of item 5b, Cllr. Mrs S. Miller in respect of item 5b, Cllr Ms T. Davies in respect of item 5b, Cllr. W. Curtis in respect of item 5b and from Cllr. R. Price in respect of item 5b on the Agenda.

Cllr. J. Evans and Cllr. B. MacCathail entered the Meeting.

**6788 TO RECEIVE A WELSH GOVERNMENT GUIDE TO DIGITAL MEDIA**

Members had received the guide prior to the Meeting and were encouraged to adapt and operate with this guidance in mind when communicating online.

Cllr. A. Musaied disconnected from the Meeting.

**6789 TO APPROVE AS A TRUE AND CORRECT RECORD**

**A) MINUTES OF THE FOLLOWING COUNCIL MEETINGS:**

**i. FULL COUNCIL MEETING HELD ON 7<sup>TH</sup> JANUARY 2021**

It was proposed, seconded and agreed unanimously to accept the minutes of the Full Council Meeting.

**ii. ESTATES COMMITTEE MEETING HELD ON 14<sup>TH</sup> JANUARY 2021**

It was proposed, seconded and agreed unanimously to accept the minutes of the Estates Committee Meeting.

Cllr. A. Musaied returned to the Meeting.

**iii. EVENTS SUB-COMMITTEE HELD ON 14<sup>TH</sup> JANUARY 2021**

It was proposed, seconded and agreed unanimously to accept the minutes of the Events Sub-Committee Meeting.

The Town Clerk stated that as no events could take place due to the pandemic, there would be no Events Sub-Committee Meeting in February.

Cllr. G. Morgan entered the Meeting.

**iv. FINANCE COMMITTEE MEETING HELD ON 21<sup>ST</sup> JANUARY 2021**

It was proposed, seconded and agreed unanimously to accept the minutes of the Finance Committee Meeting.

**v. SPECIAL FULL COUNCIL MEETING HELD ON 21<sup>ST</sup> JANUARY 2021**

It was proposed, seconded and agreed unanimously to accept the minutes of the Special Full Council Meeting.

Cllr. P. James entered the Meeting.

**vi. PERSONNEL AND POLICY COMMITTEE MEETING HELD ON 2<sup>ND</sup> FEBRUARY 2021**

Discussed later in the Meeting.

**B) RESOLUTIONS RECOMMENDED BY COMMITTEES AS SET OUT IN THE MINUTES**

All Resolutions agreed.

**6790 TO RECEIVE THE CLERK'S REPORT**

**A. GENERAL MATTERS**

Members were updated on two Councillors who had not attended Meetings and were now breaching Section 85 of the Local Government Act.

Cllr. A. Musaiid disconnected from the Meeting

The Town Clerk stated that all Councillors were given appropriate equipment and support, if needed, to attend Meetings via video or phone conferencing, they also received monthly summons' to attend Full Council and Committee meetings. No apologies were received for every meeting they were absent. The Clerk outlined that it was not the role of the Clerk nor any other Town Councillor to remind Members to attend meetings however this had been done on a regular basis and despite repeated attempts to engage and help them attend, they did not.

The Town Clerk stated that the vacancies had been advertised. Members put forward their queries and asked for clarification of the rules due to the pandemic.

Issues with the Town Hall Lift were continuing and due to its age and difficulty with replacement parts, discussions regarding its future replacement would need to be discussed. **RESOLVED:** Estates Committee to discuss.

The Town Clerk asked Members to agree the costs of the fire doors at Melin Community Centre which needed to be replaced after the Fire Risk Assessment had been completed. **RESOLVED:** It was proposed, seconded and agreed to proceed with the contractor.

The Town Clerk informed the Meeting that a hall hirer had asked for permission to place a banner on the railings at Melin Community Centre and also to use the grass area outside the centre in the Summer. **RESOLVED:** Agreed.

Members were updated on the progress of some centres being used as COVID Vaccine Centres. The Town Clerk stated that this would need to be discussed at a future meeting as to how long they are able to use the centres.

Members were updated on an ongoing Allotments issue and stated that the matter was now closed.

A Member put forward a proposal to write to the Welsh Government letting them know about the Free Children's Meals initiative that NTC was currently running while schools are closed, and to ask them to reconsider the criteria for children to receive free school meals.

Members discussed the proposal at length. **RESOLVED:** The proposal was seconded, but not agreed by a vote of 4 for and 10 against.

## B. CORRESPONDENCE

<i><b>Correspondence Received</b></i>	<i><b>Actions</b></i>	<i><b>Resolutions</b></i>
Cllr. R. Price and Cllr. J. Warman declared an interest and left the Meeting. Cllr. Mrs S. Penry took over as Chair.		
A letter from the Rectorial Benefice of Neath regarding advertising in the Parish Magazine.	Do Council wish to advertise?	It was proposed, seconded and agreed to advertise in the Parish Magazine.
Cllr. R. Price and Cllr. J. Warman returned to the Meeting. Cllr. R. Price took over as Chair.		
Cllr. J. Evans gave his apologies and left the Meeting.		
Slides from a recent Red Cross Event with Neath CVS relating to the Neath Community.	For information.	-
An email from One Voice Wales regarding remote training sessions taking place in February.	For information.	-
Cllr. Ms T. Davies declared an interest and left the Meeting. Cllr. A. Musaied returned to the Meeting.		
An email from Boyer regarding a planning application for land off Meadow Road, Eaglesbush Valley, Neath, SA11 2AF.	Do Council wish to submit comments to Boyer?	Members were updated and informed that no comments were needed at the moment.
Cllr. Ms T. Davies returned to the Meeting. Cllr. A. Musaied disconnected from the Meeting.		
An email from Urdd Gobaith Cymru regarding donations for Urdd Eisteddfod 2021.	Do Council wish to support?	Members discussed the request. <b>RESOLVED:</b> It was proposed, seconded and agreed to donate £200 this year and to discuss future donations at the next Finance Committee Meeting. Members agreed to extend the Grant Aid closing date to 31 <sup>st</sup> August 2021.
An email from One Voice Wales regarding the New Chair for One Voice Wales.	For noting.	-
An email from the Living Wage Foundation attaching the January newsletter.	For information.	-
An email from One Voice Wales attaching the press release from Audit Wales 'NHS	For information.	-

bodies maintain good governance during the COVID-19 crisis'.		
An email from Evans Banks Planning Ltd regarding a Pre-Application Consultation for 18 Orchard Street.	For information.	-

Cllr. A. Musaied returned to the Meeting.

<b><i>Additional Correspondence Received</i></b>	<b><i>Actions</i></b>	<b><i>Resolutions</i></b>
A letter from Emma Day of NPT Stroke Group regarding their booking at Melin Community Centre.	For noting.	Members discussed the letter at length.  Cllr. A. McGrath gave his apologies and left the Meeting.  <b>RESOLVED:</b> It was proposed, seconded and agreed to offer them a donation to help with their rebranding at another venue.
Cllr. A. Musaied disconnected from the Meeting. Cllr. Mrs J. L. Lockyer and Cllr. Mrs S. Miller declared an interest and left the Meeting.		
An email from Gnoll Primary School regarding developing part of the school playing field into an area where by pupils, families, community can use to grow, produce and enjoy.	To discuss.	Councillors agreed to discuss the email at the next Estates Committee Meeting.

Cllr. A. Musaied, Cllr. Mrs J. L. Lockyer and Cllr. Mrs S. Miller returned to the Meeting.

Councillors discussed the Personnel & Policy Committee Minutes. A Member suggested staff annual leave years could be birthday to birthday. **RESOLVED:** It was proposed, seconded and agreed unanimously to accept the minutes of the Personnel & Policy Committee Meeting.

#### **6791 TO DISCUSS AND AGREE NEW ARCHITECTURAL LIGHTING QUOTES AT NEATH CASTLE**

Members discussed the costs. **RESOLVED:** It was proposed, seconded and agreed to obtain costs from different suppliers which could then go to the Estates and Finance Committees for discussion.

**6792 TO REVIEW AND AGREE INCOME & EXPENDITURE MOVEMENT FOR THE MONTH**

**a. BILLS AWAITING PAYMENT**

Agreed.

**b. BACS PAYMENT SCHEDULE**

Agreed.

**c. INTER BANK TRANSFERS (OVER 10K)**

None.

**d. PETTY CASH**

None.

**e. NEW SUPPLIER BACS AUTHORISATION**

None.



ALL DEPARTMENTS

Name: Cotton and Sons Ltd

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
38047	15/12/2020	Gloves, hand sanitiser and dusters	359.40	General Account	Cleaning	BACS/SEPA
38268	19/01/2021	Cleaning products	165.76	General Account	Cleaning	BACS/SEPA
<b>Total:</b>			<u>525.16</u>			

Name: Fire Safety Direct Ltd

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
81961	15/12/2020	Call out (change batteries)	128.40	Melyn Community Centre	Premises Safety Expenses	BACS/SEPA
<b>Total:</b>			<u>128.40</u>			

Name: Swansea Timber & Playwood

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
132608	13/01/2021	Bolts and drill bit to fix Castle lock up gate	51.29	Amenities	Repairs and Renewals	BACS/SEPA
<b>Total:</b>			<u>51.29</u>			

Name: Microshade

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
14023	28/01/2021	Monthly hosting fee	298.02	General Account	Computer and Software	BACS/SEPA
<b>Total:</b>			<u>298.02</u>			

**Grand Total** 1,002.87

**6793 TO RECEIVE AND CONSIDER PLANNING APPLICATIONS**

There were no objections to the following planning application(s):-

P2021/0041

P2020/0985

P2021/0039

P2021/0049

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<b>Meeting: Full Council February 2021</b>	<b>Planning Schedule</b>				<b>Date sent: 22.01.21</b>
<b>No. of Application</b>	<b>Applicant</b>	<b>Proposal</b>	<b>Location</b>	<b>Planning Officer</b>	<b>Recommendation</b>
P2021/0014	Ms Karen Myring	Proposed two storey side extension and single storey rear extension to include demolition of existing garage and widening of driveway to principal elevation	21 Sycamore Avenue Cimla, Neath SA11 3NT	Billy Stark	No objections

<b>Meeting: Full Council February 2021</b>	<b>Planning Schedule</b>				<b>Date sent: 29.01.21</b>
<b>No. of Application</b>	<b>Applicant</b>	<b>Proposal</b>	<b>Location</b>	<b>Planning Officer</b>	<b>Recommendation</b>
P2020/0985	Mr Karl Lewis	Alterations to existing bungalow to include new roof, front and rear elevations to accommodate second storey and provision of balcony and basement to rear of dwelling	10 Cimla Crescent Cimla SA11 3NN	Billy Stark	No objections
P2021/0039	Wildstone Group Limited	Upgrade of existing 48 sheet advert to support digital poster	Advertising Hoarding 64 London Road Neath SA11 1LB	Andrea Davies	No objections
P2021/0049	Mr Kristian Matthews	Variation of Condition 2 (Approved Plans) of planning permission P2019/5470 for part single storey part two storey rear extensions including patio area and steps	Greenacres 45 Primrose Road Neath SA11 2AR	Billy Stark	No objections

**6794 TO DISCUSS THE SOCIAL MEDIA CONTENT FOR NEATH TOWN COUNCIL**

There were no issues to discuss.

**6795 TO DISCUSS ANY MEMBER ISSUES AND RECEIVE REPORTS FROM MEMBERS ON MEETINGS ATTENDED ON BEHALF OF NEATH TOWN COUNCIL**

A Member informed the meeting that the Royal Mail want to remove one of the post boxes in Cimla. **RESOLVED:** It was proposed, seconded and agreed to write to the Royal Mail objecting to the removal of the post box.

A Member asked whether it would be okay for them to hold online meetings with residents.

Cllr. A. Musaied disconnected from the Meeting.

**A) DEFIBRILLATOR PROPOSAL**

Cllr. M. Protheroe declared an interest and left the Meeting.

Members discussed the request to support the shortfall of the installation of Defibrillators via NPTCBC Cllrs - Cllr Mark Protheroe and Cllr Alan Lockyer. **RESOLVED:** It was proposed, seconded and agreed to pay the £450 towards the defibrillators.

Cllr. M. Protheroe returned to the Meeting.

**6796 TO RECEIVE ITEMS FOR THE NEXT AGENDA**

There were no items received for the next agenda.

**6797 CONFIDENTIAL MATTERS – TO CONSIDER PASSING A RESOLUTION UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PRESS AND PUBLIC ARE EXCLUDED FROM THE REMAINDER OF THE MEETING**

The resolution was duly passed.

**6798 TO DISCUSS AND REVIEW ANY:-**

**A) INVESTMENT PROPERTY LEASING MATTERS**

Members were updated on the arrears position due to the pandemic.

The Town Clerk informed Members that a new proposal regarding 6 Green Street had been received regarding a Council owned property and

updated the Meeting via a recommendation from Rowland Jones & Partners.

Cllr. A. Musaiid returned to the Meeting.

**RESOLVED:** It was proposed, seconded and agreed to take the offer. (1 Member was unable to vote).

Cllr. A. Musaiid disconnected from the Meeting.

Members were informed that a viewing would be taking place for Unit 3, Town Hall, that was currently vacant. A proposal is currently being discussed on the same property.

Cllr. A. Musaiid returned to the Meeting.

**RESOLVED:** It was proposed, seconded and agreed to ask for £6500 after the viewing.

## **B) ONGOING, CURRENT AND FUTURE COMMERCIAL CONTRACTS**

Members were updated on Council leased properties.

The Town Clerk stated that they had been advised to obtain additional insurance NTC Properties which were empty for longer than 1 year.  
**RESOLVED:** Agreed.

Members were updated on Neath Castle wall and the powers which CADW have in relation to stopping ongoing works at the site.

### **6799 TO RECEIVE AN OVERVIEW OF ANY STAFFING MATTERS**

The Town Clerk asked Members if they would like to continue to support the School Crossing Patrol positions under the ongoing Service Level Agreement with NPTCBC. **RESOLVED:** It was proposed, seconded and agreed to continue to support the positions.

### **6800 TO RECEIVE AN OVERVIEW OF ANY HEALTH & SAFETY MATTERS**

There were no issues to discuss.

### **6801 TO FIX A DATE AND AGREE AN AGENDA FOR THE NEXT MEETING**

The Chair advised that the next meeting would be held on Thursday, 4<sup>th</sup> March 2021. An agenda would be circulated in due course.

There being no further business, the meeting was closed.